



Student Organization Handbook

STRAIGHT TO THE **SORC**

Student Organization Resource Center

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Being an Officer

As an officer of a student organization, you may feel unsure as to your role. What you expect of yourself and what others expect of you may not quite be one and the same. This next section is to assist you in determining what your role as an officer is, and to help you convey that role to the members of the group.

The success of an organization depends largely on its leadership and how the group reacts to following that leadership. But leadership does not mean doing all the work yourself or being “The Boss.” The following discussion was extracted from a Leadership Manual created by Pennsylvania State University. It is an excellent outline covering your role and of your group’s expectations.

THE GROUP EXPECTS YOU TO FOSTER GOOD GROUP RELATIONS AND A GOOD GROUP CLIMATE!!

Know your Group Members

Group members will have sets of expectations for their relationships with you. It is important that they feel accepted and that their ideas are heard, their contributions recognized, and their talents and skills employed. Leaders often make the mistake of utilizing one or two members exclusively instead of giving everyone an opportunity to participate. Some members of the group probably will become your close friends; however, as a leader, you must extend yourself to all members in an attempt to discover information and skills that each member can contribute to the organization. You must also try to understand why the members joined the group in order to help them have the kinds of experiences they are looking for or to help them expand their commitments.

Ways to Increase Your Effectiveness

1. Make a point of having informal conversations with each member outside of the scheduled meetings.
2. Meet the committees to assist them in their planning.
3. Encourage informal social get-togethers for the organization.
4. Recognize each member by name outside of meetings. Know something about members’ backgrounds.
5. Learn to listen carefully to each member.

Support Your Group

As the leader of the group, group members will expect you to support group decisions, committees, projects, and programs. Although you should be willing to contribute your support, this expectation places some awkward demands on you. First of all, it is very time-consuming. Secondly, since you are the group leader, members will often turn to you to make on-the-spot decisions rather than to the appropriate officers or committee chairpersons. It is important for you to support you officers and chairperson and involve them in decisions; otherwise, group members will view them as mere figureheads with no responsibility, and all of the work will fall back on you.

Ways to be Supportive

1. Remember that your communication about the group conveys your involvement, commitment, and enthusiasm.
2. Insure group consensus on decisions and personally support those decisions.
3. Act as a committee member for some events.
4. Be available as a “sounding board” for group members’ ideas.
5. Support your officers and chairpersons.

Convey Your Enthusiasm

Enthusiasm is active and is conveyed in many ways. Your constant contributions of new ideas and information to improve the group’s progress are definite indicators of enthusiasm. Your role as an effective spokesperson, participation in group projects and programs, recognition of contributions made by group members, and need to justify decisions on the basis of group goals are all enthusiasm indicators.

The influence you have on members is tremendous, and thus, your attitudes and actions will be carefully scrutinized. No one wants to commit him/herself to a group in which the leader appears uncommitted. A disgruntled, discouraged, apathetic leader is a quick death sentence for any group. Voice your concerns if you have these feelings, or if you are really apathetic about the group, you had better look at why you are continuing as the leader.

Points to Remember About Enthusiasm

1. Recognize the influence you have as a group leader.
2. Convey your enthusiasm appropriately.
3. If you are discouraged, let the group know how you feel.

Encourage Communication

Good communication is vital to a group. If there is little mutual understanding within the group and no agreed-upon procedures, it will be difficult for group members to work together. As the group leader, you will be expected to facilitate communication. Keep in mind that human communication is a complex phenomenon affected by the motivation and behavior of the sender as well as the perception and motivation of the receiver.

Obviously, communication is not achieved through words alone. Considerable nonverbal as well as verbal interaction is often necessary for effective communication to take place. Equally necessary are good listening skills. When group members are listened to, they tend to express themselves more clearly and listen more to each other.

Points to Remember About Communication

1. Attempt to keep communication channels open by encouraging the participation of others.
2. Propose regulation of the flow of communication when necessary.
3. Avoid “killer phrases” that stifle creativity, e.g. “It won’t work,” “Let me sleep on it,” “We tried that before.”
4. Do not underestimate the importance of tone of voice, choice of words, facial expression, and posture in communication.

Be Facilitative

Good members are frustrated by a leader who often railroads the group into accepting his or her own ideas, monopolizes the meeting time, and favors a select few. They are also frustrated by a leader who is passive, has no goals, is powerless, and offers no suggestions because he or she assumes that the group will provide its own direction.

Group members expect you to be a facilitative member, that is, a leader who realizes that the group needs direction, but does not provide it based solely on his or her own ideas. As a facilitative leader, you work with members to gain group direction and solve problems. You help the group integrate information, facilitate communication between group members, and aid the group in determining when it is ready to reach consensus. You promote a feeling of solidarity that enables all members to think of themselves as a part of the group, of value to the group, and committed to the goals of the group.

Ways to Become Facilitative

1. Make sure that all group members have the opportunity to contribute their ideas.
2. Offer information as well as solutions.
3. Help the group make decisions that reflect the feelings of the group.
4. Summarize decisions and relate them to group-established goals.
5. Use “we” instead of “I.”

THE GROUP EXPECTS YOU TO HELP IT ACCOMPLISH ITS TASK!!

Be Organized

Group members expect you to be the most organized member of the group. For some leaders this is a very natural role, for others it is a very foreign one. If you are the creative type who naturally exists in minor chaos, you had better make sure that you have a group member to assist you with organizational skills. Basic organization requires some time and effort, but the security it provides is worthwhile. It also sets an example for your group members to follow when you assume defined responsibilities.

Ways to Become Organized

1. Chart the overall structure of your group; define relationships and responsibilities of positions and members.
2. Chart the group's involvement in terms of projects, programs, issues, and concerns. With the group, determine progress goals.
3. Keep a list of current projects and people who have been assigned to handle them. Check their progress.
4. Double-check all arrangements for which you are responsible.
5. Maintain and utilize adequate information files, committee reports, evaluation forms, personal files, and budget reports.

Provide Direction

In a newly organized group, an early decision is the formation of the organization's goals. These goals, if they are honestly goals to which the members are committed, will then provide direction for activities and set the norm for a group decision-making process. In long-standing organizations, the leader must find ways to make the new members both aware of the organization's goals and committed to them, in addition to developing the group decision-making process.

Ways to Provide Direction

1. Take time to orient new members to your organization.
2. Justify, as a group, each decision or each program only on the basis of how it contributes to the actualization of the organization's goals.
3. As a group, evaluate your progress periodically to make sure that you are moving in a direction which is acceptable to the membership.
4. Plot programs on a chart to visualize the direction in which the group decisions are moving the organization.
5. Encourage reevaluation of existing goals. Be flexible enough to allow the group to add to or change its goals.

Delegate Responsibility

A prime function of every organization leader, if he or she is committed to the goals and the very existence of the organization, is to develop group members to become future group leaders and to carry on the work of the group. This development, which is especially crucial in University organizations because of the high turnover rate in their membership, can often be accomplished through the delegation of responsibility. Leaders may be reluctant to delegate responsibility because they feel that members are incompetent, or they may be hesitant to give up part of their authority for fear of losing status or having someone do a better job. Most of the time, however, leaders just do not know how to delegate responsibility.

Another aspect of this problem is the use of volunteers. Leaders are often discouraged by the fact that the group comes up with great ideas, but no one assumes responsibility for them. You should feel secure enough in your position to use appointments instead of always asking for volunteers. A

member can always decline the task, but in knowing your members well, you are apt to choose a member who will perform the task better than someone who volunteers. Also, in the process of appointing a person, you display confidence in members who may be afraid to volunteer.

Points to Consider When you Delegate Responsibility

1. Does the responsibility tap the skills, interests, or talents of the individual?
2. Is the responsibility well-defined? Does the person have an accurate understanding of the job to be done?
3. Does the responsibility create a challenge for the person and demand some decision-making on his or her part? The responsibility should include the authority to make the necessary decisions.
4. Is the responsibility delegated in an atmosphere of mutual trust? Can the person count on your support? Can you count on the person to carry out the responsibility?
5. Have you delegated varying degrees of responsibilities to all members to build group morale, group cohesiveness, and individual involvement, enthusiasm, and commitment?

Be a Resource Person

As the leader, the group members may expect you to have all the answers. Of course, this is impossible, but as a facilitator, one of your chief concerns has to be with your ability to get information. You were probably selected as a leader because you seemed to be better at this than others. Be aware of the fact that group members often want you to provide them with information so that group solutions can be achieved.

Ways to Get Information

1. Study the University structure and policies.
2. Utilize your group advisor(s) and Student Organization Resource Center staff.
3. Consult with leaders of other organizations.
4. Utilize group members who have the necessary information.
5. Develop task forces—committees to research the information.

Plan and Conduct Meetings

Regardless of the meeting structure your group uses, you will hold the primary responsibility for planning the meeting agenda and conducting the meeting. It is of utmost importance that you prepare an agenda before the meeting to determine the amount of time necessary to cover each item and to perhaps make a judgment as to item priorities. Be innovative in your meetings. It is not necessary to follow the same format at each meeting. Try using new meeting structures that best fit the needs of particular situations. For example, if you are searching for new approaches or ideas, use a brainstorming technique or bring in a resource person.

Help the group learn to make wise use of meeting time. Discourage people from restating the same opinions and encourage them to briefly acknowledge their concurrence. Standing reports should not be eliminated without prior consultation with the persons responsible; however, it is possible to

distribute typed reports to save time and to provide a future reference for group members. Encourage group members to make their comments to the total group, rather than engaging in private conversations during the meeting. If you use an informal meeting structure based on group consensus, constantly attempt to move the group to a decision and to make sure that each member has the opportunity to voice an opinion.

Be concerned with the meeting place. Factors such as chair arrangements, table space, lighting, and ventilation all contribute to the climate of your group. The physical factors should lend themselves to a working environment and should fit the meeting structure you choose.

Points to Remember as You Plan Your Meeting

1. Be flexible—use a method suitable to the situation at hand.
2. Consider the environment.
3. Utilize the group goals and constitution.
4. Facilitate communication.
5. Summarize and integrate the information gathered.

Encourage Evaluation

As the group leader, you are responsible for helping the group evaluate itself as well as its projects and programs. Encourage the group to analyze how it is solving its problems and accomplishing its goals. Work with the group to assess the planning and implementing of its activities. Find out if there was agreement on the goals of and need for the activity, and if a plan of action was decided. Discuss how decisions are made, and determine how the job got done and whether or not group members felt a sense of accomplishment. Evaluation can be accomplished through the use of meeting reaction sheets, written suggestions, informal discussions, group observations, and surveys.

Feedback from both group members and non-group members is often helpful in furthering the group and its activities. Such feedback is communication to the group that provides information on how well the group's behavior matches its intentions. Likewise, feedback from the leader to individual group members is a means of helping members to consider changing their behavior. This type of feedback gives individuals information about how they affect others. To be the most useful, feedback should be descriptive rather than evaluative, specific rather than general, and given at the earliest opportunity available.

Points to Remember About Evaluation

1. Try to remain problem or behavior-centered rather than personality-centered.
2. Realize that evaluation is a continuous process.
3. Work with the group to establish criteria for evaluation in advance.

Criteria:

Project/Program Evaluation

Were the program objectives met?

Were the planning, organization and management of the project/program effective?

What changes would you suggest?

Were the project/program constraints realized early in planning so they did not become obstacles?

Was the publicity aimed at your target population?

Was funding adequate? What shortcuts could be made in future programs?

Group Evaluation

Is the organizational structure in harmony with the goals and objectives of the organization?

Were organizational goals and objectives clear? Attainable? Met?

How could organizational changes help accomplish goals more effectively or efficiently?

What were the strengths of the organization?

How would you characterize the quality and quantity of committee work?

Was your committee atmosphere conducive to work?

4. Make sure that all group members are aware of evaluation criteria.

Leading a Meeting

In this section you will find some helpful hints to planning, coordinating, performing, and evaluating an organization meeting for those who choose not to use the Roberts Rules of Order.

Let us start with some absolute **DON'Ts**:

1. Don't talk too much
2. Don't start late: it sets a pattern
3. Don't feature any kind of outside program in the first meeting of the semester.
4. Don't ask for volunteers (there is a better way)
5. Don't read the minutes of the last meeting; it was weeks ago, and nobody cares!
(Anybody who really does care can read them later!)

Next, we suggest your leadership team read through the next few pages, consider these ideas, select those that seem to fit your needs, then create a definite plan for you meeting.

Before the meeting starts

1. Have a "team plan"...make sure that everyone knows the total plan and is prepared for his/her part in it.
2. Make sure the meeting place can be easily identified from the outside, that it is well-lit for night meetings. Put up signs to get people to the room and a sign at the entrance, visible when the door is open or closed, that says something friendly, such as "Welcome New and Old Members!"
3. Make sure that all meeting announcements and posters say clearly: "We start on time and adjourn early!" (Later on, prove it!)
4. Be sure that the agenda is ready beforehand, have copies for everyone, or be ready to project it on a screen, write it on the board, or otherwise post it for all to see.
5. See that the seating encourages maximum interaction among members and guests, that everyone can see the podium and hear what is going on, and that extra chairs are easily accessible. If you can, set up the room so that late-comers will enter at the rear, minimizing interruptions once you are under way.
6. Bring name tags and several markers.
7. Make certain that membership cards and pens are ready.
8. Bring Membership Information Cards and a quantity of pens and pencils.

9. Prepare a display of club mementos...photos, your scrapbook, awards, newsletters, brochures, etc.
10. Prepare and bring enough copies of the printed handout about the organization for every person. Include a statement of the group's mission/purposes, a list of the officers and how to contact them, a list of opportunities for future involvement and whom to contact about each one, and a summary of recent organizational achievements.
11. Check to make sure the microphone is ready for use, or speak loudly so that everyone can hear.

As People Enter the Room

12. Have old members come early to greet newcomers as they arrive, help them make out nametags, and talk with them individually or in groups of two to three. The "veterans" can also help with the other pre-meeting suggestions below.
13. Give everyone a Membership Information Card, if this is your first meeting. Ask them to fill it out, and then collect them immediately.
14. Give everyone a printed handout about the organization (step 10), and invite them to look it over before the meeting starts.
15. Give everyone a copy of the meeting agenda and/or program, explaining those items which require future information.
16. Take everyone on a tour of whatever displays you have, or at least invite them to look them over.
17. Invite each person to join, in a friendly, non-pushy way. If they are interested, take them to the membership table; follow up after the meeting with those not yet ready to join.

Starting the Meeting

18. Ask team members and all other veterans present to help get everyone settled. Announce that it is time to get underway. At this point it is helpful to move membership and handout tables just outside the door to greet and sign up latecomers before they enter. In the meantime, the meeting can get started, rewarding those who arrive on time.
19. Introduce yourself. Personalize it and give people some information about who you are.
20. Welcome all new people attending and give them individual recognition, if at all possible. If time allows, let them introduce themselves. For large organizations, this is best done in small groups or by other methods. Also, in some situations, individuals attending for the first time may prefer not to be so "publicly" recognized, so use sensitivity here.

21. Welcome all returning members and give them individual recognition similar to that afforded newcomers.
22. Acknowledge continuing members who have achieved special recognition (i.e. community leaders, scholarship recipients, and class or school officers).

Presenting Your Organization

23. Allow each officer to participate in the meeting in some major way. This helps out the president, gives them recognition, and lets others know who they are.
24. Explain the purpose of the organization, referring to the preprinted handout you gave to each attendee
25. Explain the organization's committee structure – **briefly!** If it is the least bit complex, visual aids will be a big help, but keep it short and simple.
26. Highlight major past accomplishments and refer to the displays.
27. Review those continuing projects that will require involvement of the membership in the coming year.
28. Describe important upcoming events and emphasize how members and newcomers can get involved.
29. Explain important decisions the group may face during the year.
30. Announce committee appointments or name the appointments that will be made. Tell members how they can get on a committee.
31. Encourage members to come up with new program ideas (speakers, fundraisers). Pass out cards on which they can jot down ideas; collect them at the end of the meeting.
32. Just for fun, have an auction, a drawing, a simple contest or play a get-acquainted game.
33. Show slides or films of past activities of the group.
34. Have refreshments.
35. End the meeting by introducing the key members again and asking them to go to the designated areas of the room when you adjourn, to be accessible to interested persons.
36. Invite everyone to visit with the key members, and to turn in their "idea" and "Membership Information" cards.
37. Announce the next meeting – date, time, place, any items of business and the program.

38. End the meeting **on time** and at the high point of interest, not when members are exhausted and impatient.

After Adjournment

39. Make it easy for folks to locate individual leadership team members to chat with or to volunteer for various projects or committees.
40. Have old members seek out first timers who were not quite ready to join at the beginning of the meeting. Encourage veterans to ask newcomers if they have any questions, but **not to oversell!**
41. Have the “put-it-back-together” team clean up and put things away.
42. After it is all over, be sure someone writes up the meeting’s notes.
43. The membership chair should begin to set up Membership Information Card file to help various committee chairpersons identify and recruit new committee members.
44. The leadership team should evaluate the meeting, share individual feedback, and make plans for the next meeting.

The meeting just described may seem a little “heavy” compared to anything you have ever experienced. It is, but if your team puts together the right combination at the outset, you have a good chance of a successful season ahead. Such a carefully prepared meeting gets a lot of people acquainted, involved, and on their way home early. And – most important – they will probably be back **next** meeting!

Advertising Off-Campus

Depending on the type of audience you want to attract to your event, you may wish to advertise off-campus. This is not a last-minute decision to make. You should allow at least 4 weeks prior to your event to begin this process. Advertising off-campus should always involve the following process:

Step 1—Consult with the Director of Student Activities about advertising off-campus. If everyone agrees that such advertising is appropriate, proceed to step 2.

Step 2—Compose the ad(s).

Step 3—Fill out and begin the processing on purchase orders necessary for such advertising. (Purchase orders can no longer be processed “after-the-fact”.)

Step 4—A copy of your ad needs to be taken to the office of University Relations (439-4317) in the Administration Building for approval prior to submission.

Step 5—University Relations will discuss the submission process with you on an individual basis for both print or broadcast.

All advertising that is not with the *East Tennessean* should be approved through the office of University Relations, this includes WETS radio and the television station.

The following is a list of advertising contacts for major newspapers in the Tri-Cities area:

Johnson City Press
204 W. Main St.
Johnson City, TN 37605
423-929-3111

Kingsport Times-News
701 Lynn Garden Dr.
Kingsport, TN 37660
423-246-8121

Elizabethton Star
300 Sycamore St.
Elizabethton, TN 37643
423-542-4151

Greeneville Sun
121 W. Summer St.
Greeneville, TN 37743
423-638-4181

Bristol Herald Courier
320 Morrison Blvd.
Bristol, VA 24201
276-669-2181

Herald & Tribune
702 W. Jackson Blvd.
Jonesborough, TN 37659
423-753-3136

Daily News & Post
310-320 E. Sullivan St.
Kingsport, TN 37660
423-246-4800

The Loafer
926 W. Oakland Ave.
Johnson City, TN 37604
423-283-4324

News & Neighbor
405 E. Market St.
Johnson City, TN 37601
423-979-1300

Many newspapers will publish a news release concerning local events. There is no charge for a news release, however, a news release must be just that—“newsy”. The papers will not consider a meeting notice or guest speaker news unless you have additional information about the speaker or meeting that makes it news. Consult the University Relations Office for assistance and approval of the writing of a news release.

Communication On Campus

How does your organization reach the ETSU student? Because of the diversity of the student body, there is no one sure method of advertising events on campus that will reach everyone. We suggest you use a variety of methods.

1. Post Office Boxes

A very important way for the University and the SORC to contact you and your group is by a post office box. The campus post office is located on the lower level of the Culp Center (439-6894). A student organization can rent a post office box for \$25/year for a small box or \$30/year for a large box. By renting a box for your organization, your group will not have to be dependent upon your faculty advisor or former officers to see that mail is forwarded in a timely fashion. You must be sure to pay your annual rental fee when due or your box will be closed.

If your group cannot afford to rent a box, the next best way is to ask your faculty advisor to use his/her box. If this is arranged, please work out a system for your group to get mail while your advisor is away (as in the summer). Discuss who should open the mail and consider asking your advisor to read the organization's mail and keep you notified of important dates. Important announcements come year round and should not sit unopened for weeks at a time (as in the summer).

Another option is to use one of the officer's boxes to receive the organization's mail. Although this is better than no box number, this means your group's box number will change as your officer's change. If you choose this method, you must be sure to notify the SORC as soon as possible with every officer and number change.

2. The East Tennessean

The *East Tennessean* is the ETSU student newspaper. Its offices are located on the 3rd level of the Culp Center (439-5363). The paper has a circulation of 6,000 copies that are distributed in most major buildings on campus. Advertising costs \$5.50 per column inch. (That means an ad size of 1 inch long by one column wide.) Larger ad sizes cost as follows:

1/4 page--\$132.00
1/2 page--\$220.00
Full Page--\$440.00

The paper is published every Monday and Thursday (except on holidays and breaks) during the fall and spring semesters. Advertising copy must be received by 12pm on Thursday for the Monday paper and by 12pm on Tuesday for the Thursday paper. For groups with no or new accounts, payment is expected up front. Inserts can also be used at the cost of \$50/1,000 copies of the newspaper plus the cost of printing the insert.

3. Bulletin Boards

There are bulletin boards located in every building on campus. Each academic area has its own method of monitoring bulletin boards. Contact the director or dean's office as to how long notices may be posted and whether or not they must be stamped and approved.

Rules for using bulletin boards in the University Center are as follows:

- a. Signs must be no larger than 14" X 22".
- b. Signs will remain posted until the day following the date of the event. Signs may not be posted for longer than 2 weeks.
- c. Signs to be posted in the University Center must be approved and stamped by a staff member in the University Center Office on the 2nd Level of the Culp Center.
- d. No more than 10 posters will be approved for display in the Culp Center for any one event.
- e. Posters are not to be attached to any surface except bulletin boards.

There are also a couple of bulletin boards that are reserved for the Student Organization Resource Center (SORC). Again, the same rules as the University Center apply but you must have these stamped by the staff of the SORC in the lower lobby of the first floor of the Culp Center.

Advertising in the residence halls can be done by putting posters and fliers on bulletin boards in the lobbies and on each hall. You will need approximately 80 copies of the poster or fliers to cover all the residence halls. These posters and fliers need to be taken to the Housing and Residence Life Office in the Administration Building (Dossett Hall).

In general, campus rules about posters are that they must comply with State Board of Regents policy. Simple courtesy in regard to where and how you hang your posters is appreciated. Please do not nail them to trees, tape them to painted surfaces, or hang them over other groups' posters.

4. U.S. Mail

Mailing notices and letters to students is another way to advertise. However, at \$0.27 for postcards and \$0.47 for letters per student, that can be an expensive proposition. One alternative is to do an off-campus bulk mailing. The Johnson City Post Office (main office only) has a booklet on how to do a bulk mailing. There are regulations on how to sort (zip code order) and bundle it, as well as how many pieces, their size and weight. For more information, go to the United States Post Office website to learn more:
www.usps.com/businessmail101/getstarted/bulkMail.htm.

Mailing to the students' ETSU box numbers is another option. University sponsored (funded) organizations can send letters or advertisements of activities to all students having a campus

box number. Coordination of this must be arranged with the staff in the campus post office. Other student groups can send student-to-student mailings. These must be fully addressed.

5. Any political affiliation must abide by the following TBR and State guidelines, as this university is used for political elections and such.

As we approach the fall elections, we want to remind the campus community of Tennessee Board of Regents (TBR) guidelines and state regulations regarding political campaigns. Please remember that campus mail, fax machines, e-mail, telephones, pagers, and other state-owned communication vehicles are intended for business purposes only and may not be used to promote any political candidate or activity. In addition, the TBR policy on use of facilities states:

- (a) The use of campus property or facilities for speaking engagements by candidates for political office or for other political activities, whether at the request of an affiliated or non-affiliated group, organization or individual, shall be subject to registration requirements and procedures specified in TBR policy and shall be subject to the regulations of the institution or school concerning other types of meetings or activities on campus property or in campus facilities.
- (b) When campus property or facilities are used for political purposes, reasonably equal opportunity shall be provided for presentation of all sides or views or reasonably equal access to the property or facilities shall be provided all sides.
- (c) No campaign posters, signs or other items of campaign or political advertising may be placed on campus property or facilities, except as specified in subparagraphs (d) and (e) below.
- (d) Students may place campaign posters, signs or other items of campaign or political advertising, whether pertaining to a campus or general election, within their dormitory residence provided such placement is made in such a way as to not damage or destroy campus property.

Strategies in Communication

1. Who are the ETSU students?

To develop a strategy for reaching the ETSU students, you must know something about them. Most students at ETSU commute (approx. 79%). Most students work and go to school. Many of our students are “nontraditional”, meaning they are older than the traditional age (18-22) and that they have spouses and/or children. The nontraditional population is over 25% of the campus population.

Students who live in residence halls can be reached via roommates, resident assistants, hall meetings, bulletin boards, etc. The main issue here is convincing them to stay on campus on the weekends. This is where the style of poster, flier, and promotion comes into play.

Students who commute are also influenced by the style of the ad; however, they are on campus for a much shorter period of time so your approach must be right on target!! The key here is to take the advertising to them. Find out where they spend time on campus and put your ads where they will see them. There are always computer labs, campus buildings, and parking lots that they are in. If commuters are your audience you must go there to attract them. Although there are no announcement boards in the parking lots and putting literature on cars is against campus rules, you can station organization members in key parking areas to hand out fliers, etc.

2. The heart of your promotion

Students today are juggling lots of priorities in their life. Classes, studying, work, and family always seem to be the top four. For a student to be willing to stay later at school, come back to campus, or stay on campus over the weekend, your event must be a priority. In other words the promotion you use must tell the student that this event/activity will provide something he/she needs or wants.

Advertising is saying more than just who, what, when, and where. It also says WHY you should take the time to come. Selling the students on WHY is the one thing most student organizations neglect in their advertising. With today's college student so busy with classes, work, family, and studying, failure to sell him/her on WHY will greatly increase the chances that your event's attendance will be low.

3. The style of your fliers and posters

The quality of your advertising sends off signals to possible attendees as the quality of the event. Don't just pin up a couple of quick magic markers on cardboard posters and think that will suffice. You can do so much with a computer in the SORC and print up some fliers to put around campus. You can also make posters in the SORC or at the University Press.

The SORC is open to your organization 6 days a week in the lower lobby of the first floor of the Culp Center. The University Press office is on the first floor of Sam Wilson Hall, while the University Press Convenience Center is in the Atrium of the Culp Center.

Make your advertising attractive. Use colors, headlines, bold print, arrows, borders, and pictures to catch student's attention and make him/her want to read your flier. Think about how you react to hum-drum advertising when you design your own. Have other students proof your ads to be sure important facts are not omitted, as well as to get their opinions on how it grabs their attention and sells them on the event. Good advertising is too important to your event to be left to the last minute or to be delegated to a "less than active" reliable member. Spend time doing your advertising right and it will pay off for your organization.

Constitutional Pitfalls

What is a Constitution?

A constitution is a document that describes the organization and how it operates. It should contain explanations about each of the following topics:

- Name of Organization
- Purpose of Organization
- Membership Requirements
- Dues
- Officers
- Duties of Officers
- Meetings of Organization
- Method of Amendment (see sample constitution in appendix)

What are Bylaws?

These are the permanent body of legislative rules by which an organization operates. There is seldom any difference between the constitution and bylaws. Most organizations combine the two.

In reviewing constitutions and bylaws, there are several mistakes groups often make in writing a constitution. Although these are not intentional errors, with a little time and attention you can write a constitution that will prevent future problems within your organization.

1. Setting a quorum. A quorum is the minimum number of members who have to be present at a meeting in order for business to be conducted legally. It is protection against the possibility that a small number of individuals within an organization might get together and transact business in an unrepresentative way. There is no magic number used to set a quorum for all groups. A quorum for most clubs or social organizations usually consists of either the average attendance at meetings or the largest number of members who can be depended upon to come to regular meetings. The quorum should be stated in the bylaws for the protection of the group as a whole.
2. Defining duties of officers. The duties of officers are self-explanatory in many cases: the president presides; the treasurer keeps the accounts; the secretary takes notes and handles correspondence. However, other offices can be defined to suit the needs of the group. The office of vice president is one that offers much flexibility. And yet, few groups take advantage of this. Why should the vice president's duty be to stand in for the president in an emergency? Why not assign the vice president a major responsibility for an important program or need. The vice president could be in charge of membership, programs, or publicity. And your organization could have more than one vice president, or secretary, etc. Think about your group's needs and programs and delegate responsibility to other officers. Otherwise, you know who usually gets stuck doing all the work . . .
3. Electing officers. There is nothing quite so discouraging as holding an election and having no

one interested in running for office. It's also a good way to discourage new members from getting involved if they see no one else volunteering to do anything. The best way to handle this situation is with some advance planning. Select a nominating committee (your executive board will do) to recruit a slate of officers. This will ensure that you will have at least one willing candidate for each office. Nominations can also be taken from the floor if you want to make it a "horse race." However, a hotly contested race can also be deadly for a group. The supporters of and the losing candidate can harbor ill feelings about the group for quite sometime.

4. Officer transition. Officers should be elected in the spring semester for the following fall. A spring election will allow time for a very important orientation to take place—officer transition. By electing in the spring the former officers will still be around to train the new officers. Do not pick the last week of school for elections. Allow several weeks before the end of the semester. Elections could take place earlier and the actual officer installation could take place later in the semester. If your group is not on such a schedule, you should actively consider the benefits of changing to a spring election.
5. Removal of officers. Although you might think, "It can never happen to my Organization," believe me, it can. Officers were elected last semester and have yet to call a meeting, or officers have misspent the group's funds, or officers have not attended a semester's worth of meetings, etc. Whatever the case, a group needs to have a way to remove incompetent officers from office and to elect new ones when necessary. This is not a provision to be taken lightly, or ignored.

Advisor/Advisee Relationships

The relationship between an advisor and an advisee can be both rewarding and fun. It is important that the relationship be defined from its start, in order to clarify what the advisor and advisee hope to gain from each other. This setting up of mutual expectations will help to create an open atmosphere, will help to prevent misunderstandings between the advisor and advisee, will help the advisor and advisee to set realistic goals for themselves and for the program, and will help to maintain an effective relationship.

It is important to remember that an advisor is not there for the sole reason of providing advice and support; and advisor can be a very valuable resource. The advisee needs to utilize these skills when working with his/her committee and programs. It is important for the advisee to recognize the various roles that the advisor plays within the university system. These other roles may provide the advisee with additional information.

Some of the important roles an advisor might play should be clarified from time to time. The advisor/advisee relationship is an on-going process and sometimes requires different roles for different situations. Some of these roles to be clarified include the following:

When is my advisor...

- a problem solver?
- a decision maker?
- an analyzer of group process?

Once these questions are answered, your organization will be on its way to good cohesion and effective functioning!

Modes of Advising

The mode of advising a student group will be largely determined by two factors: (1) the needs of the group and (2) the personality of the advisor. With a group not having experienced leadership, an advisor may need to be highly directive. As student leadership develops, the advisor may adopt a less directive mode with students handling greater responsibility. This condition will vary greatly among groups and also with a group over a period of time. The advisor should be perceptive to the different needs and expectations of the group in determining a specific mode of advising.

To insure an opportunity for input from the faculty advisor, some organizations reserve a few minutes at the close of their meetings for the advisor to speak. The advisor may or may not wish to make suggestions to the members and officers. The range of topics which would be relevant to such occasions is quite broad: a verbal pat-on-the-back, remarks of evaluation, inspirational comments, even a few pertinent jokes. The "Advisor's Corner" provides an opportunity for closer contact with the group.

Responsibilities and Assistance for the Advisor

It is more than just an honor to be a faculty advisor at ETSU. There are certain requirements a faculty or staff member must meet and follow. The first that the Tennessee Board of Regents requires all student groups to have a faculty advisor. Your role is considered vital by all to the success of a student organization. Should you decide to resign your position as a faculty advisor, please notify the SORC and your organization as soon as possible so that a replacement can be found and the group does not lose its registration as an ETSU student organization. Other responsibilities of the advisor as determined by the TBR policy, university policy, and the Student Organization Resource Center are as follows:

1. Insure organizational compliance with University policies and procedures applicable to student organizations
2. Insure organizational compliance with Federal, State, and local laws.
3. Assist the officers in handling the organization's funds and the maintenance of financial records. Expenditures should be made with the knowledge of the advisor. If a student group is funded in any way by university funds, if the group uses the university Business Office as its "bank" (agency fund account), or if the group will do business with university offices such as the Press or Aramark, the advisor's signature will be required on requisitions, purchase orders, travel requests, etc.
4. Play an active role in helping the students set up a meaningful program that is consistent with the organization's purpose and with the aims and objectives of the University. In the case of an organization which will be requesting University funds to support their program, the advisor should actively participate in the formulation of the budget request.
5. Help organization officers formulate and administer their meetings and/or activities.
6. Be aware of and involved in the planning of organization's official social functions, whether on or off campus.
7. Encourage the development of initiative, accountability, responsibility and leadership in the student members.
8. Be a resource person for the group.
9. Serve as a liaison between the University Administration and the organization, interpreting, if necessary, policy and philosophy.
10. Attend meetings of the student organization.

11. Serve as a liaison between the Student Organization Resource Center and the organization insuring that mail and other pertinent campus information is relayed to the officers.
12. A faculty or staff member may be the official, registered advisor of no more than 3 student organizations per academic year.
13. Oversee/approve organization's annual renewal through the ICS Website (to be complete **BY** the end of September). See *ICS Website* folder located on the Handbook CD.

Assistance for Advisors

The Student Organization Resource Center is here to assist the faculty advisors as well as the members and officers of the group. Please come see the staff any time with questions, comments, or suggestions. We are here to help you.

Being a Faculty Advisor...What is your role?

It is an honor to be asked by a student organization to serve as the faculty advisor. It implies the students' respect and trust for you. They view you as someone who is willing to spend time with them and the organization. East Tennessee State University, especially the Student Organization Resource Center, appreciates the time, effort, and concern for the students you give by accepting the responsibility of becoming a faculty advisor. This section was written to help you define and understand your role as a faculty advisor.

The Role of the Advisor

Each group has its own specific needs and expectations for its advisors but these may change from year to year. While it is not possible to establish a single model to serve as the standard for all groups at all times, there are some general ideas which would apply to almost every advisory role.

Before a faculty or staff member agrees to be an advisor, she or he should have some basic knowledge as to the purposes and structure of the group to be advised. This can be done through a review of the group's constitution, attendance at an organizational meeting, and discussion with the group's officers prior to accepting the role of faculty advisor.

Once you accept the position of faculty advisor, you will fill out the appropriate forms required for registration of a new organization or an updated organization (Organization Registration Form and Faculty Advisor Form), and you will work with the officers (new or old) and the SORC staff in the development of goals and objectives for the new organization.

One important role for an advisor is to act as a resource to the organization. The advisor brings personal experience and expertise to a student organization. This can be crucial to the success of the group. In addition, the advisor generally has had experience with the university system and can often provide significant directions to students in ways of getting things done within the university setting.

The advisor needs to know about the groups finances and budget. Since the advisor's signature is needed for agency account funds—606 applications and money-maker request forms—it is incumbent upon the advisor to be very knowledgeable about the student group's finances. It is often through the development of an organization's budget and subsequent implementation of the budgeted programs that an advisor can be of great assistance in the development of a group's programs.

The advisor must be willing and able to devote time and energy to the student group. This is not to say that an advisor must attend every meeting or activity of the group, however, he or she should maintain a continuing contact with the officers of the organization. The officers of the organization and the staff in the SORC have a responsibility to keep you informed. You should ask the officers to set regular meetings with you. The SORC staff produces a monthly newsletter—The Student Life Lines—to keep you informed. The first Student Life Lines of each semester is mailed to your campus box, every one after that is posted on the website for your easy access at www.etsu.edu/students/sorc/. If you are not receiving this, contact the SORC immediately. Students find the formal and informal

contacts with their advisors to be richly rewarding, and they are necessary if the group is going to maintain a continuing pattern of vitality.

One of the most frequently asked questions about advising student groups concerns the legal liability of the advisor. In general, the advisor has accepted a position of faculty advisor to a student group as part of the job. The advisor should probably not be held personally liable for mistakes as long as the organization is not engaged in an activity which is illegal and as long as there is no negligence involved in the performance of the advisor's function. The use of "common sense is one's best guide" to determine what needs to be done is appropriate in most situations. In the event that an activity is potentially dangerous, the participants will not usually be judged liable should a participant become injured. Alcohol is an issue about which all advisors should be aware. ETSU is a dry campus. However, student groups do sponsor parties off campus with alcohol. The legal liability of the "host" who serves alcohol in the State of Tennessee has not been fully determined by the courts. The judiciary in other states have held that the host (sponsoring group) of the party can be held liable for the actions of an individual at the party who drives while intoxicated. It is in everyone's best interest for you to convey this information to the members of a student group considering such a party and to weigh the risks appropriately. Travel is another liability issue of concern to faculty advisors. Use of commercial transportation is the safest way to travel. If the students plan to use a university vehicle, you should know that the university vehicle must be driven by a graduate student employee, faculty, or staff member. Work study students are no longer allowed to drive university vehicles. If the students drive one of their cars or you take them in yours, insurance policies should be checked to be sure the policy will cover such use and to see if the amount of coverage is sufficient for the trip and number of passengers involved. Any precautions you would take in planning your family's vacation, you should also take in helping the students plan their trip. The Student Organization Resource Center and Student Affairs staff are more than willing to assist you in questions regarding liability and student organization.

Registering New and Existing Student Organizations

Being a registered and recognized student organization is required by the Tennessee Board of Regents. It is also the key to allowing your organization to do the following:

- ✓ Reserve rooms and equipment on campus
- ✓ Apply for Student Activities Allocation monies
- ✓ Apply for SGA Buc Funding (formerly 606 funds)
- ✓ Apply for money-making project approval
- ✓ Have and/or use an agency fund account
- ✓ Apply for equipment use and storage space in the Student Organization Resource Center (SORC)
- ✓ Participate in campus-wide events such as Homecoming, Preview, etc.
- ✓ Be listed in official publications as a student organization

I. Registering a New Organization

Step 1: Go to SORC A to check to see that the goals and purpose of your group do not duplicate those of another registered organization.

Step 2: Once you have verified that your organization is not a “duplicate,” go to: <https://etsu.collegaitelink.net> and log in (your log in information is your D2L username and password).

Step 3: If you have not already registered for this website, you will need to create your account first. This is a required step and must be completed before you can register your new organization.

Step 4: Recruit a minimum of five (5) currently enrolled students with a minimum 2.0 GPA to serve as charter members and officers.

Step 5: Recruit a faculty advisor. This person must be employed by ETSU.

Step 6: Write a constitution.

Step 7: Complete all pages of the on the website.

Step 8: SORC checks membership list with registrar; evaluates constitution and registration forms.

Step 9: The Director of Student Activities or Student Activities Graduate Assistant meet with new president and faculty advisor about group information.

Step 10: Complete!

II. Registering an Existing Organization

- The SORC will begin accepting Student Organization Registration Updates in mid-April for the following school year. This can be completed through the Collegiatelink website.
- Student Organization Registration Updates are due by the end of September, on a date set each year by the SORC. This due date is historically a week after the President and Advisor Breakfast.
- If your organization elects officers mid-year, you must update your Collegiatelink website with your new officers' information immediately after elections.

III. Reactivation of an Organization

If an inactive group wants to reactivate their organization, a member must set up a meeting with the Director of Student Activities. The Constitution and Bylaws must be updated, as well as the other forms on the collegiatelink website. The SORC will recommend for or against reactivation upon receipt of all information and a meeting with the organization's potential president and faculty advisor.

Step-by-Step Guide for CollegiateLink

*If you would like individual help, please feel free to come by SORC A, first floor of the Culp Center, and ask for Tricia (nguyen@etsu.edu) or the Graduate Assistant (studactv@etsu.edu) and they will be glad to help. Or call 439-6633.

Each organization has its own site where members can collaborate in discussion posts, events, photos, and other online features. As a student leader, you control the majority of these features.

Access your organization's site

1. Log in to CollegiateLink (<https://etsu.collegiatelink.net>). Your username and password are the same ones you use for D2L and Goldmail.
2. Remember to have pop-up blockers turned off for this website.
3. Only the president, primary contact, and faculty/staff advisor have the ability to modify the organization's website. If you have not accepted your membership with the organization, please do so as soon as possible.
4. From the main page, the organizations you belong to will be listed under "My Involvement" on the right side.
5. Click on the name of your organization and you will be taken directly to your organization's site.
6. Click on the name of your organization to expand the options.
7. Click on "Organization Site" to the far right.

Step-by-Step Guide to Renew Organization Application

**Per the TBR, student organizations must be renewed by September 30th every school year. If renewals are not completed by this time, the organization is considered inactive.

1. Log in:

Go to the collegiatelink website (<https://etsu.collegiatelink.net>) and log in with your username and password.

- Once you have logged in, click on the organizations tab and find the button that says “renew an organization.”
- Click the button and complete all of the information on each of the pages.

2. Update Information

Be sure to update any relevant and important information during this time.

- Look over your current website to see if anything has changed (officers, advisors, meeting time, etc).
- If any of your information has changed, you **MUST** include the updated information in the renewal information.

3. Renewing/Registering the Organization:

- Follow the instructions on screen on the first page.
- Read over the information and complete all of the fields on each screen.
- The organization renewal page allows you to create a description, name, and nickname for your organization. In addition, you can include the mailing address and meeting time & place.
- The next page allows you to upload your organizations roster. Please be sure to include your officers, advisor, and at least a total of five current ETSU students.
- Following that page is where you must upload a current copy of your organization’s constitution.
- The last page is where you can include your organization’s interests. This is not a required step, but will help your organization’s prominence on the website.
- Your advisor will get an email asking them to confirm that they are the advisor for your organization. They have to confirm this appointment. **Make sure that your advisor gets the email and that (s)he does their part, or your club will not be renewed!**

Keeping Records

Why does it seem that every time the school year changes and new officers are elected, the student organization has to "start all over again." Aren't you tired of "reinventing the wheel?" So how do you prevent this? What steps can you take to help your successor?

There are 4 keys to assist your successor. All are listed below with short discussions pertinent to each.

1. Write it down

If you think the only place you need to take notes is in class, you are sadly mistaken. As a leader of a student organization you should keep written notes about everything.

- who you arranged to borrow or rent something from for the homecoming booth or float
- how and when you arranged for mailing labels
- copies of any SGA Buc Fund or money-making applications
- agendas for all meetings
- minutes of all meetings
- list of goals for the year
- ideas you and group had for good projects (even if you can't accomplish them during your year as leader)
- lists of items you need for such things as initiation, organizational fair, etc.
- calendar of your programs (i.e., initiation always falls in November; we always have a speaker in March; the Christmas party is always at our faculty advisor's house; we always end the spring semester with a picnic)

2. Organize Your Notes

Writing everything down is important, but if you write these notes in the margins of your English Composition Notebook and on the back of your chemistry test, you are helping no one.

Get organized! Spend a couple dollars on some loose leaf notebooks and file folders. Label the notebooks and/or folders for every project pertaining to your group. Below is a list of sample topics:

Initiation
Homecoming
Student Life Lines
Minutes of meetings
Club Finances
Correspondence
Membership

Now use this system. As you accumulate papers, file them. As you take on a new project, create a new folder or notebook. This system is not only helpful to your successor, it will make you a much more efficient leader. Don't keep your organization's papers with your class work. It will soon be lost forever.

3. Evaluate your year as a leader

Every time the group completes a project the group should evaluate the event. The group should talk about "what went right and why," and "what went wrong and how it could be corrected next time." But this discussion will do no one any good unless you write it down. Don't keep this valuable information to yourself. No one is going to look at these notes except your successor. This person is not going to laugh at you and say, "Look what (s)he did wrong." Rather (s)he is going to say "what a perceptive leader (s)he was; these notes are incredible!"

Leaving a list of final thoughts and suggestions is also a very valuable aid for your successor. Now don't you wish your predecessor had done this for you?

4. Store this treasure of information

Now that you have accumulated this mountain of paperwork, what do you do with it? Age-old tradition has it that student leaders keep their files in the trunks of their cars or in boxes under their dorm beds (depending on whether they live on or off campus). The Student Organization Resource Center would like to offer you some alternatives.

- Ask your faculty advisor for a drawer in his/her filing cabinet or a corner in his/her office.
- If you are a departmental organization or honor society, go to the department chairperson. Explain your group's role and activity within the department. Discuss how office or storage space would benefit both your group and the department.
- Complete a storage space allocation application in Student Organization Resource Center. There are storage spaces to be given out on a first come first served basis.

Whatever you do, just be sure that the files you have kept do not go to waste. Don't take them home over the summer.. They can be lost or you may decide not to return to school. If you have checked all your options and come up empty, talk with the Student Activities Director. We'll work out something.

Fundraising Event Approval Process

To be followed for all fundraising efforts requesting business or personal donations/sponsorships!

1. Read over the Fundraising Policy for Student Organizations at ETSU
2. Schedule a brief meeting with the Director of Student Activities, walk through the process and pick up the University Advancement Fund Raising Request Form
 - Tricia Nguyen, Director of Student Activities, Student Organization Resource Center, Lower Level of the SORC, 439-6827, nguyen@etsu.edu
3. Fill out the University Advancement Fund Raising Request Form
4. Attach a list of businesses and individuals you plan to approach and the amount you are going to ask each for
5. Attach the brief narrative describing the event as requested on the form
6. Submit the form, list of businesses/individuals, and narrative to the Director of Student Activities
7. It will then be shared with University Advancement to get their permission to approach the listed people in the proposed time frame
 - This is to ensure that student organizations and the University are supporting each other and not over using our supporters at any given time.
 - Just because you couldn't approach some group once doesn't mean that you definitely won't be able to later, just not at this time due to request of the donor or the timing of their last donation or request
8. Once approval and support are given you will be notified either by University Advancement or the Director of Student Activities

Questions?

Tricia Nguyen, Director of Student Activities, 439-6827, nguyen@etsu.edu

Fund-raising Policy

Definition of Fund-raising: Any monies paid for merchandise, tickets, admission, or services; donated merchandise, or coupons redeemable for merchandise or services collected by student organizations either for the organization's use or to be donated to charity. Membership dues are not considered fund-raising.

Student organizations are expected to abide by the campus and TBR policies regarding fund-raising. Failure to abide by these rules may result in **judicial action against individuals or the student organization**. These can be found at http://www.tbr.state.tn.us/policies_guidelines/

All student organizations must be registered with the Student Organization Resource Center in order to have a fund-raising activity on campus.

Student Organizations wishing to sell food on campus may only do so three times per year. Food items are items for a bake sale are considered to be: cookies, brownies, cake, etc. For safety, items are requested to be pre-packaged. If the food item is anything else, the organization will be required to request clearance from the campus food service.

Student organizations may not sponsor, assist with, or co-sponsor any fund-raising event at which alcohol is present.

Sales tax must be collected on all items in accordance with the laws of the State of Tennessee.

Student Organizations are not tax-exempt organizations, and may not use the university's tax-exempt status. Tax-exempt status for student organizations is applied for on an individual basis through the state office of the IRS.

Gaming activities (i.e. raffles, lotteries, etc.) can only be held under the guidelines set forth by the State of Tennessee. The guidelines and forms needed to make a request to the state can be found at <http://www.state.tn.us/sos/charity/gaming/gaming.htm> .

Student organizations wishing to sell items from an off-campus vendor (flowers, candy, donuts, books, jewelry, posters, t-shirts, etc.) should make such arrangements through a written contract or agreement. This contract serves as protection for both the vendor and the student organization. If the vendor comes onto campus to assist with the sale, the student organization must have a member at the sale site at all times. Student organizations are requested to report any difficulties with off-campus vendors to the Student Organization Resource Center.

If a student organization wishes to solicit monetary or any kind of donations from alumni or area businesses, permission must be granted prior to such solicitation from Student Organization Resource Center.

How to Get Money For Your Organization

Ever tried to get through a week with no money? Running a student organization without funds is a neat trick, too. You will need funds to advertise for new members, advertise events, duplicate letters, buy food for receptions, purchase items for initiations, travel to conventions, and many others needs.

How Can You Fill Your Treasury?

Dues—Charge each of the organization members a small amount of annual or semesterly dues. This is the common way for an organization to raise money. The amount of dues is left to each group to decide based upon the needs of the organization.

Fund Raising Projects—This is another common way of raising funds. For each project on or off campus, a *Request for Approval of Money Making Project* form must be filled out and approved by the Student Organization Resource Center. This process takes a minimum of three working days. There are booths in the Culp Center (in the Atrium and on the 1st level by the post office) from which you can sell items. These booths must be reserved separately through the main office of the Culp University Center. The maximum number of groups allowed to sell in the Culp University Center each day is four (4).

If your group's project includes selling in the residence halls or fraternity houses, the following rules apply:

1. The money-making project approval notice must be shown to the person in charge at time of set-up.
2. All selling is to be confined to the lobbies.
3. The specified date and hours of selling must be listed on request form.

If you plan to sell in other campus buildings, you must contact the facility director or dean for the building you plan to sell in to get permission.

Types of Fund Raising Projects

There are so many different types of fund raising projects; you just have to be creative. Some things that have been done are bake sales, car washes, sales of with a holiday theme (Valentine's, Christmas, Easter, etc.), etc. Keep in mind is that raffles are only legal under the laws set forth by the State of Tennessee (<http://www.state.tn.us/sos/charity/gaming/gaming.htm>) and that alcoholic beverages are prohibited on campus. However, drawings are allowed but the money must be taken only as a donation to your organization. Also remember, all food sales (such as bake sales) must be approved through Aramark (office on the 3rd floor of the Culp Center by Marketplace, 439-4389).

Buc Funding—These are funds allocated by the Student Government Association for use by student organization for funding specific special projects and programs who are not funded through

Student Activities Allocation Funds. An organization may request Buc funds more than one time during the academic year. Applications for these funds are available in the Student Organization Resource Center. These applications go through a 4-step approval process and require a minimum of three (3) weeks to process. The Buc Funding process is explained in the following 13 steps:

1. Application is obtained in the SORC (lower lobby, 1st floor of Culp Center).
2. Application is submitted to the SGA Office in the SORC and briefly discussed if office representative is available.
3. If necessary, SGA representative collects additional information.
4. Application is reviewed by the Buc Fund Screening Committee.
5. SGA office representative informs requesting group of date for presentation to Student Senate
6. Application reviewed during Student meeting and vote taken (presentation made by Chairman of Screening Committee and organization representative is on hand to respond to questions from Senate floor).
7. Vice President of SGA signs application and indicates Senate action including voting tally and forwards application to President of SGA.
8. SGA President reviews application and approves or denies.
9. The application is then sent to Vice President for Student Affairs for review and approval/denial.
10. Vice President of Student Affairs notifies requesting organization and its faculty advisor of final action on the request and a copy of the memo is sent to SGA and Business Office.
11. Requisitions, purchase orders, and travel authorizations for expenditures are submitted to and processed by the Student Affairs Office.
12. Advanced draw of funds is arranged by the organization making direct contact with Business Office.
13. After completion of project/trip, student organization submits invoices, travel claims, and any unused funds to the Business Office.

Student Activities Allocations—These funds are available to finance the year-long operating budget of major student groups who have a campus-wide scope of activities and have not applied for or intend to apply for Buc funding within the same fiscal year. Applications are available from the Student Affairs Office and are generally due by late January for funds to be available for July 1st of the next fiscal year.

How to Manage Your Organization's Money

Treasurer—Each organization should constitutionally have a treasurer. Failure to provide for this officer or to assign another officer with the duties of a treasurer will result in the group not being able to apply for campus money-making projects, 606 Funds, or Student Activities Allocations.

Checking Accounts—

Agency Account. Agency accounts are essentially banking accounts maintained by the university itself. They are managed by the comptroller's office and provide flexibility to on campus organizations not possible with off campus accounts. The major drawback to this type of account is that it requires a 48-hour turn around time for the comptroller's office to print your organization a check. The benefits far outweigh the negatives however.

1. There are no fees associated with maintaining this type of account
2. Your on campus account is ideal for using on campus services such as:
 - a. Making copies at the University Press Convenience Center in the Culp Center
 - b. Paying for postage at the campus post office
 - c. Paying for publications at the university press
 - d. Use in the university bookstore
 - e. Catering through ARAMARK
3. There is less confusion with account ownership when new leadership is established every year

To request an on campus account a memo requesting its creation must be sent by a registered student organization to Dabney Bowman in the comptrollers office. She may be reached at 439-4316. The memo should include the following:

1. Statement of purpose of account; name of student organization and proof of registration through the Student Organization Resource Center.
2. Explanation of source of income, i.e. Fundraising, dues, etc.
If fundraising, sales tax will be figured by the comptroller's office for payment to the state upon deposit.
3. Contact information for the officers of the organization and the faculty/staff advisor.
4. The disposition of funds should the group become inactive.
5. Explanation of who shall be held accountable should the account be over-drafted.

Standard Checking Account—These accounts are useful in that their accounts operate like a regular private checking account. Funds needed are simply removed with a regular check, although it normally requires two signatures, one from an executive board member and one from the Faculty/Staff Advisor. The negative of this type of account is that it is sometimes difficult to withdraw money after an office transition if the previous student organization officers leave prior to signing over the account to the new leadership.

Non-Profit Tax ID Number—A Tax ID Number is like a social security number for organization. The purpose is so the IRS will not make you personally responsible for taxes on revenue that your student organization has earned.

You may contact the IRS at 1-800-829-3676 and request a SS-4 Form (Application for Employer Identification Number), visit their website at <http://www.irs.gov/pub/irs-fill/fss4.pdf>, or see the Appendix of the Student Organization Handbook for instructions and the form.

If you do have tax exempt status, please note the following:

When presidential election time comes around, this provides your organization with an excellent opportunity to educate the public about the issues that are important to your organization. However, your organization also may risk losing its tax-exempt status if you do not comply with the federal tax and election laws. There is a document available through the Student Organization Resource Center regarding all of the Do's and Don'ts of politics and tax-exempt status. Please stop in and get a copy so you do not lose your status.

How to Spend Your Organization's Money—WISELY!!

And you thought this was the easy part! Receipts! Receipts! Receipts! You must keep them all, especially if you are spending Buc Funds or Student Activities Allocations. Follow procedures to the letter! Most procedures for spending Buc Funds or Student Activities Allocations are spelled out in the original application form. Any campus funds to be spent on items costing over \$300 must be put through a bidding process. Contact the Purchasing Department (439-4224) for more details on bidding. Any item(s) purchased on or off campus with state funds must have a requisition processed BEFORE the item(s) is delivered. Once requisitions are completed and signed by your advisor, it is sent to the Business Office. After they check it and assign certain numbers to it, the requisition is sent on to Purchasing. After its approval (allow a couple of weeks), the service you requisitioned for can be provided (food service, travel, etc). Two offices on campus have their own requisition forms—the Bookstore and University Press. Purchases at these offices are made by taking their requisition directly to that office. Travel requests also require separate forms. All of these forms can be found online at the Business Office website or at the respective office, <http://www.etsu.edu/comptrol/frm.htm>.

If your group does not spend university funds and keeps those funds in an off-campus account, you simply pay by check or cash for those items or services you purchase. Keeping your account balanced is strictly between you and the bank.

The executive committee of your group should develop a budget. Sometimes this is difficult if you don't always know what the year's projects will be or if you are a new group. But some things will always be necessary:

Office supplies (paper, files)	Campus post office box
Initiation supplies	National dues
Copies through University Press	Postage

Photo copying and printing supplies can be found in the Student Organization Resource Center, along with other items that your organization may need to advertise your group.

This is just a sample list. You know your group's goals and needs. Think about them and plan. Now decide how you will raise that money, could some items be donated? Involve your members, you may be surprised at who they know and the discounts available. Involve your faculty advisors!! Use their expertise. You'd be surprised at what you can accomplish on a "shoestring budget."

Parliamentary Procedure

Many leaders of organizations may worry about their lack of knowledge and experience with Parliamentary Procedure. While it is true a basic knowledge of the “fundamentals” will be helpful; however, your organization should determine how to best run your meetings based on the type of organization and the purpose of the meeting. Strict adherence to Robert’s Rules of Order is not appropriate for EVERY group.

Agenda

The first thing an officer should know is the order of business so that an agenda for the meeting can be made. Although there are no formal rules governing this, most groups use the following procedure:

1. Call to Order
2. Attendance recorded
3. Special program—speaker, initiation of members and officers, etc.
4. Reading and approval of minutes
5. Officer’s reports
 - a. Treasurer’s report
 - b. Other officers’ reports (if any)
6. Committee reports
7. Old business
8. New business
9. Adjournment
10. Recreation and refreshments

The Main Motion

Learning what to say during a meeting as members make, discuss and vote upon motions can be a whole new vocabulary to some officers. The following is an eight step discussion followed by a glossary of terms and a chart with a summary of motions to help you through this maze of parliamentary procedure.

The object of the main motion is to introduce new business for consideration by the group.

There can only be one main motion under consideration at a time.

Step 1: A member rises and addresses the presiding officer by saying, “Madame/Mister President.”

Step 2: The president recognizes the member by calling him/her by name.

Step 3: The member states, “I move that our organization....” A member may explain in advance why he is introducing a motion. It should not, however, become a debate. The maker of a motion is entitled to speak first in favor of the motion. He may NOT speak against the motion in discussion, but may withdraw it or vote against it. Lengthy motions should be written out and given to the secretary.

- Step 4: Another member seconds the motion by saying, "I second the motion," or just "second."
If members are slow in seconding a ROUTINE motion, the president may proceed without a second when it appears the group is in agreement on the question.
- Step 5: The president repeats the motion so that everyone understands the proposal. "It is moved and seconded that our organization sponsor a..."
- Step 6: The president calls for discussion by saying, "The motion is now open for discussion."
Each member has the right to speak TWICE on the same question, but can only do so after all members who wish to speak have had an opportunity to do so. A member who discusses matters which in no way are connected with the business at hand or who speaks longer than 10 minutes is out of order.
- Step 7: The president calls for the vote after the discussion has obviously stopped by saying, "Are you ready for the question?" Ordinarily there is no answer to call for the vote. If the president is slow in calling the vote, a member may say, "Question." It is rude to interfere with the right of those who wish to speak by shouting "Question." The calling of "Question" does not stop the discussion. The president should take the vote by saying, "Those in favor of the motion that...say 'aye.' Those opposed, say 'no.'" If the president doubts the outcome of a voice vote, she/he should call for another by saying, "There seems to be some doubt regarding the vote; will those in favor raise your right hands?" Votes are counted. "Those opposed, raise your right hands." Votes are counted. If there is still some doubt, a standing vote may be taken.
- Step 8: The president announces the result of the voting by saying, "the 'ayes' have it, the motion is carried," or "the 'nos' have it, the motion is lost." If a counted vote is taken, the number voting for and against the motion should be announced. The president should also state what the resulting action will be. (Time to appoint a committee if necessary.) The motion is always lost in a tie vote if the president does not choose to change the result. The president may also choose to bring the result to a tie by voting so the motion will lose. (If the vote is 16-yes and 15-no, the president may vote "no" making a 16-16 tie and causing the motion to be lost.)

Parliamentary Procedures Glossary

Knowing the following list of terms will assist you in understanding some basic concepts in parliamentary procedure.

Amendment—an alteration to a main motion by inserting, changing, or striking out words and phrases, but not changing the meaning or the intent of the main motion. An amendment can be amended.

Appeal (of an assembly)—questioning by a member of a decision made by the presiding officer by asking the members present to vote either for or against the presiding officer's decision.

Appeal (of a question)—question by a member of a vote count by requesting that members stand to be counted.

Bylaws—the permanent body of legislative rules by which an organization operates; there is seldom any difference between the constitution and the bylaws, for most organizations combine the two.

Chair—the presiding officer, whether temporary or permanent, of a meeting; term refers to a person or the authority of the position rather than to an inanimate object.

Consent—agreement between members for the chair to act or rule; common or general consent means that the majority of the members present are in agreement with the actions.

Constitution—see bylaws; where a constitution is written separately from the bylaws, it should contain only the name of the organization; purpose of the organization; qualifications for membership; criteria for becoming officers and for holding elections and meetings; and method of amendment.

Debate—term synonymous with “discussion,” a motion is either debatable or nondebatable—if it is debatable, the members have the right to discuss the merits or the criticisms of the issues.

Division—a division of an assembly is the last appeal that a member has to seek support of a position, in that those present are asked to stand and be counted in support of the chair or in support of the member. A division of a question is the last appeal a member who questions the validity of the chair's counting of a vote has; those present are asked to stand and be counted in their vote. In both cases, a division represents the final appeal of a member.

Floor—the recognition and privilege of addressing the chair or the assembly; yielding the floor means giving up the privilege of speaking temporarily; obtaining the floor means

receiving recognition from the chair with the privilege of making a motion or nomination, or requesting a point of order or an inquiry of information.

Inquiry—a question asked by a member directed toward the chair to obtain direction in correct parliamentary procedure.

Lay on the Table—term used to indicate that a motion is to be temporarily laid aside; synonymous with tabling a motion; at least one item of business must be transacted before a motion can be taken from the table.

Main motion—a motion to bring before the assembly for its consideration any item of business or particular subject that is deemed appropriate for the assembly to consider and discuss.

Majority (in voting)—a simple majority means more than half of those members present and voting (a vote of 16 to 15 is a simple majority of one). Any other type of majority must be specified as to number.

Orders of the day—the stated order of business for a meeting; when a member calls for the orders of the day, he is requesting the chair to resume the regular order of procedure.

Parliamentary Law—an unwritten law of democratic procedure originating from the rules of the early English Parliament.

Pending—waiting to be decided or settled; a motion that is pending is in some stage between proposal and final vote for approval or disapproval.

Postpone—delay; postpone indefinitely means to kill a motion without bringing it to a vote; postpone to a certain date specifies when a motion will be discussed.

Precedence—the ranking of motions; when motions are pending, those of highest ranking should be considered first, those of least ranking should be considered last.

Previous question—a proposal to end debate on a motion immediately and bring it to a vote

Privileged motions—motions of importance that take precedence over the pending question all other items of business; they are non-debatable and require immediate action. Privileged motions are those for adjournment or recess, questions of privilege, and calls for the orders of the day.

Question—term which may have several different meanings in parliamentary law; it may mean a call for an immediate vote on an issue, a call for a decision of the assembly, a call for information or clarification, a challenge of the chair's decision or the procedure in conducting the assembly, or a call for an appeal on a previous ruling.

Quorum—the minimum number of members who have to be present at a meeting in order for business to be conducted legally.

Rescind—term used to indicate a previously accepted motion or vote is to be made void, unless that action has already been taken.

Secondary Motion—any motion that can be made while a main motion is pending, such as a subsidiary motion or a motion of privilege.

Subsidiary Motion—a motion applying to a main motion that is pending—designed to dispose of the main motion appropriately. Subsidiary motions are those that refer to a committee, lay on the table, limit or extend debate, postpone indefinitely or to a certain time, or amend a motion.

Suspend the rules—term used to indicate a temporary disregard of the rules of the organization; an incidental motion designed to facilitate the action on a motion that is pending.

Two-thirds vote—term used to indicate the number of members who must vote favorably for an action or a motion before it becomes acceptable. The chair is obligated to advise members of a two-thirds vote requirement prior to calling for the vote. Motions requiring a two-thirds vote are those to amend, repeal, or rescind; to take a question out of order; to suspend the rules; to sustain an objection; to move a previous question; to limit or extend debate; to close nominations; to discharge a committee from acting; and to reconsider a motion.

Unfinished business—an item on the regular agenda of a business meeting whereby any tabled motion from the previous session or a motion that was postponed to this specific time must be taken up and disposed of.

Withdraw a motion—remove a motion from before the assembly. A member who has proposed a motion is privileged to withdraw the motion before it is stated by the chair; once it is stated from chair, debated, or amended, the member must secure the consent of the assembly to withdraw the motion. A withdrawn motion has the same effect as one that was never made.

Planning A Successful Program

Almost all organizations plan programs. Whether they are large or small, by following the format described in the following pages you and your organization will insure its success. The following process was taken from a past ETSU RHA Handbook.

Programming Outline

Step One: Needs Assessment The process for finding out what programs are wanted, needed, or useful.

1. Listen to what people around you (in classes, in residence halls, in computer lab) are talking about.
2. Survey your classmates.
3. Have members of your club complete note cards about their hobbies, interests, skills, etc.
4. Read editorials in the *East Tennessean*. Ideas for programs may be the direct result of problems or concerns expressed by other students.

Step Two: Idea Formulation This step is the pulling together of everyone's thoughts on exactly what program would fit the needs expressed in Step One.

One effective method for formulating ideas is Brainstorming. The following are some basic rules for brainstorming:

1. Criticism is ruled out
2. Free-wheeling is encouraged
3. Think quantity not quality

While your group is brainstorming, be sure and have someone write down all ideas. After they are written down, begin expanding on them, and begin to evaluate them as possible program ideas. Some ideas will need to be eliminated when you consider these factors:

- Time involved
- Money involved
- Supplies needed
- Scheduling conflicts
- Lack of resources or facilities

Step Three: Planning the Program This step entails figuring out what needs to be done, and who is going to do it.

1. Committees

Ask members, by name, if they will take part of the responsibility. Use the person who presented the idea. That person will realize that they are the founder of the program and will be

more loyal to seeing it through. Provide importance to each committee and member. No one wants to consider their participation minimal. Provide support and follow-up with them. Set up specific responsibilities and timetables.

2. Time-Table

A major event cannot be planned for tomorrow or even next week. Successful events take time to happen. The key is in the planning. When selecting a date check the Student Activities Calendar online first. This will keep you from programming opposite another major event. Once you select the date, check to see if the room and equipment will be available on that date. Now you are ready to set up a plan of action. Count the number of weeks between the event and today's date. Set deadlines throughout for arranging the following key elements:

- Publicity (see Communications section of Handbook)
- Tickets
- Food
- Contracts
- Follow-up on reservations and technical services

Now think about you and your committee's study schedule. Are those deadlines still realistic? If not, change the date for your event and begin the process just discussed again. If the timetable works, that is GREAT. Now, stick to your plan.

3. Register the Event

Make the appropriate reservations with the reservationist in the Culp University Center Office or other campus buildings. Be sure to reserve time and space for rehearsals if necessary.

4. Contracts

Business is business. Some activities and events that involve resources outside the University should be done in written agreements. A band to play at a party or a sponsor helping with a program, all should have written details of what is going to occur. This is insurance that no one is hurt.

Anytime a contract is used your advisor should review it for any problems. Cases may arise when a contract clause may be difficult to understand or place an organization in an unreasonable situation. For these cases the Director of Student Activities may help you review the situation.

5. Technical Services

Something special is often needed to insure delivery of a program or get an activity off the ground. Maybe a projector for a film or an electrical cord is necessary, plan for details like this too.

Sometimes technical needs may dictate where you locate an event. By "walking through" the event from beginning to end, you will deliver the small details that are often overlooked. Planning, preparation, and written lists are the key tools to successful programs.

The Culp University Center has a technical Service staff for that facility. The Physical Plant also handles technical needs in some areas of campus. These persons are not mind-readers and will not second-guess you. Give them specific, detailed requests. The person in charge of reserving the facility can put you in touch with the technical staff.

6. Food Service

Arrangements for food service at ETSU must be made through ARAMark. The catering office is located on the 3rd floor of the Culp Center. To *arrange* food service you should discuss the type of event and your budget with the ARAMark staff. They can make suggestions as to the arrangements (buffet, served, candles, flowers, table linens) and the menu to stay within your budget. There is an additional fee to cater an event not being held on campus and more information can be found at <http://www.etsudining.com/>.

For a major banquet, two weeks notice in menu planning is the norm. For smaller events one weeks notice is the minimum. In an emergency, and if you are not too choosy as to your menu, a small reception can be arranged with 48 hours notice.

ARAMark always prepares 10% more than the number of persons you RSVP for. However, if you RSVP for 30 people and only 25 show, you will still be billed for 30. You should notify ARAMark within 48 hours of the time of your event with the number of people you expect to feed (Don't forget to allow for this when you set the RSVP date on your original invitation).

If you are paying with state funds (606 funds), you must allow time to process a requisition before the date of your event. Otherwise, ARAMark will bill the organization. Failure to pay will result in your group being unable to arrange food service until the bill is paid.

Please see the menu that has been made available to us through ARAMark. The menu will help you see what they have as well as how many it serves and how much it costs! The menus are available under the *Express Catering* Folder.

7. Alcohol

Alcohol is not permitted to be served at any official university function. This ruling applies to student organizations as well.

8. Security/Crowd Control/Parking

The Department of Public Safety has jurisdiction over all of the above. Activities and events with major crowds or controversial content should be reviewed for problems that Public Safety can head off. If the sponsoring organization or Public Safety decides extra security or parking assistance is necessary, arrangements must be made with Public Safety to have an officer on duty; there is a small fee for this service. Payment is expected immediately after the event, and may be made by cash or check.

9. Co-Sponsorship of Events

It may be necessary for your organization to split the expenses or broaden attendance of an event by having co-sponsoring. This co-sponsorship could assist in conducting the event; provide financial support, publicity, or any other responsibility that you and the co-sponsoring

group have agreed to. Again, put agreements in writing so that everyone knows his/her responsibilities. Ideal co-sponsors are academic departments, another student organization, or one of the major groups like Buctainment, SGA, etc.

If your group is interested in acquiring the co-sponsorship of a business or other outside enterprise or group, you should check your ideas and list of potential businesses with the Student Organization Resource Center before approaching the outside group. Of course all agreements should be put in writing. This kind of sponsorship can be very beneficial to your programming efforts. Don't be discouraged by the amount of "red tape."

10. Tennessee Board of Regents Policy (TBR)

Some regulations regarding use of facilities, speaker policies, fundraising/solicitation practices, and other circumstances are regulated by the TBR. The forms and registrations your group fills out are based on these policies. This insures your adherence to policy. A copy of these policies is located in the appendix of this handbook.

11. Liability

When something goes wrong (accidents do happen) someone is responsible. If your organization sponsors field events which could cause potential injuries and the worst occurs, who is responsible? You may be. If your group promotes an activity and the outside group fails to show--who pays? REMEMBER--every action causes a reaction—checking the details often along with careful planning and prevention can limit liability.

12. Publicity

Utilizing every method to attract many people to an event or insuring all your members know of meetings requires publicity. Many forms of communications should be enlisted to tell everyone. Check the communications section of this handbook for more ideas on this topic.

13. Tickets/Accounting/Distribution

When people pay to attend a function you take on a responsibility: first, to provide what you have promoted and second, to use the fees to properly pay who and what you have promoted. When tickets are sold many rules and regulations come into play.

- a. Tickets will be ordered through a bonded ticket company.
- b. Tickets should be numbered and sold in consecutive numerical order.
- c. Arrange to have your ticket sales audited before you begin selling tickets. This will prevent accounting problems.

14. Event Failure/No Show

If you take in money, you should be prepared to pay it out. If the item you sell is not delivered--the activity or presenter does not show up--be prepared to return money. This is when that *contract* becomes important.

15. ASK!

Even the best directions are not always perfect. We have not given you the inside track on every barrier between you and success that we can think of. When you find something that has not been covered--ASK!! The Student Organization Resource Center is here to help you.

Step Four: Program Implementation This step actually involves putting on the program.

The day of the program, be sure:

1. The set-up has been done correctly. Don't wait to check this when audience is present.
2. Check out equipment--projector lights working, extension cords in place, on/off and volume control of microphone.
3. Have introductions of program and all presenters written out.
4. You are there early to greet all special guests and answer any last minute questions.
5. Publicly acknowledge those who helped.
6. Strive to impose a clear-cut opening and closing of the program.
7. You are ready to "go with the flow" if the need arises; be sensitive to the program.

Step Five: After the Event This is often neglected.

1. Send thank you notes to the presenters, sponsors, committee members, etc.
2. Take down all posters.
3. A special thank you to your advisor goes a long way.

Step Six: Evaluation This is one of, if not, the most important aspects of the program. Good evaluations will help you in future planning, and it can help other students in future years.

1. Encourage honest feedback from participants.
2. Learn from your successes and failures.
3. Make notes in your "Plan of Action" for the program as to what went well and what didn't. Make suggestions for change. File a copy for future reference.
4. Be sure to include your advisor in the evaluation process,
5. Develop a written evaluation. Keep it short and easy to evaluate. Have participants answer with a rating scale. The Student Organization Resource Center can help you develop a written evaluation form.

Preventing Attrition of Members

Now that you have recruited new members, let's take steps to be sure they stay interested and active as they are now.

1. Orientation for new members is a process to tell them some of the history of the organization and to explain the current programs and workings of the club. It is one of the most overlooked methods of helping new members feel a part of the group.
2. Frequent introductions of members is very helpful. A new member meets lots of new names and faces at this first meeting. You may remember the new member's name but she/he probably won't remember all of yours. There are lots of fun "icebreaker games" to play to help the members get to know each other. To work well together, the members have to know each other as well as know the goals of the organization.
3. Delegate responsibility to everyone. A president who does it all him/herself will soon find that when she/he wants some help, there will be no one around. The member will then feel that they are not needed; and who could blame them. It takes a little more advance planning, but delegate a part of each talk to everyone. Then everyone has some ownership of the program or event. Don't wait for volunteers; just make assignments. That's the prerogative of being president!
4. Now congratulate and thank the members for jobs well done. Do this at the meeting in front of all the members. You've heard the phrase, "Flattery will get you everywhere." It's True!!! We all like to be appreciated. Your job as president is to express that appreciation. And don't forget your faculty advisor. The rewards they get from the university are few. A special note of thanks will go a long way toward retaining the interest and activity of members and advisors.

Recruiting New Members

Whether you are a new or existing student organization, recruiting new members is vital to your survival as an organization. Without members there could be no organization. So how do you find those students interested in your group? The following ideas are tried and true methods for recruiting new members:

1. Identify those students likely to be interested in the goals and purposes of your organization and advertise in areas these students are likely to see. For example: If you wanted to recruit members for a soccer club you would concentrate your advertisements in the “sports areas” of campus—the Mini-dome, CPA, physical education instructors, and intramurals.

If you are recruiting members for the History Club, you would talk with all the history professors on campus and seek their assistance in contacting history majors and students taking history classes.

2. Enlist the support of your current members in recruiting new members. Plan a special meeting with a good program and refreshments. Require each of the current members of the group to bring a prospective member to this meeting. Prospective members feel more comfortable in a new group if someone has brought them to the meeting.
3. Plan and carry out **one** major campus event. Students who choose to attend this event are good candidates as prospective members. Devise a way to get the name and addresses of all students who attend any events your group sponsors.

In addition, sponsorship or co-sponsorship of any major event is an excellent way to have the organization’s name advertised to the student body. Be sure that when your group sponsors such an event, that your organization’s name is in a prominent part of the advertising. Many students decide what groups they want to join by the kinds of events the organization sponsors.

For information about co-sponsorships, you can contact the Director of Student Activities, Tricia Nguyen (nguyen@etsu.edu or 439-6827) or her Graduate Assistant (studactv@etsu.edu or 439-8324). There are always co-sponsorship possibilities through Buctainment, the campus programming board (etsufun@etsu.edu or 439-6828).

4. The Student Organization Resource Center surveys the freshman and transfer students as to their interest and inclination to join different kinds of student organizations. This survey takes place during summer orientation and results are generally tabulated by the President/Advisor Breakfast at the end of September. These results will be distributed at the Breakfast or mailed to your Advisor.
5. Recruiting new members is an on-going process. Although your organization may have an annual membership drive, every member of the group should always be on the lookout for and encouraged to bring prospective members. Remember—there can be no organization without members.

6. In addition to setting up your own events and membership drives, there are a number of events on campus that facilitate spreading the name of your organization. During Preview (weekend for incoming transfers and freshman before school starts in fall) there is the Sidewalk Sale, which is in the Culp Center and encourages organizations of all kinds to reserve tables and display information about your organization and meet the new students. Homecoming Week is a great way for your organization to retain members, as well as meet new students by participating in a number of events, such as the Banner Competition, Trash Can Painting (these are put up around campus and will display your organization name year round—a wonderful advertisement), Skit Night, the 12-athon Field Day, and Canned Food Creations (collect your cans and build a creation for charity), as well as the Carnival, a fun way to entertain the masses and give everyone something to remember about your group. Finally, the first Wednesday of February is Winter Cruise, much like the Preview Sidewalk Sale only with a theme and much more entertaining. This event also takes place in the Culp Center and sees over 1,000 students in the course of a couple of hours, so this is a wonderful time to find a fun and catchy way to advertise your organization. All of these options are free of cost to participate so there is no reason why you shouldn't find a way to participate.
7. There is now an easy way to get your name out there...the internet. I know, I know, it's a new thing and you all are nervous about it! Well, ETSU has a website that gives every organization on campus a spot to have their own webpage. The webpage is simple to create, and every incoming freshman will have a pamphlet that tells them how to get there. This site allows new students to see what your organization is all about, and it allows them to request more information to you. This makes meeting new people and getting new members easier than ever. No more pressuring them to come to a meeting, now they can see what your organization has to offer and make their own decision. Find the ICS Recruiter Folder, and follow the instructions, and you are well on your way to having a successful organization with members.

Retaining Current Members

So your organization has over 40 members “on the books” but only 6 or 8 regularly come to meetings. What can you do? You need to evaluate whether the group has truly “lost” the majority of its members. Did the officers really notify the members of the last meeting? Were the meeting notices late in being mailed? If you are satisfied that the meeting notice was adequate, contact the members in person or by phone. Maybe the meeting time or day needs to be changed. Or maybe the meeting style, programs, or activities are no longer interesting to the members. Divide the membership list among the officers and contact all the members (even those who are attending). Ask them:

- Why did they not make the last meeting?
- Why is their attendance so sporadic?
- What interested them initially in the group?
- Why do they not seem as interested now?
- What could the group do to interest them again?
- Invite them to the next meeting to discuss solving the problems and issues they raise.

Invite the Director of Student Activities and your Faculty Advisor to attend this problem solving meeting. This meeting should not be one of placing blame, but one of positive action. **LISTEN** to the members. **IDENTIFY** the problems. And set a **PLAN OF ACTION** to begin addressing each issue. Avoid the trip of “the **PRESIDENT** should do this” or “the **PRESIDENT** should do that.” Each member has a responsibility to the group and should participate in the tasks necessary to make the group successful.

If the organization really has only 10 or so active members out of the 40 “on the books” and the “problem-solving meeting” failed to produce an additional interest from the other members, then concentrate the group’s efforts on recruiting new members.

After Hours Event Policy

East Tennessee State University After Hours Events Policy for the D. P. Culp University Center Auditorium, Ballroom, and/or Cave

Revised 11/24/03

This policy and procedure statement relates to East Tennessee State University registered student organization events held in the D. P. Culp University Center Auditorium, Ballroom, and/or Cave, which begin after the normal closing time of 10:00 p.m., and continue until a maximum of 3:00 a.m. Events beginning earlier in the evening and extending past the established regular closing time will be charged the normal after hours fees and are not covered by this policy. Organizations are limited to a maximum of two (2) events, of the type covered by this policy, per semester. This policy does not apply to non University-related groups.

1. Scheduling

These events must be reserved through the D. P. Culp University Center Reservation Office in accordance with the established reservations policies (please see attached Facility Request/Instructions).

The completed 'Request for Use of Facilities' form with all necessary signatures must be submitted to the D. P. Culp University Center Reservation Office at least ten (10) working days (Monday through Friday) prior to the event date. All event details, including set-up, equipment requests or rented equipment information, and any other special needs must be submitted to the D. P. Culp University Center Reservation Office no less than ten (10) working days (Monday through Friday) prior to the event. Due to the unusual nature of the hours for these events and the scheduling problems they represent, **there will be no exceptions to this deadline.**

2. Staffing

Events held in the D. P. Culp University Center Auditorium, Ballroom, and/or Cave will require the following support staff:

- ❖ One (1) full-time, professional staff member from the Student Affairs Division. This individual will have overall administrative responsibility for the event.
- ❖ One (1) Technical Services staff member will be on duty for sound/light support.
- ❖ One (1) or Two (2) Public Safety Officers will be required depending on the size and complexity of the event.
- ❖ The Food Service serving areas will be secured and no access allowed unless previously arranged and scheduled with ARAMARK.

- ❖ Student users will be expected to assist in any unique setups requested in the area.
- ❖ All food and drink items must be provided from ARAMARK contracted food service.
- ❖ Requests for donated food and/or drink items must be provided in the form of a letter from the donating business itemizing the products to be donated for the event. This letter must be submitted for consideration to the University Center Director for Operations no less than ten (10) working days (Monday through Friday) prior to the event date.

3. Scheduling Fees

An event-scheduling fee in the amount of \$50.00 will be assessed to all student organizations scheduling any of the above-listed facilities for after hours events. The \$50.00 fee, in the form of a check payable to ETSU or provision of the organization's ETSU Agency Account number, must accompany the completed 'Request for Use of Facilities' form, when submitted for a proposed event.

- a. **Non-revenue generating events (no admission):** For events that are scheduled and conducted as planned, the \$50.00 event-scheduling fee will be returned to the organization as described below, item c.
- b. **Revenue generating events (admission):** For events that are scheduled and conducted as planned, the \$50.00 event-scheduling fee will be applied to the support labor fee assessed for revenue generating events as described in this policy statement.
- c. **Return Policy:** If the event is cancelled by the organization at any time after the initial request is submitted, the student organization will forfeit the \$50.00 event-scheduling fee, **no exceptions**. If, during the routing process of the facility request form, it is determined that the facility requested is not available, the event-scheduling fee will be refunded to the organization. The refund will be processed through the University and a check, payable to the student organization, will be mailed to the organization's campus P. O. Box within approximately ten (10) working days (Monday through Friday).

4. Other Provisions:

Labor expenses for building coverage/supervision, custodial services, technical services, security, etc. will be covered by the 'Late Night Programming Support Fund'. Due to the limited funds available, access to this support fund will be on a first-come, first-serve basis. When it is exhausted, this special funding support will no longer be available for 'After Hours Events' and normal usage charges will be assessed to the sponsoring organization. Please see attached Estimated Fee Schedule.

Unique request for food service, special equipment, complex setups, excessive cleanup and other such items may necessitate additional charges.

University billing statements will be sent to the sponsoring organization with prompt payment expected for the amount due. Failure to promptly pay the fee will result in the organization being unable to sponsor future events during the academic year.

Interdepartmental transfers will be initiated for charges supported by the 'Late Night Programming Support Fund'.

Approved: _____ Date: _____
Dr. Joe Sherlin, Vice Provost for Student Affairs and Dean of Students

**East Tennessee State University
After Hours Events Fees for the
D. P. Culp University Center Auditorium, Ballroom, and/or Cave**

Revised 11/24/03

After Hours Building Operation – Six (6) Hours @ \$20.00 per hour = \$120.00

Technical Services Support – Six (6) Hours @ \$20.00 per hour = \$120.00

Security Fee Public Safety Officer – Six (6) Hours @ \$20.00 per hour = \$120.00

Total Estimated Charge to Student Affairs - \$360.00

Culp Center Facilities

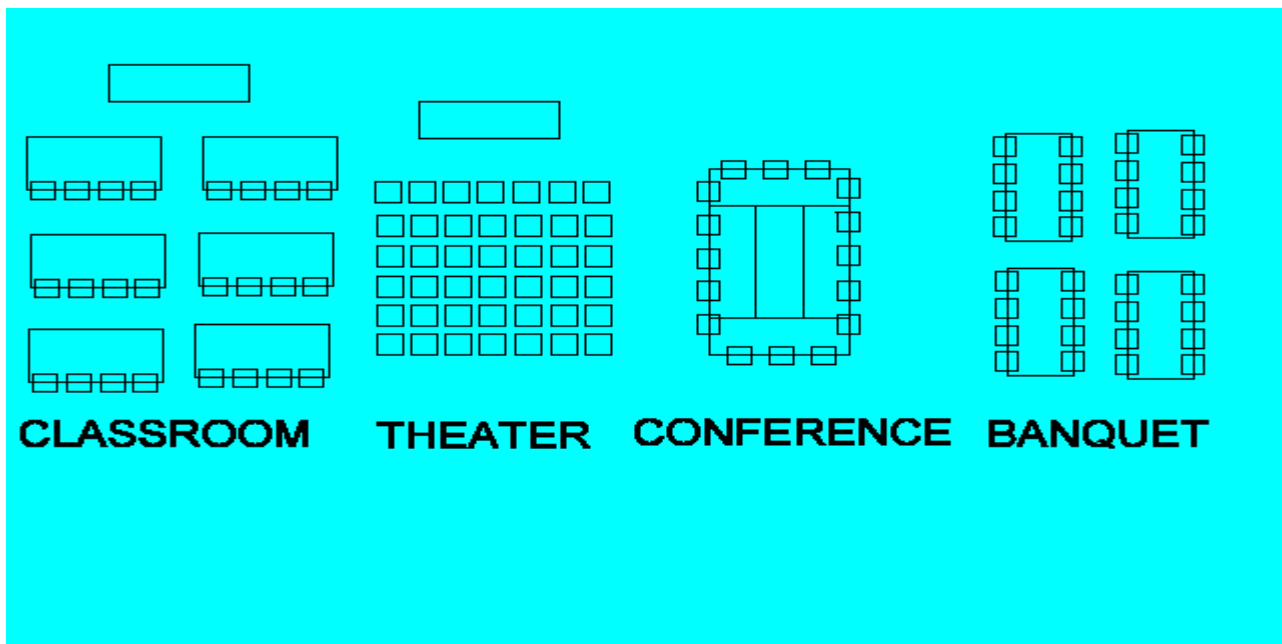
<u>Meeting Room</u>	<u>Capacity</u>	<u>Other Information</u>
Auditorium	900	Arrange with Technical Support
½ Auditorium	450	Arrange with Technical Support
Ballroom*	600-1000	Sound, Video, Phone, Networking Avl
½ Ballroom*	275-400	Sound, Video, Phone, Networking Avl
Amphitheatre	1000	Arrange with Technical Support
MR 1	25-50	Chalkboard, Overhead, Podium, Screen
MR 2	25-50	Chalkboard, Overhead, Podium, Screen
MR 1 & 2	50-100	Chalkboard, Overhead, Podium, Screen
MR 3	30-50	Chalkboard, Overhead, Podium, Screen
MR 4A	10-20	Chalkboard, Overhead, Podium, Screen
MR 4B	10-20	Chalkboard, Overhead, Podium, Screen
MR 4 A & B	30-50	Chalkboard, Overhead, Podium, Screen
MR 5	10-20	Chalkboard, Overhead, Podium, Screen
MR 6*	30-100	Sound, Phone, Networking, Overhead
Forum	60	Chalkboard, Overhead, Podium, Screen
East Tennessee Room *	65	Sound, Lighting, Phone, Networking
Dining Room 1**	75	Sound, Overhead, Podium
Dining Room 2**	150	Sound, Overhead, Podium
Dining Room 3**	75	Sound, Overhead, Podium
Dining Rooms 1 & 2**	200	Sound, Overhead, Podium
Dining Rooms 2 & 3**	200	Sound, Overhead, Podium

Dining Rooms 1, 2, & 3** 250-300 Sound, Overhead, Podium

* May be used for Banquets **Preference given for use with food

There are additional reservable spaces on campus that you would need to contact the academic department to reserve.

Possible Meeting Room & Banquet Set-ups



In addition to the ideas above, you can choose a U shaped Conference set-up or a larger Conference Round Table. For the Banquet set-up, you can have the Individual, as shown, with or without a Head Table. Also, you can have long, solid rows with or without a Head Table.

Rooms and Equipment Reservations

On and Off Campus

How to Successfully Plan for Your Event(s)

1. Check the activities calendar (www.etsu.edu/students/sorc) to be sure that you are not programming against another event.
2. Select alternative dates in case one date is unavailable.
3. Select alternative rooms in case your first choice is unavailable.
4. Consider what type of program you are scheduling.
5. How many people are you expecting? If you do not know the exact number, please estimate by giving a range.
6. Are you going to bring a speaker? If so, check with the individual who will be speaking to inquire about the following:
 - a. Will they need a microphone with lectern, or a podium with a microphone?
 - b. A wireless microphone to allow for mobility. Would this be better for your speaker?
 - c. Are you going to have more than one individual speaking, if so will they be at one table in front of the audience?
 - d. Will they need visual aids such as: a projector—what type and what purpose, a slide projector, overhead projector, screen, PowerPoint, etc?
 - e. Do you need a cart to go along with your movie projector or an extension cord?
7. Will you need more than one room?
8. Will refreshments/food be provided? If so, please check with Aramark, the official caterers for ETSU, at 439-4389 or go to www.etsudining.com/catering.php.
9. Will you need housing? The closest hotels to campus are the Carnegie Hotel at 979-9400 and the Hampton Inn at 929-8000.
10. Will you need a table to put the refreshments on?
11. If you are having a banquet, how do you want your tables arranged? (See Seating Samples)
Will you need a head table? How many do you need to seat?

12. What type of room arrangements do you prefer? (See Seating Samples) If you would like other arrangements, please draw your design and consult with the reservationist, Lisa Booher, in the D.P. Culp University Center Office on the 2nd Floor of the Culp Center. Phone: 439-4286
13. If you need complicated technical services, please check with our technical service personnel; they will be happy to help in any way they can. Phone: 439-4286
14. Will you be decorating? If so, please check with the University Center Office on the kinds of decorations you are allowed, as well as posting signs.
15. Will you need posters to advertise your event? Please see Communication Section for more information.
16. After all plans have been carefully thought through, fill out the [ETSU Request for Use of Facilities Form](#) (See Appendix Section) and return to the reservationist in the D.P. Culp University Center Office. If your event will be in the Culp Center, the reservationist will discuss the availability with you, as well as the set-up you need, equipment for the program, and any other details. If your event will be in another campus facility, see the Culp reservationist to coordinate the arrangements with that building's reservationist (see list in this chapter). All reservations are tentative until the form is returned for signature. In the case of a cancellation, fill out the [Change or Cancel Reservation form](#) (See Appendix Section) and return to the reservationist. Do not delay, reserve today.
17. Groups sponsoring events scheduled after the normal operating hours of the Culp Center will be charged an hourly fee for each additional hour the center remains open. Operating hours for the Culp Center are:

Fall and Spring Semester

Mon.-Fri. 8am-10pm
Sat. & Sun. 10am-10pm

Summer Semester (closed Sat. & Sun.)

Mon.-Thurs. 8am-7pm
Fri. 8am-5pm

Other Points to Note

- Technical service equipment and time is limited, so please schedule events as early as possible.
- Room arrangements on the day of the event will not be changed, so please plan in advance.
- If an emergency occurs that necessitates the cancellation of your meeting or event, please notify the reservationist (439-4286) as soon as possible. Flagrant abuse of this policy will result in action being taken by the Director of the Culp Center.

Technical Service and Equipment Available

Service/Equipment
Mics in Areas w/ House Sound -1 -2 -3 & up * **
Wireless Mic * **
Portable Sound System & 1 mic * ** -2 or more Mics* **
Small Audio Mixer
Port-A-Lectern
Pianos: -Baby Grand -Upright -Tuning (fee based on actual cost)
Overhead Projector & Screen
35mm Slide Projector & Screen
16mm Sound Movie Projector & Screen ** (Aud Left Only)
VHS VCR/DVD & 25" Monitor
Multimedia Projector

Service/Equipment
Laptop Computer
52" Large Screen TV * ** w/ VCR/DVD Player (CAVE only)
Projection Screens - Regular Tripod - Frt Proj. 12'X12' - FastFold 7.5'X10' - House Screen
Audio Cassette & Speakers
Telephone * ****
Teleconference Downlink * ** under 3 hours each extra hour
Flip Chart & Stand Without Paper With Paper
Extension Cords
Exhibit Hall Tables Chairs Power

- Many of these services are available only in the University Center.
- Complex services other than those listed will be quoted on an individual case basis.
- Special lighting services will be quoted on an individual basis due to the complexity of the service.

* Limited Availability

** Operator (with a labor charge) may be required.

*** Usage by private (non-University employed individuals will be treated as a non-affiliated, for profit usage.

**** All long distance calls must be made either collect or with a credit card.

**** Income producing events will be assessed a usage fee.

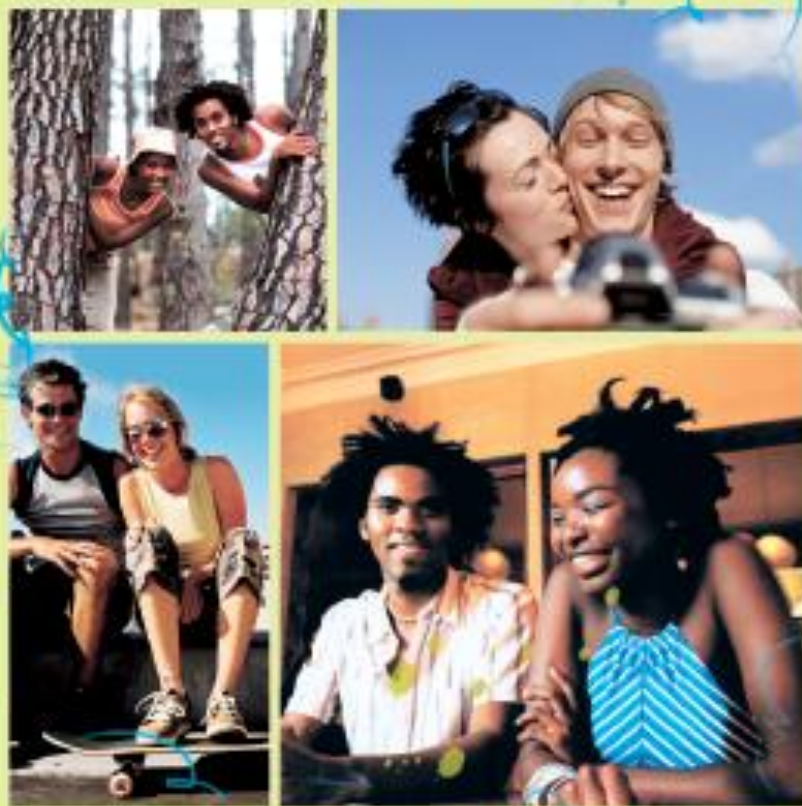
Private usage by University employees will be treated as non-affiliated, non-profit usage.

These fees will be reviewed and revised as needed on an annual basis.

ETSU Express Catering Guide

ETSU

Student Catering Guide



ETSU STUDENT CATERING GUIDE

website www.etsudining.com

The following items are designed to be an alternative to full service catering.
All items are disposable including plastic serviceware. No tablecloths available.
All foods must be picked up and you are responsible for clean up.

Party Platters

Includes foam plates, napkins, and plastic cutlery kits

Veggie Tray with Ranch Dip

\$18.00 Small (serves 15-20)

\$36.00 Large (serves 30-40)

Fresh Cut Fruit & Cheese Tray

\$25.00 Small (serves 15-20)

\$45.00 Large (serves 30-40)

Chips and Salsa

\$5.00 Small (serves 10)

\$10.00 Large (serves 20)

Three Cheese Ball with Crackers

\$15.00 each tray (serves 25)

Finger Sandwiches

Tuna Salad, Chicken Salad, and Pimento Cheese

\$5.00 per dozen

Buffalo Wings

Choose Hot, BBQ or Teriyaki style. Served with ranch dressing and celery.

\$14.00 small (3 dozen)

\$24.00 large (5 dozen)

Pigs in a Blanket

\$20.00 small (3 dozen)

\$30.00 large (5 dozen)

Chicken Tenders

Served with honey mustard for dipping.

20.00 small (3 dozen)

34.00 large (5 dozen)

Phone 423-439-5893
Fax 423-439-6194

Morning Break

Sausage or Shaved Ham Biscuits
With a side of Dijonnaise

\$3.00 per person

Warm Petite Croissants
With Honey Butter and Preserves

\$1.00 per person

Assorted Breakfast Pastries
Includes Danishes, Muffins and Cinnamon Rolls

\$1.65 per person

Munchies

Bucky's Deli - Build Your Own Sandwiches

Includes assorted meats & cheeses, hoagie rolls, lettuce,
tomato, mustard & mayo
\$30.00 Sm. (serves 10)

\$60.00 Lg. (serves 20)

Pizza To-Go - Your Choice of Toppings

\$9.99

Extra Cheese

Pepperoni

Sausage

Ham

Onions

Green Peppers

Mushrooms

Red Peppers

Sweets

Includes napkins - Minimum 1 dozen per selection.

Fudge Nut Brownies

\$5.00 per dozen

Fresh Baked Cookies - Choose from Chocolate Chip, Sugar,
Oatmeal Raisin, or Peanut Butter

\$4.00 per dozen

Jumbo Cookies - Chocolate Chip or Peanut Butter

\$8.00 per dozen

Thirst Quenchers

Includes cups and beverage napkins.
One gallon serves 10-15 people.

Sparkling Punch	\$5.00 per gallon
Lemonade	\$4.00 per gallon
Fruit Punch	\$4.00 per gallon
Sweetened or Unsweetened Tea	\$4.00 per gallon
Orange Juice or Apple Juice	\$4.00 per gallon

ETSU Catering
Aramark Campus Services
P. O. Box 70290 E. T. S. U.
D. P. Culp Center
Johnson City, TN 37614-0290

Phone 423-439-5893
Fax 423-439-6194
website www.etsudining.com



ETSU Express Catering Menu

BUCCANEER TAKE OUT

Hey all you Buccaneers! For last minute options, order from our Express Menu! All you need is one day ahead for ordering! These meals can be picked up from the Dining Services Office during normal business hours. Paper set-ups for your guests may be purchased.



Chick-fil-A Nugget Tray

Bite-sized pieces of chicken breast, seasoned to perfection and cooked in peanut oil. Served with tangy barbeque sauce.

Medium Tray (serves 23-27)..... \$38.00

Large Tray (serves 45-56)..... \$70.00

Chick-fil-A Sandwich Tray\$2.75 per person

Fried chicken filet, seasoned to perfection, marinated and cooked in peanut oil. Minimum of 12 sandwiches. Add a 2 pound bag of potato chips and a gallon of tea or lemonade with cups and napkins for \$13.99

Chicken Sack\$6.99

Includes: Original Chicken Sandwich w/Potato Chips, Cole Slaw, 2 Cookies and 20 oz. Coca Cola Beverage



Sub Trays - A Variety of Subs

Sm. (serves 5)..... \$19.99

Reg. (serves 10)..... \$39.99

Lg. (serves 15)..... \$59.99

Sub Trays and Party Packs are available in three Combinations-or, create your own from our menu.

Quiznos Favorites- Our most popular subs:

Classic Italian, Mesquite Chicken, Turkey Ranch & Swiss, Black Angus Steak

Club 'N Classics- Traditional Quiznos favorites:

Classic Club, Honey Bacon Club, Classic Italian, The Traditional

On The Lighter Side- Chicken & Turkey sub recipes:

Smoked Turkey, Oven-Roasted Turkey, Honey Mustard Chicken, Honey Bourbon Chicken



Java City House Blend –Our best selling coffee, it's a blend of three beans: Costa Rica Tarrazu, Mexico Pluma Altura and French Roast.

Chocolate Almond –This combination has a touch of sweetness. Perfect served with brunch.

French Vanilla – Our French Vanilla tastes great by itself or mixed with French Roast.

All Coffee \$8.95 per Gallon

BREAKFAST

Muffins \$1.85

Bagels \$1.85

Breakfast Breads \$1.85

Phone 423-439-5893

Fax 423-439-6194

website www.etsudining.com

ADVISOR AGREEMENT FORM FOR REGISTERED STUDENT ORGANIZATIONS AT EAST TENNESSEE STATE UNIVERSITY

To be a faculty/staff advisor to a registered student organization, the following criteria must be met:

1. The advisor must be a full-time faculty/staff member or a part-time faculty/staff member not enrolled in any degree program. For the purposes of this policy, Residence Hall Head Residents are considered full-time staff.
2. All social fraternities and sororities must have at least one University faculty/staff advisor.
3. The advisor to each organization is expected to take an active role in the organization.
4. The advisor may be listed as the official advisor to no more than three (3) student organizations at any time.

I have read and understand the Tennessee Board of Regents rules and regulations and ETSU's policies pertaining to registered student organizations and affirm that the information contained on the attached registration form is true and correct to the best of my knowledge. I have read the advisor's responsibilities on the back of this page and have consented to be the advisor for the coming academic year until the Student Organization Resource Center is notified otherwise.

_____ Advisor's Name	_____ Date
-------------------------	---------------

_____ Advisor's Signature	_____ Office Phone
------------------------------	-----------------------

Office Address (including department, building, room number)

_____ Campus PO Box #	_____ Name of this Student Organization
--------------------------	--

Email

Other student organizations that I advise:

1. _____
2. _____

For Office Use Only

Date Received _____	Date Entered _____	Initialed by _____
---------------------	--------------------	--------------------

RESPONSIBILITIES OF ADVISORS TO STUDENT ORGANIZATIONS

1. Insure organization compliance with University policies and procedures applicable to student organizations.
 2. Insure organizational compliance with Federal, State and local laws.
 3. Assist the officers in handling the organization's funds and the maintenance of financial records. Expenditures should be made with the knowledge of the advisor.
 4. Play an active role in helping the students set up a meaningful program that is consistent with the organization's purpose and with the aims and objectives of the University. In the case of an organization, which will be requesting the University funds to support their program, the advisor should actively participate in the formulation of the budget request.
 5. Help organization officers formulate and administer their meetings and/or activities.
 6. Be aware of and involved in the planning of organization's official social functions, whether on or off campus.
 7. Encourage the development of initiative, accountability, responsibility, and leadership in the student members.
 8. Be a resource person for the group.
 9. Serve as a liaison between the University Administration and the organization, interpreting, if necessary, policy and philosophy.
 10. Attend meetings of the student organization.
 11. Serve as a liaison between the Student Organization Resource Center and the organization insuring that mail and other pertinent campus information is relayed to the officers.
 12. A faculty or staff member may be the official, registered advisor of not more than 3 student organizations per academic year.
-

Submit via Internet

**D. P. Culp University Center
P.O. Box 70692
East Tennessee State University
Johnson City, TN 37614
Voice: 423/439-4342 - Fax: 423/439-6825**

“Reservation Change/Cancellation” form

Change: ☐

Cancellation: ☐

1. Program or Event Title: _____
2. Sponsoring Group: _____
3. Contact Person: _____ Office Phone # _____ /fax # _____
2nd contact phone # _____ fax# _____
4. Event Date: _____ Event Time: _____
Set-Up Date: _____ Set-Up Time: _____
5. Program Description (lecture, meeting, banquet, etc.): _____
6. Location (Room# or Name): _____
7. Food Service requested: yes _____ no _____ Location: _____

The facility indicated is unavailable for the date and /or time requested. Please contact the Culp Center Reservations Office at 9-4342 for alternative scheduling.

Comments: Please list the requested change/cancellation. Specific details needed:

Audio/Visual/Tech

Special Set-Ups

_____/Reservationist Date: _____ Confirmation # _____

Student Organization Resource Center

Division of Student Affairs
East Tennessee State University

SORC	Unvi. Center	Student
White	Pink	Yellow

ETSU Campus Communication Reservation

All requests must be received by the Student Organization Resource Center two weeks in advance of requested dates. One request per reservation form. Reservations should be made no more than 2 months in advance of requested dates. One request per reservation form. Reservations run from Monday to Monday, a week per request. ETSU Cable Video Bulletin Boards are reserved only through the Office of Housing & Residence Life.

Name of Group _____
 Contact Person _____ Date Completed _____
 Box # _____ Phone # _____
 Name of event / program / topic to be advertised _____
 Description _____

Dates _____ - _____ Max. of 7 days	<div style="border: 1px solid black; width: 40px; height: 30px; display: inline-block;"></div>	Outdoor Marquee (In Front of Dossett <u>Only</u>)
Dates _____ - _____ Max. of 7 days	<div style="border: 1px solid black; width: 40px; height: 30px; display: inline-block;"></div>	Campus Source LED Board (Located in the Culp Center)

In the space below, give the specific details of the requested announcements. (25 characters per line)

Line 1) _____

Line 2) _____

Line 3)

Line 4) _____

We reserve the right to abbreviate messages when necessary.

For Office Use Only

Registered organization _____yes_____no
Approved _____yes_____no

Week approved _____
Initialed By _____

marquee.doc

Computer Account Request Form

ETSU Office of Information Technology

309 Burgin Dossett, Box 70728

Johnson City, Tennessee 37614

Questions? Call the OIT HelpDesk at 439-4648 or email oithelp@etsu.edu.

This section for use by the Office of Information Technology

Application Number _____

Applicant Name _____

Date Received _____

Section 1. Personal Information. Note: To process your request, all information in this section must be completed. Please print or type.

Name _____	
(last)	(first) (middle)
Employee ID Number _____	School / College _____
Date of Birth _____	Department / Office _____
ETSU Phone Number _____	Campus Box Number _____
Supervisor _____	Budget Number _____

- ☐ Faculty ☐ Staff ☐ Adjunct Faculty
☐ Graduate Student ☐ Undergraduate Student ☐ ETSU Physicians (MEAC)
☐ I work in a position funded by non-ETSU resources. ☐ other: _____
☐ New Employee: start date - ____ / ____ / ____ ☐ Temporary Employee: end of contract - ____ / ____ / ____

Section 2. Administrative Applications. Check all that apply.

Temporary employees must use a departmental account, which must be requested by a regular employee, to access these applications.

☐ I am requesting access to the Student Information System (SIS). My access should reflect one of the following two choices:

a. My access should be similar to this current employee, also in my department: _____.

b. I am requesting update access to:

<input type="checkbox"/> Advisement Holds (EVR)	<input type="checkbox"/> Issue Permits / Authorization (104)	<input type="checkbox"/> other: _____
<input type="checkbox"/> Registration Holds (148)	<input type="checkbox"/> Course Schedule Maintenance (E29)	

I am requesting access to the following:

- ☐ Human Resources System (HRS) ☐ Financial Records System (FRS) ☐ Alumni Development System (ADS)

Note: For TRS access, please contact the payroll department at 439-5320. ADS requests must be approved by the Alumni Association (439-4218).

Section 3. Service Requests. Check all that apply.

- ☐ I am requesting that an e-mail account be created in my name. I work in the ETSU College of Medicine [yes / no].
☐ I am requesting a PIN for university-related long distance telephone calls that will be charged to the above budget number.
☐ I am requesting that a departmental account be created for use by our department or organization. If available, I would like the name _____ to be used. This account also needs an associated e-mail address [yes / no].
 Note: Departmental accounts can only be requested by regular full-time employees. Student organizations need the signature of a faculty advisor.
☐ I am/was a [student now employed by ETSU / employee who is now a student] and I want my account to reflect this change.
 Note: Student workers, tuition scholars and graduate assistants are not eligible for a faculty/staff account.
☐ I have legally changed my name, notified Human Resources of the change, and I want my account to reflect this change.
☐ I am requesting permission to modify the web site located at <http://>_____.
☐ I am requesting access to the following folder(s): _____
☐ I am requesting access to utilize Virtual Private Networking (VPN) resources. I have attached a letter of justification.
☐ I am requesting an internal wireless survey in building _____, room _____.
☐ I am requesting a firewall exemption for the host with the IP address 151.141. _____. _____. to be accessed on port(s) _____.
☐ I have an alternate request: _____

I agree to abide by the ETSU Computer Resource Code of Ethics, found at <http://www.etsu.edu/oit/ppp/policies/ethics.asp> and further agree that accessing ETSU computing resources and using my assigned user identification and/or password gives ETSU permission to review, by any method it deems appropriate, any and all material I store on any system owned, operated and/or maintained by ETSU in order to protect the integrity and security of the system.

signature of applicant

date

signature of department head,
budget supervisor or faculty advisor

date

printed name of department head,
budget supervisor or faculty advisor

All signatures, printed names and dates are required.

OIT Computer Account Request Form 3.1.1 : 5/24/2004

ETSU REQUEST FOR USE OF FACILITIES

Submit via E-mail

All requests for the use of university facilities must be submitted on this form. This request must be received by the University Center reservationist/Conference Office at least ten (10) working days prior to the date of the proposed event. Incorrect, incomplete or late requests may not be accepted. No advertising or notice of the event can be given until the request has been approved in writing. This form is a request only and does not guarantee the facility or any services will be available or approved. This form is required for ALL events by Tennessee Board of Regents Policy Number 3:02:02:00.

INSTRUCTIONS:

1. Obtain a Request For Use of Facilities form from the University Center reservationist. An inquiry regarding availability should be made at this time.
2. Complete the requested information and obtain the required signatures of sponsors.
3. Return the completed form to the University Center Office and discuss your detailed needs.

FACILITIES USE REQUEST:

1. Program or Activity Title: _____
2. Sponsoring Group: _____
3. Individual to be present and responsible: _____
Home Phone: _____ Office Phone: _____
4. Detailed description of event: _____

ATTACH ADDITIONAL SHEET WITH COMPLETE DETAILS

5. Check all applicable classifications: ☐ Meeting ☐ Conference ☐ Political ☐ Religious ☐ Non-profit
☐ Sales/Solicitation ☐ Literature Distribution (attach copy) ☐ Other _____
6. Activity is open to (Check one): ☐ Faculty, Staff, and Students only ☐ General Public ☐ Other (specify): _____

7. If activity involves any of the following, ask reservationist for details: ☐ Food/Drinks ☐ Housing ☐ Security
☐ Special Parking ☐ Special Set-up ☐ Audio/Visual equipment ☐ Sales: If yes, please attach an additional sheet with complete details.

8. Facility Requested:

- | | | |
|-------------------------------|----------------|--|
| 8a. _____
FACILITY | ROOM # / AREA | DATE(S) |
| 8b. _____
SET-UP TIME | BREAKDOWN TIME | PLEASE SPECIFY DETAILS REGARDING SET-UP/BREAKDOWN |
| 8c. _____
EVENT START TIME | EVENT END TIME | ACTUAL TIME PROGRAM / EVENT BEGINS AND ENDS
SHOULD NOT INCLUDE REHEARSAL OR SET-UP TIME |

9. Number of people expected _____. Admission/Registration Fee? \$_____ (amount) Additional fees may be assessed for revenue producing events.
10. Additional information: Various services and equipment may be available to you on a first-requested, first-served basis. Discuss your needs with the reservationist or Conference Office, and you will be advised as to any costs involved for the event.
11. It is the responsibility of the person requesting use of facilities to verify usage approval. Approved reservations will receive a written confirmation. I acknowledge that I have read the applicant instructions and certifications as printed on this form and will abide by them.

My signature below attests to same.

APPLICANT SIGNATURE	DATE	DEPARTMENTAL ACCOUNT #
MAILING ADDRESS / ETSU P.O. BOX #	PHONE NUMBER	FAX NUMBER
DEAN / DIRECTOR OR CAMPUS ORGANIZATION ADVISOR SIGNATURE	DATE	
MAILING ADDRESS / ETSU P.O. BOX #	PHONE NUMBER	FAX NUMBER

FACILITIES REQUEST INSTRUCTIONS

A. RESERVATION OF CAMPUS FACILITIES:

For reservations of ACADEMIC FACILITIES, i.e., classrooms or auditoriums for all campus-related events, and your category is:

- a. ETSU AFFILIATED INDIVIDUAL OR ORGANIZATION: Please contact: Scheduling Supervisor – Registrar's Office, phone extension number 9-6891.
- b. NON-ETSU AFFILIATED INDIVIDUAL OR ORGANIZATION: Please contact: Facility Reservationist – D.P. Culp University Center, phone number 439-4342.
 1. For reservations of meeting or dining facilities in the D.P. Culp University Center for all individuals or organizations, please contact: Facility Reservationist – D.P. Culp University Center, phone number 439-4342.
 2. For reservations of Memorial Center (Mini-Dome), Memorial Hall (Brooks Gym), Outdoor Facilities, or any other campus facilities not mentioned above, please contact: Conference Office – D.P. Culp University Center, phone number 439-6824 or 439-7103.
 3. For all groups requesting facilities for Summer Camps and Conferences to be conducted on campus, please contact: Conference Office – D.P. Culp University Center, phone number 439-6824 or 439-7103.
- B. Guest Speakers: Affiliated groups who wish to invite off-campus speakers to appear before the entire student body, faculty, general public or any cross-section thereof, must submit a written request to the Office of the President of the University at least fifteen (15) working days prior to the proposed event. Closed meetings of the organization are exempt from this requirement. (TBR Policy 3:01:10:00)
- C. Non-affiliated Groups: The use of university facilities by non-affiliated groups is dependent upon the availability of the facility, with university groups having first priority. Availability and appropriate rental rates will be quoted by the reservationist.
- D. Food Service: ETSU contracted food service has exclusive rights to all food service supplied on campus. Please discuss specific details with the University Center Food Service (ARAMARK), phone number 439-5893. Placing an order with food services does not secure a room reservation. Final guarantees must be submitted not less than 48 hours prior to the event. No changes will be accepted less than 48 hours before the event.
- E. Special Services: Functions requiring special services, security, extra personnel, late/early/special opening, audio/visual equipment, special set-up, etc., may require payment of certain fees. All arrangements for these services must be finalized ten (10) working days before the event. Discuss your specific needs with the reservationist for a price quotation.
- F. Rental Charges: Rental charges are payable upon receipt of an invoice. Prompt remittance will be appreciated.

APPLICANT CERTIFICATIONS

Applicant acknowledges that the university has made a copy of the Tennessee Board of Regents "Policy on Use of Campus Property and Facilities" available for review and that a copy of the policy will be provided upon request and payment of reasonable copying charges.

Applicant understands that filing of this application shall constitute agreement by applicant to the following conditions:

- A. The intended use of campus property and facilities by applicant does not violate the provisions of the TBR "Policy on Use of Campus Property and Facilities" or any policies or regulations of the university or any federal, state or local law or regulation.
- B. Any use of campus properties and facilities pursuant to this application which is contrary to such policies, laws or regulations or which is inconsistent with the activity as described in this application constitutes grounds for the university to remove the activity from campus property.
- C. Applicant agrees to indemnify the university and hold it harmless from all liabilities arising out of applicant's use of university property and/or facilities, including but not limited to personal injury, property damage, court costs or attorneys' fees.

University approval is contingent upon applicant's satisfactory completion of all financial and/or insurance obligations as may be required by ETSU.

Student Organization Resource Center
 Division of Student Affairs
 East Tennessee State University

SORC
 White

Departmental Office
 Pink

Student
 Yellow

ETSU DISPLAY RESERVATION FORM

Name of Group _____
 Contact Person _____ Box # _____ Phone # _____
 Name of event / program / topic to be advertised _____
 Description _____

Tent Cards

Dates (By the week) _____

Must be in "good taste" and no larger than 5" x 7". A tent card must be submitted with this form for approval. There is a limited number of tent cards allowed on the tables of the Cave, Atrium and Cafeteria at any one time. Turn in your request one week prior to the first day of your intended reservation.

Banners

Dates (By the week) _____

Week Requested _____

Must be in "good taste" and no larger than 5' wide x 6' long. A drawing of the banner must be submitted with this form for approval. Banners must be constructed using waterproof paints. Contact the Student Organization Resource Center for proper construction and mounting of banners. Banners may not be approved due to improper construction. Turn in your request one week prior to the first day of your intended reservation.

Glass Bulletin Boards

Dates (By the month) _____

Location Requested _____

Are to be used to display items in "good taste" regarding a registered student organization, program, service or event. Items shall be affixed with pushpins, thumbtacks, staples and/or masking tape. Glass bulletin boards are located on the 1st floor of the D.P. Culp Center by the Post Office and the ramp leading to the Cave. **Failure to remove your display will result in loss of any items in the display.**

Display Cases

Dates (By the month) _____

Location Requested _____

There are two located outside the Office of Community Engagement, Learning and Leadership
Failure to remove your display will result in loss of any items in the display.

- ❖ Reservations are made at the discretion of the SORC Staff to best serve all student organizations.
- ❖ Reservation times for both the Glass Bulletin Boards and Display Cases will be from the first weekday of the month to the last weekday of the month.
- ❖ Multiple weeks or months may not be reserved on the same reservation form. **Reservations should be made no more than 2 months in advance of the date needed.**
- ❖ Keys to the display facilities may be checked out with the appropriate deposit.
- ❖ Glass cases, banner walls, and tent cards will be assigned on a first come, first served basis. You will be notified after receipt of this request.
- ❖ I understand that failure to abide by these policies will result in my group being denied use of these services for one full semester.

Signature of Contact Person _____

Date _____

For Office Use Only

Date Received _____ Registered Organization – Yes _____ No _____ 05-04-01
 Approved: Yes _____ No _____ Location _____ Initialed By _____

ETSU Student Organization Notification of Function with Alcohol

All student organizations functions with alcohol shall be registered with the Student Organization Resource Center at least seven business days prior to the date of the function.

Student Organization functions where alcohol will be present are limited to houses owned by social fraternities recognized by ETSU and commercial establishments owned by licensed third party vendors.

Related policies and definitions are located in the *Spectrum*, page 22 under (6)g.

Organization Information

Name of organization _____

President _____

Phone number _____

Person responsible for risk management _____

Phone number _____

Function Information

Brief description of the function _____

Date of the Function _____ Location _____

Start Time _____ End Time _____

Names of the Designated Drivers _____

How will security be handled? _____

Identification of underage attendees _____

Attach a copy the invitation & describe distribution: _____
(Note open parties with alcohol violates ETSU policy)

Form completed by: _____ Date: _____

Date received by SORC:

Form SS-4 (Rev. December 2001) Department of the Treasury Internal Revenue Service	Application for Employer Identification Number (For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.) ▶ See separate instructions for each line. ▶ Keep a copy for your records.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">EIN</td> </tr> <tr> <td style="text-align: center;">OMB No. 1545-0003</td> </tr> </table>	EIN	OMB No. 1545-0003
EIN				
OMB No. 1545-0003				

Type or print clearly.

1 Legal name of entity (or individual) for whom the EIN is being requested		
2 Trade name of business (if different from name on line 1)	3 Executor, trustee, "care of" name	
4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Do not enter a P.O. box.)	
4b City, state, and ZIP code	5b City, state, and ZIP code	
6 County and state where principal business is located		
7a Name of principal officer, general partner, grantor, owner, or trustor	7b SSN, ITIN, or EIN	

8a Type of entity (check only one box)

☐ Sole proprietor (SSN) _____

☐ Partnership

☐ Corporation (enter form number to be filed) ▶ _____

☐ Personal service corp.

☐ Church or church-controlled organization

☐ Other nonprofit organization (specify) ▶ _____

☐ Other (specify) ▶ _____

☐ Estate (SSN of decedent) _____

☐ Plan administrator (SSN) _____

☐ Trust (SSN of grantor) _____

☐ National Guard ☐ State/local government

☐ Farmers' cooperative ☐ Federal government/military

☐ REMIC ☐ Indian tribal governments/enterprises

Group Exemption Number (GEN) ▶ _____

8b If a corporation, name the state or foreign country (if applicable) where incorporated

State

Foreign country

9 Reason for applying (check only one box)

☐ Started new business (specify type) ▶ _____

☐ Hired employees (Check the box and see line 12.)

☐ Compliance with IRS withholding regulations

☐ Other (specify) ▶ _____

☐ Banking purpose (specify purpose) ▶ _____

☐ Changed type of organization (specify new type) ▶ _____

☐ Purchased going business

☐ Created a trust (specify type) ▶ _____

☐ Created a pension plan (specify type) ▶ _____

10 Date business started or acquired (month, day, year)

11 Closing month of accounting year

12 First date wages or annuities were paid or will be paid (month, day, year). **Note:** If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (month, day, year) ▶

13 Highest number of employees expected in the next 12 months. **Note:** If the applicant does not expect to have any employees during the period, enter "-0-." ▶

Agricultural	Household	Other
--------------	-----------	-------

14 Check **one** box that best describes the principal activity of your business.

<input type="checkbox"/> Construction	<input type="checkbox"/> Rental & leasing	<input type="checkbox"/> Transportation & warehousing	<input type="checkbox"/> Health care & social assistance	<input type="checkbox"/> Accommodation & food service	<input type="checkbox"/> Wholesale-agent/broker
<input type="checkbox"/> Real estate	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Finance & insurance	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Wholesale-other	<input type="checkbox"/> Retail

15 Indicate principal line of merchandise sold; specific construction work done; products produced; or services provided.

16a Has the applicant ever applied for an employer identification number for this or any other business? ☐ Yes ☐ No
Note: If "Yes," please complete lines 16b and 16c.

16b If you checked "Yes" on line 16a, give applicant's legal name and trade name shown on prior application if different from line 1 or 2 above.
 Legal name ▶ _____ Trade name ▶ _____

16c Approximate date when, and city and state where, the application was filed. Enter previous employer identification number if known.
 Approximate date when filed (mo., day, year) _____ City and state where filed _____ Previous EIN _____

Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.	
	Designee's name	Designee's telephone number (include area code) ()
	Address and ZIP code	Designee's fax number (include area code) ()

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Name and title (type or print clearly) ▶ _____	Applicant's telephone number (include area code) ()
Signature ▶ _____	Applicant's fax number (include area code) ()

Do I Need an EIN?

File Form SS-4 if the applicant entity does not already have an EIN but is required to show an EIN on any return, statement, or other document.¹ See also the separate instructions for each line on Form SS-4.

IF the applicant...	AND...	THEN...
Started a new business	Does not currently have (nor expect to have) employees	Complete lines 1, 2, 4a-6, 8a, and 9-16c.
Hired (or will hire) employees, including household employees	Does not already have an EIN	Complete lines 1, 2, 4a-6, 7a-b (if applicable), 8a, 8b (if applicable), and 9-16c.
Opened a bank account	Needs an EIN for banking purposes only	Complete lines 1-5b, 7a-b (if applicable), 8a, 9, and 16a-c.
Changed type of organization	Either the legal character of the organization or its ownership changed (e.g., you incorporate a sole proprietorship or form a partnership) ²	Complete lines 1-16c (as applicable).
Purchased a going business ³	Does not already have an EIN	Complete lines 1-16c (as applicable).
Created a trust	The trust is other than a grantor trust or an IRA trust ⁴	Complete lines 1-16c (as applicable).
Created a pension plan as a plan administrator ⁵	Needs an EIN for reporting purposes	Complete lines 1, 2, 4a-6, 8a, 9, and 16a-c.
Is a foreign person needing an EIN to comply with IRS withholding regulations	Needs an EIN to complete a Form W-8 (other than Form W-8ECI), avoid withholding on portfolio assets, or claim tax treaty benefits ⁶	Complete lines 1-5b, 7a-b (SSN or ITIN optional), 8a-9, and 16a-c.
Is administering an estate	Needs an EIN to report estate income on Form 1041	Complete lines 1, 3, 4a-b, 8a, 9, and 16a-c.
Is a withholding agent for taxes on non-wage income paid to an alien (i.e., individual, corporation, or partnership, etc.)	Is an agent, broker, fiduciary, manager, tenant, or spouse who is required to file Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons	Complete lines 1, 2, 3 (if applicable), 4a-5b, 7a-b (if applicable), 8a, 9, and 16a-c.
Is a state or local agency	Serves as a tax reporting agent for public assistance recipients under Rev. Proc. 80-4, 1980-1 C.B. 581 ⁷	Complete lines 1, 2, 4a-5b, 8a, 9, and 16a-c.
Is a single-member LLC	Needs an EIN to file Form 9832, Classification Election, for filing employment tax returns, or for state reporting purposes ⁸	Complete lines 1-16c (as applicable).
Is an S corporation	Needs an EIN to file Form 2553, Election by a Small Business Corporation ⁹	Complete lines 1-16c (as applicable).

¹ For example, a sole proprietorship or self-employed farmer who establishes a qualified retirement plan, or is required to file excise, employment, alcohol, tobacco, or firearms returns, must have an EIN. A partnership, corporation, REMIC (real estate mortgage investment conduit), nonprofit organization (church, club, etc.), or farmers' cooperative must use an EIN for any tax-related purpose even if the entity does not have employees.

² However, do not apply for a new EIN if the existing entity only (a) changed its business name, (b) elected on Form 9832 to change the way it is taxed (or is covered by the default rules), or (c) terminated its partnership status because at least 50% of the total interests in partnership capital and profits were sold or exchanged within a 12-month period. (The EIN of the terminated partnership should continue to be used. See Regulations section 301.6109-1(d)(2)(iii).)

³ Do not use the EIN of the prior business unless you became the "owner" of a corporation by acquiring its stock.

⁴ However, IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN.

⁵ A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.

⁶ Entities applying to be a Qualified Intermediary (QI) need a QI-EIN even if they already have an EIN. See Rev. Proc. 2000-12.

⁷ See also *Household employer* on page 4. (Note: State or local agencies may need an EIN for other reasons, e.g., hired employees.)

⁸ Most LLCs do not need to file Form 9832. See *Limited liability company (LLC)* on page 4 for details on completing Form SS-4 for an LLC.

⁹ An existing corporation that is electing or revoking S corporation status should use its previously-assigned EIN.



Instructions for Form SS-4

(Rev. September 2003)



Department of the Treasury
Internal Revenue Service

For use with Form SS-4 (Rev. December 2001)

Application for Employer Identification Number.

Section references are to the Internal Revenue Code unless otherwise noted.

General Instructions

Use these instructions to complete Form SS-4, Application for Employer Identification Number. Also see **Do I Need an EIN?** on page 2 of Form SS-4.

Purpose of Form

Use Form SS-4 to apply for an employer identification number (EIN). An EIN is a nine-digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. The information you provide on this form will establish your business tax account.



An EIN is for use in connection with your business activities only. Do not use your EIN in place of your social security number (SSN).

Items To Note

Apply online. You can now apply for and receive an EIN online using the internet. See **How To Apply** below.

File only one Form SS-4. Generally, a sole proprietor should file only one Form SS-4 and needs only one EIN, regardless of the number of businesses operated as a sole proprietorship or trade names under which a business operates. However, if the proprietorship incorporates or enters into a partnership, a new EIN is required. Also, each corporation in an affiliated group must have its own EIN.

EIN applied for, but not received. If you do not have an EIN by the time a return is due, write "Applied For" and the date you applied in the space shown for the number. Do not show your SSN as an EIN on returns.

If you do not have an EIN by the time a tax deposit is due, send your payment to the Internal Revenue Service Center for your filing area as shown in the instructions for the form that you are filing. Make your check or money order payable to the "United States Treasury" and show your name (as shown on Form SS-4), address, type of tax, period covered, and date you applied for an EIN.

How To Apply

You can apply for an EIN online, by telephone, by fax, or by mail depending on how soon you need to use the EIN. Use only one method for each entity so you do not receive more than one EIN for an entity.

Online. You can receive your EIN by internet and use it immediately to file a return or make a payment. Go to the

IRS website at www.irs.gov/businesses and click on **Employer ID Numbers** under topics.

Telephone. You can receive your EIN by telephone and use it immediately to file a return or make a payment. Call the IRS at 1-800-829-4933. (International applicants must call 215-516-6999.) The hours of operation are 7:00 a.m. to 10:00 p.m. The person making the call must be authorized to sign the form or be an authorized designee. See **Signature and Third Party Designee** on page 6. Also see the **TIP** below.

If you are applying by telephone, it will be helpful to complete Form SS-4 before contacting the IRS. An IRS representative will use the information from the Form SS-4 to establish your account and assign you an EIN. Write the number you are given on the upper right corner of the form and sign and date it. Keep this copy for your records.

If requested by an IRS representative, mail or fax (facsimile) the signed Form SS-4 (including any Third Party Designee authorization) within 24 hours to the IRS address provided by the IRS representative.



Taxpayer representatives can apply for an EIN on behalf of their client and request that the EIN be faxed to their client on the same day.

Note: By using this procedure, you are authorizing the IRS to fax the EIN without a cover sheet.

Fax. Under the Fax-TIN program, you can receive your EIN by fax within 4 business days. Complete and fax Form SS-4 to the IRS using the Fax-TIN number listed on page 2 for your state. A long-distance charge to callers outside of the local calling area will apply. Fax-TIN numbers can only be used to apply for an EIN. The numbers may change without notice. Fax-TIN is available 24 hours a day, 7 days a week.

Be sure to provide your fax number so the IRS can fax the EIN back to you. **Note:** By using this procedure, you are authorizing the IRS to fax the EIN without a cover sheet.

Mail. Complete Form SS-4 at least 4 to 5 weeks before you will need an EIN. Sign and date the application and mail it to the service center address for your state. You will receive your EIN in the mail in approximately 4 weeks. See also **Third Party Designee** on page 6.

Call 1-800-829-4933 to verify a number or to ask about the status of an application by mail.

Where To Fax or File

If your principal business, office or agency, or legal residence in the case of an individual, is located in:	Call the Fax-TIN number shown or file with the "Internal Revenue Service Center" at:
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	Attn: EIN Operation P. O. Box 9003 Holtsville, NY 11742-9003 Fax-TIN 631-447-8960
Illinois, Indiana, Kentucky, Michigan	Attn: EIN Operation Cincinnati, OH 45999 Fax-TIN 859-669-5760
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, Puerto Rico, South Dakota, Tennessee, Texas, Utah, Washington, Wisconsin, Wyoming	Attn: EIN Operation Philadelphia, PA 19255 Fax-TIN 215-516-3990
If you have no legal residence, principal place of business, or principal office or agency in any state:	Attn: EIN Operation Philadelphia, PA 19255 Telephone 215-516-6999 Fax-TIN 215-516-3990

How To Get Forms and Publications

Phone. You can order forms, instructions, and publications by phone 24 hours a day, 7 days a week. Call 1-800-TAX-FORM (1-800-829-3676). You should receive your order or notification of its status within 10 workdays.

Personal computer. With your personal computer and modem, you can get the forms and information you need using the IRS website at www.irs.gov or File Transfer Protocol at [ftp.irs.gov](ftp://ftp.irs.gov).

CD-ROM. For small businesses, return preparers, or others who may frequently need tax forms or publications, a CD-ROM containing over 2,000 tax products (including many prior year forms) can be purchased from the National Technical Information Service (NTIS).

To order **Pub. 1796**, Federal Tax Products on CD-ROM, call 1-877-CDFORMS (1-877-233-6767) toll free or connect to www.irs.gov/cdorders.

Tax Help for Your Business

IRS-sponsored Small Business Workshops provide information about your Federal and state tax obligations.

For information about workshops in your area, call 1-800-829-4933.

Related Forms and Publications

The following forms and instructions may be useful to filers of Form SS-4:

- **Form 990-T**, Exempt Organization Business Income Tax Return
- **Instructions for Form 990-T**
- **Schedule C (Form 1040)**, Profit or Loss From Business
- **Schedule F (Form 1040)**, Profit or Loss From Farming
- **Instructions for Form 1041 and Schedules A, B, D, G, I, J, and K-1**, U.S. Income Tax Return for Estates and Trusts
- **Form 1042**, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons
- **Instructions for Form 1065**, U.S. Return of Partnership Income
- **Instructions for Form 1066**, U.S. Real Estate Mortgage Investment Conduit (REMIC) Income Tax Return
- **Instructions for Forms 1120 and 1120-A**
- **Form 2553**, Election by a Small Business Corporation
- **Form 2848**, Power of Attorney and Declaration of Representative
- **Form 8821**, Tax Information Authorization
- **Form 8832**, Entity Classification Election

For more information about filing Form SS-4 and related issues, see:

- **Circular A**, Agricultural Employer's Tax Guide (Pub. 51)
- **Circular E**, Employer's Tax Guide (Pub. 15)
- **Pub. 538**, Accounting Periods and Methods
- **Pub. 542**, Corporations
- **Pub. 557**, Exempt Status for Your Organization
- **Pub. 583**, Starting a Business and Keeping Records
- **Pub. 966**, Electronic Choices for Paying ALL Your Federal Taxes
- **Pub. 1635**, Understanding Your EIN
- **Package 1023**, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code
- **Package 1024**, Application for Recognition of Exemption Under Section 501(a)

Specific Instructions

Print or type all entries on Form SS-4. Follow the instructions for each line to expedite processing and to avoid unnecessary IRS requests for additional information. Enter "N/A" (nonapplicable) on the lines that do not apply.

Line 1—Legal name of entity (or individual) for whom the EIN is being requested. Enter the legal name of the entity (or individual) applying for the EIN exactly as it appears on the social security card, charter, or other applicable legal document.

Individuals. Enter your first name, middle initial, and last name. If you are a sole proprietor, enter your

individual name, not your business name. Enter your business name on line 2. Do not use abbreviations or nicknames on line 1.

Trusts. Enter the name of the trust.

Estate of a decedent. Enter the name of the estate.

Partnerships. Enter the legal name of the partnership as it appears in the partnership agreement.

Corporations. Enter the corporate name as it appears in the corporation charter or other legal document creating it.

Plan administrators. Enter the name of the plan administrator. A plan administrator who already has an EIN should use that number.

Line 2—Trade name of business. Enter the trade name of the business if different from the legal name. The trade name is the "doing business as" (DBA) name.



Use the full legal name shown on line 1 on all tax returns filed for the entity. (However, if you enter a trade name on line 2 and choose to use the trade name instead of the legal name, enter the trade name on all returns you file.) To prevent processing delays and errors, always use the legal name only (or the trade name only) on all tax returns.

Line 3—Executor, trustee, "care of" name. Trusts enter the name of the trustee. Estates enter the name of the executor, administrator, or other fiduciary. If the entity applying has a designated person to receive tax information, enter that person's name as the "care of" person. Enter the individual's first name, middle initial, and last name.

Lines 4a-b—Mailing address. Enter the mailing address for the entity's correspondence. If line 3 is completed, enter the address for the executor, trustee or "care of" person. Generally, this address will be used on all tax returns.



File Form 8822, Change of Address, to report any subsequent changes to the entity's mailing address.

Lines 5a-b—Street address. Provide the entity's physical address only if different from its mailing address shown in lines 4a-b. Do not enter a P.O. box number here.

Line 6—County and state where principal business is located. Enter the entity's primary physical location.

Lines 7a-b—Name of principal officer, general partner, grantor, owner, or trustor. Enter the first name, middle initial, last name, and SSN of (a) the principal officer if the business is a corporation, (b) a general partner if a partnership, (c) the owner of an entity that is disregarded as separate from its owner (disregarded entities owned by a corporation enter the corporation's name and EIN), or (d) a grantor, owner, or trustor if a trust.

If the person in question is an alien individual with a previously assigned individual taxpayer identification number (ITIN), enter the ITIN in the space provided and submit a copy of an official identifying document. If

necessary, complete Form W-7, Application for IRS Individual Taxpayer Identification Number, to obtain an ITIN.

You are **required** to enter an SSN, ITIN, or EIN unless the only reason you are applying for an EIN is to make an entity classification election (see Regulations sections 301.7701-1 through 301.7701-3) and you are a nonresident alien with no effectively connected income from sources within the United States.

Line 8a—Type of entity. Check the box that best describes the type of entity applying for the EIN. If you are an alien individual with an ITIN previously assigned to you, enter the ITIN in place of a requested SSN.



This is not an election for a tax classification of an entity. See Limited liability company (LLC) on page 4.

Other. If not specifically listed, check the "Other" box, enter the type of entity and the type of return, if any, that will be filed (for example, "Common Trust Fund, Form 1065" or "Created a Pension Plan"). Do not enter "N/A." If you are an alien individual applying for an EIN, see the Lines 7a-b instructions above.

- **Household employer.** If you are an individual, check the "Other" box and enter "Household Employer" and your SSN. If you are a state or local agency serving as a tax reporting agent for public assistance recipients who become household employers, check the "Other" box and enter "Household Employer Agent." If you are a trust that qualifies as a household employer, you do not need a separate EIN for reporting tax information relating to household employees; use the EIN of the trust.
- **QSub.** For a qualified subchapter S subsidiary (QSub) check the "Other" box and specify "QSub."
- **Withholding agent.** If you are a withholding agent required to file Form 1042, check the "Other" box and enter "Withholding Agent."

Sole proprietor. Check this box if you file Schedule C, C-EZ, or F (Form 1040) and have a qualified plan, or are required to file excise, employment, alcohol, tobacco, or firearms returns, or are a payer of gambling winnings. Enter your SSN (or ITIN) in the space provided. If you are a nonresident alien with no effectively connected income from sources within the United States, you do not need to enter an SSN or ITIN.

Corporation. This box is for any corporation other than a personal service corporation. If you check this box, enter the income tax form number to be filed by the entity in the space provided.



If you entered "1120S" after the "Corporation" checkbox, the corporation must file Form 2553 no later than the 15th day of the 3rd month of the tax year the election is to take effect.

Until Form 2553 has been received and approved, you will be considered a Form 1120 filer. See the Instructions for Form 2553.

Personal service corp. Check this box if the entity is a personal service corporation. An entity is a personal service corporation for a tax year only if:

- The principal activity of the entity during the testing period (prior tax year) for the tax year is the performance of personal services substantially by employee-owners, and
- The employee-owners own at least 10% of the fair market value of the outstanding stock in the entity on the last day of the testing period.

Personal services include performance of services in such fields as health, law, accounting, or consulting. For more information about personal service corporations, see the Instructions for Forms 1120 and 1120-A and Pub. 542.

Other nonprofit organization. Check this box if the nonprofit organization is other than a church or church-controlled organization and specify the type of nonprofit organization (for example, an educational organization).



If the organization also seeks tax-exempt status, you must file either Package 1023 or Package 1024. See Pub. 557 for more information.

If the organization is covered by a group exemption letter, enter the four-digit **group exemption number (GEN)**. (Do not confuse the GEN with the nine-digit EIN.) If you do not know the GEN, contact the parent organization. Get Pub. 557 for more information about group exemption numbers.

Plan administrator. If the plan administrator is an individual, enter the plan administrator's SSN in the space provided.

REMIC. Check this box if the entity has elected to be treated as a real estate mortgage investment conduit (REMIC). See the Instructions for Form 1066 for more information.

Limited liability company (LLC). An LLC is an entity organized under the laws of a state or foreign country as a limited liability company. For Federal tax purposes, an LLC may be treated as a partnership or corporation or be disregarded as an entity separate from its owner.

By default, a domestic LLC with only one member is **disregarded** as an entity separate from its owner and must include all of its income and expenses on the owner's tax return (e.g., **Schedule C (Form 1040)**). Also by default, a domestic LLC with two or more members is treated as a partnership. A domestic LLC may file Form 8832 to avoid either default classification and elect to be classified as an association taxable as a corporation. For more information on entity classifications (including the rules for foreign entities), see the instructions for Form 8832.



Do not file Form 8832 if the LLC accepts the default classifications above. However, if the LLC will be electing S Corporation status, it must timely file both Form 8832 and Form

2553.

Complete Form SS-4 for LLCs as follows:

- A single-member domestic LLC that accepts the default classification (above) does not need an EIN and generally should not file Form SS-4. Generally, the LLC

should use the name and EIN of its **owner** for all Federal tax purposes. However, the reporting and payment of employment taxes for employees of the LLC may be made using the name and EIN of **either** the owner or the LLC as explained in Notice 99-6. You can find Notice 99-6 on page 12 of Internal Revenue Bulletin 1999-3 at www.irs.gov/pub/irs-irbs/irb99-03.pdf. (Note: If the LLC applicant indicates in box 13 that it has employees or expects to have employees, the owner (whether an individual or other entity) of a single-member domestic LLC will also be assigned its own EIN (if it does not already have one) even if the LLC will be filing the employment tax returns.)

- A single-member, domestic LLC that accepts the default classification (above) and wants an EIN for filing employment tax returns (see above) or non-Federal purposes, such as a state requirement, must check the "Other" box and write "Disregarded Entity" or, when applicable, "Disregarded Entity—Sole Proprietorship" in the space provided.
- A multi-member, domestic LLC that accepts the default classification (above) must check the "Partnership" box.
- A domestic LLC that will be filing Form 8832 to elect corporate status must check the "Corporation" box and write in "Single-Member" or "Multi-Member" immediately below the "form number" entry line.

Line 9—Reason for applying. Check only **one** box. Do not enter "N/A."

Started new business. Check this box if you are starting a new business that requires an EIN. If you check this box, enter the type of business being started. **Do not** apply if you already have an EIN and are only adding another place of business.

Hired employees. Check this box if the existing business is requesting an EIN because it has hired or is hiring employees and is therefore required to file employment tax returns. **Do not** apply if you already have an EIN and are only hiring employees. For information on employment taxes (e.g., for family members), see Circular E.



You may be required to make electronic deposits of all depository taxes (such as employment tax, excise tax, and corporate income tax) using the Electronic Federal Tax Payment System (EFTPS). See section 11, Depositing Taxes, of Circular E and Pub. 966.

Created a pension plan. Check this box if you have created a pension plan and need an EIN for reporting purposes. Also, enter the type of plan in the space provided.



Check this box if you are applying for a trust EIN when a new pension plan is established. In addition, check the "Other" box in line 8a and write "Created a Pension Plan" in the space provided.

Banking purpose. Check this box if you are requesting an EIN for banking purposes only, and enter the banking purpose (for example, a bowling league for

depositing dues or an investment club for dividend and interest reporting).

Changed type of organization. Check this box if the business is changing its type of organization. For example, the business was a sole proprietorship and has been incorporated or has become a partnership. If you check this box, specify in the space provided (including available space immediately below) the type of change made. For example, "From Sole Proprietorship to Partnership."

Purchased going business. Check this box if you purchased an existing business. Do not use the former owner's EIN unless you became the "owner" of a corporation by acquiring its stock.

Created a trust. Check this box if you created a trust, and enter the type of trust created. For example, indicate if the trust is a nonexempt charitable trust or a split-interest trust.

Exception. Do not file this form for certain grantor-type trusts. The trustee does not need an EIN for the trust if the trustee furnishes the name and TIN of the grantor/owner and the address of the trust to all payors. See the Instructions for Form 1041 for more information.



Do not check this box if you are applying for a trust EIN when a new pension plan is established. Check "Created a pension plan."

Other. Check this box if you are requesting an EIN for any other reason; and enter the reason. For example, a newly-formed state government entity should enter "Newly-Formed State Government Entity" in the space provided.

Line 10—Date business started or acquired. If you are starting a new business, enter the starting date of the business. If the business you acquired is already operating, enter the date you acquired the business. If you are changing the form of ownership of your business, enter the date the new ownership entity began. Trusts should enter the date the trust was legally created. Estates should enter the date of death of the decedent whose name appears on line 1 or the date when the estate was legally funded.

Line 11—Closing month of accounting year. Enter the last month of your accounting year or tax year. An accounting or tax year is usually 12 consecutive months, either a calendar year or a fiscal year (including a period of 52 or 53 weeks). A calendar year is 12 consecutive months ending on December 31. A fiscal year is either 12 consecutive months ending on the last day of any month other than December or a 52-53 week year. For more information on accounting periods, see Pub. 538.

Individuals. Your tax year generally will be a calendar year.

Partnerships. Partnerships must adopt one of the following tax years:

- The tax year of the majority of its partners,
- The tax year common to all of its principal partners,
- The tax year that results in the least aggregate deferral of income, or
- In certain cases, some other tax year.

See the Instructions for Form 1065 for more information.

REMICs. REMICs must have a calendar year as their tax year.

Personal service corporations. A personal service corporation generally must adopt a calendar year unless:

- It can establish a business purpose for having a different tax year, or
- It elects under section 444 to have a tax year other than a calendar year.

Trusts. Generally, a trust must adopt a calendar year except for the following:

- Tax-exempt trusts,
- Charitable trusts, and
- Grantor-owned trusts.

Line 12—First date wages or annuities were paid or will be paid. If the business has or will have employees, enter the date on which the business began or will begin to pay wages. If the business does not plan to have employees, enter "N/A."

Withholding agent. Enter the date you began or will begin to pay income (including annuities) to a nonresident alien. This also applies to individuals who are required to file Form 1042 to report alimony paid to a nonresident alien.

Line 13—Highest number of employees expected in the next 12 months. Complete each box by entering the number (including zero ("0-")) of "Agricultural," "Household," or "Other" employees expected by the applicant in the next 12 months. For a definition of agricultural labor (farmwork), see Circular A.

Lines 14 and 15. Check the one box in line 14 that best describes the principal activity of the applicant's business. Check the "Other" box (and specify the applicant's principal activity) if none of the listed boxes applies.

Use line 15 to describe the applicant's principal line of business in more detail. For example, if you checked the "Construction" box in line 14, enter additional detail such as "General contractor for residential buildings" in line 15.

Construction. Check this box if the applicant is engaged in erecting buildings or other structures, (e.g., streets, highways, bridges, tunnels). The term "Construction" also includes special trade contractors, (e.g., plumbing, HVAC, electrical, carpentry, concrete, excavation, etc. contractors).

Real estate. Check this box if the applicant is engaged in renting or leasing real estate to others; managing, selling, buying or renting real estate for others; or providing related real estate services (e.g., appraisal services).

Rental and leasing. Check this box if the applicant is engaged in providing tangible goods such as autos, computers, consumer goods, or industrial machinery and equipment to customers in return for a periodic rental or lease payment.

Manufacturing. Check this box if the applicant is engaged in the mechanical, physical, or chemical transformation of materials, substances, or components

into new products. The assembling of component parts of manufactured products is also considered to be manufacturing.

Transportation & warehousing. Check this box if the applicant provides transportation of passengers or cargo; warehousing or storage of goods; scenic or sight-seeing transportation; or support activities related to these modes of transportation.

Finance & insurance. Check this box if the applicant is engaged in transactions involving the creation, liquidation, or change of ownership of financial assets and/or facilitating such financial transactions; underwriting annuities/insurance policies; facilitating such underwriting by selling insurance policies; or by providing other insurance or employee-benefit related services.

Health care and social assistance. Check this box if the applicant is engaged in providing physical, medical, or psychiatric care using licensed health care professionals or providing social assistance activities such as youth centers, adoption agencies, individual/family services, temporary shelters, etc.

Accommodation & food services. Check this box if the applicant is engaged in providing customers with lodging, meal preparation, snacks, or beverages for immediate consumption.

Wholesale—agent/broker. Check this box if the applicant is engaged in arranging for the purchase or sale of goods owned by others or purchasing goods on a commission basis for goods traded in the wholesale market, usually between businesses.

Wholesale—other. Check this box if the applicant is engaged in selling goods in the wholesale market generally to other businesses for resale on their own account.

Retail. Check this box if the applicant is engaged in selling merchandise to the general public from a fixed store; by direct, mail-order, or electronic sales; or by using vending machines.

Other. Check this box if the applicant is engaged in an activity not described above. Describe the applicant's principal business activity in the space provided.

Lines 16a-c. Check the applicable box in line 16a to indicate whether or not the entity (or individual) applying for an EIN was issued one previously. Complete lines 16b and 16c **only** if the "Yes" box in line 16a is checked. If the applicant previously applied for **more than one** EIN, write "See Attached" in the empty space in line 16a and attach a separate sheet providing the line 16b and 16c information for each EIN previously requested.

Third Party Designee. Complete this section **only** if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of Form SS-4. The designee's authority terminates at the time the EIN is assigned and released to the designee. **You must complete the signature area for the authorization to be valid.**

Signature. When required, the application must be signed by (a) the individual, if the applicant is an individual, (b) the president, vice president, or other

principal officer, if the applicant is a corporation, (c) a responsible and duly authorized member or officer having knowledge of its affairs, if the applicant is a partnership, government entity, or other unincorporated organization, or (d) the fiduciary, if the applicant is a trust or an estate. Foreign applicants may have any duly-authorized person, (e.g., division manager), sign Form SS-4.

Privacy Act and Paperwork Reduction Act Notice.

We ask for the information on this form to carry out the Internal Revenue laws of the United States. We need it to comply with section 6109 and the regulations thereunder which generally require the inclusion of an employer identification number (EIN) on certain returns, statements, or other documents filed with the Internal Revenue Service. If your entity is required to obtain an EIN, you are required to provide all of the information requested on this form. Information on this form may be used to determine which Federal tax returns you are required to file and to provide you with related forms and publications.

We disclose this form to the Social Security Administration for their use in determining compliance with applicable laws. We may give this information to the Department of Justice for use in civil and criminal litigation, and to the cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

We will be unable to issue an EIN to you unless you provide all of the requested information which applies to your entity. Providing false information could subject you to penalties.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

Recordkeeping	6 min.
Learning about the law or the form	22 min.
Preparing the form	46 min.
Copying, assembling, and sending the form to the IRS	20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Products Coordinating Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **Do not** send the form to this address. Instead, see **How To Apply** on page 1.

Student Organization Resource Center
 Division of Student Affairs
 East Tennessee State University

SORC
 White

Student
 Yellow

Sidewalk Chalk Policy & Notification Form *at East Tennessee State University*

Chalking sidewalks to advertise events and activities on campus is permissible within the following guidelines:

1. The Student Organization Resource Center must be notified in writing **three working days** prior to the event (or activity) if a student, or student group, wishes to chalk an advertisement on a sidewalk at East Tennessee State University.
2. Advertisements must not be abusive, obscene, lewd, indecent, violent, or unreasonably disturb other groups or individuals. Such advertisements may be cleaned off, and may result in loss of chalking privileges or possible campus judicial action.
3. Sidewalks eligible to be chalked are those that can be reached without obstruction of trees, overhangs, or rooflines. Walls, trees, stairs or other campus structures may not be chalked. Chalking in these locations will be considered vandalism.
4. If a member of the campus community complains about a defaced advertisement the Student Organization Resource Center will investigate. An effort will be made to call the group or individual who requested to chalk the sidewalks. The SORC will also consult with the Office of the Vice President for Student Affairs before making the decision to remove the chalk advertisement.

Name of Group _____ Today's Date _____

Name of President _____ Local/Campus Phone _____

Contact Person _____ Contact Phone _____

Dates group plans to chalk _____

Locations/Building areas to be chalked: _____

Event/Program/Group referenced in chalk advertisements:

For Office Use Only

Date received _____ Registered organization _____yes _____no Initialed By _____
