



**Student Activities Office/Student Development Center
Douglass College Center**

Douglass College ~ Rutgers, The State University of New Jersey
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September 2003

Dear Student:

The Student Activities Office of the Douglass College Center welcomes you to the Student Development Center (SDC) and the Student Organizational Resource Center (the “S.O.R.Ce”). This manual was designed to assist you in managing your organization and its events as smoothly and successfully as possible.

Your involvement in student activities and organizations is part of the well-rounded education you receive at Douglass College and at Rutgers University. We are here to ensure that you develop the tools, skills, and resources necessary to make you a successful leader on campus and beyond. This manual is part of the many services we provide for you through the Student Development Center and the “S.O.R.Ce.”

The keys to successful programs, fundraising, and organizations are 1) knowledge and information and 2) advanced preparation. We’ve done the first for you — everything you need to know is in the following pages; the latter is up to you — the sooner you read the manual, have your questions answered, and develop your plans, the more successful your year will be!

So take a few minutes, read the information, and review the material with your organization’s officers and key committee members. If you have any questions, feel free to contact the Student Activities Office and make an appointment with the Director of Student Activities — we’re here to assist you in whatever way we can.

Best of luck for a wonderful year!

Sincerely,

Cheryl F. Wilson
Director of Student Activities

and the professional staff of the Douglass College Student Activities Office:

Emmie O’Such
Administrative Assistant

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Section 1 - Registering Your Organization

Annual Procedures

These procedures must be followed by all student organizations - campus councils, classes, special interest groups, and clubs. Failure to submit forms or attend mandatory training will result in loss of “active” status. Only active recognized groups may use space on campus, receive Student Activities Fees, and conduct events.

SEPTEMBER

- ▶ Begin the reactivation process, which includes the following:
 - submission of an **Organizational Reactivation Form** to the Student Activities Office — the deadline is Tuesday, October 15, 2002.
 - submission of an updated and ratified constitution if changes were made the previous academic year (constitutions must be updated at least every three years)
 - mandatory attendance at a Treasurer’s meeting for the treasurer; additional executive board members are invited (and encouraged) to attend.

OCTOBER

- ▶ Send at least two members to Community Development Day on Saturday, October 5, 2002.
- ▶ Request a Student Activities Fee allocation if this was not done in the previous spring semester.

DECEMBER

- ▶ Request fundraising (vendor, bake sale, etc.) and program dates in the Douglass College Center for the spring semester.

MARCH

- ▶ Have treasurer (and other officers, if desired) attend training for the spring allocation process for the next academic year.
- ▶ Nominate candidates for the Student Leadership Recognition Program.
- ▶ Request fundraising (vendor, bake sale, etc.) and program dates in the Douglass College Center for the spring semester.

APRIL

- * **Hold election of officers for the 2003-04 school year and submit their names to the Douglass College Student Activities Office.**
- ▶ Elections are held for Douglass College Governing Association (DCGA).

Sample - Student Organization Reactivation Form

**Student Activities Office
Student Development Center
Douglass College Center ~ Douglass College**

Organization:	Year: 20__ to 20__
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Please indicate your officers below:

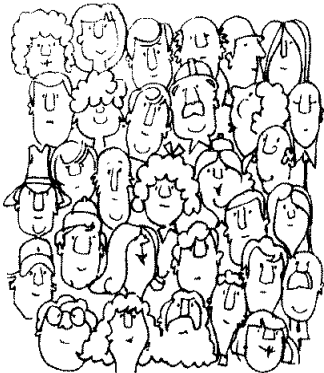
Officer	Name	School/ Class Year	Phone	Campus P.O. Box	Email Address
President:					
Vice President					
Treasurer					
Secretary					

Each organization is required to have an advisor who is either a faculty or professional staff member at the university.

Advisor Name:	Department:
Phone:	Email Address:
Advisor Signature:	

Starting a New Organization

The Douglass College Governing Association (DCGA) recognizes all student organizations that wish to be chartered at the College. To have an organization registered at Douglass, the organizers must submit a constitution. The purpose of a constitution is to define the mission of the organization, the positions and responsibilities of its officers, and the standard operating procedures of the group. The outline on pages 4 and 5 can serve as a guide. The Assistant Director of Student Activities maintains historical records for all organizations, which includes your constitution, so s/he can assist you in writing or revising it.



Groups should contact the appropriate college for detailed information on chartering a student group:

Cook College
Office of Student Activities
Cook Campus Center
P.O. Box 231
New Brunswick, NJ 08901
(732) 932-7617

Douglass College
Student Activities Office
Douglass College Center
100 George Street, DPO 27705
New Brunswick, NJ 08901
(732) 932-9373

Livingston College
Administration Office
Livingston Student Center
Joyce Kilmer Avenue
Piscataway, NJ 08854
(732) 445-3561

Rutgers College
Student Activities Office
613 George Street
New Brunswick, NJ 08901
(732) 932-6978

Recognition of a Student Group

In order to be recognized, the proposed group must:

1. submit a list of 20 Douglass students who have indicated their interest in membership in the proposed organization. This should include their names, DPO boxes, phone numbers, email addresses, and signatures.
2. submit a letter from advisor confirming her/his acceptance as advisor. The advisor must be a professional staff person or a faculty member of a particular department.
3. submit a written constitution (see sample outline on pages 4 and 5).

How to proceed:

All of the above documents should be submitted to the **DCGA Organizations Committee**. The constitution should include the following information:

1. The name of the organization.
2. The purpose of the organization, clearly stated
3. The requirements for membership.
4. A non-discrimination statement in the membership article (mandatory for all constitutions):

Membership shall be open to all Rutgers University students and MUST comply with federal laws prohibiting discrimination on the basis of race, gender, mental/physical challenge, sexual orientation, age, and/or political and religious affiliation. Compliance with these laws means that membership, benefits, and the election of officers will not be made on the basis of these factors.

5. A flexible provision for the times when the organization will meet
6. Method of elections. In addition, a provision that the organization will hold its elections within a given time, preferably allotted by the DCGA election board or the Rutgers, Cook, or Livingston College student governments.
7. A statement that the Treasurer must submit her/his books to the Student Activities Office in the Douglass College Center or to the Dean of Students office at the respective college for auditing as required by college where chartered.
8. A statement that the advisor must be a member of the faculty or staff. In the case of a language

- club, the advisor should be a faculty member of that particular department.
9. A provision that the President and the Secretary must leave a written report in the organizational file for the incoming officers (Douglass organizations only). Organizational files can be found in the Student Development Center of the Douglass College Center.
 10. Gender-neutral language (“chair” instead of “chairman,” “first-year student” instead of “freshman,” etc.).

The Organizations Committee will review your constitution when all documents have been submitted. If the constitution is found unacceptable, it will be returned so that the necessary corrections can be made.

If the constitution is found acceptable, the following procedures will take place:

1. The constitution will be presented to the DCGA assembly by a member of the Organizations Committee at the first general meeting.
2. The constitution will be placed in the DCGA office for one week following its presentation so that all DCGA members may read it before voting on its approval.
3. At the DCGA meeting one week after the constitution’s presentation, its approval will be voted upon by the assembly. The organization will be notified as to when this vote is scheduled to take place, so that a representative of the group may be present to answer any questions that DCGA members may have. The representative must also provide three more copies of the pre-approved constitution. If it is approved, a copy will be kept on file:
 - a. in the Organizations Committee file in the DCGA office
 - b. in the Student Development Center
 - c. in the files of the newly chartered organization.

Outline of a Constitution

Article I	Name and Purpose
Section 1	Name of the organization
Section 2	Purpose of the organization
Article II	Membership
Section 1	Requirements for membership (list as a., b., c., etc.)
Section 2	Privileges of membership
Section 3	Non-discrimination clause
Article III	Officers
Section 1	Titles of positions
Section 2	Qualifications for officers
Section 3	Duties of officers
Article IV	Elections
Section 1	Time of elections
Section 2	Procedure of elections (including who is eligible to vote)
Article V	Meetings



Section 1	Frequency of regular meetings
Section 2	Provision for calling special meetings
Article VI	Quorum
Section 1	What constitutes a quorum (how many members or officers must be present for a vote to be valid)
Section 2	When a quorum is required (e.g., for elections or other important actions of the group)
Article VII	Amendments and By-Laws
Section 1	Provisions for amending the constitution
Section 2	Provisions for by-laws (by-laws may or may not be required by your group, depending on the complexity of your organizational structure)

There are more specific examples of constitutions in “**The S.O.R.Ce**,” located in the Student Development Center.

The Role of an Advisor

Each organization is required to have an advisor who is a member of the faculty or professional staff at Rutgers University. Each organization is responsible for asking a faculty member or staff person to serve as an advisor, obtaining her/his signature on the Organization Reactivation Form, and submitting the form to the Student Activities Office, located on the second floor of the Douglass College Center. Organizations that have difficulty finding an advisor should speak to the Director of Student Activities.

Officers of the organization should meet with the advisor to discuss the roles and responsibilities of the advisor and the officers. Clarifying expectations early will assist the group in its effectiveness throughout the year. Topics to be discussed/outlined should include:

Meetings: Will the advisor attend all meetings of the organization? Will the advisor meet separately with the officers to discuss issues between regular group meetings? Does the advisor have a vote during organization meetings? Will the advisor be consulted about agenda items, meeting planning? Should the advisor evaluate the meeting with the president?

Planning: Do officers expect the advisor to assist with planning, suggest programs and events, or provide input only when asked? Should the advisor be expected to know organizational policies and procedures? Will the advisor be expected to help the group find resources for its planning? What is the role of the advisor in determining the purpose of the group or objectives for the year?

Programs: Is the advisor expected to help with programming? What do officers expect of the advisor when a program is having problems or when members are not completing delegated tasks for the program? Is the advisor expected to attend all programs?

Problems: Is the advisor expected to help resolve problems in the group or mediate personality conflicts? Is the advisor expected to point out potential problems, or should the advisor let the organizations learn by spotting problems later?

Training: Is the advisor expected to train officers in their roles? Do officers expect the advisor to provide feedback regarding their leadership? If yes, how should this be done?

Administrative: Is the advisor expected to maintain records for the group? Is the advisor expected to provide administrative support for the group, i.e., getting things typed or mailed, handling contracts or negotiating contracts with outside persons, making reservations, etc.?

*** Please note that none of these responsibilities is required, implied, or even suggested for the advisor. This list is intended to highlight some of the common issues regarding the role of the advisor vs. the responsibilities of the officers, and should be discussed in detail by the organization planners. The most important aspect of the advising relationship is that of mutual agreement about the role of the advisor. This agreement cannot be *assumed*; it must be discussed and negotiated and preferably outlined in writing.

Effective Organization Meetings

The way in which an organization's meetings are conducted is critical to its success. The nature of the organization will determine the degree of formality of its meetings. Nevertheless, all successful meetings have some common elements. All meetings require planning, participation, and post-meeting follow-up. Following are some guidelines for effective meetings:



Carefully planned meetings

leads to

concrete results, not confusion!

Planning

1. Decide what needs to be accomplished in the meeting and plan the agenda accordingly. Do you have to define a purpose, brainstorm an idea, plan a program, socialize, evaluate an event, receive reports, or listen to a speaker? How much time will each of these items take? What is a logical order for these items? Ideally, all officers will participate in setting the agenda, and members will be aware of the agenda prior to the meeting.
2. For informal groups, the agenda can be written on a chalk board or verbally given to the group. A more formal group should have the agenda in writing prior to the meeting. In all groups, members should know the agenda so they understand the purpose of the meeting and can participate.
3. Choose an appropriate meeting site for your organization. Ideally, members should be able to sit in a circle or around a table so all can see one another. Try to get a room that is big enough, but not too big, for the expected attendance. The space should be one that eliminates distractions for the group; groups should not try to meet in a member's room or apartment. Make sure you have all materials for your meetings: audio-visual equipment, scrap paper, pencils, or whatever your agenda dictates.

Participation

1. It is the responsibility of the president or chairperson to ensure that all members have an opportunity to participate in the group discussion. The only way to get members committed to the organization is to make them feel a part of the group. This won't happen if you don't introduce new members, explain the agenda, and set a tone that is welcoming and friendly.
2. Start the meeting on time. Waiting for stragglers penalizes those that arrived on time. Catch up latecomers after the meeting if necessary. If the latecomers are also newcomers, take the time to do an introduction then. If members are habitually late, you may want to check that the meeting time is convenient for all in order to emphasize the importance of promptness.
3. Attempt to involve as many people as possible in the discussions. Ask silent members for their thoughts or feedback; try not to let a few people dominate the discussion. This is especially critical when planning events that require the full support of the group in implementation -- remember, people support what they help create.
4. As items come up in discussion that require action, get a commitment during the meeting. Ask for volunteers for tasks that are not clearly within an officer's role. Try to get new people involved in a task that is manageable for them and make sure they understand exactly what is expected.
5. Make sure that all decisions are recorded in the minutes. The secretary's main function is to record what happened. Minutes should include:
 - a. The organization name, date, time, and place of meeting.
 - b. The presiding officer, members and guests present, and members absent.
 - c. All main motions and points of order (if your group uses parliamentary procedures).
 - d. All actions taken and assignments made.
 - e. Time of adjournment and date of next meeting, if known.
 - f. Secretary's signature.
 - g. If there were handouts at the meeting, a copy should be attached to the file copy of the minutes and sent to absent members.

Post-Meeting Activities

1. Review the meeting with your other officers and advisor. Discuss any problems encountered and ask for feedback about how you handled the meeting.
2. Follow up on all assignments or delegated tasks. Ensure that the members know how to accomplish the task and offer your assistance if needed. This should happen soon after the meeting -- not just before the next one.
3. Thank any special guests after your meeting, either verbally or in writing. Thank all guest speakers/facilitators in writing.
4. Make sure the minutes are distributed.
5. Plan the agenda for your next meeting.

Student Development Center (SDC) Training and Resources

The *Student Development Center (SDC)*, located on the second floor of the Douglass College Center, was initiated during the fall of 1997. The center offers all student organizations a nucleus for their activities and offers

office space for sixteen student organizations. It is at the SDC that organizations will have access to the resources they need to function. Each organization will have a mailbox to receive all mail related to their organization. Copies of all forms will also be available for easy access. A special highlight of the SDC is the informal atmosphere where organizations can come together to learn from one another or to work collaboratively on a program or activity.

The SDC houses the **historical files for student organizations**. So, if you need to see a constitution, want to know which programs your organization developed in the past, or need historical information to celebrate your organization's hallmark year, this is the resource for you! If you currently have organizational information you would like to contribute it for the files, please send it in!

The SDC brings with it an exciting new program, the **Leadership Transcript Program**. Files will be created to begin a transcript of each student's co-curricular activities and leadership experiences. See the Director of Student Activities for details and a brochure.

Located just outside the Student Development Center is the **Student Activities Office**. The staff members of the Student Activities Office are available to serve as consultants and advisors and are happy to do so. Student organizations, particularly the treasurers, will visit this office to handle any financial matters for the organization.

"The S.O.R.Ce" (Student Organizational Resource Center), an information clearinghouse located at the back of the SDC, is headquarters for a collection of materials related to leadership. Included are books, periodicals, video and audio tapes, and simulated exercises. The collection of articles is organized for easy access in a pendaflex filing system. Article topics in "The S.O.R.Ce" are classified as follows:

Pink -- Programming: General Programming; the Program Planning Process; Publicity and Promotion; Creativity in Programming; Evaluating Programs

Purple -- Organizational Issues: Meeting Management; Group Development and Dynamics; Working with an Advisor

Green -- Finances: Budgeting; Fundraising

Blue -- Personal Issues: Time Management; Communication Skills; Assertiveness; Conflict Resolution; Decision Making/Setting Priorities; Volunteerism

Yellow -- Leadership Skills: Self-Assessment; Membership Recruitment and Retention; Team Building; Problem Solving/Decision Making; Goal Setting and Implementation

Training Programs

The Student Activities Office offers Community Development Day, held on Saturday, October 6th this year. This day, with required attendance by a minimum of two members per organization, has a series of topics of interest to student leaders. Pre-registration is required and information is usually out a month prior to the program. The registration deadline is Friday, September 27th; call the Student Activities Office at 932-9373 for a brochure and registration form.

Section 2 - Programming Guidelines

Contracts

A contract is a legal agreement developed to protect an organization's interests. Students should never, under any circumstances, sign contracts on behalf of the organization. **All contracts and agreements, verbal or written, involving registered Douglass organizations must be signed by the Director of Student Activities.** In this way the organization and its members are protected from liability.

Our office provides assistance to student organizations that need to negotiate contracts. Contracts are used when you need to arrange for a performance, program, or activity (i.e., trips, DJ, lecturers, concerts, equipment rental, etc.). Contracts are necessary whenever services are provided, even if the service is for free. This should be done in advance well before the event.

Organizations should not assume that a quoted fee is permanently set. Frequently costs can be negotiated. You should speak with someone in the Student Activities Office to ensure adequate financial resources are on deposit to fulfill contractual obligations. Completed contracts must accompany requests or vouchers for payment in order for a check to be issued. It is important to note that contracts will not be signed without the required funds to fulfill contracted obligations. **Contracts can not be signed on the "promise" of funds. This is why it is important to plan early and consult your advisor and/or a staff member of the Student Activities Office before agreeing to pay for a service, speaker, or performance.**

These other procedures should be adhered to during your event/program planning:

- No deposits or "down payments" are allowed, nor should a portion of the contracted fee be paid in advance for personal services. Deposits are permitted for catering services and travel programs if required.
- All payments for contracted expenses are to be in the form of a University check. Cash from ticket sales must be deposited immediately and may not be used to fulfill contract obligations after the fact.
- A completed Declaration of Event form must be on file and the full amount of the contracted fee must be in the organization's account before contracts can be approved.
- **Advertising should not begin until after a contract is signed and approved.** Advertising is the sole responsibility of the student group. Publicity must be distributed on campus only; no off-campus publicity is allowed.

Contracts for Personal Services

Standard contract forms must be completed when seeking "personal" services (lecturers, DJ's, musical groups, dance troupes, etc.). Most times, outside agencies or businesses provide their own contracts. Please be aware that external contracts are often complex and require significant review and revision. University contract riders should be attached to these external contracts. The process may take several weeks, so give yourself a minimum of two weeks for contract approval. Again, planning events early and **meeting with the Director of Student Activities** are crucial to this process.

Contracting Checklist

When writing a contract, keep these questions in mind:

I. General Information

- [] Name of organization, date/time of event, type of event.

- If the program is a co-sponsorship, please provide the co-sponsors names.
- State the purpose of the program.

II. Facilities

- Can the facility accommodate the entertainment program, vendor service, or catered event?
- What equipment is needed? Will the facility, artist(s), or caterer be able to provide this or will other services be provided?
- When will access to the facility be needed (to prepare for the program)?
- How large will your audience be?
- What room arrangements are needed (e.g., dressing rooms, placement of chairs, tables, etc.)?
- What entrance will be used for the artist(s) to deliver equipment (or caterer to deliver food)?
- If the event is a travel program, what are the specific accommodations or transportation needs?

III. Human Resources

- What tasks need to be assigned?
- Are there enough members to carry out tasks and conditions of the contracts agreement?
- If the program is a co-sponsorship, how will tasks be divided?
- What is the “day of the show” production schedule?

IV. Financial Resources

- What are the costs of the program (artists fee, security, room and/or equipment rental)?
- Are there going to be ticket sales? What is the admission fee? Is the performer/vendor aware that this event is a fundraiser?
- What is the budget for the program? Can costs be cut or negotiated? Is advanced fundraising needed?
- If the program is a co-sponsorship, how will the proceeds be divided? Will fundraising money be donated to charity?

V. Publicity

- Will the artist/vendor supply special press packages or free giveaways? (Remember, advertising is the responsibility of the organization.)
- Will fundraising proceeds be donated to charity? If so, publicity materials must specify the name of charity.

VI. Security

- Will special security be needed?
- Are there special security concerns for the artist/vendor?
- Has a safety committee been informed?
- Have you met with RU Police via the Assistant Director for Conference Service/Operations regarding all your security needs?

VII. Artists/Vendor/Caterer

- What special provisions are to be provided by the artist, vendor, or caterer?
- Has the type of program or catered meal been specified?
- What is the length of the performance or service?

- Have insurance concerns been addressed?
- Have references about the artist, vendor, or caterer been obtained?

Once plans have been finalized, remember to provide the full name, address, telephone, social security number or federal tax ID number of the artist, vendor, or caterer for contract agreement. Don't forget to evaluate the program after the event. The sponsoring organization may or may not wish to recommend any of these services to other organizations.

ALWAYS
Put It In
Writing!



SAMPLE

**Student Activities & Administrative Office, Douglass College Center
Rutgers, The State University of New Jersey, New Brunswick, NJ 08901
Douglass College Services Rendered Contract**

This shall serve as a contract agreement between the presenter, _____,

(Student Organization) Douglass College and the undersigned
Artist/Lecturer, _____ for the engagement described below:

1. Location of engagement: _____
2. Date of engagement: _____
3. Start and finish time of engagement, number and length of sets: _____
4. Type of engagement: _____
5. Fee agreed upon \$ _____. Artist/Lecturer shall be paid immediately following the completion of the engagement in accordance with terms described here.
Make check payable to: _____
Social Security number or Federal Tax I.D. # _____
(For accounting purposes)
6. The Artist/Lecturer agrees to provide instruments and sound equipment necessary for the performance.
7. The presenter shall at all times have complete supervision, direction, and control over the services of the artists on the engagement.
8. If the completion of this contract is rendered impossible due to an act of God or any extreme conditions by either party, it is understood that there shall be no claim for damages by either party.
9. No alcoholic beverages, drugs, or narcotics are allowed on the premises or in the possession of any person performing under this contract.
10. The Artist/Lecturer will abide by all laws and Rutgers rules and regulations.
11. The Artist/Lecturer is an independent contractor and this agreement is not intended, nor shall it be construed, to make the Artist/Lecturer an employee of Rutgers.
12. In the event that artist(s) fails to appear for an appearance or arrives late for an appearance, for any reason other than an act of God or by agreement of both parties of this contract, the artist agrees to reimburse the purchaser upon receipt of a certified statement of all cost of pocket expenses.
13. No substitutions will be permitted without the prior written consent of the purchaser.
14. Artist agrees to secure own equipment and releases purchaser and Douglass College Center from all liability in case of theft or damage.
15. Reimbursement for cost of any damage to the performance facility, or equipment therein by the artist or incited by the artist will be the responsibility of the artist.
Additional provisions: _____

AGREED AND ACCEPTED:

Student Organization (Print)

Advisor's Signature

Director, Douglass College Center (Signature)

Artist's Signature

CONTRACT IS NOT VALID WITHOUT THIS SIGNATURE

Address: _____ Phone: _____

RIDER

To Agreement between Rutgers, The State University as Purchaser (hereafter "Rutgers") and _____ as Artist/Performer (hereinafter "Contractor"), dated _____, (hereinafter the "Agreement).

Agreement: The form agreement to which this Rider is attached (the "form"), the other exhibits and attachments to the form and this Rider together constitute the Agreement between Rutgers and the Contractor (the "Agreement"). This Agreement is the entire contract between the parties and may be amended only by a writing signed by both parties.

Effect of Rider: The terms of this Rider over ride any terms of the Form, including attachments, in connection with which this Rider is made. In case of any apparent conflict or ambiguity, the terms of this Rider shall prevail.

Contractor not Rutgers' Employee: Notwithstanding any provisions of the Form or any implications of the Form, whether by the choice of words used or otherwise, no member, officer or employee or the Contractor, nor artist nor performer nor technician whose services are to be provided under the Agreement, is intended to be, nor shall be construed to be, an employee or agent of Rutgers.

Independent Contractors: Rutgers and Contractor are independent contractors and nothing in this Agreement shall be deemed to constitute Rutgers and Contractor join ventures with each other nor to make either the agent of the other, nor to make either responsible for the debts of the other.

Rules and Laws: The Contractor will and will cause its members, principals, agents, employees, licensees, patrons and guests to: (a) abide by such rules and regulations as Rutgers may from time to time adopt for the use of its facilities and for the conduct of events such as that or those subject of this Agreement (the "Event"); (b) abide by all applicable state, local and Federal laws and regulations, including fire and safety laws and regulations; © conduct themselves and their business in a proper and orderly manner so as not to disturb, annoy, be offensive to or disrupt the activities of others.

Rutgers, its employees and agents, may enforce such rules, regulations, laws and standards and may refuse entrance to or eject from its facilities Contractor, its members, principals, employees and agents, for non-compliance with the rules, laws or regulations or any part of this Agreement, without any liability on Rutgers' part for such refusal or ejection.

Signer's Obligations: If this Agreement is not signed by each performer, technician or member or employee of Contractor who has any duty to perform pursuant to the Agreement, then the signer represents that he or she has been authorized by all such persons to enter into this Agreement and, if he or she is to receive payment on behalf of Contractor, that he or she is authorized to do so and will pay the performers, technicians, members of employees of contractor what they are owed in connection with this Agreement and the Event. The signer also promises that the Contractor's members, employees and the performers and technicians in connection with the event contemplated by the Agreement will appear and perform.

Indemnification and Insurance: Contractor agrees to indemnify and hold Rutgers harmless from and against all claims made by Contractor, its performers, agents, servants, or employees, arising out of, or alleged to arise out of, the Event or the activities of Contractor, its performers, members, principals, employees and agents pursuant to this Agreement. Upon signing of this Agreement, Contractor will deliver to Rutgers a certificate evidencing that it has workers' compensation insurance. All certificates of insurance shall provide that the insurance coverage shall not be changed or canceled upon less than 10 days written notice to Rutgers.

Damage to Rutgers' Facilities: Should any damage be caused to Rutgers' facilities or equipment or to facilities or equipment of others by the Contractor, its members, principals, performers, employees or agents, or incited by Contractor, its members, principals, performers, employees or agents, Contractor will pay Rutgers on demand Rutgers' actual costs of repairing or replacing such facilities or equipment on receipt of a statement of such actual costs.

Method of Payment: The agreed-upon fee will be paid after the completion of the performance by University or College check. Notwithstanding any provision of the Form or its attachments or exhibits, no deposit will be paid, nor will any part of the fee be paid before the end of the Event.

Royalties, Dues and ASCAP and BMI Fees: Contractor will pay any royalty fees incurred because of the Event, whether to Broadcast Music, Inc. (BMI), American Society of Composers, Authors and Publishers (ASCAP) or to anyone else. Rutgers is not responsible for any royalty fees for Contractor, its employees and performers, nor for any union dues or BMI or ASCAP fees. Contractor will indemnify Rutgers against any claim for any royalties, fees or taxes by ASCAP or BMI or anyone else because of the Event.

Alcohol: Notwithstanding any provision the Form or its attachments or exhibits, no alcohol will be provided by Rutgers.

Concession Sales: No sales of posters, T-shirts, pictures, booklets, records, tapes or other paraphernalia shall be made without Rutgers' advance written approval of the arrangements.

Acts of God and Emergencies: If the Event cannot take place, in whole or in part, because of an Act of God, national emergency, war, fire, bomb threat, labor dispute or strike or other causes beyond the control of Rutgers, Rutgers shall have no obligation or liability to Contractor.

Non-discrimination: Rutgers and Contractor agree not to discriminate on the basis of race religion, color, national origin, ancestry, age, sex, sexual orientation, physical or mental handicap, marital, military or veteran status in any of their activities pursuant to this Agreement.

Technical Control by Rutgers: Rutgers will retain technical control of the Event and will have the right to shut off power or to remove the Contractor or move any technical personnel or equipment from its facilities for building maintenance reasons or any other reasons it deems compelling.

Transportation and Lodging and Meals: Rutgers is not obligated to provide transportation, lodging or food to contractor or any of Contractor's members or employees. However, should Rutgers provide any such services or amenities gratuitously, Contractor, for itself and its members, performers, principals, officers, employees and agents and their successors, assigns, representatives and heirs, hereby releases and discharges Rutgers from any responsibility or liability, whether for property damage or death or personal injury, arising out of or alleged to arise out of the provision of such services or amenities.

Governing Law: This Agreement shall be construed and enforced in accordance with the Laws of the State of New Jersey.

Return of Signed Agreement: This agreement shall be null and void if a fully signed copy of it is not returned to Rutgers within fifteen (15) days of signature of the Agreement on Rutgers' behalf or before the Event, whichever is earlier.

Default and No Waiver of Rights: Should the Contractor default on its obligations under this Agreement in any manner, including, but not limited to, failure to return the fully signed Agreement and the required insurance certificate(s) at the times required in this Agreement, Rutgers shall have the right to terminate this Agreement and cancel the Event without liability to Contractor. Any failure of Rutgers to strictly enforce any provision of this Agreement shall not constitute or be construed to be a waiver of Rutgers' right to strictly enforce that or other provisions in the event of any other breach.

Contractor _____

Date: _____ By: _____

Rutgers, The State University

Date: _____ By: _____

Co-Sponsorship

Organizations wishing to co-sponsor an event should formulate a co-sponsorship agreement with the other student groups or departments involved. The co-sponsorship agreement should indicate each organization's financial obligations for the program. Responsibilities for program tasks (i.e., advertising, contract negotiations, room reservations, etc.) must also be outlined. For more information about co-sponsorships, please refer to the co-sponsorship checklist below:

Co-Sponsorship Checklist

I. Sponsoring Parties

- Names of event sponsors
- Day, month, year that the co-sponsorship agreement was made
- Date, time, and location of the event (if it is an outdoor event, list the rain site)

II. Focus of the event

- The purpose or reason that all the parties agree to producing the event

III. Facilities

- Description of event facilities and room arrangements
- Time the facility will be accessible for set up
- Name of sponsor responsible for scheduling facility and obtaining necessary permits

IV. Finances and Contracts

- Name of sponsor responsible for processing contracts
- Type of contract(s) and why and how they will be implemented (Remember, all contract(s) must be authorized and signed by an administrative staff person of the University and a representative of the artist)
- Sponsor's financial contributions and how it will be distributed towards performance fees and expenses (copies of contract agreements should be provided to all parties)
- Name of student group, account number, and name of treasurer responsible for holding and distributing funds (specify if funds will be held in a designated line or account)
- Date all line transfers or donated funds are to be collected prior to the date of the program
- Price of admission (if applicable) and how ticket sales will be addressed
- Deadline date for receipts and the date for the final accounting report
- Process for distributing fundraising income between the sponsors and the directed charity

V. Publicity

- Names of the sponsors and financial contributors to be listed on publicity materials
- Name of the sponsor(s) responsible for submitting publicity materials to on-campus newspapers and advertisers

VI. Human Resources

- A list of tasks to be accomplished and the sponsors responsible for each task (i.e., Safety Committee, ticket sales, production crew, hospitality, etc.)

VII. Evaluation

- The date after the completion of the program when all parties will meet to discuss sponsor participation, audience reaction, artist's performance, advertising techniques used, and production
- Has the type of program or catered meal been specified
- What is the length of the performance or service?
- Have insurance concerns been addressed?
- Have you obtained references about the artist, vendor, caterer?

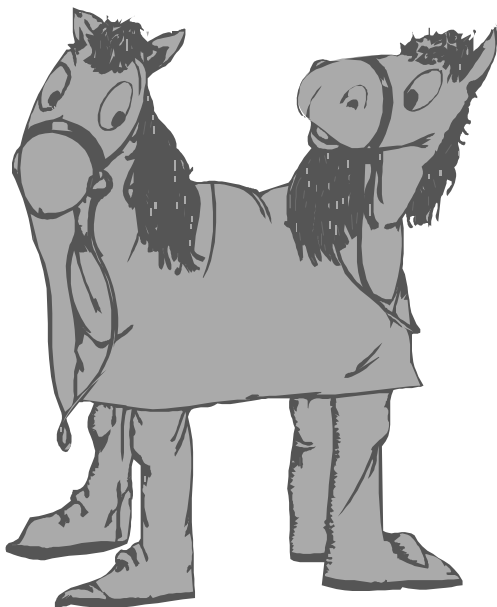
Once plans have been finalized, remember to provide the full name, address, telephone number, Social Security Number or Federal Tax ID Number of the artist, vendor, or caterer for the contract agreement. Don't forget to evaluate the program after the conclusion of the event. The group may or may not wish to recommend the artist, vendor, or caterer's service to other student organizations.

VIII. Commitments

- Printed names, positions, and signatures of official organization officers agreeing to the terms and conditions of the agreement on behalf of their respective organization
- Date co-sponsorship was signed

Please be advised that this general checklist is provided to help organizations gather the information necessary to execute their programs and contract agreements smoothly and successfully.

Additional information may be needed, depending on the complexity, size, nature of the event, and the number of sponsors involved. Remember to always carefully review the details of projects and activities. The more details provided, the more successful the program. See the next page for a sample of the Co-sponsorship Agreement.



Co-sponsorship and working together as a TEAM is critical to the success of your event!

Sample Student Organization's Co-sponsorship Agreement

The information provided below constitutes the co-sponsorship agreement between the Rutgers University organizations that are listed for the program outlined within this document. Thorough completion of this agreement will make for a smooth program.

I. Name of sponsors: _____

Title of Program: _____

Purpose of event: _____

Date of program: _____

Time of program: _____

List the organization that has reserved the facilities?: _____

II. Finances & Contracts

From what account will the bills be paid?

Name of Organization _____

Account _____

(all contracts will be negotiated and executed on behalf of this organization for the program.)

Treasurer's Name: _____

Treasurer's Phone Number: _____

Will there be an admission charge?: YES / NO If yes, then how much? \$ _____

How will the profits be divided?: _____

Each organization will provide representatives for the following areas:

Production- Day of the program set-up / breakdown / physical arrangements.

Organization Name: _____ How many people?: _____

Task: _____

Organization Name: _____ How many people?: _____

Task: _____

Ticket sales- (if applicable) Schedule and location of sales, print tickets, deposit monies in Student Fund Account.

Coordinator of ticket sales process: _____

Hospitality- Greets artist(s), provides arrangements for dressing rooms, refreshments, and/ or reception.

Organization Name: _____ How many people?: _____

Task: _____

Organization Name: _____ How many people?: _____

Task: _____

Publicity- Determine publicity time line, materials needed, printing and distribution of materials.

Reminder: all programs are to be geared toward the Rutgers Community and all advertising must be done on-campus.

Any special considerations not previously addressed in this document:

The individuals representing their respective organizations:

For: _____ For: _____
Student Organization Student Organization

Name and Position
Phone Number: _____
Date: _____
For: _____
Student Organization

Name and Position
Phone Number: _____
Date: _____
For: _____
Student Organization

Name and Position
Phone Number: _____
Date: _____

Name and Position
Phone Number: _____
Date: _____

Date filed in the Student Activities Office: _____

***** Declaration of Event Forms *****

Due to the high demand for reserved space and to ensure that “all programming basics are covered,” a Declaration of Event form has been established to make this process go more smoothly. To reserve a room at University facilities, you can contact the following offices:

Cook Campus Center
Reservationist
932-7617

Douglass College Center
Administrative Office
932-9374

Livingston Student Center
Events Coordinator
445-3561

Rutgers College Student Centers
Central Reservations Office
932-8821

Student organizations sponsoring an event at any University campus center are required to have the student in charge of the event meet with the designated Student Activities Office staff person at the campus center where the event will be held (for activities held at the Douglass College Center, the organization representative must meet with the Director of the Douglass College Center and the Director of Student Activities). During this meeting, the Declaration of Event Form will be reviewed to ensure that all aspects of preparation for the event have been handled. This is a good time for the organization to get advice on the program – the Student Activities staff has a plethora of information on programming that can help your event go smoothly.

NOTE: It is important to schedule this meeting early to allow time to handle unexpected details. Student organizations will not be permitted to hold their event if the Declaration of Event form has not been signed by the Student Activities Office by the specified deadline.

Space Reservation # _____
Douglass College
Rutgers, The State University of New Jersey
DECLARATION OF EVENT Form

1. Event Information

Name of Event: _____
Sponsoring Organization: _____
Co-Sponsors (if applicable): _____
(attach approved co-sponsorship agreements)

Date(s) of Event: _____
Event Time: _____ to _____ # of People: _____
Location(s) of Event: _____
Type of Event: _____
Person in Charge: _____ PO#: _____ Phone: _____

Please Describe the purpose of the event: _____
1. Please indicate any special provisions needed (dressing room, transportation, parking, etc.): _____

2. Admission

If admission being charged, for this event? YES NO Price of admission \$ _____

In advance at: _____
(locations)

At the event: _____
(locations)

Refreshments

Will refreshments be served? YES NO
Is Cook/Douglass catering office or Mabel’s catering? YES NO
Is an external caterer catering? YES NO (attach approved waiver forms)

Contracts

Issued to: _____ Date Completed: _____

Financial Information

Student Activities account balance: \$ _____ Bookkeeper initials and date: _____

Additional Sources of funding: _____

16. Comments

17. I, _____, for _____
_____ having read and fully understand, agree to be responsible for the above outlined information and the following guidelines.

To be present and responsible throughout the event listed in this Declaration of Event.

To read Douglass College Center policies and procedures and to exercise every effort to secure compliance to the rules by those attending and to cooperate with University officials in the enforcement of all college, university, local, state and federal laws. (See attached policies and procedures).

To meet with the Assistant Director for Operations & Conference Services at least three weeks before the event and be prepared to discuss the following items:

- Charges (room, setup, equipment, police, etc.)
- Room setup and equipment
- Food service arrangements (if applicable)
- Parking arrangements (if applicable)
- Party policy (if applicable)
- Security arrangements (if applicable)

To meet with Student Activities staff at least two weeks before the event and bring the following information:

- Douglass College Declaration of Event
- Confirmation of funds (see the financial section of this Declaration of Event)
- Signed Contracts (blank contracts available in the Student Development Center)
- Advertising (attach copies of flyers, ads, promotions, announcements, etc.)
- Completed catering waiver forms (if applicable)
- Completed party policy form (if applicable)
- Completed fraternity and sorority Declaration of Event (if applicable)

This Declaration of Event must be completed and filed at least ten days before confirming your space reservation with the Douglass College Center administrative office. It is the responsibility of the organization to provide complete and accurate information and for all members to comply with the guidelines in this document.

Signature _____ Date _____
Organization Representative

Signature _____ Date _____
Student Organization Advisor

Signature _____ Date _____
Student Activities Representative

White: Student Activities Yellow: Student Organization Pink: Douglass College Center

Party/Dance or Large Event Procedures

It is not unusual for student organizations, fraternities and sororities to have parties/dances in the Douglass College Center. To ensure that your event goes smoothly, the University developed the following procedure to assist you. Any questions? The Director of Student Activities will help you out anyway she can!

Reservation # _____ Date of Event _____ Organization _____

DOUGLASS COLLEGE CENTER Large Event Procedure

In addition to standard reservation policies at Douglass College Center, the following procedures or policies will be put in place for large events (attendance of 75 or more) depending on the scope of the event.

- Party Policy
- Metal Detector Policy
- One Guest Policy
- Staffing by Rutgers University Police Department
- Additional College Center or Other University Staff
- Guest sign-in procedure by college center staff
- Guest sign-in procedure by sponsoring organization
- College center event monitor
- Wrist bands or hand-stamping procedure
- Event conclusion procedure
- Collection of money procedure
- Deposit requirement

Items considered in implementing these policies include:

- Nature of event
- Location, time and setup of event
- History of sponsoring group or performers
- Number of attendees
- Security concerns of college center, sponsor or performer
- Open or closed event to the non-university community
- Collection of money

Decisions on policies used are based on one or more of these factors and are made during the *Declaration of Event* process.

DOUGLASS COLLEGE CENTER Large Event Policies

Party Policy (separate document)

Metal Detector Policy (separate document)

One Guest Policy

Rutgers University students, faculty, and staff are limited to one guest and are responsible for the behavior and actions of their guests.

Staffing by RUPD, College Center (including event monitors), or other University staff

The College Center reserves the right to required staffing at an event including building managers, police, or information clerks at the organization's expense if deemed necessary.

Guest Sign-in Procedure by college center staff OR sponsoring organization

RU students faculty, and staff must present valid RU ID at the door for admittance. The guest of RU students, faculty, and staff must show identification. The full name of each escorted guest must be entered on a list at the door with the name of the host.

Wristbands or hand stamping

If wristbands are used for tracking attendance, they must be attached to the wrist of each person entering the event area by the entrance control personnel. Wristbands must be tight enough so only a flat finger fits through the wristband. Stamping is substituted at times for wristbands if appropriate.

Event Conclusion

Entrance to all events stops (1) hour before the conclusion of the event for events granted and extension of hours. ½ hour for events ending before regular closing time. All individuals not involved in clean up or equipment removal must leave the event and Center (if after closing time) 15 minutes after the ending time of event. Everyone must be gone 45 minutes after the ending time of event. The person-in-charge (PIC) must remain until all others have left.

Collection of Money Procedure

All cash receipts from entrance fees must be placed in a cash box. We require that all receipts except a \$25 change fund be placed periodically in the College Center safe. The Student Activities bookkeeper will arrange for the money to be sent to the student organization's account, please call in advance at 732-932-9373.

Deposit required 10 days after reservation request

Some organizations will be required to pay a deposit (usually ½ of invoice cost) 10 days before their event. All other charges are due before the event.

Raffles and Games of Chance

Under the laws of the State of New Jersey as administered by the Legalized Games of Chance Control Commission, any organization seeking to conduct bingo or raffle games must obtain an identification number from the Commission. Such identification numbers are not ordinarily granted to student organizations at educational institutions. Casino nights are not permitted by law, other than in Atlantic City under rigidly controlled regulations. Certain well-established charitable organizations such as the American Cancer Society may obtain identification numbers and conduct raffles at educational institutions under rigidly prescribed conditions. A few student organizations have been incorporated as charitable and tax-exempt organizations and have been granted identification numbers. Thus, activities such as raffles, bingo games, casino nights, etc. conducted at Rutgers would be a violation of New Jersey law and University regulations except as conducted by the groups described above with identification numbers.

Procedure for Registering and Licensing Legalized Games of Chance in the State of New Jersey

Games of chance, limited to raffles and bingo games, are lawful activities in the state of New Jersey when and only when the sponsoring organization is registered with the state and licensed with the local township in which the drawing and the awarding of the prizes take place. The procedure to register a sponsoring organization and license its activity is established by the state of New Jersey, and the process is a slow and deliberate one. In order to comply with New Jersey state law, an organization planning to hold and/or sponsor a raffle or bingo event must adhere to the following procedure:

1. The first step is for the sponsoring organizations to apply for a registration certificate (Form A-1) from the New Jersey Legalized Games of Chance Control Commission.
2. Upon receipt of the registration certificate, the sponsoring organization can now begin the process of obtaining a games of chance license from the local municipality in which the drawing is held and prizes are awarded. In New Brunswick, a representative of the sponsoring organization should go to City Hall at 788 Bayard Street, Room 201, the city clerk's office. In Piscataway, the representative should go to the municipal building at 455 Hoes Lane, Room 100, the township clerk's office. After return of the completed application and payment of the appropriate license fees, the approval process takes at least three weeks.
3. No later than two weeks after the bingo or raffle event, the organization is required to return to the appropriate clerk's office a certified printer's manifest and the completed report forms on the event held.

Note: Student organizations considering this process should contact the Student Activities Office for further information and advisement. Plans for bingo or raffles should begin at least one semester in advance to allow for all necessary documentation and approvals.

Douglass College and Rutgers University in no way endorses or encourages organizations to hold or sponsor bingo or raffle events. The above procedures have been enumerated for information purposes only. Douglass College and Rutgers University accepts no liability for legalized games of chance sponsored by student organizations. Adherence to the appropriate procedures and applicable state and local municipality laws and ordinances is the sole responsibility of the sponsoring organization.

Insurance & Risk

All activities and events sponsored by student organizations involve a certain amount of risk and potential liability that should be taken into account when planning programs. In order to minimize the organization's and its members' exposure to potential liabilities, it is essential that the activity or event be planned and coordinated with utmost consideration given to safety and security, as the sponsoring organization and its members are ultimately responsible. All approved activities, sponsored by registered student organizations using University facilities, are covered by the University's liability insurance program, but only for the University's interests. However, under certain circumstances, the student organization and its members may also be covered. There are also certain circumstances or special situations that the University does not cover.

While the University's interests are covered under its liability program and notwithstanding that approved, registered student organizations are not required to purchase any liability coverage for its routine activities held on campus, certain student organization-sponsored activities, such as concerts or programs open to the general public, may require the purchase of specific special-events liability insurance. In any event, it is essential that potentially high-risk activities be cleared by the Student Activities Office in consultation with the sponsoring student organization and the University's Office of Risk Management. In this regard, the

3. The most recent Department of Health Certificate from the town or county in which the caterer operates is required before the contract with the caterer can be executed in the Student Activities Office. Depending on the scope of your program and the cost of the catering service, a Certificate of Insurance may be required. If this certificate is necessary, the Director of the College Center will discuss with you the process of obtaining this document.
4. A full description of food items and their ingredients is required on the form.
5. For outside caterers, only food that cannot be provided by the Cook/Douglass Catering Office will be approved.
6. When food needs to be kept heated during an event, the caterer must provide the necessary equipment and staff. Organizations may not bring in their own equipment.
7. Caterers cannot arrive before the reservation time.
8. Resale of food items is not permitted.

Meal Substitution Policy

If your organization is holding a brunch, cookout, etc. in place of a regular meal, you may be able to receive a credit towards the cost of catering for your event. The students attending who have meal plans may be able to sign their name at the dining hall indicating that they will not be eating in the dining hall for that particular meal, and the organization will receive a credit for a predetermined amount for each signature. This process involves some time and has specific regulations, so contact University Catering early to determine if your organization is eligible.

Sample
DOUGLASS COLLEGE CENTER
Request to Waive Caterer

Please complete this form and submit it to the Douglass College Center Student Activities & Administrative Office at least **four weeks** before your event.

Day & Date of Event _____ Reservation
 Number _____

Room Requested _____ Attendance _____

Name & Type of Program _____

Organization Name _____

Person in Charge _____ Phone Number _____

How does the serving of cultural or homemade food impact this event?

If requesting another caterer, please indicate the reason Cook/Douglass Catering could not provide the food requested:

If applicable, supply the following information about your caterer:

Name of Caterer _____
Contact Person for
Caterer _____
Address of Caterer _____
Phone Number _____

Please attach a copy of the *Health Inspection Certificate* to this form. We cannot process your request without this form.

Menu Item Ingredients	Description of Item and
_____	_____
_____	_____
_____	_____

If additional menu items are requested, please attach to this form.

Approved or Disapproved _____ Date: _____

Signature of the Organization's Student Activities Advisor:

Approved or
Disapproved _____ Date: _____
Signature of the Director, Douglass College Center _____

Ticket Sale Policy

Groups interested in selling tickets through the Information Desk for an event must make an appointment with the College Center Bookkeeper at (732) 932-9374 between the hours of 8:30 a.m. and 3:30 p.m. Tickets will be available for sale within 24 hours following the meeting providing all information is correct.

Ticket sales hours are Monday through Sunday 9:00 a.m. to midnight (closing).

Once tickets have been placed at the Information desk for sale they can only be removed by College Center Administrative Staff or the on duty Student Building Manager. If you would like to know how sales of your tickets are going, call the bookkeeper between 9am – 3pm, Monday through Friday.

The information clerk is not authorized to hold tickets or to give refunds. There are no exceptions!

All tickets to go on sale must be on card stock, (no larger than 3½" X 5), cut the same size and numbered boldly in the top right hand corner (preferably with a magic marker).

On the day of your appointment you should bring with you: Ticket sale information sheet, tickets numbered, and any instruction sheets.

All money from ticket sales is placed with the Student Activities Office Administrative Assistant/Bookkeeper. After the sale is over, a representative of the Student Organization must meet with

her to count the money, which will then be deposited into the organizations account. In the event the organization is from another campus a check will be issued for cash collected, in that organizations name.

Please fill out all information entirely and legibly on the attached sheet. Any special instructions should be typed on 8 1/2" X 11" white paper.

Sample Ticket Sales Form Douglass College Center		TICKETS ON SALE
EVENT: _____		From: _____
DATE: _____		To: _____
TIME: _____		# TICKETS RECEIVED
COST PER TICKET: _____		From #: _____
WHERE IS EVENT: _____		To#: _____
ORGANIZATION: _____		
NAME OF CONTACT PERSON: _____		
PHONE NUMBER: _____		
SPECIAL INSTRUCTIONS:		
1. THERE ARE NO REFUNDS.		
2. ACCEPT CHECKS: yes _____ no _____		
3. MAKE CHECKS PAYABLE TO: _____		
4. STUDENT ID # & PHONE # ON CHECKS : Yes _____ no _____		
5. A LIMIT OF _____ TICKETS PER PERSON.		
6. WHO CAN BUY TICKETS OR SIGN-UP: _____		
7. PERSON MUST BE 21 YEARS OLD: YES _____ NO _____		
8. REMOVE STUB FROM TICKET: YES _____ NO _____		
9. IS THERE AN ASSIGNED SEAT LOCATION: YES _____ NO _____		
10. NAMES MUST BE PUT ON BUS/SIGN-UP LIST: YES _____ NO _____ (A DIFFERENT NAME ON EACH LINE)		
11. PERSON MUST TAKE BUS IN BOTH DIRECTIONS: YES _____ NO _____		
12. IF EVENT IS CANCELED CONTACT: _____ PHONE#: _____		
13. FOR MORE INFORMATION CONTACT: _____ PHONE#: _____		
14. Date Tickets: _____ Number of Tickets Received : _____		

15. Tickets delivered by: _____ Phone # _____ PO
 Box _____
 (Signature) Print name
 here: _____
 16. Tickets received by: _____
 (Signature) Print name here: _____

Policy on Public Forums

Student organizations planning to hold an outdoor public gathering, such as a rally or candlelight vigil, can do so by registering their program with the Administrative Office of the Douglass College Center. Space allocated for such programs is the Cooper Green (outside of Cooper Dining Hall) or the College Center Plaza (at the George Street entrance). Request forms are available at the Administrative Office, and the administrative staff of the College Center will assist you regarding equipment and security needs for the program.

Check Writing Procedures

All accounts for Douglass student organizations are kept in the Student Activities Office. An organization requesting money from the organization's account must do the following:

- The treasurer should check the organization's account balance before any money is allocated. The treasurer is the ONLY organization officer authorized to write checks, make deposits, or pick up signed checks for distribution; no other officer or member is eligible to do so at any time.
- Once the organization has approved the allocation of the monies and confirmed that the money is available in the budget, the individual requesting funding should complete a **check request form** and submit it to the treasurer. (Check request forms are available in the Student Development Center.) The organization's official advisor is the ONLY one authorized to sign check request forms; any forms without the advisor's signature is not valid.
- If it is a reimbursement, all receipts should be attached to the check request form. If receipts are not submitted at the time of the request, they must be submitted within two weeks of the date of the request.
- A completed contract with the authorized Douglass College staff member's signature is a receipt for entertainers and may be submitted with a check request.
- The treasurer will write out the check during the Student Activities Office Bookkeeper's designated hours. Once the check has been signed by the authorized staff member, the treasurer will pick up the check and disburse it to the appropriate person. The check-signing process takes approximately three business days.

The treasurer of your organization should be able to answer any questions you may have about the check procedure.

Section 3 - Event Planning Guide

This section is designed to help those students responsible for planning events for their organization.

The tips and resources in this handbook should prove helpful. For additional assistance, stop by the **Student Organization Resource Center (the “S.O.R.Ce”)**, located in the Student Development Center on the second floor of the Douglass College Center. There, you can look through files of information or schedule an appointment to meet with a Student Activities Office staff member for help in planning your event.

General Outline of How to Plan an Event

Before you begin to plan the specifics of your event, make sure you have clearly answered the following questions for yourself:

- * What are you trying to accomplish by holding this event?
- * Does the constituency of your organization want this event?

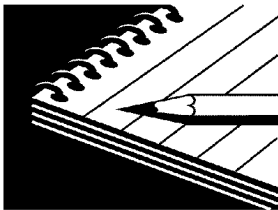
Once you have clarified the above issues, the following information will help you organize, record, and evaluate your efforts. Additional copies of the forms and checklists are available in the S.O.R.Ce.

- A. **CHECKLISTS FOR SUCCESS** - This section contains checklists for programs, publicity, fundraisers, and vendor sales. They give a general outline of how the task can be accomplished.
- B. **TASK GRID** - From a checklist, you can develop a task grid. You can easily see how the seemingly most difficult tasks of delegating duties and developing checklists come out to be an outline of what needs to be done when, by whom, and how. It does take time to do this, but you will find the results gratifying.
- C. **EVENT BUDGET WORKSHEET** - By using this form, which is available in the Student Development Center, you can readily determine what shape you are in financially. It is also a helpful reference to weigh future endeavors and their financial feasibility. The event budget should be initiated by the Treasurer but should be known to the full organization. A sample budget worksheet is enclosed in the following pages.
- D. **PROGRAM EVALUATION FORM** - This takes a few minutes to complete and should be done with the entire planning committee. Put a copy in your files. It is a great reference for future officers of your organization.

Suggested Timetable for Event Planning

1. Contracts - as early as possible or at least six weeks in advance of event.
2. Buses: order three to four weeks in advance.
3. Catered food: order three weeks in advance.
4. Checks: allow at least three business days (after your contract is signed) for completion.
5. Guests and staff members - send invitations at least three weeks in advance.
6. Movies: order one to two months in advance.
7. Off-campus room reservations: make reservations one to two months in advance, depending on how popular the place is and what night you want to hold the activity.
8. On-campus events: make reservations as soon as the date is decided upon by your organization, at least 5 weeks before the event for Traves Hall and other large programming space.
9. Printing -- order tickets two months in advance of sales; place orders for letters, notices, etc. two weeks in advance.
10. Publicity: begin as early as possible in as many ways as possible, but start no later than two weeks before the event.
11. Security: request no later than three weeks before the event.

✓ Checklist for Successful Programs



This is a very generic checklist for an activity. If your program is a lecture, just substitute “lecturer” for performer where it appears in the checklist. On the next page are directions for building a checklist specifically for your major event.

Before the Program

- Determine the type of program. Will it be a lecture, musical performance, a theatrical performance, etc.?
- Check resource materials (lecturer catalogs, performer catalogs, etc.) in the Student Development Center for ideas.
- Determine your budget using the Budget Worksheet.
- Decide on a date and time for the program. Check for calendar conflicts with the Douglass College Center Administrative Office and Student Activities Office.
- Reserve a facility.
- Complete a Declaration of Event form and have it signed by the Assistant Director for Campus Activities.
- Contact performer. Prepare the contract and have it signed by the performer and the Director of the Douglass College Center. Submit all contracts for review to the Director of Student Activities.
- Reserve the necessary equipment. Check the facility where the event is being held to see what equipment is available. The College Center has some equipment but you may need to rent some equipment from Media Services or an outside company.
- Arrange for parking, transportation, lodging and meals for performer if required by contract.

- Design and produce publicity.
- Invite any special guests.
- Order refreshments.
- If you are co-sponsoring the program with another organization, complete a Co-Sponsorship Agreement form.
- Have your organization treasurer process payment for performers and request any petty cash that may be needed.
- Arrange to sell tickets through the College Center Administrative Office.
- Outline and assign “Day of Program” tasks.

Day of Program

- Have treasurer pick up performer’s payment, cash box, and bank.
- Check on facility set up, media equipment, and other details.
- Meet the performer and bring her/him to the performance location and make sure that the performer has everything needed or requested.
- Have someone collect tickets and/or hand out programs at the door.

After the Program

- Pay and thank the performer (follow up later in the week with a formal thank-you letter).
- Clean up the facility.
- Take down old publicity.
- Have treasurer submit all outstanding invoices, unused petty cash, and all receipts; make deposits; and return supplies.
- Send thank-you notes to all who helped make the program happen.
- Evaluate the program. Should it be done again? What changes should be made next time?

Building a checklist for your major program:

- Brainstorm all the major task areas related to the event. For example, if you are producing a play or fashion show, major tasks are: cast (model) selection, set design and production, publicity, program and advertising, etc.
- Within each major task area, list all the sub-tasks that are required (no matter how small). For example, the task area of cast selection includes: determining audition times, reserving the space for auditions, having people sign up, publicizing the deadlines and contact people, determining what sort of audition is required, determining how the decisions shall be made, recruiting judges or other decision makers, and so on.
- Place each of the sub-tasks in logical order and assign completion dates to each.
- Review all of your tasks together and determine which tasks are dependent on each other. For example, the poster design depends on knowing the space to be used, which depends on the space being available. Have one of your most logic-minded members check through this task to ensure that you can build a realistic time line. Revise your completion dates as needed. For advice/assistance, consult with your advisor, or make an appointment with the Director of Student Activities; she is happy to help.
- Assign the sub-tasks to different members of your organization. Be sure they understand how the task is to be completed. For example, you may know that flyers can be printed at the copy center, but the assigned person may not. Give them the information they need.
- We suggest the use of the Task Grid or other such method. At a glance, you can see what must be done, by whom, how, and when.

Sample Program Evaluation

Name of event, project or activity and brief summary of content: _____

Sponsoring Organization: _____
Person in Charge: _____
Location: _____ Date: _____
Time: _____
Approx. # attending _____ Cost: _____ Co-sponsors: _____

	Poor	2	3	4	Great
The concept or idea for the program was:) ()	()	()	()	()	()
The planning and promoting were:)	()	()	()	()	()
The audience response was:)	()	()	()	()	()
Overall the program was:) ()	()	()	()	()	()

Type of Program: (check one)

Athletic _____ Cultural _____ Educational _____ Service _____ Social _____
Fund raiser

Level of Programming: (check one)

One -to- One _____ Small Group _____ Large Group _____

Suggestions to others who might plan a similar program:

What I did

well: _____

What I would do

differently?: _____

Additional

Comments: _____

Publicity Efforts: (please attach a copy of the advertisement): _____

Date of submission: _____ Signature: _____

Evaluations of PAST programs lead to more successful FUTURE programs!!

Sample Budget Worksheet

Program/ Committee: _____

Income:	Proposed	Actual
Appropriation		
Ticket Sales		
Donations		



Practicing financial management will put your organization in the green!

Other:		
Total		
Expenses:	Proposed	Actual
Entertainment		
Facility charges		
Advertisement / Publicity		
Mailing(s)		
Decorations		
Printing Costs		
Food/Catering		
Miscellaneous Expenses		
Total		

Show Overall Profit or Loss: \$_____

- Prior to conducting the program, complete the proposed budget column showing anticipated income and expenses.
- At the conclusion of the event, complete actual budget showing the actual income and expenses which were incurred for the entire program.
 - Compare proposed and actual budgets. On reverse side, explain any financial problems encountered and how they were handled. Keep for organization's future reference.

(adapted from *The Program Planner Workbook*, Linda Eldred, ACUI Publication)

Section 4 - Campus Space Reservations

General Room Reservation Guidelines

How do you schedule space for a meeting or event?

Check with the Administrative Office at the Douglass College Center prior to requesting space. You want to make sure that your event will not conflict with another. Once you have several possible event dates (your first date may not be available), complete a request form or see the Events Coordinator in the Administrative Office. The form is a request only! Do not publicize your event until you have received a written confirmation from this office.

What do you need to know before reserving a space?

Before completing the request form, you should answer the following questions. This will ensure that you don't forget anything during the reservation process.

1. What type of event are you planning: a party? meeting? lecture? dinner?
2. Who will be invited to the event: organizational members? all students? the Rutgers community? outside guests?
3. How many people are expected? This should be a realistic estimate, not a wish.
4. How do you need the room arranged? Do you need extra chairs, a coat rack, tables, etc? One of the best ways to make sure you haven't forgotten anything is to imagine yourself walking into the room on the day of the event -- how does it look?
5. What time does the event begin and end? Do you need extra time to set up, decorate, or clean up?
6. Do you need audio-visual equipment?
7. Are you charging an admission fee?
8. Are you having food? If so, you must make arrangements with University Dining Services.
9. Is security needed?
10. Do you have any unanswered questions? Bring them with you at the time of reservation.

Where can space be scheduled? Who can schedule space?

The Douglass College Center Administrative Office schedules the following facilities/areas at Douglass for student organizations: the Douglass College Center, all Douglass classroom space, Voorhees Chapel, and outdoor space.

Only *recognized* student organizations may reserve space at the Douglass College Center and other campus facilities. Any member of the student organization is permitted to schedule rooms, but they will need to name the "person in charge" on the reservation sheet. The "person in charge" should come to the appointment; s/he is the one responsible for ensuring that all guidelines are complied with at the event.

For more information and all up to date policies on scheduling space, please visit the Douglass College Center's Administrative Office website at www.rci.rutgers.edu/~dcenter/ and click on "Reserving space at the center for your event" or call 732-932-9374.

Section 5 - Fundraising Activities

Vendor Sales

Space is available in the Douglass College Center for vendor tables. The organization will be charged a fee of \$15.00 per table. "Outside" vendors (those not directly affiliated with the University) may not sponsor tables in the DCC. However, University departments and registered student organizations may sponsor an outside vendor. Vendors must comply with all regulations and policies of the Douglass College Center.

In order for a vendor to be sponsored by a student organization, the vendor must complete a Vendor Information Form (available in the Student Development Center) and file it with the Student Activities Office. Once approved by the Student Activities Office, the vendor's information is then placed in the vendor binder, which can be found in the S.O.R.Ce. Organizations interested in sponsoring a vendor can look through the binder to find a vendor they would like to sponsor.

(Please note: It is the Douglass College Center's policy not to permit credit card vendors in the Center.)

It is the organization's responsibility to contact the vendor and find a mutually agreeable date for the sale. A representative from the student organization will then need to contact the Douglass College Center Administrative Office to reserve a table(s) for the sale. A vendor contract needs to be completed and submitted to the Student Activities Office 14 days prior to the date of the sale. The contract will be reviewed and signed if all necessary information and documents are submitted. Three copies of the contract will be returned to the organization representative: one for the organizations' file, one for the vendor, and one to be submitted to the College Center Administrative Office ten days prior to the sale date.

Outside vendors must provide proof that they have one million dollars in liability insurance. The policy must name Rutgers, The State University as an additionally insured at the time the reservation is confirmed. The certificate must be a properly dated and cover the time period under contract.

In the event that the vendor does not have the aforementioned insurance, they may pay a risk management fee of \$25.00 per day. This money should be paid in a separate check made out to Rutgers, The State University and given to the administrative assistant/bookkeeper Student Activities Office. Student Activities will ensure that this money is forwarded to the Risk Management Office. If the vendor you are dealing with a vendor who is choosing this option, make sure you talk with the administrative assistant/bookkeeper, so that you have a full understanding of the fee.

The Douglass College Center and Rutgers University assume no liability or responsibility for the quality of the merchandise sold or for the performance of the vendor. All concerns or problems with vendors or vendor merchandise will be referred to and are the responsibility of the sponsoring registered student organization or University department.

If the sponsoring organization is selling self-produced products, no insurance is necessary unless College Center staff has concluded that the product is potentially hazardous. An organization selling items it has

purchased on consignment for resale does not need a certificate of insurance unless the product is potentially hazardous. However, a copy of the bill of sale for the merchandise purchased for resale must be presented at the time of the reservation.

Note: Any credit card company on campus must have current annual percentage rates (APR). Any changes to APR, such as introductory rates that change after six months, and all other fees must be visible and handed out to students prior to their signing any applications or agreements.

Any organization that sponsors a credit card company on campus (note: not permitted in the Douglass College Center) must be paid a flat rate, which has been previously agreed upon by the organization and the credit card company.

Checklist for Successful Vendor Sales

As noted, vendors are a good way to make money for your organization with minimal effort and no risk. However, “minimal” doesn’t mean “none,” so follow the checklist below on pages 45 and 46.

*** Before you do anything with a vendor, be sure to get a copy of the new “STEPS TO SECURING/BOOKING A VENDOR,” an eleven-step checklist available in the lobby of the Student Activities Office. There will be no exceptions to the rules listed on this sheet, so make sure you read everything word for word before trying to book a vendor.

Obtaining a Date

- Reserve your date(s) for vendor tables in the Administrative Office of the Douglass College Center.
- Choose dates carefully -- avoid exam periods and seek prime gift-buying dates.



Carefully review each item in your checklist far in advance

Vendor Selection

- Located in the Student Activities Office is a binder that contains many vendors who are available and have expressed interest in selling at Douglass. This binder includes contact information, type of merchandise, price range, etc.
- Select products that you and your friends would like to buy.
- Merchandise that is very low in price can’t make much money for your group, but merchandise that is too expensive may not sell enough either.
- If you know a vendor who is not in the binder, you may certainly select her/him. Please have this vendor complete an information sheet to be included in the vendor binder.

[] Although it is tempting to ask a vendor that's sells at Douglass often, be careful. There is a limited market at Douglass/Rutgers, and all the people who want that type of product may already have been purchased by the time your dates arrive.

Contact and Contract

- [] Call the vendor and offer the dates you have.
- [] Explain the Douglass/Rutgers policy and space available if this the vendor's first time.
- [] Find out if the vendor needs help setting up, wants someone at the table all day, or wants coverage for a lunch break.
- [] If the vendor is available and agrees to the policy, verify the address and mail a contract immediately. A sample contract is included on the next page -- if you need one during the year, you can pick one up in the Student Development Center.
- [] If you do not receive a contract within two weeks, call the vendor and follow up. Don't assume that she or he will just show up.

Planning and Publicity

- [] Put up flyers to announce the sale date and types of items for sale -- people who may not normally pass through the College Center may stop by to see the products as a result of your postings. Make sure your publicity states who will benefit.
- [] Make sure that your organization members know that the vendor is coming and what the merchandise will be. Encourage their support!
- [] Schedule members to greet the vendor, staff the table if needed, and to pick up your organizations earnings.

Day of Sale

- [] Meet the vendor and make sure that s/he is in the appropriate space.
- [] Make sure people are there to assist as you agreed.
- [] Remind your friends, professors, etc. to stop by and buy.
- [] At the end of the day, receive a report of sales and the cash or check for the 15% commission. (Table rental fees should have already been paid by the vendor to the student organization. The Douglass College Center bills the student organization, not the vendor.) This money must be deposited in the Douglass College Center safe. The bookkeeper will deposit the money in your organization's account.
- [] If you are pleased, make sure that the vendor knows -- a thank you note would be nice and is very professional. Arrange for additional sale days if you have dates available.
- [] If you were not pleased, make sure the vendor knows why. If there were problems with the vendor, let the Student Activities Office know.

Sample
DOUGLASS COLLEGE, RUTGERS UNIVERSITY
VENDOR CONTRACT Vendor's

Name: _____

Company: _____

Address: _____

Phone: _____

Sponsoring organization:

This contract is for _____ from _____
to _____

(Date) _____ (Time) (Time)
in the Douglass College Center, George St. and Nichol Ave, New
Brunswick.

Vendor requests # _____ six foot tables.

Vendor agrees to :

*Pay \$10 rental fee for the use of each table. Rental fee total:

*Pay Sponsor 15% of gross sales. The daily receipts will be available to a
representative of the Sponsor so that sales can be verified.

*Pay a twenty dollar non-refundable deposit, payable upon submission of
contract. Checks should be made payable to Sponsor.

*Sell new, unused merchandise ONLY.

The materials / items which will be sold by the vendor are listed
below: _____

The vendor is responsible for the quality of the goods being sold. All
complaints which arise will be directed to the Vendor.

The Vendor agrees to:

* Abide by all local, state and federal laws governing the sale of their
merchandise.

* Provide a certificate of insurance showing evidence of Comprehensive
General Liability Insurance coverage, including product liability,
with a minimum limit of \$1,000,000. Rutgers, The State University and
sponsoring organization shall be named as additionally insured and such
insurance shall be primary. Vendors who are unable to provide this
insurance, shall pay a risk funding fee of \$25.00.

(Payable 7 days prior to event.)

** Insurance: _____ Certification provided (Submitted seven days prior
to event)

_____ Risk funding fee (Must be paid seven days prior to event)

Vendor shall indemnify and hold harmless Rutgers University and
sponsoring organization from and against all claims for bodily injury and
property damages arising from their presence, use of facilities, or sale of
the merchandise.

No substitution of vendor(s) will be allowed without the written prior
consent of the sponsor.

Advertising for the event is the sole responsibility of the sponsor.

This contract cannot be amended without the prior consent of both parties.

The validity, construction and effect of this contract shall be governed by
the laws of the State University of N.J..

This contract and appropriate attachments, if any, SHALL NOT BE
VALID WITHOUT SIGNATURE OF AUTHORIZED MEMBER OF
THE DOUGLASS COLLEGE ADMINISTRATIVE STAFF. It is further

understood by all parties signing this agreements that the sponsor shall not be liable for payment to vendor for cancellation of the contracted engagement due to accidents, riots, strikes, epidemics, acts of God or any other legitimate condition beyond the sponsor's control. There will be no refunds.

Signed For: _____ For:

Name of Vendor (Please Print) Sponsoring
Organization

by: _____ by:

Vendor's Signature Authorized Douglass College Staff Member's
signature

Contract is not valid without this signature

Checklist for Successful Fundraisers

Before You Begin

What are your fundraising goals? Do you have to raise a certain amount of money to support your entire year's program? Do you need money for a certain event? Are you raising money to donate to a charity? How much money do you need? Discuss these goals as a group, so that your membership knows why they are raising money -- they will be much more likely to assist when they know the purpose.

All fundraisers must be registered with the Student Development Center. This helps organizations avoid overlap or conflicts in their efforts.

Student Activities Fee

- [] Check with the DCGA Treasurer or the Student Activities Office bookkeeper to learn what your Student Activities Fee allocation is for the academic year.
- [] If your group did not receive an allocation, submit a request to the DCGA Finance Committee chair. She will have the necessary forms and policies and will bring your request to the next meeting the Finance Board.
- [] If you need additional money for a project, check with DCGA. There may be funds available.

Dues

- [] Collecting dues from members is permitted, however, there should be privileges associated with dues-paying members vs. other members. For example, dues payers may get into group events at a reduced price or for free, while others pay full price.
- [] Obviously, if you choose to collect dues, be sure to keep excellent record of dues payers!

Vendors

[] Use the “Checklist for Successful Vendor Sales” as a guide

Direct Donation and Sponsorship

[] Before you go to parents, alumnae, companies, or any other outside group you must check with the appropriate College office. Begin with the Student Development Center; we’ll direct you to the correct person.

Bake Sales

- [] The traditional fundraiser -- it spreads the work around and, if everyone donates the ingredients, is a no-lose proposition.
- [] If you can, start the sale when people come into the College Center and include “morning stuff” like muffins, coffee cake, etc.
- [] Have a variety of goods and display them attractively. Use a tablecloth and keep the area clean. Avoid grocery store goods; your home-baked goods will get lost in the packaging.
 - [] Have one or two “healthy” things; if you have a lower-calorie item, advertise it!
 - [] What to do with the left-overs? Either have a social post-bake sale with your members or donate them to a shelter.

Sales of Goods or Services

[] You may wish to sell T-shirts, cups, key chains, or any number of other items to raise money. Unless you have enough money in your account to purchase the items, you must have advance sales to support the purchase. Before contracting with any company, check with the Student Development Center. Discount prices may be available on the item you are interested in.

[] If you wish to use the Douglass seal on any product, you must obtain permission from the Student Activities Office.

[] Pricing an item to raise money can be tricky. Don’t forget to include the charge for imprinting, screen charges, freight charges, etc. Once you know your break-even cost, you can determine what an item’s selling price should be. There are worksheets available in the Student Development Center to help you do this. When you’re done, will anyone pay that price? What happens if you don’t sell all the ordered items?



[] The Director of Student Activities will help you place the order via a purchase order or check. You may not order items for your group without approval. Under no circumstances should a student spend her own money for an organization’s fundraising event. This is why planning ahead is so important.

[] Selling a service (such as coffee delivery or messages) can be less of a financial risk. What can you or your members do that other students, faculty members, or staff would pay to have done (assuming that it is legal!)? Here, the cost of the service is often negligible, but you still have to set a price that people are willing to pay. As might be expected, the logistics of ensuring that the service is performed can be a bit more

difficult.

Section 6 - Publicity & Marketing

Publicity is one of the most important elements in successful programming. Marketing and publicity can make or break a program, yet all too often publicity is the area on which committee members spend the least amount of time. Lack of or ineffectual publicity can have a devastating effect on even the best program. If publicity is to be effective, it must **INFORM** and stimulate **INTEREST**. Without these two ingredients, there will be limited participation from the community.

Effective Publicity Will Help You C.R.U.I.S.E. to Programming Success

Curiosity Makes them eager to know

Reach Your intended audience

Utilize Creativity

Inform Of the basics

Stimulate Interest and awareness

Entice People to attend

A good marketing strategy will stimulate interest and involvement from other students. Publicity is the tool for reaching your target audience. It is your way to provide information about your program. On the following pages you will find publicity ideas and hints to guarantee a successful marketing strategy. Have fun and good luck!

ReproGraphics

Student organizations needing copies of flyers, meeting minutes, etc., may obtain them at ReproGraphics, located on the first floor of the Douglass College Center.

For the organization's convenience, a billing account has been set up with ReproGraphics. Provided your organization has funding available in the Student Activities account, you may have copies made at Douglass ReproGraphics and sign for the copies.

A bill will be sent to your organization and a check should be sent directly to ReproGraphics.

Keep in mind that all copies must be made at Douglass ReproGraphics. Student organizations may use the other copy centers at Rutgers or choose to use a copier off campus. However, Student Activities money may only be used if the copying was done at the ReproGraphics Copy Center at Douglass College Center.

An exception to this policy will be made if the organization demonstrates that the Douglass Copy Center was unable to meet their copying needs.



Checklist for Successful Publicity

The best program in the world won't be successful if no one knows about it! Spend as much effort in publicizing your program as you do in planning it, and you can't go wrong.

The Message

- Gather all the information: what, when, where, how much, who, why?
- Do you have a theme or slogan or logo to help your message? Brainstorm with your group.
- Who, specifically, do you want to receive your message: students at other colleges, all Rutgers students and staff, those interested in foreign affairs, etc.? For most programs, there is a very specific group who you believe will attend.
- What is the best way to reach those people? Use the checklist below to select the ways you will do so -- not all methods are appropriate or efficient for those you wish to reach. A carefully planned small campaign to the right group will work better than a larger "shotgun" approach.

The On-Campus Methods

- Flyers or posters in the residence halls -- (Flyers may be distributed through Resident Assistants). You can get a list of their addresses from the Residence Life Office or the Student Activities Office (posters for the common areas must be approved by the area coordinator).
 - Large posters (available from ReproGraphics)
- Table tents in the dining halls and the Douglass Café/Brew Ha-Ha's (You must receive approval from the managers to do this).
 - Mailbox stuffers in DPO's -- check with the post office to determine the procedure for this.
 - Invitation to the specific groups you hope will attend (where/to whom will they RSVP?)
 - Campus newspapers: article, advertisement, and/or notice.
 - The news digital message source at the Douglass College Center.
- Banners in the Douglass College Center (must be approved by Director of the Douglass College Center).
 - Letters to faculty and staff
 - Information table at the Douglass College Center
- There are many gimmicks, teasers, giveaways, etc. -- see the "Publicity Planners Notebook" for ideas.
 - The number one on-campus method is word-of-mouth!** If your members are enthusiastic about the program and tell everyone, this is a million times better than the most beautiful posters with no positive word-of-mouth.

The Off-Campus Methods

It is Rutgers University policy not to permit the advertisement of student events outside of the University community.

Section 7 - Travel & Transportation

Parking Permits

A temporary parking permit may be issued by the Student Activities Office. This permit allows special visitors such as a speaker or entertainer to park near the Douglass College Center during the day. Since unauthorized cars run the risk of being towed, it is important to obtain a temporary permit. Be sure the visiting person puts her/his license plate number on the permit before putting it on the dashboard.

If the visitor will be on campus at night or during the weekend, a permit is not required. It is your responsibility to direct them to lots that are available to everyone. At the Douglass College Center, the lot behind the Center and the parking deck are open parking after business hours. Student Activities fees cannot be used to pay for guests' cars that have been ticketed and/or towed.

Off-Campus Events

At certain times, Rutgers student organizations will sponsor events at an off-campus facility. If a chartered organization is planning to sponsor such an event, an appointment should be made to discuss your plans with the appropriate administrative office. Issues that must be kept in mind when planning off-campus events include: liability, negotiation of contracts (with the facility's management), financial management (off-campus facilities can be quite costly), and security. No contracts will be signed unless all necessary funds are on deposit. Tickets must be sold in advance of any off-campus scheduled program.

At the completion of the event, all contracted financial obligations should be satisfied by a Rutgers University/Student Fund check. Student organizations are not encouraged to host off-campus events because it limits opportunity for students to participate. However, should your organization plan such an event, it is essential that the appropriate administrative office be closely involved from the start of planning.

Travel Guidelines

Student organizations contemplating travel and/or transporting others should fully review, understand, and adhere to the following travel guidelines:

Automobile Transportation

While the University does not recommend the use of personal vehicles for student organization travel, you should be aware that personal automobiles for transportation exposes the owner and driver to consider liability. For the protection of all involved, organizations and individuals contemplating automobile travel should ensure, among other things:

- * the proper licensing and eligibility of all drivers,
- * observance of all traffic laws, particularly in regard to speed limits,
- * abstinence from consumption of alcohol, drugs, or medicine that would impair vehicle operation,

- * existence of current automobile insurance and its applicability if driving is shared,
- * the proper maintenance of the vehicle, especially for long distances, and
- * availability of basic safety and repair equipment.

For automobile transportation, the following information must be provided to the Student Activities Office:

- * list of all participants including student number and emergency phone number,
- * photocopy of all valid licenses for all valid drivers, and
- * photocopy of recent insurance card and registration for all vehicles being used.

The University cannot assume responsibility for the driver or the safety of the vehicle being used. It is highly “recommended” that all drivers have two years of driving experience and have taken the defensive driving course offered by the Office of Public Safety of Rutgers University.

Air Travel

In selecting an air carrier for organizational travel, student organizations should be aware that the University requires carriers to possess \$150 million of liability insurance before organizations may use their services. Major United States airlines carry this insurance, and verification is not necessary. In the event that a travel agency proposes the services of a chartered company, an insurance certificate of a \$150 million, naming Rutgers University as an additional insured, is required. Directly organized charter trips are prohibited.

The prudent student organization may wish to consider, in addition to ticket price advance purchase requirements, ticket change and cancellations penalties, convenience and congestion of the hub airport, baggage interchange privileges, comfort and services of the aircraft, and the availability of alternate flights if a flight is missed or delayed prior to airport departure. Student organizations should reconfirm ticketing arrangements and departure times.

Travel Agents

In selecting a travel agent, student organizations should be aware that the University requires agencies working with organizations to possess \$1 million of liability insurance with Rutgers University named as an additional insured, certification of which must be forwarded to the Student Activities Office.

From the very beginning, the travel agency that you are working with should be informed that lodging facilities must be provided by a travel industry rating service (i.e. Mobil Travel Guides, AAA Travel Guides, etc.). If this is not available, the lodging facility must possess \$1 million of liability insurance, the original certification of which must be submitted to the Student Activities Office. The agent should be made fully aware of all air and bus travel guidelines.

Under no circumstances should money be sent directly by student participants to the travel agency. All monies must be deposited into the student organization’s account, and then a check may be generated and sent to the travel agent once proper documentation and certification has been received and all necessary contracts have been signed.

Travel agent contracts must be filed with the Student Activities Office for signature. Keep in mind that generally these contracts are external in nature. They were executed by the travel agency -- not by the University, and may be complicated by delays in receiving documentation and certification. Therefore, allow

at least one month for signature once the contracts have been received. As with all programs, ticket sales or advertising should not commence until contracts have been signed, so please consider this carefully.

Bus Travel



Bus travel is often used by student organizations as a means of transportation to and from sponsored activities. Bus travel is permitted with commercial bus companies previously registered and approved by the Rutgers University Risk Management Office. The bus companies most commonly used by Douglass organizations are listed below:

Academy Tours Inc.(800) 430-1339
Suburban Transit Corp.(732) 249-1100
Vogel Bus Co.(800) 204-7242 or (908) 298-0045

A list of more than two dozen bus companies approved by Rutgers University is on file in the Risk Management Office. To obtain the names of other companies you may contact, call the Risk Management Office at 445-7300.

Representatives

The necessity of a University representative on a student organization's trip is dependent on the nature, destination, and duration of the trip. A University representative must be a full-time Rutgers faculty or staff member. Decision on the necessity of a representative's presence on a trip will be made by the Student Activities Office in consultation with the Risk Management Office. However, all international trips will require a University representative's participation. For trips not requiring a representative, the student responsible for organizing the travel program must be present during all phases of the trip.

The University representative should review and approve the itinerary for the trip. An itinerary sheet with her or his signature must be received by the Student Activities Office before departure. During the trip, the representative is the contact person with the University concerning any existing or potential problems. That person, in consultation with the student leaders, ensures that the itinerary and plans for the trip are carried out, or that acceptable alternatives are found if plans must be changed. The representative must be available to assist participants throughout the scheduled length of the trip and to ensure that University policies and guidelines are followed.

Travel Waivers/Other Requirements

Student organization leaders must meet with their advisor and the Assistant Director for Campus Activities while in the process of planning their travel project to ensure that all necessary matters are addressed. Travel waivers must be signed by all participants before trip departure. Two copies of the final trip itinerary, along with two copies of the final roster of participants -- including names, student numbers, and emergency telephone numbers must be brought to the Student Activities Office before the trip departs. If the Student Activities Office is closed, this information must be given to the Student Building Manager on duty in the Douglass College Center. One copy of this information will be forwarded to University Police.

SAMPLE

Douglass Activities Board Trip Waiver

**Trip to Montage Ski Resort, Nowhere Land, PA
July 17, 1900**

In consideration of my participation in a ski trip to Montage Ski Resort, Nowhere Land on July 17, 1900, I have read and understand the following:

- I am aware that transportation to and from the ski area will be accomplished via bus;
- I am aware of the potential risks of bodily injury, death, or property damage that could be incurred as the result of the bus being involved in an accident;
- I am aware that skiing is an activity that can result in bodily injury or death.

In full awareness of the potential risks of bodily injury, death or property damage, that may arise out of the transportation to or from the ski area during my activities while at the ski area, I am voluntarily participating in the trip.

In consideration of the acceptance of my participation in this trip, I waive, release, and discharge any and all claims for death, personal injury, or property damage against Rutgers, The State University, its officers, agents, and employees from any claim or loss for death, bodily injury, or property damage arising in any manner out of my presence or activities in the course of my participation in this trip.

It is further understood and agreed that this waiver, release, indemnity, and assumption of risk is to be binding on my heirs and assigns.

Date: _____ Signature _____ Student ID # _____

Print Name: _____ Phone # _____

Address or P.O. _____

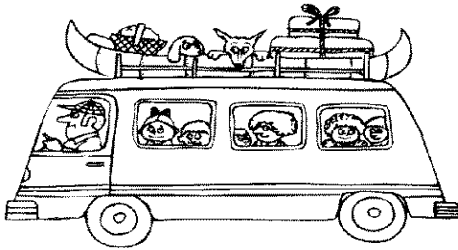
Guest of (if applicable) _____

***** This form must be completed and submitted to trip coordinator before boarding the bus. *****

Travel Finances

To make travel planning easier, make an appointment to talk to someone in the Student Activities Office. Remember, no commitments, verbal or otherwise, can be made until contracts are signed or funds secured. Each type of travel requires specific arrangements. Students are prohibited from use of personal credit cards or personal funds of any kind in connection with travel arrangements. Through the University Travel Service, arrangements can be made to purchase services by University check without the necessity of a credit card guarantee or deposit.

Organizations that plan to participate in tournaments, travel abroad, or conduct a performing tour should contact the Student Activities Office well in advance and in the early planning stages. Tours and trips abroad often require a minimum of one year advanced planning to execute successfully.



As with all student organization programs, advanced planning will ensure a smooth and enjoyable program. Remember, itineraries, participant rosters, and trip waivers must be completed before departure.

**Travel arrangements go smoothly when you
1) plan early, 2) make an appointment with
a Student Activities Office staff member, and
3) consult with your advisor.**

Vehicle Rentals

Student organizations sometimes rent vehicles for club trips. Coach bus charters require a contract signed by the Student Activities Office staff. Van or car rentals can be arranged with the assistance of the Student Activities Office. Only drivers “named” shall drive a vehicle rented from a contracted car rental agency. Student representatives planning to drive vehicles on behalf of their organization are encouraged to enroll in the Defensive Driving courses offered by Rutgers. Many insurers will offer discounts to those who have completed the course. A collision/damage waiver must be included in any vehicle rental agreement. Further, it should be noted that the only authorized driver of the rental vehicle is the individual whose name is listed on the rental agreement. It is suggested that two drivers be listed on the rental agreement; one driver as primary and the other as a “backup” driver.

Defensive Driving Certification

Students, staff, or faculty who wish to drive University vehicles must have certification in defensive driving. It is also highly recommended that students driving personal vehicles on club trips be certified. The National

Safety Council's defensive driving course is offered by RU Department of Fire and Emergency Services. It is available to all faculty, staff, and students at no charge. However, the results of a recent eye exam are required. If this is not available through your doctor, an exam can be scheduled through the department by calling 932-4902. There is a \$15.00 charge for the eye test.

Advanced registration is required for the defensive driving course. For a schedule of class offerings and registration information, 445-3077.

Section 8 - Student Organization Office

The Douglass College Center Governing Board has allocated space in the Douglass College Center for student organization office space. This space includes offices on the third floor of the DCC, which are utilized by Mosiac, the Caellian, and Quair. In addition, the Douglass Activities Board, and DCGA have offices within the Student Development Center. Also located in the Student Development Center is office space for sixteen other student organizations. This space, equipped with furniture and a phone line, is allocated on an annual basis. Student organizations interested in this space apply in the spring semester for the following academic year.

**Student Development Center
Douglass College Center
Student Organizational Office Space Application
2002 - 2003**

Please complete this application and submit it to the Student Development Center at Douglass College Center by April 15, 1999.

Name of Organization: _____

Number of Members: _____

Mission of Organization: _____

Are you recognized by the Douglass College Governing Association? Yes _____ No _____
(check one) Douglass Organization _____ University Wide Organization _____

Did you have office space this past year? Yes _____ No _____

If yes, where: _____

How was the space utilized? _____

President: _____

P.O. #: _____

Phone #: _____ Email: _____

Summer contact name: _____

Address: _____

Phone #: _____

Advisor: _____

Address: _____
Campus: _____
Phone #: _____

How will your organization use this office space? Please be detailed, for this will assist us in determining your organizational needs. Use reverse side if necessary.

Do not write below this line

Approved _____ Disapproved _____ On Hold _____

Once a student organization is allocated space, they officially check into their space by making an appointment with the Student Activities Office staff. Each organization completes an Office Space Agreement (see below), which is kept on file in the Student Development Center.

**Student Development Center
Douglass College**

Student Organization Office Space Agreement

The Douglass College Center agrees to provide space to _____ for the 2002-2003
academic year. (student organization's name)

This space will include privileges of office furniture, an organizational mailbox, and a pre-established phone line. (Local access space also provided to organizations with office space in the Student Development Center.) This office space also includes an organizational mailbox. Members of the organization will be allowed access to their office space during established hours.

In return, _____ agrees to the following:

To maintain the office space in neat manner. Space in the Student Development Center must be kept in a fashion that will not interfere with the other organizations in the area.

To accept responsibilities for the actions of members' and organizations' guests while in the Douglass College Center.

Not to permit the unauthorized persons access to the office space or the equipment assigned to the organization.

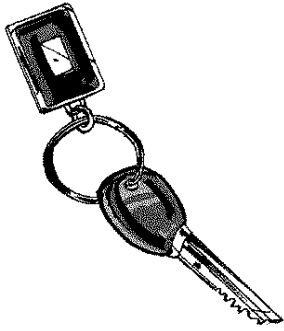
To return phone assigned to the office space in the same condition it was issued (normal wear and tear accepted). (SDC office space only)

To pay all bills by the established due dates.

To be considerate of other organizations by conducting business in a manner that does not interfere with their ability to conduct business.

To check the organization's mailbox on a regular basis and keep it clear for future mailings.

Not to deface in any way the furniture and equipment that have been allocated to the organization.



To provide a list of organization members who may access the organization's space to the Student Activities Office and notify the SAO of any changes throughout the year.

To officially check out at the end of Spring semester with the Student Activities Office.

To report any problems in a timely manner to the Student Development Center desk.

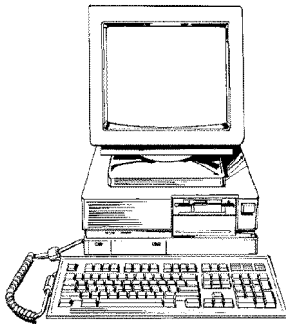
President's signature _____ Date _____

Phone # _____ P.O. Box _____

Email _____

SAO Staff Member

Signature _____



Keys

It is up to the organization to inform the Student Activities Office which individuals are permitted to access their office area. The president of the organization should bring a list of who may sign out the organization's key to the Student Activities Office when checking in. These individuals may then sign out a key to the space by leaving their identification at the Student Development Center.

Two keys are available for offices having an outside door. The organization should determine which members will be able to have the key for the academic year. (Typically, it is the president and another executive board member.) These keys can be signed out at the Student Activities Office. Individuals receiving the key will need to leave a \$5.00 deposit.



Office Equipment

As part of the check-in and check-out procedure, student organizations will be required to inventory any equipment that the organization owns. In addition, the condition of the office and its furniture will be inventoried by the Student Activities Office staff. If an organization needs to dispose of any equipment, they should notify the Student Activities Office before doing so. New equipment should be marked with an official Rutgers University security tag. Contact the Student Activities Office for assistance with this process.

Files/Storage Space

All organizations with space in the Student Development Center have an allotted amount of file and storage space. It will be the organization's responsibility to keep its space cleaned and organized at all times. The SDC is not responsible for valuable materials, confidential information, or other such items – the organization is responsible for keeping them locked in its assigned file/storage space at all times.

Organizations with space in the Student Development Center no longer have access to telephones or voice mail. Calls made on behalf of the organization and reimbursement arrangements should be worked out between the caller and the organization's executive board (including the treasurer and advisor) BEFORE any calls are made from the caller's own phone.

Bulletin Boards

The bulletin boards located across from the Douglass Post Office and near the pool tables in the Douglass College Center have been set aside to be used by student organizations. Each spring, organizations are notified of the application process. Organizations assigned space are responsible for maintaining bulletin boards that are neat and up to date with current information.

Douglass College Center Bulletin Board Application

1.Name of organization: _____

2.Contact name, Phone #, DPO: _____

3.Does your organization currently have a bulletin board in the Douglass College Center? _____

4.If so, where is your board presently located? _____

5.If your organization currently has a board, how frequently do you update it?
_____ Once a week _____ Once a month _____ Specify other _____

6.Where would you prefer to be located? Why? _____

7.How do you plan to use the board (for what purpose)? _____

8.Are you a Douglass organization? _____ Yes _____ No

Please attach a list of events, meetings, etc. that your organization has sponsored throughout the year and their locations.

Assignment based on assessed need and past practice (if applicable). If you have any questions, call the Director of Student Activities at 932-9373.