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## **GENERAL INFORMATION**

### **All Organizations\***

1. Mission and activities of student organizations must be consistent with the values, vision, and mission, and policies of Benedictine College.
2. Student Organizations must demonstrate that their mission and activities contribute to the development of their members and the college community.
3. Student organizations must not, in any way, be contrary to or partake in activities contrary to the teachings of the Catholic Church.
4. No student organization may endorse a political candidate.
5. Student organizations must participate in one community service project per academic school year.
6. Student organizations should allow a minimum of 10 business days for approval of their application.
7. Student organizations are approved through the following individuals: SGA Director of Clubs and Organizations, SGA President, Director of Student Activities, and Dean of Students. Approval of student organizations is at the discretion of these individuals.

**\*Whether beginning a new organization or registering an existing one, all organization officers must read and agree to the preceding information.**

## New Student Organizations

1. New student organizations cannot duplicate existing student organizations; determined by SGA Director of Clubs and Organizations, SGA President, Director of Student Activities, and Dean of Students.
2. Student organizations must demonstrate that their group's mission and activities do not conflict with the teachings of the Catholic Church and must be prepared to explain how the organization is consistent with Catholic Social Teaching.
3. Determine 3 short-term goals to be completed during the academic year and 2 long-term goals to be completed over 2 academic years.
4. Meet with SGA Director of Student Organizations to discuss the application process.
5. Must have at least 5 interested student members, including 2 officers.
6. If applying in the spring semester, no officer may be a graduating senior.
7. Interested students must maintain a 2.0 GPA or higher.
8. Interested officers must maintain a 2.5 GPA or higher.
9. Student organizations must demonstrate that their group is sustainable by staying up to date with goals, meetings, and rosters.
10. Organizations must submit a sustainability plan that includes a few ideas of how clubs will recruit and maintain its members as well as outline proposed activities.
11. Submit a completed Application for Recognition as well as a completed constitution.

## Process for Starting a New Student Organization

Students interested in starting a new organization will complete the following checklist:

1.  Meet with SGA Director of Student Organizations to discuss the application process.
2.  Recruit at least 5 enrolled Benedictine College Students interested in the organization, including 2 students willing to act as officers.
  - Remember, all students involved must maintain a minimum GPA of 2.0 (2.5 for officers). If applying in spring, no officer may be a graduating senior.
3.  Complete the *Student Organization Roster* document at the beginning of each semester.
4.  Complete the *Application for Recognition Form*, complete with advisor signature.
5.  Draft a constitution and mission.
6.  Submit signed *Advisor Agreement Form*.
7.  Submit short and long-term goals. Complete a list of 3 short-term (completed within the academic year) and 2 long-term goals (completed over 2 academic years).
8.  Complete the *Sustainability Plan* document. Through this, members will determine how the group will recruit and retain members and plan activities.
9.  Refer to the Club Requirements Section of the Student Organization Handbook sections on all forms to familiarize oneself with the exact details of all materials.
10.  Submit the materials mentioned to the Student Government Office and wait a minimum of 10 business days for word on approval.
11. Turn in a roster at the beginning of each semester, submit minutes of meetings to SGA Director of Clubs and Organizations, fill out Fundraising/Event Request forms for each event.
12. Read the Student Organization Handbook section titled General Information.

### Registering Current Student Organizations

1. Any club previously existing at the end of one academic year are considered existing and must complete a new Application for Recognition form for the upcoming academic year to re-register.
2. Must have at least 5 consistent members involved in the organization seeking to register for the upcoming year. This includes 2 students who must be officers.
3. Must submit at least 3 short-term goals to be completed during the academic year and at least 2 short-term goals to be completed over 2 academic years.
4. Submit a sustainability plan that includes a few ideas of how clubs will recruit and maintain its members as well as outline proposed activities.
5. Must submit the following:
  - a. Application for Recognition (once per year)
  - b. Updated constitution and mission (once per year)
  - c. Roster (beginning of each semester)
6. Officers must have GPAs of 2.5 or higher and members must have GPAs of 2.0 or higher.

### Process for Registering Current Student Organizations

Students interested in maintaining an existing organization will complete the following steps and checklist for the upcoming academic year either at the end of the current year or the beginning of the next:

1.  Contact SGA Director of Student Organizations to discuss club standing.
2.  Recruit at least 2 students willing to act as officers.
  - Remember, all students involved must maintain a minimum GPA of 2.0 (2.5 for officers). If registering in spring, no officer may be a graduating senior.
3.  Complete the Student Organization Roster document at the beginning of each semester.
4.  Submit a new the Application for Recognition Form, complete with advisor signature.
5.  Submit an updated constitution and mission.
6.  Submit new signed Advisor Agreement Form.
7.  Submit new short and long-term goals. Complete a list of 3 short-term (completed within the academic year) and 2 long-term goals (completed over 2 academic years).
8.  Complete new Sustainability Plan document. Through this, members will determine how the group will recruit/retain members and plan activities/service project.
9.  Refer to the Club Requirements Section of the Student Organization Handbook sections on all forms to familiarize oneself with the exact details of all materials.
10.  Submit the materials mentioned to the Student Government Office and wait a minimum of 10 business days for word on approval.
11. Turn in a roster at the beginning and midterm of each semester, submit minutes of meetings to SGA Director of Clubs and Organizations, fill out Fundraising/Event Request forms for each event.
12. Read the Student Organization Handbook section titled General Information.

## **CLUB REQUIREMENTS:**

### **I. GENERAL CLUB REQUIREMENTS**

Student organizations must be unique and not duplicate existing clubs. This will be determined by the SGA Director of Clubs and Organizations, SGA President, Benedictine Director of Student Activities, and the Dean of Students.

The organizations must advance the mission of Benedictine College and, in no way, may be contrary to the teachings of the Catholic Church.

No organization may endorse a political candidate, though this is different than inviting them to speak. Any political endeavors of clubs must be brought before the Student Government Executive Board and the Dean of Students. This requires a personal meeting with, at the least, the Director of Clubs and Organizations, the SGA President, the Director of Student Activities, and the Dean of Students.

### **II. APPLICATION / CONSTITUTION**

Each club needs to fill out an **Application for Recognition** form, complete with officer and advisor contacts.

- A. This form is available on-line, in the SGA office, in the club handbook, and at the end of the Director of Clubs and Organization's Tome.
- B. Advisors must complete the **Advisor Agreement**. This agreement is found in the forms and must be submitted, signed, with the Application for Recognition

Attached to this form should be a **mission statement** and **constitution**.

- A. *Mission* statements should be well-thought-out statements of intent that provide the basis for the purpose of the club. Why do you exist? How is the club enhancing the Benedictine community?
- B. *Constitutions* should set up the structure of the club and should include things such as how meetings will be organized and how officers will be chosen.
- C. *Sample* constitution is found on pages 11-13.

After the Application for Recognition is filled out and turned in, the Director of Clubs and Organizations will review the form, constitution, and mission, and bring it to the attention of the SGA President and Director of Student Activities. After both have signed off, the club president and advisor will be notified by the Director of Clubs and Organizations. From here, the Director of Clubs and Organizations will put the contact information into the Club list spreadsheet on Excel and the club description will be sent to the website.

These forms are to be completed once per academic year. In order to re-register for an upcoming academic year, a new application must be filled out with an updated and newly signed constitution.

### **III. GOALS**

Attached to the Application for Recognition must also be a list of 3 short-term and 2 long-term goals for the club. The short-term goals are goals to be met within the academic year and the long-term goals are goals to be completed over three academic years.

### **IV. MINUTES**

All clubs need to send the **minutes** from their meetings to the Director of Clubs and Organizations. This is an outline of what was discussed at each meeting and helps aid the DCO in staying up to date with your club.

### **V. EVENTS / FUNDRAISERS (Including Service Project Info)**

All major events must first be presented to the Director of Clubs and Organizations on an **Event/Fundraising Request Form**. For fundraisers these forms are particularly important because the college has strict rules about soliciting funds on campus. They must include a description of the event and how it will be organized. All other events, such as movies, speakers, games, etc., that do not solicit funds must also have this form completed. Off-campus events also require these forms as you are a school promoted organization and still must answer to the school any time that you are gathered as a club. Regular club meetings do not require these forms unless your meetings need the use of a classroom or auditorium. These forms must be submitted two weeks prior to the event.

#### **Advertisements/Posting**

- Events may not be advertised before this form is submitted and the event is approved.
- All advertisements must be stamped in the Student Government office. Once the flyer is stamped, the club representative is to make copies and then adhere to the **posting policy** when advertising across campus.
  - Large posters are available for purchase in the Student Government Office
  - All posted items must include the name of the group sponsoring the event as well as a stamp of approval from the Student Government Executive Board.
  - It is the responsibility of the sponsoring group to remove all posted materials immediately after the event has occurred.
  - There are no size limitations although good judgment is expected so as to not be obnoxious nor block existing materials.
  - Pictures of alcohol or drugs or of individuals consuming alcohol or drugs are not permitted on the poster.
  - The posting policy is found in the club handbook, Director of Clubs and Organizations tome, online, and in the SGA office.

### Use of the Benedictine Logo

- Use of the Benedictine College Logo, seal, and/or Raven image must be approved by the Student Government Executive Board and any alterations must be approved by marketing, the Office of Communications, and the Dean of Students.

### Service Project

- Each organization must participate in/organize one community service project per year. This could include food drives, helping a homeless shelter, ushering a mass, or aiding the monks/sisters.
- This project also requires an Event/Fundraiser Request form.
- Please submit a **Service Project Report Sheet** after completion of the project.

### Movies

- Movies can only be shown during club events when done for an educational purpose and must be approved by the Student Government Association. Approval will occur when the Fundraiser/Event Request Form is submitted.

### Speakers

- All Clubs need to have speakers pre-approved through SGA and the President of Benedictine College.

Any money raised during these events should be submitted to the Student Government Treasurer who will put it in the club account.

## **VI. SPACE RESERVATIONS**

For any events that require use of space on campus (which is obviously all of them besides off-campus events), the Director of Clubs and Organizations will go to the Benedictine Website and use **Resource Scheduler** to request a space.

Here is the process for reserving space:

- 1.) Submit the Fundraiser/Event Request Form(Online). On the form, list the type and size of space needed, the date it is required, and the preferred space.
  - List Type and Size of space needed, date and time of event, and preferred space.
  - Attach any requests for tables, chairs, sound, lights, IT work.
- 2.) The Director of Clubs and Organizations use the Resource Scheduler to request the space.
- 3.) The Director of Clubs and Organizations will receive an email within a day or so with the approval of the event.
- 4.) The club will be emailed with the response.

## **VII. FUNDING**

Perhaps the most requested piece of information concerns funding. First, it is advised that clubs charge dues this year as our funding is extremely limited and the number of clubs keeps growing.

As of now, our overall budget allots for each club to have \$50 released to them for events, t-shirts, speakers, etc. The process for receiving these funds is as follows:

### Receiving the initial \$50 or Fundraised Money

- 1.) Fill out the Fundraiser/Event Request Form
  - List, on the form, any anticipated expenses, such as the initial payment for shirts or food. These expenses will need to be approved by the DCO.
- 2.) Return a receipt with the details of any purchases to the Student Government Office. The person returning the receipt needs to be a club officer listed on the Application for Recognition.
- 3.) The receipt will be passed to the Student Government Treasurer, who will take the funds from the \$50 and a check will be sent to the person incurring the expense.
  - If the expense exceeds any funds over the original funding of \$50, the funds will be taken out of the funds that had been fundraised for the club.

### Additional Funds

Any additional funds needed beyond the \$50 or in excess of any fundraised money must be requested through an **Additional Funding Request** form. This requires the detailed breakdown of expected costs and how the money will be spent. In addition, it must specifically explain what event the money is aiding and how this event is beneficial to the Benedictine Community.

It cannot be stressed enough that any funds released by SGA to clubs on campus must directly aid in promoting community on campus and be in line with the aims of SGA, as well as the aims of your club.

Therefore, any extra funding requests will be examined by the entire SGA Executive Board. Executive Board meetings occur once a week.

Funds will only be released to those clubs with all of their information turned into SGA and who regularly send in their meeting minutes. Any club not in good standing with SGA will struggle to receive these funds.

## **VIII. MEMBERSHIP AND OFFICER REQUIREMENTS**

- All members must maintain a 2.0 GPA in order for the club to maintain status.
  - The club will be required to submit rosters of their regular members at the beginning of each semester.
- All officers must maintain a 2.5 GPA in order for the club to maintain status.
  - The club will be required to submit the list of officers at the beginning and midterm of each semester.
- No student on academic probation may be an officer.
- If applying in the spring, no graduating senior may be an officer.
- Clubs must have at least 5 interested members, including 2 officers, before the club will be approved.
- The Director of Clubs and Organizations must be notified of any changes in officers or advisors.

## **IX. SUSTAINABILITY PLAN**



In order to promote the success of student organizations, clubs are to be asked to prove sustainability. This includes a list of two methods of recruitment, which may or may not include Club Fairs as organized by the Director of Clubs and Organizations or events.

This form should also include a retention plan and a few methods of maintaining a percentage of members. Finally, the form will list a few planned activities.

#### **X. T-SHIRT POLICY**

T-shirts and other clothing materials are often effective ways for student organizations to advertise as well as raise money. The guidelines for use of clothing are as follows:

1. All shirt designs must be approved through the Student Government Executive Board and the Director of Student Activities.
2. Shirts may not display profanity, drugs, alcohol, derogatory words or images, or any other material deemed inappropriate at the discretion of SGA and the Director of Student Activities.
3. No funds will be released for shirts and other clothing without first having the design approved and any subsequent design alterations must be approved as well before funds will be released.

#### **XI. FOOD GUIDELINES**

All Clubs and Organizations are required to follow the exclusive food service contract Benedictine College has with Aramark. This can be seen in the following excerpt from the contract:

“Client (Benedictine College) hereby engages ARAMARK, on an exclusive basis, to provide Client with meals, including a la carte items and non-alcoholic beverages, for Client to resell to its students, faculty, staff and guests on its campus in Atchison, Kansas.”

Clubs and Organizations operate under Benedictine College and are therefore subject to this clause. This does not mean that clubs cannot have Bake Sales, Spaghetti Dinners, etc. To host these types of events one must complete a fundraising request form and SGA will present the request to Aramark for approval. Also, in the event request form there is the option to request to provide your own food which allows SGA, once we receive the completed request, to ask Aramark for approval as well.

**APPLICATION FOR THE RECOGNITION  
OF STUDENT CLUBS AND ORGANIZATIONS**

Name of the Club or Organization \_\_\_\_\_

Name of Advisor/Sponsor \_\_\_\_\_ Email \_\_\_\_\_

Signature of Advisor/Sponsor \_\_\_\_\_

Officers:

Email:

President _____	_____
Vice President _____	_____
Secretary _____	_____
Treasurer _____	_____
SGA Rep. _____	_____
_____ :	_____
_____ :	_____

**Attach** to this form:

1.  **Constitution and Mission**
2.  **Advisor Agreement Form**
3.  **Sustainability Plan**

Types of **Activities** and **Fundraisers** that the organization will sponsor:

Please write a short, 1 paragraph description of the Organization for the Benedictine Website:

Approved By:

Student Body Director of Clubs and Organizations: \_\_\_\_\_

Student Body President: \_\_\_\_\_

Student Activities Director: \_\_\_\_\_

**\*Please allow at least 10 business days for approval**

**\*Remember that officers must maintain 2.5 GPA and members must maintain 2.0 GPA**

SAMPLE CONSTITUTION:

**Constitution of (INSERT OFFICIAL NAME OF ORGANIZATION)**

**Article I – Name**

Section A: The name of this organization is (INSERT ACTUAL NAME WHICH WILL BE USED FOR ALL OFFICIAL BUSINESS) hereafter referred to as (INSERT A SHORTER NAME, NICKNAME, ABBREVIATION, OR “THE CLUB/ORGANIZATION”)

**Article II – Mission and Purpose**

Section A: The purpose of this organization shall be (EXPLAIN THE PURPOSE, AIMS, FUNCTION, AND INTENT OF THE CLUB FOR EXAMPLE: “The Card Playing Club is formed to promote the advancement of the interests of Benedictine College and to establish closer fellowship among students. We will bring students together throughout the semester to challenge their card playing skills as well as promote fraternity and community in regular tournaments. We intend to be non-exclusive and open to all members of the Benedictine Student Body as well as Faculty. Through regular, friendly interaction in competitive environments, we seek to bring relaxation and friendship to the students of Benedictine.”)

**Article III – Affiliations**

Section A: This organization is affiliated with (INSERT IF YOUR GROUP HAS ANY AFFILIATION WITH A BENEDICTINE COLLEGE DEPARTMENT AND/OR ANY OTHER CAMPUS, LOCAL, STATE, NATIONAL, OR INTERNATIONAL ORGANIZATION AND EXPLAIN THE RELATIONSHIP. OMIT IT NONE)

**Article IV – Membership**

Section A: Membership consists of (INSERT AN EXPLANATION OF TYPES OF MEMBERSHIP. EXAMPLES: ACTIVE, HONORARY, ASSOCIATE, AND PRIVILEGES TO EACH)

Section B: The majority of the membership of this organization shall consist of enrolled Benedictine College Students. (INSERT A STATEMENT SIMILAR TO THIS. IF YOUR ORGANIZATION ALLOWS FOR NON-CURRENT BENEDICTINE STUDENTS, INDICATE GUIDELINES FOR THOSE MEMBERS)

Section C: This organization is open to (INSERT WHO IS ABLE TO JOIN THE ORGANIZATION. IF THERE ARE NO PARAMETERS, SAY “ALL”, IF THE ORGANIZATION IS ONLY OPEN TO STUDENTS WITH A SPECIFIC MAJOR, MEN OR WOMEN, OR CERTAIN ATHLETES, SPECIFY WHO)

Section D: Voting Privileges (INSERT EXPLANATIONS OF WHICH MEMBERS ARE ENTITLED TO VOTE ON WHICH ISSUES AND HOW)

**Article V – Officers**

Section A: The officers of the organization shall consist of the following:

1. President (required)
2. Vice President (required)
3. Secretary
4. Treasurer
5. (INCLUDE ANY ADDITIONAL OFFICER TITLES)

Section B: The term of each office shall be (INSERT TERM LENGTH)

Section C: Selection for officers shall take place (INSERT DATE) and positions will be chosen by (SIMPLE MAJORITY, TWO THIRDS, APPOINTMENT, ETC.)

Section D: Should an officer's position become vacant during his/her term, the following will take place (INSERT REPLACEMENT PLAN)

Section E: Duties for each position shall include (LIST EACH POSITION AND THE RESPONSIBILITIES)

Section F: Officer Qualifications: (LIST EACH POSITION AND QUALIFICATIONS TO HOLD THE OFFICE)

Section G: Provision for Removal (UNDER WHAT CIRCUMSTANCES CAN MEMBERS OF OFFICERS BE REMOVED)

#### **Article VI – Advisor**

Section A: The advisor of (ORGANIZATION NAME) must be a current member of the faculty, administration, or staff of Benedictine College.

Section B: The duties and responsibilities of the officer shall be (INSERT THE RESPONSIBILITY OF THE ADVISOR)

Section C: Should the position of the advisor become vacant during the year (INSERT REPLACEMENT PLAN)

Section D: The advisor shall be chosen according to these qualifications (HOW WILL YOU CHOOSE AN ADVISOR)

#### **Article VII – Meetings**

Section A: Regular meetings shall be held (INSERT HOW OFTEN YOU WILL MEET) and meetings will be called by (WHOEVER CALLS THE MEETINGS)

Section B: The purpose of each meeting is to (WHAT WILL BE ACCOMPLISHED)

#### **Article XII – Amendments**

Section A: This constitution shall be amended by a vote of (INSERT MAJORITY NEEDED) and existing members will be informed of proposed amendment through (EMAIL, POSINT, MEETING, ANNOUNCEMENT, ETC.)

Date Ratified: INSERT DATE CONSTITUTION INITIALLY RATIFIED

Date Revised: INSERT DATE CONSTITUTION IS REVISED

Date Revised: INSERT DATE CONSTITUTION IS REVISED

Date Revised: INSERT DATE CONSTITUTION IS REVISED

**Benedictine College Student Organizations  
Advisor Agreement**

I \_\_\_\_\_ agree to advise \_\_\_\_\_  
(advisor name) (organization name)

during the \_\_\_\_\_ school year. As the advisor, I understand that I must be an  
(school year)

active member of the organization. It is my responsibility to:

- Establish expectations with the organization’s leadership;
- Maintain communication regarding organization activities and actions;
- Maintain communication regarding the group’s financial transactions;
- Advise the organization to adhere to all policies established by the Student Government Association Student Organizations and Benedictine College.

\_\_\_\_\_  
Advisor Name

\_\_\_\_\_  
Advisor’s Signature

\_\_\_\_\_  
Date

**\*This document must be signed by the organization’s advisor and submitted at the same time as the Application for Recognition.**

**(INSERT ORGANIZATION NAME)**  
**Sustainability Plan**  
**2013-2014 Academic Year**

**Recruitment Plan**

- The (INSERT NAME OF ORGANIZATION) will attempt to recruit (NUMBER) of new members during the academic year.
- To reach the organization's recruitment goals, the (ORGANIZATION NAME) will:
  1. Insert aspect of recruitment plan
  2. Insert aspect of recruitment plan
  3. Insert aspect of recruitment plan

\*All organizations must have at least 5 full-time members to be in compliance.

**Retention Plan**

- The (INSERT NAME OF ORGANIZATION) will attempt to retain (% OF MEMBERS RETAINED EACH YEAR) of its members throughout the academic year.
- To reach the organization's retention goals, the (ORGANIZATION NAME) will:
  1. Insert aspect of recruitment plan
  2. Insert aspect of recruitment plan
  3. Insert aspect of recruitment plan

**Activities/Service Project**

- The (INSERT NAME OF STUDENT ORGANIZATION) is planning the following activities, events, and service projects throughout the academic year.
  1. Insert activity
  2. Insert activity
  3. Insert activity

\*One activity must be a service project. **Each organization is required to organize/participate in one service project per academic year.**





## Benedictine College Fundraising Request Form

Please complete and return to the Student Government Office, Student Union Rm. 202 no later than **two weeks** prior to the event.

Organization/Club \_\_\_\_\_  
Name of Event Organizer \_\_\_\_\_ E-mail \_\_\_\_\_  
Position of Organizer \_\_\_\_\_  
Date of Event \_\_\_\_\_ Time \_\_\_\_\_  
Location \_\_\_\_\_

Credit Card Machine? Circle: Yes No If yes, which date(s)? \_\_\_\_\_  
Club Account # \_\_\_\_\_

Resources Needed (if any, e.g. tables, chairs, etc.) – if requesting sound or video, please fill out separate form.

\_\_\_\_\_

Would you like to post the event on Social Media(Facebook, etc)? Circle: Yes No

Please provide a complete and detailed description of the campus event/fundraising activity. If this is a fundraising event please include how the income will be generated (that is, what will you be selling or doing? How much will you be charging, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If expenses are involved in this event, please provide a complete and detailed description of ALL expenses, including quantities, unit prices, payments for services, etc.

\_\_\_\_\_

As a representative and event coordinator of the organizations, I hereby assume full responsibility for the organization adhering to all College policies, procedures, and regulations, for the payment of necessary fees, and for the clean-up arrangements related to this event. I HAVE ALSO READ AND UNDERSTAND THE CONDITIONS FOR EVENT PLANNING AT BENEDICTINE COLLEGE.

Name of Club President \_\_\_\_\_

Name of Advisor \_\_\_\_\_

# Service Project Report Sheet

**PLEASE RETURN THIS FORM AFTER COMPLETION OF A SERVICE PROJECT**

Name of Group Sponsoring Event: \_\_\_\_\_

## --Service Project Information--

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Length of Time: \_\_\_\_\_

Who benefited from your service project: \_\_\_\_\_

## --Service Project Evaluation--

Briefly explain the service project and whom it served:

Was the event a success? Why or why not?

What feedback did you receive from participants?

What changes would you make about this service project (if any)?

Signature of Club President: \_\_\_\_\_

Signature of Director of Clubs and Organizations: \_\_\_\_\_

## **Additional Funding Request Form**

Name (Club or Individual) \_\_\_\_\_

Box/ Address \_\_\_\_\_ Ext. /Phone \_\_\_\_\_

Email: \_\_\_\_\_ Event Date \_\_\_\_\_

### **Part A:**

Prepare a budget summary for your event (detailed cost breakdown of project). Use major distinctions such as food, decorations, entertainment, etc. Please include accurate, reasonable projections for the breakdown.

<u>Cost Breakdown</u>	<u>Amount Budgeted</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____

### **Part B:**

Please answer the following questions. Attach an additional sheet of paper if more space is needed.

#### **Past:**

How did you use the initial \$50?

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**(Organizations only)** Have you done a service project each semester and held a campus wide event this year?

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Have your past events promoted campus wide unity? How?

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How did you publicize your past events?

---

---

Have you done any fundraisers this year? Were they successful (please list amount of money earned)?

---

---

**Present:**

**(Clubs only)** How many members are in your club?

---

---

**(Clubs only)** How many members attend meetings on a regular basis (please answer in the form of a percentage)?

---

---

**(Clubs only)** How often does your club meet?

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---

Is your SGA representative attending club meetings held by the Executive Director of Clubs and Organizations?

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---

Are you submitting minutes from your club meetings?

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Are you currently working on any fundraising projects?

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**Future:**

Please explain your idea (event). Include pictures and diagrams as appropriate.

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How will it promote campus wide unity?

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**\*\*\*Please return to the Executive Director of Clubs and Organizations in the SGA office Rm. 202 Student Union.**

## **Benedictine College Posting Policy** (Abridged from the Benedictine College Student Handbook)

### Prohibited Areas:

- **Glass** of any kind
- **Doors**
- **Walls**
- Administrative/Faculty Bulletin Boards
- Ferrell Academic Building
- Regarding residence halls, refer to each hall's posting policy or Resident Director

### 1. Posted Items Need:

- a. Name of Sponsoring Group
  - b. Date of Posting (unless the date of an event is on the poster)
  - c. Posted items must be in good taste (as seen by the discretion of the SGA Executive Board and the Director of Student Activities)
  - d. **Advertising MUST be approved by the Student Government Association or the Director of Student Activities** (unless sponsored directly by an academic department and posted within that department's home building). This approval will be recognized by a stamp or signature from either a SGA Executive Board member or the Director of Student Activities.
2. Posted items must be **removed by noon the day following the event** or noon on the seventh day from the date of posting if the posting is a general advertisement (i.e. Coffee Shop Hours)
  3. **Posters should not cover any existing materials in designated posting areas.**
  4. No derogatory remarks, degrading stereotypes or obscene language will be tolerated.
  5. Signs should NOT include in an explicit or implicit manner the presence of alcoholic beverages at said event unless approved by the Director of Student Activities or the Dean of Students.
  6. No more than **ONE like poster per board** may be displayed.

Failure to follow this policy will result in:

1. **Verbal Warning**
2. **Written Warning**
3. **Suspension of Sponsoring Organization's Posting Privileges**

## **ADAPTATION CITATION**

Club requirements (pages 2-5) adapted from Aquinas College, Belmont Abbey College, Carleton College, Catholic University of America, Creighton University, Duke University, Rockhurst University, Saint Ambrose University, Saint Anselm University, and University of Dallas.