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The Office of Student Activities is located on the 4th floor of the Warch Campus Center and is open 8am-5pm Monday through Friday. Please note that staff members have limited access to email over the weekend and the office is not open or staffed on Saturday and Sunday.

Have questions about...

- General Campus Life:
  - student.activities@lawrence.edu
- Organization legislation and Student Activity Funding:
  - LUCC at LUCC@lawrence.edu
- Large event funding outside of LUCC (Alyssa Paul Maria Fund or being part of Winter carnival):
  - Nadir Carlson at nadir.c.carlson@lawrence.edu
- Greek Life and leadership development:
  - Greg Griffin at gregory.l.griffin@lawrence.edu
- Trip and travel information, Organization Finances, General Student Organization support, Event & Party approval, General LUCC information:
  - Charity Rasmussen at charity.a.rasmussen@lawrence.edu
  - Greg Griffin at gregory.l.griffin@lawrence.edu
Organization contacts are responsible for updating their respective organization’s rosters once per term. Organization rosters are used by the Office of Student Activities, the President’s Office, and other departments across campus to track student involvement. Rosters are also used to create student’s co-curricular records, which can be sent to potential employers to verify involvement at Lawrence.

Student organizations are required to list at least one contact and one treasurer. Finally, leaders are often given and sent information to pass along or be aware of. Therefore, being sure your roster is up to date is essential to stay informed.

Students listed as contacts are responsible for maintaining the organization roster and receiving communications from the Office of Student Activities concerning their organization. Contacts can also send emails to all students listed as members on the organization’s roster through an automatically generated email list. See pg. 5 for more information.

Students listed as treasurer are responsible for approving reimbursements of funds the organization has access to and reconciling their monthly fund transaction reports. See pg. 4 for more information.

Greek Organizations update their rosters by contacting the Greek Life Advisor, Greg Griffin at gregory.l.griffin@lawrence.edu

All other organizations can update their organization rosters by following the instructions on the next page.

LUCC Committees update their rosters by contacting student_activities@lawrence.edu.
**UPDATING ROSTERS IN VOYAGER**

**When Student Leaders need to update their Roster:**
- When a student joins or leaves your organization.
- When a student member’s role changes within your organization – a student becomes a vice president, is no longer the secretary, becomes a contact for the group, etc.
- At the start and end of terms
- During the LUCC Re-Recognition Process

**When Student Leaders need to update their Organization info:**
- At the start of the term when dates, times and locations of meetings are determined.
- Any time you want your organization’s info that is reflected on the Student Organization Directory to be updated.

**How to update roles, email your entire roster, etc.:**
- Greek orgs, LUCC committees, and groups not specifically recognized by LUCC need to work with the Office of Student Activities. Email your updates to student.activities@lawrence.edu.
- General LUCC-recognized organizations can log into Voyager.
- Go to Student Services tab.
- Click on Organization Rosters
- Click the Update Organization Information and Rosters button.
- Choose the organization from the drop-down list.
- To update rosters, you must update OR confirm information on two pages!!
- On the first page, check your “SORG” email address. People listed as a “Contact” on you roster can send an email to this email address, and it will go to everyone listed on the roster. If you have made changes OR you just want to update your roster, you must click the Update General Information and Continue button to move forward
- On the next page, you can update all of the important info pertaining to your student organization meetings. If you have made changes OR you just want to update your roster, you must click the Update Meeting Information and Continue button. This will take you to the Organization Rosters page.
- In the section Maintain Current Membership, you can add a member or end someone’s membership. You can also add or change their Roles. Only Contacts can do this, and a Contact must ADD AN ADDITIONAL CONTACT if they are only one before removing themselves as a Contact. Click I attest that this roster is accurate. Wait 24 hours for the email list to be updated for your organization.
RESPONSIBILITY OF ORGANIZATION TREASURER

The students listed as treasurer on your organization roster is responsible for working with the Office of Student Activities to maintain your organization’s budget.

The treasurer is responsible for attending a training session on budgets organized by the Office of Student Activities. After the training session the Office of Student Activities will share each organization’s budget those who completed the training. On a monthly basis treasurers should review the monthly fund transactions reports that are delivered to their SPCs to ensure the organization’s budget balances out.

If your organization’s treasurer changes it is the organization’s responsibility to communicate those changes to the Office of Student Activities and ensure the new treasurer gets the necessary training.

SPENDING ORGANIZATION FUNDS

To spend organization funds, students can use the Student Activities Credit Card, apply for a Cash Advance, or fill out a Reimbursement Form.

Student Activities Credit Card

To use the Student Activities Credit Card, a financially responsible member of the group needs to come to the Office of Student Activities and talk to any staff member. They will provide the credit card information and the student can make the purchase using an office computer. Invoices or receipts for purchases must be forwarded to student.activities@lawrence.edu. If you use the credit card for Amazon purchases, you are required to use the Student Activities account. Any staff member can log you into the account. Because Lawrence is a non-profit, purchases made using the university credit card are tax free. Finally, the University has an account with Amazon Prime for free two-day shipping.
Cash Advance

To get a cash advance, the treasurer of the group should fill out a cash advance form (available on the LU website under Accounts Payable forms) at least 48 business hours before the funds are needed. The form will need to be brought to the Office of Student Activities for an approval signature. The advance must be picked up on the date you requested from the Cashier’s office in Brokaw between 10am and 2pm Monday through Thursday or the advance will no longer be available. Itemized receipts for all purchases and any remaining funds must be returned to the Office of Student Activities or the full cost will be charged to the student organizations account.

Reimbursements

To get reimbursed for purchases made with organization funds, the student that made the purchase must work with the treasurer of their organization to complete a reimbursement form. Reimbursement forms for each week period are available on the Lawrence website on the Financial Services webpage. The student that made the purchase must fill out the “Pay To” section, the “Business Purpose of Expense” section, and attach a receipt for the purchase.

The student should indicate how they would like to get reimbursements: a check can be mailed to their SPC, if the student has a a direct deposit bank account the money can be directly deposited, or if the reimbursement is under $50, the student can bring the reimbursement to the cashier’s window in Brokaw to receive cash. The treasurer of the organization must complete the Prepared By section and fill out the account number and organization number. These numbers are available to your treasurer after they go through treasurer training.

Either the student seeking reimbursement or the treasurer needs to bring the reimbursement to the Office of Student Activities for an approval signature.
RESTRICTIONS ON PURCHASES

No funds distributed through the university can be used to purchase alcohol.

Per LUCC legislation (pg 62-65), LUCC funds cannot be used to purchase a number of items:

1. Students cannot use LUCC funds to purchase food for regularly scheduled events that are not central to the organization’s mission statement. Food can be purchased for one-time events, such as a reception after a speaker or band. Food can be purchased for regularly scheduled meetings if food is central to the group’s mission statement, such as supplies for Cultural Food Club.

2. LUCC funds cannot be given directly to charity organizations.

3. LUCC funds cannot be used to purchase items that are given to students to keep, for example, t-shirts for group members. Items purchased with LUCC funds should be kept in the club’s possession and not with individual students.

BUDGETS

Student organizations are responsible for maintaining and tracking their budget (allocations and spending). The students listed as treasurer on organization rosters will have access to the budget spreadsheets on the One-Drive through the Office of Student Activities. If other students need access the treasurer needs to request access for them through making arrangements with Charity Rasmussen. The treasurer is responsible for attending a training session with the Office of Student Activities and reconciling monthly fund transaction reports to balance accounts. When treasurers transition, both the old and new treasurer are responsible for meeting with the Office of Student Activities to go over the budgets.

The Office of Student Activities and LUCC will enter any LUCC allocations from the Spring Budget Process and allocations made throughout the year by Finance Committee. The treasurer is responsible for maintaining an accurate account of expenses and any income from all sources such as fundraisers, dues, and donations.
Applying for LUCC Funds

Student Organizations can apply for LUCC Funds through the LUCC Budget Process in Spring Term or throughout the year through LUCC’s Finance Committee’s weekly Thursday meetings.

Sometime during Spring Term, LUCC gives all student organizations re-recognized for the next academic year an opportunity to apply for budgets for the following school year. Funds allocated during the Spring Term Budget Process are available July 1st. Unused funds return to the LUCC General Fund at the end of the University’s fiscal year, June 30th. Contact LUCC at lucc@lawrence.edu with questions concerning the Budget Process.

Student Organizations and individuals can request an allocation or reallocation of funds through filling out a form and attending a regular meeting of LUCC’s Finance Committee. An allocation is a request for new funds from LUCC. A re-allocation is a request to reassign funds your current organization has for one purpose to another purpose. To submit an (re)allocation, the group or individual must submit the funding request form, found on the LUCC page of the Lawrence website under Forms.

After the form is submitted, LUCC will be in contact with the student who submitted the form to set up a hearing time at the next Finance Committee meeting. Attendance at the hearing is required for approval of your request. At the hearing, Finance Committee will ask any questions they have pertaining to the request before voting. Because Finance Committee can only make recommendations to LUCC’s General Council, the Finance Committee’s approval does not guarantee access to funds. General Council typically meets weekly on Thursdays during convocation hour. General Council weighs in and has final say on the recommendation made by the Finance Committee. If General Council approves Finance Committee’s recommendations, the funds will be available the following day.
EMERGENCY ALLOCATIONS FROM LUCC

If groups have special circumstances that require a quick turnaround, the LUCC Treasurer has the power to allocate up to $250 dollars without General Councils approval. This option is reserved for extreme circumstances only, therefore, LUCC prefers that groups go through the formal allocation process and may not allocate funds if a group consistently seeks to use this option. Students can contact the treasurer through LUCC@lawrence.edu

ORGANIZATION BUDGET LINES

The following are definitions of budget lines. Groups are reminded that funds in a specific line are allocated under the assumption that those funds will be used on events or purchases applicable to that budget line. If a group wishes to use funds from a budget line on an event or purchase not applicable to that budget line, that group must submit a reallocation request to Finance Committee. If a group overspends in any individual budget line, the group will be considered in debt by LUCC, regardless whether there are funds remaining in the group’s budget. Therefore, it is important that budgets are reviewed regularly. Contact LUCC@lawrence.edu with questions.

1. **On-Campus Programming** – On-campus programming is defined as any event that occurs on campus that the whole of the student body may attend, such as movies, speakers, concerts, etc.

2. **Off-Campus Programming** – Off-campus programming is defined as any event for which the participants leave campus and participate in an event relevant to the group’s mission statement, such as off-campus competitions, camping trips, trips to museums, conferences, etc.

3. **Supplies & Equipment** – Supplies & Equipment are defined as any item or collection of like items that a group intends to store in inventory and are valued over $50. Items purchased with LUCC funds should be kept in Student Organization storage, located on the 4th floor of WCC, not in individual student’s possession.

4. **Office Supplies** – Office supplies are defined as any supplies necessary for a group’s functioning and any funds used to advertise a group or a group’s event.
GRANT AND FUNDING OPPORTUNITIES

Alyssa Paul Maria Fund

The Alyssa Paul Maria (‘93) Fund for Student Entertainment was established to support innovative and exciting programming for the Lawrence University campus. Funds are available to both organizations and individual students who have creative programming ideas that will benefit Lawrence and its student body. Alyssa Paul Maria events should be unique and different from activities already commonly offered on campus and should not be scheduled to compete with other large scale campus events. Additional consideration is given to proposals of a social, cultural, and educational nature. Applicants are encouraged to contact the Student Activities Coordinator to clarify if their proposal is suited to the objectives of the Alyssa Paul Maria Fund before final submission. Details about the application can be found on the Lawrence Website: https://www.lawrence.edu/mw/AlyssaPaulMariaFundAppl.pdf

Applicants for the Alyssa Paul Maria grant would be eligible to receive approximately $500 per event. If accepted, you or your organization agree to work with the Student Activities Coordinator to ensure all of the necessary event planning processes are happening. After the event is accepted for Alyssa Paul Maria funding, you or members of your organization need to complete a reflection sheet detailing the event and its success, in addition to including photos from the event.
Organization Finances

Continued...

Class of 1965 Fund

The Class of 1965 Student Activity Fund was established through the generosity of the Lawrence University Class of 1965 in honor of their 25th graduation anniversary and is administered by the Office of Development. The purpose of this fund is to provide special experiences or events for students beyond those sponsored by the college or the Lawrence University Community Council (LUCC). This fund supports campus activities that provide an active, constructive, and inclusive community. Grants up to $3,500 are awarded.

Applications for the Class of 1965 grant can be found by contacting the Office Coordinator from Alumni and Constituency Engagement, Janice Staedt, in Chapman Hall 220A or email janice.staedt@lawerence.edu. Please note: applications are typically available at the beginning of fall term and due in October each academic year.

Humanitarian Projects Grant

This grant is for students or student-organizations providing service to the on-campus community, the Appleton community, or the world at large. The grant is to be used for specific projects or ideas that benefit the community the student/organization will be working with while upholding Lawrence University’s mission of providing service to and learning from the community. In the past funding has gone to service projects such as: jump start fundraisers for events like Ghana Reads and Pakistan Flood relief; sending students to provide relief aid in Mississippi (Hurricane Katrina) and Haiti; and even helping fund the making of a documentary on the Hurricane Katrina aftermath.

The Humanitarian Projects Grant is supported by the LUCC Committee on Community Service and Engagement (CCSE). The CCSE is a made up of representatives from volunteer-oriented student organizations and members of the Center for Community Engagement & Social Justice (CCE), and is a network that aims to promote volunteerism on campus. If approved, each application will be endorsed and supervised by this committee. The applicant will be expected to meet with the CCSE to approve the application. In addition, applicants are expected to present the endorsed proposal to LUCC general council. Applications are accepted on an ongoing basis until the Friday of 7th week each term. Grant money will be allocated by LUCC shortly after a successful proposal to LUCC general council. Applications submitted after 7th week will not receive the grant allocation until the following term.

Upon completion of the application, groups should turn in a physical copy to a staff member at the Center for Community Engagement & Social Justice (CCE) located behind the Library OR email an electronic copy to the chair of CCSE. The student/organization is expected to communicate regularly with the CCSE throughout the project, especially at the deadlines proposed in this application. When the project is completed grant recipient(s) are expected to give a report to the CCSE as well as attend an LUCC General Council meeting to summarize and advertise the success of their service project.
GIFT CARDS GIFT CARDS-NEW

Student organizations are asked to follow the gift card policy of Lawrence University. Gift cards should only be purchased by student organizations to be used as prizes. They should not be purchased as a thank you, gift or reward. If a student organization would like to purchase gift cards to use as prizes, the purchase MUST BE approved by Financial Services before the gift cards are purchased. Purchases made without Financial Services’ approval will not be reimbursed. The policy and authorization form to purchase a gift card can be found on the Financial Services webpage under Policies. Student organization leaders may also contact staff in the Office of Student Activities in order to access the necessary forms. Students should start this process 2-3 weeks prior to when they would like to make the purchase.

RAFFLES AND DONATIONS FROM BUSINESSES

Because Lawrence University has a non-profit designation and student organizations represent Lawrence University, raffles in which individuals purchase tickets or receive donations from businesses must work with the Office of Student Activities to go through this process. If the raffle tickets are not being purchased, groups do not need to go through this process. After the initial meeting with staff in the Office of Student Activities, contact the Assistant Director of Corporate, Foundation and Sponsored Research Support, Anna Simeth, with questions about donations at anna.r.smith@lawrence.edu. Legally, a meeting with a member of Financial Services is required prior to using the Lawrence University Raffle License. Students should contact Financial Services at financial_services@lawrence.edu with questions about raffles.
STORAGE

All items purchased with LUCC funds should be kept in student organization storage when not in use. Organizations should work with the Office of Student Activities staff to find appropriate storage. Many organizations utilize the student organization lockers and large storage space on the fourth floor of the Campus Center. Members of your organization can gain access to the Storage Room on 4th Floor of Warch through the Warch Campus Center Info Desk.

THE CORE HOUR

The CORE Program is a first-year student mentoring program that runs during Fall Term. The President’s Office has set aside 9 –10 pm on Monday nights of Fall Term for the CORE Program. Student Organizations are asked to avoid scheduling general meetings during this time period Fall term.

CLUB SPORTS

Club Sports must meet with Erin Buenzli, the Director of the Wellness Center. Club Sports will be provided with a Club Sport Handbook. Waivers must be completed for all practices and competitions, prior to the event, through the Office of Student Activities.

WATER ACTIVITIES

If water activity is involved with your club or trip, all students involved must complete a swim test. Swim tests are conducted twice a year, once in late September and once in early March. There are certain activities that university’s insurance does not allow. Groups or clubs considering activities with or on the water should be in contact with a staff member from the Office for Student Activities in advance.
II. Event Planning
Event/Party Registration

The Event and Party Registration forms are both available online.

When a group turns submits an Event or Party Registration Form, they will need to schedule a meeting with the Office of Student Activities to go over the information on the form and the logistics of the event/party. This meeting must happen at least 5 business days prior to the event. At that meeting, the party/event organizer will go over the general party/event plans, discuss and approve any necessary risk-management plans, and approve publicity for the event/party.

The organizer should bring a copy of any publicity you are planning to use once the event is approved. Groups cannot advertise for events before the event and the publicity has been approved by the Office of Student Activities.

Campus Safety and a staff member from the Office of Residential Education and Housing will do rounds during events and parties and meet with the people listed on the form to ensure that it is running smoothly and according to what was discussed at the planning meeting. If situations exist that have led to mismanagement of the event, staff may work with the hosts to end the event.

If the event is happening within a group house, every member of the house must complete Bystander Training before a meeting with the Office of Residential Education and Housing to approve the event. Open trainings are provided by Wellness staff throughout the year.
CONTRACTS

If you are planning on bringing in a group or individual to perform and get paid, **you need to start this process with the Office of Student Activities staff to make sure you have funds in place, a location reserved for the event, the appropriate legal forms, tech requirements, etc.** This process starts with a Pre-Contract Form which you can pick up in the Office of Student Activities. This form asks you to indicate your desires for the event: the act you are hoping to book, the date you are hoping to host the event as well as other ideas/plans you are wanting get arranged for the event itself.

Staff will then contact the artist and negotiate the plans and request a contract or create one that can be used for the event. Organizations should not contact an artist and “book” them for a show without working with the Office of Student Activities staff. Club members cannot sign contracts with performers, speakers, etc. Only certain individuals at the University are authorized to enter into a contract. **If a student signs a contract without following this process, that individual would be financially and legally responsible for these contractual obligations.** Once staff makes certain everything has been completed, staff will send the contract to Financial Services for approval and checks will be initiated for payment. If student performers will be getting paid they will get the contracted amount added to their student payroll.

MOVIES

If you are showing movies publicly, your organization will need to secure the public performance rights to the movie. **A showing is public if it is open and advertised to a larger group of people.** All showings in the Warch Campus center are considered public. A showing is private if it is being shown to a small group of friends in your room or other private location. To purchase movie rights for a public showing, contact Greg Griffin, Director of the Warch Campus Center. Public showing rights are anywhere between $100 and $750 based on how new and popular the movie is. Mainstream movies generally cost $350 for movies that have been on the market for more than one year and $750 if they are newer.
Room Reservations across campus are free for student organizations. This includes reserving outdoor spaces such as Main Hall Green, the Quad, and the Gilboy Fire Ring. Room Reservations for all of campus are managed online. Students can access the Room Reservation system by going to the Lawrence Calendar Application. The Room Reservation link is found on the left side of the page halfway down from the top. The login and password are the same as a student’s LU username and password. Make sure to explore the variety of spaces Lawrence has to offer and find a space appropriate for your needs.

If you would like help in finding an appropriate space, please email Student.Activities@lawrence.edu. Although you may submit a room request, the space is not yours until you receive a confirmation email from the space’s approver. While the online room reservation system has buttons to select for Catering, audio/visual, and layout set-up, those buttons are for the room approver’s knowledge and do not guarantee those services. Students submitting room reservations are responsible for contacting the appropriate individual for each of those services.

For catering, the contact is Debra Walker at debra.walker@cafebonappetit.com

For AV and layout set-up in the Warch Campus Center, the contact is Jodie Bonikowske, the Assistant to the Director of the Warch Campus Center: Jodie.b.bonikowske@lawrence.edu, 920-832-6654.

If your organization is planning an outdoor event, there are a number of factors to consider. A rain site should be reserved in case of inclement weather. If your organization is planning to have an outdoor event that may generate noise, you should contact the Office of Student Activities in order to submit approval for a noise variance with the City of Appleton. Because of the nature of the City of Appleton committee that approves noise variance, they should be submitted at least one month in advance. Noise Variance requests can be emailed to kurt.eggebrecht@appleton.org with the city of Appleton.
Audio equipment rental is free for all student organizations. Contact should be made with Greg Griffin, WCC 407. Requesting equipment is not a guarantee. Rental must be confirmed with Greg Griffin. Requests should be made at least one week in advance. Because there are limited amounts of equipment, groups are encouraged to submit requests as early as possible. Student organizations are responsible for transporting and setting up audio equipment outside of the Warch Campus Center. **Overnight rentals are not permitted and there is a $50 penalty for the late return of audio equipment.**

**CATERING AND FOOD**

As mentioned above, **LUCC funds cannot be used for food for regularly scheduled events** that are not central to a group’s mission statement. Because of Lawrence’s contract with Bon Appetit, all food within the Warch Campus Center must go through Bon Appetit Catering. Catering guides are available online at [http://lawrence.edu.cafebonappetit.com/catering-at-lawrence-university](http://lawrence.edu.cafebonappetit.com/catering-at-lawrence-university).

**Orders must be submitted at least two weeks in advance.** To submit a catering order, your organization must get account numbers from your finance/treasurer person and submit a catering order online. Any orders without a two-week notice are subject to additional charges. The only circumstance where groups are allowed to use meal swipes are for Banquet Exchanges or Pack-outs. Following is an explanation of a banquet exchange event as well as the menus for Pack-outs. If you do choose a Banquet Exchange or Pack-out using meal swipes, an excel spreadsheet must be provided prior to the event, listing student names and LU ID#s only.

**PLACING YOUR ORDER**

Please go to the online ordering form to submit all internal catering orders. Please avoid placing catering orders by phone or business email.


Please have the following information available when placing your order:

- Date of event
- Name of event
- Number of guests
- Room reserved
- Start and End Time
- Account number
- Contact name

All catering requests must be placed at least 10 business days in advance. We will do our best to accommodate last short notice requests, but cannot guarantee the availability of services or products. Last minute requests will be subject to additional charges and/or limited menu offerings. Customer pick-up may be required.
Catering minimums:

- Any catering order under $85.00 delivered outside the Warch Campus Center will be charged an $85.00 service fee.
- Any catering order under $40.00 delivered inside the Warch Campus Center will be charged a $25.00 service fee.
- Events with a start time before 8 a.m. will be charged an $85.00 service fee.
- Events with a start time after 8 p.m. will be charged an $85.00 service fee.

**Banquet Exchange**

**Items selected from existing Andrew Commons menu**

- Garden Salad with Choice of Dressing
- 2 Entrees (one of which is vegetarian)
- Vegetable
- Starch
- Rolls and Butter
- Assorted Cookies and Bars
- Lemonade and Water

$90 per buffet setup charged to your LU account
(1 buffet per 10 guests)
$80 per attendant (1 attendant per 50 guests)

**Packouts**

Packouts are for pickup only. All Bon Appetit equipment must be returned within 2 hours of the event’s end time. Any damage/non-returned equipment charges will be passed along to your group account.

**Sack Lunch Packout**

All lunches include the following:

- 2 sandwiches (SELECT KINDS)
- NO TOMATO-NO LETTUCE
- Mayo and Mustard Packets
- 1-Individual Bag of Chips
- 1-Hand Fruit
- 1-Carrot Stick Pack
- 1-Cookie
- 1-Bottled Juice

Choice of:

- Turkey and Ceddar Sandwich
- Ham and Swiss Sandwich
- Peanut Butter and Jelly Sandwich
- Hummus and Spinach Sandwich on White or Whole Wheat Bread

**Sunrise Packout**

- 2 Bagels Per Person
- Cream Cheese, Peanut Butter and Jelly
- Whole Fruit
- Granola Bar
- Fruit Juice

**BBQ Packout**

**Vegetarian meals must be requested, and will include Veggie Burgers**

Includes one of each per person:

- Hamburger With Bun
- Hot Dog With Bun
- Potato Chips
- Brownie
- Canned Soda

Also Includes:

- Ketchup, Mustard, and Pickle Relish
- Lettuce, Cheese, and Pickles
- Charcoal With Lighter Fluid and Lighter
- Grilling Utensils and Pans
- Disposable Plates, Napkins
- Cooler(s) With Ice
1. IDENTIFY YOUR AUDIENCE AND THEIR INTERESTS
   - Possible ways of developing ideas include:
     - Group Brainstorming
     - Questionnaires and Surveys
     - Discussing ideas with others for reactions and feedback

2. DECIDE ON THE GOAL OF THE PROGRAM OR EVENT
   - If you are a student organization, make sure the event furthers your organization’s mission statement.

3. WHAT IS THE BEST MEANS TO REACH YOUR GOAL?
   - Discuss this within your group and brainstorm possible types of programs and themes that will match your programs goals. For example, movies, discussions about relevant topics, etc.

4. DEVELOP AN EVENT AND A TITLE
   - Choose an event that has appeal and will generate interest. When naming the event, keep in mind that simply using the name of a performer doesn’t always get across what type of event it is. The more specific you can be, the more your audience will know what to expect.

5. DISCUSS THE EXPECTATIONS AND THE OBJECTIVES OF THE EVENT WITH YOUR ORGANIZATION
   - Members of your organization should all be well informed as to why the group decided to host the event and everyone should know what is expected of them in making the event successful, develop a plan, and assign tasks.
6. CHECK ON APPROPRIATENESS AND SAFETY OF ACTIVITY OR EVENT

- Check with your faculty/staff advisor and the Office of Student Activities about liability or safety issues that may impact your event.

7. DEVELOP A BUDGET FOR YOUR EVENT

- Be sure to anticipate your event costs while looking at the big picture of you programs you hope to sponsor all year long.
  - How much will the event cost?
  - Is there a speaker or entertainer who will need to be paid? Will you be ordering food?
  - Does your organization have enough money in its budget? Is there time to fundraise or request fund from LUCC?

8. PICK A TIME AND RESERVE A FACILITY FOR YOUR EVENT

- Use the Room Reservation System to request a space for your event.
- Request early to give the request time for approval.
- Make sure to check the university calendar to see what other events are planned that may compete with your potential date and time.

9. ADVERTISE EVENT

- Use posters, digital displays, social media, and word of mouth to spread the word to the Lawrence community about your event.
- If you are posting in buildings on campus, please be sure to find out about their posting policy and talk with the appropriate people before posting.
10. COMPLETE ANY CONTRACTS AND PAYMENT

- If you are bringing a speaker or entertainer to campus, work with the Campus Life Office beginning 45 days in advance to fill out the performer’s contract. You will have to meet with Greg Griffin, get the contract approved and signed by the university, and get a check cut.

11. REVIEW PLANS FOR LAST MINUTE PREPARATIONS IN THE DAYS PRECEDING THE EVENT AND ITEMS THAT MIGHT HAVE BEEN OVERLOOKED

- Be sure to double-check the event checklist to make sure that all event details have been completed. Be sure to have enough help available on the day of the event for any unexpected situations.

12. AFTER THE EVENT:

- Return all resources and equipment
- Take down posters and other publicity for the event.
- Thank the individuals who participated and helped organize the event for their work.
- Evaluate the event with your organization.
  - How successful was the event in furthering your organization’s mission statement?
  - How successful was the event planning and publicity?
  - Are there any things that organization members would change about the event for next year? Would group members recommend the event happen again next year?
III. Trips

**OFF-CAMPUS TRIPS**

As a university, Lawrence is liable whenever students and groups leave campus on university business. Because of this, **even if your organization is not using university funds, if your organization leaves campus on organization business, that is considered a trip and it must be organized and approved through Office of Student Activities.**

**Trip registration forms are available from the Office of Student Activities** and should be picked up as soon as you know your organization wants to do something off campus for any reason – volunteering, going to a conference, doing something social, etc. The planning process can take some time depending on what you are traveling for, so coming in at least a week and a half - two weeks prior to the trip happening is needed.

**Mid-term reading period and Spring break trips will require longer lead time.** Mid-term reading period trips should be submitted for approval in the Office of Student Activities at least 5 business days in advance. Spring Break trips should be submitted for approval with at least 10 business days in advance. This means the process of getting materials and items taken care of needs to start prior to these deadlines.

**If you are using vehicles,** they must be provided by the University. Once you have all the details of the trip – trip itinerary, confirmation of funds in budget, and waivers for students – the trip leader will set up a meeting with the Office of Student Activities to go over the materials and get approval for the trip. Forms and waivers need to be turned in and the trip registration meeting needs to happen at least 3 business days prior to the trip.

**To drive a vehicle for a trip** – the driver must be a Lawrence registered driver.

**To become an authorized driver,** students must complete the Driver Application form found on the Lawrence webpage. Depending on the state the student is from, the Driver Application takes approximately 5-7 business days (or longer). Questions concerning the Driver Application should be directed to Human Resources at humanresources@lawrence.edu.
OFF-CAMPUS TRIPS – continued…

Lawrence University vans are charged at .50 cents per mile. The minimum cost charged to use a vehicle is $15. Lawrence vans fit seven to eight people depending on the vehicle, including an authorized driver.

Vans must be reserved at least 3 business days in advance (for the weekend or a Monday, it needs to be in Campus Life by 4pm Tuesday the week prior), 5 for reading period, 10 for Spring break trips. Requests cannot be guaranteed after those deadlines.

Lawrence University’s insurance allows those aged 18 to 21 with at least 2 years of driving experience to drive passenger vehicles. Drivers under age 21 are ONLY allowed to drive Lawrence-owned vehicles and must stay on roads with posted speed limits of 45 mph or less. To drive a rental vehicle, the driver must be at least 21 years old. Drivers over the age of 21 may drive passenger vehicles on all roads. A driver can only drive a total of 8 hours per day and must have a 2 hour break after 4 hours of driving.

Trip organizers can reserve up to three vans (and potentially up to 24 students). If a trip contains more than 24 people, the organizer will need to reserve a bus through the Office of Student Activities. Groups can request transportation by emailing Student.Activities@lawrenc.edu. All vehicle registrations for student organizations must come through, or be approved by, the Office of Student Activities.

Cancellations are $25 if made less than two full business days before the trip, and a “No Show” to a vehicle reservation is $40. If a trip is cancelled because of unsafe driving conditions in partnership with the university or by the university, the fee does not apply.

Traffic and parking violations are the responsibility of the driver/host organization.

All Fleet vehicles are equipped with iPass. If using a rental vehicle, the driver must pay all tolls. Unpaid tolls will be charged to the organization or club including all fees assessed by the rental company.

All rental vehicles should be returned with a FULL tank of gas. All LU vehicles should be returned with at least 3/4 tank of gas.

All vehicles should have the interior cleaned and be free of trash upon return. All cleaning charges will be assessed and charged to the host organization or driver.
Find a registered driver for your trip and make sure you have their cell phone number.

Take note of how many people will be going on this trip and have a list of names.

Submit a Vehicle Registration Form. If any participants will be traveling on their own, a separate waiver is needed.

Create a budget plan and get approval from your group’s financial designee/treasurer.

Take note of your destination’s address.

Determine your lodging needs and make the necessary reservations.

Make the necessary arrangements within your destination (conference registration, hotel reservation, airline/bus tickets, or anything else that will be purchased through the Office of Student Activities credit card).

Determine your travel route and print Google map directions.

Determine parking plans for once you reach your destination.

Determine if a Cash Advance is needed for any purchases that will be made during the trip.

Create a packing list for participants of the trip.

Determine if trip requires waivers: overnight stay, traveling over 200 miles, includes water activity, or any other potentially dangerous or risky activity.

Get all waivers, created through the Office of Student Activities, then signed and handed in three business days prior to departure or by designated due date from the Office of Student Activities.

Have a trip approval meeting with the Office of Student Activities no less than 3 business days prior to departure.
BJORKLUNDEN

Bjorklunden is free for student groups and offers an excellent retreat space to bond as a group, plan the coming year, or further your organization’s mission statement away from campus.

Applications for Fall Term are made available the Spring Term of the prior academic year. Applications for Winter and Spring Term are made available Fall Term of that academic year.

Students should know that they are required to take the bus provided both to Bjorklunden at departure from campus, and back to campus when returning.

For more information visit http://www.lawrence.edu/s/bjorklunden/students.

Contact Kim Eckstein at kim.a.eckstein@lawrence.edu with any questions.
IV. Resources for Student Organizations

TECHNOLOGY RESOURCES

Information Technology services provides a number of resources for student organizations. To access these resources go to the Information Technology page of the Lawrence Website, under “Student Resources” there is a link. Student organizations can have a page or blog on the Lawrence website. To get a page or blog on the Lawrence website, the organization must submit the Student Organization Website Request Form found on the IT webpage. As leadership changes, organizations should submit the Student Organization Add Form to change who has access to edit pages and add content.

Printing

Each student organization has a unique print system account to be used to submit print jobs. Each student organization has a print allowance to be used for student organization printing needs. After that allowance has been exhausted funds from the student organization will be required to purchase additional funds for printing. Student organization leadership will need to carefully manage the student print account credentials to avoid abuse.

The best method for submitting print jobs for student organizations is to use the Web Print system. Logging into the http://print.lawrence.edu system using the student organization print account will allow you to upload and submit documents for printing using the student organization print account.

Organization Webmail Account

Student organizations can have a webmail account for the organization. This allows multiple members of organizations to follow email exchanges, receive emails from groups, and send out emails from a unified spot.

For example, Lawrence University Community Council uses LUCC@lawrence.edu to conduct most of its business. To create an email account, fill out the SORG Email Address Form found on
As a student organization, the contacts for your organization automatically have an electronic mailing list generated off of the roster. To view the name of your organization email list, follow the instructions to edit your organization roster.

The first page after selecting your organization from the drop down menu will contain a section titled “Email List.” The list name will begin with “SORG_”.

To use your electronic mailing list, open Lawrence’s webmail and type the email list name into the “To” field. Using this mailing list will send an email from your account to all individuals on the organization’s roster.

If someone responds to the mailing list, the email will go to just the individual who sent the email.

Emails sent through this mailing list should be relevant to your organization’s mission statement.

To add individuals to the mailing list, follow the instructions in the Organization Roster section of this handbook (pg. 5).

If your organization has a core of active members who are on the roster and a large number of students who only attend events or go on trips, the organization can apply for a second mailing list that is maintained by the group contacts by emailing Student.Activites@lawrence.edu. For example, Outdoor Recreation Club may want to have a mailing list and roster that represents the active members who regularly attend meetings, events, and organize trips and a larger second mailing list for students who are interested in going on trips but are not involved with the club in any other way.
Service-based student organizations represent about 1/3 of all student organizations on campus; therefore, the CCE provides much support to student leaders focused on engaging the campus in service. The Director of Volunteer and Community Service Programs, a CCE Office Manager, and the Chair of the Committee on Community Service and Engagements (CCSE) are devoted to this charge.

The CCE encourages advocacy, service, and learning on the Lawrence campus, connecting Lawrentians to needs in the surrounding community and creating an environment of mutual learning and growth while providing service to local organizations and individuals. Working collaboratively with the community, the CCE aims to create engaged citizens by building relationships, establishing partnerships, and providing meaningful service.

Ways the CCE supports student organizations that are focused on service include:

* Acting as an incubator of ideas for individuals or groups of students interested in collective civic engagement; working alongside the student(s) to: explore ideas, connect student(s) to campus and community resources/needs, ensure student(s) success, and provide leadership support to encourage students or student groups to foster the growth of many diverse civic engagement initiatives.

* Providing student leaders with support and resources including a) The Give Pulse volunteer management/event system at https://lawrence.givepulse.com. Here you can list an organizations volunteer opportunities, track student involvement, and send bulk messages to groups. b) The service shuttle at go.lawrence.edu/service shuttle can provide free transportation for your group. c) The adopt an agency program can help your group create a sustainable partnership with an organization in need.

* Supporting CCSE and using the committee to better relate to LUCC and the needs of service-oriented student organizations.

In keeping with the tradition of its founding as a student-led initiative, the CCE currently supports student-run programs addressing education equality, fair housing, environmental sustainability, child advocacy, arts programming accessibility, and animal welfare. Through the Service Corps program, students working at local non-profit organizations target campus groups to help with volunteering events and provide a direct contact to their respective non-profits.
Student-organized efforts are often the most meaningful, and are presumed to have a much more powerful effect on an individual’s long term civil awareness, engagement, and commitment. The CCE is here to support and direct the efforts and energy of students to maximize their success.

**Committee on Community Service and Engagement (CCSE)**

The Council on Community Service and Engagement is an LUCC committee focused on promoting a culture of volunteerism on campus. The CCSE works to facilitate collaboration and communication between LUCC. The Volunteer and Community Service Center, and student groups focused on volunteerism. The CCSE encourages students to experience the unique relationship Lawrentians have with the Appleton community through volunteerism. The CCSE works to address the concerns of the Lawrence community in areas of volunteerism and community service.

The CCSE also oversees the Humanitarian Grant. The purpose of this grant is to provide funding for students performing service in the on-campus community, the Appleton community, or the world at large. The grant is to subsidize costs for specific projects upholding Lawrence University’s missions of providing service to and learning from the community. This fund provides funding for student organizations or individuals interested in fundraising for a charitable cause as well. The fund used to subsidize costs for specific philanthropic fundraisers.

Meeting times and days vary by term. Check LUCC media or ask a class representative for meeting/contact information.

The service shuttle is a resource for organizations who want to volunteer. The shuttle is a way for student organizations to improve their link to the community by minimizing the transportation barrier. A link to the online form to reserve the shuttle can be found on the Lawrence University website at go.lawrence.edu/serviceshuttle. Students should reserve the shuttle 7 days in advance. The shuttle runs on Saturdays and Sundays from 9am – 5pm. A vehicle and a driver will be provided. If your student organization requires transportation at a different time, you should work with the Office of Student Activities to reserve a vehicle. You will need to provide your own Lawrence authorized driver when working with the Office of Student Activities.
Volunteering & Service
Continued…

Social Media
The CCE is active on Facebook and Twitter. Following the CCE on these outlets is a great way to keep up to date on upcoming volunteer opportunities.

The CCE Newsletter
You can subscribe to the CCE Newsletter by sending an email to the center at community.engagement@lawrence.edu. The newsletter has a list of ongoing and upcoming one-time volunteer opportunities, as well as a social justice news article.

CCSE Meetings and General Council Meetings
Attending a CCSE or General Council meeting for LUCC will keep you up to date on other opportunities and events in the Lawrence-volunteer community. General Council meets every other Monday at 4:45 in Esch Hurvis. Check the LUCC or Lawrence calendar for information on CCSE meetings.

Become a Member of CCSE
Want to be involved with LUCC? Talk to your class representative or the chair of CCSE for information on how to become a member of the committee. Even if you don’t want to become a member, attending CCSE meetings is a good way for service organizations to gain a voice on LUCC.

Drop into the CCE
If you want information right away on opportunities and want a more one-on-one approach, come to the center during their regular weekly hours! A staff member will be happy to help you or will schedule an advising meeting for you.
Whenever posting advertisements for events or meeting times, LUCC legislation says that the sponsoring organization’s name should be listed on the advertisement. **Posters without sponsoring organizations will be taken down.** After the event has ended, the sponsoring organization is responsible for taking down any posters.

When putting up posters, do not post on the glass of windows, doors, or the walls of buildings. The one exception to this rule is the four pillars of Memorial Hall, opposite the Wriston Amphitheatre. All buildings have designated posting areas. In Residence Halls, the posting areas are marked for easy identification. To post in other buildings, students should work with the administrative assistant of that building. **While putting posters on doors may seem like excellent advertising, posters on doors violate fire codes and will be taken down by staff immediately.**

If a student organization would like a color poster printed through the university, they should submit the completed design to Communications by searching Communications on the Lawrence website, selecting Project Initiation Form, selecting Print/Copy Services, and submitting the necessary information on the Print/Copy webform. The email should include the size, the number desired, and the way the organization would like to distribute the posters. Students can have Communications post them across campus, pick the posters up at the Communications Office, or have the posters mailed to an SPC. **11 x 17 posters cost: 25 cents. 8.5 x 11 posters cost 15 cents.**

If your organization is planning on advertising events or meetings outside of the Lawrence campus, the posters must follow the Communications Office’s Graphic Standards. Posters used in advertising off-campus should include the Lawrence crest and name. Basic templates including the Lawrence crest and name can be found on the Communications webpage under Downloads: [https://www.lawrence.edu/info/offices/communications/identity/downloads](https://www.lawrence.edu/info/offices/communications/identity/downloads)
CHALK

Chalk advertising is allowed on campus sidewalks but not on university buildings and walls. In particular, the Wriston Art Center is a work of art and using chalk advertising on the walls of the building is disrespectful to the artist. Any chalk on buildings will be asked to be cleaned off, or done so by staff if needed.

DIGITAL DISPLAYS

Student Organizations can upload slides to the Digital Displays in the Warch Campus Center, Wellness Center, Library, Plantz Hall, Trever Hall, Ormsby Hall, and Colman Hall. This option is highly encouraged because it saves your organization money, and it saves paper. To create a digital display, students should create a PowerPoint slide, save it as a jpeg file, and upload the file to the Digital Display Request Form, found on the Lawrence Website: http://www.lawrence.edu/info/offices/technology_services/faqs/digital_displays/digital_display_request_form

LU CALENDAR

When requesting room reservations, there is an option to add the event to the LU calendar. Selecting this box will automatically add your event to the LU Calendar. To get an event on the LU calendar if you are not using the room reservation system, email the university Social Media Specialist, Mackenzie Huber, at mackenzie.m.huber@lawrence.edu. The email should include: Date, Time, Title of event, Description of the event, Location, Contact name/phone/email (if applicable and/or the org. wants that information shared), and a webpage (if any) to link to the calendar event.
TRANSPARENCY AND SELF-IDENTIFICATION

If you identify yourself online as an employee or student of Lawrence University in any way, you are representing the University by default. Your behaviors online are still subject to the student handbook and Lawrence University policy. It is a good practice to put a disclaimer on your group’s pages and events to ensure that your personal views are not taken as the views of the University.

AUTHENTICITY

Ensuring that the audience can identify and understand the “voice” of an account is a critical issue to identify the person or people managing a social channel, in this case your student organization and student organization leadership. Channels representing the University’s voice will be clear about their “official” standing, and who is running them. This can be done in a number of different ways, depending on the situation.

INTELLECTUAL PROPERTY RIGHTS

Did you personally create that image, video, text or audio selection? If not, make sure you know and credit the source. While “sharing” and “curating” content is, in most cases, what publishers and creators want you to do, this is not always the case. Make sure you know where your content came from.
MODERATING NEGATIVE CONTENT

Not everyone will love Lawrence University or your student organization. Some people will not have positive experiences. When we identify members of our audience sharing those negative experiences, it is important that we make an effort to remedy the situation offline by taking negative conversations offline and recapping outcomes online. The best scenario is to do this offline via telephone.

Make sure regardless of the outcome offline, you follow up publicly to thank the audience member, so that the rest of your audience knows you are being responsive, and making an effort to help.

PRIVACY AND DISCLOSURE

If it’s digital, it is public, regardless of channel. Make sure the information you are sharing is not private information. It is also very important to understand that any content published on digital channels can, and most likely will, live on forever. Disclosing private information online can have damaging effects for years (for instance, in Google results).
Transferable Skills

Working with student groups exposes you to a variety of experiences that often apply to future jobs, graduate school opportunities, internships and long-term careers. Your participation on campus has most likely involved cooperating with different people, planning events, running meetings, making decisions, budgeting, etc. These experiences, among others, are applicable in the real world.

Think about the events and products that you and your group have worked to create. What was your role? How did you help make the event happen? Did you have to negotiate? What did you learn along the way and what ideas do you have to make it better?

Take a few moments to recollect your accomplishments and then visit the Center for Career, Life, and Community Engagement (CCL) to put your experiences into words. The CCL can help you find the right language for a résumé, a cover letter, or for an interview.
Record-keeping is an important part of maintaining a student organization and transitioning an organization’s leadership. Keeping a history of your student organization will not only help student leaders, but all members know what has worked well in the past, what has already been done in the past, and what traditions or special events should be carried on into the future. University Archivist, is willing to collect and store organization documents and history. The archivist can be emailed at archives@lawrence.edu.

Here are some suggestions of information to maintain:

- **Meeting Minutes** - This includes topics discussed at meetings of the organization as well as parts of the planning process, how regular meetings proceeded, etc.

- **Program and Event Evaluations** - These help to answer questions for future leaders about what the feedback was on certain events, whether the event achieved its goals, and if the group determined whether it was successful or not at that time.

- **Term End or Year End Reports** - These reports can include meeting minutes and program evaluations, and also include thoughts from the leadership about ongoing traditions, ongoing issues, problems faced throughout the year, major achievements, training for leadership, team-building for the organization, etc.

- **Traditions** - Tradition records should track any events that have become a tradition for the organization and should include the task lists, timeline, publicity, estimated expenses, etc.

- **Financial Records** - All student organizations should be keeping records of their expenses. These records will help the group plan for the programs and event they will host during the year as well as for the LUCC budget process that happens each spring term.

- **Resources** - Keep a list of resources and contact information for people or offices with which your organization regularly works.

- **Calendar of Past Events** – Include a complete calendar of events and meetings that occurred in the past year. This gives the incoming leadership a picture of what kinds of events happened and when they occurred.