**Lawrence University**

**Student Organization Handbook**

**2021-2022**



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# I. General Procedures

## Communication with the SEAL Office

The Office of Student Engagement, Activities, and Leadership (SEAL) is located on the 4th floor of the Warch Campus Center. The best way to reach us or schedule an appointment is to email student.activities@lawrence.edu. 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 Student Activities:
	+ [student.activities@lawrence.edu](student.activities%40lawrence.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):
	+ student.activities@lawrence.edu
* Greek Life and leadership development:
	+ student.activities@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
	+ Anna DeWitt at anna.dewitt@lawrence.edu

## Organization Rosters

**Organization contacts are responsible for updating their respective organization’s rosters once per term**. Organization rosters are used by the SEAL Office, 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 two contacts** 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 SEAL Office 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 Office of SEAL at student.activities@lawrence.edu

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

**Continued on next page…**

**LUCC Committees can now update their rosters in voyager.** Note that unlike other student organizations, only those listed as Chairs or Co-Chairs can access LUCC Committee rosters. Please contact student.activities@lawrence.edu if you experience any issues.

### 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 updated on the [Student Organization Directory](https://www.lawrence.edu/students/activities/directory).

**How to update roles, email your entire roster, etc.:**

* Greek orgs and groups not specifically recognized by LUCC need to work with the SEAL. Email your updates to student.activities@lawrence.edu.
* General LUCC-recognized organizations and LUCC committees can log into Voyager.
* Go to Student Services tab.
* Click on Organization Rosters
* Click the Update Organization Information and Rosters button.

**Continued on the next page…**

* 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.

# II. Organization Finances

## Responsibility of Organization Treasurers

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

The treasurer is responsible for attending the finance and budget orientation organized by the Office of SEAL. On a monthly basis, treasurers should review the monthly fund transactions reports to ensure the organization’s budget balances out. The reports are available in voyager. Please log into voyager and follow the following steps.

Select the following:

* Student Services Tab
* Organization Rosters
* Update/View Organization Information & Rosters
* Pick your organization from the drop-down menu & press select button
* View Fund Transactions

 If your organization’s treasurer changes it is the organization’s responsibility to update your roster in Voyager and ensure the new treasurer gets the necessary training through the Office of SEAL.

## 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.

### SEAL Credit Card

Students can make online or over the phone purchases in the office at the kiosk. Students can access the kiosk during regular office hours, Monday-Thursday from 9:00 am to 4:30 pm and 9:00 am to 2:00 pm on Fridays.

### Cash or Debit Card Advance ($50 or greater)

**To receive an advance, the Treasurer of the group should fill out the Cash or Debit Card Advance Request form** (available on the LU website under [Accounts Payable forms](https://www.lawrence.edu/info/offices/financial_services/accounts_payable/accounts_payable_forms)) at least 72 business hours before the funds are needed. The form will need to be brought to the Office of SEAL for approval. Cash advances must to be picked up from the Cashier in Brokaw Central during cashier hours which are 10am - 3pm Monday—Friday.  Debit Cards must be picked up by appointment only from the Accounts Payable Specialist. Please email accounts\_payable@lawrence.edu to schedule an appointment. Itemized receipts for all purchases, the debit card, and any remaining cash funds, if applicable, must be returned to the Cashier in Brokaw within 30 days of receiving or the full cost will be charged to the student organizations account.

### Reimbursements

**Reimbursements for purchases made with organization funds,** the student that made the purchase must complete a disbursement request. Forms are available on the Lawrence website on the [Financial Services webpage](https://www.lawrence.edu/info/offices/financial_services/accounts_payable/accounts_payable_forms/expense_reimbursement).

The student who made the purchase must fill out the following items.

* pay to section
* indicate how they would like to be reimbursed (If the student has direct deposit set up the funds will automatically be deposited to your bank account otherwise a check can be mailed to their SPC or home address.)
* fill in amounts on receipts on appropriated date,
* add the business purpose at the bottom

The form should than be given to the treasurer along with itemized receipts. The treasurer of the organization must complete the prepared by section and fill out the fund, org, and account numbers. These numbers are available to the treasurer in voyager. (See page 6 – Treasurer Responsibilities) The treasurers will review, approve, and take all documents to the Office of SEAL for final approval and signature. SEAL will then forward all documents to the Finance office to process.

### 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 purchases for regularly scheduled meetings is acceptable if food is central to the group’s mission statement, such as supplies for Baking and Cooking Club.

2. LUCC funds cannot be given directly to charitable 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 their finance reports in voyager. The treasurer is responsible for maintaining an accurate account of expenses and any income from all sources such as fundraisers, dues, and donations and reconciling it with the monthly report in voyager. The treasurer will need to participate in a training session with the Office of SEAL.

## Sources of Funding

### 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 Finance Committee’s weekly 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 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. To submit an allocation, the group or individual must submit the [funding request form](https://www.lawrence.edu/students/activities/lucc/forms/allocation), 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 at 4:30 pm. 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 are allocated under the assumption that those funds will be used on events or purchases applicable to your finance request. 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 fourth 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 Office of SEAL 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](https://www.lawrence.ed)

Applicants for the Alyssa Paul Maria grant would be eligible to receive approximately $500 per event. Approximately eight grants are awarded each year. If accepted, you or your organization agree to work with the Office of SEAL 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.

### 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.

**Continued on the next page…**

Applications for the Class of 1965 grant can be found by contacting the Office of SEAL at student.activities@lawrence.edu. Please note: applications are typically available at the beginning of fall term and due in October each academic year.

### Humanitarian Projects 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 be used to subsidize costs for specific projects upholding Lawrence University’s missions of providing service to and learning from the community.

This fund is also meant to provide funding for student organizations or individuals interested in fundraising for a charitable cause. The fund is to be used to subsidize costs for specific philanthropic fundraisers.

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 and Social Change (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 and present the endorsed proposal to LUCC general council.

The student/organization is expected to communicate occasionally 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. Additional information and guidelines can be found in the student handbook.

DEADLINE: Applications with domestic travel requests are accepted on an ongoing basis until the Friday of 7th week each term. Applications with international travel requests are due at the end of the second week for Fall and Spring terms.  Grant money will be allocated by LUCC shortly after a successful proposal to the  LUCC general council. Applications submitted after this time will not receive the grant allocation until the following term. Applicants looking for funding for spring break opportunities must have met with a CCSE member or chair and have turned in an application by Friday of third week of winter term to be considered.

## GIFT CARDS

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, **Financial Services MUST approve the purchase 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 SEAL 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 AFFLES AND DONATIONS FROM BUSINESSES

### Raffles

Please contact Financial Services (financial\_services@lawrence.edu) before your anticipated event date.  A meeting is required prior to using the Lawrence University Raffle License. This does not apply to raffle tickets that students do not have to pay for.

### DONATIONS

If wishing to solicit individuals or business for cash or prizes, contact the Associate Vice President of Development, Stacy Mara with questions at stacy.j.mara@lawrence.edu.

# III. Other Procedures

## Storage

All items purchased with LUCC funds should be kept in student organization storage when not in use. Organizations should work with the SEAL 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 Information Desk.

## Club Sports

Club Sports must meet with Erin Buenzli, the Assistant Dean 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 SEAL.

## 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 of SEAL in advance.

# IV. Event Planning

##  Event/Party Registration

**The Event and Party Registration forms are both available online**.

When a group submits an Event or Party Registration Form, they will need to schedule a meeting with SEAL Staff 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, risk-management plans, and approve publicity for the event/party.

The organizer should email a copy of any publicity they are planning to use to student.activities@lawrence.edu. Groups cannot advertise for events before the Office of SEAL has approved the publicity.

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 happing 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.

### Contacts

If you are planning on bringing in a group or individual to perform and get paid, **you need to start this process with SEAL 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 is available on the SEAL web page. 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 to arrange 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 SEAL 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, email Student.Activities@lawrence.edu. 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

**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.Activites@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 (**Due to COVID-19** there will be no catering available from Bon Appetit until further notice.)

**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.

### Outdoor Event

**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 SEAL 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

**Audio equipment rental is free for all student organizations.** To request equipment fill out the online equipment request form. Requesting equipment is not a guarantee. Rental must be confirmed with Jodie Bonikowske. 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

Unfortunately, the University had to make the difficult decision to suspend Bon Appetit catering for 2021 – 2022 academic year.  For both safety and economic reasons, it is not feasible to do catering at this time.  There will be no campus/contract restrictions on using outside catering options.

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>.

**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.

Online form: <https://bannerweb.lawrence.edu/pls/lu_apex/f?p=100:101:3710941332171>

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

### **Catering Options**

#### Banquet Exchange

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

\*\*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

#### **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 Cheddar Sandwich
Ham and Swiss Sandwich
Peanut Butter and Jelly Sandwich
Hummus and Spinach Sandwich
on White or Whole Wheat Bread

**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

**Sunrise Packout**

* 2 Bagels per Person
* Cream Cheese,
* Peanut Butter and Jelly
* Whole Fruit
* Granola Bar
* Fruit Juice

## Event Planning Checklist

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
1. **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.
1. **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.
1. **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.
1. **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.
1. **Check on appropriateness and safety of activity or event**
* Check with your faculty/staff advisor and the Office of SEAL about liability or safety issues that may affect your event.
1. **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?
1. **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.
1. **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.
1. **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 SEAL staff, get the contract approved and signed by the university, and get a check cut.
1. **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.
1. **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 the Office of SEAL.**

**Trip and Travel forms are available from the SEAL webpage** and should be submitted 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, submitting in at least a week and a half - two weeks prior to the trip happening is needed. Once SEAL receives your Trip and Travel form, they will email a trip waiver and request a trip approval meeting with you.

**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 SEAL 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.

**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**

**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, Trip and Travel forms must be submitted needs to the Office of SEAL 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 SEAL. 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 SEAL.

**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.

## Trip Planning Checklist

|  |
| --- |
| TRIP PLANNIG CHECKLIST |
|  | 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 Trip and Travel Form. If any participants will be traveling on their own and not with the group, 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 SEAL 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 SEAL, then signed and handed in three business days prior to departure or by designated due date from the Office of SEAL. |
|  | Have a trip approval meeting with SEAL Staff 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.

# V. 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. **Continued on the next page….**

 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 the Student Organizations section of the Information Technology Services Page. To change who owns and can access an organization email account, fill out the SORG Email Change Owner form found on the Student Organizations section of the Information Technology Services Page.

### Organization Email Lists

**As a student organization, the contacts for your organization automatically have an electronic mailing list generated off the roster that you maintain in voyager.** To view the name of your organization email list, follow the instructions to edit your organization roster. (See page 5)

The first page after selecting your organization from the drop down menu in voyager 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).

**Continued on the next page…**

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.

# VI. Publicity

## Posters

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. 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 web form. 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. 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>

## 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 **Continued…**

name/phone/email (if applicable and/or the org. wants that information shared), and a webpage (if any) to link to the calendar event.

## Social Media

### 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 have not had positive experiences. When we identify members of our audience sharing those negative experiences with comments or messages to our social media accounts, it is important to engage with those comments or messages (if you believe them to be in good-faith and/or genuine questions and not trolling or spamming) and maintain a

respectful tone, engage in good faith, and recognize when a conversation may no longer be productive. See Lawrence’s official Social Media Commenting Policy for guidance on which scenarios may warrant the hiding or deleting of comments.

Lawrence University’s Social Media Commenting Policy excerpt:

Lawrence University is committed to free expression, seeks to foster a diverse and welcoming learning community that embraces individuals of all backgrounds, and values respectful discourse and debate as an essential underpinning of a liberal arts education. To ensure our online community reflects those values and models respectful discourse, we reserve the right to moderate comments on our social media channels. This moderation may include hiding or removing posts or comments that do not meet our community standards and values.

See the entire Lawrence Social Media Commenting Policy at: <https://www.lawrence.edu/info/offices/communications/lu-social-media-policy/social-media-commenting-policy>

### 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).

# VII. 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.

## Leaving a Legacy

**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 events 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.