



*to*

*WVSU Student  
Organization Handbook*



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## STUDENT CLUBS & ORGANIZATIONS

Student clubs and organizations are an important part of the co-curricular activities of this campus. They function to:

- Broaden and enrich the college experience of members
- Provide an opportunity for students to explore special interests
- Provide opportunities for affiliation with professional and academic organizations, musical organizations, governmental organizations, Greek organizations, service organizations, academic honor organizations, and special interest groups
- Provide opportunities for the development of qualities of leadership and opportunities for service to the community
- Provide opportunities to develop skills in interpersonal relationships
- Offer special programs and activities that would serve the unique values, interests, and needs of all members

At West Virginia State University (WVSU), there are many kinds of student organizations. At times, these groups will attempt to contact new members through orientations and State Stride, which is held at the beginning of the Fall semester. The date, time and location of this event will be posted on websites and bulletin boards, sent in an email, or listed in our app **WVSU BUZZ** (*available in the Apple Store or on Google Play*). Anyone interested in a particular club or organization should seek out the club or organization. Student Life & Engagement Office (SLE) can provide a list of registered clubs and organizations, along with the name of the advisor. If you cannot find an organization that appeals to you, then you should think about starting your own. Anyone interested in starting a new group may do so through SLE.



## PURPOSE & MEMBERSHIP

Any person enrolled as an undergraduate or graduate student and currently registered at WVSU may create a student club or organization.

A student club or organization may be created for an educational purpose including the furtherance of academic, social, recreational, religious, political, or other special interests.

In all cases, University approval of the group's purpose is required to create a student organization. Additionally, particular permission is required to form:

- A social fraternity or sorority
- A sports club
- An honor society

The procedure for obtaining permission to create groups in these categories is described later in this handbook.

A student organization may be affiliated with an off-campus organization so long as the off-campus organization is properly established under applicable federal, state, and/or local laws and the affiliation itself does not violate any law or University rule, policy, or regulation.

Student organization members and guests must comply with all University regulations, rules, and policies when participating in student organization activities.

## BASIC REQUIREMENTS FOR A CLUB/ORGANIZATION

A group or association composed of students is required to register as a student organization once each academic year to enjoy privileges available to student organizations. Groups or associations shall include, but are not limited to: interest groups, student governing bodies, college or department groups, social and professional fraternities and sororities, residence hall councils, honoraria and student media groups.

Application for registration may be completed at [www.wvstateu.edu/current-students/orgs.apx](http://www.wvstateu.edu/current-students/orgs.apx). Further assistance is available in SLE, located in Room 103 of the James C. Wilson University Union.

Those seeking to create a new student organizations must notify SLE and register at the time they are created. Continuing student organizations must register within the first thirty (30) days of the Fall semester. A listing of information and materials required for registration may be found in this section. Failure to register each academic year will result in the denial of all student organization privileges.

Registration becomes effective upon notification to the group from the Director of Campus Life and is valid until the next academic year.

The Director of Campus Life may grant provisional registration to allow a student or group of students time to organize a new student organization. Provisional registration only permits the student or group the use of the University facilities for organized meetings and information sessions.

The following information is required at the time a student or group of students registers as a student organization:

1. a statement containing the name and purpose(s) or the organization;
2. a club/organization constitution and by-laws
3. the name and title of the officers of the organization, their local and home addresses and the phone numbers, WVSU ID numbers, and WVSU ID number of the person(s) requesting registration
4. Accumulative Grade Average Form (*Form IV*), completed and signed by members and the Registrar.  
The grade point averages of potential members will be verified by the Office of Registration and Records

Provisional registration shall be effective upon written notification by the Director of Student Life Engagement.

Because of the nature of some groups, special permission is required before the organization may be registered. These groups are:

- Social fraternities and sororities
- Sports clubs
- Honor societies

The addition of fraternities and sororities to the WVSU campus is contingent upon the assessed need on campus and the health of existing chapters. The University is committed to national Greek organizations and will put the interests of students first. The University will take consideration of current chapters; the establishment of national groups formerly having chapters at WVSU (chapters wishing to re-colonize after having their charter revoked at WVSU will be subject to the strictest scrutiny); colonizing of new national

groups; and the colonizing of local groups. A group should expect a 6-month lead time in approval for colonizing.

If a group has an interest in forming a chapter at WVSU, such intention should be communicated to the Director of Campus Life via a letter from the National Office. The Director may extend an invitation to colonize to a national Greek organization with the approval of the Assistant Vice President of Enrollment Management & Student Affairs.

After receiving an interest letter, the Director of Campus Life will assess the statistics on current membership and enrollment and indicate whether pursuing the matter is appropriate or not. A group is discouraged from forming an interest group before this step is taken.

The Director of Campus Life will deny registration when:

1. the organization is not formed for an educational purpose;
2. the group requesting registration has not complied with the requirements set out and explained in this section;
3. the request for registration is incomplete or contains false material or information required to be disclosed for registration;
4. the request is to create an organization which is subsidiary of a currently registered student organization;
5. the request involves an organization that is under a sanction imposed by the Office of Enrollment Management & Student Affairs;
6. the request is to register as an organization under a new name a group of students that under a former organization name is under a sanction imposed by the Office of Enrollment Management & Student Affairs;
7. the request is to register an organization under suspension, termination, or equivalent sanction from its off-campus affiliate; or
8. the organization has been previously registered and has delinquent debts which the student(s) requesting registration cannot show will be paid in a reasonable time.

Provisional registration may be denied for the same reasons as registration except that the student(s) requesting provisional registration need not have selected officers or an advisor at the time the request is made.

A registered student organization may have its registration terminated upon:

1. request of the registered student organizations; or
2. failure to re-register each academic year; or
3. failure to comply with the rules, regulations, policies, and guidelines of the University; or
4. recommendation of the Student Hearing Council

An organization may appeal termination of its registration to the Office of Enrollment Management & Student Affairs and then to the University President.

The Director of Campus Life may make available (upon request) the name; the purpose, the location and office telephone number; and the name, email address, and telephone number of the advisor and the officers or



chairpersons of a registered student organization. No other information shall be released unless expressly authorized by the officers of the registered student organization.

## **MEMBERSHIP**

Membership in a registered student organization must be open to any student who shall comply with:

- the stated purpose(s) of the organization; and
- reasonable conditions and obligations of membership, except that
  - no student shall be excluded from membership on the basis of race, color, national origin, religion, creed, age, political views, veteran status, sexual orientation, or handicap/disability;
  - no student shall be excluded from membership on the basis of sex, unless;
    - the organization is a single-sex fraternity or sorority; or
    - the primary purpose of the organization is to engage in sports, the major purpose or activity of which involves bodily contact; or
    - the organization is otherwise exempt under Title IX of the Education Amendments of 1972; and
    - the constitution of such registered student organization and if affiliated with an off-campus organization the constitution of the off-campus organization must not contain any provisions which discriminate against a student under the provisions or the rules of WVSU.

Students who believe they have been unfairly excluded from membership or participation in a registered student club/organization should immediately contact SLE at 304.766.3288.

Each registered student organization must have at least three officers, one of whom must be a president and one who must be a secretary, and one treasurer with at least a 2.0 GPA.

Officers must be currently enrolled WVSU students, members of the registered student organization, and eligible to hold a leadership position as defined in this section of the handbook.





# ORGANIZATIONAL PLANNING

To influence the activities of members in the accomplishment of organizational goals the organization must plan activities and events that further the organizations mission and goals while critically assessing progress towards goal attainment and organization accomplishments. The process by which a group learns these things is known as organizational planning. Here is a simple eight step model that may be adapted to all organizational planning needs.

## **Step 1 – Group Building**

Before the group can discuss its purpose and goals, members must be familiar with each other, develop trust and confidence in each other, and establish norms for handling differences in the group.

To build the group, many organizations hold retreats or devote the first meeting or two after new officers are elected to team building.

The focus of this retreat or meeting(s) is on:

- Acquaintance
- Developing trust and openness
- Exploring member values
- Steps 2 and 3 of this planning model

## **Step 2 – Explore Purpose and Long Range Goals**

Officers, members, and the advisor(s) discuss the organization's history and purpose. The purpose will usually not change from year to year, but it is important to be discussed, understood, and reaffirmed by all members.

Long range goals are the general statements of what the group hopes to achieve in fulfilling its purpose. Most groups will develop 4-7 goals; these are discussed and affirmed by members.

If the purpose and long range goals have changed from previous years, new committees, constitutions, and structures may be required. These alterations should be made before proceeding to the next step. It is also helpful at this stage to review the previous year's activities of the organization.

## **Step 3 – Preliminary Agreement on Short Term Goals**

Short term goals (objectives) reflect the specific activities in which the group will engage to meet its long-term goals. These include projects, activities, and management practices.

The group may wish to generate as many objectives as possible for each long-range goal and then rank them in terms of the group's preference.

## **Step 4 – Research on Short Term Goals**

Often the group will not have enough information at Step 3 to complete the plans for the year. A member may be assigned to investigate the feasibility of the top ranked short term goals. This may take ten days to two weeks, after which an outline of how the project would be planned, resources necessary, and the criteria by which success would be measured should be prepared. (*Refer to 20 Planning Questions – Appendix H*)



### **Step 5 – Create a Calendar of Events**

Once research on project feasibility has been completed, the entire group meets to establish priorities. These short-term goals, when placed on a calendar, become the organization's activity plan for the year.

### **Step 6 – Implementation of Short Term Goals**

Activity assignments are made, plans completed, and projects implemented. Periodic reports on progress are made to the group. If unexpected contingencies arise it may be necessary to go back to Steps 3 or 4 to re-evaluate the nature of the project and to make necessary adjustments.

### **Step 7 – Semester Review**

At the end of the semester, the group should meet in a review session to discuss progress for the semester. Particular attention should be paid to individual project effectiveness as measured against the specific success criteria established in Step 4.

### **Step 8 – Year End Evaluation**

At the end of the year (or at the change of officers) overall organizational performance should be evaluated and recommendations developed for the following year.

New officers and members will begin at Step 1.

## USING UNIVERSITY FACILITIES AND SPACE RESERVATIONS

Registered student clubs/organizations are eligible to use rooms in academic buildings, the facilities of the University Union, and outdoor facilities at WVSU. Organizations may utilize spaces for activities, meetings and programs. Request for facilities use should be submitted at least two weeks in advance of the date of activity. Popular facilities may need to be reserved as much as three months in advance. In order to reserve space, organizations must complete an Event Registration Form (*Form II*) . SLE must first certify an organization's status and the educational purpose of its activity before space will be assigned.

The following departments coordinate facilities and space reservations for their areas:

- Academic Affairs – See Appendix E
- Athletics – Athletic Fields, Walker Convocation Center
- Outdoor Areas and Lawns – Physical Facilities
- Residence Halls – Residence Life Services
- University Union and University Union Patio Area – SLE

The University Union is the center of Yellow Jacket activity. The Union offers a variety of services for students and student organizations including campus bookstore, dining facilities, meeting rooms, and recreation facilities. All scheduling and room reservations for the University Union are done by the University Union Program Coordinator. Meeting rooms and space reservations may be scheduled for an entire semester. Permanent reservations are scheduled on a “first come, first serve basis” and are made available the Thursday before finals each semester for the following semester.

The use of most facilities on campus, except auditoriums and a few special meeting rooms, is free unless the organization charges admission to the event. When admission is charged, there may be a facility and a custodial charge. Information on current fees and a complete listing of rules and regulations may be obtained in SLE.

## CLUB & ORGANIZATION FUNDING

All registered student organizations are encouraged and expected to make every possible effort to become financially self-supporting.

Organizations may generate funds in several ways:

- Dues or fees charged to members
- Admission charged at events
- Fund raising activities
- The sale of organizational services
- Application to the Student Government Association for operating and/or program grants
- Application of an external grant not offered by the University (*See Office of Sponsored Programs Grant Writing Requirements – Appendix J*)

Dues or fees charged to members should be set fairly and must not be used as a means to discriminate against students in a manner that would be in violation of the University's non-discrimination policy.

Admission charged at events is an excellent way to cover event expenses. The method to be used in selling tickets, collecting money, and issuing receipts must be approved in advance by the Director of Campus Life. Approval should be obtained at least two weeks prior to the event and before tickets are printed or money is collected.

### **Fundraising**

Fundraising may take a variety of forms, including:

- Sales of goods or products are subject to the WVSU Vendor Contract and/or University Sales and Solicitation Policy. A copy of this contract can be obtained in the Office of SLE
- Events designed to raise funds can be risky. It is recommended that groups discuss plans for such events with their advisor and/or the Director of Campus Life before planning an event.
- Direct solicitation of goods or services (including prizes, trophies, and food) by student organizations and the sale of advertising space in programs or booklets to other organizations and off-campus merchants is generally permitted. However, direct solicitation of cash contributions from any source other than current organization members is not permitted without prior approval. Seek advice and approval for all solicitations from the Director of Campus Life.
- The sale of organizational services is an often-overlooked source of funds. If an organization has members with special talents, they may wish to sell these services to other organizations or constituents. For example, a public relations or advertising group might charge a fee or sale advertisements, graphic designs, event fliers, or logos.

## PLANNING PROJECTS & ACTIVITIES

Careful planning is the key to sponsoring successful programs, projects and events on campus. Events may be academic, social, political, recreational, or for any other purpose consistent with the educational mission of WVSU. Student organizations are encouraged to be innovative and creative when selecting activities. There are prohibitions and restrictions on some types of events. Examples of the types of potential restrictions are, but are not limited to:

- Raffles and games of chance may be held only by organizations that have a letter from the Internal Revenue Service designating them as a 501C eligible charity. All other gambling is prohibited on campus. Under special circumstances, student organizations may be able to sponsor raffles on behalf of an eligible charity. Contests and giveaways which do not involve the purchase of a “chance” ticket, token, or number or the expectation of a “donation” given for the chance are permitted on campus
- Dangerous activities including car smashes, those involving “wild” and exotic animals, human pyramids, trampolines, explosives, firearms, or other dangerous weapons are not permitted on University property. Exceptions to this rule may be granted by the SLE and Enrollment Management and Student Affairs offices.
- Gender based auctions are not permitted on campus.
- Fundraising events are restricted and must be approved by SLE before they are implemented.
- Any activity that is inconsistent with educational mission of the University or is in violation of University policies is not permitted.

Planning a major event should begin at least one semester in advance of the date of the event. Smaller programs or events usually take at least four weeks of planning and preparation. Planning is a multi-step process. Refer to the Twenty Planning Questions and Sample Budget to assist in thoroughly developing all phases of the project (*Appendix G & H*). Assistance in planning project may also be obtained from the organization’s advisor or SLE.

Several aspects of project planning require special attention or permission:

- Budget
- Contracts
- Facilities
- Liability
- Publicity
- Tickets

When planning programs or events held off campus, at which alcohol may be served, it is essential that student organizations strictly adhere to all State liquor laws, and University guidelines and policy on use.

### WRITTEN CONTRACTS

The use of written contracts and agreements is an important, but often ignored business practice for student organizations.

Contracts should be utilized for:

- Speakers, entertainment, and movies;

- Purchase of goods and service;
- Exchanges of services for goods (e.g., advertising by organization in exchange for a prize to give away); and
- Purchases for resale (e.g., buying plants to sell during a campus plant sale)

A basic contract should include:

- Names of the parties involved;
- Place where the contract is made;
- A specific statement of what you agree to do and the date you agree to do it;
- A specific statement as to what the other party will do and when they will do it;
- An agreed upon exchange or consideration (usually the purchase price);
- A statement as to what will happen should either party fail to do what they have agreed upon;
- Signatures of both parties; and
- Date the contract is signed.

Contracts do not have to be notarized to be valid. Assistance in reviewing contracts that are asked to be signed by organizations may be obtained in Business and Finance, which is located in Ferrell Hall.

As previously stated, a variety of facilities are available for campus events. Specific information on facility use, fees, and availability may be obtained in SLE.

When planning an event, please keep in mind:

- Reservation of space in University facilities is in high demand. Plan and make reservations early.
- Direct facility costs and indirect costs (cleaning, security, etc.), must be budgeted as part of an event. The average cost for security or custodial services is \$30 per hour, per employee required.
- Many facilities have user guidelines to which organizations must adhere to. Such guidelines may differ depending on the facility. Make sure that the organization is following the correct user guidelines.
- Damages to facilities will be assessed to the organization.

Student organization officers and members may incur civil and criminal liability for their acts or their participation in the acts of organization members that negligently or criminally injure others. Officers and members may, to some degree, protect themselves with the use of “waiver of liability” statements signed by activity participants. The Director of Campus Life will discuss liability issues and help identify legal resources when necessary.

## **BRANDING & PUBLICIZING**

Publicizing a club or an organization’s activities/events is one of the principle factors that contributes to a successful program. Student organizations are encouraged to be creative in devising public relations programs. Techniques include:

- Bulletin Boards
- Buttons
- Campus Website
- Emails
- Flyers

- Monthly Calendars
- Newsletters
- Posters
- T-Shirts
- Yellow Jacket Newspaper
- Word-of-Mouth

Advertising and other promotional events should be tastefully conducted and consistent with the educational nature of the University. University operating policy requires that advertising not reflect unfavorably on the University.

No representation, either expressed or implied, may be made as to the promotion or endorsement by the University of the Organization of the activity, program, or event being sponsored unless specific approval has been obtained through SLE and/or University Relations.

WVSU official logos (Clock Tower or Presidential Seal) and images are not available for student organization use. The WVSU Spirit Mark is reserved for student organization use. (*Appendix F*)

SLE staff will assist in developing advertisement and publicity campaigns that are consistent with University policy, and identifying creative publicity alternatives that will fit the budget.

As a financial accounting mechanism, it is advisable to use numbered tickets anytime admission is charged for an event. Tickets are necessary for an event involving advance admission sales. Student organizations must have the prototype of the ticket they intend to use for an event approved by the Director of Campus Life in advance of actual printing.

## **GUEST SPEAKERS**

It is the policy of the University to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues which concern our nation, provided that the views expressed are stated openly and are subject to critical evaluation. Within our prevailing standards of decency and honesty, this policy shall be construed to mean that no topic or issue is too controversial for intelligent discussion on campus. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which change is accomplished by peaceful, democratic means.

To this end, a registered student organization, after consultation with and prior approval of its faculty advisors, may invite guest speakers to the campus to address meetings, subject only to the follow provisions:

1. Sponsorship must be by a recognized registered student organization.
2. Arrangements for the use of University facilities must be made through SLE and the responsible unit controlling the desired facility.
3. It must be made clear that the student organization, not the University, is extending the invitation and that any views the speaker may express are his own and not those of the University.
4. The student organization must take whatever steps are necessary to insure the meeting is conducted in an orderly manner.
5. The student organization must provide means for critical evaluation of speaker's presentation.
6. The student organization must comply with any and all conditions for the orderly and scholarly conduct of the meeting in accordance with University policy.

In a situation attended by extreme and emotional feeling, the Executive Committee of the Faculty Senate shall prescribe conditions for the orderly and scholarly conduct of the meeting but may not select the speaker or topic. Such conditions shall include, but are not limited to: designating a member of the tenured University faculty, and staff, requiring the inclusion of one or more additional speakers at the meeting in question or at a subsequent meeting so that other points of view may be expressed; or requiring a debate format in which the speaker debates with qualified opponents.

A speaker invited by a student organization must not advocate action or urge the audience to take action which is illegal under the laws of the United States, the state of West Virginia, or which is prohibited by the rules of the University or the Student Handbook/Code of Conduct. It is the responsibility of the student organization to inform speakers in writing of this prohibition.



## RECORD KEEPING & CONSTITUTIONS

Record keeping is an important component of student organization management. The following information will assist each organization in keeping effective records including meetings, financial records, and project reports.

### MINUTES

The official actions of an organization are recorded in its minutes. Minutes should be kept at each regular business meeting and important committee meetings. Minutes generally include the following:

- The place, date, and time of the meeting
- The nature of the meeting
- Members absent and present
- Non-member guests present
- Topics discussed, motions, actions, and decisions made
- Items for the next agenda
- Announcements made

### PROJECT REPORTS

Reports on projects and other important events are valuable resources for future event planners. A comprehensive project report should contain the following:

- The answers to the 20 Planning Questions
- An outline of the event as implemented
- The statement of actual income and expense
- Samples of all advertising
- Copies of all contacts and other documents
- An evaluation of each program component
- Recommendations for future planners of the event or similar program

All new treasurers of registered student organizations should have training in bookkeeping and accounting. As a general rule the organization should keep the following financial records:

- Checkbook and check stubs
- A consolidated receipt/disbursement book
- Paid bills or invoices for all purchases
- Copies of receipts issued for all cash received

The organization may wish to retain other important documents, reports, receipts, or photographs. The University Archivist is interested in retaining student organization records for historical purposes. Before destroying any organizational records, contact the Archivist at the WVSU Drain Jordan Library.

### CONSTITUTION

The constitution of an organization contains the fundamental principles which govern its operation. The by-laws establish the rules of governance by which the group is to function.

The constitution should be simple but comprehensive with most of the details of the procedural rules set forth in the by-laws. Provision should be made for easy amendment of the by-laws.

The following is a suggested outline for information to be included in a constitution and by-laws:

- **Constitution**

- |                |   |
|----------------|---|
| Article I –    | The name of the organization                                  |
| Article II -   | Affiliation with other groups                                 |
| Article III -  | Purpose of the organization                                   |
| Article IV -   | Membership eligibility  |
| Article V -    | Officers (title, term of office, how and when elected)        |
| Article VI -   | Advisor (term of service, selection)                          |
| Article VII -  | Meetings (frequency, special meetings and who calls meetings) |
| Article VIII - | Referendum and Recall   |
| Article IX -   | Amendment (means of proposal, notice, voting requirements)    |

- **By-Laws**

- A. Membership (selection requirements, resignations, replacement, dropping members)
- B. Dues (amount and collection procedures, special fees, when payable)
- C. Duties of officers (power, responsibilities, rules for election, procedures for filing unexpired terms, removal from office)
- D. Duties of an advisor
- E. Executive Board (composition and powers)
- F. Committees (standing, special, how formed, chairmen, meetings, function)
- G. Order of business
- H. Parliamentary authority
- I. Amendment (means of proposal, notice required, voting requirements)

## REGISTRATION & MEMBER INTAKE

All student organizations recognized by WVSU are coordinated by SLE. All organizations must declare to be either Class A or Class B and clarify their status as one of the following:

- Academic/Honorary
- Greek Letter
- Civic/Social Service
- Governmental/Supportive

The ranking in categories does not depict a hierarchy system, but rather it serves as a means of division. Rationales for categories are given below.

### CLASSIFICATION

**Class A** – Any organization that maintains an open membership policy based upon interest or desire. This category also includes organizations that select or elect members.

**Class B** – Any organization that requires a pre-entry of training observation and/or probation period as a prerequisite for full membership into the organization.

- **Academic and Honorary Organizations** – Any organization that has a specific purpose of honoring or promoting further interest in the academic areas. Those in this grouping are usually Class A organizations.
- **Greek Letter Organizations** – Any organization that bares in total the Greek letters as its official name. These organizations usually have the goal of campus and community service in social and civic areas. Those in this grouping are usually Class B organizations.
- **Civic and Social Service Organizations** – Any organization that has as its purpose the promoting or providing of social and/or service as its main goal. These organizations do not have Greek letters to represent the total name. Those in this grouping vary and must declare either Class A or Class B.
- **Governmental and Supportive Organizations** – Any organization that has as its purpose the promoting or supporting the events and activities designed to enrich the student life of WVSU.

### STATUS

To retain active status, each organization must develop objectives each year, one of which must be based in community service. These objectives are to be turned into SLE.

Campus organizations are required to register each academic year. Continuing student organizations must register within 30 days of the beginning of the Fall semester. Registration becomes effective upon written notification to the group from the Director of Campus Life and is valid for the entire academic year which includes summer sessions. Organizations are also required to submit an updated Cumulative GPA Form listing all officers and members within 30 days of the beginning of the Spring semester.

For campus organizations to revived active status, the following requirements must be achieved:

1. Have a constitution on file in SLE;
2. Have one faculty or staff advisor employed full time at WVSU;
3. Have three members with a GPA of 2.3 or above (President, Secretary and Treasurer);

4. Must request active status by completing the following forms:
  - a. Student Organization Recognition Request (*Form I*)
  - b. Request for Accumulative Average (*Form IV*)
5. Have a representative(s) attend all required meetings and leadership workshops sponsored by SLE and/or Student Government Association.

## **INACTIVE STATUS**

An organization is inactive if their membership falls below three members. Greek organizations graduate chapters can request permission from the Director of Campus Life to pledge a line on-campus. Greek organizations that have lost their active status will be permitted to conduct smokers or rush parties under the supervision of their graduate chapter and/or their advisors.

## **GREEK INTAKE QUALIFICATIONS**

Organizations must comply with the following rules and regulations covering pledging:

1. Member Qualifications
  - a. Full-time enrollment at WVSU during the semester of pledging.
  - b. A cumulative GPA of 2.3.
  - c. Must have experienced one grading period of college work earning at least 12 semester hours.
  - d. Open to any student regardless of race, color, sex, ethnic origin, or religious affiliation.
2. Greek Intake period
  - a. Intake period is based on each respective organizations national guideline.
  - b. The intake period shall not start within the first ten days of the semester.
  - c. Only active undergraduates are permitted to participate in intake activities.
  - d. During the intake period, organizations or individuals shall not require perspective members to miss class, be late to class, or to carry out activities during a perspective member's class schedule day.
  - e. There is to be no 'hazing' during the pre, current, or post-intake periods.
3. Request for Accumulative Average for membership (*Form IV*)
  - a. The Registrar must certify each person's GPA before intake activities start.
  - b. Each organization must submit a copy of the "Request for Cumulative Average" form properly completed. Each individual must sign and put their WVSU ID number on the form. The Registrar will not process the form unless both items are on the form.
  - c. "Request for Accumulative Average" forms must be turned into the Director of Campus Life.

*to*

*WVSU Student Clubs &  
Organizations Advisor  
Handbook*

2017 - 2018  
STUDENT LIFE & ENGAGEMENT

## ROLES & RESPONSIBILITIES

Advisors play a crucial role in the effective and efficient functioning of student organizations. The **responsibilities** of student organization advisors are:

1. to maintain contact with the organization to be familiar with its programs and personnel;
2. to advise the organization as to its program and personnel, having in mind not only the objective of the group but also; the purposes of the University, one of which is to foster a spirit of free inquiry in a setting which provides for open-minded, objective, and critical evaluation of the ideas expressed;
3. advisors are encouraged to be present for events that take place outside of the University's normal business hours or occur off-campus;
4. advisor(s) are encouraged to attend all organization meetings, however they are required to be present at the initial meeting and end of the year wrap-up meeting (to be held at the end of the Spring semester);
5. request that executive officers/members submit periodic reports of past meetings, projects, and activities. The advisor should keep those materials to present to newly elected officers each year;
6. to assist the group in selecting projects such as: fundraisers, community service projects, social and organizational philanthropies;
7. to aid in the motivation of the group;
8. to review with the entire organization, the University's policies, rules and regulations pertaining to student organizations;
9. to keep students aware of the University's Code of Conduct and Code of Ethics; and
10. to exercise authority when damaging or embarrassing situations arise, to not only the organizational members, but to the University community as well.

The characteristics of a good advisor are:

1. that he/she serves as a catalyst in creating needed changes to foster the growth of the organization. The advisor should not impose changes within the organization, but should serve as a mediator for consideration of viable alternatives from members of the group;
2. serves as the communicative link between past and newly elected officers
3. serves as a buffer between potential resource persons and the organization
4. keeps and protects the interest of all students regardless of race, sex, creed, sexual orientation or religion.

The Director of Campus Life is authorized to remove a student organization advisor for failure to fulfill these responsibilities.

To develop and maintain a quality advising relationship, it is recommended that advisors limit advising responsibilities to two groups. A request for a waiver of this provision may be made to the Director of Campus Life.

In carrying out these responsibilities, advisors perform a variety of **roles** within the student organizations at WVSU. An advisor may serve as:

- **Official University Representatives** (including interpreting policy and rules and acting as a liaison with SLE)
- **Organizational Consultant** (including advising on group structure, program and project planning, financial matters, record keeping, public relations, and problem solving)
- **Leadership Trainer** (including teaching leadership skills and strategies, effective meeting management, group communications, and motivation)
- **Advocate/Supporter** (including development of both internal and external support systems)
- **Resource** (including information and referral on academic and personal counseling, organizational problem solving, and opportunities for leadership training and recognition)

Depending upon personal style and expertise, advisors will prefer varying levels of involvement with the organization. An extreme laissez-fair approach will not satisfy the requirements established for advisors by the University. On the other hand, a style that immerses the advisor in the position of actual decision making in the organization compromises the basic learning processes for students which are inherent in the management of student organizations. SLE therefore recommends that the student organization advisor and officers **negotiate** a role and advising style that allow:

1. the advisor to be regularly informed on the organization's structure, policies, and activities;
2. the officers and members to manage day-to-day activities of the organization;
3. the advisor to have formal input into goal setting and major organizational decisions;
4. the officers and members to exercise final authority on decisions and assume responsibility for the outcome of all activities;
5. the advisor to have opportunities for assisting officers and members in the development of leadership skills; and
6. the officers and advisor to regularly evaluate the management processes occurring within the organization.

Advisors (and organization officers) occasionally express concern about personal liability for organization related activities. There are few hard and fast rules concerning liabilities; the following may be helpful as general guidelines:

- Organization advisors, officers, and members are subject to the same criminal statutes that govern behavior generally in society. Violation of these laws may result in criminal liability.
- Organization officers, members and advisors may be civilly liable for harm resulting from either dangerous organization activities or those that create an unreasonable risk of injury. All persons involved in organizations are advised to plan activities carefully, comply with all laws (including those related to the consumption of alcohol/drugs and the use of vehicles and other equipment), and to neither endorse nor participate in activities that could result in injury to participants, bystanders, or property.
- Advisors who are University employees may be provided some degree of protection by the State from civil liability for claims arising out of the performance of their duties. The immunity and indemnification provision of the State statutes are subject to several restrictions and limitations. Additional information

on liability and on low cost educator's liability insurance program may be obtained from Enrollment Management & Student Affairs.

There are numerous resources on campus to assist advisors in effectively working with student organizations. These include persons knowledgeable about University rules and policies, student leadership. Financial management, project planning, conflict resolution, problem solving, and personal counseling. The Director of Campus Life can assist in identifying appropriate resources.



## ADVISOR & ORGANIZATION RELATIONSHIP

In order for advisors to effectively fulfill their responsibilities as established by the University and for organization officers to maximize the valuable role that advisors play, a working agreement must be reached between the advisor and officers. The general parameters of this agreement were suggested in the preceding paragraph. As soon as possible after the election of new organizational officers, the advisor should meet with them to discuss the advisor-organization relationship. The following is suggested as one means of negotiating the advisor organization relationship:

### Step 1 – General Discussion

1. the organization's purpose, goals, and objective (these should be put in writing);
2. university expectation concerning students establishing priorities that emphasize the maintenance of high academic standards while being involved in organizations;
3. university rules and policies, particularly with respect to open membership, hazing, sexual harassment non-discrimination, alcohol, and financial accountability;
4. officer expectations of their advisor;
5. the advisor's experience with student organizations and advisor style and expectations; and
6. leadership strengths and weaknesses of the officers and ways the advisor may enhance and strengthen these skills.

### Step 2 – Negotiation Skills

1. when and how the advisor will review the goals, initial project plans, and annual budget;
2. how officers will be kept informed of university policies and how the advisor will be kept informed of the organizations activities (alternatives include advisor attendance at meetings, periodic scheduled meetings between advisors and officers, and written officer reports);
3. the role of the advisor in planning, implementation, and evaluation of specific projects;
4. how the advisor may assist officers in developing leadership skills;
5. the process for handling officer and advisor concerns; and
6. the mechanism for advisor evaluation of organization effectiveness.

### Step 3 – Organizational Meetings

Even if the advisor will not be attending organization meetings on a regular basis, the advisor is required to attend the group's first meeting so that the advisor has an opportunity to meet the members and discuss his or her role.

### Step 4 – Carry Out Negotiated Roles

The advisor and officers share responsibility for ensuring that the arrangements negotiated in Step 2 are carried out. Renegotiation may be necessary as the year progresses.

### Step 5 – Year End Wrap-Up

Shortly before the election of new officers, the advisor and current officers should need to discuss:

1. group progress during the year;
2. the effectiveness of the negotiated relationship;
3. advisor recommendations for the officers' future involvement; and
4. officer recommendations for the advisor's future advising activities.



*to*

*WVSU Student  
Organization Policies,  
Procedures and Guidelines*

# UNIVERSITY POLICIES, PROCEDURES & GUIDELINES

The following rules, policies and guidelines of WVSU regulate student organization activities. This listing is not meant to be exhaustive; further information on rules, policies, and guidelines may be obtained from SLE.

## ALCOHOLIC BEVERAGES

Consumption or Possession of Alcoholic Beverages is subject to a variety of State laws and University policies. Student organizations must strictly adhere to these rules; failure to do so can result in loss of registered organization status and, potentially, in criminal and/or civil liability for officers and members. A summary of important State liquor laws and University alcohol policies is listed below:

- No person under the legal drinking age shall order, pay for, share the cost of, or attempt to purchase any beer or intoxicating liquor, or consume any beer or intoxicating liquor, either from a sealed or unsealed container or by the glass or by the drink.
- No beer shall be sold to any person under the legal drinking age.
- No sales shall be made to an intoxicated person.
- The seller shall not permit the purchaser to remove beer or intoxicating liquor sold for consumption on the premises from the premises.
- No person under the legal drinking age shall knowingly show or give false information concerning his name, age, or other identification for the purpose of purchasing or otherwise obtaining intoxicating liquor or beer.
- No person shall have in his/her possession an opened container of beer or intoxicating liquor in any public place. This does not apply to beer or intoxicating liquor which has been lawfully purchased for consumption on the premises where bought from a holder of a permit.
- No person shall consume any beer or intoxicating liquor in a motor vehicle.

## AMPLIFIED SOUND SYSTEMS

Amplified Sound Systems either moving or stationary, in connection with a planned event, may be used on campus on in such a manner as will not disturb the normal functioning of the University. Regulations for the use of amplified sound systems are as follows:

1. Amplified sound systems may be used on the upper part of the Student Plaza on Fridays from 4 p.m. until 12 midnight, Saturdays from 12 noon until 12 midnight and Sundays from 12 noon until 10 p.m. Amplified sound systems may not be used any time in these locations Monday through Thursday without the prior approval from the Director of Campus Life.
2. Amplified sound systems may be used in other areas including, but not limited to, the residence hall areas and grounds adjacent to the University Union upon the approval of the Director of Campus Life. The time restrictions for the Student Plaza also apply to other locations.
3. The use of amplified sound systems is restricted to registered University organizations. The use of amplified sound systems shall be recorded in advance with SLE. Petitions for exceptions to the above regulations should be submitted to the Director of Campus Life.
4. Each University organization using a University owned sound system may be charged a service charge and will pay for damages to or loss of equipment.

## **BANNERS**

Unless used in connection with an event like Homecoming, banners are generally not permitted to be hung from buildings or between trees, post, gateways, or other structures on campus. Additional information may be obtained in SLE.

## **BONFIRE/FIRE**

A student organization planning an event involving torches, the use of bonfires, incendiary devices, outdoor cooking, or any other fire related activity must obtain approval from the Director of Physical Facilities. Approval should be sought at least one month prior to the planned date of the event. Permits for fireworks will not be issued for on-campus displays.

If a fire alarm should sound during an organization meeting or event, all persons should evacuate the building immediately, avoiding elevators and using the nearest exit. Once outside, persons should move away from the exit. No one is to re-enter the building until a fire safety officer has issued an "all clear". Making a false alarm is a serious crime and can result in serious penalties.

## **CODE OF CONDUCT**

The Code of Conduct exists to protect the persons and property of the University community. It applies to the conduct of all registered students and registered student organizations while on University premises. A copy of the Code of Conduct may be found at <http://www.wvstateu.edu/Current-Students/Student-Handbook.aspx>

## **CONTRACTS**

Student organizations are not authorized to enter contracts in the name of or on behalf of WVSU, its faculty, staff, or employees. Student organizations are encouraged to use contracts in their own name when purchasing goods and services.

## **DANCES**

The University Union has special policies relating to dances held in its facility, policies concerning building hours, security required, access by guests, and dance planning. Complete details are set out in *Appendix D*.

## **FILM PRESENTATIONS**

SLE has the exclusive use of the Union for film presentations. Student organizations interested in using the Union to show a movie should contact SLE. Student organizations are required to obtain a film viewing license for copyright purposes.

## **LIVE MEDIA BROADCASTS**

Live media broadcasts by student organizations (unless the organization has received permission to operate as a media group) or by off-campus broadcasters sponsored by student organizations are not permitted on campus.

## **PARADES**

The route of which includes sidewalks, streets, highways, or roadways on the University premises or nearby city property shall be approved in advance with the Director of Campus Life.

## **POSTERS**

Posters with or without standards, signs, handouts, brochures, handbills, pamphlets, folders or any other written material shall not be posted, affixed, or shrubbery, lamps, sidewalks, utility poles, traffic signs, statues, motor vehicles, or fire escapes, except that a University official may authorize the posting of material prescribed by this section if the authorization is in the best interest of the University or of members of the University community.

Written material may be posted on bulletin boards, in buildings or on bulletin boards on or in any other area of University premises subject to regulations promulgated by a designated University official. Approval to post any materials on campus must be obtained from SLE before posting. The office will stamp approved materials with a removal date. Additionally, approval to post on the bulletin boards in academic buildings must be obtained from the Building Coordinator (*Appendix E*).

The removal of any materials illegally posted will be billed to the responsible organization or individual. Charges will be based on the amount of labor and materials required to remove all of this material throughout campus.

## **BEVERAGE/FOOD SALE**

The sale of beverages and/or food by student organizations on University premises is normally prohibited.

Exempted from this policy are:

1. food vendors with whom the University has contracted for the sale of food and beverage items;
2. registered student organizations engaged in an approved fund-raising activity. A written request for the food sale must be submitted to the SLE before the requested date of the activity.
3. groups/individuals receiving prior approval from SLE.

## Appendix A

### Guest Speaker Policy

It is the policy of the University to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues which concern our nation, provided that the views expressed are stated openly and are subject to critical evaluation. Within our prevailing standards of decency and honesty, this policy shall be construed to mean that no topic or issue is too controversial for intelligent discussion on campus. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which change is accomplished by peaceful, democratic means.

To this end, a registered student organization, after consultation with and prior approval of its faculty advisors, may invite guest speakers to the campus to address meetings, subject only to the follow provisions:

1. Sponsorship must be by a recognized registered student organization.
2. Arrangements for the use of University facilities must be made through SLE and the responsible unit controlling the desired facility.
3. It must be made clear that the student organization, not the University, is extending the invitation and that any views the speaker may express are his own and not those of the University.
4. The student organization must take whatever steps are necessary to insure the meeting is conducted in an orderly manner.
5. The student organization must provide means for critical evaluation of speaker's presentation.
6. The student organization must comply with any and all conditions for the orderly and scholarly conduct of the meeting in accordance with University policy.

In a situation attended by extreme and emotional feeling, the Executive Committee of the Faculty Senate shall prescribe conditions for the orderly and scholarly conduct of the meeting but may not select the speaker or topic. Such conditions shall include, but are not limited to: designating a member of the tenured University faculty, and staff, requiring the inclusion of one or more additional speakers at the meeting in question or at a subsequent meeting so that other points of view may be expressed; or requiring a debate format in which the speaker debates with qualified opponents.

A speaker invited by a student organization must not advocate action or urge the audience to take action which is illegal under the laws of the United States, the state of West Virginia, or which is prohibited by the rules of the University or the Student Handbook/Code of Conduct. It is the responsibility of the student organization to inform speakers in writing of this prohibition.

## Appendix B

# PROHIBITED STUDENT CONDUCT

WVSU students are also required to abide by the rules of the WVSU Student Code of Conduct. This document includes information regarding prohibited student behaviors and the possible sanctions if violated. It specifically addresses alcohol/drug use violations and prohibited behaviors. Please refer to the WVSU Code of Conduct for additional information.

## Appendix C

# POLICY ON HAZING

According to the State of West Virginia, the National Interfraternity Council, the National Pan-Hellenic Conference, and all other national organizations represented on our campus, hazing is not permitted and has no place in our student organizations. All acts of hazing by any organization member or alumni are forbidden.

Hazing is defined as, "Any action or situation created to intentionally, whether on or off campus, to produce a mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations may include paddling in any form; creation of excessive fatigue, i.e.; any activity which deprives a student of at least six (6) hours of continuous sleep; physical or psychological shocks; inappropriate suggestions, i.e.; stealing of items; treasure hunts, scavenger hunts, off-campus or in Greek House. Wearing publicly any apparel which is conspicuous and not normally in good taste, as defined by the people hearing bodies; engaging in public stunts buffoonery; morally degrading, or humiliating fames and activities; or any other activities which are not consistent with fraternal law, ritual, or policies or regulations of national organizations or this educational institution. Any act which would degrade or otherwise compromise the dignity of the individual, including forced use and abuse of alcohol and other drugs"

### **Anti-Hazing Law**

**(Passed March 7, 1995, In effect ninety days from passage)**

An ACT to amend chapter eighteen of the code of West Virginia, one thousand nine hundred thirty-one, as amended, by adding thereto a new article, designated article sixteen, relating to education; higher education; creating the anti-hazing law; providing definitions; prohibiting hazing; providing for enforcement by institutions; and providing civil and criminal penalties.

*Be it enacted by the Legislature of West Virginia:*

That chapter eighteen of the code of West Virginia, one thousand nine hundred thirty-one, as amended, be amended by adding thereto a new article, designated article sixteen, to read as follows:

### **ARTICLE 16. ANTI\_HAZING LAW>**

#### **18-16-1. Short title.**

This article shall be known and me be cited as the "Anti-hazing Law".

#### **18-16-2. Definitions.**

- a) Hazing means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term included, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption, of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contract, forced conduct which could result in extreme



embarrassment, or any other force activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: Provided, That the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense under this section.

- b) “Institutions of higher education” or “institution” means any public or private institution as defined in section two, article one, chapter eighteen-b of this code.

### **18-16-3. HAZING PROHIBITED**

Any person or persons who cause hazing is guilty of a misdemeanor, and upon conviction thereof, shall be fined no less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned: *Provided*, That if the act would otherwise be deemed a felony as defined in the hazing code, the person committing such an act may be found guilty of such a felony and he subject to penalties provided for such a felony.

### **PROCEDURES**

All complaints and/or request for definition of hazing are to be filed with the Director of Campus Life. All cases decided by the Director are appealed to the Vice-president of Enrollment Management & Student Affairs and finally to the President of WVSU.

## Appendix D

### DANCE POLICY

Any organization that sponsors a dance shall not allow non-students to attend. To enforce this policy, the organization must provide a member or members at the interest to inspect the identification of each student. If the person does not have a current validated WVSU ID, then the individual shall not be allowed to enter the dance by the sponsoring organization.

However, special invitations may be offered to non-students accompanied by WVSU students with proper identification and prior approval of the organization's advisor, the Director of Campus Life, and the Assistant Vice-president of Enrollment Management & Student Affairs. All non-students must be 18 years of age or older. Certification of age must be shown by displaying current photo identification.

Additional invitations may be issued by the Director of Campus Life for special situations. Guests who may be a threat to proper functioning of the dance will be refused admittance. Security, the host organization, and the advisor shall make the decision collectively. However, if a special situation is determined to be potentially dangerous situation, then the decision of WVSU Public Safety is final.

The requirements for dances are:

- Dances shall end before or on the time stated on the Event Registration Request form. No music shall start after the closing time. Lights shall be turned on at the closing time.
- The dance shall not go beyond 1:30 a.m. on Fridays and 2:00 a.m. on Saturdays unless authorized by the Director of Campus Life and the Vice-president of Enrollment Management & Student Affairs. An extension of the time frame may be granted if student behavior warrants such a privilege.
- The dance area must be cleaned by the sponsoring organization immediately after the dance. This includes but is not limited to:
  - Replace all furniture to its original place, or as the thing were when the room was reserved.
  - Remove all paper and tape from windows and walls.
  - Pick up all trash from floors.
- An organized step show or an impromptu step show is not permitted at the dance unless prior approval is given by the sponsoring organization.
  - Dances hosted by Greek letter organizations may have an intermittent (periodic show during the scheduled dance) step show with the prior approval of the host organization and the Director of Campus Life.
  - Only Greek letter organizations may step, subject to the approval of the host organization.
  - Permission is granted or denied by the signing of a contract prior to the scheduled event.
  - The President and/or Basile us of each organization seeks permission from the host organization's President and/or Basile us. His or her signature must appear on the contract.
  - Stepping is a privilege and any misconduct by the individual organizations will result in the ceasing of the organization's stepping privileges at said dance and the organization will be subject to further sanctions by SLE, and Judicial Affairs. Each organization regulate the conduct of its members. Members causing a disturbance will also be requested to leave the dance.
  - Misconduct is the sole judgment of the host organization, advisor, the Director of Campus Life and security. It is not open for discussion.

- The sponsoring organization, advisor, and security are collectively charged with maintaining order at said dance.
- The sponsoring organization, advisor, and security are collectively charged on enforcing the University policy on:
  - No weapons, alcoholic beverages, marijuana, or other illegal drugs allowed at the dance.
  - No smoking allowed inside the building.
  - No drinking of beverages or eating of food on the dance floor.
- The sponsoring organization, advisor, and the perpetrator (if caught) are responsible for damages to property.
  - If the perpetrators caught and found guilty by the WVSU Hearing Council, then he/she bears full responsibility for damages incurred.
  - If the perpetrator is not caught, then the sponsoring organization bears full responsibility for all damages
  - Any organization that fails to actively enforce policy with regard to providing a safe environment for all students will be subject to immediate suspension/expulsion from the University. Any individual in violation to the aforementioned policy will be subject to the same. This policy will be enforced fairly, but without fail.

## Appendix E

### BUILDING COORDINATORS

Requests for the use and/or rental of university facilities by internal individuals or groups must be made through the respective building scheduler.

<b><u>Campus Facility/Space</u></b>	<b><u>Building Scheduler</u></b>	<b><u>Office Phone</u></b>
Capitol Center	Joseph Vannoy	304-342-6522
Cole Complex Computer Lab	Patty Goff	304-766-3065
Cole Complex Conference Room	Julie Salvidar	304-766-3156
Davis Fine Arts Theatre	Dick Wolfe	304-766-3188
Davis Fine Arts Gallery	Zach Fitchner	304-766-3193
Erickson Alumni Center	Cynthia Rakes	304-766-3130
Ferrell Hall Auditorium	Dick Wolfe	304-766-3188
Hamblin Hall Auditorium	Glenna Curry	304-766-3102
Hill Hall	Patty Goff	304-766-3065
Keith Scholars Hall	Vikki Green	304-766-5707
University Union	Lee Tabor	304-766-3255
Walker Convocation/Fleming Hall	Sean McAndrews	304-766-4122
Wallace Hall Auditorium	Fatiema Wilkerson	304-766-3146
Wallace Hall Computer Lab	Michael Anderson	304-766-3393

# Appendix F

## WVSU BRAND IDENTITY & GRAPHICS

### Brand & Graphic Identity for University Approved Student Organizations

WVSU approved student organizations are permitted to use the WVSU spirit mark for the organization’s event promotions, t-shirts, posters and the like.

#### SPIRIT MARK

The WVSU Spirit Mark is the secondary identifier for the University’s athletic programs and student organizations. The Spirit Mark can be used interchangeably, or in combination with the Yellow Jacket logo pictured below. Do not add elements or combine the Spirit Mark with other graphics. Do not distort or change the proportion/size of the Spirit Mark’s graphic components. Do not use a pixelated (low resolution) Spirit Mark. Do not alter the Spirit Mark’s colors. Do not recreate a different graphic identity or signage using a component of the Spirit Mark.



#### OFFICIAL COLORS

Black and WVSU Gold are the primary colors for WVSU. The following color details are to be communicated to a designer and/or production company to ensure proper colors are used with the Spirit Mark:

##### WVSU Gold

C:20 M: 30 Y:100 K:0  
R:207 G:171 B:43  
Spot: PMS 7752C



##### Black

C:0 M:0 Y:0 K:100  
R:0 G:0 B:0  
Spot: PMS Black



**APPROVAL**

All flyers, posters and the like bearing the Spirit Mark must be approved by the office of SLE, 103 University Union before production/dissemination of promotional materials. This approval process includes review and approval of the WVSU Spirit Mark by SLE staff in collaboration with University Relations & Operations. SLE can be reached at (304) 766-3288 or [sweeneyt@wvstateu.edu](mailto:sweeneyt@wvstateu.edu) for Trina Sweeney, and/or [jacksoc@wvstateu.edu](mailto:jacksoc@wvstateu.edu) for Chris Jackson.

**WVSU INSTITUTIONAL LOGO**

The institutional logo is for University use only. Student organizations may use the Spirit Mark.

**QUESTIONS/CLARIFICATIONS**

Please know this is not an exhaustive list of University's brand and graphic identity. More information can be found online at <http://wvstateu.edu/uro>, under University Relations and Operations' About Menu. Contact University Relations & Operations, Jack Bailey, [jbaile19@wvstateu.edu](mailto:jbaile19@wvstateu.edu).

\*A black and white version of the WVSU Spirit Mark is available upon request.

## Appendix G

### 20 PLANNING QUESTIONS

1. What is the title of the project, program, or event?
2. What do you want to do? (Specifically describe the project)
3. What will be accomplished if the project is successful?
4. To what organizational purpose is the project related?
5. What is the project timetable? When is to be completed? When is planning to begin? What sequentially must happen to complete the project?
6. Who are the key people inside and outside the organization necessary to completing the project?
7. What are the specific responsibilities of each person?
8. What materials and equipment are necessary?
9. Are other special resources (including security, clean-up, etc.) required?
10. What will the project costs? (See the appropriate section for a suggested budget form)
11. What key decisions must be made? By whom? When?
12. What research is necessary to develop the project?
13. What blocks or problems can be anticipated?
14. Are any special University rules or regulations involved? (See the Director of Campus Life)
15. Are any special liability issues or contracts involved? (Seek advice from the Director of Campus Life)
16. How will the project be advertised or promoted?
17. What contingencies (rain, too few or many people, cancellation of entertainment) should be anticipated? How will they be handled?
18. If more than \$250.00 in expense or income is involved, has the program been approved by the Director of Campus Life?
19. What permit(s) or special permission is required? (parade, beer, facility use, etc.)
20. How will the project be evaluated? By whom? Who will write the report?

# Appendix H

## SAMPLE BUDGET

Budgeting is critical to successful program planning. Here is a simple budget format that can be adapted to the requirements of most events; copies are available in SLE.

### ESTIMATED INCOME

Tickets Sales	Number _____ @ \$ _____ = \$ _____
	Number _____ @ \$ _____ = \$ _____
	Number _____ @ \$ _____ = \$ _____

Donations	\$ _____
-----------	----------

SGA Funds	\$ _____
-----------	----------

Other (specify) _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

<b>TOTAL INCOME</b>	\$ _____
---------------------	----------

### ESTIMATED EXPENSES

Speaker(s)	\$ _____
------------	----------

Decorations	\$ _____
-------------	----------

Entertainment (movie, band, DJ, etc.)	\$ _____
---------------------------------------	----------

Other Fees (lodging, meals, hospitality, etc.)	\$ _____
--	----------

Facility Charge	\$ _____
-----------------	----------

Tickets	\$ _____
---------	----------

Ticket Handling Charge	\$ _____
------------------------	----------

Publicity	\$ _____
-----------	----------

Physical Facilities (tables, set-up, clean-up)	\$ _____
--	----------

Security	\$ _____
----------	----------

Audio Visual (projector, microphones, etc.)	\$ _____
---	----------

Refreshments	\$ _____
--------------	----------

Other (specify) _____	\$ _____
-----------------------	----------

<b>TOTAL EXPENSE</b>	\$ _____
----------------------	----------

<b>Profit or Loss (Income minus Expense)</b>	\$ _____
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# Appendix I

## LEADERSHIP

Effective organizational leadership is important. It can make the difference between success and failure in a student group. Leadership should not be taken for granted. Organizations that are most successful make leadership development an intentional component of the group's activities. Leaders recognize that they must develop:

- personal leadership characteristics
- specific leadership skills
- an effective leadership style

Leadership is most commonly described as a process of influencing the behavior or activity of another person towards the accomplishment of a goal. In student organizations, leaders influence the activities of members towards the attainment of the organizational goals.

Student leaders identify a variety of personal characteristics necessary for effective leadership. Among them are:

- intelligence
- dependability
- achievement orientation
- belief in self
- people orientation
- self-starter
- enthusiasm
- insight
- sense of humor
- positive attitude
- confidence
- values differences in others
- flexibility

Few, if any people possess all of those characteristics at any one point in their lives; but most leaders are aware of the advantages of developing a positive personal style. The group members, advisor(s), family, friends as well as the professional staff of SLE can help student leaders assess their strengths in these related areas.

Possession of leadership characteristics is not enough to ensure leader effectiveness. Being the leader doesn't make you one. If the definition of leadership is reduced to its four component parts (a process/of influencing/ the activities of members/for the accomplishment of organizational goal(s)) a set of skills associated with each component may be identified

Student leaders need to develop skills in each of the following areas:

<b>Leadership is a process</b>	understanding leadership roles & functions effective meeting management handling change in the group problem solving
<b>of influencing</b>	motivation communications human relations
<b>the activities of members</b>	team building project planning delegation time management
<b>towards accomplishment of:</b>	goal and objective setting financial management creativity decision making evaluation

Leadership qualities and skills must be applied in the organization; leaders must develop an effective style. Style is the manner in which the leader uses personal skills and qualities in influencing relationships and goal related activities or tasks in a group. In traditional approaches to leadership, leaders are classified as having one of three styles:

- Autocratic – the leader controls decision making, is highly directive, and emphasizes the tasks to be accomplished
- Democratic – the leader shares decision making with the members, delegates when appropriate and emphasizes both task and the human relations in the group
- Laissez – faire – the leader exercises little if any control. Provides minimal direction, and allows tasks and relations to work out as they may.

There are advantages and disadvantages to each of these styles. Experienced leaders know that there is no one best style. Leaders of student organizations often find that having a mix of styles allows them to be effective in various situations. This is accomplished by matching the leader's level of directness and control over the task to be done with the member's experience and expertise in completing that task and by matching the leader's level of emotional support with the members' willingness and motivation for completing the task.

For example, if the chairperson of a project really doesn't know how to get started and is not very motivated to initiate the project, the organization president may find that being highly directive initially and focusing on the job to be done will be the most effective. As the chairperson learns the specifics of how to do the job, the leader will need to adapt the leadership style and be less direct while increasing emphasis on emotional support. At the same time the president is initially using an autocratic style with the chairperson of this project, he or she may have a chairperson of another committee that is highly motivated and has been successful in the past. If the leader is directive with this person, they will probably resent the leader's control and apparent lack of trust. The leader in this situation would be advised to back off and allow the chairperson to act with minimal direction and interference.

Effective leaders are constantly attempting to enhance the strengths and complement the weakness of those members with whom they are working. Leadership of student clubs/organizations is a “people business”. The qualities developed, skills learned, and styles adopted will form a solid foundation for lifelong family, work, social, and community relationships.

Each registered student organization must have an advisor selected by the student organization from among members of the University faculty or administrative and professional staff. With the permission of the Office of Enrollment Management & Student Affairs, social fraternities and sororities may also select an advisor from among chapter alumni.

Advisor responsibilities are set out in the special section on advising.

The officers of registered student organizations must regularly (at least once a month) inform the organization’s advisor on the program, personnel, and activities of the organization.

Registered student organizations are responsible for the actions of non-student participants and guests while they are participating in an activity of the student organization.

Student organizations must engage in sound financial management, including but not limited to:

- maintaining accurate up-to-date financial records;
- establishing a separate organization bank account and depositing all income to that account; and
- not incurring debts which cannot be covered by current cash reserves or by income reasonably expected to be produced within thirty days of the date the debt is incurred.

Student organizations must expend all organization funds to further the purpose(s) of the organization and not for the private benefit of officers or members.

University funds must be expended in strict compliance with the guidelines set out in this handbook.

Student organizations must submit a budget to and obtain approval from the S.G.A. Student Senate for any activity or event having either an expected income or expense of over \$5,000.00

Student organizations must notify the Director of Campus Life of changes in the material submitted for registration within fifteen (15) calendar days after the effective date of the change. This includes, but is not limited to, change in officers, advisor(s), or purpose.

## Appendix J

### Grant Writing Information

Beginning with the 2017 federal fiscal year, USDA NIFA non-competitive capacity grants (i.e. formula funds: research, extension, EFNEP, McIntire-Stennis, RREA) require prior written approval from NIFA before purchasing general purpose equipment costing \$5,000 or more and special purpose equipment costing \$150,000 or more.

General purpose equipment is defined as equipment that is used “not limited to research, medical, scientific, or other technical activities.” This includes motor vehicles, office and laboratory furnishings, air conditioning equipment, reproduction and printing equipment, and audio-visual equipment. Conversely, special purpose equipment is “used only for research, medical, scientific, or other technical activities.”

Please see the packet for more information regarding this new requirement. The packet is located on the [Research and Development Corporation](#) and [Office of Sponsored Programs](#) webpages. The packet includes:

- ☐ USDA NIFA Fact Sheet for Prior Approval for Equipment Requirement for Non-Competitive Capacity Awards
- ☐ USDA NIFA Frequently Asked Questions for Equipment Prior Approval for Capacity Grants
- ☐ USDA NIFA Sample Request for Prior Approval for Equipment Form
- ☐ USDA NIFA Capacity Building Grant Equipment Prior Approval Request Submission Checklist
- ☐ USDA NIFA Request for Prior Approval for Equipment Form

Please review all items in the packet carefully. A completed, unsigned “USDA NIFA Request for prior approval for equipment form” (page 13) must accompany all equipment purchase requisitions that meet the definition of general purpose equipment costing \$5,000 or more and/or special purpose equipment costing \$150,000 or more.

#### **Does my Grant Application need to be submitted through the WVSU Office of Sponsored Programs (OSP)?**

If you answer yes to one or more of the questions below, please complete an Intent to Submit form, located on the OSP webpage and submit it via [grants@wvstateu.edu](mailto:grants@wvstateu.edu) to contact the OSP team regarding your grant application.

1. Does the application require an “institutional” or “authorized” signature?
2. Does the application commit University resources? For example, lab space; faculty or staff time; or institutional matching funds.
3. Does the application use the University’s name?
4. Does the application use WVSU Research & Development Corporation’s name?

For any questions please contact the Office of Business and Finance or the Office of Sponsored Programs.

A

*to*

*FORMS*



# WVSU Student Organization: REGISTRATION/RECOGNITION FORM

[illegible]

## ORGANIZATION DESIGNATIONS

### Educational Purpose:

- ☐ Academic
- ☐ Social
- ☐ Recreational
- ☐ Religious
- ☐ Political
- ☐ Special Interest

### Special Permission:

- ☐ Social Fraternity or Sorority
- ☐ Sports Club
- ☐ Honor Society

### Classification:

- ☐ **Class A** – Any organization that maintains an open membership policy based upon interest or desire. This category also includes organizations that select or elect members.
- ☐ **Class B** – Any organization that requires a pre-entry of training observation and/or probation period as a prerequisite for full membership into the organization.

### Check One:

- ☐ **Academic and Honorary Organizations** – Any organization that has a specific purpose of honoring or promoting further interest in the academic areas. Those in this grouping are usually non-pledging organizations.
- ☐ **Greek Letter Organizations** – Any organization that bares in total the Greek letters as its official name. These organizations usually have the goal of campus and community service in social and civic areas. Those in this grouping are usually pledging organizations.
- ☐ **Civic and Social Service Organizations** – Any organization that has as its purpose the promoting or providing of social and/or service as its main goal. These organizations do not have Greek letters to represent the total name. Those in this grouping vary and must declare either pledging or non-pledging.
- ☐ **Governmental and Supportive Organizations** – Any organization that has as its purpose the promoting or supporting the events and activities designed to enrich the student life of WVSU.

## ADDITIONAL DOCUMENTATION

Organization's Current Constitution attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Organizations Bylaws attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cumulative GPA Form attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Full Listing of all Organization Officers names, addresses, email and phone numbers is attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organization has an off-campus affiliation:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify: _____	
Affiliates Contact Person:		Phone Number:	
Affiliate Organization's Address:			
City:	State:	Zip Code:	Email Address:

## INTERNAL USE ONLY

Organization Request Received Date:	Constitution Received Date:	
Bylaws Received Date:	Cumulative GPA Form Received Date:	
Organization Recognition Granted Date:	Letter Sent Date:	
Organization Recognition Denial Date:	Director's Signature:	

**Office of Student Life and Engagement**

103 University Union  
PO Box 1000  
Institute, WV 25112

**EVENT REGISTRATION FORM**

**Title of Event:** \_\_\_\_\_

**Sponsoring Organization or Department:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

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

**Type of Event:** Meeting\_\_\_\_ Information Table\_\_\_\_ Membership Recruitment Table\_\_\_\_  
Dance/Party\_\_\_\_ Activity\_\_\_\_ Initiation/Member Intake\_\_\_\_ Other\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time of Event: Start** \_\_\_\_\_ **End** \_\_\_\_\_

**Event is:** Closed to the Public\_\_\_\_ Open to the Public\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_

**Is this event a fundraiser?** Yes\_\_\_\_ No\_\_\_\_ *If yes, what is the fundraiser for? How do you plan to use the funds raised?*

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

*OFFICE USE ONLY: Fundraiser Approved by OSLE Director* \_\_\_\_\_

**Is there an admission fee?** Yes\_\_\_\_ No\_\_\_\_ **If yes, students \$** \_\_\_\_\_ **non-students \$** \_\_\_\_\_

**Requested Building/Location** \_\_\_\_\_

*(See the back of the form for a full list of buildings and scheduling coordinators.)*

**Would you like the event included in the calendar on the "WVSU Buzz" App?** Yes\_\_\_\_ No\_\_\_\_

\_\_\_\_\_

**Organization President or Department Representative:**

**Name:** \_\_\_\_\_ **Title/Position** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization Advisor or Department Director or Chair:**

**Name:** \_\_\_\_\_ **Title/Position** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The above representatives have read and agree to adhere to all guidelines and procedures as outlined by West Virginia State University and the Office of Student Life and Engagement. This includes responsibility for actions of all present at the named event and any expenses associated with such. By adding their signature, they have expressed knowledge and approval for the event.



**SUBMISSION OF THIS FORM DOES NOT RESERVE OR CONFIRM SPACE USAGE FOR YOUR EVENT.**

Please contact the appropriate building coordinator to discuss availability before submitting this form for approval. Building coordinators are responsible for ensuring that your event is set up to your specifications. Once you receive approval, confirm your requested space with the building coordinator.

**BUILDING SCHEDULING COORDINATORS**

Capitol Center - Joseph Vannoy, Capitol Center, 304-342-6522  
Cole Complex Computer Lab - Patty Goff, 112 Hill Hall, 304-766-3065  
Cole Complex Conference Room - Julie Saldivar, 105 Cole Complex, 304-766-3156  
Davis Fine Arts Theater - Dick Wolfe, 401 Davis Fine Arts, 304-766-3188  
Davis Fine Arts Gallery - Josh Martin, 207 Davis Fine Arts, 304-766-3198  
Erickson Alumni Center - Cynthia Rakes, 200 East Hall, 304-766-3130  
Ferrell Hall Auditorium - Dick Wolfe, 401 Davis Fine Arts, 304-766-3188  
Fleming Hall - Sean McAndrews, 210 Fleming Hall, 304-766-4122  
Hamblin Hall Auditorium - Glenna Curry, 101 Hamblin Hall, 304-766-3102  
Hill Hall - Patty Goff, 112 Hill Hall, 304-766-3065  
Keith Scholars Hall Conference Room - Vikki Green, Keith Scholars Hall, 304-766-5707  
University Union - Lee Tabor, 105 University Union, 304-766-3255  
Walker Convocation Center - Sean McAndrews, 210 Fleming Hall, 304-766-4122  
Wallace Hall Auditorium - Fatiema Wilkerson, 101 Ferrell Hall, 304-766-3146  
Wallace Hall Computer Labs - Michael Anderson, 726 Wallace Hall, 304-766-3393

Requested Space Available? Yes \_\_\_\_\_ No \_\_\_\_\_

Security Required? Yes \_\_\_\_\_ No \_\_\_\_\_ *If yes, the Public Safety section must be completed.*

Custodian Required? Yes \_\_\_\_\_ No \_\_\_\_\_ *If yes, the Facilities Services section must be completed.*

**Building Scheduling Coordinator**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**Public Safety** (Ferrell House)

# of officers \_\_\_\_\_ x # of hours \_\_\_\_\_ x rate per hour \$ \_\_\_\_\_ = Total Cost \$ \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**Facilities Services** (Physical Facilities Building - Front Office)

# of custodians \_\_\_\_\_ x # of hours \_\_\_\_\_ x rate per hour \$ \_\_\_\_\_ = Total Cost \$ \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**EVENT APPROVAL**

**Director of Student Life and Engagement** (103 University Union)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature



## GUEST SPEAKER REQUEST

<b>WVSU Organization:</b>	<b>Phone/Email:</b>
<b>Advisor:</b>	<b>President</b>
<b>Activity/Event:</b>	<b>Date:</b>

Guest Name		Outside Organization	
Address	City	State /Zip	
Phone		Email	

[illegible]

## WVSU Student Organizations

### Guest Speaker Policy

It is the policy of the University to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues which concern our nation, provided that the views expressed are stated openly and are subject to critical evaluation. Within our prevailing standards of decency and honesty, this policy shall be construed to mean that no topic or issue is too controversial for intelligent discussion on campus. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which change is accomplished by peaceful, democratic means.

To this end, a registered student organization, after consultation with and prior approval of its faculty advisors, may invite guest speakers to the campus to address meetings, subject only to the follow provisions:

1. Sponsorship must be by a recognized registered student organization.
2. Arrangements for the use of University facilities must be made through SLE and the responsible unit controlling the desired facility.
3. It must be made clear that the student organization, not the University, is extending the invitation and that any views the speaker may express are his own and not those of the University.
4. The student organization must take whatever steps are necessary to insure the meeting is conducted in an orderly manner.
5. The student organization must provide means for critical evaluation of speaker's presentation.
6. The student organization must comply with any and all conditions for the orderly and scholarly conduct of the meeting in accordance with University policy.

In a situation attended by extreme and emotional feeling, the Executive Committee of the Faculty Senate shall prescribe conditions for the orderly and scholarly conduct of the meeting but may not select the speaker or topic. Such conditions shall include, but are not limited to: designating a member of the tenured University faculty, and staff, requiring the inclusion of one or more additional speakers at the meeting in question or at a subsequent meeting so that other points of view may be expressed; or requiring a debate format in which the speaker debates with qualified opponents.

**A speaker invited by a student organization must not advocate action or urge the audience to take action which is illegal under the laws of the United States, the state of West Virginia, or which is prohibited by the rules of the University or the Student Handbook/Code of Conduct. It is the responsibility of the student organization to inform speakers in writing of this prohibition.**

**As a potential speaker, receiving invitation from one or more WVSU Student Organizations, I certify that I have been informed on the Guest Speaker Policy as outlined above and agree to comply with the conditions outlined above.**

Speaker's Name (Print) \_\_\_\_\_ Speaker's Signature\_\_\_\_\_

Student Organization  
**REQUEST FOR ACCUMULATIVE AVERAGE**

Organization	Semester/Year
President please print	Advisor please print <i>must sign on back</i>
e-mail	e-mail

The below signed agrees to the release of his/her grade range to the Organization and its Advisor(s)

Print Student ID # (not SS#)	Signature	D O N O T  M A R K  T O  R I G H T  O F  T H I S  C O L U M N	Registrar's Use Only DO NOT WRITE IN THE GRAY COLUMNS			H O U R S  E N R O L L E D
Full Name			Cumulative GPA			
			2.30 or Above	2.00-2.29	Below 2.00	
ID#    A00000000 John Thomas Doe	<i>John Thomas Doe</i>		√			15hrs
ID#						
ID#						
ID#						
ID#						
ID#						
ID#						
ID#						
ID#						
ID#						
ID#						
ID#						

CONTINUED ON BACK

ID#		D O N O T  M A R K  P A S T  T H I S  C O L U M N				
ID#						
ID#						
ID#						
ID#						
ID#						
ID#						
ID#						
ID#						

**Registrar – Please verify the above information. Draw a red line after the last name verified. Thank You.**

\_\_\_\_\_  
Organization Advisor Signature

\_\_\_\_\_  
Director of Student Activities Signature  
103 University Union

\_\_\_\_\_  
Assistant Vice-President of Student Affairs Signature  
323 Sullivan Hall East

\_\_\_\_\_  
Registrar's Signature or Designate

\_\_\_\_\_  
DATE

How many names were verified? \_\_\_\_\_



## Student Government Association Organization Fund Request

The Student Government Association Funds are designed to help organizations supplement programming, travel to conferences, or to obtain supplies they might not ordinarily afford. SGA may grant funds to an organization. SGA funding is not guaranteed to any organization. Student Life & Engagement must declare organization as registered and active before a grant can be awarded.

Student Organizations are allowed **two** requests for allocated funds per semester. If the organization does not use the full amount requested, then unused money is to be returned to SGA and will and may available to other organizations submitting special grant requests. Allocated funds cannot carry over to the next semester.

### Policies and Requirements pertaining to the application for funds:

1. Applicants must be a WV State University recognized student organization. If you are unsure of your organization's status, please contact Student Life & Engagement at 766-3288.
2. The SGA Executive Cabinet needs to have your request at least three weeks in advance. If the three-week deadline is not feasible due to outstanding circumstances, special arrangements may be made through the SGA Treasurer. Call to set up a meeting ASAP about your situation.
3. Forms need to be signed and completed and your organization representative must keep all receipts of expenditures.
4. Invoices or receipts must be submitted within two weeks after the event.
5. At least one, but no more than four **student** representatives must appear before the Executive Cabinet to provide any necessary information and answer questions pertinent to their organization's application for **additional** funds. The presentation should include an outline of the organization's purpose and activities, an outline of the annual budget, and a detailed description of the project/event for which the money is being requested. All presentations should be less than five minutes long unless the SGA Treasurer grants special permission. After the presentation, the committee is permitted to ask questions to the organization representatives.
6. Funds must be used only for their allocated purpose. If the event/project for which funds were granted is canceled or not spent by the designated deadline, the money will be returned to SGA to remain in the budget and may be reallocated to another group.
7. All grants must follow state spending procedures.

### STATE SPENDING PROCEDURES

The Student Government Association is required to follow procedures that are applied to all state agencies. Your grant will be used to cover approved expenditures. Before your organization representatives buy any materials, make any reservations, or print material for the event, call the Student Government Association at 766-3122. All itemized receipts must be turned in to receive proper reimbursement. Remember that the grant will not be in the form of cash.

Carefully read the following information relating to the state and University policies before submitting the request.

1. You cannot use cash, check, or credit card to purchase materials and expect to be reimbursed without a receipt.
2. We cannot pay for unapproved purchases including any type of food or meal purchases.
3. After a materials/registration/lodging/etc. purchase has been made, the receipt/invoice must be turned in to the Student Government Association as soon as possible.
4. All printing (booklet, newspapers, flyers, posters, and tickets) is encouraged to take place at the WV State Copy Center.
5. You cannot use a Student Government Association Grant as seed money for fundraising projects.
6. State money **cannot be used for the purchase of alcohol under any circumstances**.
7. All paperwork must be signed for reimbursements to occur in a timely manner.
8. A speaker or performing artist who is receiving an honorarium must sign a service agreement and vendor's invoice (available through the Student Life & Engagement). Four weeks notice is required to process contracts. West Virginia State University cannot issue deposits in advance for contracted services. Vendors may however put a clause in the contract that guarantees them ½ of the total contract amount if West Virginia State University cancels the contract for any reason other than acts of God, natural disaster, acts of terrorism, etc. The University will be able to make full payment on the day of the performance, provided that a completed W9 is returned



with original signature and an invoice for the amount due is received. Please submit the following three documents with original signatures at least FOUR weeks prior to date of service to guarantee payment:

- a. Contract with ORIGINAL signature without a deposit clause.
- b. Completed W9 Form with ORIGINAL signature.
- c. Invoice for total amount due. (WVSU can assist with this)

9. Travel:

- a. Organizations are encouraged to have their advisors accompany them on out-of state trips. One travel requisition submitted in the advisor's name is easier than each student completing a requisition and a state registration form.
- b. WV State motor pool may be used for van rental.
- c. Organization representatives must submit all registration/lodging/etc. receipts to the Student Government Association
- d. If several organization members are traveling, a name list must be supplied.

SGA may, if funds are available, grant registered student organizations additional funds for on-campus programming. Each organization is allowed only one request for additional grant funds.

Here are the specifics:

- Event must be sponsored by a recognized student organization
- Event proposal must be submitted and approved before any verbal agreements or contractual arrangements for the event are made.
- Events must be open to all members of the University community.
- There can be no admission or registration charge for the event.

Selection:

- Approval of event proposals will be made on a first-come, first approval basis. Once the funding has been depleted, no more proposals will be accepted.
- Programs showcasing creativity and diversity will be given a higher priority. Events that resemble programs funded previously this semester may not be approved.
- The proposal must be complete to be approved. It will be returned to the contact if more information is required.
- Only one application for additional funds per student organization will be considered per semester.

## Supporting Documentation

Please provide the following information, typed, on a separate sheet of paper:

### ***For Travel Requests:***

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Destination</li> <li>• Lodging Arrangements/Cost</li> <li>• Transportation/Cost</li> <li>• Registration/Cost</li> </ul> | <ul style="list-style-type: none"> <li>• Number of people traveling</li> <li>• Amount fundraised by group</li> <li>• Total cost of travel</li> <li>• Total amount requested</li> </ul> |
|--|--|

### ***For Programming Requests:***

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Date of event</li> <li>• Location</li> <li>• Cost of Admission (if charging)</li> </ul> | <ul style="list-style-type: none"> <li>• Amount fundraised by group</li> <li>• Total cost of program</li> <li>• Total amount requested</li> </ul> |
|--|---|

### ***For Equipment Requests:***

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Cost of Equipment</li> <li>• Vendor</li> <li>• Include at least two other estimates</li> <li>• Amount fundraised by group</li> </ul> | <ul style="list-style-type: none"> <li>• Storage/Maintenance Plan</li> <li>• Total cost of equipment</li> <li>• Total amount requested</li> </ul> |
|---|---|

### ***For Reimbursement Requests:***

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• An itemized receipt of items purchased</li> </ul> | <ul style="list-style-type: none"> <li>• An invoice from you to WVSU</li> </ul> |
|--|---|

**If you did not use cash, a copy of your cancelled check or credit card statement is required to process your reimbursement.**

## Clubs and Organizations Fund Request Student Government Association

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ E-mail \_\_\_\_\_

1. Program Name \_\_\_\_\_ 2. Request Amount \_\_\_\_\_

3. Date of Request \_\_\_\_\_ 4. Date Funding Needed \_\_\_\_\_

5. Please provide a brief summary of the purpose of this request.

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6. Please provide a detailed description of how the funds will be used. Included should be a budget sheet of all anticipated expenses, an explanation of why this request would be helpful to your organization, and what criteria would be used to evaluate its success. You may also attach any information you deemed pertinent to supporting your request.

7. If you do not receive funding for this request, what is your alternative plan?

---

---

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Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
signature

***Use the reverse side of this form to itemize your allocation request***

Please submit this form to:  
Student Government Association  
Attn: Treasurer  
212 University Union  
All questions may be directed to x3122

Do not write below this line

☐ Request Approved Amount \_\_\_\_\_

☐ Request Denied Date \_\_\_\_\_



WEST VIRGINIA STATE UNIVERSITY  
**Student Government Association**  
**Request for Funds**

<b>ORGANIZATION:</b>	<b>DATE:</b>
----------------------	--------------

**NAME & ADDRESS OF VENDOR:**

**Does vendor accept VISA Card?**

**YES                      NO**

**Vendor Telephone Number:**

Item Number	Quantity	Description	Unit Price	Amount
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
<b>TOTAL:</b>				

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SGA Treasurer Signature \_\_\_\_\_ Date \_\_\_\_\_

SGA President Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Student Affairs Signature \_\_\_\_\_ Date \_\_\_\_\_

**Form W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only one of the following seven boxes:

☐ Individual/sole proprietor or single-member LLC

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.)

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

**8** Requester's name and address (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Social security number**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

or

**Employer identification number**

\_\_\_\_ - \_\_\_\_\_

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here** Signature of U.S. person ▶ Date ▶

### General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.