



**Student Organization Handbook
2008-2009**

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Department of Campus Life Staff

WELCOME

**FROM THE DEPARTMENT OF CAMPUS
LIFE AND DIVISION OF STUDENT AFFAIRS**

The **Department of Campus Life** creates opportunities for students to engage in educational, multicultural, and social experiences that promote student learning, leadership, teamwork, personal and professional growth and service.

"Campus Life is the Home of Student Involvement!"

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DEPARTMENT OF CAMPUS LIFE

August 18, 2008

Student Organization Members,

We hope that your involvement with any of the 50 or more officially registered student organizations at Clayton State University will further connect you to this institution.

Involvement in student organizations joins together individuals with similar views and opinions, which creates an opportunity for developing new ideas, discovering hidden talents, cultivating interpersonal skills, and providing a way to accomplish collectively what could not be done individually. Students that are involved in student organizations and participate in campus activities are more likely to stay in school and are more satisfied with their collegiate experience. Through your involvement, you are investing in your future and maturing holistically!

Campus Life staff is devoted to creating opportunities for students to engage in educational, multicultural, and social experiences that promote student learning, leadership, teamwork, personal and professional growth and service. Whether you are a member of a new or established student organization or belong to one, or several groups, we hope your organization finds this Student Organization Handbook useful as you operate throughout the academic year. This handbook contains detailed information regarding registration, space requests, equipment, policies, funding, conduct and much-much more! Please know we are committed to your ultimate success, both as a student and as a contributing force within the Clayton State community.

We are elated you have decided to get involved on campus. If you have any questions, feel free to stop by our office. We are located in the Student Activities Center, Suite 223. You may also contact us via telephone at (678) 466 – LIFE or online at: <http://adminsivices.clayton.edu/campuslife/>.

We are looking forward to working with you and best of luck to you and your organization this year!

Sincerely,



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Chapter 1.

UNIVERSITY AND CAMPUS LIFE EXPECTATIONS

REGISTRATION

Student organizations seeking recognition from CLAYTON STATE UNIVERSITY must complete the registration process once a year with the Department of Campus Life. The registration process is not considered complete until all steps have been completed. Until approval, Campus Life prohibits student organizations from reserving space, distributing marketing materials, receiving a mailbox, or accessing allocated funds.

Registration Periods for 2008- 2009:

Student Organizations are only required to register with Campus Life once a year.

Registration periods

Fall Semester:	8/12/08 - 11/21/08
Spring Semester:	1/5/08 - 3/20/09

Student Organization Registration Process:

- **Step 1** Attend the Registration Workshop.
-
- **Step 2** Complete the online Registration Application and **email a copy of the Organization's Constitution.**
- **Step 3** Download the Advisor Agreement and have the Organization's designated Campus Advisor sign it. **Once completed, the Advisor Agreement must be submitted in-person to Campus Life.**
- **Step 4 - Internal** The Organization and the Advisor will receive formal correspondence from Campus Life within 3 - 10 business days.
- **Step 5 - Internal** If necessary, the Registration Application will be returned to the Organization with recommendations or suggestions.

The Registration Application is not considered complete until the Organization has (1) attended the Registration Workshop, (2) email a copy of the Organization Constitution and (4) submit a signed copy of the Advisor Agreement in person.

SAMPLE CONSTITUTION FOR STUDENT ORGANIZATIONS

The following is provided as a set of guidelines to help you write your Constitution. Your Constitution will describe how your organization will operate. Your organization may deviate from this sample, but the listed Articles in the sample are the basic elements that should be included in every student organizations' Constitution. Feel free to elaborate on this template or customize this document to fit the needs of your organization. Each year, student organizations must submit a copy of their Constitution during the annual registration process, even if the Constitution and by-laws have remained unchanged.

Article I. Name

Give the organization's name. Spell out any acronym.

Article II. Purpose

A. Include your mission statement or purpose of your organization.

1. Why does your organization exist?
2. What purpose does it serve?

B. State if your organization is affiliated with a local, regional, or national organization.

Article III. Membership

Indicate who is eligible for membership. In order to receive funding, your organization must be open to all students.

Article IV. Requirements for Membership

List any requirements for membership. Although most organizations are open to all, honor societies are only open to certain students who have met particular grade requirements.

Article V. Officers

Describe your officer structure, and include the duties of ALL the officers.

Give any requirements for officers (e.g. term of general membership, GPA, proof of committee work, etc.).

Article VI. Officer Eligibility

Who can run for office?

Article VII. Officer Election

Describe your regular officer election process. When are they elected? Who is elected? Who can vote? How will the election be held? When do the old officers leave office and the new officers begin?

Article VIII. Officer Replacement

A. Describe the process by which officers will be replaced if they resign.

1. Will the VP move up?
2. Or will a special election be held?
3. Will someone simply be appointed?

B. In the event of leadership turmoil, you should include the circumstances under which an officer can be removed and how that removal will occur. We suggest that you try to always work out your differences!

Article IX. Meetings

State how often meetings will be held, and who has the authority to call meetings. State the circumstances which must be met if you want to call special meetings.

Article X, Finances

If your organization wants to charge annual or semi-annual dues of its members, please indicate so in this section. Again, you might not want to be so specific as to say \$5 per semester for dues. You might want to say “dues will be determined at the first meeting of the semester.”

Article XI, Advisor

State whether the advisor is a voting or non-voting and give some specifics about his/her role. We suggest that advisors do not vote. We would also suggest that you put in your Constitution that officers will meet a particular number of times per semester with the advisor. Indicate how a new advisor will be selected if your current one leaves.

Article XII, Non-Discrimination Policy

Include a non-discrimination statement. Here’s one you can use: “(name of organization) does not discriminate on the basis of race, sex, age, religion, creed, color, handicap, disability, veteran status, national origin, ancestry, or sexual orientation.”

Article XIII, Non-Hazing Policy

State that the organization will not practice any physical or psychological forms of hazing, and that members are free to discontinue their membership without undue pressure or interference.

Article XIV, Amendments to By-Laws

State the procedure for changing your by-laws; for example, who can make the proposal, does it need to be written and presented at one meeting and then voted on the next, etc?

RESPONSIBILITIES OF A RECOGNIZED STUDENT ORGANIZATION:

1. Exhibit and support the Mission of the University and Division of Student Affairs.
2. Abide by all University policies and procedures as well as all federal, state and local laws.
3. Conduct membership recruitment without regard to race, color, ethnicity, religion, sex, sexual orientation, national origin, age, marital status, disability, and parental status, housing status, source of income or military status.
4. Maintain a minimum of five (5) members; all members must be Clayton State students.
5. Maintain a full-time faculty or staff member as the Advisor.
6. Attend the Student Organization Registration workshop.
7. Update Campus Life with student organization changes such as: rosters, contact information, constitutions, etc.
8. Ensure timely payment of all expenses incurred by the group.
9. The President or Director (or a student designee in his / her absence) shall represent the student organization in its relationship with the University. Accountability will also be placed on the student organization as deemed necessary and appropriate. Failure to be consistent with the aforementioned responsibilities may lead to a loss of recognition and / or disciplinary action by Campus Life.

ELIGIBILITY FOR MEMBERSHIP AND OFFICES

1. The Department of Campus Life shall be responsible for certifying eligibility (if applicable).
2. Student organization membership shall be open to students currently enrolled during the academic year and in good academic and social standing. Good academic standing shall be defined as a student meeting the standards of academic progress as defined in the Clayton State Academic Catalog. Good social standing shall be defined as a student not currently undergoing discipline from Student Conduct. There are instances when a student may need to meet additional or higher requirements in order to fill an open vacancy in a specific student organization.
3. Students must be registered for a minimum of three (3) credit hours per semester in order to be recognized as an active member of a student organization.

REVIEW AND ENFORCEMENT

Campus Life will periodically review student organization files and/records in order to assess financial responsibility and activity, event and programmatic effectiveness.

Campus Life may (at any time) review and/or remove the recognition of a student organization in order to protect the best interest of the University. Reinstatement of a student organization's recognition must be executed in the same manner in which all current student organizations are registering.

Complaints against a student organization must be submitted in writing to Campus Life.

Examples of Student Organizations Sanctions:

- Oral or written reprimand
- Restriction of privileges
- Monetary fines, withholding of allocated Student Activities fees
- Restitution for damages
- Probation of recognized status
- Suspension of recognized status (Automatic with any drug related offense)
- Withdrawal of recognized status (Automatic with any drug related offense)

Chapter 2.

POLICIES, PROCEDURES, RIGHTS AND RESPONSIBILITIES

As a recognized student organization, members are expected to abide by all University mandated policies, procedures, rights and responsibilities. All policies, procedures, rights and responsibilities are issued in order to provide and ensure a safe Clayton State community.

POSTING

Campus Life must approve all posters, signs or flyers postings on campus. For additional information, view the **University Posting / Announcement Policy** online at: <http://adminsivices.clayton.edu/campuslife/policies/postingpolicy.pdf>

DAMAGES

Student organizations are financially responsible for any unwarranted, malicious or negligent damage to University space or equipment. Fines will be issued upon disclosure and a completed investigation. For additional information, view the Campus Space Request and Equipment Rental Policy online at: <http://adminsivices.clayton.edu/campuslife/policies/spacerequestandequipmentrental.pdf>

COLLECTIVE RESPONSIBILITY

Student organizations are responsible for violations of individual student members in conjunction with their activity, event, or program. For additional information, view the **Student Conduct Code** and **Disciplinary Procedures** online at: <http://adminsivices.clayton.edu/studentconduct/>.

DISORDERLY ACTIVITIES, EVENTS OR PROGRAMS

Student organizations are responsible for any activities, events, or programs which initiate and/or lead to a riot, disturbance or disorderly diversion, which interfere with normal University operations. Student organizations have the right to voice concerns. However, in instances where student organizations prohibit reasonable University operations, they may be sanctioned by the University. This section should not be construed so as to deny any student organization the right of peaceful assembly. For additional information, view the **Student Conduct Code** and **Disciplinary Procedures** online at: <http://adminsivices.clayton.edu/studentconduct/>.

COMMUNITY STANDARDS

Students and student organizations are expected to abide by Clayton State University's conduct standards when executing an activity, event or program on-or-off campus. Students organizations and their members are also expected to exhibit appropriate and responsible behavior with respect to their interactions in the larger community.

Students and/or student organizations who are deemed to have violated the Student Code of Conduct may face disciplinary action through the office of Student Conduct. In addition, violators also may be subject to prosecution under state and local criminal statutes.

The Clayton State **Student Conduct Code and Disciplinary Procedures** may be found at: <http://adminsivices.clayton.edu/studentconduct/>.

FINANCIAL RESPONSIBILITY

The use of allocated student activities fees must relate to the purpose of the student organization.

Student Organizations are expected to execute business transactions and contractual obligations with punctuality; student organizations should exhibit prudent use of University funds.

All monies collected by a student organization including fundraisers must be deposited in a University designated account. Under no circumstances may any collected monies be deposited in a bank or other agency by a registered student organization or representative, officer or advisor. For additional information, contact the Division of Student Affairs at (678) 466 – 5444.

Fund-Raising Guidelines:

- Recognized student organizations may conduct fund-raising events. All fund-raising activities, events or programs must be registered by completing the Campus Space and Rental Policy and approved by Campus Life.
- Upon completion of a fund-raising event, student organizations must submit funds to Division of Student Affairs. Each organization must provide documentation to Department of Campus Life that the funds have been deposited. Organizations have a maximum of five (5) days after a fund-raising event to complete this process.
- Under no circumstances may Student Activity Fees be used in order to sponsor a fundraiser. If an organization uses a portion of their allocated funds to organize an event, the organization can not profit from the funds raised.
- The primary purpose of fund-raising events shall be to raise money for the benefit of the student organization or the benefit of a charitable group.

rites and Ceremonies Hazing

No Clayton State organization (includes departments, athletics, etc.) or student shall condone, encourage, or require unlawful acts by its members at any time. All organizations shall be responsible for observing all University policies.

The University defines **hazing** as any situation, circumstance, or environment created by an organization or student that is purposefully instigated to illicit mental or physical discomfort, embarrassment, harassment or ridicule to aspiring members on or off university premises.

All rites and ceremonies of introduction, initiation, or orientation into college life which tend to occasion or allow unreasonable physical or mental suffering are prohibited. Any orientation which in part takes place in public, which in any way involves persons outside the organization or is not confined to a single building must be approved by the Department of Campus Life prior to the ceremony.

Hazing may include (but is not limited to): paddling, caning, whipping, forced calisthenics, tattooing / branding, forced consumption (of any food, alcohol or related substance), coercion to perform dangerous acts, or the issuance of assignments that could adversely affect the physical health or safety of the individual.

Hazing may also include any activity that would subject students to mental stress, such as: sleep deprivation, forced exclusion from social contact, conduct that result in extreme embarrassment, public servitude, giving money to older members of the organization, destroying public or private property, and performing unauthorized scavenger / treasure hunts.

Clayton State University strictly adheres to state legislation outlawing hazing. Students involved in **any** aspect of hazing are subject to both institutional disciplinary action and prosecution by local and state authorities.

Georgia Code Section Prohibiting Hazing (Code 1 98 1, Section 16-5-61, enacted by Georgia Legislature in 1988)

The appropriate legislation is reprinted below:

- As used in this Code section, the term: Haze means to subject a student to an activity which endangers or is likely to endanger the physical health of the student, regardless of a student's willingness to participate in such activity.
- School means school, college, or university in this state.
- School organization means any club, society, fraternity, sorority, or group living together which has students as its principal members.
- Student means any person enrolled in a school in this state.
- It shall be unlawful for any person to haze any student in connection with or as a condition or precondition in gaining acceptance, membership, office, or other status in a school organization.
- Any person who violates this Code section shall be guilty of a misdemeanor punishable by a fine not to exceed \$500.

For additional information or to file a complaint, contact Department of Campus Life.

ANTI-DISCRIMINATION POLICY

Clayton State University does not discriminate on the basis of race, religion, color, gender, sexual orientation, age, socioeconomic status, handicap or national origin.

Student organizations are expected to observe and practice the guidelines that have been set forth in this policy. Student groups that are involved in any aspect of discrimination are subject to institutional disciplinary action.

**It is understood that Greek letter fraternities and sororities which belong to NPHC, NPC, or NIC are single sex organizations.*

PETITIONS

In considering the University's responsibility for information and knowledge of such activities, petitions which may be circulated among the whole or part of the student body must be registered with Campus Life. This section should not be construed so as to deny any organization the right to petition but merely to ensure the University knowledge of the activities. Registering a petition with Campus Life ensures correct information will be communicating to campus faculty and staff and neighboring constituents. For additional information, contact Campus Life.

DONATION DRIVES / BOXES

Student Organizations must register their donation drive and/or boxes with Campus Life. Unapproved donations drives and/or boxes will be cancelled. Unapproved donation drive boxes will be discarded. To register your donation drive and/or box, visit: <http://adminservices.clayton.edu/campuslife/policies/spacerequestandequipmentrental.pdf>

DRUGS, ALCOHOL AND OTHER CONTROLLED SUBSTANCES

Title 20-3-2 of the Official Code of Georgia Annotated specifies that any student organization functioning in conjunction with, incidental to, or at any university system institutions, which through its officers, agents, or responsible members knowingly permits or authorizes the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or dangerous drug at any affair, function, or activity of that student organization, social or otherwise, which such sale, distribution, serving, possession, consumption, or use is not in compliance with the laws of this state shall have its recognition as a student organization withdrawn, shall be expelled from campus for a minimum of a calendar year from the year of determination of guilt, and shall be prohibited from the use of all property and facilities of the university system institution with which it is affiliated or at which it operates, with any and all leasing, possession, or use agreements respecting the student organization's use of institutional property to be terminated by operation of law for any such knowing, permission, or authorization of the unlawful actions defined in the Code section, subject to the administrative review and hearing procedures set forth in this Code section. For additional information, view the **Student Conduct Code** and **Disciplinary Procedures** online at: <http://adminservices.clayton.edu/studentconduct/>.

Chapter 3.

FRATERNITIES AND SORORITIES

All fraternities and sororities must be recognized by Campus Life. In addition, all fraternities and sororities are required to maintain active membership with the Fraternity & Sorority Council (FSC). For specific requirements, contact the FSC President.

Unrecognized fraternities and sororities seeking new recognition by Clayton State must undergo the University Fraternity & Sorority Expansion Process. For more information, view the **University Fraternity & Sorority Expansion Process** online at: <http://admins-services.clayton.edu/campuslife/fspolicies/Extension%20Policy.pdf>.

Fraternities and sororities are not exempt from any University or Campus Life policies, procedures or rights or responsibilities. All fraternities and sororities are expected to abide by all guidelines and parameters set forth by their national, regional and state leadership. Fraternities and sororities that violate their national, regional and state guidelines will be reported by Campus Life.

Fraternities and sororities are required to adhere to the University Hazing policy, Relationship Statement and Auxiliary Organization Ban. Any fraternity or sorority that violates University policy will be sanctioned and reported to their national, regional and local office.

For additional questions, contact Campus Life.

Chapter 4.

CAMPUS ADVISORS

All student organizations are required to maintain a full-time faculty or staff member as their on-campus Advisor. This requirement serves to promote student/faculty interactions outside of the classroom, foster stronger connections with colleagues and increase a sense of school spirit and commitment to the institution.

SELECTING AN ADVISOR

It is important for student organizations to select advisors that are willing to help the organization meet its goals and provide guidance along the way. The Advisor should possess a working knowledge of the group, ability to relate to college-age individuals and have the time commitment. Student organizations must determine the role they might want their advisors to assume and communicate expectations with their advisor. Similarly, the advisor may have their own expectations for the group or for the role they are willing to play. Thus, both parties need to ensure they understand each others' roles and responsibilities and are a good match for each another. Organizations may select new advisors at any time. If such changes are made, the Department of Campus Life will need to be notified.

Here is a list of questions that student organizations should consider before selecting an advisor and that advisors may want to consider before making a commitment to the organization:

- How much involvement is expected or needed?
- How often does the group meet and do you expect your advisor to be present for these meetings?
- How many major activities does your organization execute each year?
- How experienced are the officers of the organization?
- What are some ways that your organization could use the advice of an advisor? Is there someone at the University who has particular interest or experience in this area?
- What skills would your proposed advisor bring to the organization? How do these skills match those of your organization?
- Are there areas in which you need specific assistance from your advisor and/or are there areas that are hands-off for your advisor?
- If you want your advisor to let you know when they believe you are making a mistake as an organization, how do you want them to express this concern?

To maintain a stable and good working relationship, student organizations and advisors should consider engaging in some of the following practices:

- Give notices of meetings-Student organizations should always give notice of meetings to advisors and try to include and invite their participation on a mutually agreed upon level of involvement.
- Provide copies of minutes-Advisors and student organizations should keep a copy of all documents and correspondences that are distributed on behalf of the group.

- Be responsible-Each party should follow through on commitments.
- Develop relationship-Get to know each other as people and spend some quality time together.
- Communicate-Maintain constant communication to insure good, open, and supportive relationship.
- Consult before making major decision-Each party should be notified before making major decisions (e.g. purchases, removing an executive board member, etc.).
- Discuss conflicts-Advisors should be informed of problems. Their experience and knowledge could be invaluable in helping you to solve the issues productively and quickly.

ADVISOR FUNCTION AND RESPONSIBILITIES

Student Organization Advisors are one of the most important components of a group. Advisors help student organizations achieve and maintain efficiency. In addition to serving as a resource, Advisors help facilitate discussions and offer feedback and establish stability and continuity in organizational operations and activities. Advisors are not permitted to issue orders, threats or mandates without the expressed consent of Campus Life. Furthermore, Advisors should not spend student organization funds without the consent of the group.

Student Organization Advisors are expected to agree to the following as part of the Registration application:

1. Have a firm understanding of the rules, regulations, and procedures of the University and Campus Life.
2. Have a firm understanding of the rules, regulations, and procedures of the student organization.
3. Act as a liaison for the group.
4. Provide advice and guidance. Serve as a resource and mentor for the students.
5. Help the students develop and learn how to function as a team!
6. When possible, attend meetings and activities, events, and programs.
7. Maintain consistent contact with the officers. Encourage members to share in the leadership responsibilities.
8. Help with transition in leadership.

Important note:

Campus Advisors are 'required' to attend late-night and weekend campus activities, events and programs; excludes meetings. Advisors failure to attend a late-night or weekend activity, event or program may result in cancellation.

Late-night activities, events and programs shall be defined as any activity, event or program that starts or ends after 11:00 pm. Weekend activities, events or programs shall be defined as any activity, event or program that takes place on Saturday or Sunday

Chapter 5.

UNIVERSITY SPACE REQUEST PROCESS

All student organization activities, events or programs on-or-off campus must be registered with Campus Life. All student organization requests for University Space require Space Request submission.

Campus Life requires a minimum of 3 - 5 business days to process a Space Request submission. Space Request that require equipment and a room set-up must be submitted a minimum of 10 business days before the scheduled date; this excludes Space Request where one table and two chairs are needed. Space Requests that do not require equipment or room arrangements may be submitted a minimum of 5 days before the scheduled date.

All events, programs and meetings involving a set-up require a schematic and a scheduled walk-through with a Campus Life staff member. For additional information, contact Campus Life. For additional information, visit:

<http://adminsivices.clayton.edu/campuslife/reservations.htm>

In order to submit a Space Request, view the online **Space Request form** at:

<http://adminsivices.clayton.edu/campuslife/spacerequest.htm>

For additional information regarding rules and guidelines, view the **Campus Space Request and Equipment Rental Policy** online at:

<http://adminsivices.clayton.edu/campuslife/policies/spacerequestandequipmentrental.pdf>

For specific questions, contact Department of Campus Life.

Chapter 6.

CAMPUS MARKETING AND PROMOTIONS

UNIVERSITY ANNOUNCEMENT AND POSTING POLICY

Campus Life must approve all campus posters, signs and flyers before being posted. Student organizations are only permitted to post twenty-five (25) flyers, posters or signs per activity, event or program; this excludes handbills.

All approved posters, signs and flyers must display the Campus Life stamp. Posters, signs and flyers without the Campus Life stamp will be discarded.

Student Organizations with an assigned bulletin board from a department or office do not require Campus Life approval.

For additional information, view the **University Posting and Announcement Policy** online at: <http://adminsivices.clayton.edu/campuslife/policies/postingandannouncementpolicy.pdf>

UNIVERSITY LOGO

The official university logo is a protected trademark appearing on stationery products and all official items representing Clayton State. The official university logo must be reproduced from authorized original illustrations and should not be redrawn or modified in any way. Please do not use parts of the logo to create other logos. Logos must be reproduced in approved official color combinations. All usages of the University logo must be approved by the Image Council. For additional information, view the **Image book** online at: <http://adminsivices.clayton.edu/imagebook/default.htm>

UNIVERSITY SEAL

The seal is a legally protected trademark reserved for use primarily on official documents such as diplomas, transcripts and certain institutional literature and for use by the president's office. The seal may not be used for promotion of student activities or student organizations. See Image book for additional information. For additional information, view the **Image book** online at: <http://adminsivices.clayton.edu/imagebook/default.htm>

UNIVERSITY COLORS

Clayton State school colors are navy blue and orange. The navy blue ("Laker Blue") should be represented by PMS 288. The orange ("Georgia Clay") should be represented by PMS 165. See Image book for additional information. For additional information, view the **Image book** online at: <http://adminsivices.clayton.edu/imagebook/default.htm>

UNIVERSITY WEBSITES

Clayton State provides free web space for all recognized student organizations. Any posted information that conflicts with the University Mission will be removed. Campus Life reserves the right to remove an inactive website. Students that fail to meet the aforementioned expectation may lose website privileges as well as possible sanctioning from the Division of Student Affairs.

For additional information, view the **Image book** online at: <http://adminsivices.clayton.edu/imagebook/default.htm>

EMAIL ANNOUNCEMENTS

Student organizations may send campus-wide emails through the University 'StudentInfo@clayton.edu' listserv. Campus Life reserves the right to edit messages for content, clarity and completeness.

Student organizations are limited to one (1) email announcement per week. Email reminders are counted towards the one (1) request per week. Corrective email messages will be sent case by case; every effort should be made to ensure email announcements are correct and complete before submitting to Campus Life.

In order to submit an **Email Announcement** request, visit: <http://adminsivices.clayton.edu/campuslife/email.htm>

Chapter 7.

PROCESSING AND REQUESTING UNIVERSITY FUNDS

To be a candidate for funding from student activity fee funds, an organization must meet the following eligibility requirements:

The group must be officially registered and recognized by Campus Life. In addition, registered student organizations must be in good standing to apply for and receive funding. Good standing is defined as, but not limited to, being in good financial standing with the university and any other pertinent governing bodies, not on disciplinary warning, probation, or suspension, and in compliance with all university policies.

The budget request process for the subsequent fiscal year's funding (July 1- June 30) begins during the Spring semester. An email will be sent to all student organization President and Treasurer with detailed directions and timelines for submitting budget requests.

Student organizations requesting funding in the spring for the subsequent budget year (July 1-June 30) are required to attend a mandatory presentation on how to effectively prepare budget requests. At a minimum, the chief officer/ President and budget officer/Treasurer of the organization must participate in the seminar. Other members are also welcome to attend. Organizations who do not participate in the seminar will not be considered for allocated funds.

Recommendations for funding will be made by the Student Fees Advisory Board (SFAB) to the Vice-President for Student Affairs. Final allocated amounts will be provided in a letter no later than the first day of Fall semester in order to review the allocations in light of Fall enrollment numbers and activity fee proceeds collected. Funds allocated for activities, events and programs during the Summer semester will be made available on a case-by-case and limited basis.

Each funded student organization should elect or appoint two individuals responsible for submitting deposits, invoices, receipts, and Request for Payment forms and at least one of these individuals (preferably the Treasurer) is responsible for keeping accurate records of their organization's budget and expenditures. The Division of Student Affairs' budget office will assist with this process, but it is the responsibility of the student organization to keep its own accurate financial records. An organization's advisor can also assist in monitoring expenditures made by the organization.

Funds must be used in the manner for which they were allocated. Failure to do so may result in suspension of the remainder of the year's allocation and/or may affect future allocations. In addition, all student activities monies must be spent in accord with normal University budget and procurement procedures.

Forms to be used for reimbursements, media requests, contracts for speakers, and travel requests are available on the Campus Life web site at <http://adminsivices.clayton.edu/campuslife/organizations.htm>. Each form contains the timelines and details required for submission. Student organization members and especially the two individuals responsible for submitting all deposits, receipts, etc. should familiarize themselves with the requirements. If additional requests arise, please contact Carmelita Davis at carmelitadavis@clayton.edu or (678) 466 - 5440 or University Center 250.

All activities, events, and programs sponsored by student activity fees require the submission of an evaluation form. The evaluation form must be submitted to Carmelita Davis (University Center 250) no later than 10 business days after the activity, event or program has been completed. Failure to submit an Evaluation form may result in a hold being placed on remaining student activity fee allocated funds and may result in an inability to receive student activity fee funds during future allocations. The form can be found at <http://adminsivices.clayton.edu/campuslife/organizations.htm>.

Chapter 8.

ADMINISTRATIVE

MAILBOX

Student organizations are responsible for all official Clayton State and/or Division of Student Affairs information placed in their mailbox. Student Organization mailboxes are located in Student Activities Center. Student organizations should check their assigned mailbox a minimum of once (1) per week.

The mailing address template for groups with mailboxes is as follows:

Organization Name
Clayton State University
Student Activities Center
2000 Clayton State Boulevard
Morrow, Georgia 30260

TRAVEL

In some instances, students will be responsible for transporting organization or student-body members to an off-campus location. In all cases where the trip involves a personal or rented vehicle, the student driver is required to have a valid driver's license and insurance. Clayton State University does not condone law-breaking behaviors in any capacity. Students that travel are representatives of Clayton State University; therefore, conduct while traveling on University business is subject to the standards set forth in the Clayton State Student Code of Conduct.

All student organizations who are traveling on behalf of Clayton State must notify the Division of Student Affairs prior to travel and complete the Student Travel Agreement Form at:

<http://adminservices.clayton.edu/campuslife/forms/studenttravelagreement.pdf>. Student organizations who have received funding for their annual conferences or meeting, etc., must complete additional forms before departing. For a complete listing of all Travel forms, visit: <http://adminservices.clayton.edu/campuslife/organizations.htm>

For additional information regarding travel, contact Campus Life.

OFFICIAL CORRESPONDENCE

In instances when a student organization needs a formal document on behalf of the University, the group's Advisor must submit a formal request to Campus Life.