Successful Student Organizations 101

Mercer University
Fall 2017

Campus Life and Student Involvement
Student Organization Officers and Advisors:

The Campus Life and Student Involvement Office is excited to provide you with this manual which outlines everything an organization needs to be successful from beginning a new organization to working with your advisor. The information contained herein will also be valuable to other officers/members of your organization, especially to those that will be: requesting funding through the Bear Grant process, reserving venues on campus, requesting food for an on campus event or talking to agents about performers or speakers.

We would like to extend our appreciation for your advisor’s willingness to serve as a faculty/staff advisor to your student organization. This role is crucial to the success and continuity of the organization.

Campus Life strives to complement the academic mission of the University by enhancing the out-of-class learning environment. To fulfill this goal, Mercer provides many opportunities to involve students actively in curricular activities. By participating in a student organization, attending a QuadWorks event, joining the Mercer Maniacs Spirit organization, helping with a community service project through MerSERVE, or joining an intramural team, a student can have fun and meet other students, faculty, and staff. Additionally, these involvements can help develop leadership abilities, decision-making and organizational skills. There are approximately one hundred and thirty student organizations at Mercer including Greek organizations and club sports. Collectively they reflect the social, recreational, educational, political, and religious interests of Mercer’s diverse student body. Please see the list the list of current student organizations available on the website at http://studentaffairs.mercer.edu/campuslife/org_list.cfm

The following pages contain:

1. Starting a new student organization
2. Yearly Renewal and Active Status of an existing Student Organization
3. Understanding the Bear Grant Process and Co-sponsorship Opportunities
4. People to Know on Campus
5. Advisor roles and responsibilities
6. Campus Reservations/Event Approval Guide
7. Set-Ups and Physical Plant for On Campus Events
8. Providing food for on-campus events
9. How to plan an event
10. Campus Posting Policies
11. Important campus policies for student organizations
12. Tax Information for Student Orgs.

*All forms referenced in this handbook are on the website. If you cannot find a form, please email campuslife@mercer.edu and we will assist you.

Most importantly, remember that every fall semester (and spring if you have officer changes) must complete the online renewal form to be considered an active organization. If you are inactive you will not be able to reserve on campus spaces or post advertisements for events so please be sure to fill it out. If you remain inactive for more than four semesters, you will have to re-apply to become a student organization with Campus Life and SGA.

Information is listed in section 2.
The Campus Life office is a resource for you and your student organization. Please contact us at any time with your questions or concerns. We hope that you find this handbook useful and informative.

Sincerely,
Carrie Ingoldsby
Director of Campus Life
1. Starting a New Student Organization
To become a recognized student organization on the Mercer University campus, the petitioning student group must review which category (3 available) of desired status s/he would like and complete the following information for the applicable office:

a. Club Sports
Complete the guidelines provided by Recreational Sports & Wellness.
   (1) Submit application with Recreational Sports & Wellness.
   (2) Determine if your organization will be Recreational or Competitive.
   (3) Get an Advisor (required) and Coach (optional).
   (4) Submit a budget estimate to get started.
   (5) Roster of enrolled students (include name and SS#).
   (6) Promotional Flier to advertise interest.

b. Religious Affiliated Student Organization
Follow the guidelines set forth by the Religious Life Center (see campus life website)
   (1) Application for University approval.
   (2) Confirmation of logistics.
   (3) Affirmation of the Covenant of Respect and Responsibility
   Also renew your organization online (Student Organization page under Campus Life) once you are officially recognized as a club sport or religious organization with the associated offices.

c. General Student Organization

1. Submit the signature page listed on the website to Campus Life.
2. Submit Constitution and Bylaws to Campus Life. ***Be sure to add a line at the top that you operate as a not for profit organization as of the founding of the group and put that date.
   a. You will need the following information:
      1. Name of student organization
      2. Classification of Organization (Media, Arts, Service, Special Interest, Recreation, Programming, Governance, Multicultural, Social Greek, Religious)
      3. Purpose statement
      4. Officer structure
      5. Ratification Date (current year of the constitution in place)
3. Submit a list of interested members (must have 7 to be recognized)
4. Meet with a Campus Life representative. Call the office at (478) 301-2868 or email us at campuslife@mercer.edu to schedule an appointment. Bring all forms and paperwork so we have a copy on file for your organization.
5. Meet with a representative of SGA to go over process for formal approval. Get formal approval from the Student Government Association (SGA).
   a. Student organizations MUST be recognized by SGA to operate on campus. (exceptions include departmental orgs such as honor societies, Greek orgs, religious orgs and club sports)
   b. Student organizations will not be recognized if not open to all current Mercer students. This includes general membership and officers.
c. Student organizations must be recognized by SGA regardless of funding needs.
6. Submit a W-9 to the Office of Campus Life once you have been approved by SGA.
7. Submit a copy of a bank account statement with the number and personal info marked out once approved by SGA. We need to see that the organization has a bank account in the name of the org. and not an individual’s name. **Suggest having 2 signers for the account-one advisor and one officer. Be sure to change that out each year before students graduate!

**Refer to the constitution template on the website if you do not have one for your particular organization. This is only an example. If you have a constitution and/or bylaws, you do not need to fill this out.

8. Once approved, submit all officer information online under student organizations, then click “renew/register your organization” on the Campus Life website.
9. Notify Campus Life that your organization was approved/denied during SGA proceedings within 24 hours of the meeting. Send an email to campuslife@mercer.edu

All elements of this process must be completed before Mercer University will recognize you as a student organization. Once recognized, be sure to follow the renewal procedures each year and attend required workshops and meetings to be considered active on a yearly basis.

2. Student Organization Renewal Requirements
In order to maintain recognized status, each student organization is required to submit the following information to the Office of Campus Life each fall via the online renewal form. (Submit in spring if/when information changes)
Student Organizations: Please fill out the online renewal/registration form at http://studentaffairs.mercer.edu/campuslife/studentorgs.cfm. Click under Renew your Student Organization and submit all information. If you have questions please contact the Office of Campus Life at x2868 or email campuslife@mercer.edu. Don’t see your organization info listed on our website? Submit your info via the link and follow up with Campus Life.

***We encourage both club sports, honor societies and religious organizations through the Recreation office, Academic Depts. And Religious Life Center to submit renewal information each fall so we can list your organization as active on our Campus Life website even though you follow different renewal procedures.

For 2017-2018:

ALL ACTIVE ORGS that want to receive bear grants from SGA MUST have an updated W-9 on file (filled out correctly as a 501c7). Submit to Campus Life Before the bear grant process begins.
Also submit a copy of your bank account info (cross out personal info and account#) and an updated constitution with a statement at the top: “This organization operates as a not for profit since recognition on…”

a. Club Sports

- Complete the guidelines provided by Recreational Sports & Wellness. See the Director of Campus Recreation in the University Center for more information.

- Submit all renewal information including officers and advisors to Campus Life each semester via the online link. If available, also submit the most up to date constitution and bylaws for the club to the office of Campus Life.

b. Religious Affiliated Student Organization

- Follow the guidelines set forth by the Religious Life Center
- Submit the most up to date Constitution, Bylaws and contact info to the Office of Campus Life.
  - If the Constitution and Bylaws have not changed since last year, please provide only the top page with the ratified date.
- Submit all renewal information including officer and advisor changes via the website renewal form http://studentaffairs.mercer.edu/campuslife/studentorgs.cfm. Click under the Renew you Student Organization and submit all information.

3. Understanding the Bear Grant Process

a. Bear Grant Information

*Informational meetings:* Will be set each fall and advertised to all orgs. (Mid Sept.)

*Application Due:* Typically within one week after Info Meeting

**Requirements for receiving funding from SGA through the Bear Grants Process**

1. Your organization is approved and recognized by Campus Life and SGA.
2. You have filled out all required updated documentation including the online renewal form and have submitted updated/changed constitutions.
3. Prepared a budget for the fiscal year; including a desired budget and a minimum budget.
4. Attend the informational meetings set by the Fiscal Affairs Committee to receive specific information regarding SGA’s funding.
5. Complete the Bear Grant application on the SGA website listed below.
   a. Include important information
      i. Contact Information (President and Treasurer)
      ii. As many DETAILS as possible about each line item in your request
      iii. Accurate calculation on funding requests
   b. Sign up for a Bear Grant Hearing Time
      i. Dates and Times will be announced early in the Fall
   c. Come prepared to your hearing
      i. President and/or Treasure MUST be present
ii. One other representative may attend as well

**Basic information about the Bear Grants process**

1. The Fiscal Affairs committee will discuss and determine the funding they deem reasonable for each organization.
2. The committee chair will notify you of any changes made to your request after your hearing.
3. The Fiscal Affairs committee will sponsor a Bear Grants request legislation in our weekly meeting to seek approval from the Senate. If you plan to appeal any decision the Fiscal Affairs committee has made in regards to your Bear Grant, please notify the Fiscal Affairs chair.
4. After we vote, we will notify you through the e-mail about how to receive your check. Checks are available two to three weeks later.
5. An organization may also apply for Special Funding and/or Conference & Lodging Funding after the Bear Grants process has already occurred.

*Go to sga.mercer.edu to apply for Bear Grants online.*

**ALL EMAILS REGARDING SGA’S FUNDING SHALL BE SENT TO:**

*FiscalAffairs@gmail.com*

**b. Co-sponsorship Opportunities on Campus**

1. **SGA**
   Organizations seeking funding for an event have the opportunity to apply for special funding through SGA. All interested organizations may email the Student Life and Organizational Affairs Committee of SGA at sloamercer@gmail.com for more information. The application process will occur each fall and be awarded to a minimum of one event per year.

2. **QuadWorks**
   Organizations that are planning on campus events for the entire student body have the opportunity to apply for funding through the campus programming board, QuadWorks. The level of financial support will be determined by the members of QuadWorks. Organizations may be asked to present the event idea to the board before receiving funding.
   In addition to funding, Quadworks can assist with event planning and advertising. It is important to include in the application the specific requests of the organization. If an organization receives financial support, they must provide documentation (invoices and receipts) to the Treasurer of Quadworks.
   **QuadWorks does not provide financial support to organizations planning a fundraiser.**
   For more information about how to co-sponsor an event with QuadWorks, please email quadworks@mercer.edu or stop by the Campus Life office-3rd floor CSC.

3. **Campus Life**
   Are you thinking of an all campus event for students on a Friday or Saturday evening? Need additional funding to make it happen? Stop by Campus Life or email campuslife@mercer.edu. Student surveys at Mercer show more and more students want to attend campus events on the weekend and stay on campus over the weekend. Campus Life can help you create an awesome event with advertising, financial support and planning help.
4. Center for Community Engagement and MerSERVE
Interested in a service project in Macon or surrounding community? Would you like to get more students at your service event or receive financial help to advertise and put on a service project? Stop by the Center for Community Engagement (Lobby of the CSC) to discuss co-sponsorship opportunities with MerSERVE students. Check out Service Saturdays all year long! Sign your organization up to help out on a Saturday in Macon.
For more information you can also call the Community Engagement Office at 478-301-2870 or email Hannah Vann at vann_hf@mercer.edu
<table>
<thead>
<tr>
<th>Name and Contact Info</th>
<th>How They Can Assist You</th>
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<tbody>
<tr>
<td><strong>Dr. Doug Pearson</strong>&lt;br&gt; (478) 301-2685&lt;br&gt; <a href="mailto:pearson_dr@mercer.edu">pearson_dr@mercer.edu</a></td>
<td><strong>Vice President and Dean of Students</strong>&lt;br&gt; Questions or concerns regarding Student Affairs functional areas (including offices/departments as well as SGA)</td>
</tr>
<tr>
<td><strong>Dr. Emily Piassick</strong>&lt;br&gt; (478) 301-2862&lt;br&gt; <a href="mailto:piassick_ea@mercer.edu">piassick_ea@mercer.edu</a></td>
<td><strong>Director of Counseling and Psychological Services</strong>&lt;br&gt; Questions or concerns regarding CAPS as well as a resource for topics including relieving stress, body image issues, etc.&lt;br&gt; Chair of the SHAPE Committee</td>
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<td><strong>Dr. Steve Brown</strong>&lt;br&gt; (478) 301-2863&lt;br&gt; <a href="mailto:brown_sr@mercer.edu">brown_sr@mercer.edu</a></td>
<td><strong>Associate Dean of Students</strong>&lt;br&gt; Questions or concerns about Career Services, CAPS, Disability Services, and Student Health</td>
</tr>
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<td><strong>Ricky Clark</strong>&lt;br&gt; (478) 301-5118&lt;br&gt; <a href="mailto:Clark_rd@mercer.edu">Clark_rd@mercer.edu</a></td>
<td><strong>Assistant Director for Residence Life</strong>&lt;br&gt; Questions or concerns regarding residential living and programming</td>
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<td><strong>Christian Wells</strong>&lt;br&gt; (478) 301-2693&lt;br&gt; <a href="mailto:Wells_c@mercer.edu">Wells_c@mercer.edu</a></td>
<td><strong>Assistant Director for Residence Life</strong>&lt;br&gt; Questions or concerns regarding residential living and programming</td>
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<tr>
<td><strong>Dr. Michelle Currie</strong>&lt;br&gt; (478) 301-2686&lt;br&gt; <a href="mailto:Currie_m@mercer.edu">Currie_m@mercer.edu</a></td>
<td><strong>Executive Director of TRIO Programs &amp; Student Support Services</strong>&lt;br&gt; Coordinates Upward Bound, Opportunity Scholars and Minority Mentors</td>
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<td><strong>VACANT</strong>&lt;br&gt; (478) 301-2868&lt;br&gt; <a href="mailto:campuslife@mercer.edu">campuslife@mercer.edu</a></td>
<td><strong>Assistant Director of Campus Life</strong>&lt;br&gt; Questions or concerns involving campus programming, IFC/Greek Life, QuadWorks, and opportunities for collaboration</td>
</tr>
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<td><strong>Adam Falk</strong>&lt;br&gt; (478) 301-2056&lt;br&gt; <a href="mailto:Falk_ac@mercer.edu">Falk_ac@mercer.edu</a></td>
<td><strong>Area Coordinator, Residence Life</strong>&lt;br&gt; Questions about residential living at Mercer</td>
</tr>
<tr>
<td><strong>Hannah Vann</strong>&lt;br&gt; (478) 301-2870&lt;br&gt; <a href="mailto:Vann_hf@mercer.edu">Vann_hf@mercer.edu</a></td>
<td><strong>Coordinator for Community Engagement</strong>&lt;br&gt; Assist with all volunteerism questions and efforts.&lt;br&gt; Coordinates MerServe and work study tutors</td>
</tr>
<tr>
<td><strong>Kelsey Taylor</strong>&lt;br&gt; (478) 301-2868&lt;br&gt; <a href="mailto:kelseylizabethtaylor@gmail.com">kelseylizabethtaylor@gmail.com</a></td>
<td><strong>Graduate Assistant for Greek Life</strong>&lt;br&gt; Assistance with Greek Life questions and concerns; assistance with contacting the Greek Chapter Presidents, councils etc.</td>
</tr>
<tr>
<td><strong>Kendra Murphy</strong>&lt;br&gt; (478) 301-2868&lt;br&gt; <a href="mailto:Kendra.noel.murphy@live.mercer.edu">Kendra.noel.murphy@live.mercer.edu</a></td>
<td><strong>Graduate Assistant for Leadership Development</strong>&lt;br&gt; Assistance with NSLS, student organizations and leadership training</td>
</tr>
<tr>
<td><strong>Carrie Ingoldsby</strong>&lt;br&gt; (478) 301-2868&lt;br&gt; <a href="mailto:Ingoldsby_cf@mercer.edu">Ingoldsby_cf@mercer.edu</a></td>
<td><strong>Director of Campus Life and Student Involvement</strong>&lt;br&gt; Questions or concerns about Campus Life, Greek Life; Leadership, Volunteerism, student organizations. Assistance with events and programs and opportunities to collaboration</td>
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Michele Josey
(478) 301-2685
Josey_mt@mercer.edu
Student Affairs Office Coordinator
Assistance with marketing your organizations’ events through weekly Bear Blurbs emails. Submissions must be received by 8 a.m. on Monday morning and must include all the basics (Who, What, When, Where, Why, How) to ensure inclusion

Michael Junod
(478) 301-5153
Junod_m@mercer.edu
Director of the University Center
Assistance with scheduling the use of UC rooms/areas for programs, events, etc. (Campus Reservations still required

VACANT
(478) 301-2687
Area Coordinator, Residence Life
Questions or concerns regarding Social Justice programming, Residence Life questions

Samantha Murfree
(478) 301-2685
Murfree_SW@Mercer.edu
Associate Dean of Students
Questions or concerns about Campus Life, Recreational Sports and Wellness, Leadership, and the Judicial process

VACANT
(478) 301-4200
@mercer.edu
Coordinator of Campus Resources
Assistance with campus room and/or space reservations (including CSC lobby tables) as well as resource reservations (A/V equipment, tables, chairs, set-ups, etc.)

Chris Lockerman
(478) 301-2925
Lockerman-chris@aramark.com
Director of Mercer Food Services
Information regarding catering events, both on or off campus (everything from Chick fil A to Filet Mignon) as well as using the FFC to help market your events

Stefani Swanger
(478) 301-2867
Career Consultant
Questions about Career Services

Hugh Hunter
(478) 301-2864
Career Consultant
Questions about career services

Frantz Salomon
(478) 301-2784
Salomon_f@mercer.edu
Area Coordinator for Residence Life
Questions or concerns regarding residential living and programming-Greek Life housing

Kyle Sears
(478) 301-4037
Sears_k@mercer.edu
Director of Media Relations
If you would like media coverage of your next event, Mark can help with press releases, etc. Be sure to let him know what you’re planning in advance, and keep him updated!

Michelle Beavers
(478) 301-2900
Beavers_sm@mercer.edu
Campus Services Coordinator
Event set-up— whether you need one table, a circus tent, or 12 inflatables, John will be able to help. Get in touch with him before you book equipment, etc. He’ll probably be able to save you money!

Caroline Terry
(478) 301-2687
Terry_ck@mercer.edu
Area Coordinator for Residence Life
Questions or concerns regarding residential living and programming

Todd Thomas
(478) 301-2404
Thomas_ta@mercer.edu
Director of Recreational Sports and Wellness
Questions or concerns about Recreational Sports and Wellness Programs – Club Sports, Intramurals, etc
Larry Smith  
(478) 301-2942  
smith_l@mercer.edu  
Audio/Visual Support Specialist  
Assistance with A/V needs for meetings, programs, workshops, and large-scale events

Christian Wells  
(478) 301-2693  
wells_c@mercer.edu  
Assistant Director for Residence Life  
Questions and concerns regarding residential living and programming

Michael Castaneda  
(478) 301-2370  
Castaneda_mj@mercer.edu  
Assistant Director of Recreational Sports and Wellness  
Questions or concerns about Recreational Sports and Wellness Programs – Club Sports, Intramurals, etc.

Each Other  
The most important folks to know!  
Communicate closely with other campus leaders to collaborate whenever possible and to make sure you’re not programming on top of one another.
5. Advisor Roles and Responsibilities

Thank you for the time and effort that you give to ensure the effectiveness of our campus organizations and the growth and development of our student members! We know your role can be very demanding, and at times confusing, so we hope that the following information is helpful to you.

Whether you are a new advisor or an established advisor working with a new group of officers, we recommend that you first take the time to meet with your officers to discuss mutual expectations regarding task responsibility, involvement in decision-making, and attendance at meetings and programs. This initial discussion will help to alleviate confusion and conflict, and will hopefully get your relationship off to a good start!

General Responsibilities of Advisors:

An effective advisor:

1. is a knowledgeable resource,
2. shares valuable input into policy and program development,
3. interprets university policies and regulations,
4. provides continuity, and
5. is a good role model for students.

Guidelines for effective advising include:

1. helping the group develop goals and plans of action,
2. knowing the group and its unique needs,
3. being available and approachable,
4. providing appropriate feedback, and
5. sharing in the group's experiences!

In summary, advisors serve as consultants and educators to the organizations and students they advise.

Functions of Advisors

1. Maintenance functions include those activities that help the group exist, such as interpreting policies, sharing information about resources, and serving as the validation signature when necessary.
2. Group growth functions are designed to help the group become more effective in progressing towards its goals through leadership development opportunities.
3. Program content functions include those behaviors which help the group achieve higher levels of self-actualization through pointing out new perspectives and providing ideas for new programs.

Tasks for Advisors

The 5 tasks for the initial development of an organization or the re-evaluation of a student group include:

1. determining the need for the organization,
2. identifying support,
3. obtaining a source of income,
4. ensuring effective student leadership, and
5. developing methods of system maintenance.

Contact the Office of Campus Life for any questions: (478) 301-2868 or campuslife@mercer.edu.

6. Campus Reservations/Event Approval Guide

Mercer Event Approval Guidelines
*For Macon Campus Student Organization Events
Contact 301-2189 or reservations@mercer.edu

- All Student Organizations must have on campus events approved by the sponsoring office or department (Campus Life, Club Sports, Religious Life).
- Tables in the Connell Lobby are reserved in the same way that a room is reserved through R25.
- On campus events include any event scheduled outside of regular or weekly organization meetings that are advertised to the student body or public.
- Event Approval is connected to the on campus reservation system 25Live. If you are an organization you will have two users that can enter events within 25Live but they need to be submitted 10 days in advance. In the 25 Live application, there is a record of events you have attempted to schedule.
- If you are not one of the two organization users for 25Live you can still submit a reservation request form. You will get an instant copy of the request but that is not confirmation of the reservation. You will get a confirmation email once it has been approved and processed.
- RESERVATION REQUESTS MUST BE SUBMITTED NO LATER THAN 10 DAYS BEFORE EVENT.
- Once a reservation/event approval request is submitted, the Office of Campus Life will approve within the system all organization events.
- Once approved by that office/department, the event request will be automatically submitted to the reservations office. Student organizations will not need to re-submit or do anything other than the initial reservation using the online form.
- Student organizations will be notified if an event has not been approved by Campus Life and Reservations and should consult with that office to discuss the event further and make necessary changes or cancellations.
- If an event is approved and submitted to the reservations office and there are specific venue conflicts, the reservations office will be in contact with the requesting student organization to make all necessary changes or cancellations.
**PLEASE REFER TO THE FOLLOWING RESERVATION GUIDELINES/INFORMATION FOR ALL ON CAMPUS EVENTS:**

**CAMPUS RESERVATIONS**
Mercer’s Macon campus has 1300 Faculty and Staff members and close to 4000 students to be considered when reserving space. Our office receives approximately 50-75 requests for reservations each day, and we work to accommodate everyone. Advanced planning is essential when working with a large number of requests and a limited number of venues.

Make your requests through the procedures outlined on our website - as organizations and individuals that follow these procedures are given first priority.

If you have any questions regarding the procedures that have been put in place to manage the process of reserving space, feel free to contact the reservations office to discuss. (478) 301-2189 [http://www.mercer.edu/reservations/](http://www.mercer.edu/reservations/)

**IMPORTANT GUIDELINES**
- **Refer to the University Calendar and the online reservations calendar to check for conflicting events.**
  - University Calendar: [http://apps.mercer.edu/calendar/](http://apps.mercer.edu/calendar/)
  - Reservations: [http://www.mercer.edu/reservations/](http://www.mercer.edu/reservations/)

- Go to the reservations website shown above and complete the form providing as much detail about your event as possible.

- **Confirm your date and venue before you promote your event.**

- Requests must be received a minimum of **10 working days** prior to the event. Please send two weeks before the event to allow for Event Approval by the appropriate office.

- If you need to cancel your event or make any changes to the set-up, attendance, etc. please do so **3 working days** in advance.

- In some venues the set-up cannot be changed or is limited which will affect the number of people each space will accommodate.

- **Envision each space (except classrooms) as empty and request all resources needed for your event.**

- Media resources require approval and may delay your confirmation. Include all needs in your reservation request. To confirm before your event you may also contact Jeff Feighner-AV Specialist. Extension 2942 or feighner_ad@mercer.edu

  Equipment may be reserved during the week Monday-Thursday 8am-10pm if event starts and ends within that time; Friday 8-5pm –there are charges now for set-up and break down of AV equipment or any AV needs at any time during the week or day. Equipment outside of those times must be checked out from the library and depends on availability
If you cancel your event, YOU MUST cancel your equipment by cancelling the ENTIRE reservation through the reservations office. This frees up the room and the equipment for use by other organizations.

- If your event needs catering and/or if you need tablecloths and skirting for your non-catered event you must contact Aramark (478) 301-2925.

- Notify Mercer Police at least one week in advance by email if you need them to work an event on or off campus: mercerpolice@mercer.edu (Rates are subject to change, address costs within the email). Must have two officers present for a minimum of three hours.

My goal is to work with you to make your event as successful as possible! We have great venues on the Mercer University campus for meetings and events. I look forward to working with you and hope you have a great year at Mercer.

Coordinator of Campus Reservations and Development Support
Mercer University Advancement
478.301.2189 - Phone
478.301.4200 – Reservations
478.301.4124 – Fax

www.mercer.edu/reservations
7. Set-Up and Physical Plant for On Campus Events

Event Set-Up-Physical Plant

1. Get your request for events in at least 2 weeks in advance to the R25 Specialist at ext. 2189 or on the Mercer website. (10 business days)
2. If you do not have a confirmation, you do not have a reservation. It is first come first served. So get it in early.
3. Please notify Michelle Beavers ext.2902 at the Physical Plant of any vendors coming on campus at least 48 hours in advance.
4. Be sure to get information from any vendors you are using, such as, power or water needs.
5. Make sure to reserve all the equipment you will need for your event, i.e. chairs, tables, podium, trashcans, media needs, ect. (Don’t forget tables for catering!)
6. Contact Nationals one week in advance to verify that enough trashcans will be available for your event. OT hours apply if outside of the regular working hours for events. (478) 301-2781
7. Make sure to contact Aramark for their needs to add to your reservation. This is your responsibility.
8. Do not use rooms or resources without a reservation. Do not remove equipment from the buildings.
9. Be sure to cover all of the tables you use for your events, either through Aramark or through your organization.
10. Please take care of the equipment, so that we can continue to provide you with what you need for your events.
11. No vehicles are to be driven on campus without authorization. At NO time should there be a vehicle on the grass.
12. Do not stick anything in the ground without contacting the Physical Plant first.
13. If you put tape (no duct tape please) or anything on the equipment it is your responsibility to remove it.
14. No tape on buildings-walls or windows please!
8. Providing Food for On-Campus Events

***Student organizations and departments that are planning to have any type of catering for an event on campus are required to consult with Aramark before bringing any food on to campus by another vendor. This is part of the contract with Mercer and Aramark and should be followed at all times. Aramark’s manager must give approval to use an outside vendor in any location on campus including the RLC, UC and CSC. Aramark will work with all student organizations with set budgets for catering.

*Classic Fare Catering @ Mercer University – Event Planning List:*

1. Determine the date, time, and type of event desired.

2. Check availability of desired location and reserve the room with Evan Paulson at 478-301-2189. Verify seating capacity and restrictions if any.

3. Decide on a budget for food. (The Catering Staff will be able to help you with menu choices to fit your budget)

4. Our Catering Guide can be found online at: [www.mercerdining.com](http://www.mercerdining.com). If you are unable to find what you would like, we will be happy to recommend or create something for you.

5. Call Mercer Catering at 478-301-2927 or email: Catering@mercer.edu, to plan the event.

6. Decide on table arrangement, including the number of guests at a head table and a room diagram.

7. Request additional tables for gifts, awards, nametags.

8. Decide on the number of "Reserved" tables and request signs.

9. Remember to include entertainers in your guest count if you plan to feed them.

10. Prepare a schedule of programming that will occur during the course of your event. Be sure to give a copy to Mercer Catering as the wait staff will leave the dining area during programs to avoid noise and distraction that may disturb your guests.

11. Notify Mercer Catering of special dietary needs including vegetarian or vegan, religious considerations and allergies.

12. Call Mercer Catering with the final guest count at least 72 business hours before the event.

13. Relax and enjoy your event.
9. How to plan a successful Event

The Most important three steps to consider BEFORE you plan:

1. Relax. Though the amount of planning may seem daunting, your enthusiasm and your ability to plan ahead will give you confidence and will allow you to enjoy the event you planned
2. Make notes of your ideas as they come to you. There are too many details to remember them all.
3. Delegate tasks to group members. Don’t try to accomplish everything by yourself!

THE 8 Steps to Follow for Planning:

1. The Six W’s
   - Who is holding the event?
   - What is the main attraction?
   - Why is it happening?
   - Whom is the event for?
   - Where is it happening?
   - When is it happening? The day of the week, the calendar date?

2. Divide the event into categories.
   - Guest List
   - Invitations/Publicity
   - Facilities (room set-up, tables/chairs, audio/video equipment)
   - Decorations
   - Catering
   - Favors/Give-aways
   - Entertainment
   - Transportation
   - Amenities (security, first aid station, rain location, parking)
   - BUDGET!! Make sure someone is keeping track of every dime so you don’t overspend

3. Create a Planning Calendar for each month between now and the event. Make note of date by which projects need to be completed and dates by which all forms must be submitted.

4. Now that you have all the components in mind, begin to devise an Event Budget including the costs of each item.

5. Make an Event Checklist that lists all items that need to be accomplished the day of the event. Include contact information of important people or places in case you need to get a hold of anyone.

6. An Event Program should be used to help make things run as smoothly as possibly on the day of the event. It lists all of the main activities and tells when and under what conditions each one takes place. In a convocation, for example, the speaker will present at 12:30 only after a member of the organization introduces him and his achievements. The event program can be revised after each verbal “walk-through” to ensure a smooth event.
7. With every event, especially outdoor events, alternatives should be considered in case something unexpected occurs (e.g. bad weather, accidents, no-shows). Don’t forget to make alternative plans for unexpected occurrences.

8. Make a **Goal Statement** that states what you hope the event will accomplish and share it with your team. Writing this goal after you have finished all of the planning allows you to have a more realistic vision for what will take place.

**Be Mindful of the Media**

All non-athletic media inquiries are handled through the Office of University Relations and Marketing. There are several reasons for this procedure.

It is important as an institution that we centralize our message to the media through one office so as to be consistent with our response. Sometimes a story developing in the media requires the collection of input from different offices within the University and then collated into one response. It also allows the University to know of the media’s interest in the University and to find the appropriate individuals to speak on behalf of the Institution.

All media calls and/or inquiries should be directed to Rick Cameron, Assistant Vice President for University Relations and Marketing. Rick Cameron’s office is in Macon and can be reached at (478) 301-5500.

Please do not attempt to answer any questions yourself posed by the media but, rather, direct their calls Rick. Thank you for your cooperation.

**The Budget**

Make sure you take into account the following expenses:
1) The artist’s fee.
2) The booking agent’s fee.
3) Production: sound and lights and rider requirements.
4) Catering.
5) Advertising.
6) Security.
7) Ticket Printing.
8) Your school’s internal expenses.
9) Hall rent.
10) Any other expenses you may incur.
11) Obtain an advance copy of the rider through the agent if you are uncertain about your ability to afford the show.
GO TEAM GO!
How to motivate student volunteers

Sometimes it can be difficult to get volunteers to work an event. There is a lot of work to do, the schedule can be hectic, and the hours are definitely long. The key is to give your volunteers a vested interest in the show. The following are some ideas regarding just this.

1) **Invest your volunteers weeks before the event.** It is essential to get people involved from the beginning. Ask the people who will be working load in and load out to help develop publicity ideas, coordinate ticket sales, and help move out in general. The more involved people are the more they tend to stay motivated. Getting people involved from the ground floor will help insure their dedication throughout the process.

2) **Be realistic about what will be involved as a worker.** Informational meetings with your perspective event staff are valuable for many reasons. The meetings allow you the opportunity to introduce yourself to everyone, to establish department and crew chiefs, and to lay out what is really involved with working an event. In other words, it’s a good time for a reality check. Make sure everyone knows what is involved and is willing to commit to the project. If people just want free tickets, show them the door. You need people who are willing to work.

3) **Investigate incentive programs for your volunteers.** People like to get stuff. Whether its staff shirts or free tickets, when a student gets something for his or her efforts, they feel involved and rewarded. If your budget is limited, you might want to consider approaching local businesses about donating gifts that you can give to the crew. However, make sure you have the commitment before you give away anything.

4) **Enlist the services of organizations on campus.** ROTC, Greek organizations, and other campus groups can be great sources of labor and assistance. Establishing relationships with these groups ahead of time can both help you, not only for the impending event but also for events still to come. Wouldn’t it be nice to know that there would always be a pool of workers from the XYZ organization?

5) **Never underestimate the power of a kind word.** As event planners, your job is to not only put on a first class show but also to make your workers feel appreciated for the time they have put in. Make the effort and time to thank everyone: your efforts will be rewarded.
10. Campus Posting Policy

The Office of Campus Life, located on the third floor of the Connell Student Center, serves as the clearinghouse for campus publicity ON CAMPUS in order to aid student organizations, campus departments, individual students, or off-campus individuals and groups in advertising their events, services, and items for sale. Once you receive approval from Campus Life, please get approval for hanging flyers in all other buildings on campus from the specific departments housed in the buildings. See the location guide in the Campus Life office.

- Due to structural, safety, and aesthetic purposes, fliers and advertisements may only be posted on designated bulletin boards and kiosks on campus. Posters and banners may not be posted on the exterior or interior of any building, with the exception of professionally made vinyl banners attached to railings by rope or twine. The Office of Campus Life must approve banners. The physical plant will hang outside approved banners once a work order is submitted.

- Student organizations, academic and administrative departments, and off-campus individuals or groups may come to the Office of Campus Life, Monday through Friday, 9 a.m. to 5 p.m. to have fliers approved for posting. Once the publicity has been approved, staff in the Office of Campus Life will stamp the flier(s) and will post on bulletin boards and kiosks only at the Connell Student Center (maximum of 7 fliers). Fliers without a dated approval stamp will be removed. (Note: Fliers from academic and administrative departments will be approved automatically, but they must still be stamped.) Space on the CSC bulletin boards and kiosks is limited and is available on a “first-come, first-served” basis. Please allow 48 hours for publicity to be posted.

All fliers for events or meetings MUST include the access and accommodation statement to be approved.

To request alternative formats or accessible seating due to a disability, please contact the event organizer at ____________________ at least 7 days prior to the event date.

- Fliers may also be posted on the bulletin boards located in the public areas of academic buildings with permission from the academic department staff. To post fliers in the residence halls or apartments, please request permission from the Office of Residence Life. Be sure to get fliers stamped by Campus Life before going to Residence Life.

**Residence Life has specific guidelines for fliers that differ from Campus Life.

- To post fliers in the University Center, please request permission from the Office of Recreational Sports and Wellness.

Chalking Guidelines

- Students may use sidewalk chalk on non-painted concrete surfaces. Content should be approved before chalking by emailing campuslife@mercer.edu with the chalking message and sponsoring organization. Please do this two business days in advance of planned chalking.
• Student Organizations may only chalk on horizontal surfaces across campus. These surfaces may not be under any roof tops and chalking is only permitted on sidewalks across campus. Please refrain from chalking on top of artwork or statue areas such as the Jesse Mercer Plaza. All chalking shall be at least 15ft away from any building that is owned by Mercer University. “If you can walk it you can chalk it, as long as you can get rained on.” All student organizations will have 24 hours after the event to remove the chalk from the ground.

• All chalking must also be in good taste and may not include inappropriate language or references to alcoholic beverages and drinking. Chalking that is deemed in violation of the community of respect will not be approved and may not be placed on campus. Failure to follow these policies may result in a suspension of posting privileges.

Please contact Campus Life at x2868 for more information about the Mercer University posting policy.

****All campus advertisements must be in good taste and may not include inappropriate language, obscenities, graphic content, derogatory or discriminatory statements or references to alcoholic beverages, drinking or drugs. Advertisements that are deemed in violation of the community of respect will not be approved and may not be placed on campus. Failure to follow these policies may result in a suspension of posting privileges. Violations deemed severe by the Dean of Students may result in judicial charges by the Office of Judicial Education for an individual or an organization.

11. Other Important Campus Policies for Student Organizations

a. Dead Week
All recognized student organizations must observe Dead Week and Reading Day. Dead Week begins two days prior to the first day of exams in each academic term. No social activities, recruitment, initiations, or other scheduled activities may occur between the beginning of Dead Week and the conclusion of Final Exams. The same policies apply for Reading Day as for Dead Week.

b. Organization Membership Requirements
Membership in most student organizations is subject to the specific requirements of the organization and to provisions as set forth in Title IX of the Federal Code and the University’s Policy of Nondiscrimination: “Mercer University does not discriminate on the basis of age, race, color, national or ethnic origin, sex or handicap in the administration of education policies, admission policies, financial aid, employment of any other University program or activity.”

c. Room Reservation Policy
Recognized student organizations may reserve a room on campus through an on-line system submitted to the Office of Campus Reservations. The Web address is www.mercer.edu/reservations/. Request for a space does not automatically ensure the use of the facility. Rooms and facilities on campus must be reserved at least 10 days prior to the event to ensure that the event runs smoothly.
Each organization or group using Mercer facilities must do so within the General Policies and Regulations of the University. Each facility should be returned to its original condition. Any excessive clean up that is needed will be billed to the user. Failure to use facilities properly will result in possible suspension of privileges.

Please check the reservations web page to see what rooms and locations are available before submitting a room reservation. Be sure to provide alternative locations and dates to ensure a reservation.

d. Statement on Auctions/Member Sales

Much discussion has taken place recently on the subject of “date auctions” and “tuck-ins.” Many opinions have been expressed regarding whether these are appropriate activities for student organizations at Mercer. The purpose of this statement is to discuss briefly three aspects of these activities that make them inappropriate in the opinion of the Division of Student Affairs.

Racial Insensitivity: Date auctions tend to have the appearance and “trappings” of slave auctions. Slave auctions were a very real and tragic part of the history of this country. They devalued the dignity of human beings to the level of merchandise. Regardless of the intent of a date auction, it still involves one person “bidding” for the services of another person. An auction of this type consists of one person paying a second person (or organization) for the services (work, time, etc.) of a third person. The bidding process invariably involves a comparison of the relative “value” of each person being auctioned. On a campus where equality, openness, and sensitivity are valued, any activity that suggests the auctioning of one human being’s services to another is inappropriate.

Gender Insensitivity: An extension of the issues above is the need for us all to respect the rights of others and to know that a person cannot be bought. One of the dangerous attitudes that continues to exist between men and women is that whoever pays is entitled to the “services” of the other. This sense of entitlement is one factor in the prevalence of date rape on college campuses. Date auctions and tuck-ins can tend to create an environment where those expectations may be used to the disadvantage of one or the other participants.

Personal Safety: Date auctions and tuck-ins often involve a “well-known” person spending time on a “date” or “tuck-in” with a stranger whom he or she otherwise might not have chosen to socialize. The organization sponsoring the auction has no way of knowing the motives of the people doing the bidding. A “fatal attraction” circumstance is possible, where the date auction/tuck-in becomes a very convenient means by which a person has the opportunity to “buy” some time with the person to whom he or she is attracted. Although the possibility of this scenario may seem extremely remote, it has considerable liability implications for the organization sponsoring the event.

Given the above concerns, which expose the potential for persons and/or groups either to be offended or hurt, date auctions and tuck-ins may be interpreted as an ill-conceived way to raise money. If an organization wants to hold an auction, Mercer encourages the auctioning of items, such as tickets to an event or dinners at a particular restaurant, rather than auctioning of individuals. If an organization is planning to hold any form of a date auction or tuck-in, that group MUST see the Director of Campus Life to discuss all
details of the event four weeks prior to the event. The Office of Campus Life has the authority to deny this type of event at any time and must give final documented approval.

e. Beauty Pageants/Swimwear Policy
Student organizations and Greek organizations are permitted to hold pageants on campus but must work closely with the Office of Campus Life to ensure the event is in line with the Mercer University Community of Respect and all university policies. The event must be approved at least four weeks PRIOR to the event date by the Director of Campus Life. **Pageants MAY NOT include a swimwear or sportswear section. Attire for all sections MUST be tasteful and be approved in advance of the event. Formal wear is acceptable. Failure to abide by these policies may result in suspension of the organization or chapter.

f. Sword/ Saber Polices
Weapons will continue to be restricted from campus. However, Greek organizations who utilize these items as part of their formal ritual will be permitted to obtain approval for an exception to this rule with the following stipulations:

1. The group must submit in writing, in advance, to the Office of Campus Life a request for permission to have a display item at formal events. This request must be supported by documentation from your national headquarters that verifies that the item is an essential element for the event. I do not need to know the reasons or history behind the item, but I do need to know the type and frequency of the events in which the item would be present on campus during the year. (This request would only have to be submitted once for each organization- not annually).

2. The group must notify the Office of Campus Life in writing each semester the specific dates and times in which the item would be on campus. This schedule could be updated at any point during the semester prior to the event.

3. The item can not be on campus more than one hour before or after the approved event. The item must be stored at either an off campus facility, or at the Mercer Police Department, between events. Items stored in a campus fraternity house, a student room, or in a car on campus will be in violation of this policy.

g. Travel Policy
Student Organization Policy
Student organizations are encouraged to participate in regional and national tournaments, conferences and events as appropriate for their specific interest group. Although approved student activity fees may be used to fund such trips, these trips are organized and the sole financial responsibility of the student organization. All groups must abide by the following guidelines in planning the trip. This policy is intended to promote awareness, safety, and communication about organizational travel for students, and in no way is intended to imply responsibility for the event or travel by the University or University officials.

- Travel Form: All organizations planning to travel to any destination outside of Macon for the purposes of the organization (volunteer activities, workshops, conferences, meetings, retreats etc.) MUST FILL OUT a Travel Form and return to the Campus Life office no later than 48 hours BEFORE the date of travel. The Director of Campus Life may request a meeting to discuss all travel plans if deemed necessary.
To receive bear grant refunds travel forms MUST be submitted PRIOR to the trip.

Advisor: All student organizations recognized by Campus Life should have an advisor in attendance during any travels that takes the group over 60 miles away from Mercer University in Macon, GA. or that plan to stay overnight regardless of location.

All faculty/staff advisors of Mercer University planning to attend a student organization trip should refer to the Approved Drivers Policy on the Mercer website at www.mercer.edu/payroll and call Benefits at 478-301-2699 to verify all policies and procedures.

If a student organization wishes to proceed with an event and have no advisor present they can request by having the advisor of the organization write a letter (email is great) to the Director of Campus Life (Carrie Ingoldsby: Ingoldsby_cf@mercer.edu) 48 hours prior to the scheduled event. This letter must include in the following information:
1. Date, Time, location and description of the Event
2. Who is responsible for any funding during this event? Personal or SGA?
3. What are the risks associated with traveling?
   A. What steps the organization is going to take to alleviate any risks?
4. Who is responsible in case of emergency, during the schedule event?
5. What type of transportation will be provided?
   A. Who will be providing the transportation (i.e student driver, company (ex.C&H bus line), etc.)

***NOTE TO ALL STUDENT ORGANIZATIONS: Failure to submit appropriate travel forms BEFORE travel could result in SGA funding being withheld even if you are asking for reimbursement for travel, you MUST submit travel forms BEFORE travel.

Club Sports Travel Policy:
SECTION SEVEN. TRAVEL
SECTION ONE – FUNDING
Article 1 – Approval. A travel form must be submitted to the Department no later than three (3) days prior to travel. This form must include:
- Destination and purpose of event
- Emergency contact information for all travelers
- Dates of departure and dates of return
- Estimated amount of club funds to be used for trip
- Name and contact information for hotel used
- Advisor signature

Article 2 – Club checks for travel. If a club needs checks written to an event for entry fees or any other fee, the club must notify the Department no fewer than two (2) weeks in advance.

Article 3 – Reimbursement. Preferably, teams should travel with an advisor or staff member with a University purchasing card. When this is not possible, teams may collect itemized receipts and fill out reimbursement forms when they return. No reimbursements will be given without a receipt, and sales tax will be deducted off of any reimbursement if paid. Clubs should contact the Department regarding tax exempt status and forms. When traveling by personal car there will be a limit to the number of vehicles that will be allowed depending on size of the team. This limit will be used to determine the number
of cars that can be reimbursed for their gas expenses. All receipts must be turned in within 2 weeks of the return day to receive reimbursement, any receipts turned in after that time will not be reimbursed.

Article 4 – Meals. Club funds may only be used for team meals when approved by the Board of Appropriations in advance through the budget process or through other means.

h. Film/Movie Policy

All student organizations and departments that wish to show a movie/film on campus must first obtain the rights to show the movie. A film license for a specific movie can be obtained through whichever film company holds the rights to the movie-ex Swank Motion Pictures. This policy holds for educational events as well as social events. If it is being viewed in a public setting regardless of the reason, you must have the license to show it. Student organizations that violate this policy are responsible for ALL penalties/fees associated with showing movies publicly without the purchase of the film license.

Below is an explanation of the copyright laws regarding films per the Swank website (2011).

What the law says

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

Unauthorized Public Exhibition of Movies

The concept of “public performance” is central to copyright and is the main issue of protection for these intellectual properties. Most of the persons participating in movie productions depend upon royalties for a major portion of their payment for work performed.
Royalties are the shares paid to movie producers, script writers, authors, computer programmers, playwrights, musicians, inventors, etc. out of the proceeds resulting from the sale, performance or use of their work. If these men and women lose ownership of their work and do not receive royalty revenue, much of which is collected through licensing fees, there will be little incentive for them to continue to invest their time, research and development costs to create future endeavors. If this happens, they must then look to the U.S. Copyright Law for assistance. Consequently, if their intellectual creations are being used by others who are not paying compensation (royalty) for the use, copyright law may need to be enforced.

i. Contracts!
All student organizations that hold a campus event requiring a contract for services (performance, lecture, vendor or production co. etc.) should consider the following guidelines:

- If a contract is $500 or more, please stop by the Campus Life office with a copy or email a copy to campuslife@mercer.edu for assistance in the contracting process. Professional staff within the office of Campus Life can assist with contracts (of any amount).
- Campus Life will not sign off on any contract and has no financial or legal responsibility for the contract or service.
- Student Organization Advisors should request and sign all contracts and should assist you with all aspects of the contracting process.
- The contract or agreement is to be made between Artist/Vendor and the student organization as purchaser and not Mercer University.

j. Policies for Student Organization Functions

Shared Responsibility at Organizations’ Functions: The following criteria will be used to determine what constitutes an organization function. This list should not be considered exhaustive.

A function is defined by any one or more of the following:

- Any gathering of members or persons affiliated with an organization, which an observer would associate with the organization for a purpose other than a regular business meeting
- Any event that is funded by the organization or by members of the organization who have gathered funding
- Any event that is advertised by the organization, or advertising at or affiliated with the event location states or implies the organization’s involvement
- Any event that is announced at an organization meeting
- Any event that executive board members acknowledge, are aware of, or participate in

The organization is expected to maintain and secure appropriate standards on the part of its members and guests. As elected leaders, the organization’s officers are responsible for ensuring the appropriate conduct of all present at the function and are responsible for any incidents or events that occur directly or indirectly as the result of the event. For Greek organizations specifically, Mercer upholds the position of Risk Management by FIPG, Inc., these policies can be found on the following website(www.FIPG.org) For Greeks, all parties and social activities should be open to members and invited guests only with a sign-in list posted at all entrances.

PLEASE SEE SOCIAL EVENT POLICIES FOR ALL GREEK CHAPTERS IN THE GREEK LIFE POLICIES.
General Event Guidelines

A. The host and the organization are responsible for the behavior of all guests at an event.

B. Adequate security personnel or other security measures to ensure safety of those in attendance is required. The organization must control access to the event at all entrances by having an organizational monitor at each entrance for the length of the event. There must be a single contact person who is in charge of the event. Organizations may be required by the Office of Campus Life to hire at least one Mercer Police officer to work the event, for current rates of Mercer police officer please contact the MERPO. The event must have a specific beginning and ending time. Loitering in nearby parking areas and facilities is prohibited.

C. Failure to adhere to specified time limits required of all events is prohibited.

D. Due to interference with academic programs and in respect for the University’s neighbors, no outdoor events involving bands or other excessively loud events are allowed from 7:00 p.m. Sunday to 7:00 p.m. on Friday. Exceptions may be appealed to the Director of Campus Life and Residence Life.

E. Outdoor events on Fridays or Saturdays must cease by midnight. Indoor events may continue until 1:30 a.m.

F. Indoor events on weekdays (Sunday – Thursday) must cease by 11:00 p.m.

G. Location of event is to be vacated and secured by 2:00 a.m. Any organization planning an event outside of these times must get approval from the Director of Campus Life.

k. Non-Academic Misconduct Process for Student Organizations and Greek Orgs.

Student organizations are expected to operate in accordance with the law, student organizational guidelines (as outlined by the Office of Campus Life), and with all University policies including the Student Code of Conduct. Student organizational recognition is not a right, and can be evaluated and rescinded by the University at any time for any reason.

When the University becomes aware of any allegation of misconduct by a student organization, the Associate Dean of Students in Macon or the Assistant Dean of Students in Atlanta (depending on the primary location in which the organization exits) will assign a staff member to investigate and review the allegation(s) by meeting with any individual the staff member determines is warranted. In cases involving sensitive or confidential reporting (e.g., cases involving hazing, sexual misconduct, hospitalizations, etc.), the staff member investigating the case may use appropriate discretion in releasing information placed in the report to protect the identity and confidentiality of the reporting or involved student or witness. That staff member will then meet with the organization to review the allegations related to the organization before making a recommendation back to the Associate Dean or Assistant Dean on his or her evaluation of policy infractions(s) and
proposed sanctions, if any (including suspension or expulsion of an organization). The prior disciplinary history of the organization, the forthrightness and cooperation of the organization and its members, during the proceedings, and the severity of the allegations may all be evaluated as part of this recommendation.

The Associate Dean or Assistant Dean will then choose to accept that recommendation, modify it, or conduct further inquiry on his or her own before finalizing the decision. This decision will then be communicated to the organization in writing. This decision is final; however, in cases in which a group can clearly substantiate that an egregious and obvious error occurred at some point in the determination, it may request the Vice President and Dean of Students to review the decision. This request must be made in writing within three days of receiving the decision and clearly outline and substantiate the error that was made. The Vice President and Dean of Students may then choose, but is not obligated, to review the case and make any modifications as deemed appropriate.

Nothing in this section prohibits the University from implementing an “interim suspension” as outlined in the Student Code of Conduct while the case is being investigated. Nothing in this policy prohibits the Associate Dean in Macon, the Assistant Dean in Atlanta, or Vice President for Student Affairs from reviewing a case directly at any point.

12. Tax Info

**IMPORTANT BANK/TAX INFO FOR STUDENT ORGANIZATIONS**

A. Organizations at Mercer are responsible for all federal tax requirements and should all have their own bank accounts with separate EIN’s. Organizations must apply for an EIN once recognized as a social or savings club and be sure to contact the IRS to be set up for a yearly 990EZ form. **YOU MAY NOT USE THE MERCER UNIVERSITY EIN NUMBER FOR AN ORGANIZATION.**

B. All tax info must be reported yearly to the IRS by org. officers. The Office of Campus Life is not responsible for this reporting and will not monitor this aspect of the organization.

C. Existing organizations that are less than two years old (as of fall 2016) should call the IRS tax exempt line to set up the group for the 990EZ form and fill that out yearly.

D. Organizations that are older than two years old should either go through the process of becoming an official 501c7 (costs associated) or consider additional steps to get into good standing with the IRS.
HELPFUL RESOURCES

All student organizations that are recognized by SGA will need a bank account in the organization name to receive BEAR GRANTS.
- To open an account the bank will need a tax ID number or EIN for the student organization. You may not use Mercer’s tax ID number. You will need a copy of your bylaws and two people to serve as signors on the account.
- The signors can be officers or an advisor. It is recommended that you have an advisor as a signor so that when student’s leave Mercer there is someone that can assist with bank account transitions.
- See below for reporting requirements from the IRS once you have an EIN number.

Tax ID/Employer ID Number for Information for Registered Student Organizations*

Tax ID / Employer ID Number (EIN)
A Tax ID Number or EIN (Employer ID Number) is like a social security number for your organization. Student organizations are often in situations that require a Federal Tax ID Number (opening an organizational bank account, conducting fundraisers, etc.). Registered student organizations are not permitted to use the College's tax identification number; therefore they are required to obtain their own EIN. The purpose of the EIN is so the IRS will not make any of an organization’s members personally responsible for taxes on revenue that the organization has earned. To get a Tax ID number, you may contact the IRS and request a Form SS-4 (Application for Employer Identification Number) or visit their Web site in order to request an EIN, see the Apply for an EIN Online section below for steps to apply for an EIN online.

Tax Exemption
Student organization registration with the Office of Campus Life does not imply tax exemption. Only College departments and offices may use College’s tax ID number. An organization wishing to apply for tax-exempt status must realize it is a complex and cumbersome process. An attorney specializing in this area is probably necessary because the laws and procedures written for qualifying as a tax-exempt organization are confusing and constantly changing. If a student organization is qualified for tax-exempt status, it most likely will be covered under 501(c)(3) or 501(c)(7) sections in the IRS tax code and would file a form 1023. The application process will take a minimum of six months, but may last more than year before a tax-exempt certificate is issued. Please be aware that if the org. is less than 3 years old you can call the tax exempt line of the IRS and set up a 990EZ without having to get official 501c7 status and pay a large sum of money. If you are older than 3 years and have not filed 3 consecutive years worth of 990 forms online, you will need to consider going through the official steps to become a 501c7.

All organizations set up as a social or savings club are treated like a 501c7 by the IRS and are not required to get official status AS LONG as you get set up for the 990EZ and fill that out yearly through the IRS.
Apply for an EIN Online
The following steps were written to assist a registered student organization* with applying for an EIN online. If you have any technical issues or have questions regarding the form, please refer to the IRS’ help and support services.
1. Go to the IRS’ Apply for an Employer Identification Number (EIN) Online Web site:
http://www.irs.gov/businesses/small/article/0,,id=102767,00.html
2. Click the APPLY ONLINE NOW link at the bottom of the page.
3. Once you have read the instructions on the page, click the Begin Application button.
4. Select the View Additional Types, Including Tax-Exempt and Governmental Organizations option for the “What type of legal structure is applying for an EIN?” question and then click the Continue button.
5. Any of the following options may describe your type of organization: 1) Political Organization; 2) Church-Controlled Organization; 3) Community or Volunteer Group; 4) Social or Savings Club; or 5) Sports Teams (community). Once your selection is made, click on the Continue button.
6. To confirm your selection click the Continue button.
7. Enter your first name, last name, and SSN/ITIN.
8. Select whether you are an officer or member of the organization or whether you are applying for the EIN as a third party on behalf of the organization and then click the Continue button.
9. Enter the address information for your organization and click the Continue button when you are done.
10. Enter the requested information about your organization and click the Continue button when you are done. Repeat this step for the next screen requesting additional organizational information.
11. Select the Other option for the question “What does your business or organization do?” and click the Continue button.
12. Select the Organization option for the question regarding your business activity and click the Continue button.
13. From the list of organizational activities select the activity that best describes what your organization does (most organizations will select the Social or civic option and click the Continue button.
14. Select whether you would like to receive your EIN confirmation letter online or by mail and click the Continue button.
15. Once you receive the information, retain it in your student organization files for current and future leadership. Also, please feel free to provide the Student Organization Bank a copy.

*Note: Organizations which are not described in IRC Section 501(c)(3) may be required to file IRS Form 1024, Application for Recognition of Exemption under Section 501(a) or for Determination under Section 120, rather than Form 1023, in order to formally request recognition of exempt status.

Tax RESOURCES:
All information below from the Harvard University Student Organization website and Yale University Student Organization website.