



## **Student Guide for Clubs and Organizations**

All student organizations must register with the Office of Campus Activities and the Student Government annually to be a recognized student organization at King's College. This allows a group to have a College advisor, use College facilities, meeting rooms, club mailboxes, College business office accounts, publicize events, receive funding from Student Government, participate in activities, and be included in all mailings to student organizations. It is the duty of the Student Government Association (SGA) to recognize qualified student organizations and distribute funds equitably among these organizations to ensure that funds are spent in the best interests of the student body.

All students must follow this set of policies and procedures regarding the formation of new organizations, re-activation of "inactive" organizations, and annual renewal of "active" organizations. All organizations must adhere to all policies, regulations, guidelines, and procedures of King's College and this policy. All officers and advisors are to be familiar with these policies. Please review policies in the Student Handbook pertaining to [alcohol \(off-campus events, senior events\)](#), [hazing](#), [use of college vans](#) (pg. 139), [College post office guidelines](#) (pg. 44), guidelines for imprinted materials, and advertising and posting materials.



Student Guide for Clubs and Organizations

<b>Student Government Contact Info.</b>		
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<b><u>College Office Extensions: (570) 208 - 5900</u></b>			
Academic Advisement	5872	Financial Aid	5868
Academic Affairs	5895	Health Center	5852
Academic Skills	5841	Int. Student Advisor	5897
Achievement Plus	6078	IITS	4357
Admissions	5858	Library	5840
Athletics	5855	Multicultural Director	5898
Business Office	5851	Marketing	5957
Campus Activities -Front Desk	5642	Print Shop	5635
Campus Ministry	5890	Registrar	5870
Career Planning	5874	Residence Life	5856
Commuter Life	5966	Security	5926
Counseling Center	5873	Shoval Center	5810
Dean of Business School	5932	Student Accounts	5835
Dean of Faculty	5895	Student Affairs	5875
Dining Services	5833	Switchboard	5900 or 0
Gym - Front Desk	5918		
<b><u>Important Numbers</u></b>			
Student Government Office	5857	Dean of Students	5875
Rae Lynn Barrett (Events)	6054	Chris Pasquini (IITS)	6025
Jeff Thomas (Dining)	8301	Sean Cryan (Campus Act.)	5802
Josh Ulanoski (Marketing)	6043	Jasmine Giddings (M.I.S.P.)	5898
Emily Flaim (Campus Act.)	5550		
Kelly Gibbons (Shoval Center)	6020		



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## Student Guide for Clubs and Organizations

### Section I

#### Criteria for Student Government Recognition

- An “Student Organization” is defined as a class, club, organization, or association.
- The organization will not discriminate on membership based on race, religion, gender, physical disability, or sexual orientation.
- Any organization formed to exclusively serve one gender must have another organization recognized as its counterpart by King’s College to be considered eligible to receive grants from the Student Government Association.
- The organization must be registered with the Office of Campus Activities.
- The organization must adhere to all policies, regulations, guidelines, and procedures of King’s College.
- The organization must have elected officers.
- The club/organization must have and adhere to an up-to-date Constitution, approved by its members.
- The organization must have an Advisor chosen from college faculty, staff, or administration.
- The organization may not require any initiation rite that is contrary to college policy.
- [Hazing is strictly prohibited.](#)
- Must abide by all policies set forth in the Policies and Procedures for Student Organizations manual that is published annually by the SGA in consultation with the Office of Campus Activities.

### Formation of New Student Organizations

All student organizations must register with the Campus Activities Office to be a recognized organization at King's College. This allows a group to have a college advisor, use College facilities, meeting rooms, club mailboxes, College business office accounts, publicize events, qualify for grants from student government, participate in activities, and be included in all mailings to student organizations.

1. Student(s) who want to start a new organization on campus should fill out the [New Club Request Form](#). Students will need to draft and submit a club constitution for later approval by its members, identify a willing club advisor, and provide a list of interested members when requesting new club approvals.
2. Students are encouraged to utilize the Club Constitution Template (Page 7). The constitution should include the organization's name, statement of purpose, criteria for membership, and the organization's procedures. This constitution contains the procedures and guidelines that allow an organization to function effectively.
3. All student organizations and clubs operate in a manner consistent with values of a Catholic and Holy Cross institution and the mission of the college, to obtain and maintain registration.
4. The newly formed or activated organization is required to submit the name of the college advisor selected from the faculty, staff, or administration of the College.
5. The Student Government Executive Board reviews submissions for registration and recommends approval or rejection of the club or organization.
6. All student clubs and organizations are required to deposit their funds in the College Business Office. External accounts are strictly prohibited.
7. New clubs under review will be required to present the desired club's mission, values, and purpose in front of the Student Government General Board.
8. Student clubs and organizations may not be affiliated with any organization external to the College without the permission of the Student Affairs Leadership Team. The external organization mission, values, publications, resources, social media website, etc. content must meet the College's mission, values, and nondiscrimination policies. College funds including Student Government funds may not be used to pay any membership fee or other fees to an external organization.
9. All new clubs approved by the Student Government General Board are subject to review by the Student Affairs Leadership Team.



### Annual Registration of Active Student Organizations

Annual renewal of registration for all clubs and organizations takes place during the Spring semester of each academic year. All clubs must complete the necessary steps to maintain active an active club status. Annual club audits and paperwork must be completed by the end of April for the following academic year.

Student Clubs and Organizations will be responsible for completing and submitting the following to the Coordinator of Campus Activities.

- Club Audit
- All constitution changes/updates (Page 7)
- Officer Election Report Form (Page 12)
- Advisor Agreement Form (Page 14)

Student clubs and organizations have the opportunity to update or make changes to the constitution at any time. Official mandatory constitution review and submissions will take place at the end of the Fall semester prior to the start of Winter recess.

Student clubs/organizations who are not registered with the Office of Campus Activities are deemed inactive. To gain reactivation after being inactive the organization will be required complete the [New Club Request Form](#). When club/organizations are inactive (not registered with Campus Activities), they may not use the College name, facilities, business office account or other privileges of a registered student organization/club. If the club/organization is not registered for a period, of 12 months as determined by Campus Activities staff, their College Business Office account will be closed, and funds will be transferred to Campus Activities to fund general student activities.

### Being an Active Member

As a member of any club or organization, it is expected that each student will be active and involved. Students will be expected to:

- Attend all meetings
- Notify club officers if unable to attend meetings
- Participate in service projects
- Participate in fundraising efforts
- Contribute to the club mission
- Provide an atmosphere conducive for collaboration

It is imperative that members follow the above guidelines to maintain an active status.



**Clubs and Organizations Constitution Template**

**King's College Organization's Name Constitution**

*Approved on Insert the date of approval.*

**ARTICLE I**

**NAME & PURPOSE**

**Section 1. Name.** The name of this Student Organization is Name of Student Organization.

**Section 2. Purpose.** The purpose of this Student Organization is to Insert the purpose of the Organization. The Purpose is the fundamental reason why the club exists, a motivating force moving, guiding, and delivering the Student Organization to a perceived goal.

**ARTICLE II**

**MEMBERSHIP**

**Section 1. Membership.** Membership is open to all students at King's College. This Student Organization will not discriminate on membership based on race, religion, gender, physical disability, or sexual orientation.

**Section 2. Membership classification.** The members of this Organization are classified as follows:

- a) **Founding Members.** Are all the members who participate in the making and creation of this Organization.
- b) **Active Members.** They are all those members who comply with all the requirements of this constitution. They are members who can choose and be chosen as officers of this Organization. They comprise the founding members whose status is active and the members who join the Organization after its recognition from the Office of Campus Activities and the Student Government Association.
- c) **Passive Members.** They are those who, being in breach of any of the requirements of this constitution or who are subject to some sanction, are temporarily disqualified from being members of the Organization and be elected as officers until their status is regularized and the conditions that prevent them from having the status of active member disappear.

**Section 3. Duties of all members of the Organization.** It shall be the duty of all the members of this Organization to:

- a) Comply with the provisions of the Office of Campus Activities and the Student Government Association.
- b) To attend all the meetings that are called.



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- c) To carry out faithfully and selflessly the positions for which they have been elected.
- d) Punctually fulfill their economic and social obligations with the organization.
- e) Abide by the resolutions and decisions made by the organization and its officers.

### **Section 4. Rights of all members of the Organization.** The rights of all members are:

- a) Elect and be elected as Officers.
- b) Monitor the economic management of the organization through the oversight bodies that may be created.
- c) Be informed about the composition of the organization's officers and representation bodies, their financial statements, and the development of their activities.
- d) Access all the documentation of the organization through the management and representation bodies of the entity.
- e) Present to the organization's officers complaints for infractions committed by the organizations members.
- f) Request the Officers to call a special meeting when circumstances demand it, together with other members. If the Officers do not agree, this member, with half plus one of the other registered members, can call an Assembly.
- g) To be heard prior to the adoption of disciplinary measures against him and to be informed of the facts that give rise to such measures, with the due reasons for the decision that, if applicable, imposes the sanction.
- h) Voluntarily resign their membership in the organization at any time.

## **ARTICLE III OFFICERS**

**Section 1. Officers.** This Student Organization shall consist of *Insert Number of Officers* members elected from among the members in the Organization. This Student Organization shall consist of *Insert all positions*. Organization's usually consist of a President, Vice President, Secretary, and a Treasurer.

**Section 2. Requirements to be an Organization's Officer.** All officers must be students at King's College, as well as maintain a good academic standing with the college. *Insert additional requirements.*

**Section 3. Officer's Duties.** The duties of officers are as follows:

*Insert the duties and responsibilities of all the officers of this Organization. For example:*

- a) President – *insert duties and responsibilities for the President*
- b) Vice President – *insert duties and responsibilities for the Vice President.*

**Section 4. Impeachment.** Any members, including officers, will be impeached if they repeatedly violate any by-law, procedure, or in violation of this constitution, the Student



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Government Constitution, and the Student Handbook. These precautions and procedures, which will be explicitly stated, will be practiced strictly.

**Section 5. Vacancies.** When a vacancy occurs:

- a) If the president resigns or is impeached from the position, the vice-president will become president. If there is no vice-president to carry on the duty, the responsibility shall fall onto the treasurer, and then to the secretary if necessary.
- b) In the event of a vacant position, due to impeachment or resignation, a special election shall be held, with a date set by the remaining instated members. An Officer Report Form shall be sent to the Director of Campus Activities and the Student Government President.

### ARTICLE IV. MEETINGS/SESSIONS/EVENTS

**Section 1. Meetings.** The Name of the Student Organization will meet state the frequency of the Organization's meetings. Dates will be determined by the Organization and advisor. Group members will be informed through email.

**Section 2. Annual Meeting.** There will be an Annual Meeting during the spring semester before April 30 of each year, and it will be validly constituted with a quorum of fifty percent plus one (50% +1) of all the members of the organization. During the annual meeting, the organization shall decide if they will renew their registration or change their status to inactive or dissolved. During this meeting, the organization shall elect their officers for the following academic year.

### ARTICLE V OFFICER'S IMPEACHMENT

**Section 1. Impeachment.** Any officer may be impeached from their position

**Section 2. Reasons for Impeachment.** Reasons for impeachment include but are not limited to:  
Insert the reasons for an officer's impeachment.

**Section 3. Petition for Impeachment.** Any petition for impeachment can be presented at any meeting. At least, two thirds of the member need to be in consensus with the petition.

**Section 4. Impeachment Process.** State your organization's impeachment process.

**Section 5. Sanctions.** State the sanctions against an impeached member.



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**ARTICLE VII  
CAPITAL & USE OF ORGANIZATION'S FUNDS**

**Section 1.** Per the Student Government Constitution, our Organization may not receive funding from any other governing body that allocates the College Fee's disbursements other than the Student Government Association.

**Section 2.** All finances will be managed on a case-by-case basis, in a way which best suits the purpose of allocated funds or property. Funds will be raised through events and fundraisers under the acknowledgment of all officers and advisor(s).

**ARTICLE VIII  
AMENDMENTS**

**Section 1. Amendments.** At any time, all members have the privilege to propose amendments to the club constitution.

**Section 2.** Insert the amendment process for this Constitution. A copy of the new amendment shall be sent to the Office of Campus Activities and Student Government.

**ARTICLE X.  
AUTHORITY**

**Section 1.** The authority of this Student Organization is derived from its constitution and by-laws in accordance with the rules and regulations of King's College. Should a duplicate of the club constitution be requested, it will be provided.

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This constitution is passed on Insert the date of approval.

## Officer Roles and Responsibilities

Each club officer position is essential for a club to stay organized and active. The election process will vary for each club and organization. Election processes must reflect what is stated in the club constitution. The officer positions and their respective duties include:

### President

- Upholding the club constitution and all regulations, purpose, and procedures.
- Provides leadership and direction to the club and its members.
- Coordinates and presides at all club meetings and activities.
- Creates goals for the club both short term and long term.
- Oversees all club actions.
- Responsible for coordinating with club Treasurer regarding finances, club budget and fundraising efforts.

### Vice President

- Upholding the club constitution and all regulations, purpose, and procedures.
- Presides at club meetings and activities in the absence of the club President.
- Coordinates meetings and events with the club President.
- Responsible for advertising club events and recruiting new members.
- Votes on club fundraising ideas and service project plans.

### Secretary

- Upholding the club constitution and all regulations, purpose, and procedures.
- Manages club communications and keeps records of member correspondence.
- Informs other officers and members of deadlines and future commitments.
- Records meeting and event attendance.
- Responsible for recording meeting minutes, notes, and a timeline of club goals.
- Votes on club fundraising ideas and service project plans.

### Treasurer

- Upholding the club constitution and all regulations, purpose, and procedures.
- Oversees club finances and budgets.
- Approves any club expenses regarding events and fundraisers.
- Responsible for submitting fundraising and service project forms.
- Collects transports club dues to the Director of Campus Activities, if applicable.



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**Officer Election Report Form for Student Organizations**

The Organization's President must submit this form each year, any time information changes, or when the organization elects new officers. Failure to do so could result in the inactivation of your group. If made inactive, your officer list must be updated by contacting the Office of Campus Activities at [campusactivities@kings.edu](mailto:campusactivities@kings.edu)

<b>ORGANIZATION INFORMATION – Please Print Clearly</b>	
Organization Name:	Academic Year:
Advisor's Name:	Date of Most Recent Election:
Election Due to (select all that apply): <input type="checkbox"/> Transition to New Academic year <input type="checkbox"/> Vacancy during the year <input type="checkbox"/> New Club/Orgs	

**PLEASE BE AWARE THAT THE BELOW INFORMATION IS PUBLIC KNOWLEDGE.**

<b>Officer's Position</b>	<b>Name (Please Print)</b>	<b>King's E-mail</b>

<b>SIGNATURE:</b>	
<i>By signing this form, the President affirms that the organization will abide by all policies, regulations, guidelines, and procedures of King's College and those found in the section of the Student Government Codes which dictates the policies and procedures surrounding the formation and operation of student organizations on King's campus.</i>	
President Signature:	Date:
Advisor Signature:	Date:

**Student Organizations Advisor Responsibilities**

The Campus Activities Office collaborates with student leaders and advisors from the faculty and administration to plan and implement student activities. The advisor plays a significant role in student development by being a consultant, associate, and an interpreter of College tradition. The advisor consults with staff members from the Campus Activities Office who act as a resource and clearinghouse for activities and programs. The College Advisor's role is to make sure student leaders are aware of and understand College policies, procedures, and guidelines pertaining to classes, clubs, or organizations.

**Advisor Responsibilities:**

1. Review carefully the club or organization's constitution with the student organizational leaders in the beginning of the academic year to inform everyone involved of the operating rules for the organization. The constitution should always be up-to-date.
2. Regularly assist student leaders in planning and implementing programs and activities for the academic year.
3. Communicate on a regular basis with the Director of Campus Activities, who has overall responsibility for the College Advisor program. Class Advisors work closely with the Coordinator of Campus Activities for the programming and planning of class social events.
4. Remind student leaders of their responsibility to inform the Office of Campus Activities of dates and major details of any class, club, or organization events.
5. Review with student leaders procedures for reserving campus facilities through the conference and events office.
6. Ensure that Student Handbook policy for contractual arrangements for student organization-sponsored events is followed.
7. Ensure students operate within the budget and financial resources of the class, club, organization, or Student Government Association. Each month, the business office sends the advisor and each class, club, or organization treasurer a budget status report. Follow guidelines issued by the chief financial officer of student government concerning withdrawal of money from student organization accounts in the College Business Office. This includes procedures for applying to use student government funds. Student government conducts periodic audits with the Accounting Association throughout the academic year.
8. Make certain S.G.A. and Campus Activities approve orders before they are processed.
9. Ensure that clubs and organizations annually renew their registration with the Campus Activities Office by April 30 of each academic year. Send information concerning the re-registration process to the College Advisor and current president in late February.
10. The advisor is appointed by the Director of Campus Activities in consultation with the Associate Vice President for Student Affairs and Dean of Students. Advisors are appointed for one academic year. New officers for the SGA, classes clubs and organizations provide recommendations for an advisor to the Director of Campus Activities by May 10 each year.



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**Advisor Agreement Form for Student Organizations**

<b>ORGANIZATION INFORMATION</b> – <i>Please Print Clearly</i>		
Organization Name:		Academic Year:
Advisor's Name:	Phone: 570-208-5900 x Number:	
E-mail Address:	@kings.edu	Campus Mailbox No.

**Advisor Responsibilities**

1. Review carefully the organization's constitution with the student organizational leaders in the beginning of the academic year to inform everyone involved of the operating rules for the organization. The constitution should always be up-to-date.
2. Regularly assist student leaders in planning and implementing programs and activities for the academic year.
3. Communicate on a regular basis with the Director of Campus Activities, who has overall responsibility for the College Advisor program. Class Advisors work closely with the Coordinator of Campus Activities for the programming and planning of class social events.
4. Remind student leaders of their responsibility to inform the Office of Campus Activities of dates and major details of any class, club, or organization events.
5. Review with student leaders procedures for reserving campus facilities through the conference and events office.
6. Ensure that Student Handbook policy for contractual arrangements for student organization-sponsored events is followed.
7. Ensure students operate within the budget and financial resources of the class, club, organization, or Student Government Association. Each month, the business office sends the advisor and each class, club, or organization treasurer a budget status report. Follow guidelines issued by the chief financial officer of student government concerning withdrawal of money from student organization accounts in the College Business Office. This includes procedures for applying to use student government funds. Student government conducts periodic audits with the Accounting Association throughout the academic year.
8. Make certain SGA and Campus Activities approve orders before they are processed.
9. Ensure that organizations annually renew their registration with the Campus Activities Office by April 30 of each academic year.

**SIGNATURE:**

*By signing this form, the Advisor affirms that they will abide by the responsibilities of Advisors for student clubs, organizations, student media, and student government found in Student Handbook and the Student Government Constitution.*

Signature:

Date:



## **Section II**

### **Student Organization Fundraising Policy**

All student organizations who desire to raise money, either on- or off-campus, whether for their own purposes or for charity, must receive approval for this project from Campus Activities and the Student Government.

- Permit Forms may be submitted no more than 30 days prior to the fundraiser. Campus Activities and Student Government reserve the right to refuse any proposed project that fails to meet guidelines. Fill the Fundraising Permit Form [here](#).
- Any organization wishing to sell an imprinted item must first submit an electronic copy of the proof via e-mail the Office of College Marketing and Communications ([marketingevents@kings.edu](mailto:marketingevents@kings.edu)) and receive their approval prior to submitting a Fundraising Permit Form. When submitting the permit form, you must attach a copy of the proof (in color) and attach a copy of approval from the Office of College Marketing and Communications.



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### Filling out a Fundraising Form

Before submitting a [Fundraising Permit Form](#), boards should present a detailed proposed plan.

Requesting Organization – please state your class board or club name (i.e., Class of 202X Board, Biology Club).

Contact Person, Phone Number, Email – the contact person is the person in charge of the fundraiser. It doesn't necessarily need to be the president. Please use your King's email.

Detailed Description of Fundraiser – please describe your fundraiser **as detailed as possible**.

Date(s) and Time(s) of Fundraiser – please state the fundraiser dates and times.

Requested Location(s) of Sale(s) – You are not allowed to book a space on campus before a fundraiser being approved unless you're holding your proposed fundraiser during a specific event (i.e., Class Social).

Is this fundraiser associated with an event on campus? – If you're having a class social or the fundraiser will be made within a specific event, you must answer **yes**.

Is the item you are selling going to be imprinted? – If you're selling any apparel, including but not limited to shirts, crewnecks, hoodies, sherpas, you must attach a **colored** design. You will also need proof of Marketing's approval. A copy of an email from Marketing is acceptable. To obtain Marketing's approval for Designs, contact:

Josh Ulanoski,  
Associate Art Director.  
570-208-5900 ext. 6043  
[JoshuaUlanoski@kings.edu](mailto:JoshuaUlanoski@kings.edu)

### Some Ideas for Fundraisers.

- Valentine's Day Flower Sales
- Dodgeball/Volleyball Tournament
- Sticker Sales (Leo the Lion, or Majors)
- Mugs/Cup Sale
- Windbreaker Sale
- Chocolate Bar Sale
- Hat Sale
- Plant Sale



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### Student Government Grant Allocation Program

The SGA equitably distributes funds from its annual fiscal budget to recognized and qualified student groups. It is the responsibility of the SGA to ensure that such funds are spent in the best interest of the student body. Student Government funds are allocated only to organizations that passed their audit the previous year, and that held a Student Government-approved service and fundraising project that year.

**Eligibility to Apply.** Class Boards and Student Organizations that are registered with the Office of Campus Activities and meet all the “criteria for compliance” for Student Government recognition in the codes may apply for a grant at any time by submitting an application to the SGA Budget/Finance Committee. The committee shall vote to either approve or reject the grant request.

If a grant is requested for \$299 or less, a majority vote by the Budget/Finance Committee shall suffice for the grant request's approval. If a grant is requested for \$300 or greater. If the grant request pass by a vote of the Budget/Finance Committee, the proposal will also be subject to the Student Government General Board's approval during a General Board Meeting.

Class Boards and Student Organizations that meet all the "criteria for compliance" for Student Government recognition may apply for a grant at any time by applying to the SGA Budget and Finance committee. To be eligible to receive a grant through the SGA Grant Allocation Program, the organization must have:

1. Completed all necessary grant request forms [here](#).
2. Completed a service project in the previous semester of the grant request time and submitted both a "[Pre-Service Form](#)" and "[Post-Service Form](#)." This requirement is exempt for the first-year class board and new clubs and orgs during their first semester.
3. Completed a fundraising project in the previous semester of the grant request time and submitted "[Fundraising Permit Form](#)." This requirement during the first semester of the first-year class board and new clubs and orgs.
4. Demonstrated compliance with all policies, regulations, guidelines, and procedures of King's College.
5. Grant cannot be used for any of the following reasons:
  - a. food and expenses for regularly scheduled meetings.
  - b. for clothing purchases.
  - c. to purchase alcoholic beverages, except for the Senior Class Board, who must follow [college policy regarding alcoholic beverages](#) at college events.
  - d. to fund academic journals.
  - e. for any type of donations, as well as any contributions to charitable organizations in any form. An organization may sponsor a fundraising event to raise money for contributions. It must be clearly understood that only net profits may be used for contributions.
  - f. as cash rewards, this does not include Gift Cards.
  - g. by an organization for investment purposes.
  - h. to pay for individual memberships or private lessons.
  - i. for hooding or graduation ceremonies.



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If deemed necessary, the Budget and Finance Committee Chair can request a brief presentation between the Student Organization and the Budget and Finance Committee concerning requested funds to the Student Organization from the Budget and Finance Committee, followed by a question-and-answer session between the Budget and Finance Committee and the Student Organization.

Grants will not be given to organizations if financial need is not adequately described on the grant request form and/or during a dialogue between Student Government and the Class, Club, or Organization. It will be up to the discretion of the Budget/Financial Committee to determine if a financial need exists.

If an organization has not completed and delivered all necessary forms to the appropriate person/location, the Budget and Finance Committee Chair reserves the right to withhold funds from the organization.

All grant requests will obtain final approval from the Executive Board President and the Advisor to the Executive Board and the Budget Finance Committee.

### **Disbursement of Grant Monies**

Following all necessary approvals for the allocation of grant monies, the Student Government will “hold” the monies aside for the requesting student organization until the end of the semester in which the request was proposed.

Once the expenditures described in the reason for the grant request have been incurred by the organization and the proper documentation of such (e.g., invoices, receipts, etc.) have been submitted to the Executive Board Treasurer and/or their designee(s), the monies will be disbursed into the organization’s College business office account.



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### Service Project Policy

Class Boards must consult the professional staff at the Shoal Center when planning and organizing service projects. Boards should complete the [Pre-Service Form](#) and seek approval from the Shoal Center before completing a service project.

After obtaining the Shoal Center's signature of approval, you must submit the [Pre-Service Form](#) to the Student Government Office via Moodle. **Executive Board will not approve a Pre-Service Form without approval from the Shoal Center.**

#### Shoal Center's address:

Rev. Charles D. Sherrer, C.S.C. House 171 North Franklin Street.

#### Contact Information:

Telephone: (570) 208-8058 | Fax: (570) 208-8236.

#### Professional Staff Contact Information.

- Dr. Bill Bolan - Director ([williambolan@kings.edu](mailto:williambolan@kings.edu); Ext. 8058)
- Ms. Kelly Gibbons– Community Outreach and Social Justice Programs Coordinator ([kellygibbons@kings.edu](mailto:kellygibbons@kings.edu); Ext. 6020).

Following the service project's completion, boards must complete the [Post-Service Form](#) and submit it to the Student Government Office. **For your board to be credited with completing a service project, half of its members should be involved. Please find the online forms here:**

[Pre-Service Project Online Form](#)

[Post-Service Project Online Form](#)

Physical Pre & Post Service Forms are still available in the Student Government Moodle page. You can also request for one in the SGA office.



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### Charitable Donations Procedure

Clubs and organizations are encouraged to organize service projects involving charitable donations. All student organizations must submit a pre-service project form on Moodle for approval of service projects involving a charitable donation.

Student Organizations cannot donate money that is acquired from club dues or from a Student Government grant. Organizations must hold a service project designated to raising funds for a charity or organization. The charity or organization of interest must be voted upon by all club members, officers, and the advisor prior to submitting a service project request.

#### **Cash Donations**

When cash donations are collected for an organization, the treasurer is responsible for all money involved. Following the service project, total amount of money must be recorded, reported and presented to the Director of Campus Activities within 48 hours following the project. Money must be deposited to the organization's King's College budget at the business office. After the money is deposited into the club's budget, a check request can be filed for the charity or organization agreed upon.

#### **Check Donations**

Donations in check form collected for a specific charity or organization must follow the same process for that of cash donations. Following the service project, total amount of money must be recorded, reported and presented to the Director of Campus Activities within 48 hours following the project by the club treasurer. Money must be deposited to the organization's King's College budget at the business office. After the money is deposited into the club's budget, a check request can be filed for the charity or organization agreed upon.

#### **Checks Written Directly to Charity or Organization**

In the event that a student club or organization performs a service project in which a third party company addresses a check directly to the charity or organization agreed upon, all checks must be documented and accounted for. Documentation of checks must be placed in the club's folder in the Student Government Office. Checks must be sent to the chosen charity or organization in a King's College envelope through the college Post Office,



## Student Guide for Clubs and Organizations

### Approval of Expenses and Reimbursements for Student Organizations

Per College policy, student organizations funded through college budgets must obtain the approval of their advisor and the Associate Vice President for Student Affairs and Dean of Students. The Business Office will not process check requests, petty cash slips, use of the College credit card, or purchase orders without the signature of both the Advisor and Associate Vice President for Student Affairs and Dean of Students for the following organizations:

- Campus Activities Team
- Student Media Organizations (*The Crown, Regis, Scop, WRKC*)
- Emergency Response Team

Per college policy, student organizations funded through fundraising or Student Government allocation processes must have the signature of their advisor and the Chair of the Budget/Finance Committee. The Business Office will not process any petty cash request, check request, or purchase order without the signature of their advisor and the Chair of the Budget/Finance Committee.

#### **Officer and Club Reimbursements**

When a club officer or member makes a purchase on behalf of the club from their personal accounts, they can be reimbursed by filing a petty cash request, check request, or purchase order. These requests must be approved by the club advisor.

#### **Advisor Reimbursements**

In the event the club advisor makes a purchase on behalf of the club from their personal accounts, they can be reimbursed by filing a petty cash request, check request, or purchase order. Advisors must seek approval from the Associate Vice-President of Student Affairs and Dean of Students.



## Student Guide for Clubs and Organizations

### Collection and Use of Club Dues

Clubs are allowed to collect club dues. Plans to collect dues and the use of dues must be disclosed in the most recent club constitution. A detailed list of what dues will be used for must be included.

Dues can be used for:

- Purchasing fundraising materials
- Sponsoring events
- Catering club meeting

Dues can NOT be collect/used for:

- Charitable donations

Dues must be collected annually or biannually at the start of the respective semester by the club Treasurer. Money must be presented to the Director or Coordinator of Campus Activities within 48 hours of collection.



## Student Guide for Clubs and Organizations

### Section III

#### **Imprinted Materials Sale and Distribution Policy**

Objects for public sale on campus, e.g., T-shirts, mugs, etc., may not be inflammatory or obscene in nature. To achieve a level of respect for others' values and beliefs, we at King's College need to be aware that supporting activities that embarrass, insult, or provoke others, from within our community or from without, violate the principles to which the College is committed. King's prohibits the sale or distribution on campus of items that are sexist, racist, degrades others, or promotes alcohol or drug consumption. Student organizations, clubs, and classes may consult their College advisors and the Director of Campus Activities regarding any question on materials they desire to distribute or sell on campus. Athletics teams and clubs should consult the Director of Athletics regarding the distribution or sale of any items on campus.

## Student Guide for Clubs and Organizations

### Solicitation Policy

Solicitation is defined as the sale of any product or service, or the distribution of giveaway items that may include promotions for the sale of products or services.

It is the policy of King's College that any club or organization that wishes to solicit material or monetary gain from any Business, agency or the like submit a "Request for Solicitation" form to the Office of Campus Activities for approval at least two weeks prior to said solicitation. Please note that the submission of the aforementioned form does not equate to approval. An "approved" or "disapproved" decision will be made and communicated directly to the club or organization President. Examples of solicitation include but are not limited to food, gift cards, giveaways, prizes, co-sponsorship, advertising, or venue space.

**Solicitation by student organizations, College offices or campus non-student organizations.** Kings College offices, non-student campus organizations, student organizations, or outside vendors acting on behalf of these organizations may solicit in College facilities, with the approval of the Vice President for Business Affairs. Solicitation via College email, via U.S. mail, or through the campus mail system must be in accordance with approved College policies.

**Solicitation by College-related groups or organizations.** College-related groups or organizations may solicit on campus with the approval of the Vice President for Business Affairs and in accordance with College policies if they fulfill the requirements or conditions that follow. The company or organization must provide an ongoing direct service or benefit to the College and its students. For example, a financial institution that provides an on-campus automated teller machine, contracted employees benefits companies, (TIAA-CREF, Blue Cross of Northeastern Pennsylvania), the College Bookstore, or the College Dining Service.

**Solicitation by outside businesses, groups, or individuals.** Outside businesses, groups or individuals may solicit in College facilities in accordance with approved College policies and they must be sponsored by a College registered club, organization, academic or administrative department. However, this must be discussed with the Vice President for Business Affairs regarding the appropriateness of the external solicitation request and fee.

- The outside group may not solicit College employees or students by having access to College email addresses or the email system either directly or through a second party. They may not be provided with mailing labels for solicitation via the U.S. Mail, nor have access to the campus mail system. The College will not place in student or employee mailboxes any promotions or solicitation information unless sent via paid U.S. mail addressed to an individual person or office.
- The College reserves the right to determine the date, place, time, and manner of the solicitation.
- Any solicitation that has not been approved in advance will be considered trespassing and the Office of Safety and Security will be notified promptly.

#### General rules for solicitation by all parties

- Any unapproved flyers or posters on campus property will be removed. Approval of flyers and advertising must follow College policy.
- Labels for mailings by on-campus organizations may be obtained for students through the Registrar's Office; labels for employees may be obtained through the Human Resources Office. A fee may be charged for the generation of these labels and lists. Such lists and labels are not available to off-campus groups, organizations, or individuals.



## Student Guide for Clubs and Organizations

- Email solicitation by on-campus College personnel or student groups must follow the approval procedures set forth by the appropriate College policy.
- Solicitation of any type in residential sections of College residence halls and apartments, or in administration or faculty offices for any reason is prohibited. Solicitation in residence halls and College apartment lobbies must be approved by the Associate Dean of Students for Residence Life.



## Student Guide for Clubs and Organizations

### Advertising and Posting Policy

The College makes available to student organizations, faculty, administration, individuals, and non-College associated groups, locations to post materials on campus. The Advertising and Posting Policy permits advertising of events and services while allowing the College to maintain orderly posting areas. The primary purpose of posting materials on campus is to provide information for students. Materials will not be posted or distributed if (1) They advertise events or products that involve alcoholic beverages, and/or (2) they are deemed offensive (i.e., racist, homophobic, intolerant of religious beliefs, sexist, promote or condone violence or in poor taste).

#### Approval (for Posting)

All materials posted on campus must be approved. Generally, there are three sources for posted materials.

- **Administration or Faculty Notices** may be posted on bulletin boards as long as the notice identifies the office that initiated the poster or sign.
- **Student Classes, Clubs, and Organizations** may only post materials that have been approved at the Campus Activities Office. The Campus Activities Office must stamp the signs for approval and indicate the day the sign will be removed.
- **Non-College Individuals and Groups** are to bring signs or notices to the Public Relations Office for approval. Notices advertising off-campus housing is not permitted, but information may be placed in the off-campus housing binder in the Office of Residence Life.

**Posting Methods.** Materials are not to be posted on painted surfaces, wallpaper, or other surfaces that may be damaged. When posting on glass windows, only scotch tape may be used. The Director of Facilities and Procurement must approve the hanging of banners. Posting materials on glass doors or areas adjoining glass doors is prohibited. Any materials posted in these areas will be removed.

**College Post Office.** The College Post Office distributes notices to faculty, staff, and students.

- Faculty or Administrative notices being distributed to all faculty and administration, or all full-time students may be given to the Post Office to be put in mailboxes without a name or box number. Notices to a segment of those populations (Seniors) must include name and box number.
- Student clubs, classes, and organizations may distribute notices to their groups through the College Post Office. The notices must indicate name and box number.
- General distribution of materials will be done when the College Post Office has personnel available. All materials with name and box number must be in box number order when given to the College Post Office.



## Student Guide for Clubs and Organizations

### Other Policies and Regulations

Student clubs and organizations must adhere to all College policies and regulations. All officers and advisors are to be familiar with these policies. Please review policies in the annually published *Student Handbook* pertaining to:

- [Alcohol Guidelines for Events Held Off Campus.](#)
- [Alcohol Guidelines for Senior Class Events Held on Campus and Off Campus.](#)
- [Hazing, Pledging and Related Behaviors Policy.](#)
- [Vans: Use of College Vans Policy \(page 139\).](#)



## Student Guide for Clubs and Organizations

### Approval of Contractual Arrangements for Student Organization Sponsored Events

It is the responsibility of the College Advisor, not the student leader, to negotiate verbally the terms of a contractual arrangement. This includes, but is not limited to, performers, agents for performers, disc jockeys, bands, promoters, bus companies, or hotel personnel.

1. The advisor will determine if the terms of the proposed contractual arrangement are agreeable after verifying the information with the student leaders representing the class, or club.
2. Contracts are issued directly to the advisor, not to students. Therefore, the advisor is the only person who may place an entertainer or activity on hold.
  - a. The advisor is to inform the vendor, etc., that a contract does not exist unless accepted and signed by the Executive Vice President for Business Affairs or designee.
  - b. The name of the Executive Vice President for Business Affairs must be indicated on the contract for signature. The Executive Vice President is the only authorized person in the College to sign contracts.
3. When the advisor receives the contract, reviews it, and then forwards all riders (technical requirements, special needs, etc.) to the appropriate departments for approval.
4. After review of the contract and riders, it is the responsibility of the advisor to forward these items to the Executive Vice President for Business Affairs for review and final approval.



## Student Guide for Clubs and Organizations

### Organization Travel Policy

The Organization Officers, Advisor, and the Director of Campus Activities must approve all travel sponsored by any student organization prior to any arrangements being made for the trip. Prior to the announcement of a trip, organizers must provide details concerning transportation, housing arrangements for overnight trips, activities, costs, purpose, advertising, and other information requested by the Advisor or Director of Campus Activities. This must occur prior to any contracts, advertising, sale of tickets or sign-up for a trip.

When members of a class, club, or organization want to sponsor or plan a trip, the student officers and the College Advisor must work collaboratively in the planning stages. The College advisor negotiates, approves, and concludes any necessary contractual agreements as the planning progresses. All written contracts approved by the College advisor must then be reviewed and accepted or rejected by the Executive Vice President for Business Affairs. The College advisor will inform the Director of Campus Activities of the proposed trip.

After the approval process, and after contractual arrangements are completed, the College advisor(s) of the class, club, or organization sponsoring the trip must inform the Director of Campus Activities of all the specifics regarding the trip. Below is a list of this expected information. It must be submitted in writing at least two business days prior to leaving on the trip.

- Definitive departure and return dates and times for the trip
- Means of transportation
- Completed responsibility forms that include names and emergency telephone numbers of students and College advisors going on the trip (responsibility forms available from the Campus Activities Office)
- If overnight, the location and telephone number of the hotel/accommodations for all students and advisors