

Student Organization Resource Guide



Marygrove Mission



Marygrove College, an independent Catholic liberal arts college sponsored by the Sisters, Servants of the Immaculate Heart of Mary, is committed to fostering Christian values, to educating students from diverse backgrounds, and to serving the people of Metropolitan Detroit and beyond.

The fundamental purpose of Marygrove College is to educate each student toward intellectual and professional competence; toward career flexibility through grounding in the liberal arts; and toward active compassion and commitment. To this end, Marygrove provides a personalized learning environment which, through excellent teaching in its undergraduate, graduate, and continuing education programs, sets for its students these goals:

Competence, the ability to understand and participate effectively in the promise of our evolving world.

Compassion, the capacity to care about and respect the worth and dignity of people.

Commitment, the will to act responsibly based upon one's beliefs and to contribute to the building of a more just and humane world.

Statement of Policy



The purpose of student organizations at Marygrove College is to provide opportunities for students to develop leadership skills, explore new interests, understand and appreciate differing styles, cultures and values, to learn new information and to develop critical thinking, organization, communication, delegation, decision-making and planning skills. Additionally, student organizations should provide personal support to students in an effort to create an all-inclusive college community experience.



Congratulations on being involved at Marygrove College! Participation in activities, both on and off campus is an integral part of the college experience. According to the Study Group on Conditions of Excellence in American Higher Education (1984), student involvement is perhaps the most important condition for the improvement of the undergraduate educational experience. This study states that the more time and effort students invest in the learning process and the more intensely they engage in their own education, the greater will be their growth and achievement, their satisfaction with their educational experiences, and their persistence in college, and the more likely they are to continue their learning. Co-curricular activities provide opportunities for applying classroom lessons to tangible out-of-class situations. These activities also aid in the development of leadership skills such as teamwork, decision-making and planning. These skills and experiences, as well as others, are easily transferrable to the workplace, family responsibilities, community and civic and social obligations.

The Student Involvement, Leadership and Greek Affairs Office (SILGA Office) is here to support the endeavors of student organizations, through advisement and support, involvement activities, leadership development and a wide range of program offerings. With the collaboration of the faculty and staff of Marygrove College, and the greater Detroit community, these initiatives aid in the growth of the individual. This Resource Guide has been compiled in order to assist your organization in operating effectively and understanding policies and procedures of Marygrove College, and the expectations for the student organizations at this institution.

The SILGA Office welcomes all students, faculty, staff and organizations to visit our office and ask for assistance with activities as well as questions you may have.

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August

First Monday of August, Student Organization Registration Opens

September

First Thursday of September, Student Organization Kickoff Meeting

Last Friday of September, Student Organization Registration Closes

January

First Monday of January, Student Organization Registration Opens

Second Thursday of January, Student Organization Kickoff Meeting

Last Friday of January, Student Organization Registration Closes

These apply to general student organizations. If you are a Social Greek Letter Organization wishing to form, please contact the Coordinator of SILGA.

Criteria

Groups wishing to form an officially recognized student organization must meet the following criteria:

- 1) Have written an organization constitution
- 2) Completed a *Request for Recognition Application*
- 3) Have an initial roster of at least 5 individuals, all whom must be current students at Marygrove.
- 4) All members on the roster must maintain a GPA of 2.0 or higher
- 5) Have identified and solicited a Faculty/Staff Advisor
- 6) Have met with the Coordinator of SILGA for a New Student Organization Orientation (This is fulfilled after recognition has been granted)

Process

The following is the process for recognizing a new student organization:

- 1) Acquire a *Request for Recognition Packet* for all the information needed to form an organization
- 2) Submit the student organization constitution and **completed** *Request for Recognition Application*
- 3) Allow 5 business days for review by the Coordinator of SILGA
- 4) If granted recognition, schedule and attend a New Student Organization Orientation
- 5) Enjoy the benefits of being an officially recognized student organization

Hints for Forming a Student Organization

- 1) Put some thought into the purpose and mission of the organization and why you are forming
- 2) Ensure that the organization supports the mission of Marygrove College
- 3) Create a list of potential events, projects and/or initiatives that the organization would undertake
- 4) Meet as a group, including the advisor, while forming the organization to get everyone's thoughts, ideas and support.
- 5) Ask questions!

Forming a Student Organization

Constitution and By-Laws

The organization's Constitution contains the fundamental principles which govern its operation. The By-Laws establish the specific rules the group is expected to follow and implement. These may be one document or multiple at the discretion of the organization, however, each organization must have a basic structure and method of operation in writing, as this is one of the primary requirements to becoming a sound and enduring organization.

Constitution

The constitution will be reviewed to ensure that it meets the minimum requirements of the college, and federal, state and local governments. The goal of the constitution is to provide current and potential members with:

- 1) What the organization does
- 2) How to become, and who can be, a member
- 3) How the organization is run
- 4) Structure, elections, meetings, duties, etc.
- 5) How the organization complies with university, state and federal policies.

By-laws

The constitution does not prescribe specific procedures for operating your organization. The by-laws detail the procedures your organization must follow to conduct business in an orderly manner. They provide further definition to the Articles of the Constitution and usually can be changed more easily as the needs of the organization change. By-laws must not contradict provisions in the Constitution. They generally contain specific information on the following topics:

- 1) Membership (selection requirements, resignations, expulsions, rights and duties)
- 2) Dues (amount and collection procedures, any special fees, when payable)
- 3) Duties of Officers (powers, responsibilities, specific job descriptions, removal and length of office)
- 4) Executive Board (structure, composition, powers)
- 5) Committees (Chairpersons, meetings, powers, duties)
- 6) Order of Business (agenda for conducting meetings)
- 7) Parliamentary Authority (provisions for the rules of order, generally Robert's Rules of Order—Newly Revised)
- 8) Amendment Procedures (means of proposals, notice required, voting requirements)
- 9) Other specified policies and procedures unique to the organization necessary for its operation.

Utilize Your Documents

Make sure every new member of the organization has a copy of the Constitution and By-laws. This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the Constitution and By-laws should be a part of officer training and transition as well as new member orientation.

Maintaining Your Documents

Once you have developed your Constitution and By-laws, you should review them often. The needs of your group will change over time and it is important that the Constitution and By-laws are kept up to date to reflect the current state of affairs.

If the student organization wishes to change the name of the organization, Constitution or By-laws at any point in time after the Recognition Process, they may do so. Once the change(s) are reflected in the appropriate documents, ensure that a copy is given to the Office of Student Involvement, Leadership and Greek Affairs (SILGA). The organization shall not commence use of the document(s) until after they receive confirmation of acceptance from the Office of SILGA. It may take up to one week after submission for approval.

Adapted from the Student Involvement Handbook, University of Michigan-Flint

Recruiting

Whether your group is brand new or established, new members are needed to ensure the success and longevity of the organization.

There are several steps in developing and executing a recruitment plan. The following is a suggested model:

- 1) Know, Understand and Sell Your Vision: The current members should understand the vision of the group so they can communicate its purpose to potential members
- 2) Set Some Recruitment Goals: Quantify your recruitment goals
- 3) What skills, attributes and common interests should members have?
- 4) When will you allow people to join?
- 5) Get Everyone involved: make sure that your current membership is active in the recruitment drive. Word-of-mouth is the best and least expensive type of publicity you can utilize
- 6) Use Visual Aids: Such as posters, flyers, banners etc.
- 7) Design a Website
- 8) Quality of membership is just as important as quantity

Recruitment Suggestions:

- 1) Mass Meetings: It is important to use mass meetings to give potential members more information about your organization and offer an easy way to get started while making a concerted effort not to pressure anyone into joining your organization
- 2) Personal Interaction: Speak to classmates and students you meet in the halls and encourage them to look into joining the organization

Adapted from the Student Involvement Handbook, University of Michigan-Flint

Orienting New Members

Although involvement is crucial to the longevity of the group, understanding the organization and its goals, objectives, structure, norms, and taboos is equally as important.

By taking the time to orient new members to the privileges and responsibilities of membership, you create a more educated membership and a more productive organization - people who can and will make significant contributions to the organization.

Planning an Orientation: Acquaint - Inform - Motivate

When planning your orientation program keep this word in mind: AIM or Acquaint - Inform - Motivate

Acquaint

The purpose of any new member orientation program is to acquaint your new members to both the organization and other group members. Knowing the ins-and-outs of the group is only one aspect of being in an organization. It is important to remember that people join groups for many reasons: they want to get involved, learn new skills, make friends, and have a good time. For this reason, it is important to structure time for the members to get to know each other and to develop personal relationships and commitments. A half-day or whole day retreat is usually the most effective method.

Officers should be included in the introductory exercise. Be sure to have the officers take time to tell the entire group about themselves; including their job descriptions.

Inform

In addition to acquainting new members, the orientation process should cover the organization's history, purpose, structure, support groups or affiliations the group may have, and an overview of campus services, activities and programs for student organizations. Everyone should have a copy of your organization's documents. Be sure to include organizational charts, officer job descriptions, and a membership list, complete with contact information. Remember to have the new members included on this list!

If your organization does not have a written history, use the orientation process to create one with the group. Ask the membership to share what they know about the organization: how the group was formed, when and where it started, what past members were like, the programs and/or services that they offered, how the organization was structured, and how it has evolved over the years. Go back as far as you can. When recording this information be creative and think up interesting chapter titles to keep it organized.

It is important to remember that this is an oral history and that you are recording people's perceptions about the group. These may not be totally accurate. However, they are important perceptions. They influence how people, both members and nonmembers, think and feel about the group. This collective writing of your group's history also provides an opportunity for the leadership to dispel any myths and rumors that may be brought up.

Motivate

During an organization orientation program or retreat, provide time for members to meet each other to share ideas and expectations.

Below is a good exercise designed to accomplish that goal. Have the group break into groups of experienced and new members to discuss the following:

Experienced Members

- 1) What were the successes? Challenges?
- 2) What advice would you offer to the new members?
- 3) Of which accomplishment(s) are you most proud?

New Members

- 1) What would you like this organization to mean to you one year from now?
- 2) What would you like to ask the experienced members?
- 3) What goals would you like to accomplish this year?
- 4) What problems do you anticipate and how would you solve them?

Spend at least 15 minutes in your group discussing these questions. When time is up gather together as one group and report what you discussed. It is usually most effective to have the experienced members report first, followed by the new members.

It is also very important to find out what the new members' interests are and what skills they bring to the group. Using this information, try to give them tasks which will

successfully use their talents and give them a reason to be committed. Whenever possible, recognize members' accomplishments both publicly and privately.

Orientation Goals

By including the above suggestions in your new member orientation program you will discover that you have built group cohesion. By following these tips you will ensure that:

- 1) New members know the organization and are able to articulate the purpose.
- 2) Members understand their rights and responsibilities to self and organization.
- 3) Leadership and discipline are established.

Adapted from the Student Involvement Handbook, University of Michigan-Flint

Running an Effective Meeting

Meetings have several functions. They give members a chance to discuss and evaluate goals and objectives, keep updated on current events, provide a chance to communicate, and keep the organization cohesive. But most of all, meetings allow groups to pull resources together for decision making. If the facilitator starts with a careful plan and finishes with a thorough follow-up, the meeting will run smoothly and truly be effective. Meetings have a potential to be meaningful and effective, or a complete waste of everyone's time. A thoughtfully crafted plan can help you make your next meeting successful, productive, and fun.

Before The Meeting

- 1) Define the purpose of the meeting.
- 2) Develop an agenda with the officers and advisor.

Sample Meeting Agenda:

Call to Order

Correction/ Approval of Agenda and Minutes

Announcements

Officer's and Committee Reports

Unfinished Business

New Business

Adjournment

- 3) Distribute the agenda and circulate background material, lengthy documents or articles prior to the meeting so members will be prepared and feel involved and up-to-date.
- 4) Choose an appropriate meeting time. Set a time limit and stick to it, if possible. Remember, members have other commitments. They will be more likely to attend meetings if you make them productive, predictable and as short as possible.
- 5) If possible, arrange the room so that members face each other, i.e., a circle or semi-circle. For large groups, try U-shaped rows.
- 6) Choose a location suitable to your size. Small rooms with too many people get stuffy and create tension. Larger rooms are more comfortable and encourages participation
- 7) Use visual aids for interest (e.g., posters, diagrams, etc.). Post a large agenda up front to which members can refer.
- 8) Vary meeting places if possible to accommodate different members. Be sure everyone knows where and when the next meeting will be held.

During The Meeting

- 1) Greet members and make them feel welcome, even late members, when appropriate.
- 2) Start on time. End on time.
- 3) Review and follow the agenda and set priorities for the meeting.
- 4) Encourage group discussion to get all points of view and ideas. You will have better quality decisions as well as highly motivated members; they will feel that attending meetings is worth their while.
- 5) Encourage feedback. Ideas, activities and commitment to the organization improve when members see their impact on the decision making process.
- 6) Keep conversation focused on the topic. Feel free to ask for only constructive and non-repetitive comments.
- 7) Tactfully end discussions when they are getting nowhere or becoming destructive or unproductive.
- 8) Keep minutes of the meeting for future reference in case a question or problem arises.
- 9) As a leader, be a role model by listening, showing interest, appreciation and confidence in members. Admit mistakes.
- 10) Summarize agreements reached and end the meeting on a unifying or positive note. For example, have members volunteer thoughts of things they feel have been good or successful or reiterate the organization's mission.
- 11) Set a date, time and place for the next meeting.

After The Meeting

- 1) Write up and distribute minutes within 3 or 4 days. Preferably sooner. Quick action reinforces importance of meeting and reduces errors of memory.
- 2) Discuss any problems during the meeting with other officers; come up with ways improvements can be made.
- 3) Follow-up on delegated decisions. See that all members understand and carry-out their responsibilities.
- 4) Give recognition and appreciation to excellent and timely progress.
- 5) Put unfinished business on the agenda for the next meeting.
- 6) Conduct a periodic evaluation of the meetings. Note any areas that can be analyzed and improved for more productive meetings.

Adapted from the Student Involvement Handbook, University of Michigan-Flint

Leadership Transition

Whether you are a founding member of an organization or an emerging student leader assuming the a leadership role, you should develop a list of items that should be passed along to the new leadership.

Why plan a leadership transition?

- 1) Provides for the transfer of significant organizational knowledge
- 2) Minimizes the confusion of leadership changeover.
- 3) Gives outgoing leaders a sense of closure.
- 4) Celebrates the valuable contributions of experienced leaders.
- 5) Helps incoming leadership absorb the special expertise of the outgoing leadership.
- 6) Increases the knowledge and confidence of the new leadership.
- 7) Minimizes the loss of momentum and accomplishments for the group.

What should be transferred?

This list is not a full list, if there is some document, etc. that is specific to your organization it should be included.

- 1) Constitution and By-laws
- 2) Organizational goals and objectives from previous year(s)
- 3) Job descriptions/role clarification
- 4) Evaluations of previous projects and programs
- 5) Previous minutes and reports
- 6) Resources/contact lists
- 7) Financial records, budgets, previous programming and the current
- 8) Resource Guide
- 9) Mailing lists

NOTE: The transfer should not be limited to just written materials.

Outgoing leadership should:

- 1) Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns, or ideas never carried out.
- 2) Go through personal and organizational files.
- 3) Acquaint new officers with physical environment, supplies, equipment and relevant University staff/faculty (including your advisor).
- 4) An effective transition also includes team building, organizational goal-setting, and learning each other's work styles, among other organizational topics pertinent to your organization.

If you would like direction on planning your next Leadership Transition, contact the Coordinator for SILGA.

Adapted from the Student Involvement Handbook, University of Michigan-Flint

Planning Your Event

One of the primary functions a student organization is to plan and host events/programs. Here are some things to think about when planning a successful event.

Identify Needs

- 1) Who is your audience? What does the audience want to see or experience with this kind of program?
- 2) What are the audience needs or interests?
- 3) How big do you want this program to be?
- 4) Does the type of event you're planning limit the audience size? If so, how will you determine who can attend?

Once your group has discussed these questions, you are ready to develop the program's goals and objectives.

Develop Program Goals and Objectives

- 1) What are your program goals?
- 2) What do you need to do to accomplish those outcomes?
- 3) What's the purpose of your event/program/project?
- 4) How does the answer to that questions impact when, where, and how you would like to have the event?
- 5) Define specifically what you want the participants to learn or experience from your event/program/project?

Organize Your Plans

- 1) What are some needs to accomplish your objectives?
- 2) When do you want to hold the event?
- 3) Determine the details. Make a list of what needs to be done throughout the event. These might include equipment, registration tables, special power hookups, etc. Even the smallest details should be written down on a checklist.
- 4) Determine a timeline working in reverse: start at the day of the event and fill in publicity deadlines, facility agreements deadlines, etc. This can help you see if you are being realistic in your objectives. Consider whether or not you have enough time to make all the necessary arrangement and whether your members can complete all of the tasks.

Adapted from the Student Involvement Handbook, University of Michigan-Flint

Forms

As a student organization, once you have decided to host an event, ensure that the proper forms are completed and submitted.

All Events:

- *Marygrove College Event/Fundraiser/Reservation Application* (Submitted to Coordinator of SILGA)
 - *Note: Any events occurring before 8:00 AM or after 5:00 PM, Monday-Friday, or any week end day is required a signature of acknowledgement by Campus Safety. You may get this signature prior to submitting your form to SILGA.
 - **Note: Any fundraising event is required a signature of acknowledgement by Institutional Advancement. You may get this signature prior to submitting your form to SILGA.

Facilities:

- *Contract for Use of Space Form, Student Center* (Submitted to Dr. Minnie Wilson-SC 101 or via email at mwilson1335@marygrove.edu)
- **OTHER FACILITIES (May or may not utilize forms, see respective offices)**
For classrooms in MC Building and LB Building and the Library Lecture Hall:
 - 1) Contact Horace Dandridge, Director of Security (hdandridge@marygrove.edu) for approval to host the event in the LA Building
 - 2) Once approved email Raija Ruffin, Associate Registrar (rruffin@marygrove.edu) with the Organization Name, Day, and Start and End Times of Event/Meeting
 - 3) Please note that the LLH has limited catering ability, and full entre service is not available.

For LA Building, Room 106 and Employee Lounge:

- 1) The Faculty/ Staff Advisor must make this reservation with Bernadette Bastien at bbastien4135@marygrove.edu

Catering:

- *Request for Facilities Contract* (Submitted to Kim McMillan, Director of Banquet and Conference Services)
**Note, this form is submitted WITH a copy of the Marygrove College Event/Fundraiser/Reservation Application*

All of these forms can be picked up from the Office of SILGA at SC 105, and can also be found on the SILGA Website.

There are facilities in most buildings for student organizations to utilize. Below are the buildings, rooms, contact information and needed information for student organizations to reserve a room.

Please note that ALL events must have an Events/Fundraising Application Form submitted. The only exception to this would be for habitual weekly or bi-weekly meetings.

Liberal Arts Building:

All student organization events utilizing Liberal Arts Building must have completed an Events/Fundraising/Reservation Application, and a copy be given to the Coordinator of Student Involvement, Leadership and Greek Affairs.

For classrooms in MC Building and LB Building and the Library Lecture Hall:

- 1) Contact Horace Dandridge, Director of Security (hdandridge@marygrove.edu) for approval to host the event in the LA Building
- 2) Once approved email Raija Ruffin, Associate Registrar (rruffin@marygrove.edu) with the Organization Name, Day, and Start and End Times of Event/Meeting
- 3) Please note that the LLH has limited catering ability, and full entre service is not available.

For LA Building, Room 106 and Employee Lounge:

- 1) The Faculty/ Staff Advisor must make this reservation with Bernadette Bastien at bbastien4135@marygrove.edu

Student Organization Room:

- 1) Each organization that wishes may check out a key for the Room each semester.
- 2) The Coordinator of Student Involvement, Leadership and Greek Affairs will have a key as well that may be checked out.

Student Center:

All student organization events utilizing Student Center must have completed an Events/Fundraising/Reservation Application, and a copy be given to the Coordinator of Student Involvement, Leadership and Greek Affairs.

For the Recreation Room, Green & Gold Room, or the Classroom:

- 1) For rooms in the Student Center, you must submit a completed *Contract for Use of Space Form* to Dr. Minnie Wilson in SC 101. A copy of this form may be found in the Appendix of this Guide.

For the Student Center Chapel:

- 1) To reserve the Student Center Chapel, you must contact Jesse Cox (jcox@marygrove.edu) or Jan Machusak (jmachusak@marygrove.edu)

Madame Cadillac Hall:

- 1) All events hosted in Madame Cadillac must be related to the advancement of Marygrove College.
- 2) "External" groups may not book events using student organization contact names.
- 3) All student organization events utilizing Madame Cadillac must have completed an

Events/Fundraising/Reservation Application, and a copy be given to the Coordinator of Student Involvement, Leadership and Greek Affairs, and original to the Conference Center Director.

- 4) Contact the Conference Center Director for room availability.
- 5) To book a room in Madame Cadillac a student organization must have a copy of an approved *Marygrove College Event/Fundraiser/Reservation Application* to submit to Conference Services.
- 6) All appropriate approval(s) signature must be collected prior to booking the event.
- 7) The Conference Center will require the following information: (refer to the Facilities Form in the Appendix of this Guide)
 - a. Department name and department number
 - b. Contact person and phone number
 - c. Event title/description
 - d. Estimated number of guests attending
 - e. Start and finish times of event
 - f. Food and Beverage needs
 - g. Room Set-up preferences: Round tables, Theater style, U-shaped, etc.

REMINDER: Any events occurring before 8:00 AM or after 5:00 PM, Monday-Friday, or any week end day is required a signature of acknowledgement by Campus Safety. You may get this signature prior to submitting your form to SILGA.

Audio Visual Equipment:

If audio-visual equipment is required. Please understand that it is the responsibility of the student organization to contact IT and to reserve the necessary equipment. The student organization is then responsible to “sign-out”, pick-up and return all AV equipment ordered at the conclusion of their respective event.

If there is a need for audio-visual equipment that Marygrove College cannot supply, AV equipment may be rented from an outside source at the expense of the student organization. Please provide a least one weeks’ notice prior to the event if audio/visual equipment will need to be rented.

Miscellaneous Information:

- 1) If necessary, the Conference Center staff reserves the right to re-arrange room assignments based upon the size of a group (Notification of said change will be sent out as soon as possible).
- 2) Hanging items from the ceiling and/or a light fixture in any Conference Center dining or meeting rooms is not permitted.
- 3) Using tape on walls or floors in any Conference Center dining/meeting rooms are not permitted.
- 4) On occasion, blue “painter’s” tape may be used with permission from the Director of the Conference Center.

Costs/charges that apply to internal venue/catering events:

- 1) Departments will be charged for “actual” costs of a given event to include, but not be limited to, room set-up and/or rental, food & beverage, labor.
- 2) Equipment rental

- 3) A fee will be incurred for events that require staff (including housekeeping and security) after normal business hours (7:00am -6:00pm).
- 4) A cancellation fee may apply to those events cancelled within 48 hours of their scheduled start time.

Vendor Tables

All student organization vendor tables in Madame Cadillac must have completed an Events/Fundraising/Reservation Application, and a copy be given to the Coordinator of Student Involvement, Leadership and Greek Affairs and original to the Conference Center Director

- 1) Student organizations may schedule vendor tables for the Halls of Madame Cadillac.
- 2) Vendor tables may be used to disseminate information, flyers, or other items.
- 3) Bake sales may be held at vendor tables with approval and must only be comprised of baked goods. No items which must be kept cold or warmed may be sold at a bake sale.

Below are the rules and policies regarding catering for student organizations at Marygrove College.

General Rules

- 1) Outside caterer's are not permitted on campus.
- 2) Catering must be determined at the time of scheduling the venues
- 3) The student organization must have solidified the funds PRIOR to booking the event and ordering food.
- 4) A Request for Facilities Contract must be filled out with at minimum organization and event information. Catering details may be filled in after a conversation with the Director of Banquet and Conference Services.

Non-Conference Center Catering Options

Student organizations are permitted to bring in their own foods under the following conditions:

- 1) The amount of people attending the event is under 30 people.
- 2) The items being brought in by the student organization are chips, cookies, punch, pop.
- 3) A potluck type event (Not available option in Madame Cadillac)
- 4) The student organization must provide ALL necessary items including cups, napkins, plates, utensils, etc.
- 5) The student organization must set up and tear down and clean the venue after the event.

Conference Center Catering

- 1) All events being catered by the Conference Center must have a minimum of 6 (six) guests.
- 2) Marygrove College Conference Center Catering Menus can be found on Blackboard or acquired from Conference Center Office.
- 3) All menus must be selected at least two weeks prior to any given event and submitted to the Conference Center Office.
- 4) Special dietary needs and/or meals (i.e. vegetarian, gluten free) should be requested when a menu is selected.
- 5) A final "count" is required one week prior to any given event submitted to the Conference Center Office.
- 6) Student organizations will be charged for their final count + any overage.

Costs/charges that apply to internal catering events:

- 1) Departments will be charged for "actual" costs of a given event to include, but not be limited to, room set-up and/or rental, food & beverage, labor.
- 2) Equipment rental
- 3) A fee will be incurred for events that require staff (including housekeeping and security) after normal business hours (7:00am -6:00pm).
- 4) A cancellation fee may apply to those events cancelled within 48 hours of their scheduled start time.

Payment:

- 1) Student organizations may pay for an event using a cashier's check or money order, made to Marygrove Conference Center, and given to the Conference Center Director.

- 2) A student organization, if granted funds from the Office of Student Development, may use the Student Involvement, Leadership and Greek Affairs account which will be provided by the Coordinator of Student Involvement, Leadership and Greek Affairs.

Pick-Up Catering

- 1) Please send all requests by email to kmcmillan@marygrove.edu
- 2) Please provide student organization name and contact information when placing the order
- 3) Orders for less than 15 guests can be placed the day before by 12:00 (noon)
- 4) All pick-up orders for 15 to 25 guests must be placed two days prior to event
- 5) All pick up orders for 20 or more should have two designated people to pick up order.
- 6) Student organizations should assign a designated person to return all unused food, catering equipment, and carts to the Dining Service immediately after the event.
- 7) All equipment not returned to the kitchen after your event will be charged a service late fee which will be added to your invoice, and /or your student organization will be charged to replace items.
- 8) All food should be consumed in room that it is delivered and/or designated area where food items are allowed.
- 9) Pick-up Catering Menus can be found on Blackboard or acquired from Conference Center Office.

Alcohol:

Student organizations may not have alcohol at any student organization hosted event.

Record Keeping

The organization Treasurer should have a record of all incoming and outgoing monies. Below are some suggestions for best practices and procedures.

- 1) Keep a ledger of all financial transactions. Utilize a ledger book or use Excel, QuickBooks or any other software program that you wish.
- 2) Create monthly reports to the organization on account balance, income taken and expenses.
- 3) Keep all receipts, invoices and deposit slips in a 3-Ringed Binder, by taping receipts and slips to 8 X 11 paper and putting them in chronological order in the binder.
- 4) Keep copies of deposit slips and check requests in the 3-Ringed Binder as well

Collecting Monies

If the organization takes in donations, dues, etc, it is encouraged that the Treasurer be solely responsible for those incoming funds. These funds can be used at the discretion of the organization and does not need approval from the Coordinator of SILGA or Marygrove College.

Spending Monies

A student organization can spend monies in one of several ways. Below are the various options.

Invoices and Quotes

If a student organization needs to have a venue, or item paid for in advance directly to the business, company or individual, from an APPROVED allocation, they **MUST** provide a quote or final invoice of sale, delineating the products or services being rendered before a check requisition can be approved.

- A Check Requisition Form must be filled out by the organization Advisor
- The Quote or Final Invoice must accompany the form
- This must be submitted to the Coordinator or SILGA for initial approval. If approved the Coordinator will get the necessary signature for final approval.
- Please note that this can be submitted at the same time as the Event/Fundraiser/Reservation Form to the Coordinator of SILGA

Reimbursements

If a student organization pays for items and wishes for a reimbursement from an APPROVED allocation, they must provide a receipt for ALL expenses being reimbursed

- A Check Requisition Form must be filled out by the organization advisor (these may be cut to students)
- All receipts must accompany the form
- This must be submitted to the Coordinator or SILGA for initial approval. If approved the Coordinator will get the necessary signature for final approval.

Internal Transfers/ On-Campus Money Spending

When working with On-Campus offices and a transfer of funds from an APPROVED allocation, must occur, please complete and submit a Funds Transfer Form.

- A Funds Transfer Form must be filled out by the organization Advisor
- The Quote or Final Invoice must accompany the form

- This must be submitted to the Coordinator or SILGA for initial approval. If approved the Coordinator will get the necessary signature for final approval.

Please note: If the organization is utilizing funds from their individual/outside accounts or funds that are in the possession of the organization's Treasurer, you do not need approval from Coordinator of SILGA.

Request for Funding

A student organization has the ability to request up to \$500.00 a year for organizational needs and programming. A student organization may request funding from the Office of SILGA. Below is the process to do so;

- Complete a Request for Funding Application
- Ensure all event, program, etc. information is provided
- Attach quotes and budget for the respective request
- Ensure the Advisor signs the Application.
- Submit to the Office of SILGA
- It will take 1 week for approval
- If approved, a dialogue will begin on when to spend the funds and utilization of the respective forms.
- Please note that this can be submitted at the same time as the Event/Fundraiser/Reservation Form to the Coordinator of SILGA

Campus Publication Services and Marygrove College Bookstore

Only the President and Treasurer of a student organization will be authorized to place any charges or spend any funds at the Campus Publication Services and Marygrove Campus Bookstore.

Accountability

If APPROVED Marygrove funds are misused by an organization for purposes other than covered in any Request for Funds Application or Check Requisition Forms, the organization will lose all Marygrove Funding Privileges and may be required to pay monies back to the college.

Student Organizations may hold fundraisers if they abide by the following policy:

College facilities are not to be used by individual students, student organizations, faculty and staff for commercial activities or for personal gain.

- Commercial activity is the sale of goods or services or the sponsorship of any program conducted primarily to generate personal income or corporate profit.
- Personal gain is defined as the sale of goods or services or the sponsorship of any fundraising activity on the College's property by any individual or group that is intended to improve the personal status of any person or group of persons involved in the sponsorship of the activity. Fundamental to this definition is the premise that funds raised on College properties are to be used to expand the educational and recreational opportunities (primarily registered student organizations or campus departments/units) and not to financially subsidize individual person's interests or needs.
- Pursuant to the College's conflict of interest policy, employees who wish to raise funds on behalf of educational pursuits for any members of their immediate families or any other person in whom they have an interest, whether personal or financial and whether direct or indirect will have to do so on their own time. Examples may include but is not limited to the sale of Girl Scout cookies and/or school candy.

Permission for all fundraising activities is extended to currently registered student organizations and internal campus departments and units that meet the below regulations: (Note: Outside groups are not precluded from being benefited by fundraising but need the sponsorship of a recognized on campus group or department).

- Fundraising is defined as the sale of products or services, the solicitation of money or contributions, the collection of dues or donations, the charge of admission, and any other means designed to raise funds.
- All fundraising activities must be approved through the Coordinator of Student Involvement, Leadership & Greek Affairs and/or designated campus area at least four (4) weeks in advance.
- Permission shall not be granted for products and services that conflict with institutional values of Marygrove College or with the values and theological tenets upon which it is founded. Examples may include but are not limited to: contraceptives (including condoms), and pornographic, demoralizing, and offensive materials.

Activities involving sale of meals must be coordinated with the Conference Center Director and/or Food Service Manager.

Pre-established fees for facility use, equipment rental, and other direct costs must be paid in advance.

Abide by all campus policies and procedures of the college. For example but not limited to: Campus Posting Policy, Campus Conduct Code, Diversity Policy, Conflict of Interest Policy, and the policy for the use of equipment, facilities, property or other college resources.

Funds raised must benefit a registered student organization, campus department/unit, or a bona fide charitable organization. No funds may be used for personal gain (as defined in 1. b.). The College reserves the right to investigate financial records of those entities that have been allowed to raise funds on campus to determine if the funds are being used for

the purpose of which they were raised. This investigation for the external group or community agency may simply be the request for an annual report delineating those funds.

The publicity for the activity must include the following information:

- Name of sponsoring organization
- Name of the clients or agency/organization benefiting from the activity, and
- The intended uses of the funds or items collected at the activity, and
- A specific disclaimer of the College sponsorship or endorsement if applicable.
- Solicitation for corporate sponsorship for any College sanctioned event or activity by any student organization must be reviewed and approved by the following:
 - ◇ **Organization Advisor** – when generated by a registered student organization or club
 - ◇ **Institutional Advancement Development Director** – when generated by any on campus person or group for off-campus solicitation
 - ◇ **Director of Campus Safety** – when campus party is desired event
 - ◇ **Coordinator, Student Involvement, Leadership & Greek Affairs** – Final Approval – when generated by individual students, student organizations, internal and external groups , and community agencies that target student populations

Any request for payroll deductions must be approved by senior administration.

Any activity or event, which raises questions regarding a conflict with the College's Catholic philosophy or teachings, must be discussed and approved by the senior administration.

In the case a donor requests a letter of credit or tax deduction letter, all proposals and requests **MUST** be submitted to the Vice President for Institutional Advancement. A student organization may **NOT** agree to providing such a letter without prior consent from the VP for IA.

Adapted from University of San Francisco's Policy on Fundraising and Other Noncommercial Activity, 1998.

Adopted 3/13/2001

All advertising must abide by the Posting Flyers/Advertising policy as mentioned in the Policies Section of this Guide.

Copy Center

In the case that an organization wishes to utilize the Copy Center for copying or printing, there are several steps to follow.

Original documents, such as business copies, agendas, minutes, etc.

The Faculty/Staff Advisor or Coordinator of SILGA must sign off on the materials and submit the order to the Copy Center on behalf of the student organization.

Flyers, handouts and other such advertising materials

Flyers and large posters are not allowed to be printed by the Copy Center. Limited quantities of small handouts may be printed at the discretion of the Marketing and Communication Office. Please see the Coordinator of SILGA for contact information.

Promoting Events at Marygrove

To promote a student organization event at Marygrove via means other than flyers, e-mail Colleen Cadieux at events@marygrove.edu. Ensure that you provide her the event name, intended audience, a brief description, date, time, location, cost (if applicable) and a contact name and number for the event.

Policy Note

Ensure that all members of the organization read and understand the Student Handbook. The Office of Student Involvement, Leadership and Greek Affairs will abide by all policies and procedures as written in the Handbook. The below policies are key policies that directly affect student organizations and can also be found in the Student Handbook.

Employees and Student Organizations

Due to the potential conflict of interest, employees who are also students of Marygrove College (with the exception of work-study students) are not eligible to hold executive board positions in college student organizations or an elected position in the Marygrove Student Government. Marygrove College employees are encouraged, however, to seek opportunities to further develop leadership skills through membership in professional associations and other community offerings. Furthermore, college employees are encouraged to assist students in developing leadership skills through a faculty/staff advising role at the invitation of that student organization.

Taken from the Student Handbook, Marygrove College

Posting Flyers/Advertising

To publicize events, advertise products or services, promote student organizations and their activities or to sell tickets and raise funds on campus, individuals must have the written permission of the Coordinator of Student Involvement, Leadership and Greek Affairs. Anyone is welcome to post materials at the college. However, all forms of written materials intended for posting on campus must be reviewed and receive stamped approval in the Student Development Department, Student Center Room 109. Approval involves a review of the material to ensure that the message is not lewd, discriminatory or otherwise blatantly offensive. Individuals will be expected to post fliers on approved bulletin boards only. Unstamped fliers and posters or information affixed to windows, doors or walls will be removed. Handbills, fliers and posters, and other forms of advertisement must not be placed on vehicles. All posters and fliers must be removed from bulletin boards within 48 hours after the activity. Individuals or groups who are found in violation of all or part of this policy may lose their campus posting privileges.

Taken from the Student Handbook, Marygrove College

Alcohol, Drug Use and Abuse

Marygrove abides by the goals of the Drug-Free Schools and Communities Act of 1986, as amended, and the Drug-Free Workplace Act of 1988. The college accepts the responsibility for providing a drug-free learning environment and does so through education, providing counseling and/or referral services, and protecting the rights of all members of the college community. **MARYGROVE COLLEGE IS AN ALCOHOL AND DRUG FREE CAMPUS.**

This policy will be enforced explicitly by the Office of Student Involvement, Leadership and Greek Affairs. As student leaders and participants, it is expected that you will take an active role of responsible and accountable actions. Any student organization involved or engaged in violating this college policy will be investigated quickly and aggressively.

Taken from the Student Handbook, Marygrove College

Anti-Hazing Statement

Michigan State Law:

Hazing is illegal in Michigan under the law commonly known as “Garret’s Law,” which is codified under M.C.L.A. 750.411 (t).

What is Hazing?

“Hazing” refers to:

Any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student. This includes, but is not limited to any situation which:

- 1) Creates a risk of injury to any individual or group
- 2) Causes discomfort to any individual or group
- 3) Causes embarrassment to any individual or group
- 4) Involves harassment of any individual or group
- 5) Involves degradation of any individual or group
- 6) Involves humiliation of an individual or group
- 7) Involves ridicule of an individual or group
- 8) Involves or includes the willful destruction or removal of public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in an organization It includes physical injury, assault or battery, kidnapping or imprisonment, intentionally placing at risk of mental or emotional harm (putting “over the edge”), degradation, humiliation, the compromising of moral or religious values, forced consumption of any liquid or solid, placing an individual in physical danger (at risk) which includes abandonment, and impairment of physical liberties which include curfews or other interference with academic endeavors.

Marygrove Policy:

Hazing is considered by the Fraternity Executives Association to include any action which produces mental or physical discomfort, embarrassment, harassment, or ridicule. The harassment statement in the Student Handbook states that no member of the college community may harass, threaten, coerce, abuse or harm any person. Student organizations and their member recruitment, development, and activities are not excluded from these policies regardless of their own organization policies. At the same time, the college may support and act upon hazing policies of each organization. Thus student organizations are bound by both college and its own policies regarding hazing. Hazing policy statements are a required part of files of all Greek social and service organizations and any other organization engaging in pledging potential members. Hazing allegations will be investigated and followed up by the college quickly and aggressively.

Taken from the Student Handbook, Marygrove College

Adapted from the Greek Handbook, University of Michigan-Flint

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Directory

Office of Student Involvement, Leadership and Greek Affairs
Student Center 105
313.927.1472

Office of Development
Student Center 101
313.927.1258

Conference Center
313.927.1407

Document Appendix

The following documents are the current forms utilized by the Office of Student Involvement, Leadership and Greek Affairs.

Please feel free to make copies of these documents as needed.

If there are updates, the Coordinator of SILGA will contact organization Presidents and Advisors 1 week prior to releasing the new documents to the general campus community with the updated copies for their respective Resource Guides.

You may also find documents and forms on the Student Involvement Website under Forms and/or Resources.

