LIM COLLEGE

Student Organization Handbook

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**** The Student Organizations Handbook is available on the student share drive, on the LIM College website, and in the Student Organization Office located in the Office of Student Life.***

WELCOME

Welcome to the Office of Student Life! We look forward to working with you as a member/leader of a student organization at LIM College. The Office of Student Life is a resource in the development and activity of student organizations. The Office of Student Life recognizes the importance of student involvement in co-curricular and extra-curricular activities. We believe this involvement will contribute to your academic success and also provide skills and experiences which will aid you in the future.

This handbook provides information regarding the Student Organization Recognition process, requirements and benefits of formal recognition, organization resources, and useful forms and documents. If you continue to have questions about starting a new student organization or managing an existing organization, please contact the Office of Student Life. We are here to assist you and look forward to working with you!

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Forming a New Student Organization

Student organizations allow students to socialize with students outside the classroom and impact the college community. Students can form new student organizations by following the steps below. If there are additional questions, please contact the Office of Student Life.

New student organization applications are received by the Office of Student Life who then verifies the information submitted to ensure that it meets all college requirements.

Step One: Develop interest in the organization

- Any student can form a new organization
- Students must ensure that the group does not already exist
- Students must organize an info session to generate interest in the organization
- Students must complete the application process

Step Two: Complete the *New Student Organization Application* from the Office of Student Life

- The application packet includes:
    - Application form
    - Membership list with six matriculated, undergraduate students
    - A list of three officers; one officer must be a secretary
    - Constitution
    - Advisor Agreement Form
- Applications are submitted to the Office of Student Life

Step Three: Review by the Office of Student Life

- Student Life reviews applications to ensure that all information is complete and correct

Benefits and Obligations

Recognized student organizations have many benefits and obligations:

- **Benefits**
  - Ability to promote the organization on campus
  - Ability to participate in campus-wide functions
  - Ability to use college technology
  - Ability to apply for funding
  - Ability to reserve space on campus
  - Ability to hold office hours in the Student Life office
- **Obligations**
  - Submit minutes from all organization general meetings
  - Complete an end of semester report
  - Must complete at least two programs a semester:
    - One Educational: Programs that support the mission of the Office of Student Life, the College, and the club/organization.
    - One Social: Programs that support your club/organization goals, mission, and charter
  - Comply with directives from Student Life
  - Submit required paperwork in a timely manner, including program evaluations
  - Submit Advisor Evaluations at the end of each semester

Annual Student Organization Recognition

Student organizations must annually complete the recognition process to remain active on campus. To remain active, organizations must complete the following:

- Student Organization Recognition Form
- Current Mission Statement on file
- Most recent End of Semester reports
- Current list of six members and three officers
- If during the academic year there are changes to your student organization (e.g.: advisor, executive officers, etc.), the organization must resubmit the Recognition Form.

Student Organization Sanctions

Student organizations must comply with all LIM College and Student Life policies. Organizations that do not comply are subject to the following sanctions. Sanctions are in effect for 18 months.

- Level 1: Formal Warning
- Level 2: Loss of Student organization privileges for 30 days
- Level 3: Charter of the student organization is revoked

Student Organization Policies and Procedures

- Student organizations are required to maintain active recognition and must update recognition information each academic year
- Student organization officers must maintain a GPA of at least 2.5
- Student organization funds may not be used to purchase alcohol
- Only recognized student organizations are eligible for Student Recognition Awards (SRA)
- Student organization constitutions must include a procedure for removing and replacing officers
- Student organizations must abide by the Student Code of Conduct
- Student organizations may not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, gender, gender expression, national origin, marital status, or disability
- Advisors must be current members of the LIM College faculty or staff
- Student organizations are required to have at least one campus advisor
- No organization is permitted to solicit credit cards, nor sponsor a company that solicits credit cards on the LIM Campus or at any LIM College sponsored event.

Venue Reservations

Student organizations must reserve space two weeks prior to the event. Any student lounge or common space (e.g., FashionOpolis, Maxwell Hall Student Center, Fifth Avenue Student Lounge) can be reserved by a recognized student organization. Venue reservations may be cancelled at any time by the College administration.

- Student organization must complete the Venue Reservation Form and submit the form to the Office of Student Life
- Completed request forms are forwarded to the Facilities Department for final approval
- Student Life will confirm the reservation
- Student Organizations are responsible for clean-up and returning the space to its original condition, including rearranging all furniture

Guidelines for Funding

Student organization programs can provide the entire student undergraduate student body with social, cultural, and educational experiences outside the classroom. Student Organizations requesting funds must complete the Student Organizations Fund Request Form. All requests must be approved by Student Life. Organizations are also encouraged to attach budgets, program proposals, marketing plans, etc., to enhance the request for funding.

Procedures

- Student Organizations must complete the Student Organizations Fund Request Form
- Completed forms must be submitted to Student Life for verification and approval
- Organizations are also encouraged to attach budgets, program proposals, marketing plans, etc., with requests to enhance the application
    - For requests less than $100, requests are due three weeks in advance of the event
    - Cash reimbursements will be given for less than $100 only with receipts
    - For requests over $100, requests are due at least six weeks in advance of the event
- If approved, check requests must be submitted to Student Life
    - Ccheck requests forms are due at least six weeks in advance of the event

Policies:

- Individuals cannot apply for funds
- Organizations must be recognized by Student Life
- Events should sustain or support the organization's mission/vision
- Allocated funds can only be used for programs open to all undergraduate students.
    - For group specific events, organizations are encouraged to fundraise
- All events must be alcohol free

Student Organization Advisor Responsibilities

Advisors agree to mentor student organizations regarding their purpose and operation throughout the school year. Advisors serve as a liaison between the College and the organization and interpret College policies and procedures. Advisors are an integral part of ensuring the organization's success.

The advisor's major responsibilities include:

- To assist the organization in finding optimal ways of implementing its programs
- To serve as a role model and mentor to the organization and its individual members
- To keep the organization abreast of College policy and to assist in ensuring that the organization is in compliance with all College policies
- To periodically meet with the organization to stay informed of its activities
- To verify that the leadership and membership of the organization are enrolled students in good academic standing
- To stay for the duration of functions sponsored by the organization and to identify/provide a suitable replacement from the College if unable to attend or stay for the duration
- To represent the organization when required by the College
- To be kept abreast of all paperwork, transactions, and financial obligations concerning the organization and sign/approve as necessary

Qualities of a good advisor include:

- Adhering to the responsibilities above
- Encouraging members to implement their ideas
- Strongly encouraging academic achievement
- Advising/leading the group without taking over or being in charge
- Holding themselves as well as members accountable for the organization's successes and failures

An advisor should:

- Be direct in offering suggestions, considerations or ideas, and discussing possible consequences
- Be well informed about the plans and activities of the organization
- Attend meetings and consult frequently with the organization’s officers
- Know the goals and directions of the organization
- Help the organization evaluate its progress
- Be aware of the constitution and bylaws of the organization and help with interpretation, if applicable
- Provide a source of continuity within the organization and be familiar with the organization’s history
- Be familiar with the College’s policies and procedures and help the organization comply with them
- Be aware of the general financial condition of the organization and encourage good record-keeping
- Help train and develop the leadership skills of new officers
- Be prepared to deal with major problems or emergencies within the organization
- Monitor group functioning and encourage members to fully participate while maintaining a balance between academic and co-curricular activities

Types of Events Advisors are required to attend:

- Advisors are typically required to attend events sponsored by campus organizations that are:
    - Larger events (ex: rallies, concerts, parties)
    - Outdoor events
    - Larger events open to the general public
    - Campus presentations
    - Events where money is exchanged
    - Events with high profile guests, dignitaries, speakers, performers, and/or celebrities

Organization's Responsibilities to the Advisor

Keep in mind that the advisor is voluntarily associated with the organization. It is the organization's responsibility to inform the advisor about the activities of the organization.

An organization should:

- Notify the advisor of all meetings and events
- Consult the advisor in the planning of all activities
- Consult the advisor before any changes in the structure or policies of the organization and before major projects are undertaken
- Understand that although the advisor may have no vote, he/she should have speaking privileges
- Communicate with the advisor about any problems or concerns
- Acknowledge that the advisor's time and energy are donated and express appreciation
- Be clear and open about your expectations for the advisor's role
- Evaluate the advisor and give appropriate feedback at the end of each semester

Suggestions on Selecting an Advisor

When selecting an advisor, consider the following factors in your decision.

Advisors must be members of the LIM College faculty or staff:

- Make certain that she or he has a clear understanding of the organization's purpose
- Find someone who has knowledge or skills related to the mission/purpose of the organization
- Choose someone who shares some of the same interests as the organization and who has previously interacted with the leadership of the organization
- Allow the person a reasonable length of time to consider her or his decision
- Discuss with the potential advisor what is required of her or him, her or his duties, and the time commitment involved
- Be open and honest with the potential advisor about the types of activities in which the organization may participate

How to write a Student Organization Constitution
Sample 1

Constitutions and Bylaws:
The Constitution of an organization contains the fundamental principles which govern its operation. The by-laws establish the specific rules of guidance by which the group is to function.

Why have a Constitution?
The process of writing a Constitution will serve to clarify your purpose, create your basic structure, and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions. If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the Constitution will be a much easier and more rewarding experience.

What should be covered by a Constitution?
At LIM College, every organization, which seeks College recognition, must submit a Constitution to the Office of Student Life. This is only a guide for your group to use to update or create a Constitution. The Constitution of an officially recognized organization should contain at a minimum the following information. (The sections that are in bold are standard for most documents.)

Article I - Name of Organization
The name of this organization shall be...

Article II - Purpose of Organization
The purpose of this organization shall be...

Article III - Officers
Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. Members interested in becoming an officer must meet the following academic requirement: 2.5 cumulative GPA. The term of office will be one full year. The Executive Board of the organization is comprised of all recognized officers. The Executive Board shall meet in addition to regular organization meetings. The Executive Board shall appoint committees if they are needed to carry out organization goals.

Examples of officer roles:

President
• Preside over all meetings
• Represent organization on campus
• Insure that the organization is operating in conformity with the standards set forth by LIM College, the Office of Student Life, and the Student Government Association.
• Maintain regular communication with the organization's advisor

Vice-President
• Preside over meetings in the absence of the president
• Schedule meetings/events with appropriate College offices
• Coordinate organization promotion and publicity of events

Secretary
• Maintain an accurate record of all organization meetings and post records for members
• Maintain membership directory and submit Student Organization Roster forms
• Correspond when necessary with the Office of Student Life and other recognized organizations

Treasurer
• Maintain accurate records of organization transactions
• Collect dues if required
• Develop organization's budget and present to membership
• Arrange fund-raising opportunities for the organization as necessary
• Solicits additional funding if needed from the Student Government Association in conjunction with the president

Officers may be removed from office by ½ votes of the other officers and ¾ of the general membership if actions are deemed inappropriate by membership. The officer is permitted to speak before the Executive Board and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Board regarding the charges.

Article IV - Elections
Elections are held once a year, one month prior to the conclusion of the academic year. Nominations are to precede elections by two weeks. Any member that has been active with the organization for one or more semesters can run for office. Through a majority vote, a person can be elected into office. Members must be notified at least six weeks prior to the nomination period to prepare.

Article V - Membership
Membership in this organization is open to all undergraduate students and will not be restricted on the basis of age, disability, ethnicity, gender, national origin, race, religion, sexual orientation or political affiliation. Students should be in good standing with the College. (A 2.0 cumulative GPA for undergraduates that are eligible for membership after attending or participating in an organization event/meeting.)

As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by ½ votes of officers plus ¾ votes from the general membership if actions are deemed inappropriate by the membership.

Article VI - Finances

The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a ¾ vote. Dues must be paid by (enter week in semester). The treasurer shall maintain all financial records and shall co-sign with the president for all organization transactions. All checking accounts shall be established through the Office of Campus Programming & Leadership.

Article VII – Meetings
The organization shall hold regular meetings during the academic term except when holidays, examination periods or other events make meetings impractical. Organization meeting day/time will be determined in the beginning of each semester by a ¾ vote of the general membership. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the

secretary is appreciated. A quorum shall consist of a simple majority of the membership plus one officer. Robert's Rules of Order shall govern all meetings.

What constitutes a quorum at meetings (or elections)?
A quorum is the absolute number of members or the percentage of members, (usually voting members) required to be in attendance in order to conduct business.

Article VIII- Amendments
Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendments will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of ¾ of the general membership is required.

Article IX - Advisor
The advisor shall be a full time faculty or staff member at LIM College. The advisor will assume those responsibilities as outlined in this constitution. The advisor will be selected by a ½ vote of the Executive Board and then presented to the general membership for a ¾ vote. Advisors not fulfilling responsibilities or not abiding by the organization's purpose may be removed from the position by a ½ vote of the Executive Board.

Article X - Ratification
This constitution shall become effective upon approval by a ¾ vote of the membership, The Student Government Association House of Representatives and the Office of Campus Programming & Leadership.

Article XI - Parliamentary Procedure

Which reference will be used in parliamentary instances not covered by the Constitution or Bylaws (e.g., Robert's Rules of Order)?

Article XII – Affiliations

What is the affiliation, if any, with local, state, national or international organizations and what is the relationship of the organization to the affiliate.

Adapted from: New Hampshire University, How to Write a Student Organization Constitution, The Office of Campus Programming & Leadership

How to write a Student Organization Constitution

SAMPLE 2

Article I – Name

Section 1. The name of this organization shall be _____.

Article II – Purpose

Section 1. The purpose of this organization shall be to _____.
(i.e. promote, organize, manage, direct, assist, etc.)
Be sure to describe the nature of club as well as the types of activities.

Article III – Membership

Section 1. The membership of this organization shall consist of _____.
(i.e. undergraduate and graduate students, members of faculty and/or College)
Section 2. (Honorary members) (Associate members)
Section 3. Eligibility requirements _____.
(i.e. Grade point average, special qualifications, etc.; should include method of appointment or selection)

Article IV – Officers

Section 1. The officers of this organization shall be _____. (president or chair, vice-president or vice-chair, secretary/secretaries, treasurer, and other officers).
Section 2. Qualifications for each office.
Section 3. Term of office.
Section 4. Duties of officers.
Section 5. Provisions for removal of officers.

Article V – Meetings

Section 1. Regular meetings of this organization shall be held _____.
(i.e. monthly, semi-monthly, weekly, semi-weekly, etc.)
Section 2. Special meetings may be called at any time by the president or chair upon petition of _____ members or upon petition of _____ members of the Executive Board or Committee upon _____ days of notice of such meeting to members.
Section 3. A quorum shall consist of _____.
(_____ members present at any regular or special meeting; _____ present and voting members at any regular or special meeting, etc.)

Article VI – Elections

Section 1. Election of officers shall be held _____.
Section 2. Who may vote - how – proxy votes, etc.
Section 3. Notice of election or appointment.

Article VII – Executive Authority

Section 1. The executive authority of this organization shall be vested in a/an _____.

(Board of Directors, Executive Committee, Executive Board, Advisory Council, etc.)
Section 2. The _____ shall consist of _____, _____, _____, _____.
Section 3. Powers and Duties.
Section 4. Reporting to Membership.

Article VIII – Sponsors, Advisors

Section 1. There shall be (1, 2, or more) faculty advisors/sponsors who shall be members ex-officio, with/without vote.
Section 2. Method of selecting advisors/sponsors.
Section 3. Duties and/or responsibilities of advisors/sponsors.

Article IX – Committees

Section 1. Standing Committees (composition, appointment, membership, function, powers, and duties).
Section 2. Appointment of Committees – by (president/chair, executive body, etc.)

Article X – Dues

Section 1. The dues of this organization shall be _____ per (month, semester, quarter).
Section 2. Where funds are to be kept. Provisions for auditing, etc.

Article XI – Amendment

Section 1. This constitution may be amended by _____.
(2/3 or 3/4 membership present and voting at any regular/special meeting; provision may be made for voting at more than one meeting).
Section 2. Provisions for advance notice of amendment.

Article XII – By-Laws

Section 1. Methods for amendment or revision.

Adapted from: Marywood University, the Center for Student Activities and Leadership Development, How to Write a Constitution, 2009

Running an Effective Meeting

Before the meeting:

Define the purpose of the meeting. If you can't find a purpose, don't meet!
Develop and distribute an agenda
Choose an appropriate meeting time and location. Set a time limit and stick to it!
Publicize the meeting time and location. Aim for the same time each week

During the meeting

Greet members and make new students feel welcome
Stick to the agenda. Start on time. End on time.
Sample Agenda

- Call to order
- Announcements
- Quorum-how many must be present to do business
- Approval of minutes
- Old business-items left over from the last meeting
- Committee reports
- New business: This is the main portion of the meeting. This is the time when new ideas are brought up and discussed, handling them one at a time so that attention is focused on one topic.
- Closing remarks: Set a time and place for the next meeting and review tasks to be completed before then.
- Adjourn

Encourage discussion and feedback! Members need to see that their input is important. If the meeting will not involve any member input, consider an email or newsletter instead.
Keep conversation on topic and moving forward.
Keep minutes of the meeting.
Organization leaders should be role models for other members, listen attentively and express appreciation for their contributions when appropriate.
Set a date and time for the next meeting.

After the meeting:

Distribute minutes to members and submit to Student Life within one week.
Discuss any problems that occurred during the meeting with other officers. Evaluate the meeting and brainstorm ways to improve problems.
Follow-up on delegated tasks. Ensure members understand and carry out their responsibilities.
Put unfinished business on the agenda for the next meeting.
Give recognition and appreciation to members for their efforts!

Remember: If your meetings are too long, unorganized, and boring, your members will probably lose interest and drop out of the organization. By following these suggested steps, you will find that meetings don't have to be dull. You will also find that both you and your members will get more accomplished.

Adapted From: *Running an Effective Meeting*. University of Maryland, Office of Campus Programs, Maryland Leadership Conference, November 1999.

Small Group Development & Effective Leadership Strategies

Most of us are familiar with the stages of group development. Either you have been involved in a group at some point in your life or have watched a student organization travel through the various stages during the organization's time together. Have you ever thought about effective leadership strategies for each developmental stage? Successful advisement can mean the difference between dynamite and disaster!

Group Development Stages	Effective Leadership Strategies
Forming: Group members learn about one another and the tasks at hand. They quite often feel anxious, excited, and very dependent on one another. Issues of inclusion, trust, and the testing of authority often arise.	• Add Structure • Educate about differences and similarities • Explore work styles/Utilize teambuilding initiatives • Establish ground rules
Storming: Group members become more comfortable with one another. They begin to argue and vie for status in the group. They may begin to see a discrepancy of high hopes versus the reality of what lies ahead. Members typically feel confused, frustrated and negative. Issues of power, control, and conflict often arise.	• Encourage and facilitate dialogue • Hold members responsible for behavior • Educate about decision-making and problem solving • Provide support • Pay attention to emerging leaders • Reevaluate and set realistic group goals
Norming: Group members establish rules about how the team will function to achieve their goals. They address the types of communication that will help and hinder them in achieving this task. Typically, members feel open to feedback, acceptance, and comfort. Issues of team harmony, shared responsibility, and confidence building often arise.	• Empower members and relinquish control • Express your own thoughts and ideas • Create challenges for the group • Limit resources to allow for shared responsibility • Recognize and reward positive contributions
Performing: Group members function at the highest level in this stage. They have achieved collective harmony and feel comfortable with one another and their work. Their main concern is success. At this stage, members usually feel appreciated, accepting of weaknesses, satisfied with progress, confident, and optimistic. Issues of maintaining harmony and momentum often arise.	• Celebrate accomplishments and revel in successes • Success of new goals • Test assumptions about group roles, norms, etc., and develop new ones if necessary • Develop a self-assessment process to see how well the group works as a team
Adjourning: Group members' involvement with one another and the task at hand comes to an end. Members often feel solidarity and pride. The need for increased reflection and decreased work often arises.	• Engage in reflective dialogue • Attempt to energize group • Suggest closure initiatives • Revisit group goals and their level of attainment

From: PaperClip Communications, September Advisor's Journal

Program Planning Basics

Choosing the event

When your group decides that it wants to hold an event, consider some of the following questions when planning your event:

Who is your targeted audience?
What interests them?
What types of programs would interest this audience?
How much is the program going to cost? Consider your budget in this process.
What is the purpose of your event? Is it in recognition of a holiday or celebration, or is it just for fun to promote your organization?

Brainstorm ideas and remember these rules of brainstorming:

List all ideas – write down everything everyone says even if it's repetitive
No value judgments – all ideas are valid at this point!
No discussion – don't discuss at this point, just write down ideas
Silence is ok – there will be times of natural silence – don't prod
One person records the information – appoint one person to write down everything

Planning the Event

After your group has chosen the program they would like to implement, they are ready to move on to the actual planning of the event. Some things to consider in this process are:

Date: When are you going to have your event? Be sure to look at the calendar and try to avoid other campus event conflicts as to not diminish your possible audience size.

Venue: Where on campus are you going to hold the event? Consider size and be sure to reserve your space through Student Life.

Publicity: How will you publicize your event? Make sure that you publicize far enough in advance so that the students are aware of your event. Events are not successful without good publicity!

Cost: Is the event going to be free to students or will there be an entrance fee? How will this decision affect the success of your event?

During and After the Event:

Make sure to collect program evaluations from guests. The evaluations will help you when writing your own evaluation and will tell you if you met your goals. In addition to collecting responses from attendees, be sure to complete a program evaluation for the Office of Student Life. Please include survey results and include any remaining receipts.

Advertising Programs and Events

As great as an event may be, no one will come if no one knows about it! Various forms of publicity are available and include word of mouth, posters, flyers, the LIM College website, Facebook, close-circuit TVs, table tents, and email. Be creative! Make sure to include events on the email for the Student Life Weekly Calendar. If Student Organizations wish to promote events on the Weekly Calendar, website, or close-circuit TVs, the appropriate information and format must be given to Student Life at least two days before the advertisement is made public. All appropriate approvals must be secured before advertisements will be approved.

All funded programs must have the following statement clearly printed on all publications (fliers, announcement, etc.):
"Sponsored by the Student Government Association."
Additionally, all publications or marketing material (including but not limited to posters, invites, programs, mailers, etc.) must be approved by the Office of Student Life prior to posting.

LIM College
New Student Organization Application
The Office of Student Life

The Office of Student Life encourages students to form new organizations which fit students' diverse interests, especially those currently not served by other organizations. Please complete this application to begin the formal recognition process in order to become eligible for College funding. If there are additional questions, please contact the Office of Student Life.

Organization Name: _____

Executive Officer 1: _____

Position/Title: _____

Phone Number: _____

Email: _____

Officer 2: _____

Position/Title: _____

Phone Number: _____

Email: _____

Officer 3: _____

Position/Title: _____

Phone Number: _____

Email: _____

Secretary: _____

Position/Title: _____

Phone Number: _____

Email: _____

Club Advisor: _____ Dept: _____
* *Must be an LIM faculty or staff member*

Advisor Signature_____ Date: _____

Complete the New Student Organization Application from the Office of Student Life

- The application packet includes:
  - Application form
  - Membership list with six matriculated, undergraduate students
  - Must list three officers; one officer must be a secretary
  - Constitution
  - Advisor Agreement Form
- Applications are submitted to Student Life

LIM College
Student Organization Advisor Agreement Form
The Office of Student Life

Organization: _____ Executive Officer: _____

This is to certify that_____and_____ agree(s) to serve as advisor(s) for_____for the academic year Fall/Spring_____.

As advisor(s), I/we agree to carry out the responsibilities as outlined in the policies governing student organizations as well as the following:

a. Read and be knowledgeable of the contents of the regulations governing student organizations.
b. Assist the organization(s) in the development and implementation of its programs.
c. Affix my signature for approval for all school and organization related documents.
d. Ensure the attendance of an advisor at all functions.
e. Ensure that all activities sponsored by the organization will be limited to LIM College students and their authorized guests.

- Because advisors play such a key role in an organization's operation, it is strongly recommended that prospective advisors work with no more than two student organizations.
- If an advisor is unable to attend an event, an alternate advisor from the faculty/staff of LIM College may be chosen with the approval of the Office of Student Life prior to the event.
- Functions not attended by an advisor may be terminated immediately. If termination occurs, the organization may be assessed a fine and/or subject to a 50% refund of any costs incurred. Furthermore, repeated offenses may result in the loss of recognition by the College for a period to be determined by the Office of Student Life.

I agree to the above conditions by affixing my signature below:

PRIMARY ADVISOR

Name (print): _____ Signature _____Date:_____

E-mail:_____Contact #: _____

SECONDARY ADVISOR **(if applicable)**

Name (print): _____ Signature _____Date:_____

E-mail:_____Contact #: _____

LIM College
Recognized Student Organization Renewal Form
The Office of Student Life

Organization Name: _____

Executive Officer 1: _____

Position/Title: _____

Phone Number: _____

Email: _____

Officer 2: _____

Position/Title: _____

Phone Number: _____

Email: _____

Officer 3: _____

Position/Title: _____

Phone Number: _____

Email: _____

Secretary: _____

Position/Title: _____

Phone Number: _____

Email: _____

Advisor Information:
Name: _____ Department: _____
* *Must be an LIM faculty or staff member*

Advisor Signature_____ Date: _____

Student Life Use Only:
Current Constitution submitted, and date:_____
Membership List submitted and date: _____
Most recent End of Semester Report submitted and date: _____

LIM College
Student Organizations Programming & Fund Request Form
The Office of Student Life

Submitted by		**Date**	
Organization Name			
Program Title			
Program Date		**# of LIM Attendees**	
Event Location			

Purpose/Description of the program or event?
How will this program benefit the LIM College community?

Funding Category	Request	Detailed explanation of cost
Event Advertising	$	
Event Production, Events Management/Facility Fees	$	
Food & Beverage	$	
Honorarium/Performance Fee	$	
Security	$	
Miscellaneous	$	
Sub-total	$	
Alternative Sources of Funding *Subtract this amount from your sub-total to obtain total amount requested.*	$	
Type of Transaction		□ Check □ Bill Payment □ Reimbursement
Total Funds Requested	$	

_____ _____
Club or Organization Representative ***Club or Organization Advisor Signature***

FOR STUDENT LIFE USE ONLY

Date Reviewed:	Approval Status:
Date Club/Organization Notified:	☐ Approved ☐ Denied ☐ Missing Information
Comments:	_____ Amount Approved _____ Treasurer, SGA
Date Club/Organization Notified:	

LIM College
Event Request Form
Facilities Department

Please submit this Event Request Form to the Office of Student Life at least two (2) weeks prior to the date of the event. If this form is not submitted in the given timeframe prior to the event, the request and confirmation may not be granted.

Organization Name: _____

Name of Event:

Date of Event:

Executive Member:

Telephone number:

Approximate # of people attending:

Club	**Dates Needed** **(If longer than 1 day)**	**Setup Type**	**Time Start** **End:**	**Building:** **Room #:**	**Facility Staff Member Assistance Needed** **(Input YES or NO)**
e.g.: SLC Meeting	**March 4th**	**As Is**	**Lunch hour**	**0503**	**No**

SPECIAL INSTRUCTIONS:

LIM College
Student Organization Program Evaluation Form
The Office of Student Life

Name of Organization _____

Student's Name _____

Name of Program _____

Date(s) and Time of Program _____

Total Number in Attendance _____

Location of Program _____

How did you advertise the program? _____

_____

Did the program execute its proposed goals and benefit the student body?

_____

_____

Please state the attendance of the program and briefly describe whether it went well or how it could be improved:

_____

_____

_____

_____

Executive Officer Signature _____ Date _____

For Student Life Use Only

Received by:_____ Date Reviewed:_____	Comments: