

WASHINGTON
& JEFFERSON COLLEGE

**Student Activities,
Involvement and Leadership,
&
Student Organizations**

**Resource Manual
2009-2010**

The Office of Student Activities, Involvement and Leadership
Billie B. Eaves, Director

The Office of Student Activities, Involvement and Leadership

The Office of Student Activities, Involvement and Leadership (SAIL) is a strong resource for social, educational, cultural, and recreational events on campus. Our office works with students and student organizations with programs and events that take place on and off campus. The student government, programming boards, and student organizations are advised through Student Activities, Involvement and Leadership.

The Office of Student Activities, Involvement and Leadership also emphasize the development of leadership skills in all W&J students. It is our belief that every student holds the potential and promise for leadership, both at the College and in the community.

5 Great Reasons to Visit the SAIL:

- To sign up for upcoming events, such as student leadership development workshops, off-campus road trips, etc.
- To take a look at the Activities calendar. We can inform you of any potential programming conflicts.
- To increase our awareness of your student organizations' level of involvement. Your visit enables us to keep more accurate records of activities.
- To address any initial concerns regarding signage, catering, room reservations, etc. We are here to assist and guide students.
- To share your programming ideas. The SAIL staff is always looking for input!

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<http://www.washjeff.edu/sail>
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Washington & Jefferson Academic Calendar 2009-2010

2009 Fall Term

June 27-28	LAUNCH I and II, Saturday and Sunday
September 1	All-Faculty Retreat, Tuesday (<i>all day event</i>)
September 3	LAUNCH III—only for those students who do not attend LAUNCH I or II in June, Thursday
September 4	Move-in for First-Year Students, Matriculation Ceremony for First-Year Students, Friday
September 4-6	Freshman Orientation, Friday - Sunday
September 7	Labor Day – Classes Begin, 8 a.m. Convocation, Monday
September 11	Add/Drop period ends, 5 p.m., Friday
September 14	First Day Course Withdrawal
October 2-3	Homecoming Weekend, Friday and Saturday
October 16	Mid-Term, Friday
October 19-20	Fall Break, Monday and Tuesday
October 21	First Day for S/U Requests Mid-Term Grades Due, 5 p.m., Wednesday
October 26	Intersession & Spring course schedule available online; advising and registration process begins, Monday
November 3	Last Day for S/U Requests and Course Withdrawals, Tuesday
November 6-7	Parents Weekend, Friday and Saturday
November 24	Thanksgiving Recess Begins, 5 p.m., Tuesday
November 30	Thanksgiving Recess Ends, 8 a.m., Monday
December 11	Classes End, Friday
December 12	Reading Day, Saturday
December 13	Fall Examinations Begin, 8 a.m., Sunday
December 19	Fall Examinations End, Holiday Recess for Students Begins, 5 p.m., Saturday
December 21	Fall Grades Due, 5 p.m., Monday
December 23	ASC Meeting & Special Faculty Meeting, Wednesday
HOLIDAY BREAK	All offices and buildings will be closed between Christmas and New Year's Day.

2010 Intersession

January 7	Classes Begin, 8 a.m., Thursday
January 8	Add/Drop period ends, Friday
January 14	First Day for S/U Requests, Thursday
January 18	Martin Luther King, Jr. Day, Monday
January 21	Last Day for S/U Requests and Withdrawals, Thursday
January 29	Classes End, Friday
February 5	<i>Intersession Grades Due, Friday</i>
February 3	Classes Begin, 8 a.m., Wednesday
February 5	Intersession Grades Due, 5 p.m., Friday
February 9	Add/Drop period ends, Tuesday

February 10	First Day of Course Withdrawals, Wednesday
March 19	Mid-Term & Spring Recess Begins, 5 p.m., Friday
March 29	Spring Recess Ends, 8 a.m. First Day for S/U Requests, Monday
March 31	Mid-Term Grades Due, 5 p.m., Wednesday
April 5	Fall Course Schedule and Registration Dates Available Online, Monday
April 9	Last Day for S/U Requests & Course Withdrawals, Friday
April 14	Honors Convocation, Wednesday
May 11	Classes End, Tuesday
May 12	Reading Day, Wednesday
May 13	Spring Examinations Begin, 8 a.m., Thursday
May 18	Spring Examinations End, 5 p.m., Tuesday
May 19	Senior Grades Due, 12 p.m., Wednesday
May 21	Baccalaureate Other Grades Due. 5 pm, Friday
May 22	Commencement, Saturday
May 25	ASC Meeting & Special Faculty Meeting, Tuesday

Washington & Jefferson College

Student Organizations

2009-2010



Name of Group	Advisor
Accounting Society	K. Wayne Robison
Alpha Phi Omega	Gerald Stebbins/Valerie Gregor
American Mock Trial Association	Sam Gidas
Asian Culture Association	Patrick Caffrey
Big Brothers/Big Sisters	Gerald Stebbins
Black Student Union	Teanca Shepherd
Bottega Art Club	Patrick Schmidt
Business Club	James West
*Chess Club	
Chinese Club	Dr. Zheyu Gai
Economics Club	Tiffani Gottschall
Equestrian Club	Gerald Stebbins
*Fencing Club	John Mark Scott
Film Club	Anthony Fleury
*Food Not Bombs	Robert East
Franklin Literary Society	Jennifer Harding/Tara Fee
French Club	Sharon Taylor
Gay Straight Alliance	Carolyn Kyler
German Club	Michael Shaughnessy
G.I.V.E.	Steve Anderson
*G.O.A.L.	

Green Club	Dr. Robert East
Hillel Society	Dana Shiller
History Club	Victoria List
Ice Hockey	Vicki Staton
Indian Student Association	Dr. Charles Hannon
*Interact Club	
International Club	Buba Misawa
International Justice Mission	Teanca Shepherd
InterVarsity	Stephen Kuhn
*Jefferson Debate Society	
*Liberal Student Union	T. Scott Frank
Lion's Club	Susan Kepler
Martial Arts Club	
Newman Club	Robert Dodge
Orthodox Christian Fellowship	Father George L. Livanos
Outdoors Club	Ron Bayline
Pandora	Michael Shaughnessy
Philosophy Club	Hanna Kim
Pre-Health Professions Society	Steve Malinak
Pre-Legal Society	Joseph DiSarro
Pre-SOMA (Student Osteopathic Medical Association)	Tim Klitz
Psychology Club	Tim Klitz

*ROTARACT	
S.A.A.C.S.	Dr. Nobu Matsuno
*S.A.D.D.	Beth Bennett
S.A.F.E.	Ron Bayline
*Society for Hum. Res. Management	Robert Litchfield
Society of Physics Students	
Spanish Club	Katherine Ternes
Student Activities Board	Steve Anderson
Student Christian Association	Stephen Kuhn
Student Government Association	Billie Eaves
The Red & Black	Dale Lolley
Ultimate Frisbee Club	Vicki Staton
Up 'til Dawn	
W&J College Democrats	Ashley Williams
W&J Cycling	Patrick Caffrey
W&J Dance Team	
W&J Denominators	Ryan Higginbottom
*W&J Handball Club	Michael Shaughnessy
W&J Hockey Club	Vicki Staton
W&J Men's Rugby Club	Vicki Staton
W&J Women's Rugby Club	Vicki Staton
W&J Men's Soccer Club	Matt North
*W&J Ski Club	Jason Kilgore/ Ron Bayline
W&J Student Theatre Company	Dan Shaw

W&J Student United Way	Ralph Liberatore
WNJR	Anthony Fleury
Wooden Tooth Review	Andrew Mulvania
Young Republicans	Robert Dodge

* **denotes inactive status**

Honorary Societies

Alpha Kappa Delta (Sociology)	Phi Beta Kappa (Academic)
Alpha Psi Omega (Theatre)	Phi Sigma (Biology)
Delta Phi Alpha (German)	Phi Sigma Alpha (Political Science)
Delta Sigma Pi (Business)	Phi Sigma Tau (Philosophy)
Gamma Sigma Alpha (Greek Academic)	Pi Delta Phi (French)
Gamma Sigma Epsilon (Chemistry)	Psi Chi (Psychology)
Kappa Delta Epsilon (Education)	Sigma Delta Pi (Spanish)
Omicron Delta Epsilon (Economics)	Sigma Pi Sigma (Physics)
Order of Omega (Greek Leadership)	Sigma Tau Delta (English)
Phi Alpha Theta (History)	

Social Fraternities

Alpha Tau Omega	
Beta Theta Pi	Phi Gamma Delta
Delta Tau Delta	Phi Kappa Psi
Phi Delta Theta	Phi Kappa Sigma

Governed by Interfraternity Council (IFC)

Social Sororities

Delta Gamma	Kappa Kappa Gamma
Kappa Alpha Theta	Pi Beta Phi

Governed by Panhellenic Council (Panhel)

Service Fraternities

Alpha Phi Omega

Music Organizations

Camerata Singers	W&J Choirs
Jazz Ensemble	W&J Wind Ensemble
Stands Band	

Other Organizations

S.P.S.E.A. (Student Pennsylvania State Education Association)

Student Organizations - Programming

Room Reservations

It is important to secure your venue before promoting your upcoming event. To reserve a space, a club officer should submit your request through the online Campus Scheduler, under Faculty & Staff on the home page, Facility Services then Campus Room Scheduler. You will promptly receive a confirmation or be notified if there is a scheduling conflict.

Table space reservations (for The Commons lobby and/or the Campus Center) must be approved in the Office of Student Activities, Involvement and Leadership.

Catering

Catering is handled by Ms. Keri Bailey ext. 6035, or e-mail, kbailey@washjeff.edu. You will receive a confirmation of your catering request, along with an estimate of cost. This document should be reviewed and approved by the advisor of your organization. You will also need to provide the appropriate Student Government account number.



Signage/Banners

Please refer to posting policy, pages 10-11.

Suggested Locations For Advertising Your Upcoming Event!!!

➤ Bulletin Boards

Locations: LL, Rossin Campus Center; Library; Lobby, the Commons; Main Floor, Staircase, the Commons; Main floor and Lower Level, The Hub, Henry Memorial Gymnasium; Residential Halls*

*Resident Assistants (RAs) are more than willing to post your flyers in their assigned halls. Just place one flyer in each RA mailbox (Campus Center, UL), at least one week prior to your event.

➤ College Website Calendar

The Office of Student Activities, Involvement and Leadership welcome news of your upcoming event! To have information placed on the website calendar, e-mail sail@washjeff.edu.

Local Newspaper – Observer Reporter

If your event is open to the Washington community, it may be possible to have it listed in the “Upcoming Community Events” section of the local newspaper. Contact the Office of Communication, ext. 6074.

Student Government

The Washington & Jefferson College Student Government exists to promote standards of student freedom and maturity and to promote interests of the student body. It is organized to give guidance and support to all student organizations, and accordingly allocates Student Activity funds. Legislative power within Student Government is vested in an Assembly of Voting Representatives, who is elected within three weeks following the first week of classes. Each matriculated class and all active student organizations are represented in the governing body. The first Student Government General Assembly meeting of the academic year is held one week after Representatives have been selected. Pertinent information regarding meetings may be found on The Messenger.

Student Government maintains an office in The Hub. We encourage students to contact their elected Executive Board or Representatives whenever the need arises. Correspondence with Student Government may be made directly to the office by telephone, 724-229-5131, by post through the Student Government mailbox, Box #1250, or via e-mail, sga@washjeff.edu.

President.....	Katy Rowley rowleycr@washjeff.edu
Vice-President.....	Brian Norville norvilleb@washjeff.edu
Treasurer.....	Shane Jones jones@washjeff.edu
Secretary.....	Brenden Kelley kelleybp@washjeff.edu

Advisor

Billie B. Eaves, Director of Student Activities, Involvement and Leadership
billie@washjeff.edu



Committees Promoting Student Activities

The following committees serve as conduits to Student Government. They assist in the planning and implementation of many Student Activities. The Student Government's Finance Committee (FINCOM) prepares and supervises these budgets:

Entertainment Committee

Live entertainment and major campus entertainment events, such as Fall Concert, the Homecoming Dance and the Spring Concert, are coordinated through this Student Government committee.

For more information, contact the Student government executive board, sga@washjeff.edu.

Students interested in becoming involved in any of the above programming boards may contact the Office of Student Activities, Involvement and Leadership for additional information. These are active committees who would welcome your involvement!

Policies & Procedures

A varied program of activities is available to students, providing opportunities for participation in both old and new endeavors. Over eighty clubs and organizations are available to W&J students and the majority of students are actively involved in the extracurricular programs. This extensive program of Student Activities receives financial support and guidance from Student Government, whose planning and evaluation functions add coherence and vitality to this important area of student life. A significant period of planning for a new year is initiated in the spring, when student organizations seeking financial support are required to submit budget requests for Student Government consideration. All budget requests are reviewed by the Finance Committee (FINCOM), which assumes responsibility for recommending allocations to the Student Government General Assembly for final approval. FINCOM has representation from the General Assembly of Student Government and is chaired by the Treasurer of Student Government.

Student Activities Board (SAB)

The SAB exists for the purpose of planning and promoting varied activity programs. Responsibilities include planning of new campus activities based on student interest, programming off-campus events, running Monticello Coffee House, orienting new students to campus organizations at the beginning of each academic year by sponsoring the Student Activities Fair, and programming in George & Tom's.

For more information, contact the SAB Office at The Hub or the Office of Student Activities, Involvement and Leadership ext. 5139.

2009-10 Officers

- President..... Mike Ferraro
ferraromc@washjeff.edu

- Vice-President.....K.D. Bacher
bacherkd@washjeff.edu

- Treasurer.....Mike Nemchick
nemchickmp@washjeff.edu

- Secretary..... Brandy Sellinger
sellingerbl@washjeff.edu

Advisor

Steve Anderson, Associate Dean and
Director of Housing & Residence Life

College Policy on Campus Organizations

New Organizations

Any group of students wishing to establish a new organization or club must present to the Director of Student Activities, Involvement and Leadership a constitution and plan that demonstrates the need, purpose, and structure of such an organization or club. Club approval or denial is determined by the Dean of Student Life. The Dean will then inform the Director of the final decision and, if approved, a representative from the club will be asked to present club information to the General Assembly and a vote will be taken at the next scheduled meeting. If approved, the organization will be permitted to function with all privileges of a registered organization. The recognition or registration of student organizations means only that a student organization has satisfied the College requirements for eligibility to use specified College facilities and benefits. **Recognition does not reflect College approval, sponsorship, or endorsement, nor symbolize any special relationship between any student organization and the College.** Students and student organizations may not act on behalf of the College, unless specifically authorized to do so.

Organizations with Approved Status

All student organizations must have approval status of Student Government and the Office of Student Activities, Involvement and Leadership. Each such club or organization must have a Constitution on file in the Office of Student Activities, Involvement and Leadership and make every effort to secure an advisor (faculty or administrator preferred). Approved organizations may apply for Student Government funding.

Re-Establishment of Previously Active Organizations

Any organization that has not scheduled meetings, elected officers, planned activities, or registered members for an academic year will be considered inactive. Re-establishment to active status may be completed by fulfilling the above conditions. Active clubs may apply for Student Government funding.

Washington & Jefferson College

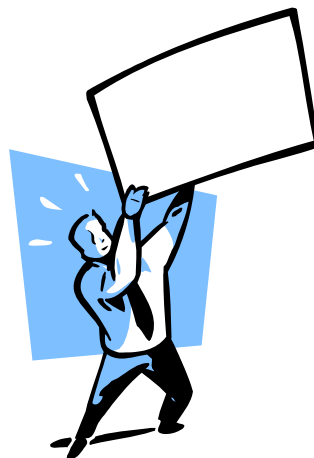
Office of Student Activities, Involvement and Leadership

Posting Policy

- All fliers, posters, banners, and table tents must be approved by the Office of Student Activities, Involvement and Leadership.
- All postings must include the name of the sponsoring organization.
- All advertising must be distributed by recognized campus organizations and departments. Non-W&J advertising may be dropped off at the Office of Student Activities, Involvement and Leadership for posting consideration.
- All signage should be respectful of the Washington & Jefferson College Student Life Mission Statement.
- No publicity may contain any reference to, or pictures of, alcohol or drugs (with the exception of educational programs regarding substance abuse).
- Credit card advertising is not permitted.
- Materials may not be taped or tacked on walls, railings, or exterior doors.
- Advertising is not permitted in the Barista Café.
- If an organization wishes to use any other space for publicity, they must receive permission from the SAIL.
- All signage may be posted a week prior to the event and must be removed within 24 hours following the event.

Banners:

- Banners hung on the Rossin Campus Center railings (“the bridge”) must be hung with string or plastic clips. Clips may be obtained from the SAIL office.
- Banners may be hung outdoors, off of the balcony railing between The Commons and Rossin Campus Center. Banners must be weather resistant, size appropriate, and approved by the SAIL office. Due to limited space, availability will be on a first-come, first-serve basis.



Fliers/Posters:

- Fliers should not overlap or conceal other items. We ask that organizations post in reasonable numbers and designated length of time out of respect for other organizations on campus.
- Fliers needing to be posted in residence halls and/or Greek housing must be put in the designated mailboxes (located in Residence Life, UL, Campus Center) at least one week prior to requested posting date.
- Space permitting, organizations may request that posters for upcoming events be posted in the SAIL glass display cases (both located in the Rossin Campus Center).



Other Forms of Publicity:

- Table tents may be posted in The Commons dining area, ski lodge, and George & Tom's. Parkhurst will not remove them prior to the event unless they become damaged. It is the group's responsibility to remove them in the 24 hours following the event. No outside vendors are permitted to advertise in these spaces.
- Chalking is permitted on paved college sidewalks. Designs/information must first be approved by the SAIL office. Chalking is not allowed on walls, doors, or building exterior.

**Note: Any publicity found in inappropriate locations, or with inappropriate information, will be taken down and the organization will be notified. Further violations may result in loss of advertising privileges and disciplinary action may be taken for offensive material. **

Guidelines for Movie Viewing on Campus



As student organizations plan programming throughout the year, it is important to review the legal and acceptable uses of videotapes/DVDs and showing movies to the public.

Basic guidelines:

- Videotapes and DVDs that are available for purchase, rented from commercial establishments, or checked out of the library are for home viewing purposes only. They may only be viewed in your private living spaces. For campus purposes, that means your residence hall rooms/suites (for home purposes, it means anywhere in your private residence). This regulation also applies for movies/television shows that are videotaped at home on VCRs.
- If a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchase for films may cost between \$300 and \$750 per showing for popular titles from major movie distributors. Independent films could cost less but must be negotiated with the holder of the copyright for those particular films. SWANK Motion Pictures is a film distributing company that works with college environments and handles most commercial grade film titles. For assistance with placing movie rental orders, please visit the Office of Student Activities, Involvement and Leadership, or contact via phone, ext. 5139, or e-mail, sail@washjeff.edu.
- There is an exception to the public performance fees for colleges and universities. That exception is only in the case of face-to-face classroom instruction by a faculty member. (Please refer to page 13.) The faculty member may show the film/movie outside the normal class period, however, it is only for those students who are registered for the class. In addition, the movie must be shown in spaces that are designated for instruction. A faculty member cannot invite the college community to this viewing. In order to invite others, the public viewing rights must be purchased. Acceptable attendance for films in which the copyright is not purchased only includes those students registered for the class, the instructor and guest lecturer(s).
- Purchasing public viewing rights does not depend on audience size or admission fees.
- Public performance rights must be purchased and secured before advertising any event related to movie/film viewing. Failure to adhere to these guidelines can result in severe fines.

Questions regarding these guidelines should be directed to the Office of Student Activities, Involvement and Leadership.

Face-To-Face Teaching Exemption

Section 110 of the 1984 Copyright Act does provide a specific exemption to the licensing of what is clearly a public performance and what is face-to-face teaching.



To qualify for the exemption, the showing must occur in a face-to-face teaching situation at a non-profit educational institution and meet all of the following six criteria:

1. Performances and displays of audiovisual works must be made from legitimate sources, such as pre-recorded videocassettes. Copies made from illegitimate sources or broadcasts are not allowed.
2. Performances and displays must be part of a systematic course of instruction and not for entertainment, recreation, or cultural value. The instructor should be able to show how the use of the motion picture contributes to the overall course study and syllabus. The course does not have to be a credit course, but must be one recognized by the institution and for which students must register.
3. The instructors or pupils must give performances and displays from the same location in which it is being screened; no broadcasting from outside sources (such as closed-circuit television) is allowed.
4. Performances and displays must be given in classrooms and other places devoted to instruction; library screening rooms, residence hall and student union lounges, rathskellers, and cafeterias do not qualify.
5. Performances and displays must be a part of the teaching activities at a non-profit teaching institution. Businesses that conduct educational seminars and certain technical schools do not qualify.
6. Attendance is limited to the instructors, pupils, and guest lecturers. Only students registered for the class may attend the screening. No fee specific to the screening may be charged.

Financial Policies for Campus Organizations

General Provisions

The amount to be realized from the Student Activities fee, assessed against all full-time students, is allocated to Student Government for basic support of Student Activities.

Allocation of Funds

Student organizations that are fully recognized and in good standing under the current standards of College recognition may apply for financial support by filing an allocation request form. Details describing the service, program or activity of general College interest, appeal, and intellectual, cultural, or social value for which it seeks to support are required.

“Recognition” as a participating activity shall not, of itself, constitute any assurance of budgetary support of the activity, but assures only that the requirement of the activity will be considered in allocating available funds to the various participating organizations.

Eligibility

- Organizations must be recognized by Student Government and the Office of Student Activities, Involvement and Leadership.
- Organizations must provide a service, program, or activity of general College interest, appeal, and intellectual, cultural, or social value.
- All expected expenditures must follow the guidelines for proper use of funds.
- All events must be open to the campus (up to the maximum spaces available).
- There may not be membership restrictions because of academic standing, ethnicity, religion, sex, handicap, age, national origin, or dues to the campus organization. **Dues for a campus organization may only be collected when this action is sanctioned by Student Government.**
- Organizations may not provide academic credit to student members.
- Allocations may be based on the percentage of full-time students who participate in a particular organization.
- **Organizations may not be politically biased.**

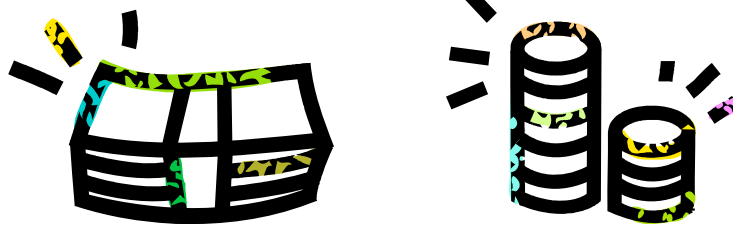
Expenditure Procedures

Check Requests:

- may be used for services rendered, if payment is to be made by check
- may be used for purchases exceeding \$100

Process:

1. Obtain check request form from the Office of Student Activities, Involvement and Leadership or online under Business Office, forms.
 2. Complete all parts – remarks concerning the use of funds should be specific
Important: Club account number must be provided
 3. All receipts and invoices must accompany check request form
If check is needed prior to purchase, all receipts must be given to the Student Government Treasurer immediately following the purchase
 4. **Important: Requests for Payment require signatures of club officer, Student Government Treasurer and Director of Student Activities, Involvement and Leadership.**
- Checks will be put in campus mailboxes or may be sent directly to the off-campus recipient
 - **Please allow 7-10 days for check(s) to be processed**



Petty Cash:

- may be used to reimburse expenditures under \$100
- may be used for anticipated expenses under \$100

Process:

1. Obtain petty cash form from the Office of Student Activities, Involvement and Leadership, or online under Business Office, forms.
2. Complete all parts – remarks concerning the use of funds should be specific
Important: Club account number must be provided
3. All receipts and invoices must accompany the request
4. Return form to Student Government Treasurer or Director of the Office of Student Activities, Involvement and Leadership.
5. **Important: Petty Cash forms require the signatures of club officer, Student Government Treasurer, and Director of Student Activities, Involvement and Leadership.**
 - Cash may be picked up in the Business Office
 - If cash is needed prior to purchase, receipts and any remaining monies should be taken to the Business Office immediately following the purchase

Policies for the Proper Use of Student Government Funds

Legal Purchases with Student Government Funds



Items available on campus: used for activities within the organization's scope, according to its Constitution. Expenditures must follow stated procedures. Such purchases include:

- Supplies used in the production and execution of said activities. (poster board, paper, paint, markers, tape, etc.)
- Dinner in The Commons for distinguished or other contributing guests.
- Photocopying.
- Refreshments: FINCOM will approve the purchase of food/non-alcoholic beverages so long that no more than 25% of the organization's total budget is used. This percentage includes year-end celebrations and gifts assuming the organization was active throughout the school year at which time the organization must have the prior approval by FINCOM.

Items not available on campus: used for activities within the organization's scope, according to its Constitution. All purchases must follow stated procedures and include receipts. Such purchases may include:

- Supplies not available on campus and necessary to accomplish said activities.
- Reimbursement for transportation at the College's current reimbursement rate.
*Approval by Student Government Treasurer and advisor

Items not to be used in accomplishing the expressed goal of the organization: require receipts and approval from the Student Government Treasurer as well as the group advisor. Such purchases may include:

- Honorariums: Gifts or other tokens to distinguished guests, not to exceed \$25.
- Off-campus Dinner: Student Government funds are reserved to cover the dinner costs of distinguished guests and are subject to the approval of the Student Government Treasurer and the advisor.
- Mementos: Promotional items (t-shirts, cups, banners, etc.) must be approved by FINCOM before placing an order.

Long-term items: use will exceed the academic year in which they are purchased – including equipment, long-range supplies, etc. Approval of the Student Government Treasurer and Advisor is required before purchase is made.

Legal Purchases with Organization Funds from Fundraisers or Contributions



All monies raised by an organization must be deposited in its W&J College account.

Items available on campus: Used for activities within the organization's scope, according to its Constitution. All purchases must follow the stated expenditure procedure.

Equipment: These purchases are not necessary for the organization's existence, but within the organization's scope. Approval is needed by the Director of Student Activities, Involvement and Leadership, the Student Government Treasurer, and the group advisor before purchase.

- Long-term equipment whose use will exceed the academic year in which it was purchased, but will enhance the existence of the involved organization and its purpose
- Supplies or equipment which are within the scope of the organization, and its purpose directly or indirectly enhance the purpose of the organization



Allocation for Legally Recognized Clubs without Current Student Government Allocation

Temporary allocations may be made to clubs for special events.

- **Matching Funds:** clubs that choose to sponsor events may petition FINCOM for funds; matching funds or some other type of support are available upon approval of Student Government General Assembly
- **Full Allocation:** clubs that sponsor special events may petition FINCOM for funds to cover the entire or major portion of the cost of the event; upon recommendation from FINCOM, funds must be approved by Student Government General Assembly

Standing Policies for Use of Student Government Allocated Funds

Advancement of Cash

The Student Government Treasurer will determine whether or not an activity requires a cash advance.

Cash advances require 7-10 days notice for proper handling.

Receipts of all expenditures must be received by a Business Office cashier before any further monies will be released.

Guest Accommodations

Lodging and travel should be included in the initial agreement with the performer.

A maximum of \$60 may be used to cover dinner expenses for guests and organization hosts. Receipts must indicate total cost of the meal, number in the party, and the place of dinner. The receipt must be attached to the request for funds. No reimbursement will be made for purchases of alcoholic beverages.

General Policies

Due to the large number of speakers on campus, certain limits must be maintained. Any speaker not being paid (not including transportation costs) is eligible to be taken to dinner by the hosting organization. This will be at the discretion of the group treasurer and advisor. Organizations are encouraged to use The Commons as an option for a sit-down dinner for any speaker, at club expense.

All purchases over \$100 must have previous notification and approval from the Student Government Treasurer.

Any misuse of funds will be investigated and dealt with by FINCOM.

All organizations must submit *complete* inventories at the end of each academic year.

Organizations receiving financial support from more than one source will be expected to report the amount raised to the Student Government Treasurer. Monies must be deposited into the Student Government club account. Expenditures must follow Student Government Guidelines.

Funds may not be transferred between organizations unless approved by FINCOM.

All organizations should follow their Constitution's stated objectives when expending funds.

Guiding Principles for Advisors & Student Organizations

General Expectations of Advisors

Advising Components:

- assist the organization and members to function within the and purpose of its Constitution
- integrate the activity of the organization within the scope of the educational philosophy of the College

Advisor Duties:

- serve as liaison between the organization, student body, College administration, Student Government, and other entities
- act as a resource to provide continuity, history, “outside perspective,” programming skills, “sounding board,” counseling, and mediation
- present philosophical ideas and concepts of leadership

Leadership:

- assist students in the planning stages of a program
- encourage the setting of goals and establishing deadlines
- stimulate the concept of “spreading the assignments” among all members to ensure active participation
- advise members to schedule programs of high quality and good taste, fulfilling the needs and interests of a large number of people

Financial Management:

- serve as a consultant in budget development during the allocation process in early Spring
- adhere to the FINCOM guidelines distributed by the Student Government Executive Board

Responsibilities of Group Members

Expectations:

- discuss group expectations with your advisor during the initial meeting to include role and time commitment

Officers’ Duties:

- notify the advisor of all meetings
- provide advisor with copy of minutes to meetings
- schedule regular meetings with officers and advisor to discuss organizational matters and to relay and update information
- consult with the advisor for proposed changes in organizational structure or policies

Periodic Evaluations:

- evaluate and provide feedback between advisor and officers to improve the effectiveness of the organization

Sample Outline for Constitution & Bylaws

This outline provides group members with direction and, if followed, saves time and promotes the development of a sound work.

Introduction

The Constitution of an organization contains the fundamental principles that govern its operation. The Bylaws establish the rules of guidance by which the group is to function. The Constitution should be simple, but comprehensive. Most details of the established rules should be set forth in the Bylaws. The Bylaws may be more easily amended and altered than the Constitution because methods of procedure should be made adaptable to changing conditions. Both Constitution and Bylaws should be carefully formulated, clearly worded, and kept up-to-date, so they best serve the needs of the organization. Ideally, each member should have a copy of both documents.

The following is a suggested outline for information to be included in the Constitution and Bylaws, in the order suggested by many authorities:

Constitution

Article I:	Name of the organization
Article II:	Affiliation with other groups (local, state, national)
Article III:	Purpose of the organization
Article IV:	Membership limitations
Article V:	Officers (titles, term of office, how and when elected)
Article VI:	Advisor (term of office, how selected)
Article VII:	Meetings (frequency, special meetings, who calls them)
Article VIII:	Quorum
Article IX:	Referendum and recall
Article X:	Amendment (means of proposal, notice required, voting requirements)

Bylaws

I.	Membership (selection requirements, resignations, replacement, dropping members)
II.	Duties of Officers (power, scope, responsibilities, rules of election, procedures filling unexpired terms, removal from office)
III.	Duties of Advisors
IV.	Executive Board (composition, role, powers)
V.	Committees (standing, special, how formed, chairpersons, meetings, function)
VI.	Order of Business
VII.	Parliamentary Authority
VIII.	Amendment (means of proposals, notice required, voting requirements)

Allocation Request Form for 2009- 2010

General Information

Organization Name: _____

Club Profile: Summarize your organization's purposes and goals. This will be submitted into next year's Student Handbook.

Faculty Advisor: _____ Account Number: _____

Current Officers:

Allocation for the Present Year (Include Additional Reallocations): _____

Revenue for Present Year (ex: fundraising profits): _____

Number of Members: _____

Number of Regularly Scheduled Meetings: _____

Summary

Itemize all activities performed since September, including costs. Accuracy is necessary so that FINCOM may properly access you allocation for next year. Incompleteness and overgeneralizations will negatively influence your request. (Make sure to indicate remaining events and expenses.)

DATE HELD

EVENT

COST

Club Expenditures

In estimating your budget for next year, you will use a Zero Base Budgeting Process (priority budgeting). List all expenditures to be incurred next year in order of priority, costs of higher priority first. (Use last year's expenses as estimates.) Cuts will be made on expenses of lowest priority. It should not be assumed that last year's allocation will be the base for next year's. FINCOM is presently reviewing your activities and expenditures incurred last year and will use this analysis in making its final recommendation. The most effective and efficient organizations will have priority in allocations.

EXPENDITURE

COST

Total Expected Expenditures: _____

Inventory

It is required by the College and Student Government that every Organization and Club complete a detailed Inventory list. (Use additional sheets if needed.)

EQUIPMENT

CONDITION

LOCATION

PERSON IN CHARGE

Date Submitted: _____

The OSA Yellow Pages



Awards

Greenleaf Trophies	130 Galley Rd. Canonsburg, PA 15317	724-746-0283
Tri-State Designs	148 Main St. Claysville, PA 15323	724-663-5346

Balloons

Airheads Balloon Art	130 S. 18 th St. Pittsburgh, PA 15203 http://www.airheadsballoonart.com	412-432-7177 1-866-4AIRHEADS
Balloons Over Washington	1515 Washington Rd. Washington, PA 15301	724-228-3313

Banners

All State Signs/Signz Unlimited Inc.	145 N. College St. Washington, PA 15301	724-222-3377
Seton	20 Thompson Rd. Branford, CT 06405 http://www.events.seton.com	1-800-689-8706

Bus Service

GG&C Bus Co.	2896 Jefferson Ave. Washington, PA 15301	724-222-2320
DeBolt Student Tours	323 E. Seventh Ave. Homestead, PA 15120-1586 http://www.deboltunlimited.com	412-461-9125

Decorations/Prizes/Giveaways

Anderson's Party Co.	P.O. Box 1151 Minneapolis, MN 55440-1151	1-800-328-9640
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Michael's Craft Shoppe	339 Washington Rd. Washington, PA 15301	724-228-4680
Oriental Trading Co.	P.O. Box 2308 Omaha, NE 68103-2308 http://www.orientaltrading.com	1-800-246-8400
Russ Rhodes	500 Noblestown Rd. Carnegie, PA 15106	412-279-1600 x306

DJs/Karaoke

3 Rivers Entertainment	2275 Swallow Hill Rd. Building 100, 3 rd Floor Pittsburgh, PA 15220 http://3riversentertainment.com	412-429-4000
Entertainment Unlimited, Inc.	1701 Banksville Rd. Pittsburgh, PA 15233 http://www.entertainmentunlimited.com	412-343-7700
Total Entertainment	718 E. McMurray Rd. Peters Township, PA 15317 http://www.totalentertainment.8m.com	724-942-1277

Rockin' Bob's	5075 Clairton Blvd. Suite 301 Pittsburgh, PA 15236	412-884-1000
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Entertainment/Novelty Acts

CAE Productions Ray Lucas (magician) Kim Sauers (characters)	Pioneer Place 2879 W. Hardies Rd. Gibsonia, PA 15044 http://www.caeproductions.com	724-449-4300
Barnyard Petting Zoo & Pony Rides Jan Marchezak	15 Short Cut Rd. Eighty Four, PA 15330	724-239-4004
Paradigm Entertainment Group	400 Ann N.W., Suite 205 Grand Rapids, MI 49544	1-800-992-8676
Mike the Balloon Guy & Co.	7708 Abbott St. Pittsburgh, PA 15233 http://www.theballoonguy.com	412-371-4899
Bobby K Entertainment (inflatables)	P.O. Box 937 Elnura, NY 14902 www.bobbyk.com	1-800-640-5034

Bass – Schuler	4001 W Devon Ave. Ste 510 Chicago, Il. 60646 www.bass-schuler.com	773-481-2600
Tjohne Productions, Inc.	2836 Belle glade Ct. S.E. Grand Rapids, MI 49546 http://www.tjohne.com	1-877-295-5559
1 Great Handwriting Analyst Entertainer / Speaker Team Building Programs	D. Duez P.O. Box 142 Greensburg, PA 15601 www.handwritinganalyst.com	724-832-2310

Films

Criterion Films	225 West Howard St. Stowe, Pennsylvania 19464	1-800-432-4847
SWANK Motion Pictures	201 S. Jefferson Ave. St. Louis, MI 63103 http://www.swank.com	1-800-876-3344

Florists

Ashmore's	116 N. Main St. Washington, PA 15301	724-222-8050
Grand Victorian	Trinity Pt. Dr. Washington, PA 15301	724-222-4115
Stiles Floral Shop	57 N. Main St. Washington, PA 15301	724-228-2770
The Ivy Green	143.5 S. Main St. Washington, PA 15301	724-222-4894
Washington Square	200 N. College St. Washington, PA 15301	724-225-4533

Inflatables

E.L.F. Entertainment	4017 Huron Ct. Cheswick, PA 15024	412-820-0242
Jumbo Jump Inflatable Rentals	Carmichaels, PA 15320	724-966-8799
RMC Rental Enterprise, Inc.	600 Jefferson Ave. Washington, PA 15301	724-225-1450 <i>Jim's cell:</i> 724-255-1932 <i>Ray's cell:</i> 724-413-4821

Limousine Service

C & R Limousine Service	Canonsburg, PA 15317	724-941-6912
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Lodging

Hampton Inn	119 Murtland Ave. Washington, PA 15301	724-228-4100
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Holiday Inn	340 Racetrack Rd. Washington, PA 15301	724-222-6200
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Springhill Suites by Marriott	16 Trinity Pt. Dr. Washington, PA 15301	724-223-7800
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Newspapers

Observer Reporter	122 S. Main St. Washington, PA 15301	724-222-2200
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Pittsburgh Post-Gazette	34 Blvd. of the Allies Pittsburgh, PA 15222	412-263-1100
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Party Supplies

A-Z Party Supplies	40 Berry Rd. Washington, PA 15301	724-223-1707
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Special Occasion	Washington Mall 301 Oak Spring Rd. Washington, PA 15301	724-228-2214
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Printing (T-shirts, etc.)

D & T's Tees	8 W. Chestnut St. Washington, PA 15301	724-229-3020
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Campus TShirt	646 Saw Mill River Rd. Yonkers, NY 10710 www.CampusTshirt.com	1-800-387-4150
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Dynamic Creations	600 Chestnut St. Washington, PA 15301	724-229-1157
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Legends & Logos	720 W. Chestnut St. Washington, PA 15301	724-222-2384
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Rental

All Occasions	3380 Washington Rd. McMurray, PA 15317	724-941-0900 724-222-2024
RMC Rental Enterprise, Inc.	600 Jefferson Ave. Washington, PA 15301	724-225-1450 <i>Jim's cell:</i> 724-255-1932 <i>Ray's cell:</i> 724-413-4821

Sound Equipment Rental

Hollowood Music & Sound, Inc.	601 Chartiers Ave. McKees Rocks, PA 15136 http://www.hollowood.com	412-771-3060
Rockin' Bob's DJ Service	5075 Clairton Blvd. Pittsburgh, PA 15236 http://www.rockinbobs.com	412-884-1000

Television Stations

Fox Sports Pittsburgh	2 Allegheny Ctr. Pittsburgh, PA 15212	412-322-9500
KDKA-TV & Radio	1 Gateway Ctr. Pittsburgh, PA 15233	412-575-2200
WPXI-TV Channel 11	11 Television Hill Pittsburgh, PA 15214	1-800-237-WPXI
WTAE-TV Channel 4	400 Ardmore Blvd. Pittsburgh, PA 15221	412-242-4300



Please note: The businesses listed above represent just a sample of the companies available. Additional business directories and information are on hand in the SAIL.