

# STUDENT ORGANIZATION GUIDEBOOK

[www.ltu.edu/studentactivities/organizations.asp](http://www.ltu.edu/studentactivities/organizations.asp)

Produced for Registered Student Organizations  
By  
The Office of Student Activities

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## **HOW TO USE THIS GUIDEBOOK**

As a unit of the Division of Student Affairs, Student Activities' mission is to encourage the intellectual, social, and civic development of students individually, and through student groups. This is achieved by stimulating an interchange of ideas, attitudes, and opinions; providing opportunities for leadership and development of organizational and interpersonal skills; and contributing to a satisfying and enjoyable campus environment.

We offer a variety of services and resources to assist your organization with its needs. We are always looking for better ways to serve you! This guidebook offers you a starting place for the common tasks of student organization life. Our goal is to help you reach your goals. Included in this guidebook are guides on building a strong organization, effective marketing, and policies and procedures. If there is a topic missing from this book, feel free to visit us in the Dean's Office.

## **ETHICS & STUDENT ORGANIZATIONS**

As a member of a student organization at LTU, you are expected to exemplify the principles of honesty and integrity. As a member of the university community, you will be expected to abide by the student code of conduct and follow the appropriate policies and procedures. You are expected to uphold a positive reputation of your student organization and Lawrence Tech University.

## **DEFINITION OF STUDENT ORGANIZATION**

An LTU registered student organization is a volunteer group of students organized to obtain certain goals and objectives. The goals and objectives are met through various educational, social, cultural, religious, or philanthropic activities. These activities should enhance and support LTU students, the University, and the University community. Membership in an organization benefits students' growth and education while attending the University.

The University acknowledges the importance registered student organizations have on campus. As such, these groups have the use of University facilities and services to assist them in meeting their goals and objectives.

It is the responsibility of each registered student organization to adhere to the mission of this University and support the student code of conduct. An organization's goals, objectives, and activities are not to deviate from established University policies or regulations.

## **ADVISOR INFORMATION**

### **FACULTY OR STAFF ADVISORS**

Each campus organization is required to have a faculty or staff advisor and to register that name at the Office of Student Activities in order to be recognized. The advisor must sign Student Organization Registration form each semester. In addition, the advisor's duty is to counsel and advise the officers and members of the organization. No advisor shall have the power to prohibit the expression of editorial opinion by a unit of campus media. The Office of Student Activities may assist an organization in obtaining an advisor.

## **RECOGNITION OF STUDENT ORGANIZATIONS**

Student Affairs has delegated the responsibility of registering all non-profit student organizations on campus to the LTU Student Government. In order to receive the benefits of recognition, all student groups must complete the registration process each year. The recognition process begins on the first day of classes through September 30. Groups who miss this deadline must petition to Student Government to be readmitted. New groups may register anytime throughout the year.

Remember!

All student organizations must complete the recognition process each Fall! The constitution for each organization will remain on file until changes are made.

### **RECOGNITION PROCESS**

The process to either register an existing organization or establish a new organization is as follows:

1. Complete the Student Organization Registration Form online.
2. Submit a constitution for your organization.
3. Select an advisor (faculty or staff) and have them sign the form.
4. Turn in on or before September 30, or the organization must petition to be recognized as a student organization by emailing [stugov@ltu.edu](mailto:stugov@ltu.edu).

For all new student organizations:

1. The potential student organization must petition to form an organization through Student Government. In order to form a student organization, the group must have 10 members and obtain 30 signatures from LTU students in order to be considered by the Student Government.
2. New student organizations must also complete the Student Organization Registration Form and return to the Office of Student Activities and adhere to all requirements listed for current student organizations listed above.
3. The organization must request to be put on the agenda for the next Student Government meeting to present your group's purpose to the senate (email [stugov@ltu.edu](mailto:stugov@ltu.edu)). Student Government will either approve or deny the request to register as a student organization.
4. Once approved, the student organization will become a Registered Student Organization at LTU.

### **CHANGING OR UPDATING ORGANIZATION INFORMATION**

If a group desires to change the name of their organization after they are recognized, they may complete the Student Organization Registration Form and check the box for updates. Student Government must be notified at [stugov@ltu.edu](mailto:stugov@ltu.edu) and a new form must be resigned by the advisor and submitted to the Office of Student Activities.

## ACCOUNTING

At this time LTU does not service student organization accounts. Each student organization can open bank accounts on their own, but they are not monitored by the University.

Certain student groups, such as IFC, Student Government, and SPAM are university sponsored groups who have established accounts through Student Affairs. Some student organizations sponsored by their respective colleges may have university accounts managed by their advisors as well.

## TAX INFORMATION

### TAX EXEMPT STATUS

Many student organizations believe that because they are essentially non-profit and are comprised primarily of students, they are automatically tax-exempt. Recognition as a student organization at LTU **does not cover you under the University's tax-exempt number. Your organization is not "Tax-Exempt" unless you have applied and been granted that status from the Internal Revenue Service.** Registered Student Organizations (RSO's) should contact their national headquarters (if applicable) to determine whether you are qualified under their tax identification number.

If you think your organization may qualify for exemption from income taxes, contact the IRS (800-829-3676) and ask for Publication 557, "Tax-Exempt Status for Your Organization". This manual will tell you how to qualify for an exempt status.

## PUBLICITY

Publicity is an essential part of any event or organization. Without the proper publicity, the organization's goals to raise money, to attract new members, or to provide a program or service will not be met. Therefore, your organization's planning should be put into your marketing campaign.

The most effective publicity allows the reader to grasp all the important facts of the program quickly, while also evoking a response.

## COPYRIGHTS AND TRADEMARKS

Attaching "Lawrence Technological University" to a student organization event or publication is appropriate only when the event or publication is sponsored by a University department or sponsored group (ex: Student Government or SPAM).

### WHO MAY USE UNIVERSITY MARKS

University Sponsored organizations (Student Government, SPAM, and IFC), may be granted permission to use University trademarks for official business. There is to be no modification of the university seal or logo.

**Voluntary Student Organizations may not use University Trademarks.** The only exception is for an event co-sponsored by a University department or University sponsored organization.

The Use of the University's name and images must not:

- Be associated with activities or entities that bring its integrity or credibility into question. Careful consideration must be taken to protect and respect the University's reputation and standing.
- Be used for personal gain.
- Be used in print or electronic form if it implies commercial or political endorsement of a product, service, project, or individual without prior written authorization of the Office of University Advancement.

## **PUBLICITY SOURCES**

### Overview

The publicity outlets listed here are just a starting place for your organization. Creating a buzz around your organization or event is an essential step toward success. The best publicity campaigns involve using many different publicity outlets to convey one consistent message. Whatever outlet or combination of outlets you use, the key to success is being creative! Creativity is the best way to catch someone's eye.

### Word of Mouth

Facebook

Tech News

Residence Halls – provide 18 copies of advertisement to University Housing (C205) for distribution.

Posters in Atrium – supplies are available from Student Activities Office

Information Desk in Atrium

## **PROCEDURE FOR POSTING NOTICES, FLYERS/BANNERS**

1. The Office of Student Recreation in the Field House or the Office of the Dean of Students in the Taubman Student Services Center (C405) must approve all Notices/Flyers. An approval stamp and date will be placed on the flyer. Maximum size of a flyer is 21" x 15". No flyers may be posted on doors, windows, or walls.
2. 30 copies of stamped and approved flyers will **only be distributed by Field House and Dean of Students staff** to the locations listed below. They will be removed on the expiration date. If flyers are not about an event, they can remain posted for one month after approval.
3. Only one flyer will be posted per bulletin board. Locations having two or more bulletin boards may have a flyer posted on each board.
4. Flyers are posted 2x per week – Tues/Thurs by Field House staff and Monday/Wednesday by Dean of Students staff.
5. **Any unapproved flyers will be removed, and failure by the organization to abide by the above mentioned guidelines, may lose flyer/notice privileges for one academic year.**

## LOCATIONS

### Science Building

South Entrance stairwell between 1<sup>st</sup> & 2<sup>nd</sup> floors  
South Entrance stairwell between 2<sup>nd</sup> & 3<sup>rd</sup> floors  
Middle Stairwell between 1<sup>st</sup> & 2<sup>nd</sup> floors  
3<sup>rd</sup> floor hallway  
North entrance stairwell between 1<sup>st</sup> & 2<sup>nd</sup> floors  
North entrance stairwell between 2<sup>nd</sup> & 3<sup>rd</sup> floors  
North entrance 1<sup>st</sup> floor  
Southwest entrance 1<sup>st</sup> floor lobby  
Fountain view entrance 1<sup>st</sup> floor stairwell  
Commuter Student Lounge

### Engineering Building

Main Entrance – right wall at bottom of stairwell  
Main Entrance – stairwell between 1<sup>st</sup> & 2<sup>nd</sup> floors  
Engineering Lounge – next to vending machines  
Courtyard Entrance on right wall  
Wing near Structural testing lab  
Woodshop Entrance hallway

### Atrium – Buell Management Building

Greek Life Board – Taubman/Courtyard entrance  
Campus Events & Announcements board - 3<sup>rd</sup> floor wall at Taubman Building entrance  
Campus Events & Announcements board- 3<sup>rd</sup> floor wall near main entrance

The 2 corked rotating columns in the open space of the Atrium.

### Architecture/UTLC

Free standing bulletin board in lobby of UTLC  
Wall nearest the North UTLC stairwell entrance on floors 1-4  
Bulletin board in the A200 Architecture Auditorium Lobby, by water fountain  
Bulletin Board opposite the A110 student commons  
Wall areas that possess the pinnable fabric covering  
Bulletin boards in both Architecture building North and South wings  
Locker end-cap bulletin boards

### University Housing

Submit 18 stamped flyers to University Housing main office (C205) and they will be hung by housing staff in each hall.

## BANNERS

Approved banners may be posted in the Atrium of the Buell Management Building along the 3<sup>rd</sup> level railing.

Banners should not exceed 6' x 9' in size, only one banner per group.

## EVENTS, ACTIVITIES & OPERATIONS

### EVENT PLANNING

So you are going to plan a big event, but you don't know where to start. This section is designed to take you through the basics of planning and preparing for a successful event. A program can be planned in five simple steps:

1. Identify Needs
2. Develop Program Goals and Objectives
3. Organize Your Plans
4. Implement Plans
5. Evaluate the Event

### IDENTIFY NEEDS

- Who is your audience? What does the audience want to see or experience with this kind of program?
- What are the audience needs?
- How big do you want this program to be?

### DEVELOP PROGRAM GOALS AND OBJECTIVES

- What do you hope to accomplish with the program?
- What is the purpose of your event/program/project?
- Define specifically what you want the participants to learn or experience from your event/program/project.

### ORGANIZE YOUR PLANS

- When do you want to hold the event?
- Consider whether or not you have enough time to make all the necessary arrangements and whether your members can complete all of the tasks. Determine a timeline working in reverse: start at the day of the event and fill in publicity deadlines, facility agreements. This can help you see if you are being realistic in your objectives.
- If this is a large scale event, it is recommended that you meet with a staff member from Student Activities to review your plans and receive feedback.
- The following areas you will want to focus on while organizing plans:
  1. Scheduling Facilities  
Scheduling facilities is vital to the success of your program. Facilities can determine audience size, date, and time. Facilities can also set the mood for formal, informal, or auditorium style programs. See Event Planning Form.
  2. Establishing Budgets  
Establishing a budget is necessary because it helps shape your program. Budgets help to establish guidelines for spending, admission fees, and the amount of fundraising or resource finding work you will need to accomplish. As a guideline for travel expenditures, student organizations should reimburse for expenses incurred in connection with approved travel on behalf of the student organization. Personal expenses incurred during travel should not be reimbursed.
  3. Contracts  
Contracts are often required for facilities, catering, or entertainers. Read them carefully and have a staff member or advisor review the contract. If you have

questions, do not be afraid to ask. Entertainment contracts should be reviewed and signed by the Office of Student Activities.

#### 4. Publicity

Publicity is vital to the success of your program. If you plan a good program but nobody knows about it, you are setting yourself up for disappointment.

### IMPLEMENT PLANS

- Assign tasks and roles appropriately.
- Once you have thoroughly prepared yourself for the event, determine who will implement it. Make clear expectations as to who will perform what tasks and fulfill which roles. Give people enough time for the responsibilities and make sure they are within their abilities. People support what they help to create – so involve as many people as is meaningfully possible in the process.

### EVALUATE THE EVENT

- The evaluation process is threefold:  
Audience feedback  
Presenter/entertainers experience  
Planner's thoughts and recommendations
- Each group should be asked what went well. What could have gone better? This can be achieved by short evaluation forms and the information should be saved and used for the next time you plan the same or similar event.

### ADDITIONAL TIPS AND SUGGESTIONS

- In the ideal program, everything runs so smoothly that the participants may see little evidence of pre-planning or behind the scenes work.
- Don't compromise on details
- Don't assume anything or allow situations to continue to a point where you are uncertain or nervous.
- Meet all problems head-on.
- Things rarely go as planned – but if you are prepared and avoid panicking, any problem can be solved.

### MAKING YOUR EVENTS ACCESSIBLE TO ALL

Please call the Disability Services office if you have questions about accessibility of all spaces on campus that are barrier-free.

Disability Services – Diana Richard 248.204.4110, Mon-Fri 8am-4:30pm

### ROOM RESERVATIONS

All student groups must complete the Event Space Request Form to reserve space on campus. Fax, email, or drop off to the Office of Student Activities. You will be notified of your allotted space.

Fax: 248.204.4115

Email: [stuevent@ltu.edu](mailto:stuevent@ltu.edu)

In person: C405 Taubman Building

## **CATERING**

All campus catering is to be provided exclusively by Taher Campus Dining. A food waiver must be issued by Dining Services if you wish to use any outside catering or food sources. Taher must also be notified if you wish to host a bake sale.

In order to give you the best dining service possible, Taher requires that all final food and beverage selections to be submitted 10 days before your event. Last minute orders will always be cheerfully accepted; however additional charges or fees may be added to your order.

Student Organizations are given a 10% discount on any catering order. Menu Tasting is available (a nominal fee may be charged).

Contact 248.204.3203 or [bishop@ltu.edu](mailto:bishop@ltu.edu) to place orders or inquire about food waivers.

## **STUDENT ORGANIZATION MAILBOXES**

As you plan your program or conduct business for your organization, you may have the need for individuals or businesses to get in touch with you. Student Activities offers each registered student organization a free mailbox in C405 of the Taubman Building and can be accessed from 8am-7:30pm Monday through Thursday, and 8am- 4pm Fridays.

Mail for your group should be picked up weekly. Student Activities is not responsible for notifying groups that they have received mail. If your mail file has not been checked in one month and/or is stuffed with a large amount of specifically addressed mail, your contact person will be notified once. Contents will be thrown away and all further correspondence returned to sender if the situation persists.

The address your student organization should use is as follows:

Your student organization's name  
A Alfred Taubman Student Services Center  
C405  
21000 W. Ten Mile Rd  
Southfield, MI 48075

## **CHARITABLE GAMING**

### **GUIDELINES FOR ORGANIZING A RAFFLE OR CHARITABLE GAMING EVENT**

Any student organization requesting to host a gambling Tournament or Raffle must contact the State Bureau of the Lottery (517.335.5600) for a Charitable Gambling application. Complete the application and have signed by a staff member in Student Activities. (The Bureau of the State Lottery does not allow educational subordinate organizations to raffle prizes over \$500.00. Therefore, there is no need to complete the Millionaire Party application to obtain a license.)

Submit the application to the Bureau of the State Lottery with appropriate fees (\$50), with the organization's constitution, and a signed letter from Student Activities. It will take approximately 4-6 weeks for the Bureau of the State Lottery to approve your application – so plan ahead!

## **POLICIES, GUIDELINES, & RISK MANAGEMENT**

### **NON-DISCRIMINATION POLICY**

Lawrence Technological University adheres and conforms to all federal, state, and local civil rights regulations, statutes, and ordinances. No person, student, faculty, or staff member will knowingly be discriminated against relative to the above statutes. Direct inquiries regarding non-discriminatory policies to: Division of Student Affairs, 21000 W. Ten Mile Rd, Southfield, MI 48075-1058, 248.204.4100.

### **ALCOHOL**

Lawrence Technological University has an Alcohol Policy listed in the Student Code of Conduct. Alcohol may not be served by students at any on-campus event. Student Organizations are strongly encouraged to follow these guidelines:

- I. It is illegal for student organizations to sell alcohol in the state of Michigan. Student Organizations can significantly improve personal safety and reduce liability by not providing alcohol to any person.
- II. If alcohol is to be present at an organization-sponsored activity, the organization can provide for the safety of its members and reduce its liability if:
  - a. alcohol is not the focus of the event;
  - b. alternative non-alcoholic beverages are provided;
  - c. procedures are in place to prevent service or sale to persons under the legal age to consume alcohol;
  - d. Alcoholic beverages are not purchased with organization funds nor with the contribution of individual members;
  - e. Alcohol is not served from common or self-serve containers;
  - f. Service complies with this Policy, as well as the rules of the facility;
  - g. Designated non-drinking hosts are assigned to attend the event;
  - h. Assist any attendee who is intoxicated with finding alternative transportation home if he/she is unable to drive.

If alcohol is to be present at an event, the preferred method of serving alcohol is to use a caterer or hold the event at a site provided by a vendor who is licensed to sell and serve alcohol.

### **CONTRACTS**

Contracts can be oral or written instruments that illustrate legal duties and/or rights. As such, student organizations should be aware of the gravity of a contract, should act with care, and should always get a contract in writing. Student organizations commonly encounter contracts when booking events in either campus or non-campus venues.

Student organizations may not sign contracts for Lawrence Technological University major venues.

## INSURANCE

University insurance is a benefit that is available to student organizations and student organizations will be liable for any deductible or payment that may arise, as is any University unit. University Insurance covers University sponsored student organizations (i.e. Student Government, SPAM, IFC), and University units for property damage and general liability. Organizations should contact Student Activities if they require additional or different types of coverage.

All other student organizations are not covered under the University's self-insurance. If a student organization co-sponsors an event with a university sponsored organization, the event is covered by University Insurance. **Student Organizations whose events are not co-sponsored by a university sponsored unit or organization must secure their own policies.**

## PARTY POLICY

Social events such as parties are subject to the following regulations and all other University regulations intended to ensure safety and order.

1. Parties will be open to all University students. These events may not be open to the public except by special invitation and with prior approval by Student Activities and the Dean of Students.
2. If there is an admission charge for the event, all revenues collected must be deposited into an account of the student organization, a business organization, or through a University account. Under no circumstances may revenues be deposited into the personal account of an individual.
3. The Director of Campus Safety will be responsible for determining the number of security personnel to be assigned to the event, if any. The nature of the event, location, expected attendance, beverages served, sponsoring organization, and other events, which may be occurring simultaneously, will be among the factors considered in assigning security. The security personnel will pay special attention to the surrounding campus area during and after the social event.
4. Student Organizations are responsible for abiding by all relevant University policies, procedures, and regulations including:
  - a. Timely contact with Student Activities to secure facilities and equipment and arrange catering if desired.
  - b. Completing the required forms with the Office of Student Activities.
  - c. Conducting a safe and orderly event and cooperating with security personnel and Student Activities personnel to uphold event procedures.
  - d. Assuring that only University students or other approved guests participate in the event.
  - e. If there is an admission fee, overseeing the collection of the fee and proper deposit of funds.
  - f. Paying all bills and related charges associated with the event.
5. Failure to comply with the above regulations will be cause for the offending student organization to lose the privilege of use of University facilities and possibly their registration status.
6. These policies may be complemented by special directives of the Office of Student Activities or the Dean of Students.

## RALLIES/PROTESTS

Student groups wanting to hold a rally, march, or protest should contact the Office of Student Activities and make an appointment with a professional staff member to discuss the event. This person will tell the student group representative what other things must be done in order to secure approval of the event. If the event includes any form of public address equipment or amplified sound, the group will have to complete forms from campus facilities and alert campus security.

## STUDENT TRAVEL

Only students traveling **on behalf of the University** (for conferences/competitions) are covered under the University's Insurance policy. Student Organizations planning a trip should consult with their Advisor to determine any risk involved with the trip. The university is not liable for any student organization travel that is not sponsored by the University.

Students traveling on Day Trips sponsored by the University must complete a Release of Liability form from the Office of Student Activities.

## CAMPUS RESOURCES

Some Numbers to help you:

Audio/Visual Services	248.204.3020
Campus Facilities	248.204.3800
Campus Safety	248.204.3945
Dean of Students	248.204.4100
Dining Services	248.204.3203
Student Activities	248.204.4100
University Housing	248.204.3940