September 2012

Dear Student Leader,

Congratulations! You have been chosen by your fellow organization members to start making an impact on the SMC community. The new year has begun and we know you are ready to take on this new responsibility and carry out your organization’s mission. We hope you will continue to strive to develop group collaboration, increase membership, contribute to the common good, and maintain good financial management.

Expectations of student organizations are high, so when you need guidance in achieving these goals, please use Student Involvement & Leadership to help your group run smoothly. SIL offers guidance, support, event planning, and leadership development. Remember, you are not alone. We guarantee you will learn and grow from this unique experience of being a club leader. You already have the skills and passion necessary to lead and make positive changes around campus and we look forward to helping you develop even further.

Please use this handbook as a reliable reference, as it contains many helpful tips that will lead you to a successful year. The book provides you with resources and tools that will assist you in leading your student organizations. Best of luck and work hard!

Go Gaels,

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What’s available in the Student Involvement Creative Zone?

A new LEADERSHIP ROOM - where you can meet and get creative

Free BUTCHER PAPER AND PAINTS for you to create posters

An assortment of BALLOONS AND HELIUM for a minimal fee

MARKERS AND PENS for you to use

Computers with ADOBE PHOTOSHOP, INDESIGN AND ILLUSTRATOR

A CREATIVE ZONE DESIGN INTERN to assist you in your designing of posters, fliers, banners and brochures

THE SIL COPY SHOP - where you can make up to 25 copies

TEAM BUILDING ACTIVITY PROPS AND GUIDES from Project Adventure

BLUE TAPE to post your fliers around campus

IT’S YOUR ZONE .... SO GET CREATIVE!
Numbers to Know

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Steven Canete ext. 8508
Associated Students Vice President for Finance
Contracts ext. 4852
Delphine Reservations ext. 8545
Events and Conferences ext. 4030
Event Staff Needs ext. 4852
Media Services ext. 4335
Facility Services ext. 4286
Sodexo Food Service/Catering ext. 4378
Student Involvement & Leadership

Student Involvement and Leadership advises, guides and supports student government (ASSMC), student organizations, organization advisors, leadership programs, and student programming. We are the clearinghouse for all registered student groups on campus and work collaboratively with the Associated Students to meet student needs and interests. SIL advises and mentors ASSMC. The staff works collaboratively with the Executive Team and Senate to address student needs and concerns.

The mission of Student Involvement and Leadership is to cultivate opportunities for student leadership, meaningful relationships and life-long learning by providing a dynamic environment while responding to diverse student interests.

WE VALUE

Relationships and Inclusive Community
- SIL offers a safe, comfortable, and inviting space to engage students in their success and growth
- SIL affords students opportunities and experiences to foster communities of mutual respect and develop meaningful relationships with members of the College community
- SIL affirms students in the use of their talents and skills in the service of others

Student Ownership and Empowerment
- SIL responds actively to the interests of students
- SIL advances student issues and concerns
- SIL includes supportive structures for student owned initiatives

Cooperation and Collaboration
- SIL creates collaborative partnerships to strengthen the overall College community
- SIL provides professional staff who advise, advocate, and give best practices to student and College programs

WE DEFINE LEADERSHIP AS:

Leadership is a process of people together attempting to benefit the common good. It is guided by individual growth, personal commitment, collaboration, service to others, respect for all, and civic engagement.

As a result of participation in SMC leadership programs, students will:
- Understand their talents, values, and interests, especially as these relate to their capacity to provide effective leadership.
- Recognize leadership as a process of active participants engaging in self reflection and collaborative relationships.
- Develop into engaged citizens focused on making a positive difference in their communities and for society.
SIL also assists student groups with:

- Guidance on meeting, event planning, and organization operations
- Guidance on group development such as retreat planning, team-building activities, recruitment and retention
- Opportunities for individualized training and development on topics such as team building, conflict management, and communication skills
- Resource for locating performers, speakers, leadership tools, and other group needs
- Offering leadership “Take Out” workshops, which can be scheduled individually for student organization members or leaders
- Coordinating “The Courage to Lead” student leader recognition event and annual student organization awards at the end of the year
- Support and resources for the organization’s faculty or staff advisor

You are required to see us for:

- Registering your organization
- Advance approval of events via the Student Event Planning Form
- Approval on work orders and SMC Print Shop requisitions
- Contracts (writing, negotiating and signing) for entertainers, services or off-campus facilities
- Staffing for student events, especially evening and weekend events, and events with alcohol
- Approval for fund-raisers
- Approval for any off-campus vendors
- Alcohol requests for student-sponsored functions and, if approved, to procure the necessary liquor license
- Approval of publicity materials (banners, posters, flyers, etc.), which may be posted for a maximum of two weeks

Lingo

Understanding a few frequently used words and phrases will help you a great deal:

Club
A registered club is defined as a student group that meets a specific need, interest or purpose. Participation in all clubs is non-exclusive and open to all students. Club leadership is elected annually by club members, in accordance with the group’s constitution.

Media
The media include the Collegian, GaelVision, and KSMC. Media heads are selected annually based on an application and interview process coordinated by the media.

Organization
The term organization or student organization is used to denote all clubs and media.

Affiliated
A group of students can apply to Student Involvement and Leadership as an Affiliate Organization. Affiliates are recognized by SIL and are eligible for all the benefits and privileges accorded to recognized student organizations but are not eligible for ASSMC benefits such as funding through the annual budget process or the General Fund.

Chartered
A group of students can apply to the Associated Students for a Club or Media charter. If approved, the group is then recognized by the Associated Students and is eligible to apply for student activity fee funding through the annual budget process and the General Fund administered by ASSMC.
There are many advantages to being a recognized student organization at Saint Mary’s College:

- Use of Saint Mary’s College facilities
- Use of equipment and services of campus departments, including Student Involvement and Leadership
- Listing as a student organization in official Saint Mary’s College publications
- Assistance with program development, membership recruitment and retention
- Advice and consultation from Student Involvement and Leadership, Associated Students, and many other campus departments and programs
- Opportunity for leadership training, education and formation

For Chartered Organizations:

- Administrative support in the management of the budget and requisition process
- Opportunity to sponsor fundraising activities
- Access to Associated Students funding via the annual budget allocation process and the Programming Fund and/or Professional Development Fund

There are specific guidelines that must be followed in order to form a new student organization and become recognized at Saint Mary’s College of California. Before you begin the process, there are things to consider in order to effectively organize your new group.

Student Organizations are formed for one or more of the following functions:

- Academic groups, including those who have a common interest or educational purpose
- Awareness and/or Activism groups, which exist to serve the College or community or raise awareness of a specific issue
- Special Interest groups, designed to address particular areas of campus or personal life appropriately within the College’s mission
- Diversity groups, intended to enrich campus life and assist students in adjusting to college life and educating the community on cultural issues
- Student Service groups, designed to meet needs of students, with a focus on improving overall student life
- Media, offering campus wide forms of communication and education

These are some important questions to ask as you define the purpose and consider the longevity of your proposed group:

- How will your organization be defined?
- What are your proposed goals?
- What are you hoping to accomplish?
- How do you fit within the mission of the College?
- Is there a department with whom you can or will be affiliated?
- How are you going to identify and recruit potential members?
- What will this group have to offer potential members?
- What commitments will members have to make?
- What will make this group unique and attractive to potential members?
How to Start a Student Organization:

- Contact Student Involvement & Leadership or the AS VP for Student Affairs to review the process and attend a new student organization orientation.
- Gather officers and propose an Advisor (must be full-time SMC Faculty or Staff member)

**Finding and Working with an Advisor**

Advisors to student organizations are a very important part of SIL. They give their time and expertise in order to facilitate the growth and development of students. Each recognized student group is required to have an advisor because of their educational contributions to the group and to assist in navigating the college’s policies and procedures.

The role of the advisor is based upon the nature and type of activities specific to each student organization and varies significantly according to the style of each individual student organization. However, specific responsibilities performed by each advisor are similar. When acting in an advising role, the advisor is considered an agent of the institution and thus acting within the score of official authority on behalf of Saint Mary’s College of California.

- How do you go about selecting an advisor for your student organization?
- Talk to any full time faculty/staff/administrator that you already know on campus.
- Tell the possible new advisor about your organization. Often the employee knows other members of the Saint Mary’s College community whose interests would match those of your new group
- Talk with Student Involvement and Leadership staff who are here to help you in chartering your organization. The staff may be able to help you find an appropriate advisor.
- Pool your resources! All of the prospective members of your club know different people on campus. One of them may know a perfect candidate.
An advisor serves many functions for a club or media. Some of these include:

- Assist in overseeing all activities of the student organization, being sure to follow the rules and standards established by the College (e.g. campus facility policies, chaperoning, etc.), Associated Students of Students of Saint Mary's College, and the student organization’s constitution.
- Attend student organization’s meetings and activities.
- Ensure that officers have a 2.5 minimum cumulative GPA.
- Support the mission and focus of the student organization on campus, which helps the organization achieve longevity and success by seeing progression from year to year.
- Provide positive reinforcement and constructive criticism for student organization and its members.
- Counsel and advise the officers and members of the group, especially the executive board.
- Serve as a “sounding board” off of which the organization can bounce new ideas and concerns.
- Take an active part in the forming of the student organization’s procedures and policies of operation.
- Attend student organization sponsored events that permit non-college attendees and/or events serving alcohol. Advisors attending these events may have additional on-site responsibilities assigned to them by Student Involvement and Leadership as needed.
- Attend an annual advisor workshop, facilitated by SIL, for updated information and policy changes necessary for student organization advising.
- Stay in contact with Student Involvement and Leadership in order to discuss any organizational concerns or questions that may arise.

Now that you have found a potential advisor, what can you tell them about advising that will pique their interest in becoming a part of your group?

Involvement with a student organization at Saint Mary’s College offers the advisor:

- A unique opportunity to get to know and work with students outside of the classroom or office.
- The rewards of watching individual students develop their skills and talents as well as watching a group develop to its fullest potential.
- The opportunity to share knowledge and expertise on relevant topics.
- An opportunity to contribute to a student organization in a non-academic way.
Privileges of Student Organizations
Any student organization – chartered or affiliated – that wishes to function officially on campus must be registered with Student Involvement and Leadership and ASSMC (please see “Forming a New Organization” to view specific privileges and how to start a new group). Registration of a student group carries with it certain rights, responsibilities and privileges. Registered groups are required to be respectful of the standards and norms of conduct and civility that help constitute a Catholic, Lasallian and Liberal Arts community.

Requirements for Registration
Registered student organizations must confirm their registration annually with Student Involvement and Leadership and ASSMC by completing the online “Student Organization Registration Form,” including the officers’ contact information and authorization to verify a minimum 2.5 grade point average and freedom from disciplinary probation for all officers. An updated constitution is also requested. All officers of an ASSMC student organization must be registered undergraduate students at Saint Mary’s College. Alumni, faculty, staff, graduate students, Regents and Trustees may be honorary members but may not hold office in any student organization.

Chartered organizations that receive funds from the Associated Students must:

- Keep a record of income and expenses, which must be available to the Associated Students and Student Involvement and Leadership upon request
- Maintain a positive balance in their organization account
- Not establish off-campus checking or savings accounts

Loss of ASSMC Recognition
An organization that fails to confirm its active status with Student Involvement and Leadership and ASSMC within the registration period will lose its status as a recognized student organization and all privileges associated with recognition for a period of time until registration requirements have been completed. Failure to confirm active status with Student Involvement and Leadership for two consecutive semesters and/or failure to file an Annual Report by the specified deadline will result in the loss of status as a recognized student organization. Registration may be also withdrawn by a Saint Mary’s College’s Judicial Officer or Student Involvement and Leadership for violations of Saint Mary’s College policy. Chartered Organizations that lose charter status can re-apply for recognition.
Role of Officers
Individuals willing to be considered for leadership roles should be aware of and committed to the time and energy required. Students should be ready and willing to take on the task. Officers must have a minimum 2.5 grade point average and authorize SIL to verify judicial and academic records. There are many ways to structure positions within an organization and groups often have the most success when designing positions that meet the specific needs of their organizations. Some clubs have success with a traditional “President, Vice President, Secretary, Treasurer” model, while others have multiple Coordinators or Vice Presidents in charge of the various functions of the organizations. You may also want to consider positions such as “recruitment chair” or “public relations.” Find positions and a structure that works for your group.

Semi-Annual Review (All organizations)
The purpose of the Semi-Annual Review is to “check in” with organizations to ensure that all are staying on track in terms of their purpose and goals. It is an opportunity to recognize groups that are doing an outstanding job of serving the community and bettering campus life while helping those groups that are struggling and are in need of assistance. Dates for meetings will be posted mid-semester. Charterd organizations’ leadership will meet with the Associated Students Vice Presidents for Student Affairs and for Finance. At this meeting, the group’s progress toward meeting expectations and goals will be discussed.

Annual Review and Presentation (All organizations)
Organizations participate in an informal meeting with ASSMC at the end of the year to review the challenges and successes of the past academic year. The format is similar to that of the Semi-Annual Review. If chartered organizations plan to request an allocated budget for the following year they must complete an Annual Review and remain in good standing. The purpose of the Annual Review Presentation is to receive a full report of an organization’s year and review the challenges and successes of the past academic year. The Annual Review serves as an opportunity for student organizations to review their membership, budget, and activities while beginning to plan for the future. The organization’s leadership will complete a budget allocation proposal. After completing the budget allocation proposal, organization leadership will meet with the Associated Students Vice Presidents for Student Affairs and Finance. At this meeting, the organization will present the group’s activity and review the year.

Student Organization “Standing” for Chartered Organizations
The Annual Reviews include scoring based on the Associated Students Best Practices for Student Organizations Guidelines (see following page criteria). Following the review meeting, the ASSMC Vice President for Student Affairs and the ASSMC Vice President for Finance will score the organization on each item on a scale of 1 – 3. These numbers will be averaged to determine final scores. See the following page for the Best Practices.

The Associated Student Senate has final approval of the budget and standing. If displeased with a score, an Organization has an opportunity to appeal to the Associated Students Senate at an inquiry meeting scheduled following the Annual Review or at a Senate meeting.

On the next page are descriptions and a list of the criteria for good standing, probation, suspension, and revocation so that you may understand the expectations of all Associated Student Chartered Organizations.
**Good Standing**

- Consistent contact with Vice President for Student Affairs, Vice President for Finance, and Student Involvement & Leadership Staff
- Checking ASSMC mailbox and email weekly
- Known student leaders and activities
- Charter, constitution and contact information on file
- Using funds in an appropriate manner to provide activities/events to students
- Attending All-Organization Meetings or Diversity Organization Council meetings and other mandatory functions
- Complete the Mid Year Meeting & Annual Review or Year-End Meeting process through ASSMC and SIL

**Probation**

Allocated Organizations that do not complete the Annual Review or Year-End Meeting process appropriately will be placed on probationary status. All Organizations may receive probation based on the assessment of SIL staff and the ASSMC Vice President for Student Affairs. If it is determined that an organization is struggling, has not followed proper procedures and practices, or is in conflict with the College's mission and goals, an Organization will be placed on probation. Probation can last a minimum of two weeks or as long as the full semester. At the time of probation, all the organization's accounts will be frozen and events will be prohibited. Probation length and guidelines will be determined in a meeting with the organization's executive board, its advisor(s), and the ASSMC Vice President for Student Affairs. Following the meeting, organizations may be given access to their fundraised account and allowed to hold events that are essential to the organization.

**Revocation**

If probation standards are not met, the organization will lose its status as an ASSMC chartered organization. The revocation of the organization will occur following confirmation by the Associated Students Senate.
Student Organization Discipline Process

Student organizations and their members are responsible for acting in accordance with the student Code of Conduct and other College policies, as outlined in the Undergraduate Student Handbook, and Student Involvement and Leadership/ASSMC policies for student organizations, as outlined in the Student Organization Handbook. Both the Student Organization and individual members may be held responsible for conduct that is not in line with these or other College policies.

Any member of the College community may report conduct involving a student or student organization that may be in violation(s) of the Code of Conduct, College policy, Student Involvement and Leadership policy, or the ASSMC Constitution. Reports can be made orally or in writing to the Coordinator of Community Life (for violations of the Code of Conduct), the Assistant Dean of Student Life, or his/her designee (for violations of Student Involvement and Leadership and/or ASSMC policies).

Organizations that may have violated College policy as outlined in the Code of Conduct and the Undergraduate Student Handbook will be subject to the College’s discipline procedures administered by Community Life. See the Undergraduate Student Handbook, located online, for details of this process.

Organizations that may have violated Student Involvement and Leadership policy as outlined in the Student Organization handbook will be subject to Student Organization Discipline procedures administered by SIL via the ASSMC Judicial Tribunal. The procedure is described here:

1. The Assistant Dean of Student Life or designee will review the report describing possible misconduct of the Student Organization. If the report is deemed credible,
2. The Student Organization will be informed of the report in writing.
3. The report will be submitted to the Assistant Dean of Student Life and the ASSMC Judicial Tribunal for review.
4. The Assistant Dean and the ASSMC Judicial Tribunal will schedule a hearing with representatives from the Student Organization.
5. Following a hearing, the Assistant Dean and the ASSMC Judicial Tribunal will assign any sanctions deemed necessary and appropriate based on information gained from the initial report, supplemental statements from the Student Organization, and the hearing.
6. If it is determined that the Student Organization is responsible for misconduct, possible sanctions include, but are not limited to, a warning, loss of recognition, limited privileges (i.e. ability to reserve rooms, permission to hold events), monetary fines, educational sanctions, restitution, and revocation of charter (e.g. suspension of the organization).
Best Practices for Student Organizations

Mission Success
• Sets and achieves mission-focused goals.
• Discusses, makes members aware of and works toward its own mission.
• Advances SIL’s mission to foster the engagement and success of students by cultivating opportunities for student leadership, meaningful relationships, and life-long learning.
• Operates within and contributes to the Catholic, Lasallian, and Liberal Arts mission of SMC.

Organizational Functions
• Has strong leadership as seen through effective leadership of the group, good collaboration and communication with members, and continuous, regular contact with ASSMC and SIL.
• Participates in SIL/ASSMC events as required and makes use of SIL/ASSMC resources.
• Completes the Mid-Year Meeting process and submits thorough Annual Reviews by responding to all questions and requirements thoughtfully and thoroughly and by submitting paperwork and other components on or before the deadline.
• Has a good relationship with Senate Representative, as indicated by the amount of communication and time spent with the Rep and proper utilization of the Rep on Senate issues (i.e. General Fund Requests).
• Effective and creative in advertising/promoting events; uses other strategies in addition to posting.
• Sets a transition plan; members and future leaders are active and receive adequate training.

Group Collaboration
• Sustains membership by keeping in regular contact with members, ideally once a week or more.
• Does appropriate outreach so organization is known on and off campus (when appropriate) by building relationships with other groups and individuals.
• Leadership and members work collaboratively and cooperatively on projects and events. Group members are aware of what’s happening with the organization and know who is responsible for tasks.
• Collaborates with other student organizations and departments and with off-campus groups.
• Builds relationships and a sense of “team” among members. A successful team is one in which all members feel they are an important part of the group.

Financial Management
• Makes deliberate efforts to fundraise and, ideally, raises twice the amount of its allocated budget.
• Works collaboratively with AS Vice President for Finance to ensure appropriate use of budget, by updating VP for Finance on issues as they arise.
• Keeps updated financial records and shares records with VP for Finance when requested.
• Completes financial paperwork appropriately (completely, neatly) and in a timely manner (within two weeks, unless otherwise specified).

Member Development
• Devotes necessary energy to recruitment and retention of members, including participating in Involvement Fair(s) and having specific retention initiatives (i.e. fun club events, phone calls to new members)
• Provides opportunities for members to be actively involved and to develop their own leadership skills (i.e. communication, time management, working with others, problem solving)
• Helps members explore own interests and passions, as these relate to the student organization.

Contribution to the Common Good
• Holds regular meetings (in most cases, bi-monthly) and events open to the college community (a minimum of 2 per semester).
• Contributes to community by energizing, engaging, and motivating members, as indicated by members’ attitudes toward the group and their enthusiasm for it.
• Gives back to SMC or the greater community through outreach, service, or education.
• Creates a respectful and inclusive environment for all students.
Financial Responsibilities Information

Being a member of a chartered Associated Students Organization has many benefits, but it is also a responsibility. The following is a brief description of some of the financial responsibilities and guidelines for members, along with information regarding frequent forms used in financial operations. All transactions are subject to the approval of the Associated Students.

Allocation Process

All chartered student organizations will have a choice to become Allocated or Non-Allocated. Recognized affiliate organizations are not funded, nor do they have access to ASSMC funding.

Allocated Organizations

1. Allocated Organizations will submit a budget allocation proposal in March for the upcoming academic year.
2. Budget requests must include the following
   a. Line Items - Itemized list of expected expenses that are not associated with a specific event (e.g. advertising, office supplies, etc).
   b. A budgeted list of all events planned for the following year
3. Allocated Organizations must attend the Club Summit, All Organization Meetings, Annual Reviews and Semi-Annual Reviews. Organizations that do not attend these events will be penalized by having funds deducted from their account.
4. Allocated Organizations are eligible to apply to the Professional Development Fund only and are not eligible to apply for the Programming Fund for an already allocated event that has been through the budget proposal process.
5. Only Media Student Organizations have access to the Technology Equipment Fund.
6. Allocated Organizations will have a fundraising account, which rolls over every year.

Non-Allocated Organizations

1. Non-Allocated Organizations will submit paperwork in March stating that they do not need an allocated budget for the following year. See Allocated Budget Requests for more information.
2. Non-Allocated Organizations will not be required to participate in Annual Reviews and Semi-Annual Reviews but will be required to attend the Club Summit, All Organization Meetings, and a year-end wrap up meeting. Organizations who do not attend these events will lose their privilege to go to the Programming or Professional Development funds.
3. All Organizations are eligible to apply for funding per event from the Programming Fund and are also eligible to apply to the Professional Development Fund.
4. Media Student Organizations have access to the Technology Equipment Fund.
5. Non-Allocated Organizations will have a fundraising account, which rolls over each year.
Allocated Budget Requests
1. As stated, returning Allocated Organizations will submit a budget request form in March. The ASSMC Finance Committee will assign a budget based on the following criteria:
   a. The organization’s annual review
   b. The organization’s past financial history
   c. ASSMC’s overall budget for the following year
2. Non-Allocated organizations will have the option to petition to become an Allocated Organization and submit a budget request in March.

Account Transaction Record
Each organization is responsible for keeping a written record of all financial transactions. Associated Students will distribute a monthly financial statement to all organizations. It is the responsibility of the organization to reconcile the account, ensuring that all transactions were properly posted, and to notify the Associated Student Vice President for Finance or Student Involvement and Leadership of any discrepancies between your organization’s records and the distributed statement. The transaction record must be made available at the request of the Associated Students or Student Involvement and Leadership staff.

Check Request
Check Requests are used to request a check to be printed for a vendor or company who provided a service to your Organization. Check Requests are NOT to be used for reimbursements for Club members (please see Expense Report). Approved checks may either be mailed to the recipient or held for pick up. Checks held for pick up will be delivered to the Organization/Media box in SIL.

Attach appropriate paperwork, such as an invoice, bill or contract to the Check Request (Please use a paper clip, as opposed to a staple or tape, to attach paperwork). Check Requests should be filled out and submitted to the Associated Students Vice President for Finance two weeks in advance, taking into account the time for the check to be approved, printed and delivered to the appropriate party.

Expense Report
Expense Reports are used to reimburse Organization members for expenses that are paid “out of pocket.” All Expense Reports must be pre-approved by the Organization or Media President. Additionally, all Expense Reports must be submitted to the Associated Students Vice President for Finance within two weeks of the approved purchase. The recipient of the reimbursement and a Organization Officer who is authorized on the signature card must sign the Expense Report. If the recipient is an authorized signer, an additional authorized signature is required on the Expense Report.

Deposit Form
All deposits must be accompanied by the Deposit Form and submitted to the Business Office in Filippi Hall. Keep the pink copy of the form for your records and make a copy of the form for the Associated Students Vice President for Finance. Sales tax is applicable to all items that were “re-sold,” including, but not limited to, food items, alcohol, and merchandise. Please see the information sheet on sales tax for a more detailed explanation of taxable items.

If an organization holds an event after Business Office hours, you must drop off your deposit at the night deposit in Filippi Hall to avoid holding money overnight or over a weekend. Contact the Business Office before your event to pick up a deposit bag, and let them know when you will be holding your event. After your event, call Public Safety at x4282 and have an officer escort you to the drop off. The Business Office will safely pick up your deposit the next business day.
Fundraiser Form
The Fundraiser Form must be used any time an organization considers holding a fundraiser. This form must be turned in at least two weeks prior to the fundraiser to the Associated Students Vice President for Finance in order to be approved. The request must be approved prior to the organization engaging in agreements, reserving space, etc.

Fund Transfer Request Form
If you wish to transfer funds to a different department or organization on campus, the authorized financial officer must complete a Fund Transfer Request Form and turn it in, completed, to the Associated Students Vice President for Finance, located in SIL.

Print Shop Requisitions
Print Shop Requisitions are used when using the duplicating services on campus. The Print Shop is a convenient and economical service that is used by most campus groups. Student Involvement and Leadership must approve the content of all Print Shop orders, which must feature the approval stamp from SIL.

Financial Resources
There are four main funds from which student organizations may request monetary support. These include the Programming Fund, Professional Development Fund, Technology Equipment Fund, and Advisor Fund. Each process is described below.

Programming Fund
The Programming Fund provides financial support to student organizations wishing to plan events which are open to the entire student body; have broad campus appeal; and promote social, cultural and educational activities.

1. These funds shall be available to all organizations.
2. An organization that wishes to apply for the Programming Fund must submit the Programming proposal at least 10 days before the Finance Committee meets and 15 days prior to the program for which funding is sought.
3. The organization will send a representative to speak with the Finance Committee about their request.

Professional Development Fund
The Professional Development Fund provides monetary support for student organizations that wish to attend/participate in conferences, trainings or retreats on or off-campus. Funds will be awarded based on the potential for leadership development and growth. It will be expected that students who attend or participate will share their gained knowledge with the Saint Mary's College community.

1. These funds shall be available to all organizations.
2. An organization that wishes to apply for the Professional Development Fund must submit the Professional Development proposal at least 10 days before the finance committee meets.
3. The organization will send a representative to speak with the Finance Committee about their request.
Technology Equipment Fund
The Technology Equipment Fund provides financial support to media focused student organizations chartered by the Associated Students of Saint Mary's College. Specifically, these organizations will have access to this fund in order to provide funding for replacing or repairing technological equipment. Only monetary support for Media Student Organizations.

1. These funds are only available to chartered media organizations to replace or repair technological equipment.
2. A chartered media organization that wishes to apply for the Technology Equipment Fund must submit a Technology Equipment Fund Request form at least 10 days before a Finance Committee meeting.
3. Any technological repairs must be assessed and approved by institutional technology services.
4. The organization will send a representative to speak with the Finance Committee about their request.

Advisor Fund
The Advisor Fund provides monetary support.

1. These funds are available.
2. An advisor of a student organization who wishes to apply for the Advisor Fund must submit an Advisor Fund Request form at least 10 days before a Finance Committee meeting.
3. Advisors will come to speak with the Finance Committee about their request.

The Finance Committee
1. The Finance Committee shall meet every other week if requests have been made.
2. The Finance Committee shall comprise of the following individuals:
   a. The Chair shall be the Vice-President for Finance of the Associated Students of Saint Mary’s College, ex-officio (voting member who will vote on behalf of the ASSMC executive team).
   b. One representative from each class senate (voting members).
   c. The Vice-President for Student Affairs of the Associated Students of Saint Mary’s College, ex-officio, (non-voting).
   d. Two students at large from the Associated Student Body (voting members).
   e. A representative from Student Involvement and Leadership (non-voting member).
Other Associated Student Operations

Cash Advances
Cash advances are to be used for events and activities that have already been approved by the Associated Students Vice President for Finance and Student Involvement and Leadership. Cash advances are to be used only for vendors who do not accept purchase orders, and/or for whom an invoice cannot be obtained in advance (e.g., Costco). Organization leaders, to obtain money for large purchases for specific activities, can also use cash advances. Cash advances may also be used to obtain change for the cash box for approved activities charging admittance fees.

Cash Advances are requested by submitting a Cash Advance payable to a designated Club/Media member. The check will be picked up by the Vice President for Finance. Any organization and/or student can have one cash advance out at one time. Requests for cash advances are to be received at least two weeks in advance; otherwise the advance will not be authorized.

Funds from the cash advance may only be used for approved expenses and must not exceed the amount approved. Any unapproved expenditures, or expenditures in excess of the approved amount, will be charged to the account of the student to whom the cash advance check is made out. Clubs who do not submit an expense report and/or return unused funds from the cash advance within fifteen (15) days will lose the privilege of cash advances.

Fundraising/Donations
The following principles, policies and procedures govern all student fundraising activities at Saint Mary's College of California. The purposes of this policy is to guide Saint Mary's student organizations in planning their fundraising activities for the benefit of the campus community.

1. Fundraising is the responsibility of the President and the Vice President for Development in accordance with the priorities established by the Board of Trustees.
2. Student clubs, classes, and organizations may conduct on-campus fundraising after seeking the approval of their advisor and Student Involvement and Leadership.
3. Student organizations are permitted to conduct infrequent collection of food, clothing or change for charities; make requests for donated labor or donated products; and hold activities like bake sales that by and large do not solicit significant cash gifts. These student fundraising activities are only permitted on campus.
4. Off-campus door-to-door and telemarketing type fundraising activities by student clubs and organizations are not permitted.
5. Student group solicitation of off-campus businesses for in-kind product and food donations is permitted on a limited basis subject to the approval of the Assistant Dean of Student Life for Student Involvement (in consultation with the Development Office). An advance list of businesses to be solicited is required to be submitted to the Assistant Dean as well.
6. Students may not raise funds from foundations or from corporations.
7. Student groups may solicit from individuals and businesses that have given money to the group in the past five years or that have a previous relationship with the group.
8. The Vice President for Development will have final discretion in approving all fundraising activities.

Selling With Taxes
Tax must be charged when selling items. To avoid double taxation, contact the Associated Student Vice President for Finance to receive a seller's permit before you purchase items to be sold. This permit will allow you to purchase your materials tax free, as you will be charging tax when selling. For more information on sales tax, please contact the VP for Finance.
Event Planning

Student Event Planning Form
All events must begin with the Student Event Planning Form, available in SIL and online. This form requires signatures from a club representative and the organization’s advisor. After the event is approved by a SIL staff member, a copy of the form will be returned to the organization’s mailbox and planning for the event can proceed.

Facility Reservation Request (x4030)
The on-line Facility Reservation Request Form must be used when booking for all events or meetings taking place on campus. The Reservation Form is available at smcnet.stmarys-ca.edu, under the Events and Conferences section. This form must be completed two weeks prior to the event or meeting (for events including alcohol, see alcohol section). Be sure to mark the “Student” line or your request will be denied! The staff of Student Involvement and Leadership is available to help students find available locations. Please be aware that the time and location the group requests may not be available.

Event Staff (x4852)
For events that require Event Staff, like dances or socials, see the SIL Coordinator to discuss the needs of your event. Organizations must pay for staff at a rate of $12.00 - $20.00 per hour per person. This price will be determined by the SIL Coordinator based on Event Staff Availability.

Work Order Request (x4286)
A work order request is to be filled out for events held outside of Soda Center that need special set-up, including extra tables, chairs or other equipment. Please be sure to fill out the form completely! Contact Media Services (x4335) for AV equipment needs outside of the Soda Center.

Sodexo Food Service (x4378)
Students may have food and beverage at their events or meetings. Besides Delphine, Hagerty, or under certain special circumstances, all food or drink must be catered through Sodexo. Please contact Sodexo for any food service questions.

Marketing Events

Advertisement (x4704)
All publicity must be approved and stamped by a Student Involvement and Leadership staff member. Be sure to include time, date, sponsoring group, contact phone number, and event name. Advertisements not stamped will be torn down. All advertisements must be taken down within forty-eight hours of the event (see Posting Policies, in the “Policies” section). Failure to have materials removed within 48 hours of the completion of the event may result in a fine to the sponsoring organization(s).

Print Shop Requisition Form (x4374)
To duplicate fliers for advertising, fill out a Print Shop Requisition form. Be sure to include an account number, contact, organizational name, and Student Involvement and Leadership approval. Submit form to Duplicating, located in Saint Joseph’s Hall.

Printing Fund/SIL Copy Shop
The Associated Students has set up a fund for organization copying. Organizations can copy up to 25 copies at a time by dropping their originals off at the front desk in Student Involvement and Leadership. The organization will fill out a form with their color and size choices. Their flyer will be approved and copied by the SIL Office Assistants. Their flyers will be returned to their box within 24 hours from the time they drop them off.
Evaluating Events
Evaluating events is important for student groups to determine what events are successful and if anything more is needed to improve the event. We recommend groups use the Student Event Evaluation Form (see Appendix) following each program as a way to revisit the event and pass information on to future leadership.

Off-Campus Events
If student organizations wish to hold off-campus events, they first must get authorization from Student Involvement and Leadership and the student organization’s Advisor. Student Involvement and Leadership will assist with the negotiation and development of contracts. Please contact your Advisor and a Student Involvement and Leadership staff member for assistance. Waivers are always required (see Appendix).

Contract Basics
For student organization events, contracts are necessary between the College and artist or performer (i.e. a DJ, dance group, guest speaker). A contract ensures that both the artist and the college have legally agreed to the conditions of the services provided. In addition, a completed contract is required by the Business Office to process check requests for all services and performances. The Coordinator for Programming of Student Involvement and Leadership is available to assist student organizations with the appropriate completion of contracts.

The College has standard contracts prepared for varying services that only require a small amount of information to complete; see Appendix A for sample forms. In rare circumstances when the college’s standard contracts are inadequate or are not appropriate -- for example hotel reservations -- the contract of the individual or organization providing the services may be used; please speak with the SIL Coordinator before initiating any contract. A non-Saint Mary’s contract must be pre-approved by Saint Mary’s General Counsel before use, further extending the process and the time required to complete it.

Contracts are required for all on- and off-campus events as well as performances or services not requiring payment. In order to ensure payment is available for the artist on the day of the performance, the contract process should be started at least four weeks before the date of the event. This will ensure adequate time to complete the contract correctly and have a check issued before the event.
Before starting a contract, gather the following information:
1. Name of artist, performing group, or speaker.
2. The name of the individual representing the performer or artist. This is the person who will complete the contract and may be an agent or the performer.
3. Date, performance time and length, location and description of the event.
4. Amount of payment for services.
5. List of items and services the college is providing (i.e. hotel, meals, stage)
6. List of items and services the artist is providing (i.e. performance length, materials, equipment)
7. Name of the person or organization being paid. This must be the same as the information used for the W-9 form as described below.
8. Contact information (address, phone number and fax) for the individual signing the contract. This may be the agent or actual artist.

Complete a Contract Request Form at least 4 weeks prior to your event.

You can find the form at:

Quick Link: http://tinyurl.com/6jjuzq1

1. Four weeks prior to event:
   - Collect all the necessary information for completing a contract.
   - Fill out the Contract Request Form online - Contracts will be created and emailed to performer/artist.

2. Three weeks prior to event:
   - Contracts should have been returned. If not, contact the artist immediately.

3. Two weeks prior to event:
   - After receiving signature from an appropriate Saint Mary’s representative, a copy of the approved contract will be sent to the club’s mailbox in Student Involvement and Leadership.
   - With the completed contract and W-9, submit a check request to the ASSMC Vice President for Finance.

4. One week prior to event:
   - Confirm with ASSMC Vice President for Finance to ensure check will be ready on the date of the event.
The following section contains Saint Mary’s College policies that are useful for student groups. All policies are non-negotiable and must be followed at all times! Please contact Student Involvement & Leadership or an Associated Students Executive Officer to discuss any questions or concerns you may have.

Events with Alcohol

Student Involvement and Leadership (925-631-4704) approves all events at which alcohol will be present. All events at which students may be in attendance (sponsored by any campus constituency) and alcohol is served must be registered and/or approved through Student Involvement and Leadership.

Only officially recognized student organizations may sponsor events where alcohol is served. The sponsoring organization must submit an Alcohol Service Request Form to SIL a minimum of three (3) weeks prior to the proposed event date (late proposals will NOT be considered). The sponsoring organization/department must have a faculty of staff member present for the duration of the event to serve as the on-site event manager. This person may not consume any alcohol or other drugs prior to or at the event and is responsible for monitoring compliance with the Alcohol and Other Drugs Policy, obtaining the necessary one-day permit through the California Department of Alcohol Beverage Control, and possessing the permit at all times during the event.

No individual under the age of 21, or anyone who is obviously intoxicated may be served, or permitted to consume, alcoholic beverages at any event. Identification must be checked by entry monitors prior to being served alcohol and must consist of a valid driver’s license, Passport, or official California identification card, and, for Saint Mary’s College students, a Saint Mary’s College student ID card. Students of legal age are required to wear wristbands during the event.

If the event involves students under the age of 21, alcohol must be served by trained bartenders (approved by the Alcohol Review Committee) and served and consumed in a specific area designated for persons 21 and older. Anyone who intentionally furnishes false information regarding his/her age shall be subject to disciplinary action. Only one (1) drink may be served at one time.

Only beer or wine may be served at student-sponsored events. Distilled liquor in any form is not permitted. Food and non-alcoholic beverages must be available at the event and a reasonable portion of the budget must be designated for this purpose. Non-alcoholic beverages must be attractive, and displayed with equal prominence as the alcoholic beverages.

The amount of alcoholic beverages and food items available at an event is to be appropriate for the expected number of guests and duration of the event as determined by Student Involvement and Leadership. Oversized containers (including, but not limited to, kegs, party balls, or beer trucks) may be allowed at student-sponsored events only with the approval of the Assistant Dean of Student Life for Leadership, Involvement and Diversity.

Alcoholic beverages may not be served during or after the last hour of any student-sponsored event. The hours and timing of the event will be determined in consultation with Student Involvement and Leadership. Free alcoholic beverages are not allowed at student-sponsored events. A minimum of $1.00 per drink must be charged and all drinks must be dispensed individually in cans or plastic containers by event bartenders.

SIL has the right to alter or redefine, as a condition of approval, any of the above regulations as they relate to a specific department or organization. If, at any time, the well-being of the community members is deemed to be threatened, appropriate and prompt action will be taken by the College.
Planning & Management Guidelines for Alcohol Events

1) A student representative(s) must speak with Student Involvement & Leadership at least one month before planning for an event in which the student organization desires alcohol to be served. The Alcohol Policy must be followed and completed as outlined. The Assistant Dean of Student Life will monitor the process.

2) After speaking with SIL, the student representative should draft an official proposal stating the reasons for requesting alcohol at the event. The proposal must be turned into SIL no less than three (3) weeks prior to the event and should be about a page in length, outlining as much of the event as possible. If approved, an official Letter of Approval from the College will be furnished to the student representative.

3) Once approval has been given, the student representative should begin filling out an Alcohol Service Request Form. The form needs to be completely filled out and signed, with a final copy given to Student Involvement & Leadership.

4) If approval is granted, advertising can begin. All flyers must contain the following information: sponsoring student organization, date, time, location, admissions cost, contact phone number, and a statement that identification will be needed. Although advertising may state that alcohol will be available for purchase, no images of alcohol are permitted. Student Involvement & Leadership must approve all publicity prior to posting.

5) After the Letter of Approval from the College and Alcohol Service Request Form are completed, the student representative must take them to the Moraga Police Department in order to obtain a Letter of Approval from the City of Moraga. This approval is necessary, as the event will be taking place within Moraga City limits, and is required to obtain a state alcohol license. Moraga Police Department can be reached at 925-284-5010.

6) The student representative should then send all of this information to the Alcohol Beverage Control, located in Oakland (1515 Clay St., Suite 2208 Oakland, CA 94612). The state alcohol license requires an alcohol- licensing fee ($15-30), made payable to ABC, along with a completed alcohol request application. (Call ABC to determine cost of fee). At least one month prior to the event, the student representative will send the packet to ABC to obtain the license. Be sure to remember to send the licensing fee, alcohol request application, Letter of Approval from the College, and Letter of Approval from the City of Moraga.
Guidelines for Faculty/Staff/Alumni/Administration Sponsored Campus Events

Faculty/staff/alumni sponsors of College events where students may or may not be present and where alcohol will be offered are required to submit an Alcohol Service Form to SIL two (2) weeks prior to the event. This document lists the sponsor(s) of the event and requires acknowledgment of understanding and agreement to adhere to College policies and procedures.

Guidelines for Off-Campus Events

Saint Mary’s College recognizes the role and importance of off-campus events. Groups associated with the College who participate in and sponsor social, service, and educational events must adhere with the Policy and understand their responsibility as a result of their association with the College. In addition, sponsoring groups must provide supervision of designated College official(s) for the duration of the event.

The following guidelines regarding the availability of alcoholic beverages at off-campus events pertain to all members of the College community. These guidelines in no way relieve any public establishment of their obligation to observe and enforce the law.

1. The sponsoring group must abide by applicable laws and local ordinances or codes regarding alcohol. The group should take appropriate steps to prevent underage drinking and the consumption of alcohol by intoxicated persons.
2. The sponsoring group should promote responsible behavior and the general welfare of the sponsoring group, its individual members, and others participating in or associated with the event during that time.
3. At such events, the behavior of the group, individuals, and guests are governed by the regulations set forth in the Code and other College policies.

Painting the SMC

The painting of the SMC by campus groups and individuals has been a longstanding tradition at Saint Mary’s College of California. For generations, students have commemorated special events, heritage months and holidays by trekking up the hill, with paint supplies in tow, to give the “SMC” their special mark. Students, staff and faculty participate in this tradition as a way to let their presence on campus be known while building community within their group.

In an effort to encourage the equitable access to the letters for all, Student Involvement and Leadership has created the following guidelines:

1. Submit a request to paint the SMC to Student Involvement and Leadership two weeks prior to your proposed date via email (sil@stmarys-ca.edu). Be sure to include proposed dates and the reason for painting it.
2. Upon receiving written approval from SIL, your group may paint the “SMC.”
3. The “SMC” shall remain painted for a period of no more than two (2) weeks, after which Buildings and Grounds will repaint it to its original white color.
4. The SMC is to remain white during the following times:
   • Week of the Mass of the Holy Spirit
   • The beginning of Finals’ Week through the end of the Christmas break
   • During De La Salle week
   • The beginning of Finals’ Week through both graduation ceremonies
   • All summer
Publicity and Sponsorship for Student Sponsored Events
The consumption of alcoholic beverages shall neither be the primary purpose of a student event (including, but not limited to, progressive drinking events) nor be used as an inducement to participate in an event. Promotion and advertising of an event may indicate that alcohol will be available for purchase and must indicate that “ID will be required.” Also, the promotion and advertising of an event shall not portray symbols of alcoholic beverage consumption (including, but not limited to, foaming mugs, cans, glasses and kegs), excessive consumption (including, but not limited to, drinking contests and competitions) or emphasize frequency or quantity of alcoholic beverage consumption.

The sponsorship of events by alcoholic beverage companies is limited to cash donations, donated materials for College alcohol educational programs, and donated products (other than those which directly promote or advertise alcoholic beverages) in support of fund-raising or other special events as approved by the Vice Provost for Student Life or the Assistant Dean of Student Life for Leadership, Involvement and Diversity.

Films
Any film unrated or rated X by the MPAA may not be secured with College funds or shown in a College facility. Use of films is restricted to those films rented through the appropriate distributor holding the necessary rights for public performance. Screening of any other films (for example, privately owned tapes/DVDs or those rented from a video store) for public viewing is a violation of copyright law, even when such screening is free, and is therefore prohibited on campus. Students can contact the Coordinator for Student Involvement and Leadership to inquire about purchasing the rights to a film. Film rights cost between $500-$900 per screening.

Food at Events
Sodexo must supply food in all College facilities except Delphine and Hagerty, or under special permission from Sodexo. Please contact Sodexo (x8013) for your catering needs. When groups do not use Sodexo catering, SIL will help student organizations obtain health certificates and offer suggestions on the best way to serve food at events.

Hazing
The State of California and Saint Mary’s College have expressly and repeatedly asserted their position on hazing, initiation and pre-initiation activities that do not contribute to the positive development and welfare of individuals involved. Saint Mary’s College and Student Involvement and Leadership will not tolerate any form of hazing. Sanctions will reflect the serious stance the College takes on hazing.

A. State Law
a. Education Code 32050 – As used in this article, hazing includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, university, or other educational institution in this state; but the term “hazing” does not include customary athletic events or other similar contests or competitions.

b. Education Code 32051 – No student or other person in attendance at any public, private, parochial, or military school, community college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.
Off-Campus Vendors
Student Involvement & Leadership must first approve all off-campus vendors who wish to sell or solicit items on campus. All off-campus vendors must submit a Certificate of Insurance, signed Agreement for Use of Facilities, Information Sheet, and samples of items to be sold or solicited. Off-campus vendors are also charged a fee to sell on campus. Please contact a SIL staff member for assistance.

Political Activity Policy
Not available at the time of print. Will be available online and as a printed addendum at a later date.
Posting Guidelines for Events

The College’s Posting policy applies to all printed materials posted or distributed on campus. Exempt from this Policy are the residence halls (which are under the auspices of Residence Life) and content-specific boards (which are subject to control by appropriate departments and administrators). All material is subject to the standards and guidelines as outlined below. All persons outside the College community wishing to post on campus, must have their materials approved by Student Involvement and Leadership.

Saint Mary’s College is a community dedicated to the intellectual enrichment and personal development of all of its members through study, inquiry and continuing communication with one another. In accordance with its Lasallian heritage and Core Principles, the College encourages a balanced approach in the expression of opinions. The posting, distributing, or disseminating of printed materials (i.e. fliers, posters, table tents, banners, handbills) that advertise, publicize, or otherwise provide notice of activities, events, or information are subject to this Posting Policy.

The Assistant Dean of Student Life or designee, grants permission to on and off-campus individuals and groups to post, distribute, or disseminate printed materials on campus. The College maintains the authority and right to prohibit the distribution of any material, which in the estimation of the college might cause a security problem or interferes with any instructional or college event. The College also maintains the right to regulate the time, manner, and place of any distribution of written material which is likely to cause harm to college property, physical danger to any individual, or in any other way breaches the security of the college or disrupts the furtherance of education.

When posting, anywhere on campus, the following must be observed:

• The posting, distributing, or disseminating of printed materials (i.e. fliers, posters, table tents, banners, handbills, etc.) that are used to advertise, market, promote and/or provide notice of activities, events or information are all subject to the Posting Policy.
• Approval to post, distribute or disseminate printed materials for on-campus and off-campus individuals is granted through Student Involvement and Leadership (SIL).
• All printed materials must indicate the name of the sponsoring department, or student organization and contact information, as well as the location, date and time of the event.
• Printed materials may not be placed on or against, attached to, or written on any structure or natural feature of the campus such as, but not limited to, sides of doors or buildings, windows, the surface of walkways or roads (floors), fountains, posts, waste receptacles, lawn, trees, or on vehicles parked on campus, doors or buildings, windows, surfaces or stanchions and wooden standards.
• The use of chalk, for marketing purposes, on any surface is not permitted.
• Only one (1) posting of any kind is permitted in any posting location. Posting is permitted on a first-come, first-served basis, and existing postings may not be removed or covered by new ones.
• Materials can be posted for a period of two (2) weeks.
• No individual or group may leave fliers, announcements, or printed literature of any kind on campus grounds, parked vehicles, or inside any campus building, nor otherwise affix or insert such materials into campus lawns or grounds.
• Postings must be removed within 24 hours following the publicized event by the sponsoring organization.
• Only “safe-release” painters’ tape (blue tape) may be used to post fliers and posters. Other tapes will damage the surfaces of walls and buildings. Fliers posted on bulletin boards may be attached with staples, pushpins, or blue tape. Please note that blue tape can be purchased through the College’s warehouse and SIL does NOT provide it for college departments.
Posting Areas

1. External Posting Spaces
   • There are 30 high-traffic areas located throughout central campus for posting fliers. These areas are painted in a beige color and are clearly marked as posting areas for approved materials which should measure a minimum of 8 1/2” x 11” and not exceed 11” x 17” in size.

2. Bulletin Boards and Display Cases
   • Departmental bulletin boards, typically located outside of administrative or academic department offices, are maintained by the respective departments. Permission for posting at these locations must be obtained from the specific department head or designee.
   • Student Involvement and Leadership has glass display cases and designated areas outside of Oliver Hall that can be reserved for the marketing of special events. Requests must be submitted a minimum of two (2) weeks prior to the event (for institutional departments only). Materials for these cases must be of professional caliber and cannot be hand-made.
   • Similarly, the SIL windows are available for posting for special events. Requests must be submitted a minimum of two (2) weeks prior to the event (for departments and student organizations).

3. Residence Halls
   • Departments, student organizations and individuals do not have access to Residence Halls and must not post on any area in or surrounding the building. Posting on the exterior of the building, doors, windows, lampposts and light fixtures is not permitted.
   • Copies of fliers, posters and other promotional materials must be submitted to the Office of Residence and Community Life for posting. Materials (a maximum of 37 copies) should be submitted the Friday prior to the week of desired posting.

4. Oliver Hall
   • Materials posted in Oliver Hall must observe the Posting Policy in its entirety. Items that are not congruent with the policy or stamped by Student Involvement and Leadership, will be removed immediately.
   • Placing table tents in Oliver Hall, Dryden, Brickpile and Café Louis is allowed. Table tents must be printed on white paper, as those printed in color paper will stain the tables. Loose fliers may not be left on the tables in the aforementioned locations.

5. Large Banners and Posters
   • The Brickpile wall along Ferroggiaro Quad is the only posting area for large banners, signs, or other specialized promotional materials (minimum size is 11” x 17” and must not to exceed 3’ x 3’).
   • Vinyl banners (not to exceed 10’ x 3’ in size) can be hung from the trees in front of Filippi Administrative building with advance approval from SIL. Approval must be requested a minimum of two (2) weeks prior to the hanging of the banner. In addition, the actual hanging of banners must be coordinated through Facilities Services.

6. “Day of” Posting
   • “Day of” posting is allowed for directional and informational purposes for campus-wide events and must be removed immediately after the event. “Day of” posting must be related to the function of the program such as schedule, directions, and registration. Pre-approval must be secured through Student Involvement and Leadership.
Sanctions
The sponsoring organization is responsible for the removal of all publicity, including banners within 24 hours following the event. Directional signs must be taken down immediately after the event.

- Continued failure to remove expired publicity may result in loss of posting privileges.
- Student Involvement and Leadership may immediately remove any publicity not in accordance with this policy.
- Residence Life staff may remove any publicity not in accordance with this policy or guidelines set forth by the Office of Residence and Community Life.

Reminder: The poster paints are located in First Floor Ferroggiaro. Poster paints need to be checked out by a Student Involvement & Leadership staff person and the student may create posters on a table outside of the office. Please be advised that the paint easily stains on the ground and tables, so be careful when using the paints. Always clean up after yourself.

Social Events Policy
All events sponsored by the Associated Students of Saint Mary’s College are closed to the general public except for, in some cases, a Saint Mary’s College student sponsored guest. Students are limited to one (1) guest per SMC student-host (to events in which guests are permitted). A valid student ID card must be presented for admission to ALL SMC events. Guests must present a valid picture ID (i.e., drivers license, passport or California ID card) and must be accompanied by their SMC host at all times. Guests under the age of eighteen (18) are not permitted to gain admittance into student-sponsored events. A guest list must be maintained on the premises by the sponsoring student group and submitted to Student Involvement and Leadership the next day or the Monday following the event (for weekend events).

Student events must be approved by Student Involvement and Leadership at least ten (10) days in advance. Recognized student organizations must submit the appropriate paperwork, gain approval and seek guidance in their planning from the appropriate staff member and advisor. Alcoholic beverages must be served in accordance with state law and College policy. Written permission to serve such beverages must be secured through Student Involvement and Leadership at least three (3) weeks prior to the event. Specific guidelines regarding the serving of alcoholic beverages are available from Student Involvement and Leadership (refer to Alcohol and Other Drugs Policy, Part II).

Admission to the Event
- SMC students must have a current SMC ID for entrance.
- Off-campus guests (limit of 1 per student) must be 18 and have a current College photo ID and a valid state ID.
- There is no re-entry policy at all dances and concerts.
- Money collected during the event must be deposited in the Business Office safe at the end of the evening and with Public Safety escort.

Sponsoring Student Group Responsibility at the Event
Student groups are responsible for all occurrences during the event. Students working the event must be sober and working closely with event staff to ensure a safe and successful event.

Saint Mary’s College Name and Logo/Copyright
The Saint Mary's College name, logo, seal, De La Salle statue and the image of the Chapel tower and the Galloping Gael are protected under federal copyright laws and the unauthorized use of College trademarks is prohibited. Permission for any student or student groups to use these images must be obtained in writing from the Director of College Communications, ext. 4278. Unauthorized use can lead to disciplinary action.
Sweatshop Free Apparel
The 2005-2006 Senate passed legislation requiring that all apparel purchased by ASSMC recognized student organizations be sweatshop free. This requirement helps student groups remain in line with the College’s Catholic and Lasallian missions. Many companies offer sweatshop free apparel at very reasonable prices. Contact information and catalogs is available in the Student Resource Library.

Community Assembly
Saint Mary’s College is a community dedicated to the intellectual enrichment and personal development of all its members through study, inquiry and continuing communication with one another. Every member of the community bears the responsibility of acting in an orderly and civil manner in communication with others. Rational discussion is the hallmark of such communication in this educational environment committed to the active pursuit of truth, understanding, and the dignity of all.

Formal and informal dialogue, participation in committees, and the proceedings of the student government and College committees are accepted avenues of communication. The College recognizes the right of members of the community to express their views individually and collectively in matters of institutional policy or on matters of interest to the community as a whole. The College will not officially recognize any student organization, club, or group organized to advocate or promote behavior which is illegal or in conflict with the official teachings of the Catholic Church. Registration and/or approval of the gathering must be obtained from Student Involvement and Leadership prior to publicizing and the actual event. All public assemblies, therefore, are expected to assure the following factors in order to be considered both appropriate and permissible at the College:

1. It is orderly and peaceful.
2. Participants do not restrict the freedom of expression, of movement, or any other fundamental freedom of others.
3. Participants do not threaten or cause personal injury, damage or destruction of property.
4. It does not threaten, disrupt, or impair the regular or essential operations of the College, especially those of an academic or administrative nature, or of an extracurricular or social function.
5. The event or material distributed does not advocate behavior that is illegal or in conflict with the Catholic values and traditions of the College.

Charitable Donations
It is inappropriate for any College department to give College funds or resources to another charitable 501(c)(3) entity. Students pay tuition and donors pledge money on the assumption that the funds or resources will be used for education and services at the College. Thus, the Business Office will not process any check requests or other payments against College budget lines for charitable giving.

The College’s budget has been carefully determined to provide adequate funding for each department, within our given resources. Thus, it is inappropriate for one department to make a “donation” to another, without appropriate discussion with the area Vice President(s) involved. Such “donations” circumvent a decision process that has already taken into account the needs of both departments.

None of the above is intended to discourage private and personal giving to charity or to discourage groups of students or employees acting in concert to help out personally where we are needed, either with our time, energy, or finances. Nor should this discourage fundraising as long as all people who donate are very clearly informed about the beneficiary of the gifts. The College cannot be the facilitator for the budget transactions, therefore checks from those attending such a fundraising event must be made payable to the benefiting organization.
APPENDIX A
Organizational and Event Planning Forms
APPENDIX B
Financial Management Forms