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Funding Your Student Organization
What is a budget request?

A budget request is turned in once your group has figured out the exact costs of your event. Budget requests must be turned in at least 1 week in advance of the intended purchasing date. Once the financial policies committee has approved the request, you may make the purchases (remember to keep receipts!).

My group is planning an event for next quarter, can I turn in this budget request now?

Yes! The rolling budget allows you to receive approval for your event as early as possible. If you are planning an event for 1st or 2nd week of next quarter, it is actually necessary to submit the request before the start of the quarter.

How do I begin the reimbursement process?

Fill out a check request form, which can be found on the Student Commission website - http://reason.kzoo.edu/stucomm/budgetinformation/. Attach all original, itemized receipts and leave it in the Student Commission mailbox in the mail center, box #2054. It will be reviewed by the secretary of finance and then passed on to the business office. The turn-around is approximately two to four weeks.

NOTE: If your reimbursement request includes food, you will need to include a list of all those who attended your event.

What items are commonly denied funding?

Student Commission regularly does not fund t-shirts or food that is not essential to the event or program. Travel funding is handled on a case by case basis due to the fact that the Provost's Travel Fund is available.

Can I fundraise?

The Student Commission may not allocate money to fundraising events. However, your student group may hold a fundraiser independently, without the funding of Student Commission.

Can I charge admission at my event?

Because student organizations are funded by the student activities fee, you may not charge admission at commission funded events. Please contact the Secretary of Finance, Amanda Johnson, if you have further questions. Amanda.Johnson13@kzoo.edu
Other Important Financial Information

Check Request / Requisition Forms

A requisition form is needed to file a check request. These forms are available on our website, reason.kzoo.edu/stucomm/budget. Check requests must be sent to the StuComm mailbox no later than 2 weeks after the funded request. Once received by the Secretary of Finance, the check request will be sent to the Business Office within two business days unless otherwise noted. **Please allow two to four weeks for processing.**

Mail and Copy Center

Please utilize the Mail and Copy Center in the lower level of Hicks by using your organization’s account number. Each organization is allotted $25 per quarter for advertising. Copies can be made in the Library when the service center is not available. Copies are 6 cents per page in the MCC and 10 cents per page on Library copy machines. Please remember MCC copies are not “on demand,” so plan ahead to save money.

College Vehicle Use

The college maintains a number of vehicles for college business including use by student organizations. To reserve a car, contact Facilities Management well in advance with the desired date of use, length of time the vehicle will be used, approximate time the vehicle will be picked up and returned, organization name, and the name of the driver. A requisition form must be completed at the FacMan office prior to picking up the keys or at the time of pick-up. Charges are based upon mileage and requisitions require a gas station receipt. (More information beginning on page 49)

Sign Posting Guidelines

All posted signs must be approved by Penny Horne in the Student Development suite and will be removed one week after the posting date or immediately following the announced event. Signs may only be posted on bulletin boards, tack boards, and specifically designated wall space. Signs will be removed from all other locations. (More information on page 47)
**ARTICLE V. BUDGETING AND FINANCE**

**Section 1. Financial Policies Committee (FPC)**

A. The FPC, as enumerated in Article VIII, Section 5 of the Constitution, shall serve as an important conduit between the Student Commission and student organizations by approving and/or recommending the allocation of funds to student organizations by the Student Commission.

B. The FPC shall meet weekly or at the discretion of the Secretary of Finance.

**Section 2. Student Organization Funding Eligibility**

A. The Student Commission shall retain ultimate authority to determine what characteristics enable a student organization to be eligible or ineligible for funding by Student Commission.

B. To begin the eligibility process, the Secretary of Finance shall provide active student organizations with a Funding Eligibility Form, and the FPC shall accept a completed Funding Eligibility Form as an application for funding eligibility.

C. In order to be eligible for funding from the Student Commission, an active student organization shall be registered by COSO and approved by a majority of the FPC based on the following criteria:
   a. Cultural, social, economic, and/or educational advantages to the Kalamazoo College community that enhance the mission of Kalamazoo College.
   b. The introduction of a perspective, activity, ideology, ambition, project, pursuit, endeavor, undertaking, cause, or experiment that is not already represented by a Kalamazoo College student organization.
   c. Adherence to all local, state, and federal statutes, as well as Kalamazoo College conduct and Honor Code policies.
   d. The student organization shall be run by students, and students shall have autonomous decision-making power within the organization.

D. Once approved by a majority of the FPC members, an active student organization shall be considered eligible for funding and, with the exception of club sports, may request funding allocations beginning the first Friday of the following academic quarter. Club sports shall be funded through the Club Sports Council, which is enumerated in Article V, Section 4 of these ByLaws.

E. Review and Revocation
   a. Once determined eligible for Student Commission funding, a student organization shall be responsible for submitting an updated leaders’ contact sheet to the Secretary of Finance or any member of COSO by the beginning of every quarter.
   b. Any student organization that does not submit an updated leaders’ contact sheet by the first Friday of second week in the Fall quarter and the Friday of first week of the Winter and Spring quarters shall not receive further funding until the necessary paperwork is submitted to the Secretary of Finance or any member of COSO.
   c. Any student organization that does not submit an updated contact sheet for three consecutive quarters shall be automatically ineligible for funding.
   d. Only student organizations registered as “Active” by COSO shall be eligible for funding. Any student organization considered “Inactive,” “Retired,” or “Suspended” by COSO shall be automatically ineligible for funding.
   e. If, at any time, COSO finds that any particular student organization is not following the criteria established in these ByLaws, their eligibility for funding shall be reviewed by the committee. COSO review meetings shall be closed meetings. Following a complete review of a student organization, COSO shall submit a written report to the Commission Assembly outlining their decision.
   f. COSO shall reserve the right to revoke eligibility for funding by a majority vote, and may recommend a student organization to the Dean of Students for further review.
   g. A student organization that becomes ineligible for funding shall become eligible by reapplying using the funding eligibility form.
   h. If a student organization disagrees with the determination of COSO, they shall reserve the right to appeal to the Commission Assembly within thirty-five days of COSO’s decision.
      i. Appeals shall be brought to the Commission Assembly as an agenda item.

*PROPOSED SEPTEMBER 2011*
ii. The Commission Assembly shall reserve the right to reverse or modify COSO's decision with a majority vote.

Section 3. Allocation of Funds

A. Division of Funds

a. The Student Commission fiscal year shall begin July 1st prior to the start of the academic year and shall end Friday of the tenth week of the spring academic quarter.

b. At the outset of each fiscal year, the Secretary of Finance shall:
   i. Reserve one percent of the annual budget for use in case of financial crisis.
   ii. Reserve eight percent of the annual budget for the Student Commission.
   iii. Reserve ten percent of the annual budget for the Club Sports Council.
   iv. Reserve a set amount into three quarterly gift fund grants. Any objection to this figure shall be made at the first meeting of the Commission Assembly, and a replacement figure shall be approved by a majority vote.
   v. Divide the remainder of the annual budget into the respective number of academic quarters within the fiscal year. Any objection to this division shall be made at the first meeting of the Commission Assembly, and a replacement figure shall be approved by a majority vote.
   vi. Make recommendations to reallocate funds whenever such action is deemed necessary. Funds shall be reallocated with a majority vote of the Commission Assembly.

B. Budgeting Structure

a. Student Commission shall operate on a rolling budget.

b. For the period prior to the beginning of the fiscal year, student organizations eligible for funding shall be able to request up to twenty-five dollars for recruiting and promotional purposes. This request shall be reviewed and approved by a majority vote of the Executive Committee.

c. All student organizations eligible for funding shall be able to submit a budget allocation request to the FPC at any time during the fiscal year.

d. Budget allocation requests shall be submitted to the FPC via the Secretary of Finance, and shall include:
   i. Student organization name.
   ii. Primary contact with name, phone number, email address, and campus box number.
   iii. Alternate contact with name, phone number, email address, and campus box number.
   iv. Student organization mission statement.
   v. Itemized expenditures.
   vi. Total expenditures.

e. Budget allocation requests shall be submitted to the Secretary of Finance at least seven days in advance of the intended purchase date of requested items.

f. The FPC shall approve budget allocation requests with a majority vote, and shall make a recommendation to the Commission Assembly in regards to budget allocation requests of any amount greater than 1% of Student Commission's annual budget and above with a majority vote.

g. Budget allocation requests shall be considered in the order they are received by the FPC.

h. The FPC shall use the following criteria to determine whether funds shall be allocated:
   i. Budget items benefit the campus community and/or the greater Kalamazoo area.
   ii. Budget items are in line with the constitution, mission statement, and goals of the requesting student organization.
   iii. Budget items are economically sound and fiscally responsible.
   iv. Budget items are not labeled as miscellaneous.
   v. Budget items reflecting food are of the lowest priority and shall be funded at the discretion of the FPC.
   vi. Organizations with external dedicated funding may receive a lower priority in the funding process.
   vii. Anything funded by Student Commission must be provided at no cost.

i. Student Organizations shall have the ability to submit budget allocation requests for future academic quarters within the fiscal year. The funding for said requests shall be allocated from the corresponding academic quarter’s budget.
j. On the tenth week of spring quarter, student organizations shall have the ability to submit budget allocation requests for the following fiscal year. The funding for said requests shall be allocated from the current fiscal year if money is available. If not, then budget allocation requests for the following fiscal year shall not be considered.

k. All student organizations deemed eligible for funding shall be guaranteed twenty-five dollars per quarter for advertising. If a student organization shall forego this funding, they shall inform the Secretary of Finance in order for said funds to return to the general budget.

l. No student organization shall receive more than ten percent of the annual budget during one fiscal year.

m. The FPC shall be available upon appointment to respond to each student organization in regard to its financial status, approved budget allocation requests, and a brief explanation of any rejected budget allocation requests.

n. If a student organization disagrees with the determination of the FPC, they shall reserve the right to appeal to the Commission Assembly within fourteen days of the FPC’s decision.
   i. Appeals shall be brought to members of the Commission Assembly as an agenda item.
   ii. The Commission Assembly shall reserve the right to reverse or modify the FPC’s decision with a majority vote.

o. Records of all budget allocation requests and resulting decisions shall be submitted by the Secretary of Finance to the Secretary of Records in a timely fashion.

p. Complete academic quarter budget reports shall be compiled by the Secretary of Finance and provided to the Secretary of Records by the first Friday of the following academic quarter.

Section 4. The Club Sports Council

The Club Sport Council shall:
A. For questions of funding, be chaired by the Student Commission Secretary of Finance or his/her designee.
B. For all other questions, be chaired by a representative from an active club sport as elected by the Club Sports Council at the first meeting of each quarter.
C. Consist of the Student Commission Secretary of Finance or his/her designee and a representative from each active club sport.
D. Act as the governing body for club sports.
E. Oversee the allocation of Student Commission and Student Activities Fee monies designated for club sports in accordance with the guidelines found in subsection I of these ByLaws. Allocations shall be subject to the same Accounting guidelines outlined in Article V, Section 6 of these ByLaws. If the Club Sports Council acts outside the guidelines set in these ByLaws, the Secretary of Finance shall have the authority to refer any club sport in violation of said guidelines for review and revocation as outlined in Article V, Section 2, Part E of these ByLaws.
F. Oversee other matters pertaining to club sports in accordance with the guidelines set by the Director of Student Involvement.
G. Adhere to all voting procedures of Student Commission and approve club sports budget requests by a majority vote.
H. Meet at least once per quarter or at the discretion of the chair.
I. Follow this budgeting structure:
   a. The Club Sports Council (CSC) shall operate on a rolling budget.
   c. All club sports eligible for funding shall be able to submit a budget allocation request to the Secretary of Finance or his/her designee at any time during the fiscal year.
   d. Budget allocation requests shall be submitted to the CSC via the Secretary of Finance or his/her designee, and shall include:
      i. Club Sport name.
      ii. Primary contact with name, phone number, email address, and campus box number.
      iii. Alternate contact with name, phone number, email address, and campus box number.
      v. Detailed description of the reasoning behind the request.
      vi. Itemized expenditures.
      vii. Total expenditures.
   e. Budget allocation requests shall be submitted to the Secretary of Finance or his/her designee at least seven days in advance of the intended purchase date of requested items.
   f. The CSC shall approve all budget allocation requests with a majority vote.

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g. Budget allocation requests shall be considered in the order they are received by the Secretary of Finance or his/her designee.

h. The CSC shall use the following criteria to determine whether funds shall be allocated:
   i. Budget items concerning athletes’ safety are of the highest priority.
   ii. Budget items are in line with the constitution, mission statement, and goals of the requesting club sport.
   iii. Budget items are economically sound and fiscally responsible.
   iv. Budget items are not labeled as miscellaneous.
   v. Budget items reflecting food are of the lowest priority and shall be funded at the discretion of the CSC.
   vi. Organizations with external dedicated funding may receive a lower priority in the funding process.

i. Club Sports shall have the ability to submit budget allocation requests for future academic quarters within the fiscal year. The funding for said requests shall be allocated from the general fund for club sports.

j. On the tenth week of spring quarter, if there is money available, club sports shall have the ability to submit budget allocation requests for the following fiscal year. The funding for said requests shall be allocated from the current fiscal year.

k. All club sports deemed eligible for funding shall be guaranteed twenty-five dollars per quarter for advertising. If a club sport foregoes this funding, they shall inform the CSC in order for said funds to return to the general budget.

l. No club sport shall receive more than thirty percent of the annual budget during one fiscal year.

m. The CSC shall be available upon appointment to respond to each club sport in regard to its financial status, approved budget allocation requests, and a brief explanation of any rejected budget allocation requests.

n. If a club sport disagrees with the determination of the CSC, they shall reserve the right to appeal to the Club Sports Council within fourteen days of the CSC’s decision.
   i. Appeals shall be brought to the acting chair of the CSC as an agenda item.
   ii. The Club Sports Council shall reserve the right to reverse or modify the previous decision with a majority vote.

o. Records of all budget allocation requests and resulting decisions shall be submitted by the Secretary of Finance or his/her designee to the Secretary of Records in a timely fashion.

p. Complete academic quarter budget reports shall be compiled by the Secretary of Finance or his/her designee and provided to the Secretary of Records by the first Friday of the following academic quarter.

Section 5. Gift Fund Eligibility and Allocations

A. The established gift fund shall be used to provide grants for opportunities that are proposed by any enrolled Kalamazoo College student or non-eligible student organization. Active student organizations as defined by COSO are ineligible to receive gift fund grants unless there is a budgetary crisis as defined in subsection D.

B. Gift fund requests shall follow the budgeting procedure outlined in Article V, Section 3, Part B of these ByLaws.

C. Gift fund allocations shall be subject to the same Accounting guidelines outlined in Article V, Section 6 of these ByLaws.

D. In cases of budgetary crisis as defined by the Secretary of Finance, Kalamazoo College students, non-eligible student organizations, and eligible student organizations shall be allowed to make gift fund requests within forty-eight hours of the planned purchase.

Section 6. Accounting

A. In order to receive a reimbursement for expenses, student organizations shall submit a check request complete with an original receipt or contract to the Secretary of Finance within fourteen days of the receipt or service, or by the Friday of tenth week for the academic quarter the budget allocation was approved for by the FPC, whichever date comes first. B. Cash advances shall be approved under extreme circumstances and when coordinated with the Secretary of Finance at least fourteen days in advance.
Section 7. Financial Responsibility
A. Student organizations that use funds outside of their expressed purpose shall be referred to review in accordance with Article V, Section 2, Part E of these ByLaws.
B. Student organizations with accrued debt at the close of an academic quarter shall be referred to review in accordance with Article V, Section 2, Part E of these ByLaws.
C. Budget Requests that do not adhere to the above policies may be denied by FPC on those grounds, or may be approved along with penalties as deemed appropriate by FPC.

Section 8. Fundraising
A. Fundraising shall be considered a supplemental form of funding for student organizations.
B. Student organizations shall report any assets obtained during the previous academic quarter on its Budget Request Form.
C. Student organizations that fundraise shall be given the option to maintain private accounts held through the Business Office that shall carry over from year to year and shall be subject to institutional regulation.

* All By-Laws are subject to change with approval from the majority of the Student Commission.
Group Development Fund

In response to needs identified by student organizations through focus groups several years ago, the Office of Student Involvement created the Group Development Fund. This money is available for groups to fund bonding events for group members.

**Examples of Group Development Fund Use:**
- Trip to local businesses with a connection to the group’s mission (ex. Frelon attends a class at a local dance studio)
- Movie being shown in the area that connects to the group’s mission
- Trip to an event that connects to your group’s mission (ex. A cappella groups attending a national a cappella competition)
- Event supplies for an event specifically for group members only
- Funding for a meal (either at a restaurant or for supplies to create a meal) for group members only

There is $300 available to each group for use throughout the year. It can be used on one event or split up for several. To access this funding, contact Brian Dietz.

In the email be sure to include the following:
- The name of your organization
- What your organization would like to do including the when and where
- How this connects to your group’s mission
Student Organization Event Policy

Purpose

Kalamazoo College desires to provide opportunities for personal growth and leadership development for its students. One goal of the institution is to provide co-curricular education through programming for students. Another is to help create a campus environment which allows for the social development of the student population. In tandem with this objective is the concern for the safety and overall well-being of the campus community and campus facilities, recognizing that involvement in the co-curricular experience is not a right but a privilege.

This concept allows College recognized student organizations the freedom to plan, organize and implement activities. This enables them to achieve their individual organizational goals, while accepting responsibility for the activities of the organization. The following policy was developed in an effort to achieve these objectives.

Policies

1. All events must be registered with the Office of Student Involvement office AT LEAST TWO WEEKS PRIOR TO THE EVENT DATE. If the student organization uses, or implies the use, of the College name (or any recognized organization of the College), and/or College money, the event must be registered, regardless of whether it takes place on or off campus.

2. All student organization events whether using campus or off-campus facilities, must adhere to Kalamazoo College Policies and Procedures, including the Alcohol Policy (see page 55).

3. Enforcement of the fire code regulations and restrictions is the responsibility of the organization planning the event. If there is a violation of the number attending the event, the event will be closed. Please check the Fire Safety Procedures (see page 30-31) for room capacity limits.

4. By default, events hosted by student organizations are open only to the K College Community (students, faculty, and staff), unless the sponsoring organization requests to open the event to guests. If an event is opened up to guests, the request must be noted on the ‘Event Registration Form’ and security must be notified. Additionally, all guest registration processes must be followed, and in most cases, a security guard must be present. Kalamazoo College students must have a valid K College ID for events. For events which are open to guests, the organization may be required to have guests sign-in with their name and contact information as well as the name of the K student who is their host. If guests are allowed, one guest per Kalamazoo College student is permitted. Each guest must be at least 18 years of age and must show a valid I.D. The host is held responsible for the behavior of his/her guest and may be subject to student conduct action as explained in the Student Conduct Procedures. The organization is responsible for providing the sign-in log and for publicizing the admission procedure. The leaders of the organization who are planning the event will oversee and be responsible for the event from set-up through clean-up and break-down of the event.

5. The organization's official advisor, a full-time faculty member, or staff may be required for the duration of registered events (determined by Student Development).

6. Student monitors and/or additional faculty/staff may be required for certain events

7. The sponsoring organization in conjunction with the Office of Student Involvement and the Security Office will determine if Security is needed for an event. This decision will be based on the nature and/or size of the event and other mitigating factors.

8. The Director of Security determines the applicable charges for the guards' time (charges may be applied for late cancellation of the event).

9. The student organization is responsible for cleaning the space used and resetting the room(s) to the appropriate set-up. Organizations may be required to hire custodians to clean the bathrooms near the reserved space. Charges will be made to the organization’s account if additional cleaning or set-up is required after the event from the organization’s failure to do so.
10. The organization is responsible for any damage costs incurred.
11. All events must abide by the building closing times as listed in the Facilities Access (see page 29).
12. An advisor or full-time faculty/staff member, the Security officer(s), and the student organization leadership will jointly determine whether an event is terminated. It is the responsibility of the student leadership to announce the decision.
13. If an event violates College policy, is disruptive, and/or damages occur, individuals and/or the organization found responsible will be referred for action under the Student Conduct Procedures.
Event Registration must begin at least two weeks prior to your organization’s event. It is recommend that Budget Requests be submitted at the same time, if not before, the submission of the Event Registration Form.

Meeting Requests must be submitted at least 48 hours prior to your organization’s meeting.
Using Virtual EMS to request a room and equipment for a Student Organization event

FIND THE CALENDAR
Open your browser and go to ems.kzoo.edu or from the Hornet Hive click on “Facilities Calendar”.

LOGIN
Move the cursor to the tab “User login” and click on “Log in”.

USER INFO
Enter your network username and password (the same password you use to login to the Hornet Hive).

MAKE A RESERVATION
Move the cursor to the tab “Reservations” and click on “Room Request (Stu Org Event)”.

WHEN AND WHERE
Select the start date (online reservations must be more than 2 weeks in advance). Enter the reservation start and end times as well as anticipated attendance. If you need to select multiple dates click on “recurrence”. There is not a way to book a reservation separate from the event time, so if your event starts at 7pm, and you need 2 hours of prep, start your reservation at 5pm.
**WHEN AND WHERE CONT’D**

Under “Facilities” you can select a single building to search or leave it open to all buildings.

**SETUP INFORMATION**

To ensure you find a space that will fit your group both of these fields are required. Enter your anticipated attendance and the type of seating that you would like. This does not request seating arrangements (that is done as part of Facilities Equipment later in the process); it is just a search tool.

**AVAILABILITY FILTERS**

If you need a certain room feature you can check the appropriate boxes under “features”. If you check more than one box it will only show rooms that meet both criteria, not either/or. You do not need to select a feature to proceed. When you have all you information entered correctly click on “Find Space”.

**LOCATION**

The field on the right will show you all the available spaces. Click on the plus sign next to a room to book that space.

**EVENT DETAILS**

Click on the tab “Details” and enter the event name and event type “Stu Org Event”.

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CUSTOMER DETAILS
Click on the “Customer” field. Select the Organization for which you are creating the reservation.

If no groups are available to you:
Click on the Magnifying glass, then click on the plus sign for all of the departments or offices for which you will be booking events scroll to the bottom and click on “Done”.

Next, select a person from the “First contact” field. If the person is not on the list you can manually enter the information using “(temporary contact)”. If you are entering a campus email account be sure to include “@kzoo.edu”.

CUSTOMER DETAILS
If your event requires funding of any type, you will need to complete a Student Commission Budget Form (available on the Stu Comm website) and attach it as a PDF.
If you are bringing in an outside speaker/performer/business as part of your event, you will need to complete a Contract Information Form (available on the OSI website) and attach it as a PDF.
NOTE: Your event will not advance in the process until the necessary forms are received.
STU ORG EVENT DETAILS
Before you can move forward you must select the OSI equipment that you need. If you don’t need equipment you must check “No Equipment Needed” before you can continue.

Complete the rest of the fields. Describe your event completely but concisely. You must complete all of the fields to complete the form.

NO MEDIA OR FACILITIES NEEDS
If you have no media or facilities needs, click on the yellow button “Submit” and you are done. Your meeting request will be sent directly to the VP for Student Commission for budget approval. If approved, your event will be reviewed by OSI. If approved by OSI your request will be sent to the booking manager of that facility. E-mail correspondence regarding confirmation or clarification will be sent to the person(s) identified as first contact and second contact, as well as the web user who created the reservation (you).

If you need to make any changes, please make sure you do so at least 24 hours in advance of your event and contact the appropriate offices (Security, Fac Man, Media, etc.) to make those changes.

If you reserved equipment from OSI, please visit the Union Desk from 2 pm- 12 am to check out any OSI Equipment. Equipment should be returned, clean, within 2 business days of your event, or your organization will incur cleaning fees and late charges. Questions about Stu Dev equipment rental can be directed to Christina Fritz, cfritz@kzoo.edu.

If you are picking up/checking out equipment from Media Services, please schedule a pickup time with the Media Desk at 269.337.7138 or kmedia@kzoo.edu.
ADDING MEDIA OR FACILITIES NEEDS
In Virtual EMS, Media and Facilities equipment are connected directly to the individual rooms. The equipment available for request will change depending upon the rooms you are trying to book. If you find that you are in need of equipment not available via the web please contact Media Services (kmedia@kzoo.edu) or Facilities Management (facmanworkorders@kzoo.edu).

MEDIA EQUIPMENT
If you would like to add media equipment to the reservation, click on the plus sign next to a category. “In Room Equipment” lists devices installed in the room, “Portable Equipment” lists devices provided by media services, and “Guest Equipment” lists portable devices brought by the presenter or group (laptops, iPads, etc).

Select the checkbox next to any device needed. You can also specify the quantity and add special instructions to certain items.

FACILITIES EQUIPMENT
Just like media equipment, select the checkbox next to any needed facilities equipment. A text box will appear for you to add instructions.

SUBMITTAL
After you have selected all of the media and facilities equipment needed click on the yellow button “Submit” and you are done. E-mail correspondence regarding confirmation or clarification will be sent to the person(s) identified as first contact and second contact, as well as the web user (you). Media and Facilities requests will automatically be forwarded to the correct departments, so you do not send a secondary request to those departments unless you make changes. The first and second contact(s) will be reached if there are any questions regarding your needs from either department.

If you are picking up/checking out equipment from Media Services, please schedule a pickup time with the Media Desk at 269.337.7138 or kmedia@kzoo.edu.

If you have any problems using the form or have any additions you would like to see contact Facilities Reservation (bookaroom@kzoo.edu).
Using Virtual EMS to request a room and equipment for a Student Organization meeting

**FIND THE CALENDAR**
Open your browser and go to ems.kzoo.edu or from the Hornet Hive click on “Facilities Calendar”.

**LOGIN**
Move the cursor to the tab “User login” and click on “Log in”.

**USER INFO**
Enter your network username and password (the same password you use to login to the Hornet Hive).

**MAKE A RESERVATION**
Move the cursor to the tab “Reservations” and click on “Room Request (Stu Org Meeting)”.

**WHEN AND WHERE**
Select the start date (online reservations must be more than 48 hours in advance). Enter the reservation start and end times as well as anticipated attendance. If you need to select multiple dates click on “recurrence”. There is not a way to book a reservation separate from the event time, so if your event starts at 7pm, and you need 2 hours of prep, start your reservation at 5pm.
WHEN AND WHERE CONT'D
Under “Facilities” you can select a single building to search or leave it open to all buildings.

SETUP INFORMATION
To ensure you find a space that will fit your group both of these fields are required. Enter your anticipated attendance and the type of seating that you would like. This does not request seating arrangements (that is done as part of Facilities Equipment later in the process); it is just a search tool.

AVAILABILITY FILTERS
If you need a certain room feature you can check the appropriate boxes under “features”. If you check more than one box it will only show rooms that meet both criteria, not either/or. You do not need to select a feature to proceed. When you have all you information entered correctly click on “Find Space”.

LOCATION
The field on the right will show you all the available spaces. Click on the plus sign next to a room to book that space.

EVENT DETAILS
Click on the tab “Details” and enter the event name and event type. For event type, you can only select an option from the menu. If you can’t find one that matches your exact type, pick one that most closely describes your event; if you feel your event needs a new type, contact Facilities Reservation.
CUSTOMER DETAILS
Click on the “Customer” field. Select the Organization for which you are creating the reservation.

If no groups are available to you:
Click on the Magnifying glass, then click on the plus sign for all of the departments or offices for which you will be booking events scroll to the bottom and click on “Done”.

Next, select a person from the “First contact” field. If the person is not on the list you can manually enter the information using “(temporary contact)”. If you are entering a campus email account be sure to include “@kzoo.edu”.

NO MEDIA OR FACILITIES NEEDS
If you have no media or facilities needs, click on the yellow button “Submit” and you are done. Your meeting request will be sent directly to Facilities Reservations for confirmation.
E-mail correspondence regarding confirmation or clarification will be send to the person(s) identified as first contact and second contact, as well as the web user who created the reservation (you).
ADDING MEDIA OR FACILITIES NEEDS

In Virtual EMS, Media and Facilities equipment are connected directly to the individual rooms. The equipment available for request will change depending upon the rooms you are trying to book. If you find that you are in need of equipment not available via the web please contact Media Services (kmedia@kzoo.edu) or Facilities Management (facmanworkorders@kzoo.edu).

MEDIA EQUIPMENT
If you would like to add media equipment to the reservation, click on the plus sign next to a category. "In Room Equipment" lists devices installed in the room, "Portable Equipment" lists devices provided by media services, and "Guest Equipment" lists portable devices brought by the presenter or group (laptops, iPads, etc).

Select the checkbox next to any device needed. You can also specify the quantity and add special instructions to certain items.

FACILITIES EQUIPMENT
Just like media equipment, select the checkbox next to any needed facilities equipment. A text box will appear for you to add instructions.

SUBMITTAL
After you have selected all of the media and facilities equipment needed click on the yellow button “Submit” and you are done. E-mail correspondence regarding confirmation or clarification will be sent to the person(s) identified as first contact and second contact, as well as the web user (you). Media and Facilities requests will automatically be forwarded to the correct departments, so you do not send a secondary request to those departments. The first and second contact(s) will be reached if there are any questions regarding your needs from either department.

If you have any problems using the form or have any additions you would like to see contact Facilities Reservation (bookaroom@kzoo.edu).
Residence Hall Lounge Reservations

The following is important information regarding the reservation and use of residence hall lounge spaces

1. Residence hall lounge spaces are reserved through the Event Registration Process but approval by the Area Coordinator who has oversight of a specific residence hall will be necessary:
   a. Laura Riegger (DeWaters, Harmon, Hoben), x7210, Laura.Riegger@kzoo.edu
   b. Jacob Lemon (Crissey, Trowbridge, Severn), x7210, Jacob.Lemon@kzoo.edu

2. Residence hall lounges available for possible reservation include:
   a. Crissey Hall Basement Lounge
   b. DeWaters Hall 1st Floor Lounge
   c. Harmon Hall Main Lounge
   d. Hoben Hall Main Lounge
   e. Severn Hall Basement Lounge
   f. Trowbridge Hall Main Lounge
   g. Trowbridge Basement Lounge
   *Residence hall TV area & TV usage reservations are generally not available. Those spaces and TV use are prioritized for the residents living in the particular hall.

3. Residential Life programs and activities hold first priority for the use of all lounge spaces. Therefore, spaces cannot be reserved for an entire quarter on a continuous basis (weekly group meetings, etc.).

4. The primary function of hall lounges is to provide a casual space for the building’s residents, fostering community building and an academic environment. As spontaneous/ unregistered gatherings in a space place limitations on that function of the space, the use of a lounge space without prior approval is prohibited. Additionally, Residential Life places a monthly limit the number of non-Residential Life events that take place in each lounge. This is also in an effort to keep the lounge space sufficiently available for hall residents’ use.
   *Please note: The Hoben Main Lounge is an extremely popular space and reservations quickly reach their limit for this space. Please plan accordingly.

5. After a student group reserves a residence hall space with an Area Coordinator, they must fill out the online Event Registration Form as they would for the use of any other space to officially register their event. The Area Coordinator will be contacted by The Office of Student Involvement to ensure the reservation for the residence hall space is approved. If the event is not approved through the Event Registration Process, the Area Coordinator will be contacted and the residence hall reservation will be cancelled.

6. For security reasons, events open to the general public may not be held in Residence Hall Lounges – only events for the Kalamazoo College community.

7. All Residential Life policies must be followed by any group using the lounge spaces. This includes, but is not limited to the alcohol policy, noise and quiet hours (11 p.m. Sunday- Thursday, 1 a.m. Friday and Saturday.), cooking, candles, pets, damage, etc. It is the responsibility of the group to be aware of and ensure that all College policies and procedures are being adhered to by all participants.

8. Per City of Kalamazoo Fire Code, the lounge capacities must be followed and can be found at the Kalamazoo College Security web site.
9. The group is responsible for all clean up associated with the use of residence hall lounges. This includes taking all trash outside to the designated dumpsters for each building. Any damage or extraordinary cleaning will be charged to the group and the group may lose the privilege of using residence hall spaces for an extended period of time.

10. Residential Life reserves the right to deny a request for the use of a residence hall space based on the possible disruption the activity may have on the residents living in the particular hall.
Building Usage Policies

Meeting Room Usage Guidelines

- The following meeting rooms are available for use in the Hicks Student Center:
  - Hicks 110
  - Hicks 111
  - Banquet Hall
- Hicks 110 and Hicks 111 will be available 24 hours a day during the academic year for general use (unreserved) if not previously reserved by another group.
- The Banquet Hall is available by reservation only.
- All rooms can be reserved via the following methods:
  - For student organizations- use the Event Registration Form as you would with any other meeting or event that can be found here: [https://portal.kzoo.edu/student/Lists/Event%20Registration/Public%20View.aspx](https://portal.kzoo.edu/student/Lists/Event%20Registration/Public%20View.aspx).
  - For all others- use the Facilities Reservation Form found here: [http://www.kzoo.edu/facres/](http://www.kzoo.edu/facres/)
- Rooms should be returned to default set-ups (diagrams are available and are posted in each room) and all materials and waste should be properly disposed of.
  - Failure to leave meeting rooms in good condition may result in revocation of future reservation privileges.
- Audio Visual equipment is available for use in each room.
  - Hicks 110 and 111 AV equipment does not require prior reservations. All cords needed to hook up equipment can be checked out from the Union Desk during their operating hours.
    - A VCR/DVD player is available upon prior request.
  - Banquet Hall AV equipment requires prior reservation through Media Services. Email kmedia@kzoo.edu to make arrangements/confirm details included on reservation forms.

Bissell Theater Usage Guidelines

- The Bissell Theater is available for general use during Union Desk operating hours (M-Th: 12 pm- 12 am; F-Su: 12 pm- 1am) unless already reserved by another group.
- The Bissell Theater can be reserved via the following methods:
  - For student organizations- use the Event Registration Form as you would with any other meeting or event that can be found here: [https://portal.kzoo.edu/student/Lists/Event%20Registration/Public%20View.aspx](https://portal.kzoo.edu/student/Lists/Event%20Registration/Public%20View.aspx).
  - For all others- use the Facilities Reservation Form found here: [http://www.kzoo.edu/facres/](http://www.kzoo.edu/facres/)
- The Bissell Theater should be returned to default set-up (diagram is available and is posted in the room) and all materials and waste should be properly disposed of.
  - Failure to leave Bissell Theater in good condition may result in revocation of future reservation privileges.
  - A remote control is available for check out from the Union Desk for use in the Bissell Theater.

Atrium Usage Guidelines

- Those wishing to use the Lower Atrium (across from the Mail Center) of the Hicks Student Center as an event space should contact the Office of Student Involvement to reserve.
The Office of Student Involvement will take the following characteristics in consideration before approving the request including:

- How the space will be utilized
- How the event traffic will impact normal building traffic, particularly at busier times
- What other events are taking place at or around the same time (Banquet Hall, Richardson Room, etc.)

- The Lower Atrium can be used for campus-wide events including:
  - Performances/Open Mics
  - Table Fairs
  - Interactive Events (crafts, game tournaments, etc.)
  - Others as determined by the group and the Office of Student Involvement
    - Dances will not be permitted in this space unless part of a larger event such as Zoo After Dark where other rooms/areas are being used as part of the event

- All other building policies and guidelines (furniture moving, return to default set-up, etc.) must be followed when using the Lower Atrium as event space.
- A planned layout must be submitted and approved by the Office of Student Involvement at least 3 days prior to the event.
  - All pedestrian pathways must be kept clear and accessible during events
- The group will be responsible for adhering to the planned layout and keeping pedestrian pathways clear.
- Equipment needs must be pre-arranged by the group and includes items such as tables, chairs, staging, sound, etc.
- The group will be responsible for all waste generated by their event and must dispose of it in the dumpster at the conclusion of the event.
- The Lower Atrium must be returned to the default set-up (diagram available at the Union Desk) at the conclusion of the event.
- Failure to follow all Atrium Usage Guidelines may result in the revocation of future Hicks Student Center building usage for group.

Barrett Living Room Usage Guidelines
- The Barrett Living Room is a general use, non-reservable space.
- Groups wishing to use the Barrett Living Room for scheduled events should contact the Office of Student Involvement for more information.
- As with all other spaces, the Barrett Living Room should be returned to default set-up (diagram available at the Union Desk) after use.

Richardson Room Usage Guidelines
- The Richardson Room is a general use, non-reservable space.
- Groups wishing to use the Richardson Room for schedule events should contact the Office of Student Involvement for more information.
- As with all other spaces, the Richardson Room should be returned to default set-up (diagram available at the Union Desk) after use.

Game Room Usage Guidelines
- The Game Room is a general use, non-reservable space.
• Game Room equipment can be checked out from the Union Desk during their regular operating hours (M-Th: 12 pm- 12 am; F-Su: 12 pm- 1am).
• Patrons are encouraged to report any equipment or furniture issues to the Union Desk staff immediately upon discovering them.

**Furniture Moving Guidelines**
• Prior approval must be received from the Office of Student Involvement before furniture is moved in the Hicks Student Center.
• All furniture must be picked up and carried to the new location. **It cannot be pushed or dragged.** Carts may be available to assist. The only exception would be furniture with built in wheels.
• For large events, a furniture moving plan including what pieces will be moved and where they will be moved to must be submitted to the Office of Student Involvement at least one week prior to the event.
• All groups and departments who move furniture will be responsible for returning all furniture to its original location.
• Groups and departments will be responsible for any damage caused to the furniture or the building.

**Decorations Guidelines**
• Only blue painter’s can be used to adhere items to surfaces in the Hicks Student Center.
  - No other types of tape or methods (push pins, etc.) can be used in the Hicks Student Center.
• No open flames are permitted.
• No fog or smoke machines can be used in the Hicks Student Center.
• Groups and departments will be responsible for any damage caused to the building during their event.

**Advertising Guidelines and Policies**

**Banner Reservation Policies and Procedures**
• There are five (5) reservable banner spaces in the Hicks Student Center.
  - Four (4) along the railing in front of the Richardson Room
    - Can be reserved for up to one (1) week at a time
  - One (1) in the Main Atrium Entrance
    - Can be reserved for **one (1) day only**
• Completed banners need to be submitted to the Office of Student Involvement no later than 4 pm on the day before the reservation begins.
  - The Office of Student Involvement will hang all banners. Banners **SHOULD NOT** be hung by a non-OSI staff member.
• Banners can be no larger than 6’ long and 3’ tall. Banners that are larger than these dimensions will not be hung.
• Banners must include the name of the sponsoring organization or department or they will not be hung.

*Questions about Banner Reservations should be directed to Penny Horne in the Student Development Office or phorne@kzoo.edu.*
Easel Display Reservation and Usage Guidelines

- There are two (2) reservable easel display locations in the Hicks Student Center.
  - One (1) on the west side of the Main Atrium near the top of the steps to the Lower Atrium.
    - Can be reserved for up to one (1) week at a time
  - One (1) on the east side of the Main Atrium near the Union Desk.
    - Can be reserved for up to one (1) week at a time
- Easels displays ARE NOT permitted in the center of the Main Atrium unless special permission has been granted by the Office of Student Involvement.
  - Any easels displays placed in the center of the Main Atrium will be removed if permission was not previously granted.
- Completed easel displays need to be submitted to the Office of Student Involvement no later than 4 pm on the day before the reservation begins.
  - The Office of Student Involvement will provide the easel for your reservation.
  - The Office of Student Involvement will place all reserved easel displays. Easels SHOUL D NOT be placed by a non- OSI staff member.
- Easel displays must include the name of the sponsoring organization or department or they will not be placed.

Questions about Easel Display Reservations should be directed to Penny Horne in the Student Development Office or phorne@kzoo.edu.

Tabling Policies and Procedures

- There are four (4) reservable table spaces in the Hicks Student Center.
  - Two (2) in front of the Game Room
  - Two (2) outside of Welles Dining Hall
- There is no cost for an on-campus department or organization to reserve table space as long as it is being used for College-related businesses.
- There is a fee of $50 per day (Or 20% of total profit for those who are selling products and merchandize) for off-campus groups or those on non-College related business (i.e. fundraising projects not related to an on-campus organization)
- Table reservations include a table and two chairs. If any there are no chairs or table when you arrive for your scheduled time, please visit the Student Development Office before 5 pm and the Union Desk after 5 pm to remedy the situation.
- DO NOT tape anything on the walls near your table. If you have items that need to be hung, please visit the Student Development Office (before 5 pm) or the Union Desk (after 12 pm) for assistance. We may be able to provide easels or other display options.
- Questions about Table Reservations should be directed to Penny Horne in the Student Development Office or phorne@kzoo.edu.

To reserve table space Contact Penny Horne at 269-337-7210 or phorne@kzoo.edu.
Facilities Access Information

Campus buildings are generally open during weekdays when the College is in session. All buildings are closed at specified hours during the week and usually closed on the weekend. Building closing hours are as follows:

- **Anderson Athletic Center**: Sunday-Thursday 12:00am; Friday 10:00pm; Saturday 6:00pm
- **Dewing Hall**: 5:00pm (Key card access 5:00pm to 12:00am)
- **Dow Science Building**: 5:00pm (Key card access 5:00pm to 12:00am)
- **Light Fine Arts Building**: 5:00pm (Key card access 5:00pm to 1:00am)
- **Hicks Student Center**: 12:00am (Key card access 12:00am to 7:00am) - 24 hour computer lab
- **Humphrey House**: 5:00pm
- **Mandelle Hall**: 5:00pm
- **Markin Racket Center**: Monday-Friday 10:00pm; Saturday 7:00pm; Sunday 10:00pm
- **Natatorium**: Open by schedule only
- **Olds/Upton Hall**: 5:00pm (Key card access 5:00pm to 12:00am)
- **Residence Halls**: Key card access 24 hours
- **Living/Learning Housing Units**: Key access 24 hours
- **Stetson Chapel**: Open by schedule only
- **Upjohn Library**: Sunday – Thursday 2:00am; Friday and Saturday 10:00pm

Security personnel make routine inspections of all College properties and assist in the closing of the structures. Students, upon request, are required to show their student identification. Additionally, students found in a restricted or unauthorized area shall be in violation of College policy. Compromising the security of any campus facility or tampering in any fashion with security measures (including, but not limited to propping doors, damaging or subverting alarms, windows, doors, screens, tampering with phones, discharging fire extinguishers or using alarmed doors except in cases of an emergency, etc.) is strictly forbidden and subject to the entire range of disciplinary sanctions available under the judicial policies of the College.
Fire Safety Policies and Procedures

Fire safety is a serious concern of the College. The following regulations and policies are designed to protect every individual in the College community from the threat of fire. All members of the College community are expected to understand and abide by these regulations.

Building/Room Capacities and Overcrowding: Overcrowding in a facility can be very dangerous in case of fire. Please abide by capacity restrictions and leave an area in an orderly fashion if asked to do so by a security guard attempting to eliminate the overcrowding.

The Kalamazoo Public Safety Department Fire Marshall has established the following building capacity limits.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ROOM</th>
<th>CAPACITY LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAC-Anderson Athletic Center</td>
<td>Gym</td>
<td>T/C : 1,289, N: 2,763</td>
</tr>
<tr>
<td>CRISSEY-Residence Hall</td>
<td>Basement Lounge</td>
<td>T/C : 188, N: 402</td>
</tr>
<tr>
<td>DEWATERS-Residence Hall</td>
<td>2nd Floor-West Lounge</td>
<td>T/C : 29, N: 63</td>
</tr>
<tr>
<td>FAB-Fine Arts Building</td>
<td>Dungeon Theatre</td>
<td>100</td>
</tr>
<tr>
<td>FAB-Fine Arts Building</td>
<td>Dalton Theatre</td>
<td>399</td>
</tr>
<tr>
<td>FAB-Fine Arts Building</td>
<td>Balch Playhouse</td>
<td>299</td>
</tr>
<tr>
<td>FAB-Fine Arts Building</td>
<td>Recital Hall</td>
<td>150</td>
</tr>
<tr>
<td>HARMON-Residence Hall</td>
<td>Full Lounge</td>
<td>T/C : 140, N: 300</td>
</tr>
<tr>
<td>HOBEN-Residence Hall</td>
<td>Full Lounge</td>
<td>T/C : 134, N: 286</td>
</tr>
<tr>
<td>MANDELL E</td>
<td>Olmsted Room</td>
<td>T/C : 54, N: 116</td>
</tr>
<tr>
<td>NATATORIUM</td>
<td>Pool</td>
<td>Bleachers 200</td>
</tr>
<tr>
<td>SEVERN-Residence Hall</td>
<td>Lounge</td>
<td>T/C : 104, N: 223</td>
</tr>
<tr>
<td>STETSON CHAPEL</td>
<td>Chapel</td>
<td>668</td>
</tr>
<tr>
<td>TROWBRIDGE-Residence Hall</td>
<td>Main Lounge-1st Floor</td>
<td>T/C : 45, N: 97</td>
</tr>
</tbody>
</table>

Cooking: Due to health, safety, and liability reasons, students may not cook meals in the residential system. However, in place of a board contract outside of the campus apartments or the Living/Learning Housing Units that are equipped for cooking.

False Alarms and Fire Extinguishers: Initiating a false alarm or discharging a fire extinguisher for other than a fire emergency is a violation of College policy.

Fire Drills: State law requires fire drills. The College conducts drills every quarter. Whenever a fire alarm sounds, persons are expected to leave the building quickly and in an orderly manner by the nearest exit. All windows and doors should be closed, but not locked. Persons may not reenter a building until instructed to do so. Those who fail to vacate buildings when an alarm sounds are first endangering themselves and others and secondly are in violation of state fire codes. As a minimum sanction, a fine of $50.00 may be imposed for failure to vacate a building.
Fire Exits. Posted building floor plans show fire exit routes and locations of fire extinguishers. Tampering with posted exits plans is prohibited. Fire exits or any emergency egress may not be blocked or tampered with in any fashion. Items, including furniture and bicycles, may not be stored in or near fire exits.

Fire Suppression/Sprinkler Systems. Attaching or hanging anything from any portion of a sprinkler system, including pipes and sprinkler heads, or activities that may damage or accidentally activate the system in any fashion (e.g., playing sports in a residence hall hallway) are strictly prohibited.

Fireworks and Explosives. The possession or use of fireworks or explosives on campus is strictly forbidden. See policy at: www.kzoo.edu/studev/socPol/weapons.html.

Open Flames. Open flames, including candles, are prohibited by the city fire code. Playing with fire in any manner, whether or not damage or injury occurs, is strictly forbidden.

Prohibited Items. A list of items prohibited for health or safety reasons in the residential system for safety reasons can be found at: www.kzoo.edu/reslife/policies/prohibited.html.

Smoking and Burning Incense. Smoking and burning incense (or other materials) is prohibited in all classroom, administrative, athletic, and residence buildings on campus. See the College’s smoking policy at: www.kzoo.edu/studev/socPol/smoking.html.

Tampering. Students may not tamper with the following, including but not limited to window screens, doors, locks, safety devices, smoke or fire detection devices, fire extinguishers, exit lights, pull stations, sprinkler/fire suppression systems (including sprinkler heads & control valves), electrical wiring, outlets, fixtures, plumbing, telephone, computer or TV cable. As a minimum sanction, a fine of $50.00 will be imposed for tampering or damaging any fire safety equipment or system.

Sanctions. Violators of any of the above policies and those who endanger others will be subject to the full range of sanctions available to the College, including, but not limited to fines, restitution (including repair and replacement), removal from the residential system, suspension and expulsion.
Contract Information

Any time your organization is planning to bring someone from off-campus to campus to perform a service of some kind, it will be necessary to have a contract created for those services. This includes those who have agreed to perform this service for free. Contracts are required because they protect both you and the College as well as ensure that you and the contractor are on the same page.

Examples of service providers that would require a contract include, but are not limited to:

- Speakers
- Bands
- Actors
- Dancers
- Other performers
- Specialty service providers (caricaturist, massage therapists, etc.)
- Rental equipment (inflatable attractions, rides, fun food items, etc.)

Important Information to keep in mind when discussing contracts with service providers:

- Kalamazoo College does NOT pay deposits on contracts.
- OSI will not sign outside contracts. Only Kalamazoo College issued contracts will be signed.
- Everything is negotiable. If you would like assistance with negotiating, please contact OSI.
- Travel expenses should be included in the contract amount. It is best to include any travel expenses (if necessary) in the contract amount and not to be reimbursing or booking travel for contractors.
- Contractors will not be paid prior to services being rendered. Checks MAY be available day-of the event, but that would require starting the contracting process more than 2 weeks prior. Additionally, the contract states that the College has 14 days to pay.

All contracts will be created by the Office of Student Involvement. To request the creation of a contract, please complete the Contract Information Form available on our website at: https://reason.kzoo.edu/studentactivities/stuorgs/contract/.

In addition to the contract, those service providers who are being paid will need to complete a Kalamazoo College New Vendor Form available on the Business Office’s Website at: https://reason.kzoo.edu/business/forms/.

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Timeline for ensuring the best event involving an outside contractor:

- At least 4 weeks prior to the event- Begin registration process on EMS to secure facilities
- At least 4 weeks prior to the event- Submit budget proposal to Student Commission
- After Budget Approved (at least 2 weeks prior to event)- Submit Contract Information Form (available on OSI website) to OSI
- After Contract Form is submitted- Check in with both contractor and OSI to ensure that all things are running smoothly
- After Event- Contact OSI to report back on your satisfaction with the contractor

If you would like assistance in the contracting process, with negotiating the contract, or would like information on market value for certain services, please contact OSI.
Collaborating with OSI

The Office of Student Involvement is excited to collaborate your organization on co-sponsoring an event. We have resources available to assist your organization in making a successful endeavor.

Your organization may choose to collaborate an event in:

- Game On, Tuesdays With..., Wind Down Wednesdays, First Fridays,
- Zoo Flicks, Zoo After Dark, and Beyond the Hive

OR you may choose to propose a new event on its own.

Guidelines for Co-Sponsorship

- The event must be open and advertised to all K College students.
- On-campus events are FREE and K College ID will be required for entry.
- Fees for students may be associated with Beyond the Hive trips.
- The event may NOT be a fundraising event.
- Contracts for all outside performers/vendors must come through the Office of Student Involvement, be College issued, and be signed by a designee of the College.
- A marketing plan including a timeline must be submitted to the Office of Student Involvement for approval at least 3 weeks prior to your event.
- All advertising for the event must be reviewed and approved by the Office of Student Involvement before being distributed.

Other than where pre-determined, budgets for events will be on a per event basis and may require that the co-sponsoring organization provide additional financial resources.

Your organization will be required to provide volunteers for set-up and tear down as well as during the event to assist with event management.

Other things to keep in mind

- Think beyond your group when planning your event. The events co-sponsored by OSI are open to the entire campus and should appeal to a wide audience.
- Your organization will be intimately involved in the planning and preparation for the co-sponsored event. Keeping lines of communication open will be extremely important through this process.
- Designating a contact person(s) who will be able to see the event through to the end is crucial to the success of the event.
- You are encouraged to form a promotion/marketing plan for your event beyond what the Office of Student Involvement will provide (as per the specific agreement). Be creative.
• Flexibility in scheduling may be needed. Though we hope to honor all co-sponsorship requests on the dates desired by the organization, we will be processing many requests and have other obligations to the College’s calendar that need to be kept in mind.
Frequently Asked Collaborative Partnership Questions

Why should we consider collaborate with OSI?

The OSI has many resources we can offer to help your group gain visibility and recruit new members. From financial resources to expertise in event planning, working with the OSI will be beneficial for all involved. Plus, our series programs are well established and have grown over the past few years. We enjoy collaborating with organizations because it brings new ideas to the table and attracts a new group of students who might not be familiar with our events and series.

What is expected of my group if we do a collaborative partnership?

It is expected that your group is intimately involved in the planning of the event with OSI. For example, choosing films and facilitating discussions after screenings for Tuesdays With..., to finding craft projects for Wind Down Wednesday events to planning an entire Zoo After Dark, we want to help YOUR group bring an event that is unique to our campus. To continue, we expect that after you turn in a collaborative partnership form, you communicate with us frequently as logistics are determined. We also expect that you are intimately involved in the running of the event, which means that you and several members are there to support the event and improve the quality of it. Additionally, we expect to receive an Event Evaluation Form within ten days of the event so we can see, in your words, how the event went and add that to our overall event assessment.

What are the ramifications if my group does not hold up our end of the agreement?

Failure to meet the expectations set forth in the Collaborative Partnership Agreement may mean that future co-sponsorship opportunities are not available for your group.

How will my group be involved in the process?

Ideally, your group will be very involved. We prefer that the organizations assist with all of the details of the event including menus (where food is involved), contacting outside performers, choosing films, coming up with craft project ideas, etc. These decisions may be discussed via email or at in-person meetings, but we prefer that at least one in-person meeting with multiple members of your group takes place prior to the event. For larger events (Zoo After Dark, for instance) this will be required.

What assessment is done for each event and will my group have access to that?

We have on-site Event Evaluations at almost all of our events. Those forms are collected and entered into a database shortly following the program. We also offer online surveys for larger events and have the ability to do them whenever we feel it necessary. If that is something your group is interested in, please let us know.

Additionally, for events where swipers are used, we have the ability to run data reports and look at the demographics of who attended the event. We are happy to share information from both of those tools if requested. We also have our on-site Event Staff evaluate each program from a planning standpoint, and require that all groups co-sponsoring with us to complete an Event Evaluation Form so we have a sense of how YOU feel it went.
**Why do we need to be flexible in our scheduling?**

With 60+ groups and only 30 weeks to the year, there will be times when multiple groups will be interested in the same date for a co-sponsorship. If your group is flexible, that will allow us to work with the maximum amount of groups.

If your group is interested in a specific date for a specific reason (it is a holiday your group would like to commemorate, it ties in with other events your group if sponsoring, etc.) please specify that on your form as well as connect with the OSI team member responsible for the series in person to express that interest.

**We will operate on a first-come, first-served basis with dates in regards to co-sponsorships and the first completed Co-Sponsorship Agreement that we receive will get the date requested.**

**Do I need to register my event through the online Event Registration System?**

No. Since the OSI will be working with you on the planning and implementation of this event, you will not need to register it separately through the system. Turning in a completed Co-Sponsorship Agreement for the event will suffice.

**What if I have an idea for an event that doesn’t fit into any of the existing series?**

Not a problem! We would love to hear your idea. We have a general Co-Sponsorship Agreement that is not attached to a particular series. Fill that out and be sure to follow up with one of the OSI team members in person about your idea. Soon!

**How will this event be paid for?**

As indicated on each form, OSI will cover many, if not all of the expenses for your event. However, if the budget for your event is beyond what is available, you make opt to apply to Student Commission, if your organization is eligible, for the balance of the funding.

**Contact Information for OSI Series :**

- GameOn@kzoo.edu (OSI Interns)
- TuesdaysWith@kzoo.edu (Mark Campbell)
- WindDownWednesdays@kzoo.edu (OSI Interns)
- StressFreeZone@kzoo.edu (Adriana Jarquin)
- FirstFridays@kzoo.edu (OSI Interns)
- ZooFlicks@kzoo.edu (Tyler Hall)
- ZooAfterDark@kzoo.edu (Kate Yancho)
- BeyondTheHive@kzoo.edu (Kate Yancho)
Food at Events

Food is a great way to enhance an event!
And, we want to help you make that happen.
Below is some important information and guidelines on having food on campus.

Guidelines

- Events held in the Hicks Student Center must be catered by Catering Services.
- Events held in other campus locations may be catered by off-campus catering services.
- Only commercially prepared food can be widely distributed on-campus.
  - Food prepared at home is not commercially prepared and therefore cannot be widely distributed on-campus.
  - Distribution of food at on-campus events constitutes wide distribution and therefore must be commercially prepared.
- Bake Sales are discouraged and must adhere to the above guidelines if done on campus.
  - Home prepared goods cannot be sold in Bake Sales.
  - All items sold must be commercially prepared. Those items can include:
    - Bakery goods (donuts, cookies, cupcakes, brownies, etc.) purchased at a local bakery
    - Candy bars
    - Pre-packaged snacks (chips, cereal treats, etc.)
- Potlucks must also adhere to the guidelines above.

Student Organizations are responsible for cleaning up all food items (food, plates, napkins, cups, etc.) following an event OR meeting with food.
Failure to do so may result in restricted event registration privileges.

Catering Information

Catering Services is the on-campus catering office. They can be reached at 269-337-5811. Their office is located in the Hicks Student Center on the west end of the building past the Health and Counseling Centers.

We strongly recommend that student organizations contact Catering Services before contacting any other caterers. They are very willing to work with you on developing new menus and working within your budget. Additionally, Catering Services is often able to provide additional service to on-campus groups that off-campus caterer are not, which improves events and helps make things run smoothly.
Security Information

When planning your authorized student event it is important that the event organizers follow the guidelines below for events requiring security.

Request for security must be made **AT LEAST TWO WEEKS** in advance of the program. The Event organizer must contact the Director of Security and discuss the content of the program by calling 337-7321 or visiting the Security office located in Hicks room 138.

Cost for each security officer 2012/2013 Monday-Saturday $27.50/hour.

Cost for each security officer 2012/2013 Sunday $37.00/hour.

Security is required to report ½ hour prior to the event and remain ½ hour after the event. This time will be added to the event charge.

On the night of the event (before the event begins), the organizer should make contact with the security officer assigned, to discuss any particular issues surrounding the event.

Indoor events must comply with building occupant capacity restrictions. (Contact the Director of Security at 337-7321 for capacity information.)

Outside events must comply with city sound ordinances. (Contact the Director of Security at 337-7321 for city sound ordinances.) Music events found to be in violation of the city ordinance may be shut down by Kalamazoo Department of Public Safety.

Disorderly conduct will not be condoned and persons responsible will be asked to leave and may face Honor System violation charges.

Alcohol violations at alcohol free events will be strictly enforced.

A student organization has the option of requesting Security officers for any event if they feel it is necessary. The organization will be responsible for all associated charges.

**A student organization should plan on having Security officers present at their event if:**
- The event is open to the public
- The organizers are expecting more than 100 people at their event
- The event takes place after 12:00 am
- The event presents material that is potentially controversial

9/2009
Public Performance Rights (PPR) are serious business.
Below you will find information about PPR and how they affect you in your programming as a student organization.

What The Law Says about Public Performance Rights (PPR)

The Federal Copyright Act governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition. This legal copyright compliance requirement applies to colleges and universities as well as to public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal, state or local agency is involved. The movie studios who own the copyrights, and their agents, are the only parties who are authorized to license sites such as colleges and universities. No other group or person has the right to exhibit or license exhibitions of copyrighted movies. Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showings in schools or in any site which is not properly licensed.

What Defines A “Public Performance?”

The concept of “public performance” is central to copyright, and is the main issue of protection for these intellectual properties. Title 17, Section 101 of U.S. Code outlines that showing a work publicly means “to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.” Showing a movie in a residential living space lobby, lounge or hallway would be considered a public performance and requires a license to be legal. The Code allows for use of copyrighted works within the home. The home is generally defined as a family unit with a reasonable exception for friends. Home use is tied to the primary “family” unit which generally means household. For use outside the home, there is only one licensing exemption allowed for within the Code. That exemption is commonly referred to as the “Educational Exemption.”

What The “Educational Exemption” Means

Groups using the exemption must be primarily and directly engaged in instruction and must meet all six provisions to qualify for the exemption.
1. Must be from legitimate copies. This means the video cannot be recorded off TV or be an unauthorized copy of a video.
2. Must be part of the “systematic course of instruction.” Simply put, it must be part of the syllabus and must directly apply to the purpose of the course. An English teacher working on a Shakespeare curriculum showing HAMLET would clearly meet this and would need no explanation. -A Biology teacher choosing to show JURASSIC PARK would need to be using it in conjunction with a lesson plan on a topic such as Cloning, Genetics, Chaos Theory, etc. Point being. There must be an obvious reason why the film is being used.
3. Must be shown by instructors or pupils.
4. Must be shown in a classroom or other place devoted to instruction.
5. Must be part of a nonprofit education institution.
6. Must be limited to attendance by instructors, registered pupils, and guest lecturers.

Common Misconceptions About Using A Movie

MYTH: The lounge is our living room; therefore, it counts as our home.
FACT: A student’s living space is defined as the space behind their locked door (i.e., room, suite, apartment) and does not include common areas such as a lounge.
MYTH: My program is educational; therefore, I qualify for the Educational Exemption.

FACT: The Educational Exemption is only for use in classroom situations as part of an established lesson plan.

Copyright Infringers Can Be Prosecuted

The Motion Picture Association of America (MPAA) and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances, file sharing, illegal downloading, etc. The studios will go to court to ensure their copyrights are not violated. To avoid the possibility of embarrassing publicity, consult Kalamazoo College Media Services if you are uncertain about your responsibilities under copyright law. Some consequences of Copyright Infringement are: Job Loss, Disciplinary Action, $250,000 Fine, Imprisonment, and/or an Unpleasant Conversation with College President. The bottom line is: When in doubt, don’t do it! It’s not worth the risk to you or your institution.

Why We use Swank to purchase PPR Licenses

For nearly 70 years, Swank Motion Pictures, Inc. has been the exclusive licensed provider of nearly all major Hollywood movies for rentals and licenses in many non-theatrical areas. These areas include public libraries, public schools, colleges, hospitals, cruise ships, correctional facilities, etc. Swank has been appointed by most major studios to provide licenses for the use of their movies. Studios represented by Swank make their movies available for Public Performance exhibition via group settings and closed-circuit campus channels. Kalamazoo College Media Services would be happy to work with Swank on your behalf to help you research titles for use in your programming efforts and assistance in making your program as successful as possible.

PPR That the College Owns

Kalamazoo College does hold blanket public performances rights for some films, most of an educational nature. This list can be found by searching “public performance rights” (in quotation marks) on the online Library Catalog.

For complete guidelines regarding the k-college video use policy please see the information at this link: https://reason.kzoo.edu/is/video/
Information Services

Information Services (IS) consists of:
- Technical, Media and Web Services
- Library

Mission: to provide and promote services and resources necessary to meet the scholarly, informational and instructional needs of the students, faculty and staff.

Computer Questions

The Help Desk can assist you with passwords (KNET and ARO), creating distribution lists and listservs, wired and wireless network connections, virus protection, and Resnet registration. The Help Desk is also the first point of contact for assistance with college-owned and maintained computer systems. We can try to troubleshoot problems with your personal equipment, but for major software/hardware repairs, we will refer you to local computer repair businesses.
- First Floor of the Library (Rm 117)
- 337-5800
- helpdesk@kzoo.edu
- Online assistance: reason.kzoo.edu/is
- Hours: Monday – Friday 8 a.m. – 5 p.m.

Media Services

To make media reservations for campus events, please call 337-7138, stop by the media desk in person, or email us at: kmedia@kzoo.edu and kindly provide at least 24 hours in advance of your event. Our office is open M-F 8a – 5p. However, it is also important to remember that media requests for events occurring in the evening or on weekends after the media office is closed must be made no later than noon on the day they will occur (and by noon on Friday for the weekend).

Media Equipment & Services

- scanners
- equipment for classroom use or projects
- color prints
- video project
- audio recording
- web publishing

- First Floor of the Library
- 337-7138
- Hours: Monday – Friday 8 a.m. – 5 p.m.

- Audio Studio 337-7138 audiostudio@kzoo.edu
- Graphic Production/Printing 337-7137 graphics@kzoo.edu
- Media Reservations 337-7138 kmedia@kzoo.edu
- Video Production Studio 337-7245 production@kzoo.edu
- Web Services 337-5800 webservices@kzoo.edu
Due to the new Student Activity Fee, there are no longer charges associated with use of Media Equipment.

Below is a list of equipment that is available for your use.

To reserve this equipment:
Call 337-7138, stop by the Media Desk in person, or email us at: kmedia@kzoo.edu and kindly provide at least 24 hours in advance of your event.
Our office is open M-F 8a – 5p.

However, it is also important to remember that media requests for events occurring in the evening or on weekends after the media office is closed must be made no later than noon on the day they will occur (and by noon on Friday for the weekend).

Equipment available for checkout includes:
- CD/Cassette Player
- Collapsible Stand or Cart
- Data Projector
- Digital Voice Recorder
- Document Camera
- DVD/VHS Player
- Easel/flipchart/markers
- PC Speakers
- Screen
- Slide Projector
- Transparency Projector
- Windows or Mac Laptop

Sound System 2
Fender Passport PD-150

Specs:
2 - Speakers, 75w per speaker
3 - Mic or Line Inputs
1 - RCA Stereo Input
1 - RCA Stereo Output

Accessories:
2 -1/4 inch speaker cables
1 - Fender Mic (Mic clip in bag)
1 – 1/8 inch to RCA Stereo cable
1 - XLR cable
1 - Power cable
**Sound System 3**  
Fender Passport PD-250 plus

- 1 - RCA Stereo Output  
- 1 - CD player

**Accessories:**  
- 2 - ¼ inch speaker cables  
- 1 - Fender Mic (Mic clip in bag)  
  - 1 - XLR cable  
  - 1 - Power cable

**Specs:**  
- 2 - Speakers, 125w per speaker  
- 1 - Monitor Output  
- 4 - Mic or Line Inputs  
- 1 - RCA Stereo Input

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**Carvin Sound System**  
Yamaha EMX 312sc Powered Mixer

**Specs:**  
- 2 – Speakers, 300w per speaker  
- 1 - Monitor Output  
- 6 - Mic or Line Inputs  
- 2 - Mic or RCA Stereo Inputs  
- 1 - RCA Stereo Output

**Accessories:**  
- 2 – 100 ft. ¼ inch speaker cables  
- 1 – Shure sm58 Mic  
- 1 - XLR cable  
- 1 - Power cable
Peavey Sound System
EV 61 PMX Powered Mixer

Specs:
- 2 – Speakers, 150w per speaker
- 1 - Monitor Output
- 6 - Mic or Line Inputs
- 1 - RCA Stereo Input

Accessories:
- 2 – 50 ft. ¼ inch speaker cables
- 1 – Audio-Technica ST90 Mic
- 1 - XLR cable
- 1 - Power cable

Other Accessories

- 2 – Speaker Stands (for Sound System 2 or 3 only)
- 6 – Mic Stands (3 Straight, 3 Boom)
- 6 – Mics
- 10 – XLR Cables
- 3 – Instrument Cables
- 2 – Speaker Cables
- 1 – Extension Speak Cable
- 1 – XLR to ¼ inch Adapter
- 1 – RCA to ¼ inch Adapter
- 1 – Power Strip
- 2 – 50 ft. Extension Cords

*** Student is responsible for anything they check out
*** After hours equipment return may be scheduled when student picks up equipment
The Office of Student Involvement has equipment that is available for student organizations to check out for meetings and events.

The following equipment is available for check out:

- Cotton Candy Machine ($0.25 per person)
- Karaoke Machine (FREE)
- Popcorn Machine ($0.25 per person)
- Sno Cone Machine ($0.20 per person)

**How-To Reserve and Checkout Any of the Above Items:**

1. Visit the friendly Union Desk Specialist at the Union Desk during our regular hours (Monday-Thursday: 12 pm-12 am; Friday-Sunday: 12 pm-1 am) to reserve the machine you are interested in.
2. On the day of your reservation, return to the Union Desk and complete the *Equipment Reservation Contract* (example available on the pg. 93). Be sure to have your Stu Org account number with you at this time.
3. The Union Desk Specialist will escort you to the closet where machines are kept and give you a lesson on how to operate the machine. Operating Instructions are also included along with a blank copy of the *Equipment Reservation Contract* for each machine.
4. Take the machine (some take more than one person to transport) to your event.
5. During the event, be sure to follow all operating instructions and handle the equipment with care.
6. Before returning the machine to the Union Desk, be sure to clean it thoroughly, as instructed on the Operating Instructions. Failure to do so will result in an additional charge of $25 to your organization.
7. Return the machine to the Union Desk and initial your *Equipment Reservation Contract*.

**Additional Items available for borrowing:**

- Beverage Coolers
- Carnival Games
- Family Size Ice Coolers
- Pop-up Tent
- Video Game Systems (for use in Hicks ONLY)

To borrow any of these items, contact Christina Fritz at kate.yancho@kzoo.edu.
Campus Contacts

Arcus Center for Social Justice Leadership: For information on grants and other projects through the ACSJL:
- Mia Henry- 337-7397- Mia.Henry@kzoo.edu

Business Office: For questions about already submitted check requests or purchase orders, see:
- BusinessOffice@kzoo.edu or stop by the Business Office (Mandelle Hall) in person.

Facilities Management: For questions regarding facilities on campus, talk to:
- Denean Pomeroy (Work Orders, Campus Vehicles, Electricity, Other Questions)-337-7308 Denean.Pomeroy@kzoo.edu
- Victor Garcia (Outdoor Events Questions) - 337-7314 Victor.Garcia@kzoo.edu
- Rob Townsend (Recycling/Waste Questions) – 337-7254- Robert.Townsend@kzoo.edu

Facilities Reservations: Direct inquiries regarding facilities reservations, capacities, etc. to these folk:
- Carol Kennedy (General Reservations, Dalton & Fine Arts Reservations)- 337-7047- Carol.Kennedy@kzoo.edu
- Dana Jansma (Crissey, Trowbridge Reservations)- 337-7210 – Dana.Jansma@kzoo.edu
- Laura Riegger (DeWaters, Harmon, Severn, Hoben Reservations)- 337-7210- Laura.Riegger@kzoo.edu
- Christina Fritz (Living Learning Houses Reservations)-337-7210- Adam.Kubiak@kzoo.edu
- Eric Dougal (Anderson Athletic Center)- 337-5804- Eric.Dougal@kzoo.edu

Information Services: For all your media concerns, contact the following:
- Help Desk (Listserv and Distribution List Questions)- 337-5800- helpdesk@kzoo.edu
- Media Services (Media Reservations/Questions)- 337-7138- Kmedia@kzoo.edu
- Carolyn Zinn (REASON Website Questions)- 337-5761- Carolyn.Zinn@kzoo.edu

Library: For library related issues, talk to:
- Stacy Nowicki- 337-5750- Stacy.Nowicki@kzoo.edu

Mail and Copy Center: For concerns regarding mailings, copies, package pickup, etc.:
- Carol Cowper -337-7252- Carol.Cowper@kzoo.edu
- Deb Stevens- 337-7253- Debra.Stevens@kzoo.edu

Security: Any concerns about an upcoming event or to book Security Officers, see:
- Eric Wimbley- 337-7321- Eric.Wimbley@kzoo.edu

Student Commission: The voice of the student body, contact these folks with your concerns or questions on budgets:
- Amanda Johnson (Finance Director)- Amanda.Johnson13@kzoo.edu
- Cameron Goodall (President)- Cameron.Goodall11@kzoo.edu

Office of Student Involvement: For all other questions, concerns, etc. see the Student Involvement team:
- Brian Dietz (Director of Student Involvement)- 337-7210- Brian.Dietz@kzoo.edu
- Penny Horne (Administrative Coordinator)- 337-7210- Penny.Horne@kzoo.edu
- Kate Yancho (Assistant Director of Student Involvement) – 337-7210- Kate.Yancho@kzoo.edu
- Mark Campbell II (Graduate Assistant-Office of Student Involvement)- 337-7210- Mark.Campbell@kzoo.edu
- Tyler Hall (Graduate Assistant-Office of Student Involvement)- 337-7210- Tyler.Hall@kzoo.edu
Campus Posting Policy

"To enhance our community, we accept responsibility for its social well-being. We commit ourselves to treat with respect those with whom we differ, to recognize the rights held by others, and resolve conflicts. Expressions of prejudgment and prejudice are contrary to this mutual respect and prevent the fostering of community." --Kalamazoo College Honor System

- All posted signs must be stamped by the Office of Student Development.
- Student organization sponsored events cannot be stamped until the corresponding event has been approved by the Office of Student Involvement.
- Each of us must take responsibility for our oral and written communication. Therefore, all posted signs must bear the signature of an individual, College office or College organization.
- All posted signs must include the date of posting and will be removed one week after the posting date or immediately following the announced event.
- The Honor System also calls upon us to protect our physical environment. Therefore, signs may be posted only on general use bulletin boards, tack boards, and specifically designated wall space. Signs will be removed from all other locations.
- Messages written on campus buildings with chalk, paint, pen, pencil, crayon, etc. or on any College property with indelible substances will be treated as vandalism and subject to appropriate College disciplinary procedures or referral for criminal proceedings.
- Chalk may only be used on outdoor, horizontal, poured concrete surfaces and may not be used within 10 feet of an entrance to any building on campus.
- Items posted in residence halls must adhere to the above guidelines, and may only be posted on approved general posting bulletin boards located near the entrance doors in the residence halls.
- Postings on office and residence hall room doors must also adhere to the above guidelines and must be at the permission of the occupant of the office or room.
- Items posted in all other locations within or outside of residence halls, including but not limited to windows, hallways, stairwells, and doors, will be removed and recycled.

Signs which violate any of these regulations will be removed.

Complaints about the content of signs should be directed to the individuals or organizations identified on the sign. If this process cannot resolve the concern, a complaint may be filed through the regular judicial process.

Revised: December 6, 2012

Posting Approval Procedures

- To have your item approved for posting, please visit the Student Development Office Monday-Friday between 8 am and 5 pm.
- All posted material must include:
  - Name of the sponsoring individual, office or organization.
  - Date of the event
- Postings related to student organization events will not be stamped until the corresponding event has been approved through the Student Organization Event Registration System.
- Approved items do not require an original stamp.
- The sponsoring individual, office, or organization is responsible for posting the approved item on campus and adhering to the guidelines on approved posting locations outlined in the Posting Policy.
Approved Posting Locations

The following are the locations of bulletin boards where student organizations can post posters. Note that all posters must be stamped by Student Development. Please do not post posters anywhere other than public bulletin boards.

Hicks:
- Wall across from work room
- Across from Bissell Theater
- Outside 24/7 Computer Lab
- One on Lower level outside elevator

Olds Upton:
- Quad entrance, left wall
- Between third and fourth floors in stairwell
- Entrance across from Harmon, left wall

Library:
- DO NOT post in library restrooms
- Outside of Biggby
- 3rd floor, across from elevator

FAB:
- Far right entrance, front wall in stairwell
- Far left entrance, front wall in stairwell

Dow:
- 2nd floor directly in front of entrance across from FAB
- 3rd floor, left down hall on right wall from entrance across from FAB

Dewing:
- In the stairwells of most floors and landings
- Academy entrance
- Entrance near Chapel

There are also boards in most Residence Halls near the entrances.
Reservations

Reserve your vehicles as far in advance as possible, you can make the reservation by filling out the Vehicle Reservation Form (which can be found here: https://reason.kzoo.edu/facman/collegevehicles/form/). We have 5 passenger cars, 7 passenger minivans, 12 passenger vans, and a bus in our fleet. We will also rent from a local agency when fleet vehicles are not available. Types of vehicles that are available through the rental agency are Sedans ($36 day), and 12 Passenger vans ($90 day). When using a rental vehicle your department will be charged the actual amount from the rental company so return properly to avoid extra charges. Please cancel your reservation if the vehicle is not needed, if it is not cancelled beforehand, your account will be charged the rental fee plus an extra $25.

You must be an authorized driver to be able to use fleet vehicles, to start the process see become an authorized driver.

Keys may be picked up at the Facilities Management Office between 7:00 a.m. and 4:00 p.m., Monday through Friday. The authorized driver must pick up the keys, if more than one vehicle is being used each individual driver must pickup keys. If you are using a vehicle on the weekend, be sure to pick up the keys by 4:00 p.m. on Friday.

Drivers

In order to reserve a vehicle all drivers must meet the following guidelines:

- Be at least 18 years of age to drive a College car or mini van, and at least 21 years old to drive a 12-passenger van.
- Possess a valid driver’s license from one of the 50 states.

For cars and minivan certification you will need to undergo a Department of Motor Vehicles screen by submitting name, date-of-birth, and driver’s license number (and state, if not Michigan), to Julie Lewandowski in the Human Resources office. Currently certified drivers will be screened at least annually.

For 12 passenger van certification you must submit driving record, take an online test at Facilities Management at 337-7308, and then schedule a driving test with Security either at 337-7321 or via email at security@kzoo.edu. All requirements must be met before we can issue the keys. Please note the driving test through security is done once a month so schedule accordingly.

Students can have no moving violations and Faculty/Staff can have no more than two moving violations during the last three years, no convictions for driving under the influence of alcohol or controlled substances during the last five (5) years, and no convictions for serious infractions such as reckless driving, leaving the scene of the an accident, or fleeing a police officer, during the last five (5) years.

Note: Facilities Management has the right to deny driving privilege if a driving record consists of numerous violations in any given time period.
Fees

Minimum daily rate:

- Cars – first day: $15 with 30 miles, over mileage billable at .30 cents a mile with a maximum charge of $30.
- Mini vans - first day: $20 with 30 miles, overage mileage billable at .30 cents a mile with a maximum charge of $50.
- Vans – first day: $25 with 30 miles, over mileage billable at .45 cents a mile with a maximum charge of $80.

Consecutive daily rate:

- Cars – $30 per day with unlimited mileage
- Mini vans - $50 per day with unlimited mileage
- Vans – $80 per day with unlimited mileage

The vehicles should be full of gas when you pick them up (please note on mileage slip if they aren't) and full when you return them or your account will be charged a $30 fee and the cost of the gas to fill it up.

If a vehicle is left in state that it needs to be cleaned after your use, a $25.00 cleaning fee will be charged to your account.

Traffic Violations and Accidents

Each individual driver is responsible for any traffic violations (and related costs) incurred while using the vehicle. All accidents with a college vehicle must be reported to the police. Please give the police report to Facilities Management. There is a $500 deductible on the college’s insurance, the department/organization will be charged for the deductible.

The use of a college vehicle may be denied or cancelled in the event of adverse weather and/or unsafe road conditions.

https://reason.kzoo.edu/facman/collegevehicles/
1/2012
In an effort to support college activities, Kalamazoo College owns and maintains a fleet of vehicles of various types, and frequently rents or charters other vehicles as well. The College is committed to ensuring the safety of faculty, staff and students and to protecting the vehicles involved in College sponsored trips.

TRANSPORTATION SAFETY PROCEDURES

The Transportation Safety Program at Kalamazoo College is designed to protect drivers, passenger, surround people and property, as well as vehicles, when activities of Kalamazoo College require transportation. The program institutes procedures for the following:

I. Vehicle Type
   II. Vehicle Usage and Reservations Policy
   III. Trip and Route Safety Policy
   IV. Driving Time Limits Policy
   V. Collisions and Mechanical Failure Reporting Policy

I. Vehicle Types
   A. Types of Vehicles
      The College owns several types of fleet vehicles. In addition, other types of vehicles are covered in this Transportation Safety Policy:
      1. Class I vehicles are any vehicles designed as a pickup truck, sedan or minivan, with a gross vehicle weight under 10,000 lbs.
      2. Class II vehicles are any light duty truck or cargo van designed primarily for cargo, not passengers, with a gross vehicle weight over 10,000 lbs, whose driver does not need a Commercial Driver’s License. These vehicles typically are larger, heavier and more unstable than Class I vehicles, with a wider turning radius and lengthy stopping distances required when loaded.
      3. Class III vehicles are any vehicles designed to carry up to 12 passengers, but whose driver is not required to have a Commercial Driver’s License. These vehicles are larger, heavier, and more unstable than Class I vehicles, with a wider turning radius and lengthy stopping distances required when loaded. Most collisions with this type of vehicle occur when a driver swerves suddenly or is backing up.
      4. Class IV vehicles are any vehicles which require the driver to have a Commercial Driver’s License (large trucks, buses, etc.), or have passenger accommodations for 16 or more persons.
      5. Rented vehicles are considered fleet vehicles. Driver qualifications apply based on one of the Class I-IV designations above. All other transportation policies apply as appropriate.
      6. Bus services: The College maintains a 47 passenger bus that is used primarily for athletic events. The College will periodically rent additional buses as needed. Requests for either the "K" College bus or for charted buses should be made through the Facilities Management Office.

   B. Vehicle Acquisition Maintenance
      1. The Facilities Management Office is responsible for purchases of all new or used vehicles, as well as the rental of all vehicles. No department or student group may obtain a vehicle without approval of Facilities Management.
      2. Safety features as well as carbon footprint impact will be considered in the purchase of both new and used vehicles.
      3. Facilities Management is responsible for the maintenance of all College-owned vehicles.
      4. The Business Office maintains a centralized list of all vehicles owned by Kalamazoo College.
      5. In the normal rotation of the fleet, periodically the College will allow employees, their immediate family members, and retirees to bid on and purchase fleet vehicles.

II. Vehicle Usage and Reservation Policy
   A. Vehicle Availability
      1. College-owned vehicles are available for use by College Departments, or registered Student Organizations. College-owned or rented vehicles are not to be used for personal use.
2. All student organizations are required to use either a college owned vehicle, or a vehicle rented from Enterprise. All transportation requests must be endorsed by the sponsoring Department Head.

3. Personal vehicles are not considered part of the College fleet. The College discourages the usage of personally owned vehicles as transportation for official College functions. Every effort should be made to use College or rented vehicles for College business. However, there may be times in which usage of a personal vehicle is appropriate, due to weather conditions, availability of a college vehicles, or due to the close proximity of a College event. Under these conditions, the College’s insurance will not cover personal damage to privately owned vehicles, and personal vehicle insurance will need to be the primary level of coverage.

B. Usage Priorities

1. Regular daily Departmental use: A small percentage of the fleet is reserved for regular use by certain Departments to which appropriate vehicles are assigned. These vehicles are not normally available for use by other Departments. However, all other transportation policies, including driver training requirements, the use of trailers and hitches, seat belts, and cargo stowage still apply to these vehicles at all times. The designated Department supervisor must approve any off-campus or non-normal use of these vehicles (going to lunch off-campus, etc).

C. Reserving vehicles

College vehicles are reserved on a first come first served basis. All reservations are made through the Facilities Management Office, including reservations for rented vehicles. The process for reserving a vehicle is as follows:

1. All Departments and Student Groups reserving College-owned vehicles, or renting vehicles, are required to complete the on-line Vehicle Registration Form [https://reason.kzoo.edu/facman/collegevehicles/form/](https://reason.kzoo.edu/facman/collegevehicles/form/). This form must be completed and submitted to the Facilities Management Office a minimum of five (5) business days prior to the scheduled trip.

2. In order to reserve a vehicle all drivers must meet the following guidelines:
   a) Be at least 18 years of age to drive a College car or mini van, or be at least 21 years old to drive a 12-passenger van.
   b) Possess a valid driver’s license from one of the 50 states.
   c) Undergo a Department of Motor Vehicles screen by submitting name, date-of-birth, and driver’s license number (and state, if not Michigan), to the Facilities Management Office. Currently certified drivers will be screened at least annually.
   d) During the last three (3) years students can have no moving violations and Faculty/Staff can have no more than two moving violations, no convictions for driving under the influence of alcohol or controlled substances during the last five (5) years, and no convictions for serious infractions such as reckless driving, leaving the scene of an accident, or fleeing a police officer, during the last five (5) years.
   
   Note: Facilities Management has the right to deny driving privilege if a driving record consists of numerous violations in any given time period.
   e) For usage of College or rented vans, all drivers (employees and students) must complete an online training course available at Facilities Management.

   Note: All student drivers reserving College vans or rented vans must complete both an online training course as well as an on-the-road training program scheduled through Security (check Security website for list of scheduled training times).
   f) Keys and mileage forms should be picked up at the Facilities Management Office between 7:00 A.M. and 4:00 P.M., Monday through Friday. Vehicles must be picked up prior to 4 P.M. on Friday if scheduled for usage on the weekend.

D. Usage Costs

Fees charged to Departments or to Student Groups will be reevaluated on a yearly basis. The College reserves the right to modify fees as necessary.

1. Mileage rate:
   a) Minimum daily rate:
      - Cars - first day: $15 with 30 miles, over mileage billable at .30 cents a mile with a maximum charge of $30.
      - Mini van - first day: $20 with 30 miles, over mileage billable at .30 cents a mile with a maximum charge $50.
      - Vans - first day: $15 with 30 miles, over mileage billable at .45 cents a mile with a maximum charge of $80.
   b) Consecutive daily rate:
      - Cars - $30 per day with unlimited mileage
      - Mini vans - $50 per day with unlimited mileage
      - Vans - $80 per day with unlimited mileage
   c) Usage fee exceeding two week rental:
      - Cars and mini vans - revert to mileage only - 30 cents per mile
      - Vans - revert to mileage only - 45 cents per mile

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d) If rental vehicles are to be used the fees are $36 per day for a car (typical rate) and $90 per day for a van, these amounts are with unlimited mileage.

2. Fuel: It is the responsibility of all Departments using College-owned or rented vehicles to cover the cost of gas for the vehicle. College-owned vehicles gas tanks should be full at the time they are picked up (please note on mileage slip if they are not) and full when the vehicle is returned, or the Department’s account will be charged a $30 fee, plus the cost to fill the tank.

3. Tickets: All parking, moving violations or other traffic tickets or fines are the responsibility of the driver.

4. College Fines:
   a. Failure to give 24-hr. cancellation notice $25.00
   b. Taking vehicle early/returning late Daily vehicle rate
   c. Failure to fill gas tank upon return $30 fee + cost of gas
   d. Failure to report an accident Loss of driving privilege

5. Accident: If you are in an accident that requires repairs, the department will be charged the $500 deductible.

E. Rental Vehicles: If no vehicles are available from the College fleet, Facilities Management will rent an appropriate vehicle from an area rental agency. Facilities Management cannot guarantee the availability of rental vehicles and strongly encourages requests be made (via the Vehicle Reservation Form) a minimum of five (5) days prior to the event. Rental vehicles must be returned with no less than the amount of gas available at the time the vehicle was delivered. Drivers must be at least 18 years old for a car and 21 for a van, and be a College-approved driver to drive a rental vehicle.

   Please note when renting vehicles through the local rental agency there is no delivery on weekends or before 8am on Monday. To accommodate this Enterprise will deliver the vehicle on Friday, and an additional $15 per day fee will be charged to the department.

F. "K" College Bus

Trips must be booked at least five (5) working days in advance by submitting the on-line Vehicle Reservation Form. Bus trip charges are as follows:

   Weekday Rate:
   - Labor rate - $35 per hour (two hour minimum)
   - Mileage rate - .75 cents per mile

   Weekend Rate:
   - Labor rate - $50 per hour (two hour minimum)
   - Mileage rate - .75 cents per mile

   Note: The trip begins when bus leaves Facilities Management and ends when bus is parked. Over night bus trips must be approved by the driver and the group using the bus for this trip. If the trip is overnight the organization using the bus is responsible for the driver’s meals and accommodations.

III. Trip and Route Safety Policy

1. Passenger Capacity: No drivers shall transport more passengers in a vehicle than the vehicle's designation.

2. Seat belt Usage: If a College-owned vehicle is equipped with seat belts or safety restraints, all occupants of the vehicle must use the restraints. Drivers shall not begin operation of the vehicle until all passengers have complied with the seat belt rule. Passengers must not remove their seat belts during travel. It is the responsibility of the driver to ensure that all occupants are wearing seat belts during any movement of the vehicle.

3. Cell phones: No drivers will use cell phones at any time while vehicles are in motion or waiting at stoplights, stop signs, etc. Drivers can only use cell phones after having pulled over and stopped in a safe location. Exception: With the approval of Facilities Management, cell phones utilizing hands-free technology may be used by drivers driving alone on Kalamazoo business.

4. Front passenger seat: On any trip with one or more passengers, drivers should make sure that the front passenger seat is occupied and that the person sitting in this seat remains awake. Drivers should remind this passenger that it is his or her responsibility to help the driver stay alert and to assist with directions and maps.

5. Trailers: Special permission must be granted from Facilities Management before a trailer can be attached to either a College-owned vehicle, or to a rental vehicle. Facilities Management reserves the right to require training prior to granting permission to pull a trailer.

6. Modifications: No modifications (ski or bike racks, tow hitches, signs, etc.) will be made to fleet vehicles without the consent of Facilities Management.

7. Speed Limit: At no time should a College fleet or rental vehicle be driven at a speed exceeding the posted speed limit.

8. Radar detectors: The use of radar or other speed monitoring detection systems is not permitted.

9. Medications: No driver, before or during trips, will use medications, alcohol, drugs or other substances that may cause drowsiness or other physical or mental impairment.
IV. Driving Time Limits

   College Vehicles & Rental Vehicles:

1. Recommended driving limits for all College-approved drivers:
   - Daytime: three (3) hours at one time without a break
   - Nighttime: two (2) hours at one time without a break

2. It is recommended that on trips longer than 40 miles, no driver of a College vehicle or rental vehicle transporting passengers should commence driving after 11 P.M. or before 5:00 A.M. Trips and events should be planned so that no drivers are expected or pressured to begin driving between these hours.

3. **No driver may exceed 10 total hours of driving in any 24-hour period.**

   “K” College Bus Limitations:

   Kalamazoo College abides by the following U.S. Department of Transportation Bureau of Motor Carrier Safety guidelines in planning itineraries for multiple-day trips. Commercial bus drivers are limited to:

   1. 15 consecutive hours of duty in any one day.
   2. A maximum of 10 of these 15 hours may be driving hours.
   3. Upon reaching a destination (and the driver’s total driving hours have been used), the driver must have a minimum of eight hours off before local driving may be performed or an extended period of driving may begin.

V. Collisions and Mechanical Failure Reporting Policy

All emergency and/or mechanical failures should be reported to Facilities Management at (269) 337-7308, or by contacting Security after-hours at (269) 337-7321 as soon as possible.

[https://reason.kzoo.edu/facman/collegevehicles/driverpolicy/](https://reason.kzoo.edu/facman/collegevehicles/driverpolicy/)

1/2012
Alcohol Policy

**General Information**

Kalamazoo College's alcohol policy is consistent with state law regarding alcoholic beverages and its commitment to helping students be responsible adults. Students twenty-one years and older who choose to use alcohol should do so in a responsible manner and in accordance with state law. Irresponsible drinking may adversely affect academic performance, interfere with personal relationships, or result in illness, injury or death. Drinking should be a considered choice that displays respect for oneself and for the community. Information about the impact of alcohol and treatment of substance abuse can be found in the materials sent to each student annually under the Drug-Free Schools and Communities Act.

**Summary of Michigan Law**

It is illegal to purchase, consume, or possess alcoholic beverages unless one has attained the age of twenty-one. It is illegal to provide alcoholic beverages to or provide false identification for a person under the age of twenty-one. (Refer to state statutes for the most complete explanation of the laws of Michigan.)

**Kalamazoo Alcohol Policy**

1. Persons under the age of twenty-one may not possess or consume alcoholic beverages, or host drinking in their rooms or on campus.
2. No alcoholic beverages shall be provided to persons under the age of twenty-one.
3. Regardless of age, no person may consume alcoholic beverages or carry open alcoholic beverage containers in the public areas of the campus. (Exception as noted in number eight.) Public areas include, but are not limited to, residence hall hallways, lounges and kitchens, campus buildings, athletic fields and facilities, and campus grounds. Residence hall suites and living/learning housing units are considered private residential rooms.
4. Students aged twenty-one and older may choose to drink alcoholic beverages in the privacy of their residential rooms, providing they do not infringe upon the rights of others in or around the residence.
5. Underage persons may be present when drinking occurs in a private residential room as long as a legal-aged resident of that room is present. It shall be the responsibility of the legal-aged resident to see that alcoholic beverages are not served to or consumed by underage persons.
6. Single source containers (e.g. kegs) and "beer bongs" are prohibited.
7. Intoxication and/or disruptive behavior related to substance use are prohibited.
8. Alcohol is not permitted at any event sponsored in the residence halls or campus houses.
9. Outside of the residence halls and houses, alcoholic beverages may be served on campus only under the following conditions:

   A College office or department must sponsor the event.
   A College official must register it at least two weeks in advance with the Dean of Students.
   The distribution of alcoholic beverages must be served and monitored by a Sodexo bartender or a member of the sponsoring department.
   Only persons of age may be served.
   Non-alcohol beverages and food must be served.
   There shall be no direct or indirect charge for the event and no donations and collections shall be taken at the event.
   Extra security coverage, at the expense of the host, may be required.
Brand K Compliance

Student organizations are encouraged to comply with the brand identity standards in the College’s BrandK Identity Manual (www.kzoo.edu/brandK). In fact, the Brand Communication Team (BCT) will pay for a student organization’s identity stamp (logo) that complies with the brand standards. Such stamps will include the words ‘STUDENT ORGANIZATION’ above the name of the student organization and will use the second line, ‘More in Four. More in a Lifetime.’ below the name of the student organization.

However, student organizations may choose to develop their own visual identity artwork. If they so choose they must adhere to two requirements.

1. Student organizations may not use the College identifiers.

2. When an organization’s project/design is ready, the organization must contact BrandK@kzoo.edu in order to ensure adherence to #1 (above) and, if applicable, to find an appropriate vendor to produce their specialty product. The student organization and/or advisor may only use the BCT recommended vendor.

With respect to websites, student organizations are required to use the standard template in a content management system. Websites not hosted by kzoo.edu cannot use the College name or College visual identity elements. Student organizations may place their custom identity stamps and artwork within the editable areas of the standard template. No custom templates will be developed or permitted in order to accommodate custom visual identities or design.

When in doubt, it’s safer (and less expensive) to ask. Direct all questions to BrandK@kzoo.edu. You will have a response within 24 hours.
Leadership Transition Resources

A leadership transition is:
- A process.
- A time to exchange necessary knowledge and information for future success.
- A group activity.
- A time to reflect on the past year.
- A time to learn from past mistakes.
- A time to establish goals for the future.
- An important part of successful student organizations and groups.

Four major components of officer transitions are:
- Selecting new officers
- Identifying key information to be shared
- Communicating key information to new officers
- Officers assuming their new roles

Tips for your Leadership Transition

Hold a transition event for your organization. This may be at a regularly scheduled meeting. Give outgoing officers 1-on-1 time with incoming officers to exchange information and allow time for new officers to ask questions.

Evaluate position descriptions. At the end of each year, outgoing officers should review existing position descriptions to see if all items are still relevant to the job or to expand responsibilities to include anything that may have been added. If position descriptions do not yet exist, have the outgoing officers create those descriptions.

Recruit new people to your organization. Though working with your group of friends can be great, it can often lead to limited idea sharing and internal conflict. Consider recruiting newer members to leadership positions that have shown an interest in the organization.

Dedicate meeting time to information sharing. Though you may have communicated with your outgoing officers that they should meet with the incoming officers, schedules get busy and sometimes this just doesn’t happen. Dedicating meeting time to information sharing will ensure that time is spent on this important task.

Provide binders to each officer to be passed on at the end of the year. Providing your officers with the materials needed to create a binder will make them more likely to follow through. Consider spending a little time preparing the binders with a nice cover, labeled tabs, and common information that will be useful to all members. Be sure to include an information session on the binders in your training at the beginning of the year so officers know what information to include in their binder.

Introduce new officers to key resources. There are many people on campus with whom your officers will interact. Be sure to introduce them personally to these resources while informing your new officers of how the resource can help them in their position.

Review or revamp your organizational goals. At an early meeting with your new officers, revisit your organization’s goals. Have the group examine them and make sure they are still relevant or if they have expanded. If your organization has not yet determined it’s goals, do that with your new leadership early!

Be honest and realistic about where you have been and where you are going. In one of your final meetings of the year, be sure to discuss the year as a whole and encourage members to discuss both the strengths and weaknesses of the year and your events. A private structured reflection activity that would be turned into the leaders of the group might allow members to open up about the year in a more honest way.

Don’t be afraid of trying something new. We often get caught up in the “but that’s how we have always done it” mentality. Times are constantly changing, and just because things worked well last year, does not mean they will work
well the next year. Challenge the group to look at new ways to do traditional things. Look for different groups to collaborate with on campus. Try new events. We all grow with change!

**Transition Roadblocks**

*Not devoting enough time to transition.* Though you may not be able to change when your elections take place, you can affect how much time is devoted to the actual transition. Though you may trust your members to take care of certain transition aspects outside of the scheduled transition times, it is important to devote some scheduled time to this process. We know you are all busy, planning it in your meeting agendas will help ensure it happens.

*Not including all important members in transition planning.* Be sure to involve all the necessary parties in your transition planning. This should include at minimum your outgoing and incoming officers as well as your advisor (if you have one). Think about other members of your organization that could contribute a lot to the transition process and how it will affect the future of the organization.

*Not allowing members a safe space for communication and reflection.* It is important that all members feel comfortable sharing their thoughts with the organization. Sometimes, it can be challenging to share negative feedback/constructive criticism in front of other group members. Think about ways to allow all members to share feedback in a private/anonymous way, whether that is a anonymous feedback form that is filled out in a meeting or an online survey. This will allow your group members to express their honest opinions about the group which will ultimately contribute to the future success of the organization.

**Sources**


How to Select an Executive Board (or E-Board)

Every member of a team is important, but the best team cannot play to its strengths without a great leader being in place. This is what should be considered when choosing leaders:

- What would be the most important attributes for a person in this position to have? Ex: Craig wants to be President. Can he lead a group effectively?

- Is this person being placed by their strengths? Ex: Craig is great with relating to people. Would he serve the organization better as the Public Relations Chair?

- How long is this person going to be at the university? Ex: Is this Craig’s last year on campus?

- What other time commitments might get in the way of leadership or hinder availability? Ex: Will Craig be studying abroad for the next semester?

- Is this person respected by the group and others? Ex: Does Craig have a bad rapport with group members, or does his conduct deter the group from accomplishing goals?

- What is this person's track record with successfully completing tasks? Ex: Does Craig follow through on assignments?

- Is there another person that needs to be considered for the job? Ex: Would Sally do a better job in this position?
Leadership Transition Checklist

☐ Update binder with all necessary documents.
☐ Complete the online Listserv/Distribution List Form to change the manager of the list (https://reason.kzoo.edu/is/email/dist_lists/request/).
☐ Communicate with the Help Desk to transition any website access to the incoming officer(s).
☐ Share combinations and passwords for relevant storage locations or accounts (storage lockers, mailboxes, etc.).
☐ Share account numbers and budget information.
☐ Reconcile all outstanding financial issues.
☐ Complete the online Student Organization Information Form to ensure that your organization’s information has been updated with Student Involvement (https://reason.kzoo.edu/studentactivities/stuorgs/stuactforms/stuorginfo/).
☐ Introduce new leaders to key campus resources. Think of the people that you go to most for assistance.
☐ Schedule meeting time to focus on the leadership transition.
☐ BREATHE!
☐ Review (or create) each position description for your organization.
☐ Review your organization’s mission statement and constitution with your group.
☐ Create organizational goals for the following year.
☐ Develop a calendar for the upcoming year.
☐ Determine the organization’s meeting date and time for the following year.
☐ Share summer contact information with the group.
☐ Complete the incoming and outgoing officer reflection activities.
☐ Reflect, as an organization, on the past year. Use a SWOT Analysis to assist in the process.
☐ Celebrate your organization’s successes and appreciate those that contributed to it.

Suggested Organization Binder Contents

☐ Contact sheet for new leadership/membership
☐ Campus resource contact information
☐ Calendar of events and deadlines
☐ Mission statement
☐ Goals and objectives
☐ Constitution
☐ Detailed position descriptions
☐ Current Goals
☐ Past meeting agendas and minutes
☐ List of members and their contact information
☐ List of interested people who have not yet joined
☐ Committee roster
☐ Copy of the yearly budget sheet and any financial statements
☐ Copies of receipts
☐ Fundraising ideas/projects
☐ Sample posters/flyers from past events
☐ Other event related documents (invitations, checklists, etc.)
Outgoing Officer Reflection Activity

My top three toughest challenges as a leader were:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

My three best practices as a leader in this organization are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

The three most important documents relating to my work in this organization are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

The names and positions of three key people on campus and what they get done are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

The three best ways to recruit volunteers are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

The three yearly activities in my organization (and my role in making each happen) are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

If I were to do this year over again, I would do these three things differently:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________
Incoming Office Reflection Activity

Three questions I have for the outgoing leadership are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

The three reasons I am most excited to be a leader of this organization are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

Three new ideas I have for this organization are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

Three things that I thought this year’s leader did really well are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

Three things that I thought our group could have done better this year are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

Three groups that I would like to collaborate with next year are:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________

I anticipate my top three toughest challenges as a leader to be:
1.) _____________________________________________________________________
2.) _____________________________________________________________________
3.) _____________________________________________________________________
Leadership Resources
How to Build a Meeting Agenda

A carefully thought out meeting agenda can ensure that a meeting smoothly takes course. It lets everyone know the vision of the organization, and gives the designated meeting time purpose.

Before the meeting, the leader of the group needs to decide:
1) The topics that need to be discussed
2) How much time it will take to accomplish the topic
3) Who the best person to present on the topic would be

An effective agenda will:
1) Serve as a checklist for tasks that need to be completed
2) Allows for members to be prepared for the meeting, if distributed ahead of time
3) Can bring a purpose to the meeting and an expectation for where the organization is going

An agenda includes the following items:

- Meeting start time
- Meeting end time
- Meeting location
- Topic headings
- Include some topic detail for each heading (optional)
- Indicate the time each topic is expected to last
- Indicate which meeting participants are expected to be the main topic participants or topic presenters
Ice-breaking Activities

Name-Adjective Game: A classic game for remembering names.
- **Materials:** None.
- **How To:** Get the group in a circle. The first person says their name and an adjective that describes him/herself and that also starts with the same first letter of his/her name. Then the next person has to say the name and corresponding adjective of the first person and then his/her name and adjective. This continues until it gets back to the first person who has to say everyone’s name and adjective.

ABLE & ING Name Tags: A partner introduction name game.
- **Materials:** None.
- **How To:** Each group member selects three words that end in “able” and three words that end in “ing” that describes him or herself. The group members then pair up. In the pair, each person tells the other his/her six words and why s/he chose those words. Everyone comes back to the big group. Each person introduces their partner and gives the six words that the partner chose for him or herself.

M&M Breaker: A get-to-know you game that helps people learn new facts about each other in an easy way.
- **Materials:** M&Ms (or another candy that has multiple colors like Skittles or a grab bag of candy with a variety of types of candy) and a chalkboard/whiteboard/easel paper.
- **How To:** Pass around the candy and ask each participant to choose one to five pieces of candy. Tell them not to eat them yet! Write on the chalkboard/whiteboard/easel paper write down one category per candy color/type such as: Red—Favorite hobby; Green—Favorite place on earth; Blue—Favorite childhood book or toy; Yellow—Dream job; Orange—Quirk; Brown—One fun thing you did this summer. Go around and have each person take turns introducing him/herself, beginning with his/her name and then saying one corresponding fact for each piece of candy they have. Ex: If Mary has a red M&M and a green M&M then she would say, “My name is Mary. My favorite color is yellow, and my favorite place on earth is the Shakespeare & Co. bookstore in Paris.”

Same & Different: A good breaker if you want to divide up a large group into smaller divisions,
- **Materials:** None.
- **How To:** Break up the large group into groups of four by counting off. Each small group must come up with four things they have in common (like they all went to public school) and each person must come up with something that no one else in the group shares (like he/she was born in Colorado). Then each group reports the things that they share and the things that make them unique.

Roses & Thorns: An easy way to get people talking that are somewhat acquainted with each other.
- **Materials:** None.
- **How To:** Have each person go around and say one good thing that happened to him/her in the last 24 hours (the rose) and one bad thing (the thorn).

Human Knot: A good game to play once everyone knows each other a little bit because it requires close contact.
- **Materials:** None.
- **How To:** Have everyone stand in a circle and put their hands in the middle. Each person grabs a hand of two different people. Then everyone has to untangle themselves without letting go!

Refrigerator: A really good, just-for-fun breaker.
- **Materials:** Scrap paper or note cards, chalkboard/whiteboard/easel paper, hat or jar-thingy to collect the papers/note cards in, prize (optional)
- **How To:** Give a scrap of paper or a note card and ask everyone to write down an answer to the following question: What is one use for a refrigerator that doesn’t work anymore? After everyone finishes writing their
answers, collect all of the papers in the hat or jar-thingy. Say every answer out loud and have someone write down each answer. Then vote for the most creative answer—that person gets the prize.

**The Things We Carry:** A fun way to get people to share stories and quirks that they have.
- **Materials:** None.
- **How To (First Variation):** Have each person pull something out of his/her purse/wallet/backpack that has some special meaning (like the chapstick that he ALWAYS has on him because he compulsively rehydrates his lips or the picture of her grandfather that she has carried around since he died). Then go around and ask each person to talk about why that item is in his/her purse/wallet/backpack or why that item is significant or to tell a story about that object.
- **How To (Second Variation):** Have each person pull something out of his/her purse/wallet/backpack that has some special meaning (like the pink key ring which is inside the pink wallet which is inside the pink person because it shows how much she LOVES pink or the mini first aid kit which shows how strict he is about sticking to the Boy Scout Motto—“Always be prepared”). Have everyone pair up. Each person shares with the other a story about the item or why that item is always with him/her or what is significant about the object. Then everyone returns to a big group and each partner shares something about his/her partner.

**Gumshoe:** A really cool way to get to know a lot about people, but it takes some time!
- **Materials:** None.
- **How To:** Have everyone get in a circle and then take off their shoes. Have everyone hold their shoes behind their backs so that they can’t be seen. Then have everyone go around and say something about themselves that is reflected in their shoes but don’t have them say anything directly about their shoes. (ex: Jon says that he is a painter—this is reflected in his shoes in that they are covered in paint—but Jon doesn’t say that his shoes show that he is a painter because they are covered in paint; Jane says that she really likes hiking—this is reflected in her shoes in that they are hiking shoes—but Jane doesn’t say that she is just coming in from a hike so she is still wearing her hiking shoes). Then have everyone toss one shoe into the center of the circled. Then have everyone grab a shoe that is not their own. Then go around the circle and have each person guess who the shoe belongs to. Once the shoe-holder figures out the shoe’s owner is, he or she has to say the owner’s name and the fact the owner shared with the group.

**Other Get-to-Know-You Questions:** 20-ish questions to ask to get to know everyone better!
1. If you could have an endless supply of any food, what would you want?
2. If you were an animal/fruit/vegetable/book/piece of furniture/ice cream flavor, what would you be and why?
3. What is one non-academic/non-career goal you’d like to accomplish during your lifetime?
4. When you were little, what was your favorite super hero and why?
5. Who is your hero?
6. What’s your favorite thing to do in the summer? Winter? Spring? Fall?
7. If they made a movie of your life, what film genre would it be and which actor would you want to play you?
8. What is your favorite season and why?
9. Who is your favorite cartoon character and why?
10. If you could only choose one place in the world to live for the rest of your life, where would you live and why?
11. What’s your dream job?
12. Are you a morning or night person?
13. What are your favorite hobbies?
14. What are your pet peeves?
15. What’s the weirdest thing you’ve every eaten?
16. What’s one of your favorite things about someone in your family?
17. What is one quirky or unique habit of yours?
18. If you had to describe yourself using three words, what would they be?
19. If you could be anybody besides yourself, who would you be?
20. If you could eat dinner with one person, living or dead, who would it be and what would you eat?
Many of us find ourselves in the position of taking meeting notes without a clue of how to go about it. Here’s how:

- Ensure that all of the essential elements are noted, such as type of meeting, name of the organization, date and time, venue, name of the chair or facilitator, main topics and the time of adjournment. For formal and corporate meetings include approval of previous minutes, and all resolutions.
- Prepare an outline based on the agenda ahead of time, and leave plenty of white space for notes. By having the topics already written down, you can jump right on to a new topic without pause.
- Prepare a list of expected attendees and check off the names as people enter the room. Or, you can pass around an attendance sheet for everyone to sign as the meeting starts.
- To be sure about who said what, make a map of the seating arrangement, and make sure to ask for introductions of unfamiliar people.
- Don’t make the mistake of recording every single comment. Concentrate on getting the gist of the discussion and taking enough notes to summarize it later. Think in terms of issues discussed, major points raised and decisions taken.
- Use whatever recording method is comfortable for you, a notepad, a laptop computer, a tape recorder, a steno pad, or shorthand. It might be a good idea to make sound recordings of important meetings as a backup to your notes.
- If you are an active participant in the meeting, be prepared! Study the issues to be discussed and have your questions ready ahead of time. If you have to concentrate on grasping the issues while you are making your notes, they won’t make any sense to you later.
- Don’t wait too long to type up the minutes, especially while your memory is fresh. Be sure to have the minutes approved by the chair or facilitator before distributing them to the attendees.
- Don’t be intimidated by the prospect of taking minutes. Concise and coherent minutes are the mark of a professional. The very process of recording minutes can give you a deeper understanding of the issues faced by your organization along with ability to focus on what’s important.
Delegation 101

1. Make the project meaningful. Do not delegate bits and pieces.
2. Choose the person for the project. Take into consideration their available time, interest, role in the group, and abilities. Do NOT use perceived weakness or inexperience to stop you from delegating.
3. Tell the person why he was chosen for the project, highlighting what you think his strengths are.
4. Discuss the project with the person. Talk about goals and objectives and set a deadline for completion. Define the person’s responsibilities and amount of authority.
5. Let go of the project... that’s what delegation is! Prepare the person to accept the project so you will feel more comfortable letting go.
6. Give honest and accurate feedback throughout the process. Share information with the person to reduce potential errors.
7. If problems occur, revisit your initial discussion about goals and objectives. Do not automatically take back the project if things are not going according to plan. Redefine the person’s responsibilities and amount of authority if needed.
8. Evaluate the results. Make sure you delegated appropriately. Make sure the person completed the task completely.

10 Ways to Empower your Group Members

Here are 10 steps to successful delegation and empowering your group members at the same time.

1. Set a clear and simple objective.
2. Select a group member. Don’t automatically choose your best member. Ask for volunteers and you might be surprised who raises their hand.
3. Prepare the group member for the project. Remember, delegation should build confidence, so select an assignment that will stretch, but not break, the group member.
4. When discussing the project, ask the group member for ideas. The different perspective may offer new ideas.
5. Assign the project and explain to the group member why you chose them. This will show that you value the member’s judgment and aren’t just pushing the grunt work away.
6. Provide necessary guidance. This doesn’t mean telling the group member how to do the project but rather gives the member all the information and possible approaches.
7. Reach an agreement on how you will proceed. How often will you check in with the group member? How much freedom is there in the project?
8. Provide feedback whether it is positive or constructive.
9. Evaluate the finished project. What went right and what could be done better.
10. Everyone can benefit from the project and delegation. Identify the lessons the group learned throughout the process.

References:


University of Illinois at Urbana-Champaign.
1. Smile
2. Say “Thank You”
3. Put up a suggestion box
4. Send a birthday card
5. Create a star chart
6. Plan a pot luck
7. Be pleasant
8. Focus on the positive
9. Celebrate accomplishments
10. Do icebreakers
11. Be verbal
12. Hold “rap” sessions
13. Give additional responsibility
14. Respect sensitivities
15. Take pictures of fun times
16. Enlist them to train others
17. Take time to talk and listen
18. Do paper plate awards
19. “Fill their bucket”
20. Practice controversy with civility
21. Recommend volunteers to others
22. Utilize as consultants
23. Write thank you notes
24. Nominate them for volunteer awards
25. Plan social events
26. Be a real person
27. Accept individualities
28. Respect uniqueness
29. Promote a volunteer of the month program
30. Send impromptu fun cards
31. Bring candy to a meeting
32. Say “we missed you”
33. Attend a social event together
34. Have themed meetings
35. Give a pat-on-the-back
36. Decorate the doors of your volunteers
37. Encourage volunteers to present at meeting
38. Establish a volunteer Honor Roll
39. Be flexible
40. Create perks like first chance at sign-ups
41. Take an interest in personal lives
42. Sit with volunteers at a meal
43. Encourage volunteers to recruit friends
44. Create educational resources
45. Challenge volunteers
46. Be enthusiastic
47. Have seasoned volunteers mentor new ones
48. Have a training session for volunteers
49. Keep volunteers well-informed
50. Be patient
51. Ask volunteers for their input/opinion
52. Let volunteers know they were missed if they are absent
53. Praise in public
54. Send get well cards
55. Ask them to judge competitions
56. Give volunteers reserved seating at special events
57. Encourage volunteers to take on bigger leadership roles
58. Be appreciative
59. Acknowledge them
60. Give them a shout out during a meeting
Dealing in Difficult Situations

From time to time, each person is going to have to deal with a difficult situation. Sometimes, this can be certain people within a group setting. Other times a difficult situation can mean differences among members, ideas, or beliefs.

In dealing in a difficult situation:

- Make sure to depersonalize what is going on. This can include:
  - deflecting conversation back to the topic when people feel attacked
  - talking about “it,” and not “you”
  - share different views about the topic and open the topic to receive other’s opinions

IMPORTANT: When having a difficult conversation, do not attack another person’s character. People will remember your words.

- Listen!

- Monitor your response, and consider the communication style of others. Some people tend to be more direct than others. Learn what works for the group/individual and adjust your communication accordingly. It is important to note that this does not always include adjusting your standpoint.

- Consider the thoughts and opinions of others. There might be some validity in a conversation being difficult. Growth can come from a difficult situation. Know your boundaries. Know what you can deal with in a day.

- Do not assume that you know the viewpoint of others.

- Do not look at difficult situations like a competition. Try to make every situation a win-win. This can be achieved through compromise at times. In other instances hear the other side(s) of the story, and use your best judgment. But remember, this is a team effort!

- Do not shut down. Be willing to effectively communicate at all cost for your organization. Every conflict is not going to be solved in the heat of the moment. Assess your level of emotion, and decide whether something needs to be dealt with in the heat of the moment or if it can be tabled until everyone cools down.

- Look for the positive in other people—even if they’re difficult. Play to this person’s strengths. If you notice undesirable personality traits about a person, don’t share them with others. This can ruin your group morale and make this person an outsider.

- Remember that you don’t have to be everyone’s friend. You have to be a team member! Working well together does not always mean getting along.
Financial Information

Sample Budget Request Form

The Kalamazoo College Student Commission provides funding for recognized student organizations through a rolling budget. Submit all budget requests via email to the Secretary of Finance, Cameron Goodall (cameron.goodall11@kzoo.edu). All requests must be submitted at least two weeks prior to the scheduled event, and are considered in the order that they are received. If the request is $300 or lower, it will be approved or denied by the Financial Policies Committee (FPC). If the request is over $300, the request will go to the full Student Commission where it must be approved by a majority vote. Remember to fill in the form completely, or the form will be returned and not considered until complete. Most approved requests operate on a reimbursement system.

Name of Organization: Kalamazoo College Democrats

President: Barack Obama
Email: k84bo04@kzoo.edu
Box Number: 2008
Phone Number: (312) 402-9246

Treasurer: Howard Dean
Email: k72hd02@kzoo.edu
Box Number: 828
Phone Number: (269) 830-6698

Organization Mission Statement:
We endeavor, as Democrats and future leaders, to mold the ideals of the Party such that they reflect the greatest interests of the American citizens.

Number of members: 40
Average meeting attendance: 22
Do you have an agency account with the Business Office?
   No
If so, how much is available in your account?

Have you fundraised in any capacity this year?
   No.
If so, how much did you raise?

Name of Event/Program/Project/Conference: Jimmy Carter Honorarium
Date: October 8, 2011
Location: Dalton Theater
Detailed Description:
   President Jimmy Carter, a man respected the world over, will provide his insight on the current state of political affairs in the Middle East. This event will provide students a better understanding of Israeli-Palestinian relations in response to recent conflicts on campus.

What are your organization’s goals for this event/program/project/conference?
We hope to increase our presence on campus, and bring a political dialogue about Middle East affairs to campus.

**Itemized Requests:**

1) Dalton ($100/hr x2) $ 200.00  
2) Security ($27.55/hour x3) $ 82.65  
3) Speaker Fee $ 2,500.00  
4) $  
5) $  
6) $  

**Total:** $ 2,782.65  

From where will you be purchasing the requested items? (stores, booking agencies, organizations, etc.)

Kalamazoo College, American Political Speaking, Inc.

How will you measure the success of this event/program/project/conference?

Attendance, email sign-ups

---

**FOR FPC USE ONLY:**

**Recommended/Approved or Denied:**

**Vote Count:**

**Amount Recommended/Approved:** $
Gift Fund Request Form

The Kalamazoo College Student Commission provides grant funding for opportunities that are proposed by any enrolled Kalamazoo College student through the gift fund. Gift fund grants are approved on a rolling basis, but funds are limited to the set amount that is approved by the Student Commission at the beginning of the year. In cases of budgetary crisis, Kalamazoo College students, non-eligible student organizations, and eligible student organizations shall be allowed to make requests within forty-eight hours of the planned purchase. Otherwise, all requests must be submitted at least two weeks prior to the scheduled event, and are considered in the order that they are received. Send all gift fund requests via email to the Secretary of Finance, Cameron Goodall (cameron.goodall11@kzoo.edu). Any gift fund request will go to the full Student Commission where it must be approved by a majority vote. Remember to fill out the form completely, or it will be returned and not considered until complete. Most approved requests operate on a reimbursement-based system.

Name(s): Darrin Camilleri, Meredith Quinlan, Tendai Mudyiwa, Dion Bullock, Jacob Morden

Primary Contact: Darrin Camilleri
Email: K10dc01@kzoo.edu
Box Number: 53443
Phone Number: 555-3323

Alternate Contact: Meredith Quinlan
Email: Meredith.Quinlan08@kzoo.edu
Box Number: 34343
Phone Number: 555-3344

Number of members involved in the project/event: 16

Expected number of people impacted by the event/project: 150

Have you explored other options of funding on campus (Arcus Center, Provost Travel Fund, Academic Departments, etc.)? Yes

If so, how much have they committed, if any? $0

Have you fundraised in any capacity? No.

If so, how much have you raised?

Name of Event/Program/Project/Conference: Local Food Calendars
Date: Jan. 1, 2012
Location: Campus-Wide
Detailed Description:

Our seminar, Food and Politics in America, has been working on a 2012/2013 calendar highlighting local food in Kalamazoo. Since much of our focus was on local food, urban farms, and sustainability, we felt that the best way for us to continue our goal for a more locally based food system is to print this calendar that we made in class and distribute them to the students of Kalamazoo College.

What are your goals for this event/program/project/conference? We would like the Kalamazoo Campus to be more aware of the local food options in and around Kalamazoo.

Itemized Requests:
1) Printing $ 350
2) Design $ 250
3) Labor $ 100
Total: $ 700

From where will you be purchasing the requested items? (Stores, booking agencies, organizations, etc.)
The entire calendar will be designed and printed at DeLux Graphic Design

How will you measure the success of this event/program/project/conference?

We will measure success based on whether all the calendars are taken and with a short online survey two months after distribution. (We will be collecting emails of those who take the calendars to send them more online materials about local food throughout the year).

FOR FPC USE ONLY:

Recommended/Approved or Denied:

Vote Count:

Amount Recommended/Approved: $
## Check Requisition Form

**Available online at** [https://reason.kzoo.edu/business/forms/](https://reason.kzoo.edu/business/forms/)

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**OSI Student Organization Handbook**

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**Check Requisition Form**

**Available online at** [https://reason.kzoo.edu/business/forms/](https://reason.kzoo.edu/business/forms/)
Kalamazoo College
Office of Student Involvement

Money Handling Form

Event Name: _______________________________  Event Date: ______________

Cashbox location: __________________________________________________________

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<th>Time</th>
<th>Total cash in box</th>
<th>Amount Removed</th>
<th>Removed by (Initials)</th>
<th>Money to: (i.e. Security, Kate, etc.)</th>
<th>Guest Count</th>
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Cashbox Total: ___________________________  Guests Total: ___________________________
Event Programming Checklist

PRE EVENT

☐ Have the idea. Maybe it is a traditional event and you are choosing the theme, maybe it is something new, but first things first, find the spark.

☐ Get feedback. Talk to your organization about the idea. You might also consider talking to some friends/other K students about the idea.

☐ Brainstorm elements of the event. Best done with a group of people. Talk about theme, special touches, things that would be cool.

☐ Pick the desired date, time, location. Assess the campus (calendar, facilities, etc.) to determine where and when you would like to hold the event. Be sure to take into account the academic calendar as well as other events that might be happening on campus.

☐ Develop a timeline. Using a calendar, indicate dates when tasks must be completed.

☐ Check the facilities calendar for the availability of your space. Located at http://ems.kzoo.edu/VirtualEMSPro/. This feature of the campus website will allow you to check the space you are interested in as well as other events taking place at the same time.

☐ Event Registration Form. Located online at http://portal.kzoo.edu. You will need the following information:
  - Date of event
  - Day of Event
  - Name of Event
  - Building and Room location
  - Estimated attendance
  - Room set-up requirements
  - Media requirements
  - Estimated Expenses
  - Event Contact (phone, e-mail, etc.)
  - Time room needs to be opened
  - Event Start Time
  - Event Finish Time
  - Department
  - Account Name & Number

☐ FOR OUTDOOR EVENTS: Reserve a rain location or rain date. Always be prepared for the worst. Taking care of this now will save you the trouble later.

☐ Contact vendors/agencies for entertainment, etc. If you intend to hire any performers or contact any services, you will need to contact them early and begin building a contract. Items to remember when contacting vendors include:
  - Everything is negotiable
  - We will only sign K College Contracts (though we are happy to use theirs as we build ours)
  - We DO NOT pay deposits
  - Be prepared with information on budget, number of people expected, location, etc.
  - Look for local vendors first (contact Kate and Brian for assistance)

☐ Set-up a meeting with Sodexo (catering to discuss food for your event. If the event is not taking place in the Hicks Student Center or is not attached to a campus-wide meal, you may contact other caterers, but you should always meet with Estelle first. Be prepared to discuss the following things at your meeting with Estelle (or other caterer):
  - Budget
  - Number of people expected
- Desired menu items
- Beverages
- Location
- Set-up/Tear Down
- Clean up
- Linens
- Additional Equipment needs

☐ Request checks. This needs to be done at least two weeks prior to the event.

☐ Develop a marketing plan. Now that many of the details are solidified, create a marketing plan for your event. This plan should include:
  - All forms of advertising to be utilized
  - Timeline for marketing
  - Number of items to be copied if applicable
  - Distribution plan
  - Theme/look ideas

☐ Recruit volunteers. Recruit people to work your event as early as possible. This allows them enough time to prepare and you enough time to explore all your options.

☐ Do the frou frou stuff. Plan your decorations, gifts for presenters, etc.

☐ Create a day-of-event timeline. Outline all elements of the event in a detailed schedule that can be shared with others. This should include:
  - Delivery times
  - Set-up times (both for outside vendors and for you)
  - Shifts for volunteers with assignments and detailed information on what their job entails
  - YOUR PHONE NUMBER, so others can contact you with questions.
  - Schedule of performances or transitions

☐ Define “success” for this event. Decide what you think is most important to this event and what will make it successful. Thinking about this before the event will allow you to take care of additional things that might pop up.

☐ Create an evaluation strategy. Whether you will be using paper evaluations or an online survey, determine before the event how you want to get your guests’ feedback.

DURING EVENT

☐ Remember to breathe. You have done a lot to prepare for this event. Do not stress yourself out. Allow yourself to take a few moments and take in your work.

☐ Be available. Do not disappear for long periods of time without appointing a second in command. People will be looking for you to answer their questions.

☐ Be positive. Even if things are going against the plan, keep a positive attitude and a smile on your face around guests and volunteers.

☐ Be grateful. Be sure to show your volunteers and attendees how much you appreciate their presence at the event.

POST EVENT

☐ Thank everyone. Send thank-you notes to all the contributors of your event.

☐ Process. Chat with guests about the event and get their feedback. Talk to other SAC members. Think through the elements of the event.

☐ Evaluate. In addition to filling out the Post Event Evaluation Form, make notes on the things you remember most about the event, both bad and good.
Post-Event Evaluation Form

Name of Event: __________________________________________________________

Sponsoring Organization: _________________________________________________

Co-Sponsoring Organizations (if any): _______________________________________

Date: ____________________________________ Time: _______________________

Location: ________________________________ Budget for Event: ____________

Estimated Attendance: ________________ Actual Attendance (if known): _________

Description of Event:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Description of Publicity for Event: (What? Where? When? How much?)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What would have made this event more successful?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What worked really well for this event?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Other comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Should we consider sponsoring this event again?  YES  NO

Why or why not?

________________________________________________________________________
________________________________________________________________________
# Guest Registration Form

**Kalamazoo College**  
**Office of Student Involvement**  
**Guest Registration Form**

Event Name: ________________________________  
Event Date: ______________

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<th>Guest Name (please print)</th>
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Kalamazoo College Hicks Center

Equipment Reservation Contract

Popcorn Machine

Terms & Conditions:

By reserving this equipment, I am agreeing to care for this machine in a responsible manner, to follow operating and cleaning instructions provided, and to clean all components after use BEFORE returning to HicksCenter Union Desk staff. Failure to comply with these terms may result in fees for my organization as well as removal of future reservation privileges.

In addition to the Popcorn machine, I agree that I also reserved the following:

- Scooper*
- Popcorn and oil packets
- Popcorn bags

I understand that the items with *s must be returned with the machine along with any extra supplies.

I have read the above terms and agree to be responsible with the machine and treat it with care. I am also agreeing to clean the machine per the instructions on the information sheet provided. Failure to clean the machine before returning will result in a $25 charge to my organization.

Borrower’s Signature: __________________________ Date: ____________
Organization Name: __________________________ Contact Number: ______________
Staff Member Signature: ________________________ Date: ________________

Cost is $.25 per person, and I am expecting ___________ people.
Total cost $____________
Account number to be charge: ________________________________

Returned Date: ____________ Staff Initials: ____________ Borrower Initials: ____________
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