



HOW TO AT BU

The Ultimate Resource Guide for Clubs and Organizations

Provided by the Office of Student Life

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STUDENT

REQUIREMENTS, PRIVILEGES, AND HELPFUL INFORMATION

REQUIREMENTS

To be in good standing as a Registered Student Organization with the Office of Student Life, each organization must:

- Maintain a Registered Student Organization Form and updated constitution with the Office of Student Life
- Have a Baker faculty or staff advisor
- Send one member from your organization to attend the Registered Student Organization meeting, preferably the President or Executive Members.
- Abide by all rules and regulations of Baker University; Any conduct violations may lead to a forfeit of privileges, see below

PRIVILEGES

- The privileges of recognition by the Office of Student Life and of being in good standing include the ability to:
 - Register events
 - Reserve rooms on campus
 - Request funding from Student Senate
 - Access housekeeping and maintenance request
 - Reserve vehicles for transportation
 - Reserve lodging arrangements
- Use resources and services through the Office of Student Life

ADVISOR INFORMATION

It is up to the organization and the advisor to set the parameters of involvement. Some organizations have a pool of advisors to assist them with different aspects of the organization (financial, scholarship, programming). Some advisors have a high level of involvement with every aspect of the organization; others have a very limited role.

Advisors Functions

Maintenance

- Providing continuity with the history and tradition of past years
- Heading off situations that might cause poor public relations
- Providing advice when called upon
- Clarifying university policies
- Arbitrating any intra-group disputes

Group Growth

- Teaching the techniques and responsibility of being a good leader
- Coaching the officers in the principles of good organization practice
- Teaching the elements of effective group operation
- Developing procedures and plans for actions
- Keeping the group focused on its goals
- Stimulating or even initiating activities and programs

Program Content

- Introducing new program ideas
- Providing opportunities for the practice of classroom-acquired skills
- Helping the group to apply principles and concepts learned in the classroom
- Pointing out new perspectives and directions to the group
- Supplying expert knowledge and insights of experience

Responsibility of Student Organization to the Advisor

Responsibilities of the Student Organization to their advisor include, but are not limited to...

- Establishing and sharing a job description for the advisor that clearly defines their responsibilities and lines of communication anticipated
- Notifying the advisor of all meetings, activities, and programs. Establish an organization meeting attendance schedule, which is mutually agreed upon by the advisor and the student organization
- Providing copies of meeting minutes in a timely manner
- Meeting regularly with the advisor to discuss organization matters
- Consulting the advisor prior to making significant changes to the structure of the organization
- Consulting the advisor when any significant organization policy changes are made
- Showing respect and value for the advisor
- Considering all advice and guidance provided with an open mind and a sincere interest for improvement of daily operation and special event/activity needs

Responsibilities of the Student Organization to the Advisor

The responsibilities of the Student Organization to their advisor include, but are not limited to...

- Communicating clearly which meetings, activities, and programs you will be attending
- Consistently checking in with student leaders to ask how to be helpful
- Staying connected and updated on the budget of the student organization
- Responding to concerns from any member of the Office of Student Life
- Respecting and keeping an open mind while providing feedback to the students
- Serving as an advocate for students in the organization allowing them to be successful
- Providing resources for event planning including creating awareness of university, state, and federal laws to consider when event planning
- Reporting any students of concern (mental, physical health) to the appropriate departments

STUDENT SENATE FUNDING

The Student Senate allocates money to Student Organizations that are in good standing with the Office of Student Life.

- Students may visit <http://www.bakeru.edu/Student-Senate> to apply for funding.
- Email questions to Josh.Doak@bakeru.edu

Guidelines for Budget Request

- Student Clubs/Organizations must be in Good Standing with the Office of Student Life in order to receive funding from Student Senate.
- All forms will be sent to the Internal Affairs Committee for review. The forms will then be forwarded to the full Senate for a vote, where your organization will be given the opportunity to present a request in person.
- Organizations granted funding by the senate should disburse funds only for the use(s) outlined on the funding request form.
- Receipts and or a report of the event should be turned in to the Student Senate Treasurer no later than 10 business days after use of the funds or by the first day of the next academic session if the University is not in session during disbursement of the funds.
- No appropriations may be made unless funding request forms are completed in full.
- No cash advancements.
- Reimbursements or account transfers will be accepted only. Funds will not be disbursed before final receipt are submitted to the Student Senate Treasurer,
- Student Senate is not obligated to provide any funds requested. The following factors are taken into consideration for each request:
 - Balance in funds
 - Scale of impact to the campus community
 - Cost effectiveness
 - Need and availability of the event

EVENT

WHO, WHAT, WHY, WHEN, WHERE?

10 Steps to a Successful Program

***Note: All on-campus events that reserve a space must fill out the event registration form at www.bakeru.edu/StudentGroups. All Fraternity and Sorority events that are held in the chapter house, off-campus, or in university non-reserved spaces such as athletic tailgates, must fill out a Social Event Registration Form ***

1. Identify the **purpose** and community/organization needs
 - What is the purpose of your organization?
 - How can that be demonstrated?
 - What is going on currently on campus that might be affecting your organization and/or its purpose?
2. Identify what **type** of event/activity you would like to do
 - Who is your target audience? What would your audience respond to?
 - What is the goal of your event?
 - What would you like to accomplish through this event?
 - What is realistic?
3. Consider establishing **partnerships** with other organizations/departments to assist with the planning, funding, and execution of the event
 - Does a department or student organization have the resources you can share that would help the planning and execution of the program?
 - Would partnering with another person/group enhance the experience for participants and/or the number of participants?

4. Decide on a **date and time** for the event/activity
 - Check out the Office of Student Life calendar for events that are already planned.
 - What day/time works best for your intended audience? Would a certain day/time exclude people?

5. Consider **locations** and types of facilities to host the event and then reserve a space
 - What are your space needs?
 - How many people do you anticipate attending?
 - How much room will they need to participate in the activity?
 - How should you arrange the space?
 - If your event is outdoors will you need a rain location/date?
 - Check with Josh.Doak@bakeru.edu to find an available room.

6. Create an event/ activity **budget**
 - Determine your current budget and be realistic about cost.
 - Things to consider: supplies, food/snacks, travel, maintenance, marketing, rental equipment/AV, co-sponsorships, Maintenance Request, Campus Security, etc.
 - Be sure to consider whether the program is worth the cost per person.
 - When making purchases for your event, avoid using personal funds to be reimbursed. Purchases can typically be made by using a university credit card. Please contact randy.flowers@bakeru.edu for an appointment to review your needs for potential purchases.

7. Create an event **timeline**
 - Outline all essential decisions/activities that need to be made before, during, and after the event.
 - Week of the event: confirm all requests; last marketing pitch; have participants complete an evaluation; coordinate/confirm your volunteers and their assignments
 - After your event: leave the space as you got it and clean up; send thank you's; compile evaluation results; assess strengths and areas of improvement.

8. Request **funds** from Student Senate and **fundraise**
 - Student Organizations must be in good standing with the Office of Student Life in order to receive funding from Student Senate
 - Student Senate shall allocate organizations for each initiative
 - You may need to fundraise to offset cost
 - Complete the request form at www.bakeru.edu/Student-Senate

9. Implement an **advertising** campaign

- Posters, table tents, emails, word of mouth, chalk sidewalks, giveaways, etc.- think outside the box
- Remember to include WHO, WHAT, WHERE, WHEN, and maybe event WHY/ HOW.
- Post your event on Social Media.

10. Coordinate and execute event/activity **logistics**

- Things to consider: Maintenance Request, Technology Request, purchase supplies, confirm volunteers, reserve catering, room setup, liability waivers, and rosters. Be sure to revisit and confirm logistics closer to the event.

After You Event

- Follow up and evaluate
- Return resources and equipment
- Review the event with attendees, partnerships, etc. to determine strengths and areas of improvement.
- Send thank you notes to sponsors, helpful individuals/departments, etc.

Reserving a Room

Room reservations are not always guaranteed, but may be accommodated to the best of our abilities. Room reservations will be processed on a first come, first served basis by completing the Event Registration Form, which may be found at:

www.bakeru.edu/StudentGroups. The more adequate time given for your request will increase the likelihood you will receive the desired space. If you have not reserved a space, you may not use a space. Event Registration Forms should be completed at a minimum of 1 week before your event.

Catering Orders

All catering orders with American Dining Creations need to be completed by emailing Kathleen Robey at krobey@afvusa.com. Do not wait until the last minute to book catering.

Food Safety Awareness

In an effort to ensure the safety of all students and their guests where food is served, this overview focuses on general food safety as well as raising an awareness of food allergies and labeling.

In general, it is prudent and provides good information for guests to label all foods being served.

Food Allergens – 90% of all food allergic reactions are caused by the following 8 food groups:



Important Things To Remember

General Food Safety

- It is important to cook foods to proper temperatures as well as hold both hot and cold foods at proper temperatures and holding times.
- If a student group is preparing the food please ensure that you follow the minimum internal cooking temperatures for the foods listed on the chart.
- Hot foods need to be held at a minimum of 140 degrees and no longer than 2 hours. If it goes below 140, it needs to be rapidly reheated until it reaches an internal temperature of 165 degrees.
- Cold food should be maintained at 45 degrees or below.
- Please be sure all food has proper serving utensils so guests never have to handle community food with their hands.
- Additionally, ensure that utensils are not shared between dishes, specifically those containing any possible allergens.

Common Food Allergies

The most common allergy is an allergy to nuts (recipes with nuts, nut products, cooked in peanut oil, etc.) .

- If possible, avoid foods containing or produced with nuts/nut products
- If a dish with nut products must be served, it is the responsibility of the host student to ensure signage is provided alerting.
- If you are bringing food from an outside vendor, you must get a list of ingredients they have used that fall into the 8 categories listed.
- Dining Services would be happy to provide signs if requested in advance of the event. While peanuts are not nuts (they are classified as legumes) they are a common allergen.

Advertising

Flyer's

1. The Office of Student Life will give student organizations the option of a distribution service where flyers will be hung around campus on bulletin boards every Monday at 8am. 25 flyers shall be handed in to Student Life to go on the weekly poster route. The Office of Student Life shall remove all outdated flyers from campus bulletin boards weekly.
2. Student Life provides the Poster Route for university-affiliated organizations to promote events and opportunities available to the campus community.
3. Non-profit organizations not affiliated with Baker University may post materials provided that a university-affiliated organization is a sponsor and is listed prominently as a sponsor on the materials, or unless otherwise approved by Student Life personnel.
4. For-profit organizations are prohibited from posting materials unless the purpose of the materials is to promote a fundraising initiative co-sponsored by a university-affiliated organization. "Fundraising" is defined as the act of raising or collecting monies for a non-profit charitable organization, a Recognized Student Organization, an academically-related or university-sanctioned activity for which the monies collected will support (such as a student conference or student art sale), or student scholarships.
5. All flyer's must conform to the University's Student Code of Conduct and not contain any offensive language, obscene and demeaning sexual content, racial or discriminatory reference, or threat of violence. Postings may not be misleading, promote the excessive use of alcohol or the use of illegal drugs, or promote the engagement in illegal activity.
6. Because of space limitations, there is a space limit. No flyer's may be larger than 12"x18".
7. All flyer's must have no grammatical or spelling errors.
8. The posting of paper with tape to floors and doors is not permitted.
9. Placing flyer's, posters, pamphlets, etc. under windshield wipers of cars parked on campus is not permitted.
remove any flyer that is not in accordance of this policy.
10. No postings are allowed on windows, doors, walls, floors, trees, trashcans, lamppost, building markers, bridges, or other surface that are not designated for such purposes unless given permission by the Director of Student Life.

11. If a violation occurs, organizations will be notified and asked to comply with this policy. If continued violations occur, student organizations will lose their privilege of hanging flyer's on Baker University property. The Office of Student Life has permission to remove any flyer that is not in accordance of this policy.

Floor/ Ground Signs

1. There is to be no posting of signs on the floors of buildings.
2. Signs may be posted on the sidewalks as long as they are not a hazard to passing traffic.

Chalking

1. Using chalk on sidewalks to promote campus events is allowed, provided all other provisions of this policy are adhered.
2. Specific areas are designated as no chalking areas. These areas include walls, trashcans, landings of buildings including steps, bricks, Taft Bridge, Hartley Plaza, Class Pillars, Class Gates, or any other vertical surface not mentioned.
3. If this policy is not adhered, the organization at fault will be held accountable for all cost including labor to remove such items.

Table Tents

1. Table tents may be placed within the Susan Teel Dining Hall with approval of the General Manager of Sodexo.

Residential Living Areas

1. Postings in residential living areas must be approved in advanced by the Area Coordiantor of Residence Life, who will determine the request in accordance with the policies applicable to the residential living areas in general. If approved, 25 posters will be hung in the Apartments, NLC, Gessner, and Irwin.
2. Door-to-door solicitation of events, products, or services in halls is not allowed. Printed advertising materials may not be affixed or placed under students' doors.
3. If this policy is not adhered, the organization at fault will be held accountable and may lose future advertising possibilities.

Email

An email may be directed to all students via authorized persons on campus. Please feel free to contact your Faculty/Staff Advisor or Josh Doak (Josh.Doak@bakeru.edu) to make **authorized posts for all student emails.**

EQUIPMENT

STUDENT LIFE, IT, SPEAKER SYSTEM, & VAN RESERVATIONS

Services Available Through the Office of Student Life

- Cash Boxes
- Sidewalk Chalk
- Easels
- Sound System
- Leadership, Teambuilding, and Icebreaker Idea Books
- Moving Display Signs
- Use of Union Televisions
- Room Reservations
- Use of On-Campus Facilities
- Club Mailboxes
- Life-size: Corn Hole, Ladder Golf, Connect 4, Jenga
- Butcher Block Paper
- TexasMarkers
- Computers
- Lamination in School of Education (Contact Tonya Sims ext: 4502)
- Help/ Advice

Items available with extra cost:

- Poster Printing (Prints 24", 36", 42")

Information Technology

Information Technology (IT) is located on the lower level of Collins Library. IT offers members of Baker University community a specialized area for non-print resources and the opportunity to incorporate these resources in your student organization. IT resources are offered to Baker University students, faculty, and staff with proper identification.

- Phone: 785-594-4544
- Email: TechSupport@bakeru.edu
- www.bakeru.edu/HelpDesk

To rent equipment from IT you will need to complete a HelpDesk Ticket, www.bakeru.edu/HelpDesk, and fill out any paperwork they require.

Equipment

- Laptop Computers
- Overhead Projectors

Speaker System Reservation

This valuable piece of equipment is available to Registered Student Organizations only by reservation through the Office of Student Life by completing and submitting a check-out form.

The following criteria will be used when determining the necessity of the sound system for an event:

- Registered Student Organization is in good standing
- For large, on-campus events
- At events that are alcohol-free

For those groups/ events that meet the above criteria:

- Users must request the system at least one week prior to the event by sending an email to Randy.Flowers@bakeru.edu or calling 785-594-8304.
- An advisor must sign approving the use of the speaker system by your organization
- The system cannot be renewed and is due back to the Office of Student Life by noon the next day (check-outs on Friday are due back on Monday by noon).
 - **NO EXCEPTIONS.** Failure to comply will result in loss of privilege to reserve the speaker system for the remainder of the semester.

Van Reservations

Driver Requirements

Only pre-authorized drivers may drive University vehicles for group travel.

In order to be authorized to drive a University vehicle for group travel, an individual must:

- Be eighteen years of age or older and have two or more years of driving experience
- Possess a valid US driver's license (The driving record of the person requesting permission to drive will be checked through Baker's insurance carrier for the purpose of insurability and liability).
- Register by completing the approved driver application in the Human Resource Office within Constant Hall.
 - The Human Resource office can be contacted at 785-594-8426.

To Reserve a Van

- Reservation for the use of University vehicles are made through Maintenance. Individuals/ organizations requesting use of University-provided transportation will need to fill out a Van Rental Form.
- The individual making the reservation should have their organizations account number and make sure they have funds in their account to pay for the rental.
- Maintenance will review the submitted form and either accept or deny the request. If the request is accepted, maintenance will arrange for the van to be reserved.
- The Individual who submitted the request will be notified of the status of their request and the details of their reservation.

Picking-Up Your Van

- Vehicles may be obtained on the date and time requested at the Maintenance Building, located on Grove Street. The office is open 8:00am-4:30pm on Monday through Friday.

Returning Your Van

- Vehicles need to be returned to Maintenance by the listed return date and time.
- Do not worry about refilling the gas tank as Maintenance will take care of this and bill the organization depending on the mileage used.
- Upon returning to campus, the vehicle(s) will be parked in Collins Gym Parking Lot and keys will be dropped off in the Maintenance Building during business hours.
 - If the Maintenance office is closed, the keys must be placed in the night-deposit box located at Collins Gym Parking lot on the southeast side.

Charges:

The following current rates will be charged for vehicles used:

- Personal Vehicles: \$.35/mile
- University Vehicles: \$.65/mile

To Reserve a Van Contacts

- Transportation Vehicles (Contact deborah.chitwood@bakeru.edu or 785-594-7872)
 - Must be approved driver (Contact wendi.georgie@bakeru.edu or 785-594-8426)

Film Screenings

Public performances of movies may occur on campus, however, the rights to the movie/show must be purchased in order to show it to a public group. If you own a movie, it is not okay to show it to a large group because that movie was purchased for personal viewing. This information will help you avoid putting Baker University at risk of legal matters.

Copyright law states neither the rental nor purchase of videocassette or DVD carries with it the rights to exhibit such a movie outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition. The movie studio who owns the copyright and their agents are the only two parties are authorized to license sites such as colleges or universities.

What is considered a public performance of a movie?

A place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances are gathered.

You may show a movie publicly if:

- The film is in a public domain, such as if it is on YouTube.
- You have written permission from the film's producer or other holder of the right to grant such permission.
- The film is obtained from a company that provides a Public Performing License with the purchase of the film.
- You purchase the Public Performing rights to show the film. Please be aware, purchasing the public performance rights to a movie can add hundreds of dollars to the total cost.

Know what you cannot do:

- Rent a movie from any video store/source (Netflix, Red Box, iTunes, etc.) and show it to a group.
- Purchase a copy of a movie and show it to a group.
- Check out a movie from Baker's Library and show it to a group UNLESS you have verified with a staff member that Baker University has purchased the public performance rights for that film.
- Use "The Educational Fair Use Exemption" UNLESS content of the film is linked to material taught in a class and only attended by members enrolled in the class.

Some tips:

- Find out who makes the movie and who owns the rights (most likely Swank Motion Pictures, visit www.swank.com/college/main.html)
- Planning is imperative to ensure that the proper rights are secured for a film before any publicity is created and posted surrounding the showing of one.

Professional Contracts

If your organization would like to host a public speaker, performer, vendor, or any other event where someone outside of the University will need to be paid, you will need a contract between the university and the person or group you are hiring.

PLEASE REMEMBER: STUDENTS MAY NOT SIGN OR INITIATE CONTRACTS

Students may inquire as to the speaker or performer's availability and pricing. Baker University prefers to work with all-inclusive contracts, so, ask about additional expenses that might be incurred (e.g. travel, food, etc.)

Students are encouraged reach out to speakers, performers, etc. for preliminary information but should only ask questions, not invite anyone to campus. The Office of Student Life will guide you through this process and make formal arrangements with the performer.

Timeliness is important when working with outside performers and vendors as it can take time to negotiate, agree, and procure payment. Additionally, some acts book quickly, and you don't want to miss out! You are required to have the contract process started at least four weeks in advance of the scheduled performance or campus visit. The sooner you get started, once your organization decides it wishes to bring someone to campus, the better! Working months in advance is a good idea.

Remember, when reaching out to a speaker or performer, ask the following questions:

- What dates are you available to perform/speak?
- How much would it cost our organization for you and your expenses?

Hotel Reservations

Hotel reservations, when necessary, are made through The Lodge (502 Ames St.) by contacting 785-594-3900.

Making a Hotel Reservation for an outside performer:

- It is recommended by the Office of Student Life that all contracts with performers be ALL Inclusive, and that the performer reserves lodging of their choice. Contact the Office of Student Life if you need assistance.
- Collect the details about the dates and the accommodations you will need (number of rooms, number of beds, etc.).

Other Helpful Information

Important Links

- Event Registration Form
- Advisor Checklist
- Registered Student Organization Registration Form
- Mock Constitution
- Student Handbook
- Advertising Policy
- Student Senate Funding Request
- Student Leader of the Month

Helpful Phone Numbers

- Career Services: 785-594-8435
- Counseling Services: 785-594-8409
- Dean of Students: 785-594-8431
- Dining Services: 785-594-8333
- Diversity and Inclusion: 785-594-8473
- Fraternity & Sorority Life, Student Senate, Community Service, & Student Organizations: 785-594-8443
- Information Technology Services: 785-594-4544
- Mail and Copy Center: 785-594-8469
- Public Safety: 785-594-8430
- Residence Life: 785-594-4792
- Room Reservations: 785-594-8382
- Student Activities, Orientation, & Intramurals: 785-594-8304
- Student Health Services: 785-594-8409