Student Org Handbook
2015-2016

Student Activities

Everything you need to know to help manage your student organization
Dear Student Leader,

On behalf of the Student Government Association and Student Activities, thank you for stepping up to run your organization. Your dedication fuels Middlebury and enriches countless aspects of student life. From hosting concerts in McCullough to leading trips in the Green Mountains to bringing speakers to campus, the activities you plan and carry out help make our community stimulating and distinct. These events supplement what we learn in the classroom, enhance our social lives, and help us build lifelong friendships and connections to this special place. Thanks to you and your organization for all the wonderful contributions you make to Middlebury College!

Please take the time to carefully review this handbook before holding events this year. Familiarity with this information will help you maximize the success of your activities. We also want you to know that we can be helpful resources to you. Please do not hesitate to stop by Student Activities or meet with members of the SGA to discuss your questions, concerns or suggestions. Our doors are always open!

All the best,

Ilana Gratch ’16.5
SGA President

Daniel Buchman ’18.5
SGA Constitution Committee Chair

Aaron de Toledo ’16
SGA Finance Committee Chair

Derek Doucet
Interim Associate Dean of Students
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Section 1: Basics

**STUDENT ACTIVITIES & STUDENT ORGANIZATIONS**
The Office of Student Activities oversees programs designed to enhance students’ college experience through social, cultural, spiritual, educational, student-government and recreational co-curricular experiences. Student Activities is committed to helping students connect with one another and to facilitating involvement in a wide variety of activities.

The Student Activities team provides support for more than 170 student organizations and advises students in producing hundreds of programs a year. The Office of Student Activities is located on the first and second levels of the McCullough Student Center.

**PEOPLE YOU NEED TO KNOW**
There are many people on campus who are interested in supporting your student organization efforts. A few of them are listed below.

**Your Advisor**
Every student organization is required to choose a staff or faculty advisor. Advisors are expected to be actively involved in the affairs of their organizations and should be willing to share ideas and insights, counsel students, and facilitate learning. An advisor provides continuity and keeps new members and officers informed of the history of the organization. The advisor does not control the organization nor make all the decisions for the group but provides a balanced perspective so you can make the most informed decisions possible. If you are unsure of who has served as your organization’s advisor in the past, please contact Student Activities. Groups are free to change advisors as the needs of their organizations evolve.

During the student org new or re-registration process in the fall, you will be prompted to designate an advisor in MiddLink. The advisor must accept the position electronically and sign an Advisor Agreement form in MiddLink. If they do not have a MiddLink profile set-up, they will be prompted to do so. These steps are necessary for the advisor confirmation process.

Advisors are also encouraged to familiarize themselves with the Student Org Handbook and the Student Org Advisor Guide. These documents can be found in the Quick Links right sidebar section on the Student Activities page at go/studentactivities.

In addition to MiddLink designation, you are expected to meet with your advisor at the beginning of the year. This discussion should touch on the following questions:

- What specific duties and responsibilities does the advisor have to the organization?
- Does the organization expect the advisor to show up to meetings, events, etc.?
• What is the preferred communication method between both groups?
• How often should the exec board and advisor meet?

To help guide this discussion, a sample Advisor Agreement form is located in the Appendix section of the handbook.

**Cluster Managers**

Each category of student organizations (such as cultural orgs or club sports) has been assigned a cluster manager. This person is a knowledgeable member of the student life team who will be able to answer questions about finances, policies, and procedures. Cluster managers are also charged with providing training and encouraging collaboration among their cluster of organizations. When challenges arise in your student organization, the cluster managers are ready to assist your leaders, connect you to helpful resources, and work through organizational difficulties. Current cluster managers include:

Doug Adams, *Associate Dean of Students for Residential and Student Life*
- Clusters: Commons Councils and Social Houses

Roman Christiaens, *Assistant Director of Student Organizations & Orientation*
- Clusters: Media, Publications, and Visual Arts organizations

Derek Doucet, *Director of Outdoor Programs and Club Sports*
- Cluster: Club Sports & Debate

Sophie Esser Calvi, *Global Food Studies Coordinator*
- Cluster: Food organizations

Maria Farnsworth, *Student Activities Office and Budget Manager*
- Cluster: Special Interest organizations

Jennifer Herrera, *Associate Director for the Anderson Freeman Resource Center*
- Cluster: Cultural organizations

David Kloepfer, *Student Activities Program and Events Manager*
- Clusters: Activities Board, A Capella and Performing Arts organizations

Ashley Laux, *Associate Director of Community Engagement*
- Cluster: Service Cluster Board organizations

Amy McGlashan, *Director of Academic Outreach and Special Projects*
- Cluster: Academic organizations

Ellen McKay, *Scott Center for Spiritual and Religious Life Administrative Program Coordinator*
- Cluster: Religious and Spiritual organizations

Amanda Reinhardt, *Orientation Coordinator*
- Cluster: Recreation organizations

Charlotte Tate, Associate Director of the Rohatyn Center for Global Affairs
- Cluster: Model United Nations

Baishakhi Taylor, *Dean of Students*
- Cluster: Activist and Political organizations
Note: The assisting department for Service Cluster Board (SCB) organizations is Community Engagement. The assisting department for Religious and Spiritual organizations is the Scott Center.

Other important people you should know:
Debby Anderson, Box Office Manager
Aaron de Toledo, SGA Finance Committee Chair
Katherine Kucharczyk, Activities Board President
Tammy Grant, Student Events Specialist in the Office of Event Management
Ilana Gratch, SGA President
Thomas Lu, Student Activities Programs Intern
Ian Martin, Catering Manager and Atwater Commons Chef
Beth Connor, Atwater Dining Room Manager
Daniel Buchman, SGA Constitution Committee Chair

RESPONSIBILITIES

Finances
With great (monetary) power (and freedom) comes great responsibility. This is true for superheroes and student organization leaders. Budget allocations represent significant trust in student org leaders to utilize funds to enhance student life. Your organization’s maintenance of financial records is CRUCIAL to the continued allocation of funds this year and in the future.

Always be aware of how much money is in your organization’s account by keeping accurate and up-to-date financial records. Several financial management tips are provided later in this handbook to help you stay on top of your budget. Do not overspend your budget. **If your organization falls into deficit, your designated treasurer will be held responsible for resolving the debt.**

The Treasurer Agreement is located in the Appendix section of the handbook.

Note: Treasurers should take advantage of Student Activities’ shadow budget monitoring tool at go/shadowbudget, as it will automatically calculate the org’s balance after deposits and withdrawals have been entered into the form. SCB student orgs should use the shadow budget provided to you by SCB through Google drive.

Meetings
Cluster managers aim to promote collaboration and cooperation between cluster organizations, as well as to keep leaders up-to-date on important information. Each fall, and in some cases as often as once per month, the cluster managers will host a meeting or training for cluster organizations. **The fall meeting is mandatory for all presidents and treasurers** and will provide an opportunity for the cluster manager to communicate policy updates, share tools and
resources to support the work of member organizations, and assist new leaders with their transition.

**Email**

Every student organization has been assigned an email account (ex. studentorg@middlebury.edu). Someone from your organization is required to check the email account regularly. It is your responsibility to get the email password from last year’s leadership team or from the Technology Helpdesk. The Helpdesk will only release the password to those listed in leadership positions in MiddLink. Student Activities and your cluster manager will communicate important information to your student organization through this email and through MiddLink. It is also the contact information that Student Activities gives to prospective members and collaborators.

*Note: If you want to change your password, log into webmail, click on options in the upper right corner, and then click change password.*

**MiddLink**

In addition to email, Student Activities will be sending out news and important documents about MiddLink throughout the year. MiddLink is a valuable resource for connecting students and student organizations. An updated profile on MiddLink helps you keep track of your group’s active members and provides a platform for students to find and join organizations. Groups who wish to collaborate can also use MiddLink to determine current leadership and contact information. MiddLink provides a host of other tools and resources where student orgs can:

- Hold leader elections
- Customize organization banner
- Create events and sign-up forms and invite people to activities
- Advertise on the community bulletin board
- Share group photos and documents (e.g., budgets, inventories, constitutions, etc.)
- Create news feeds to attract prospective members and display org achievements
- Interface with your social media accounts (e.g., YouTube, Twitter, Facebook)
- Send messages to the most current members of your group

*Note: It is important to check and approve the prospective students tab by clicking “Manage Roster” under “Roster” on a regular basis. First-year and current students will be advised to sign up for your group through MiddLink.*

**Leadership Transition**

Transitioning from one student leader to another is always difficult, but the process can be made easier through the cooperation of both leaders. The former leaders of your organization should share the student org email username and password, index and budget, events timeline and procedures, updated inventory form, and mission and constitution with the new leader. The new
leader should update MiddLink information, including primary contact information, leadership list, and roster. Tips about MiddLink, semester or annual programming, and other advice should also be communicated to your new leader. In addition, the advisor and cluster manager are great resources for support in this transition period.

Note: If a current leader is planning to go abroad, please be sure to take care of leadership transition tasks well in advance to avoid confusion and miscommunication.

**REGISTRATION**

You are required to register your student organization in MiddLink each fall. If you fail to register in MiddLink by October 1st, your organization will be considered inactive and your budgets will be frozen. In late August, your primary contact (as listed in MiddLink) and your student org email account were sent instructions on how to register. If you have not received an email, simply log in to MiddLink (go/MiddLink), find your organization, and click the “Register this Organization” button.

In order to be considered active for the year, you must submit the following information via MiddLink:

- An updated org profile and cover picture
- Advisor name and contact information
- A current and complete roster (be sure to delete inactive members)
- A list of all leaders including the president, treasurer, and advisor
- An inventory of equipment and supplies managed by your organization (please note: equipment and supply purchases must be inventoried and have storage space secured)
- Review and accept the Middlebury College Hazing, Anti-harassment/Discrimination, Demonstrations and Protests, and Responsible use of Computing and Network Services and Facilities policies

**REVIEW PROCESS**

Every three years, your organization will undergo a review by the SGA Constitution Committee. The purpose of the review is to ensure that organizations are maintaining standards established by Middlebury College, Student Activities, and the SGA. During this process, your organization will be evaluated on your operations (including leadership; communication with Student Activities or your assisting department; use of MiddLink; and fiscal management) and integrity (including fulfillment of mission; on-campus presence; positive contributions to the community).

The SGA Constitution Committee will contact you when your organization is up for review. Please understand that failure to submit review materials by the date requested and/or a rating of unsatisfactory from the SGA Constitution Committee will result in your student organization’s spring budget being frozen, and your organization considered inactive.
Section 2: Finances

FUNDING

SGA Finance Committee
The SGA Finance Committee is responsible for management of the student activity fee. Their job as a committee is to allocate every student’s activity fee toward social, athletic, cultural and educational activities on campus. In doing so, they distribute about $1,000,000 to over 170 student organizations and initiatives every year. The SGA Finance Committee Chair can be reached at sgafc@middlebury.edu. The committee meets weekly. Check go/sgafc for their schedule, a list of the guidelines, and additional information.

Your Student Organization Account(s)
Each recognized student organization has an operating account managed by the college. Student organizations cannot have off-campus bank accounts. Your organization account is where your allocation is deposited and where most of your expenses will be charged and has been assigned an index code (ex. SOXXXX). If you are not sure of your index, please contact Student Activities at student_activities@middlebury.edu.

Your organization will receive half of your allocated funds in August and the other half in January. Delayed registration in MiddLink and/or mismanagement of funds could affect your allocation. At the end of the fiscal year (June 30th), your unused organization funds are returned to the SGA reserves to be redistributed to student orgs and SGA initiatives in the future.

Some organizations also have gift accounts where they deposit donations, dues, or money raised during fundraisers. An organization’s gift account often contains both donations from loyal followers and alumni and hard-earned money fundraised by previous org members. Unlike the operating account, the balance in these accounts rollover from year to year. While each organization uses the funds in their gift accounts differently, all organizations should use this money responsibly and for the enhancement of the organization. Please work with your leadership and advisor to determine how best to use this money. To check the current balance in your gift account, please refer to the bi-weekly budget update you receive or email mfarnswo@middlebury.edu.

Depositing Funds
When you have cash or checks to deposit into a gift account, stop by Student Activities or your assisting department for a quick lesson. All deposits must be dropped off at the Cashier’s Office on the first floor of the Service Building.

Budgeting/Allocations
Typically, budgeting occurs in the spring or upon approval as a new organization. If your
organization did not request a budget in the spring, schedule a meeting now with the SGA Finance Committee at go/sgafc. Proposed budgets should consist of planned events and purchases, and your treasurer should be prepared to provide the SGA Finance Committee with details. Careful planning, thorough research, and professional presentations make a difference. The last possible day for any budget request is November 15th during the fall of the budgeted year. If your organization did not apply for a budget by the November deadline, you may make one new money request during the academic year for up to a maximum of $500 in new money.

The SGA Finance Committee allocates an overall budget. Allocated funds can be spent at the organization’s discretion, which means that organizations can change their plans; however, you must always adhere to the SGA Finance Committee guidelines and the mission of your organization. Each student org is granted $200 in discretionary funding. These discretionary funds are specifically allocated for advertising, supplies, and general operating expenses. To familiarize yourself with the guidelines, visit go/sgafc. Purchases can be made during the summer in preparation for the coming school year but do need approval from Student Activities and the incoming SGA Finance Committee Chair.

Newly recognized student organizations will receive a maximum budget of $1,000 for the year. If this initial funding proves insufficient for the events planned, your organization may request additional funds. However, those funds are not guaranteed. The allocations allotted to newly created student organizations usually decrease as the academic year progresses, as possibilities for logistically feasible events diminish. New organizations that demonstrate strong commitment, membership, and activities can request sizeable budget increases in their 2nd year of existence.

**RESIDENTIAL PROPERTIES**

**Social Houses**

Middlebury’s Social Houses are considered student organizations, receive funding from the SGA, and are subject to the associated provisions. While Social Houses will not be allocated funds for house-related needs like cleaning supplies, kitchen supplies, and furniture, these groups can choose to use their discretionary funds for these purposes.

**Special Interest Houses – Weybridge House and Outdoor Interest House**

Only Weybridge House and the Outdoor Interest House receive funding from both the Office of the Dean of the College and the SGA Finance Committee. Student Activities should handle charges to the student organization budget, while charges to the house fund should be directed to the coordinator of the department affiliated with the house. These two houses have access to the same college services as other student organizations, such as van rental, catering, and in-town spending, among other privileges.
Restrictions

There are some spending restrictions that you need to be aware of as a student organization leader. Check out go/sgafc for more information.

Handouts and giveaways: while the SGA Finance Committee does allocate money to student organizations for food, they do not allow the purchase of “handouts” under most conditions. Handouts are classified as giveaways, prizes, clothing items, etc. Rare exceptions have included the purchasing of uniforms and jerseys, but these must be inventoried and used across several academic years. The Activities Board is the only student organization allowed to purchase handouts without explicit approval from the SGA Finance Committee Chair.

Alcohol cannot be purchased using student activity fees, with the exception of student organizations granted permission by the SGA Finance Committee Chair. These groups are usually limited to the Activities Board, the Senior Committee, and the Feb Celebration Committee.

Tobacco, firearms/ammunition, and live animals cannot be purchased using the student activity fee.

Websites: almost always, funding will not be awarded for the creation, maintenance, or alteration of student organization websites or to cover website hosting. Your leaders are encouraged to take advantage of MiddLink and other free online services to publicize their student organization's mission. If your organization feels that the above funding is inherently vital to your mission, you may petition the SGA Finance Committee to consider allocating funds toward these web service costs.

Service providers: typically, alumni, relatives, or other members of the college community cannot be paid to speak or perform unless it is their sole profession. It is required that your leaders notify the SGA Finance Committee if funds will go to relatives or members of the Middlebury College community. The SGA Finance Committee, and if appropriate, the Activities Board Speakers Committee, must be made aware of such plans to avoid any possibility or appearance of impropriety. Failure to alert either committee may result in the cancellation of your event and revocation of funding. Your organization cannot use student activity fees to pay coaches or advisors. The payment of trainers, instructors, and facilitators is appropriate.

Student wages are rarely paid using a your organization’s operating budget, with the sole exception of student DJs and student bands. The SGA Finance Committee must specifically approve using operating funds to pay other student wages.
Gift cards: the purchase of gift cards must be from the your organization gift account. Gift cards cannot be given in exchange for work or services performed.

Club sports expenses: the SGA Finance Committee solely funds in-season operating expenses for club sports. This may include equipment purchases, registration fees, facilities costs, payment for outside trainers, and accommodations. All of these expenses must occur during the sport’s regular season. Teams may also be eligible for post-season funding. The SGA Finance Committee generally does not fund coaching expenses (i.e., salary or benefits for head or assistant coaches) and large capital expenses. These costs are expected to be paid through a combination of team fundraising and funds from the college. The SGA Finance Committee does not cover spring break expenses; these costs are expected to be fundraised by teams. If an organization can prove that games played during spring break are an integral part of their regular season, these related the SGA Finance Committee may consider expenditures.

Vendor and business sponsorships: the college does not allow sponsorships or commercial endorsement of student organizations or teams.

Retroactive expenses: in most cases, it is important to note that the Finance Committee will not allocate funds toward retroactive expenditures. Once an item is purchased or programming takes place, they will not give your organization more funds to simply replenish your accounts. Your leaders must demonstrate that their budgets and new money requests are for new, prospective purchases.

MANAGING AND SPENDING MONEY

Accessing Funds
When in doubt about an expense, check the SGA Finance Committee guidelines and be sure the student activity fee can cover the items you are purchasing. The budget is yours; spend it the way the members of your organization think would be most valuable. Your treasurer must approve and track all purchases and sign all vouchers submitted by members of your organization. Itemized receipts must be submitted within two weeks of purchases (including reimbursements and charges) or your budget could be frozen.

Financial Liability
Your treasurer must sign an agreement that says that they are responsible for knowing the SGA Finance Committee guidelines and procedures and are liable for purchases that do not fall within the guidelines. We recommend that your treasurer monitor the budget regularly and share the index selectively. The SGA Finance Committee will audit 10 randomly selected groups every two months and all groups at the end of the year. Violations will result in organizational or individual consequences depending on the infraction.
We recommend that you utilize Student Activities’ shadow budget monitoring tool at go/shadowbudget to automatically calculate how much is in your organization’s operating and/or gift account. Keep in mind that some charges can take months to actually hit your budget. **Always track your purchases.**

*See Appendix section 3 for a Sample Shadow Budget.*

*Note: If there is a deficit at the end of the year and there are no gift account funds to clear the deficit, your treasurer is held responsible for resolving the issue.*

**Spending Money**
Before you make a purchase, you should review the six different types of accepted expenditures below.

**In-Town or Campus Charge:** select businesses in town and vendors on campus will accept a college charge. No money exchanges hands; you simply provide your name, ID number, organization name, and index. A copy of the charge receipt must be submitted to Student Activities or your assisting department. An additional benefit to using a college charge is that you will not be taxed on your purchases. The only downside to using an in-town charge is that it may take months for the expense to post to your budget. Be sure to track all in-town charges carefully.

**Reimbursements:** this expenditure is the most frequent type. Your student organization leaders and members may prefer to make purchases quickly and will use their own personal funds to pay for a group purchase. After the expenditure is made, your organization may then choose to use their funds to reimburse that member. In order for Student Activities or your assisting department to accept this expenditure, an itemized receipt needs to be submitted and should be done so within two weeks of purchase.

**Credit Card Charges:** active organizations are eligible to make purchases using credit cards from Student Activities or your assisting department. All online and phone purchases must be made from the department’s office. Credit cards are not available for checkout, and credit card information cannot be sent via text or email.

**Invoices:** occasionally a business will be willing to provide an invoice for payment. Bring the invoice and a completed W-9 form to Student Activities or your assisting department for processing. Invoices should be submitted within one week of receipt. Late payment of invoices reflects poorly on your organization and the college. If a business is asked to provide a service on campus, a Certificate of Insurance is required prior to the service being provided.
Transfer to Another College Account: this type of expenditure occurs when your organization wishes to transfer money to another group or department. In order to initiate the transfer, your treasurer should send an email to your cluster manager with the following information: organization, amount to be transferred, reason for transfer, and index to which the funds need to be transferred.

Services Performed: this type of expenditure occurs when you are paying someone for their “time.” When your student organization decides to bring a performer, trainer, or other service provider to campus, your treasurer must contact your cluster manager to initiate a contract. Please note that verbal contracts are binding in the state of VT, and only college officials can initiate formal funding agreements. You must contact your cluster manager at least two weeks in advance (or four weeks in advance if the service provider is a non-US citizen) of the event to start the contracting process.

Vouchers
The voucher is the means through which the college processes payments. A voucher must be filled out every time you expect payment to be issued on behalf of your organization. Keep in mind when filling out a voucher that all of the information provided will be used to process payment. If the voucher is not complete, payment will be delayed. You can find the college’s voucher at go/savoucher. Complete and print the online form.

Note: If you are a SCB organization, you will need to fill out a specific SCB voucher. You can find the voucher at go/scbvoucher. Religious and Spiritual organizations will need to fill out reimbursements at the Scott Center.

All other organizations should either bring their completed vouchers to Student Activities in McCullough or plan to fill one out in the office.

When completing a voucher, be sure to write your name, ID & index on the receipt/invoice and attach it to the back of the completed voucher. Your treasurer must sign and submit the voucher to Student Activities or your assisting department for processing. Failure to receive the treasurer’s signature on the voucher will delay the reimbursement process. Each Friday, a member of the SGA Finance Committee will review and approve the vouchers that have been submitted to Student Activities that week. Because there are so many steps involved, it is imperative that vouchers are submitted in a timely fashion.

See Appendix section 4 for Sample Vouchers.

Note: Vouchers can be filled out anywhere on campus using go/savoucher in Internet Explorer. However, you must print out the voucher and submit it with the receipt and treasurer’s signature to
Student Activities or your assisting department. Members of your student organization can print vouchers through your organization’s PaperCut account.

**Receipts are Critical**
Make sure you turn in all receipts within two weeks of purchase. Your treasurer is responsible for bringing receipts to Student Activities or the assisting department, filling out a voucher, attaching the receipt, and signing the paperwork for every purchase.

**Note:** Your organization’s leaders should consider starting weekly or monthly meetings by asking for and collecting any receipts. There shouldn’t be any stray receipts after the meeting. Vouchers should be filled out and submitted with receipts to Student Activities or the assisting department within two weeks of the purchase.

**Accepting Payments at an Event or Fundraiser**
If you would like to accept check or cash payments at events, you may borrow a cash box from the Box Office. If you want the option of taking credit card payments at an event or fundraiser, your treasurer must notify Debby Anderson (danderso@middlebury.edu) in the Box Office at least two weeks in advance. The Box Office will hire a trained staff member to assist at the event. You should note that a $1.00 fee will be added to each transaction to help defray staff costs. The Box Office will deposit all payments into the your organization’s account.

**Budget Reports**
A budget report is automatically sent to each your organization’s email account on the first and third Monday of each month. Remember that charges may not appear on your budget for quite a while; thus, it’s essential to use the shadow budget monitoring tool at go/shadowbudget to automatically calculate your balance. Student Activities will hold treasurers accountable for any deficits at the end of the year; tracking expenses will help ensure good budget management.

**Note:** Your treasurer should be checking your organization’s email account regularly but particularly on the first and third Monday of each month for their budget reports.

**ADDITIONAL FUNDING RESOURCES**

**New Money**
Your organization can always request additional money, but you should spend what’s in your budget first and then demonstrate a reasonable need for additional funding. New money requests must be submitted before April 1st each year. If you’re interested in requesting new funds, you will be required to attend an SGA Finance Committee meeting to discuss the request. To schedule a meeting, visit go/sgafc, click “schedule a meeting,” and follow the instructions.

**Note:** SCB organizations and Religious and Spiritual organizations should request additional funds
from their assisting department before approaching the SGA Finance Committee.

All new money requests should be made well in advance; your organization should plan to present a well-organized and thorough proposal. If a new allocation is granted, it should only be spent on the item or activity for which it was granted – new money is not discretionary. If approved, Student Activities will add these funds to your operating account.

**Loans**
The SGA Finance Committee will on occasion offer loans to your organization. T-shirts, CDs, and bumper stickers are all common requests, and the SGA Finance Committee can fund none outright. Instead, the Committee issues loans to your organization if it intends to sell these items, repay the SGA Finance Committee, and keep the profits. Once the loan is repaid, the remainder of the proceeds can be put in your gift account to use at your discretion. It is necessary for your treasurer, as well as an additional member of your organization, to co-sign the loan on behalf of your organization. Contact the SGA Finance Committee for more information. Please note that outstanding debt affects your organization’s ability to receive a loan. Also, the Finance Committee is inclined to suggest alternative strategies since loans can be a burden.

**Speakers Funding**
Your organization cannot use its budget to fund speakers or speaker expenses. You may apply for speaker funds through the Activities Board Speakers Committee. Speaker funds are also available to individual students. Before applying, you must attend a short host-a-speaker training. Training dates, guidelines, and an application can be found at [go/mcabspeak](http://go/mcabspeak). If approved, the event planner will work closely with a member of the Student Activities team throughout the process.

*Note: If you are applying for Speakers funding from the Activities Board, you will need to make a tentative reservation with the Event Management office before requesting funding.*

**Small Concert Initiative**
The Activities Board Small Concert Initiative is designed to allow students or student organizations access to funding and logistical support to host small concerts of their choosing at Middlebury College. By filling out an application and meeting with the Activities Board Concerts Committee, you have the power to fund and run their own concert productions, personally organizing their band or DJ of choice to come to Middlebury to perform. Please fill out the application at [go/bringaband](http://go/bringaband) and follow instructions to submit it to Activities Board Concerts. This form must be completed at least four weeks before the proposed concert date. For questions, please email concertinitiative@middlebury.edu.

**Innovation and Collaboration Fund**
Because the SGA Finance Committee’s goal is to enrich student life while maximizing the student activity fee, the Innovation and Collaboration Fund (ICF) will serve as a resource for your
organization to draw from whenever you would like to co-sponsor an event. This allocation pool will also help to alleviate current fiscal conflicts that arise when your organization and one or more organizations divide costs to pay for a co-sponsored event.

To request funds from the ICF, one leader from your student organization and at least one leader from the organizations you’re collaborating with must present their proposal to the SGA Finance Committee together. This proposal must include which organization will receive these funds. These funds must go toward completely covering or supplementing the proposed event costs, and any unused funds must be returned to the ICF.

**SCB and RLC Flex Fund**
SCB provides flexible funding from the SGA Finance Committee for student volunteer initiatives. The Religious Life Cluster (RLC) Board also offers flexible funding for projects that have some spiritual or religious component. These two flex funds primarily benefit service orgs and religious and spiritual orgs; however, students not in an established student organization may request funds to help jump-start their individual projects. Please email scboard@middlebury.edu for questions about the SCB Flex Fund or contact Ellen McKay at emckay@middlebury.edu to request information about the RLC Flex Fund.

**FUNDRAISING**

**Permits**
If your organization is sponsoring a fundraising activity, you must obtain a permit from Student Activities. The permit can be found at go/fundraising. Possible fundraising ideas include Grille delivery, selling t-shirts, and holding an event. You are not allowed to solicit donations or gifts from local merchants, alumni, and parents. You must receive permission from Dining Services to sell food on campus; typically only pre-packaged food will be approved. If using posters as a means to advertise, you must submit the poster with the fundraising permit request.

**Excess Event Funds**
When your organization charges a set amount (e.g., ticketed event, etc.), you can keep any money raised after the costs have been covered. These excess funds may be used at your organization’s discretion (within SGA Finance Committee guidelines) or deposited into the your gift account. Allocated funds cannot be used for donations to charitable organizations or the purchase of gifts: only excess event funds can be used for this purpose. Proceeds from initiatives may not be used as direct or indirect contributions to political campaigns.

If the fee is a suggested donation, your organization deposits all revenue and does not have to pay back the costs. You can also “suggest” a donation for an event but must make students aware that the “suggested donation” is entirely optional. Students cannot be blocked from entering events with suggested donations, nor can they purposely be made to feel obligated to donate.
Section 3: Resources

**PRINTING**

PaperCut
Your organization is eligible to print using your account (using your email username) through PaperCut. You do not have a separate printing account; printing expenses are deducted from your operating account monthly, so be sure to monitor printing. You will notice an inclining (not a declining) balance in your student organization’s PaperCut account.

Reprographics
Reprographics, our on campus print shop located in FIC, offers a variety of printing services. They can do general photocopying and design work. For more information about their services and prices, check out go/reprographics. If you print something at Reprographics, you must fill out one of their forms and bring a copy to Student Activities or your assisting department for processing as a college charge.

**Publications**
All publications must touch base with Reprographics in early October and January to review expectations and develop a printing plan. All publications must be ready-to-distribute by April 1 at the latest; publications with a distribution date after April 1 will be denied assistance.

**WEB, MEDIA AND COMMUNICATIONS**

Web Presence
Student Activities recommends using your MiddLink page as your web presence; you can post to your wall, create news feeds, advertise events, and share photos! For those organizations who want a dedicated website, you can create a blog at go/blogs. No permissions needed.

E-Newsletter
The Alumni Office is willing to assist your organization with communications to alums who were involved in your organization during their time at Middlebury. The office will help you send one e-newsletter per organization per year. Ian McCray at imccray@middlebury.edu is the Alumni Office contact. Newsletters must be fully edited and ready to send upon being received by the Alumni Office. This is not a resource for you to fundraise or solicit donations; it is intended for you to circulate information about your organization among the wider Middlebury community.

Weekly Events Email
Student Activities coordinates a weekly social events email that is sent to all students. To submit events, you can upload details to the Midd Weekend Google doc at go/thisweekend.
**TRANSPORTATION**

**College Vehicles**
The college maintains a fleet of cars, 7-passenger vans, and 15-passenger vans which are available for your organization’s use. Reserve vans well in advance because they are limited. You must submit a reservation request at least one week prior to when you need to use the service. Requests sent later than this deadline will not be honored. Submit a reservation via go/van.

You must complete a Trip Departure Form when you pick up the keys at the Vehicle Rentals Office. For after-hours pick-up and drop-off, please note that the entrance to the Heating Plant is the set of doors closest to the windows of the Biomass facility. Be sure to do a “walk around” of the vehicle before you get in it, as you will be responsible for any damages that you do not report before using the vehicle. College vehicle rentals cost 15.00 dollars a day plus 40 cents per mile.

*Note: To edit a request or cancel a vehicle rental, please send an email to vehicles@middlebury.edu and make sure you receive a confirmation with the corrections and cancellation. Failure to do so may result in unnecessary charges.*

**Outside Rental Vehicles**
When a college vehicle is unavailable, you may reserve a vehicle from an outside rental company through the college’s Vehicle Rentals Office. To reserve an outside rental, check the box that says you would like an outside rental at an extra cost on the Vehicle Rental Request at go/vans. These rental vehicles are charged at current vendor rates. There is no cost per mile on outside rentals unless they go a long distance, and then there may be a surcharge. Drivers must be at least 18 years old for Majestic rentals. **When renting a vehicle from outside the college, you should consider additional costs that might be associated with that rental.** For instance, outside rentals are not picked up over the weekend. If your organization only needs the vehicle for Friday, you will be charged for the entire weekend. If there is a need to cancel an outside rental, you must give notice 72 hours in advance.

**Travel Reimbursements**
Whenever you reserve a college vehicle for long-distance travel, you should also request a gas card. The rental fee will cover gas expenses paid for using this card; in other words, your organization will not be charged additionally for gas. The number of gas cards available for Middlebury vehicles is limited. If you do not receive a card, you will need to be responsible for purchasing the gas, but you can submit those gas receipts to the Vehicle Rentals Office for full reimbursement and no additional charge to your budget.

It’s preferable for your organization to use college vehicles. In the event that none are available, you can be reimbursed for mileage at a rate of 36 cents per mile. You can also be reimbursed for ZipCar costs only if the ZipCar was used for organization business. To receive reimbursement,
submit a Google map or MapQuest map with directions from the departure location to the destination and total mileage noted. This information must be attached to a college voucher.

*Note: If you use a college vehicle, please refuel before drop-off at the college gas pumps behind the Service Building. If you’re using outside rental vehicles, please fill up gas using the college gas pumps; otherwise, the vendor will charge at a much higher rate per gallon.*

**Defensive Driving Training**

A training is required in order to drive a college vehicle. There is no cost for the class, but a valid state license is required. Class time is about two hours. If a member of your organization wants a 15-passenger van license, they must have three years of driving experience and go through a one-hour driving orientation (on the road). Check out go/trainings for training dates.

**EVENT PLANNING CHECKLIST**

Whether it’s screening a film in Axinn, cooking a campus-wide fall feast, or holding a concert in McCullough, all events on campus require forethought and planning. Here are eight steps your organization should undergo to successfully hold an event on campus:

**Step One: Begin with an idea.** Your organization is encouraged to meet with your cluster manager for inspiration while determining what kind of event to hold. Ideas include organizing a symposium, theatrical performance, film, concert, panel and discussion, arts exhibit, or cookout. The possibilities are endless! Keep in mind the reason why you are sponsoring the event.

**Step Two: Proceed to planning.** Once you have an idea of your event, develop a timeline of tasks leading up to the event. Consider and contact potential co-sponsors. Determine a realistic expectation of event attendance. Decide on catering needs. Calculate how much funding is necessary and how much is available. Determine possible dates and times for the event. Your organization’s leaders should delegate various responsibilities to members at this point. Necessary contractual arrangements (i.e., artist contract or letter of agreement) should also be finalized six to eight weeks prior to the event. Please work with your cluster manager when contracting outside entertainment.

**Step Three: Obtain funding.** The most common source of funding for your organization is the student activity fee, which is administered by the SGA Finance Committee. If your organization’s budget limits their ability to hold an event, you should request additional money from the SGA Finance Committee. If you want to bring a speaker to campus, you should meet with the Activities Board Speakers Committee. If you request your own concert, you should utilize the Activities Board Small Concerts Initiative. The Innovation and Collaboration Fund (ICF) also encourages collaboration between organizations. Please view the section on “Additional Funding Resources” on pages 15-17 for more information about the ICF.
Note: If you are applying for Speakers funding from the Activities Board, you will need to make a tentative reservation with the Event Management office before requesting funding.

**Step Four: Schedule the event.** Scheduling events may involve communication with Student Activities or your assisting department and Event Management. Requests should be submitted using the online form found at [go/scheduling](http://go/scheduling). Tammy Grant will help you with all organization scheduling after you’ve submitted the request. Check out [go/25live](http://go/25live) to find helpful information about spaces on campus, including availability, capacity, and accommodations.

Notes: If you are planning an event that requires any type of support from Facilities Services or the use of tech equipment, your request must be submitted **at least 7 days prior** to your event. Adjustments cannot be made after the 7-day window has closed.

If your organization requires designated space for meetings or events, you should first refer to the scheduling guidelines found under “Policies” on the Event Management website at: [www.middlebury.edu/offices/business/scheduling](http://www.middlebury.edu/offices/business/scheduling).

**Step Five: Meet with Cluster Manager.** Your organization should meet with your cluster manager at least two to three weeks prior to the event to confirm that you have the necessary funds to cover the activity or have received written co-sponsorship commitments from other groups on campus. Co-sponsorship commitments need to be confirmed by your treasurer and must specify the dollar amounts that your organization is committing to the project, along with the index from which those funds are to be transferred.

**Step Six: Organize the program activities.** Three to five weeks before the event, your organization should make publicity materials such as posters or banners. Arrangements for special equipment including audiovisual services, tables, etc., should be made. Catering arrangements should be completed. Two to three weeks prior to the event, all campus support and notifications should be finalized, and all checks for payment should be requested. Students may receive a temporary timecard for a one-time payment for a performance or service.

Note: For more information on publicizing events, visit pages 23-24 of the handbook. Also, review the Additional Event Planning Considerations below for more information on catering.

**Step Seven: Accomplish the program.** The day before the event, your organization should make a final check-up on the facility, seating, catering, and equipment for the event. During the day of the event, your leaders should ensure that all responsibilities are carried out and details are underway to ensure a smooth operation. Immediately after the event ends, be sure to clean up the space, return all borrowed equipment, and remove all publicity materials around campus.
Your treasurer should also be sure to track all expenses; remember to submit all vouchers and receipts in a prompt manner to Student Activities or your assisting department.

**Step Eight: Evaluate the program.** In order to improve on future programming, think about what went right and what could be improved about the event. Following a major event, your organization’s leaders may want to meet with their cluster manager and event organizers.

For assistance with developing a specific event plan, please contact Student Activities or your cluster manager.

**ADDITIONAL EVENT PLANNING CONSIDERATIONS**

**Box Office Services**
If your organization is planning to sell tickets for an event, you should utilize the Box Office. Prior to the ticket sale date, the Box Office can market the tickets on their website, which receives traffic from both students and community members. Box Office student staff will also take care of ticketing the day of the event in many venues around campus. The Box Office service fee is $1 per ticket. Additionally, 7% sales tax must be paid on gross sales. The Box Office services request form can be found at [go/tickets](http://go/tickets) on the right side of the page. For more information, contact Debby Anderson at [danderso@middlebury.edu](mailto:danderso@middlebury.edu) or stop by the Box Office in McCullough.

**Catering**
There are several catering options available to your organization: discounted menu items from the Grille, off-campus caterers, store-bought items, and take-out from off campus. Some events can also be accommodated in Atwater, McCullough, Proctor, Ross, and at 51 Main. Check out [go/catering](http://go/catering) for more details.

**Outdoor Fire Pits and Grills**
Use of fire, or lighting a fire without an authorized fire permit, inside or outside of buildings, other than smoking in authorized outdoor spaces, is prohibited. The use of outdoor grills is limited to authorized locations at small houses and must be approved before use. The use of portable fire pits is also prohibited.

**Crowd Managers**
You are required to supply crowd managers for any activities involving more than 50 attendees or participants. Check out the complete policy here: [go/crowdmanager](http://go/crowdmanager). If members of your organization need crowd management training, review [go/trainings](http://go/trainings) to learn when the next session is being offered.

**Film Screenings**
If your organization wishes to screen a film, you may need to obtain public performance licensing to comply with U.S. copyright laws. To obtain licensing, planning must begin at least
two weeks in advance of the screening date. To begin this process, you must submit a Film Rental Form after reserving a screening room. The Library will then advise on licensing requirements and fees, which vary per film. If you suspect you will need tech support on the day of the screening, be sure to include a request for Media Services support when submitting your room reservation. In most situations, you will pick up your film at the circulation desk in the Library the day of your event. Return the film promptly to the same location.

**Student Activities Supplies**
Student Activities has a number of tables, chairs, equipment and supplies that your organization can borrow free of charge. If your organization is requesting to borrow SA equipment via email, phone, or in-person, you will need to have an equipment sign-out form on file with Student Activities. Use the “Outside Storage Inventory” sheet to locate the item number(s) of equipment to be borrowed and write them down on the sign-out form. Your organization’s member that is picking up the equipment should receive a photocopy or scan of the original sign-out form. You can only take out the items designated by the item numbers on the sign-out form. Confirmation that all borrowed equipment has been returned undamaged and clean is necessary. Report any loss of items or damage to Maria Farnsworth at mfarnswo@middlebury.edu.

**PUBLICIZING EVENTS**
Outside of using MiddLink and the weekly social events email, there are a variety of ways that you can promote your organization’s platform or event.

**Banners**
If your organization is looking to hang a banner outside of Proctor, you must first request the space at go/scheduling. Reservations are confirmed on a first-come, first-served basis. The banner location can only be reserved for two consecutive days. Your organization is responsible for hanging and removing their banner. Your organization may use materials in the SGA Arts and Crafts space to create their banner.

**Chalking**
Chalking to promote events is only permitted on concrete outdoor sidewalks and the designated chalkboards in areas such as McCullough and Bicentennial Hall. Chalking is not permitted on any non-designated vertical surfaces, buildings, walls, or on any surfaces that are marble, brick, or tiled. Only water-soluble chalk may be used. For safety reasons, chalking may not be placed within 5 feet of building entrances. Violations or the defacing or erasing of approved chalking may result in disciplinary action. College administration may remove chalking in any specific area of campus at any time.
Flyers and Posters
Flyers and publicity materials may only be posted on designated bulletin boards and public poster areas. Please refrain from posting flyers on doors, walls, windows, buildings, lampposts, trees or stairwells. College staff will remove flyers found in these locations. Fines and/or disciplinary action may result from violations. Be sure to remove your posters after the event/activity. For the complete policy, please visit: go/postingflyers.

Tabling
Tabling is permitted outside Proctor and Ross Dining Halls, within McCullough Student Center, and the Library vestibule. Your organization must first request a space with Event Management at least two business days in advance to set up a table at these locations. Reservations for these spaces are made on a first-come, first-served basis. You are responsible for supplying your own table if there isn’t one already in that location. For the complete policy, please visit: go/Tabling.

Student Activities Key Sign Out
Student Activities manages key sign-out for spaces on campus and storage locations. If you are in need of key access, you must come into the Student Activities office and fill out a key record form. You are responsible for making sure the key is returned in a timely fashion.

Arts and Crafts Space
The SGA maintains an arts and crafts space along the balcony above the McCullough Crest Room. The space is available to all students and your student organization and contains supplies to make posters, banners, and projects. Check out go/ArtsAndCrafts for hours and events.

Community
Collaboration
Your organization has the capacity for great community impact when you work with other student organizations towards a common goal, rather than through dispersed and uncoordinated efforts. Collaboration on events germane to your organization’s purpose is strongly encouraged by the SGA and Student Activities. We encourage leaders to actively pursue collaboration with other groups in order to more effectively meet community needs. If funding is needed for such collaboration, your organization is encouraged to utilize the Innovation and Collaboration Fund (ICF). More information about the ICF can be found on pages 16-17.

Student Activities
In addition to your cluster manager and assisting department, the Student Activities team is here to support you. Many of our staff members have open office hours each week or are available by appointment. Additionally, you can call 443-3103 or email student_activities@middlebury.edu with any questions. Check out our website at go/studentactivities for additional resources.
Section 4: Policies

TRAVEL

If your organization is traveling away from the campus on a College-sponsored trip, you are required to follow the following guidelines and policies.

Guidelines:

- Use of personal vehicles for your organization travel is discouraged.
- Your student organization is strongly encouraged to:
  - use College or outside rental vehicles or to explore public transportation options when they travel
  - plan all travel to minimize driving in darkness
  - exercise conservative judgment regarding travel in poor weather. If in doubt about driving conditions, pull over or change plans.
- All drivers should review the College’s Driver’s License policy prior to departure.

Policies:

- The use of College and/or personal vehicles for your organization’s travel is limited to a 500-mile radius around campus. Travel outside this radius must involve the use of public transportation options. There are no exceptions to this policy.
- For travel over 500 miles, your organization must submit a travel plan to your cluster manager at least one month in advance. The travel plan should include the following:
  - Purpose of travel
  - Dates
  - Destination
  - Primary contact (name, email and cell phone number)
  - List of students who will be traveling
  - Mode of transportation
- Drivers must submit a Trip Departure Form to Vehicle Rentals prior to departure for any trips involving College and/or outside rental vehicles.
- Individual drivers must limit their driving time to a maximum of 3 hours per day.
- Drivers must drive within posted speed limits at all times. Failure to do so may result in the revocation of college van licenses and in additional consequences for the student organization involved.
- Trips shall not depart from any location nor should driving take place between the hours of 1:00AM and 5:00AM.
- "Caravanning" (travel in convoy) is not permitted. When multiple vehicles are involved, departure times should be staggered to avoid such travel.
- Drivers may not use cell phones when driving.
- The College reserves the right to cancel trips when driving conditions are deemed unsafe.
Every effort will be made to work with your organization’s leadership as these decisions are being made.

- The College will only allow 15-passenger vans to be filled to capacity for travel within 50 miles of Middlebury. Vans traveling further than 50 miles from campus will have a reduced capacity of 11 passengers with strict guidelines for loading. The staff in Vehicle Rentals will work closely with drivers in these situations.

For the complete travel policy for student organizations, please visit: go/travelpolicy.

Visit the following site to learn about the College-wide driver policy:
http://www.middlebury.edu/offices/health/ehs/policies/Driverslicense.

**COLLEGE TRADEMARK**

You need to obtain permission to use the college's name and images for promotional purposes; please contact Student Activities whenever you plan to use a trademark (including Middlebury College, Middlebury, or the panther). The Assistant Treasurer and Director of Business Services are responsible for monitoring the use of these trademarks and protecting the college's registrations. Student Activities will work closely with this office when approving the use of trademarks. For the complete policy, please visit: go/trademarks.

**HAZING**

Your organization cannot engage in acts of hazing. Hazing is defined as any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, participating in, or maintaining membership in any organization or team affiliated with Middlebury College; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

The college will use a “reasonable person” standard when evaluating such conduct and its potential effects. Hazing occurring on or off the Middlebury College campus may lead to disciplinary proceedings against individuals. Hazing may also lead to the probation, suspension, or termination of a student organization. For the complete policy and more information regarding hazing and preventative resources, please visit: go/hazinginfo.

**ANTI-HARASSMENT/DISCRIMINATION**

Middlebury College is committed to maintaining a diverse and inclusive campus environment where bigotry and intolerance are unacceptable. Discrimination and harassment, including
sexual harassment, and related retaliation, as defined by applicable law and the corresponding terms of this policy, are antithetical to Middlebury’s mission and are not allowed within your organization. Middlebury strictly prohibits conduct that constitutes unlawful discrimination and harassment, including sexual harassment, as well as related retaliation, as defined below. Middlebury will take reasonable and appropriate remedial action to prevent unlawful discrimination, harassment, and related retaliation, eliminate any hostile environment, prevent its recurrence, and correct its discriminatory effects on the complainant and others, if applicable. Membership, tryouts, and participation for your organization must be open to all individuals. Your organization’s events and activities cannot exclude any student. For the complete policy, please visit: go/anti-harassment.

Nondiscrimination Statement
At Middlebury, we strive to make our campus a respectful, engaged community that embraces difference, with all the complexity and individuality each person brings. Inclusion is of high importance to your organization, its leadership and membership. Middlebury College ("Middlebury") complies with applicable provisions of state and federal law which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, creed, color, place of birth, ancestry, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, marital status, service in the armed forces of the United States, positive HIV-related blood test results, genetic information, or against qualified individuals with disabilities on the basis of disability and/or any other status or characteristic as defined and to the extent protected by applicable law. Middlebury also complies with all other anti-discrimination protections that might be provided by particular states in which it operates educational programs; questions about the scope of any such protections should be addressed to the Compliance Officer/Title IX Coordinator and/or the on-site administrative representative for the particular program at issue. The Compliance Officer/Title IX Coordinator coordinates Middlebury’s efforts to comply with any and all federal and state laws that prohibit discrimination on the basis of one or more of the protected characteristics listed above. For the complete policy, please visit: http://www.middlebury.edu/about/handbook/general/nondiscrimination.

Demonstrations and Protests
Students, student organizations, faculty, and staff at Middlebury College are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means that do not disrupt the regular and essential operation of the college or community. At the same time, it should be made clear to the academic and larger community that students or student organizations, and individual members of the faculty or staff, speak only for themselves, not for the college as an institution, in their public expressions or demonstrations.
If your organization wishes to stage a demonstration or protest at any event on college property, you must contact and arrange a meeting with Public Safety to discuss college policy, demonstration-specific regulations, and safety issues. For the complete policy, please visit: go/protests.

**RESPONSIBLE USE OF COMPUTING & NETWORK SERVICE AND FACILITIES**

Information technology is vital to the mission and function of Middlebury College; the college’s computer networks and central computing facilities are common resources upon which the whole community depends. Responsible citizenship in the Middlebury community obliges users of these facilities to maintain responsible and ethical use of computing and communications resources, awareness of the impacts of one’s actions, and respect for the rights of others. ITS actively monitors computers and networks to identify and block malicious activities. All members of your organization are expected to behave in a proper and responsible manner. If malicious, illegal, or inappropriate activities are identified, ITS is obligated to investigate and act, including cooperating with legal authorities, if necessary. For the complete policy, please visit: go/computingpolicy.

**ACADEMIC COMMITMENT**

Academic commitments always take precedence over your organization’s events. The Student Activities Office in no way approves, authorizes or condones absences from academic commitments for any student organization purposes. Any conflicts between academic commitments and student organizations are to be addressed by the student with the involved faculty member. While students and faculty are always free to work through conflicts on a case-by-case basis to their mutual satisfaction, it is important to note that conflicts due to student organization activities are not considered “Explained Absences.”

**MINORS ON CAMPUS**

Middlebury College does not allow minors on campus as guests unless they are with one of their parents, legal guardian or other adult individual. If your organization is interested in bringing minors to campus, you must have written consent from the minors’ guardians. For the complete policy, please visit: http://www.middlebury.edu/about/handbook/misc/minors

For additional student org policies, please visit: go/studentorgpolicies.
Appendix

TREASURER AGREEMENT

I, ____________________________________________, the Treasurer of ____________________________________________,

agree to the following:

- I have reviewed and understand the SGA Finance Committee guidelines and the Student Organization Handbook and have shared this information with members of my student organization.
- I have participated in the mandatory fall meeting with the organizations in my cluster.
- I understand that I must approve all expenditures by members of my student organization.
- I understand that if my organization falls into deficit, I will be held responsible for resolving the debt and that I may be held personally responsible for inappropriate expenses and/or expenses in violation of the SGA Finance Committee’s guidelines.

Signature ____________________________________________ Date ________________________
Sample Advisor Agreement

The members of ________________ (organization) request __________(name) to serve as Advisor of the organization for the academic year of ________________.

Duties, responsibilities and expectations of the position are as follows:
•
•
•

Duties and responsibilities may be reconsidered at the request of the Advisor, president or majority vote of the membership in a regular meeting.

President Signature____________________________ Date___________________________

I have met with the president of the above-named organization and discussed the duties and responsibilities of Advisor as listed above. I agree to serve as Advisor and will fulfill these duties and responsibilities to the best of my abilities.

Advisor Signature____________________________ Date___________________________
**SAMPLE SHADOW BUDGET**

Name of Organization: Vegan BBQ Club
Index: SOXXXX
Starting balance: $1,000.00

<table>
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<tr>
<th>Date</th>
<th>Name of student who made the purchase</th>
<th>Name of vendor or service provider</th>
<th>Product or service</th>
<th>Cost (add negative sign to withdrawals)</th>
<th>Running balance</th>
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<tbody>
<tr>
<td>10/23/14</td>
<td>Margaret Broder</td>
<td>Reprographics</td>
<td>Poster for cookout</td>
<td>-$112.20</td>
<td>$887.80</td>
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<tr>
<td>10/27/14</td>
<td>Ryan Doesburg</td>
<td>Shaw’s</td>
<td>Food for fall cookout</td>
<td>-$303.12</td>
<td>$584.68</td>
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<tr>
<td>10/30/14</td>
<td>Malik Mattlock</td>
<td>Ebay</td>
<td>2 grills for fall cookout</td>
<td>-$145.68</td>
<td>$439.00</td>
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<tr>
<td>4/23/15</td>
<td>Turner Stevenson</td>
<td>Middlebury Natural Foods Co-op</td>
<td>Food for spring BBQ</td>
<td>-$259.00</td>
<td>$180.00</td>
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<tr>
<td>4/28/15</td>
<td>Ira Lewis</td>
<td>Amazon</td>
<td>Grill accessories</td>
<td>-$72.10</td>
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This form is a tool meant to be used by the Treasurer of your organization to monitor all budget transactions. Track your budget responsibly by recording your organization’s deposits and withdrawals frequently and accurately. To save your data, save this document on your personal computer as a PDF, and continue to click “Save As” in the future instead of “Save” to overwrite your old form with the updated record of your organization’s expenses. Note: please use Internet Explorer to open this form.
**SAMPLE VOUCHERS - IN-TOWN CHARGE**

Instructions:
1: Complete below form
2: Print form
3: Write your name, ID, and index on the receipt/invoice and attach to printed form
4: Submit hard copy & receipt to Student Activities

---

**Middlebury**

**VOUCHER** Date: 

FOR ACCOUNTING USE ONLY

<table>
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<th>W-8</th>
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<p>| For reimbursement/invoice, how would you like to receive the payment? |</p>
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<th>Check</th>
<th>Direct Deposit</th>
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If you chose check, how would you like it delivered?

- [ ] Mailed
- [ ] Held @ Marble Works

---

Submitted by: Sally Day

**Who are we paying?** (e.g., an individual or business)

- **ID#:**
  - Name: Middlebury Natural Foods Co-Op
  - Address/Box: 
  - Citizenship: □ US/Res Alien □ Other Country:
  - Relationship: □ Faculty/Staff □ Student □ Outside Vendor

**Vendor:** Middlebury Natural Foods Co-Op

**Student Org:** Eat Good Food

**Purchase Type** (check one):

- [ ] Student Activities Credit Card
- [ ] Reimbursement (Did the student pay using his/her own money?)
- [ ] In-Town or Campus Charge (Did you pay with your index code?)
- [ ] Invoice

**Reason for purchase** (i.e., event, meeting, or usage)

- Spring Activities Fair
- Snacks - not inventoried

**INDEX** | **FUND** | **ORG** | **Account Code** | **PROG** | **Activity Code** | **Description** | **Total** |
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</tr>
</tbody>
</table>

**Total Amount to be Paid:** $ 20.15

---

**Receipt Attached:** [ ] YES (original receipts are required)

**Items purchased & quantity** (Remember to update inventory if applicable)

- Spring Activities Fair: Snacks - not inventoried

---

**Approvals & Signatures**

<table>
<thead>
<tr>
<th>Student Activities</th>
<th>Date</th>
<th>Treasurer Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mary O’Connor</td>
<td>2/25/15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PC Approval</th>
<th>Date</th>
<th>Treasurer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SAMPLE VOUCHERS - CAMPUS CHARGE

Instructions:
1: Complete below form
2: Print form
3: Write your name, ID, and index on the receipt/invoice and attach to printed form
4: Submit hard copy & receipt to Student Activities

Who are we paying? (e.g., an individual or business)
ID:
Name: Reprographics
Address/Box:

Citizenship: □ US/Res Allen □ Other Country:
Relationship: □ Faculty/Staff □ Student □ Outside Vendor

Submitted by: Janice Jack

Purchase Type (check one):
□ Student Activities Credit Card □ Reimbursement
(If the student pay using his/her own money?)
□ In-Town or Campus Charge
(If you pay with your index code?)
□ Invoice

Vendor: Reprographics
Student Org: The Right View
Reason for purchase (i.e., event, meeting, or usage)

Items purchased & quantity (Remember to update inventory if applicable)
Production charges
15 "The Right View" magazines

<table>
<thead>
<tr>
<th>INDEX</th>
<th>FUND</th>
<th>ORG</th>
<th>Account Code</th>
<th>PROG</th>
<th>Activity Code</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOXXXX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 55.00</td>
</tr>
</tbody>
</table>

Total Amount to be Paid: $ 55.00

Approvals & Signatures

Student Activities Date

Treasurer Signature

Date

Jackson James

Treasurer Name
**SAMPLE VOUCHERS - REIMBURSEMENT**

Instructions:
1: Complete below form  
2: Print form  
3: Write your name, ID, and index on the receipt/invoice and attach to printed form  
4: Submit hard copy & receipt to Student Activities

Who are we paying?  (e.g., an individual or business)
ID#: 00541234  
Name: Sally Day  
Address/Box: MC Box 6634

Citizenship: US/Res Alien □ Other Country:  
Relationship: □ Faculty/Staff □ Student □ Outside Vendor

Submitted by: Mary O'Connor

Purchase Type (check one):
□ Student Activities Credit Card  
□ Reimbursement  
□ In-Town or Campus Charge  
□ Invoice

Vendor: Target  
Student Org: Dance at Midd

Reason for purchase (i.e., event, meeting, or usage)  
Items purchased & quantity (Remember to update inventory if applicable)

Spring Show  
Dance shoes - to be inventoried

<table>
<thead>
<tr>
<th>INDEX</th>
<th>FUND</th>
<th>ORG</th>
<th>Account Code</th>
<th>PROG</th>
<th>Activity Code</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOXXXX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$156.34</td>
</tr>
</tbody>
</table>

Total Amount to be Paid: $156.34

For reimbursement/invoice, how would you like to receive the payment?
- [ ] Check  
- [ ] Direct Deposit

If you chose check, how would you like it delivered?
- [ ] Mailed  
- [ ] Held @ Marble Works

Receipt Attached: [ ] YES  (original receipts are required)

Approvals & Signatures

Student Activities  
Date  
Treasurer Signature  
Date

PC Approval  
Date  
Treasurer Name  
Date
SAMPLE VOUCHERS – INTERNATIONAL REIMBURSEMENT

Instructions:
1: Complete below form
2: Print form
3: Write your name, ID, and index on the receipt/invoice and attach to printed form
4: Submit hard copy & receipt to Student Activities

Who are we paying? (e.g., an individual or business)
ID#: 00123564
Name: Sarah Lee
Address/Box: MC Box 3201
Relationship: ☐ Faculty/Staff ☐ Student ☐ Outside Vendor
Submitted by: Dan Jobs

Purchase Type (check one):
☐ Student Activities Credit Card ☐ Reimbursement
☐ In-Town or Campus Charged (Did the student pay using his/her own money?)
☐ Invoice
Vendor: Ebay

Student Org: Flora & Fauna Club
Reason for purchase (i.e., event, meeting, or usage)
Receipt Attached: ☐ YES (original receipts are required)

<table>
<thead>
<tr>
<th>INDEX</th>
<th>FUND</th>
<th>ORG</th>
<th>Account Code</th>
<th>PROG</th>
<th>Activity Code</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOXXXX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$136.95</td>
</tr>
</tbody>
</table>

Total Amount to be Paid: $136.95

Approvals & Signatures

Student Activities Date

FC Approval Date

Treasurer Signature Date

Sally Taft Treasurer Name
**SAMPLE VOUCHERS – INVOICES**

Instructions:
1: Complete below form  
2: Print form  
3: Write your name, ID, and index on the receipt/invoice and attach to printed form  
4: Submit hard copy & receipt to Student Activities

Who are we paying? (e.g., an individual or business)

- **ID#:**
- **Name:** Professional Services, Inc.
- **Address/Box:** 123 Ballard Avenue  
  New York, NY 12530

Citizenship:
- [ ] US/Res Alien  
- [ ] Other Country

Relationship:
- [ ] Faculty/Staff  
- [ ] Student  
- [ ] Outside Vendor

Submitted by: Harry Miller

Purchase Type (check one):
- [ ] Student Activities Credit Card  
- [ ] Reimbursement  
  (Did the student pay using his/her own money?)  
- [ ] In-Town or Campus Charge  
  (Did you pay with your index code?)  
- [ ] Invoice

Vendor: Professional Services, Inc.

Student Org: Documentary Club  
Receipt Attached: [ ] YES  
(original receipts are required)

Reason for purchase (i.e., event, meeting, or usage):

- Documentary, "Here in the Wild"
- Rights and DVD rental

<table>
<thead>
<tr>
<th>INDEX</th>
<th>FUND</th>
<th>ORG</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 255.00</td>
</tr>
</tbody>
</table>

Total Amount to be Paid: $ 255.00

Approvals & Signatures

- Student Activities: Date  
  ![Signature]
- Treasurer Signature: Date  
  Harvey Taft  
  Treasurer Name
SAMPLE VOUCHERS – CREDIT CARD PURCHASES

Instructions:
1: Complete below form
2: Print form
3: Write your name, ID, and index on the receipt/invoice and attach to printed form
4: Submit hard copy & receipt to Student Activities

Who are we paying? (e.g., an individual or business)
ID:
Name: Amazon
Address/Box:

Citizenship: ☐ US/Res Alien ☐ Other Country:
Relationship: ☐ Faculty/Staff ☐ Student ☐ Outside Vendor

Submitted by: Harvey Scott

Purchase Type (check one):
☑ Student Activities Credit Card ☐ Reimbursement
☐ In-Town or Campus Charge (Did the student pay using his/her own money?)
☐ Invoice
Vendor: Amazon

Student Org: Midd Fun Club
Reason for purchase (i.e., event, meeting, or usage)
For future use by members

Receipt Attached: [ ] YES (original receipts are required)
Items purchased & quantity (Remember to update inventory if applicable)
4 soccer balls - to be inventoried

<table>
<thead>
<tr>
<th>INDEX</th>
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<th>ORG</th>
<th>Account Code</th>
<th>PROG</th>
<th>Activity Code</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SXXXXX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 76.95</td>
<td></td>
</tr>
</tbody>
</table>

Total Amount to be Paid: $ 76.95

Approvals & Signatures

Student Activities Date
Treasurer Signature
Treasurer Name

FC Approval Date

37
**Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1</td>
<td>Beginning of the new fiscal year</td>
</tr>
<tr>
<td>Mid-August</td>
<td>Student Activities sends registration instructions to all orgs’ primary contacts (listed in MiddLink) and org email accounts</td>
</tr>
<tr>
<td>September 17</td>
<td>Mandatory student org meetings begin</td>
</tr>
<tr>
<td>September 18</td>
<td>Fall Activities Fair from 4:30-6:00pm on Hepburn Road</td>
</tr>
<tr>
<td>September 21</td>
<td>MiddAction Fair from 6-7:30pm in Wilson Hall</td>
</tr>
<tr>
<td>October 1</td>
<td>Deadline for existing student orgs to re-register through MiddLink or else be considered inactive and have budgets frozen</td>
</tr>
<tr>
<td>October 5</td>
<td>SGA Committee will begin accepting proposals for new student organizations</td>
</tr>
<tr>
<td>November 15</td>
<td>Deadline for budget requests from the SGA Finance Committee</td>
</tr>
<tr>
<td>December 1</td>
<td>Deadline for orgs under review by the SGA Constitution Committee to submit materials</td>
</tr>
<tr>
<td>December 14</td>
<td>Deadline to submit all vouchers and receipts for the fall semester</td>
</tr>
<tr>
<td>January</td>
<td>Annual review of student orgs by the SGA Constitution Committee</td>
</tr>
<tr>
<td>February 19</td>
<td>Spring Activities Fair from 4:30-6:00pm in McCullough</td>
</tr>
<tr>
<td>April</td>
<td>Budget presentations to the SGA Finance Committee begin</td>
</tr>
<tr>
<td>April 1</td>
<td>Deadline for new student org applications</td>
</tr>
<tr>
<td></td>
<td>Deadline to submit new money requests to the SGA Finance Committee</td>
</tr>
<tr>
<td></td>
<td>Deadline for publications to submit material to Reprographics</td>
</tr>
<tr>
<td>May 17</td>
<td>Deadline to submit all vouchers and receipts for the spring semester</td>
</tr>
<tr>
<td>June 30</td>
<td>End of the fiscal year</td>
</tr>
</tbody>
</table>