Student Organization
HANDBOOK

Office of Student Activities
2016-2017

Middlebury College
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Section 1: Basics

**STUDENT ACTIVITIES & STUDENT ORGANIZATIONS**

The Student Activities Office oversees programs designed to enhance students’ college experience through social, cultural, spiritual, educational, student-government and physical 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 countless programs every year. The Student Activities Offices are located on the first and second level of the McCullough Student Center.

**PEOPLE YOU NEED TO KNOW**

There are many people on campus who are interested in supporting the efforts of your student organization. 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 student organization 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. 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 organization re-registration process in the fall or new registration, 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 on MiddLink or in the Quick Links section in the right sidebar of the Student Activities page at [go/studentactivities](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.?
- How often should the exec board and advisor meet?
- What is the preferred communication method between both groups?
See Appendix Section 1 for the Advisor Agreement to help guide this discussion.

**Cluster Managers**

Each category of student organizations (such as publications or club sports) has been assigned a cluster manager. This person is a knowledgeable member of the student life team and available 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, the cluster managers are ready to assist group leaders, connect them 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
Derek Doucet, *Associate Dean of Students for Student Activities and Orientation*
   Cluster: Debate
Roman Christiaens, *Assistant Director of Student Organizations and Orientation*
   Clusters: Publications and Visual Arts organizations
Doug Connelly, *Director of Outdoor Programs and Club Sports*
   Cluster: Club Sports
Sophie Esser Calvi, *Associate Director of Global Food and Farm Programs*
   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: Middlebury Intercultural Leaders Coalition (MILC) organizations
David Kloepfer, *Assistant Director of Student Activities for Programming and Events*
   Clusters: A Capella groups, MCAB, and Performing Arts organizations
Ashley Laux, *Associate Director of Center for Community Engagement*
   Cluster: Service Cluster Board (SCB) 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 Life Council (RLC) organizations
Amanda Reinhardt, *Assistant Director of Orientation*
   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
**FUN FACT!** Some clusters have assisting departments. The assisting departments are – the Center for Community Engagement for the Service Cluster Board (SCB), the Scott Center for the Religious Life Council (RLC), and the Anderson Freeman Resource Center for the Middlebury Intercultural Leaders Coalition (MILC).

Other terrific people you should know:
Debby Anderson, *Box Office Manager*
Tammy Grant, *Student Events Specialist in the Office of Event Management*
Sam Hurlburt, *Student Activities Tech Fellow*
Megyn Pitner, *Catering Manager*
Kevin Benscheidt, *SGA Finance Committee Chair*
Nicholas Delehanty, *SGA Student Organization Oversight Committee Chair*
Karina Toy, *SGA President & Student Activities Programs Intern*
Katherine Brown (fall) and Carolyn Murphy (spring), *MCAB Presidents*

**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. **If your organization falls into deficit, the designated treasurer will be held personally responsible for resolving the debt.**

*See Appendix Section 2 for the Treasurer Agreement.*

**PRO TIP!** 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 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 your work, and assist new leaders with their transition.

Email

Every student organization has been assigned an email account (ex. studentorg@middlebury.edu). Someone from the 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 you through this email and through MiddLink. It is also the contact information we give to prospective members and collaborators.

It is critical that student orgs do not Google forward or change their org email addresses. Your email address is directly connected to different College systems (including auto-generated budgets), and any changes could disrupt access and capability. If you need to change or delete your student org’s current email address, please contact Maria Farnsworth at mfarnswo@middlebury.edu.

**PRO TIP!** To change your password, log into your webmail, click on Options in the upper right corner, and click *Change Password*

MiddLink

In addition to email, Student Activities will send 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:

- Create events and sign-up forms and invite people to activities
- Create news feeds to attract prospective members
- Post news stories about org achievements
- Share group photos and documents (e.g. budgets, inventories, constitutions, etc.)
- Interface with your social media accounts
- Send messages to current members in your group
- Track attendance at your org meetings and events
- Hold leader elections
- Customize organization banner
MiddLink has a direct support system that contains a series of How To videos and various resources. Learn more about how to maximize your student organization’s use of MiddLink and all that it has to offer at: https://middlebury.collegiatelink.net/support.

**PRO TIP!** Regularly check and approve prospective members by clicking “Manage Roster” under “Roster.” First-year and current students are 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 outgoing leaders of your organization should share the email username and password, index and budget, events timeline and procedures, updated inventory form, and mission and constitution with the new leadership. The new leadership should update their organization’s MiddLink information, including primary contact, leadership list and roster. Tips about MiddLink, semester or annual programming, and other advice should also be communicated to your new leader. Your advisor and cluster manager are also great resources for support in this transition period.

**Registration**
You are required to register your student org in MiddLink each fall. If you fail to register in MiddLink by October 1st, your organization will be considered inactive and your budget(s) frozen.

In late August, your primary contact (as listed in MiddLink) and your student org email account are 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 “Register this Organization.”

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

- An updated org profile and cover picture
- A current and complete roster (be sure to delete inactive members)
- A list of all leaders including the president, treasurer, and advisor
- Contact information for your advisor
- An inventory of equipment and supplies managed by your organization.
- Review and accept relevant student organization policies
- Submit your first official organization meeting on MiddLink

**Review Process**
Every three years or as deemed necessary, your organization will undergo a review by the SGA Student Organization Oversight Committee (SOOC). 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; and positive contributions to the community).

The SOOC will contact you when your organization is up for review. Failure to submit review materials by the date requested and/or a rating of unsatisfactory from the SOOC will result in your student organization’s budget being frozen and your organization considered inactive.

In addition to the review process, the SOOC provides oversight to student organizations through the community grievance form. The community grievance form empowers members of the Middlebury community to help keep student organizations accountable to their mission and purpose. Learn more about the SOOC, the review process and the community grievance form at go/sgacc.
Section 2: Finances

FUNDING

SGA Finance Committee
The SGA Finance Committee (SGAFC) is responsible for management of the student activity fee. Their job as a committee is to allocate every student’s activity fee toward co-curricular activities on campus. In doing so, the SGAFC distributes over $1 million to approximately 170 student organizations and initiatives every year. The SGAFC Chair can be reached at sgafc@middlebury.edu and meets weekly, check out go/sgafc for their meeting 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. Each organization account 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 student organization funds are returned to SGA reserves to be redistributed the following year. You do not have to use all of your funds to receive similar funding the next year, SGAFC determines allocations based on responsible spending, not on spending your entire allocation.

Some organizations also have gift accounts where they deposit donations, dues, or money raised during fundraisers. Unlike the operating account, the balances in gift accounts remain in your organization’s account 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’s mission and function. Please work with your leadership and advisor to determine how best to use this money. To check the current balance in your gift account, refer to the bi-weekly budget update your student organization email account receives 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. If your organization did not request a budget in the spring, schedule a meeting immediately with the SGAFC at go/sgafc. Proposed budgets should consist of planned
events and purchases, and treasurers should be prepared to provide SGAFC with details. Careful planning, thorough research, and professional presentations make a difference. For existing organizations, the last possible day for any budget request is November 15\textsuperscript{th} during the fall of the budgeted year.

The SGAFC allocates an overall budget, and these allocated funds must be spent within SGAFC guidelines. 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 SGAFC guidelines, visit go/sgafc. Purchases cannot be made during the summer in preparation for the coming academic year, except in rare circumstances when approved by the SGAFC chair.

New organizations can submit a budget request following their organization’s approval and can receive a maximum budget of $1,000 for the year. If this initial funding proves insufficient for the events planned, the organization may request additional funds. However, those funds are not guaranteed. New organizations that demonstrate strong commitment, membership, and activities can request sizeable budget increases in their 2\textsuperscript{nd} 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 (such as cleaning supplies, kitchen supplies and furniture), these groups can choose to use their discretionary funds for these purposes.

**Special & Academic Interest Houses**

Special and Academic Interest Houses receive a budget allocation from the Office of the Dean of Students. Academic or departmental coordinators associated with those programs are responsible for budget management. All receipts and invoices should be directed to the departmental coordinator related to the house.

Weybridge and the Outdoor Interest House receive funding from both the Office of the Dean of Student and the SGA Finance Committee. Student Activities manages both receipts and invoices for all related budgets. Student leaders from both of these houses receive budget training relevant to Student Life policies.

**Restrictions**

There are some spending restrictions that you need to be aware of as student organization leader. Check out go/sgafc for more information.
• **Handouts and giveaways:** While the SGAFC 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 included the purchasing of uniforms and jerseys, but these must be inventoried and used across several academic years. MCAB is the only student organization allowed to purchase handouts without explicit approval from the SGAFC Chair.

• **Alcohol** cannot be purchased using your organization’s funds without being explicitly granted permission by the SGAFC Chair. These groups are usually limited to MCAB, Senior Committee, and Feb Celebration Committee.

• **Tobacco, firearms/ammunition, and live animals** cannot be purchased using your organization’s funds.

• **Websites:** Funding will not be awarded for the creation, maintenance, or alteration of student org websites or to cover website hosting. Student leaders are encouraged to take advantage of MiddLink and other free online services to publicize their student organization’s mission. If a student organization feels that the above funding is inherently vital to the mission of their student organization, they may petition the SGAFC to consider allocating funds toward 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 SGAFC if funds will go to relatives of or members of the Middlebury College community. The SGAFC, and if appropriate, the MCAB 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 the event and revocation of funding. Your organization cannot use allocated funds to pay coaches or advisors. The payment of trainers, instructors, and facilitators may be appropriate but must first be approved in writing by the SGAFC.

• **Student wages:** Rarely are student wages paid with a student organization’s operating budget. Typically, the sole exceptions are student DJs and student bands. The SGAFC must specifically approve using operating funds to pay other student wages.

• **Gift cards:** The purchase of gift cards must be from your organization’s gift account. Gift cards cannot be given in exchange for work or services performed.

• **Club sports expenses:** The SGAFC funds reasonable in-season operating expenses for club sports. This may include equipment purchases, registration fees, facilities costs, and payment for
outside trainers. On rare occasions, funding for accommodations can also be covered. All of these expenses must occur during the sport’s regular season. The SGAFC does not fund coaching expenses (i.e. salary or benefits for head or assistance coaches) and large capital expenses. These costs must be paid through a combination of team fundraising and funds from the college. The SGAFC does not cover spring break expenses; these costs must be fundraised by teams. If an organization can prove that games played during spring breaker are an absolutely integral part of their regular season, the SGAFC may consider these expenditures.

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

- **Retroactive expenses:** The SGAFC 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 SGAFC guidelines and be sure that your budget can cover the items you plan to purchase. 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 SGAFC guidelines and procedures and are personally liable for purchases that do not fall within the guidelines or exceed the budget. We recommend that your treasurer monitor the budget regularly and share the index selectively. The SGAFC 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. SCB student orgs should use the shadow budget provided to you by SCB through Google Drive. 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.*
Spending Money
Before you make a purchase, you should review the six different types of accepted expenditures below:

1. **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 is that it may take months for the expense to post to your budget. Be sure to track all in-town charges carefully. A list of local charge accounts can be found on the Accounts Payable website.

2. **Reimbursements**: 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 within two weeks of purchase.

3. **Credit Card Charges**: Active organizations are eligible to make purchases using credit cards from Student Activities or your assisting department. Credit cards are not available for checkout, and credit card information should not be sent via text or email.

4. **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 the student 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.

5. **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 name, amount to be transferred, reason for transfer, and the index to which the funds need to be transferred.

6. **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

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**DID YOU KNOW?** If there is a deficit at the end of the year and there are no gift account funds to cover it, your treasurer is held personally responsible for resolving the issue.
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. Please note that these services performed must fall within SGAFC spending guidelines. Some (including speakers, concerts, etc.) are subject to their own guidelines. Learn more below in Additional Funding Resources.

Vouchers
Vouchers are the primary means through which the college processes payments. A voucher must be filled out every time you expect a 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 a voucher is not complete, payment will be delayed. You can find the Student Activities voucher at go/savoucher. Complete and print the online form to process.

Note: The SCB, RLC, and MILC all process vouchers directly from their offices. SCB has a specific voucher at go/scbvoucher, and MILC has a specific voucher at go/milcvoucher.

All other organizations should either bring their completed vouchers to Student Activities in McCullough or plan to fill one out in the office. 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 SGAFC will review and approve the vouchers that have been submitted to Student Activities that week. For Cluster board organizations, vouchers are reviewed and approved by their assisting departments. 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.

**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 your assisting department, filling out a voucher, attaching the receipt, and signing the paperwork for every purchase.

**PRO TIP!** Consider starting weekly or monthly meetings by asking for and collecting any receipts.
Accepting Payments
There are a variety of ways to accept payments at a student org event or fundraiser, depending on the form and type of payment.

- **Cash or Check**
  If you would like to accept cash or check payments at events, you may borrow a cash box from the Box Office.

- **Credit Card**
  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 deducted from each transaction to help defray staff costs. The Box Office will deposit all payments into your organization’s account.

- **Other Electronic Payments**
  Student organizations are not allowed to accept money via PayPal, Venmo, Square or any other method that requires funds to flow through personal bank accounts. No organizational money should ever be deposited into a personal banking account.

Raising Money for Your Organization or a Charitable Cause

- **Charitable Events**
  The funds raised during a charitable event will first cover the costs of the event, and any additional funds raised may be sent to the designated charitable organization. No SGAFC funds may be used as charitable donations.

- **Event Supporting your Organization**
  The funds raised during an event will first cover the costs of the event, and any additional funds raised will be deposited into your organization’s gift account.

- **Accepting Donations in Support of your Organization**
  Student organizations are also able to receive electronic donations directly from students, family or friends through the http://go.middlebury.edu/give website.

- **Suggested Donations**
  Student orgs can also have a “suggested” donation for their 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.
Budget Reports
A budget report is automatically sent to 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 awhile; therefore, it’s essential to use the shadow budget monitoring tool at go/shadowbudget to automatically calculate your balance. Student Activities will hold treasurers personally accountable for any deficits at the end of the year; tracking expenses will help ensure good budget management. If your organization is not receiving bimonthly budget reports, contact Maria Farnsworth at mfarncwo@middlebury.edu.

PRO TIP! Your treasurer should be checking your organization’s email account regularly, especially on the first and third Monday of each month for budget reports.

Additional Funding Resources

New Money
Your organization, with the exception of SCB, RLC and MILC, 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 requested new funds, you will be required to attend a SGAFC meeting to discuss the request. To schedule a meeting, visit go/sgafc, click “schedule a meeting,” and follow the instructions.

DID YOU KNOW? SCB, RLC and MILC organizations can request additional funds from their assisting department.

All new money requests should be made well in advance; your organization should plan to present an effective 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.

Grant Funding
On occasion, student orgs seek and obtain funding from external organizations in the form of grants. When this occurs, the following steps must be taken:

• BEFORE applying for any grant, org leaders must consult with their advisor or cluster manager
• Any grant funds received must be spent in strict accordance with the SGA Finance Committee spending guidelines.
• Any related documents, posters, posts, etc. must make it explicitly clear that it is the student organization and not the College applying for and receiving any grant funds.
• Granting organizations may not use the Middlebury College name of logo for any promotional or marketing materials what so ever.
Speakers Funding
Your organization cannot use its budget to fund speakers or speaker expenses. You may apply for speaker funds through the MCAB 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. If approved, your organization will work closely with a member of the Student Activities team throughout the process. Applications for speaker funding must be submitted at least three weeks prior to the proposed event. For questions, email mcabspeak@middlebury.edu.

Small Concert Initiative
The MCAB 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 the college. By filling out an application and meeting with the MCAB Concerts Committee, you have the ability to fund and run a concert production, band or DJ performance. Please fill out the application at go/bringaband and follow the instructions to submit it to the MCAB Concerts Committee. This form must be completed at least four weeks before the proposed concert date. For questions, email concertinitiative@middlebury.edu.

Innovation and Collaboration Fund
Because the SGAFC’s goal is to enrich student life while maximizing the student activity fee, the Innovation and Collaboration Fund (ICF) can serve as a resource for your organization to draw from towards a collaborative event.

To request funds from the ICF, one leader from your organization and one leader from the organization you’re collaborating with must present their proposal to the SGAFC. This proposal must include which organization will receive these funds. ICF funds must go towards completely covering or supplementing the proposed event costs, and any used funds must be return to the ICF. Once you are approved for funding, make sure to notify your cluster manager and Maria Farnsworth to initiate fund transfers.

SCB, RLC and MILC Flex Fund
The SCB provides flexible funding from the SGAFC for student volunteer initiatives. The RLC offers flexible funding for projects that have some spiritual or religious component. The MILC offers flexible funding for cultural, diversity, social justice and inclusivity initiatives. These flex funds primarily benefit organizations within these clusters; however, students not in an established student organization may request funds to help jump-start their individual projects related to the mission and goals of the SCB, RLC and MILC. Please email scboard@middlebury.edu for questions about the SCB Flex Fund, rlcboard@middlebury.edu to request information about the RLC Flex Fund or MILC@middlebury.edu for questions about the MILC Flex Fund.
Fundraising

Permits
Permission for fundraising drives will be granted only to registered, active student organizations in good standing. All fundraising initiatives are to be coordinated through Student Activities or your cluster manager; student organizations may not approach the College Advancement office directly. If your organization seeks to sponsor a fundraising activity, you must obtain a permit from Student Activities. The permit application can be found at go/fundraising and must be submitted to your cluster manager or Student Activities at least two weeks prior to the fundraiser. If approved, your student org will be assigned a permit number.

Space for the fundraiser must be reserved two weeks in advance through Events Management and will require your permit number. If the requested site involves Athletics or the Mahaney Center for the Arts, departmental permission is also required. If the fundraiser involves food, you must receive permission from Dining Services to sell food on campus; typically only pre-packaged food will be approved.

Raising Funds for Charity
If the fundraiser is for a specific charity, student organizations must clearly advertise the following: “The fundraiser does not benefit Middlebury College. Donations are not tax-deductible.” This sentence should be clearly stated on all fundraising advertisements. Organizations wishing to make donations to charitable organizations may do so with the proceeds from fundraising after all expenses of the event have been covered. SGAFC allocated funds cannot be used for charitable donations. Additional information on raising funds for charity can be found in the above sections under Accepting Payments and Raising Money for Your Organization or a Charitable Cause.

Solicitation
Donations or gifts may not be solicited from local merchants, alumni, or other members of the College community. Direct solicitation via campus mail is prohibited. Door-to-door solicitation in residence halls is prohibited. This includes but is not limited to: residence halls, faculty and staff offices, and off-campus. Student organizations wishing to conduct fundraising off-campus must familiarize themselves with local, state and federal laws and regulations.

Funds
All student organization money collected from fundraisers will be deposited directly into the organization’s gift account in accordance with the SGAFC guidelines. Proceeds from fundraising may not be used as direct or indirect contributions to political campaigns.
Section 3: Resources

**PRINTING**

**PaperCut**
Your organization is eligible to print using your student organization’s PaperCut account. Printing expenses are deducted from your operating account monthly, so be sure to monitor printing.

**Printing Services**
Printing Services, our on-campus print shop located in FIC, offers a variety of printing services from design to binding and banner making to digital printing. Learn more at go/printingservices. To use their services, you will need to fill out a Printing Order Form on their webpage, and it will need to be processed with a voucher at Student Activities or your assisting college department as a college charge.

**Publications**
All student organizations approved to produce publications must touch base with Printing Services at the beginning of each semester to review expectations and develop a printing plan. All publications must have a distribution date no later than the final day of classes in the spring semester. New publications must publish their first issues online. Printing Services compiled a helpful tip sheet to help make the process of printing your publication easier; you can access that tip sheet at go/printingservices.

**WEB, MEDIA AND COMMUNICATIONS**

**Web Presence**
Your MiddLink page should be your primary web presence; you can post to your wall, create news feeds, advertise events, and share photos!

**E-Newsletter**
The Alumni Office is willing to assist student organizations with communications to alums who were involved in your organization during their time at Middlebury College. The office will help you send one e-newsletter per org per year. Ian McCray at imccray@middlebury.edu is your contact in the Alumni Office. 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.

**College Archives**
Your organization’s contribution to campus life is valuable to students not just today but for years to come. That’s why College Archives is here to collect any records your org creates, from posters to rosters and meeting minutes (digital or printed). Leave your mark on Middlebury history by bringing your printed documents to the Archives in Special Collections (Davis Family Library 101) or by uploading electronic files to MiddLink. You can also submit your organization’s blog or MiddLink page at go/submiturl.
Transportation

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 in addition to the training class. Check out go/trainings for training dates.

College Vehicles
The college maintains a fleet of cars, 7-passenger vans, and 15-passenger vans which are available for student org use. Reserve vans well in advance because there is a limited supply. 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 registration at go/van.

You must complete a Trip Departure Form when you pick up the keys at the Vehicle Rentals Office. For after-hour pickup 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, 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.

PRO TIP! To edit a request or cancel a vehicle rental, 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, students may reserve vehicles from an outside rental company through the 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 form (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. The daily cost of outside rental vehicles ranges between $50-60. Because outside rentals cannot be picked up or dropped off over the weekend, if your student org only needs a 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. While gas cards are usually provided with extended period of travel or distance, the overall 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 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 student organizations to use college vehicles. In the event that none are available, you can be reimbursed for mileage at a rate of 30 cents per mile. You can also be reimbursed for ZipCar costs only if the ZipCar was used for official 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 for processing. Note that this mileage reimbursement is the only one permitted. Gas receipts may not under any circumstances be submitted for reimbursement. Budget accordingly!

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

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: Develop a planning proposal.** 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.

**Step Three: Meet with cluster manager.** Your organization should meet with your cluster manager and discuss the planning proposal. If your event includes co-sponsorships, these commitments must be confirmed, and you must specify the dollar amounts that each organization is committing to the project. Make sure to confirm your budget for the event. If the event requires a contract, your cluster manager will need to initiate this process after you have obtained funding and scheduled the location. Set up a time to touch base with your cluster manager each week leading up to the event.
Step Four: Obtain funding. The most common source of funding for your organization is the student activities fee, which is administered by the SGAFC. If your organization’s budget limits their ability to hold an event, you should request additional money from the SGAFC or in the case of the RLC, MILC and SCB, your cluster board. If you want to bring a speaker to campus, you must meet with the MCAB Speakers Committee. If you request your own concert, you should utilize the MCAB Small Concerts Initiative. The Innovation and Collaboration Fund (ICF) also encourages collaboration between organizations. Please view the section on Additional Funding Resources for more information about the ICF.

Step Five: 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. Tammy Grant will help you with all organization scheduling after you’ve submitted the request. Check out go/25live to find helpful information about spaces on campus, including availability, capacity, and accommodations.

DID YOU KNOW? If you are planning an event that requires any type of support from Facilities Services or the use of tech equipment from Media Services, 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.

Step Six: Organize the program activities. Three to four 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. For more information on publicizing events, visit the Publicity section below. 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. 7% Vermont sales tax will be deducted from the ticket price and then a $1 service fee will be deducted for the box office. For more information, contact Debby Anderson at 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, or off campus take-out. Some events can also be accommodated in Atwater, McCullough, Proctor, Ross, 51 Main, or your Commons House. Check out 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. If members of your organization need crowd management training, review 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 in
compliance 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 chairs and tables 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 mfarnswor@middlebury.edu.

PUBLICIZING EVENTS
Outside of using MiddLink, there are a variety of ways to 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. More information at go/postingflyers.
Tabling
Tabling is permitted by recognized student organization outside Proctor or Ross Dining Halls, with prior permission from the Event Management Office. Students are responsible for supplying their own table in these locations. There are also three approved tabling locations within McCullough Student Center, and one in the Library vestibule. Reservations for these spaces are made on a first-come, first-serve basis. To use this service, you must request a space with Event Management via the online room reservation form at least two business days in advance of tabling date. The form is available at go/scheduling.

Corq
Corq is a mobile app directly linked to MiddLink that allows students to view the student org social events in their local area and filter events by themes or perks. The event feed on the app is populated by MiddLink events, submitted by student org leaders and on-campus departments. Corq will take the place of the weekly social events email. Make sure that your student org is regularly creating event submissions for your social activities and weekly meetings.

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. Replacement for lost keys cost $100.

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).

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 explore public transportation options
  - 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.

Travel Policy

- 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 at go/tripform 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 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.

**Winter Travel Policy**

Winter driving conditions require increased caution and attentiveness in conjunction with good judgment to help ensure safety for you and your passengers. The following practices are strongly recommended. Failure to follow these practices may result in the suspension or revocation of your Middlebury Driver’s License.

- Drivers are responsible for monitoring weather reports and travel advisories beginning 48 hours prior to departure and regularly during travel. Please note the following links:
  - Vermont 511
  - NOAA Eastern Region Headquarters
  - NOAA National Map
- If NOAA issues a Warning/Advisory for the travel area, drivers are responsible for determining an alternate travel plan. Options may include cancelling or postponing the trip, modifying departure/return times or using public transportation.
- If a NOAA warning or advisory is in effect for student organization travel, the driver must consult with their advisor or cluster manager to review alternate travel plans. If the student is unable to reach their cluster manager, they should contact Public Safety at (802)443-5133.
- During pre-departure and travel...
  - Completely clear ALL vehicle windows of condensation, frost, snow or ice before beginning to drive. Make sure your headlights are clear.
  - Give yourself extra time to reach your destination.
  - Increase your following distance behind other vehicles to compensate for reduced reaction times and longer braking distances.
  - Increase your visibility to others. Use your headlights to ensure your vehicle is visible to other drivers.

**International Travel Policy**

If your student organization is planning on traveling internationally, you must first obtain permission from the College’s Global Operations Committee. To begin the approval process, submit an Approval Form for International Travel to your advisor and/or cluster manager at least 30 days prior to your proposed departure date.

For the complete travel policy for student organizations, please visit: go/travelpolicy. Learn more about the College–wide driver policy here.
**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 or font (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 policy, 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 policy, visit: [http://www.middlebury.edu/about/handbook/student_policies/hazing](http://www.middlebury.edu/about/handbook/student_policies/hazing).

**Anti-Harassment/Discrimination Statement**

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 policy, please visit: [go/anti-harassment](#).

**Non-Discrimination 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 policy, visit: http://www.middlebury.edu/about/handbook/general/nondiscrimination.

DEMONSTRATION 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 policy, visit: go/protests.

POLITICAL ACTIVITY POLICY
All political activities conducted by registered student organizations must be entirely consistent with IRS regulations. If in doubt about a particular activity, organization leaders are urged to consult their advisor, cluster manager, or a member of the Student Activities staff. Any violation of this policy may result in the immediate inactivation of the student organization in question.

IRS regulations
Middlebury College is a 501(c)3 not-for-profit entity. IRS Revenue Ruling 2007-41, published June 18, 2007 (“IRS 2007-41”) states:

“Organizations that are exempt from income tax under section 501(a) of the Internal Revenue Code as organizations described in section 501(c)(3) may not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in
opposition to any candidate for public office.”

It is incumbent on all recognized student organizations to act in a manner consistent with this policy.

**College Facilities, Services, and Property**
Middlebury resources, services or property may not be used to fundraise for, or in opposition to, specific political candidates. This includes, but is not limited to, room reservations, Papercut accounts, participation in student activities fairs, MiddLink, SGA arts and crafts supplies, etc.

**Fundraising**
Student organizations may not initiate or engage in any fundraising activity the proceeds of which will be used for any direct or indirect contributions to a political campaign. This applies to any money collected through student org fundraising of any kind. Student activities funds likewise may not be used for direct or indirect contributions to a political campaign. This applies to student org operating budgets, flex funds, collaboration funds, gift funds, etc.

**Attribution**
Student organizations must include a disclaimer stating that the opinions expressed by the students/group are their own and are not endorsed or sanctioned by Middlebury whenever espousing a partisan position or supporting a particular candidate. This applies to posters, activities fair displays, online platforms, email communications, etc.

**Additional resources**
- When in doubt, consult your advisor, cluster manager, or member of the Student Activities staff.

**Examples**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Permitted?</th>
<th>Notes / Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endorsing a particular candidate</td>
<td>Yes</td>
<td>Such endorsement or advocacy on behalf of a candidate is permissible only if the org makes explicit a disclaimer stating that the opinions expressed by the students/group are their own and are not endorsed or sanctioned by Middlebury.</td>
</tr>
<tr>
<td>Working on ballot initiatives and bond measures (within certain limits)</td>
<td>Yes</td>
<td>A student org could provide members to canvas on behalf of a local ballot initiative, provided this work is in no way tied to a particular candidate.</td>
</tr>
<tr>
<td>Mailing information supporting one candidate or party over another</td>
<td>No</td>
<td>This would necessarily involve financial support of the candidate which is expressly forbidden.</td>
</tr>
<tr>
<td>Sponsoring a candidate forum with all qualified candidates</td>
<td>Yes</td>
<td>The College republicans could invite all candidates in a republican party to campus; They could not invite only...</td>
</tr>
<tr>
<td>invited</td>
<td>their preferred candidate</td>
<td></td>
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</tr>
<tr>
<td>Conducting a voter registration drive</td>
<td>Yes</td>
<td>Provided any associated signs and banners at the event site list only the name of the organization, the date of the next upcoming election, and notice of the opportunity to register, this is permissible. No reference to any candidate or party other than the official voter registration forms which allow registrants to select a party affiliation may be made.</td>
</tr>
<tr>
<td>Inviting candidates as part of political fundraising events</td>
<td>No</td>
<td>No fundraising for political purposes by student orgs is permitted under any circumstances.</td>
</tr>
<tr>
<td>Inviting candidate/party representatives who provide info on candidate/party positions (with all qualified candidate/parties invited)</td>
<td>Yes</td>
<td>Educational presentations regarding candidate platforms may be sponsored, provided all candidates / parties are invited and treated in an equal and unbiased fashion when here.</td>
</tr>
<tr>
<td>Asking candidates to appear at nonpolitical events such as lectures or building groundbreaking</td>
<td>Yes</td>
<td>A campus visit by a candidate that doesn’t include any political speech or activity is acceptable.</td>
</tr>
<tr>
<td>Advocating positions on issues (without favoring or opposing candidates)</td>
<td>Yes</td>
<td>An org may call registered voters to speak about the importance of environmental issues, and also asks questions about the voters’ views on these issues. All voters must however be treated in the same way, regardless of their perceived position on the issue. For instance it would be a violation to inform only voters perceived to agree with the org’s position about voter registration opportunities or polling locations.</td>
</tr>
<tr>
<td>Providing mailing list or other support to particular candidates at little or no cost</td>
<td>No</td>
<td>A student org may not provide their member list to a particular candidate or campaign.</td>
</tr>
<tr>
<td>Linking organization website to anything that explicitly or implicitly favors or opposes a candidate</td>
<td>No</td>
<td>A student org’s MiddLink profile or other pages may not link to pages that either favor or oppose a particular candidate.</td>
</tr>
</tbody>
</table>

**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 policy, 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 policy, 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  
Primary Contact on MiddLink:  Caroline MacPherson  
President:  Ana Veal  
Treasurer:  Kevin Thompson  

<table>
<thead>
<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>
</tr>
</thead>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>4/28/15</td>
<td>Ira Lewis</td>
<td>Amazon</td>
<td>Grill accessories</td>
<td>-$ 72.10</td>
<td>$ 107.90</td>
</tr>
</tbody>
</table>

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

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

Submitted by: Sally Day
Purchase Type (check one):
☐ Student Activities Credit Card ☐ Reimbursement
(Received pay using his/her own money?)
☐ In-Town or Campus Charge ☐ Invoice
(Did you pay with your index code?)
Vendor: Middlebury Natural Foods Co-Op
Student Org: Eat Good Food
Reason for purchase (i.e., event, meeting, or usage)
Items purchased & quantity (Remember to update inventory if applicable)
Spring Activities Fair
Snacks - not 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>Soxxx</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 20.15</td>
</tr>
</tbody>
</table>

Total Amount to be Paid: $ 20.15

Approvals & Signatures

Student Activities
Date

FC Approval
Date

Mary O'Connor
Treasurer Name

Date: 7/29/15
### 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 Alien**
- **Other Country:**

**Relationship:**
- **Faculty/Staff**
- **Student**
- **Outside Vendor**

Submitted by: Janice Jack

---

**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:** 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

---

**INDEX**

<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:**
  - **Signature:**

- **Treasurer Signature**
  - **Date:**

- **Treasurer Name**
  - **Date:**

---
**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 5634

**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): Spring Show  
- **Items purchased & quantity** (Remember to update inventory if applicable): 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>S0XXXX</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

**Approvals & Signatures**

- **Student Activities**  
  - Date  
  - Signature: [Signature]

- **FC Approval**  
  - Date  
  - Signature: [Signature]

- **Treasurer Signature**  
  - Date  
  - Name: Harry Miller

**FOR ACCOUNTING USE ONLY**

- W-8  
- W-9  
- IC  
- COI  

Reviewed By:  
- A/P: Date:  
- Tax: Date: 

- **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
# Sample Vouchers: International Reimbursement

**For International Students**

**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
- **Citizenship:** □ US/Res Alien ■ Other Country: Kenya
- **Relationship:** □ Faculty/Staff ■ Student □ Outside Vendor

**Submitted by:** Dan Jobs

**Purchase Type** (check one):

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

**Vendor:** Ebay

**Student Org:** Flora & Fauna Club

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

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

| Fall Show | 10 skirts & tops - 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>$136.95</td>
</tr>
</tbody>
</table>

**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)

**Total Amount to be Paid:** $136.95

**Approvals & Signatures**

- **Student Activities**
  - Date
  - **Treasurer Signature**
  - **Date:** 9/18/15
- **FC Approval**
  - 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
☐ In-Town or Campus Charge (Did the student pay using his/her own money?)
☐ 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)
Items purchased & quantity (Remember to update inventory if applicable)

<table>
<thead>
<tr>
<th>DOCUMENTARY, &quot;HERE IN THE WILD&quot;</th>
<th>RIGHTS AND DVD RENTAL</th>
</tr>
</thead>
</table>

INDEX | FUND | ORG | Account Code | PROG | Activity Code | Description | Total |
-------|------|-----|--------------|------|---------------|-------------|-------|
SOXXXX |      |     |              |      |               |             | $255.00 |

Total Amount to be Paid: $255.00

Approvals & Signatures

Student Activities
Date

Treasurer Signature

Harvey Taft
Treasurer Name

Date
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

Vendor: Amazon
Student Org: Midd Fun Club

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)
For future use by members

Items purchased & quantity (Remember to update inventory if applicable)
4 soccer balls - 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>$ 76.95</td>
</tr>
</tbody>
</table>

Total Amount to be Paid: $ 76.95

FOR ACCOUNTING USE ONLY

W-8 ____________________________
W-9 ____________________________
IC ____________________________
COI ____________________________
Reviewed By: ____________________________ Date: ____
A/P: ____________________________ Date: ____
Tax: ____________________________ Date: ____

Voucher Date:

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

Sarah Lee Date
Treasurer Name

40
Important Dates

July 1  o  Beginning of the new fiscal year

Mid-August  o  Student Activities sends registration instructions to all orgs’ primary contacts (listed in MiddLink) and org email accounts

September 12  o  Mandatory student org re-registration meetings begin

September 16  o  Fall Activities Fair from 4:30-6:00pm on McCullough Lawn

September 19  o  MiddAction Fair from 6-7:30pm in Wilson Hall

October 1  o  SGA Student Organization Oversight Committee will begin accepting proposals for new student organizations
  o  Deadline for existing student orgs to re-register through MiddLink or else be considered inactive and have budgets frozen

November 15  o  Deadline for budget requests from the SGA Finance Committee

December 1  o  Deadline for orgs under review by the SGA Student Organization Oversight Committee to submit materials

December 14  o  Deadline to submit all vouchers and receipts for the fall semester

January  o  Annual review of student orgs by the SGA Student Organization Oversight Committee

February 24  o  Spring Activities Fair from 4:30-6:00pm in McCullough

April  o  Budget presentations to the SGA Finance Committee begin

April 1  o  Deadline for new student org applications
  o  Deadline to submit new money requests to the SGA Finance Committee

May 6  o  Deadline for ticketed student org performances

May 12  o  Last day for all student org spending

May 15  o  Deadline for distribution of spring publications

May 18  o  Deadline to submit all vouchers and receipts for the spring semester

June 30  o  End of the fiscal year