CSIL

CENTER FOR STUDENT INVOLVEMENT AND LEADERSHIP

Recognized Club & Organization Handbook

2018-19

Salisbury
UNIVERSITY

CSIL

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Recognized Club & Organization Handbook

Prepared by the Center for Student Involvement and Leadership

Guerrieri Student Union Room 125 • 410-543-6125 • www.salisbury.edu/CSIL

Welcome

The purpose of this handbook is to assist all student organizations, student leaders, FSL chapters and advisors of Salisbury University's organizations in planning successful events and programs that are consistent with University policies and procedures. Policies are designed to facilitate the event planning process and ensure the safety and wellbeing of all members of our campus community.

Recognized Student Organizations (ROs) and Recognized Clubs (RCs) are approved and recognized through the Student Government Association (SGA) to allow current students with a shared mission to gather in unison. Benefits and responsibilities of registered student clubs and organizations are explained later in this handbook.

Groups of students not recognized by SGA may not affiliate themselves with Salisbury University, the Center for Student Involvement and Leadership or other official University organizations. They will not be granted any of the rights and privileges granted to registered groups.

We encourage you to review and understand this manual and its contents. We hope that your experiences with planning and participating in activities are enjoyable and rewarding. Salisbury University takes great pride in establishing, maintaining and encouraging an abundant array of organizations and activities for the campus community.

Social events and activities are a part of the college experience, but it is up to you, as the host and event planner, to ask questions before the event. You and your organization are responsible for keeping yourself, our students and our guests safe during your event. This handbook was put together in order to minimize risk or occurrences that have taken place at Salisbury University and in the Salisbury community in the past. Given this, we hope that you will gain a better understanding of all the responsibilities and risks that one takes on as a host.

These guidelines and tips are provided to student hosts of on or off-campus social events in order to promote safety and a better understanding of host responsibilities and legal exposures.

Should you or your advisor have any questions or need more guidance, do not hesitate to contact the CSIL office. This office is located in the Guerrieri Student Union, Room 125 (410-543-6125). For your convenience, these policies and procedures are also available online on our website: www.salisbury.edu/csil.

Salisbury University Mission Statement

Salisbury University is a premier comprehensive Maryland public university with four privately endowed schools, offering excellent, affordable education in undergraduate liberal arts, sciences, business, nursing, education and social work, and applied master's and doctoral programs. Our highest purpose is to empower our students with the knowledge, skills and core values that contribute to active citizenship, gainful employment and life-long learning in a democratic society and interdependent world.

Salisbury University cultivates and sustains a superior learning community where students, faculty and staff are viewed as learners, teachers/scholars and facilitators, and where a commitment to excellence and openness to a broad array of ideas and perspectives are central to all aspects of University life. Our learning community is student-centered, where students are taught by professional educators in small classroom settings, faculty serve as academic advisors, and virtually every student has an opportunity to undertake research or experiential learning with a faculty mentor. We foster an environment where individuals make choices that lead to a more successful development of social, physical, occupational, emotional and intellectual well-being.

The University recruits exceptional and diverse faculty, staff and undergraduate and graduate students from across Maryland, the United States and around the world, supporting all members of the University community as they work together to achieve institutional goals and vision. Believing that learning and service are vital components of civic life, Salisbury University actively contributes to the local Eastern Shore community and the educational, economic, cultural and social needs of our State and nation.

Center for Student Involvement and Leadership Mission Statement

The Center for Student Involvement and Leadership (CSIL) advances the mission of Salisbury University and the Division of Student Affairs by providing meaningful opportunities for involvement in campus and community life. These opportunities are designed to improve the quality of community life and to promote the development of responsible citizens and leaders.

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Involved@SU

https://salisbury.campuslabs.com/engage/Involved@SU is a portal that houses all of Salisbury University's student organizations. It provides information about the clubs in individual hubs for students to search for their favorite organizations. It also allows the organizations to advertise their events, create forms, and have elections. One of the highlights of Involved@SU is that it provides a collective calendar for all of the organizations on campus to advertise events. In addition, it also helps students build resumes by building up a co-curricular transcript, so be sure to RSVP when you go to events!

How It Works

- Students and advisors can log into their account by using their SU credentials.
- Students can browse/ join organizations, manage organizations hub, go to event calendar and more.
- For further instruction for how to use Involved@SU, please check out the How-to Guide available from CSIL
- Discover amazing events and groups around campus from your favorite mobile device.
- Browse events and organizations via your personal interests
- Download the CORQ App — Only available on the App store for IOS devices: https://itunes.apple.com/us/app/corq/id940682997?mt=8

Types of Recognized Student Groups

Expectations and Standards

RECOGNIZED ORGANIZATION (RO)
- Reserve space for meetings and events
- Have access to the funds in their own account in appropriations
- Request additional funding from Appropriations Board for events, activities and travel

RECOGNIZED CLUB (RC)
- Reserve space for meetings and events.
- Have access to the club's account that they are able to use for fundraising/ event planning
- They are NOT eligible to request additional funding from Appropriations.

DERECOGNIZED
Derecognized Organizations are organizations that have been formerly recognized on campus as either a club or organization; however, they failed to meet the requirements stated by the Student Government Association. Once derecognized:
- No longer request funding from Appropriations
- Account will be frozen
- Unable to reserve space
- Events will be canceled
- Involved page will be frozen
- No longer able to advertise in daily email

BLOCK FUNDED ORGANIZATION
- Reserve space for meetings and events
- Have access to the funds in their own account in appropriations
- Request their budgets for the entire year each spring
- Have office space in the Center for Student Involvement & Leadership/GSU
- Work closely with the Center for Student Involvement & Leadership
- Meet with Center for Student Involvement & Leadership throughout the year/ attend required trainings, workshops, retreats
- Provide services or programming to the entire campus community

FRATERNITY & SORORITY CHAPTERS
- Reserve space for meetings and events
- Have access to the chapter's account that they are able to use for fundraising/ event planning
- They are NOT eligible to request additional funding from Appropriations
- Have chapter space in the Scarborough Leadership Center

Student Academic Eligibility for Participation in an RCO

Undergraduate students who have paid the activities fee are welcome to participate as members; students aspiring to serve as an officer of an RCO are expected to maintain a minimum GPA of 2.5.

Graduate Students Requesting Participation in an RCO

Graduate students may participate in Salisbury University RCOs as long as the organization's constitution and or by-laws do not prevent graduate student membership. Graduate students who wish to serve as officers must be registered as full-time students in their respective major, pay the activities fee and meet the required 2.5 cumulative GPA.

Organization Recognition Process

In order to become a recognized student organization on campus, there are a few steps to become:
- Make sure the organization you wish to create is not the same or as any other organization already established on campus. If they are, ask how are they different, if they cannot specify a difference the organization will be ineligible for recognition.
- Decide if you want your organization to be a Recognized Club or a Recognized Organization as described above.
- Have at least 10 interested student members.
- Have a full-time staff/faculty advisor.
- Submit a constitution (examples of constitutions can be found in CSIL).
- Constitutions need to be updated every five years.
- Setup Involved@SU account with guidance from the Director of Student Organizations
- Once registration for Involved@SU has been submitted, a committee run by the SGA Director of Student Organizations will review the request and send an email with further instruction.
- Read this Recognized Student Organization Handbook.

Once recognized, the new group will be assigned an account code from the Appropriations Board and granted access to request space on campus.

Requirements to Remain Recognized

Recognized student clubs and organizations are expected to complete several requirements throughout the semester in order to keep their recognition status. The requirements are different based off if the group is a Recognized Organization or a Recognized Club.

ORGANIZATIONS (RO) REQUIREMENTS:
- Register on Involved@SU
- Attend ALL SGA forums
- Participate in 2 Recognized events
  - Dates for forums and events can be found on the SGA website: www.salisburysga.com

CLUBS (RC) REQUIREMENTS:
- Register on Involved@SU
- Attend ALL SGA forums

Fall and Spring Renewal Process

In order for an organization to remain recognized they have to complete all requirements as well as submit a registration each semester. The registration will be opened at the end of each semester and due before the first forum the following semester. The registration can be accessed by an administrator on the organizations Involved@SU website. Please take note that whoever submits the registration will be the organizations new primary contact for the semester.

De-Recognition of an Existing RCO

The Executive Board of the SGA retains the right to de-recognize an RCO for the following reasons:
- Club membership falls below 10 members
- Disregarding policies and procedures as outlined by the SGA, CSIL, Campus Recreation Office and/or the Student Affairs Office.

The SGA retains the right to review a RCOs recognition status and re-vote on the organization for the following reasons:
- Abuse of power
- Abuse of facilities
- Failure to actively hold meetings or events for one semester
- Failure to uphold its constitution

• Failure to act in the best interest of the University
If an organization does not fulfill the necessary requirements set forth by the SGA and is derecognized, they may not apply for re-recognition until the following semester.

How to Become Re-Recognized

If your organization was derecognized and you wish to gain re-recognition:
• The organization has to wait until the next semester in order to be eligible for re-recognition.
• They must re-submit their Involved@SU paperwork.
• Meet with SGA Director of Student Organizations to discuss how to correct previous mistakes.
Reminder- If an organization loses recognition twice in two years, they will be placed on a two-year ban
Any questions about the recognition process, registration or Involved@SU, please contact either the Director of Student Organizations – sgadirso@gulls.salisbury.edu – or the Graduate Assistant for Organization Development and Services – swstudactivities2@salisbury.edu.

Fraternity and Sorority Life Recognition Policy

Greek letter fraternities and sororities, defined as single sex social Greek letter organizations, may establish chapters at Salisbury University only through formal invitation extended by the University. Invitation is contingent upon the petitioners meeting the criteria outlined in the Salisbury University Greek Expansion Policy.

REQUIREMENTS TO BE SUBMITTED TO THE UNIVERSITY EXPANSION COMMITTEE

The University Expansion Committee is advised by the Coordinator of Student Life and has been charged by the Director of Center of Student of Involvement and Leadership office with considering all requests for expansion/extension to the campus community. The committee will review all submitted materials, coordinate presentations, and make final recommendations to the Director of Center of Student Involvement and Leadership regarding those (inter)national organizations that should become members of the fraternity and sorority community. The University Expansion Committee will consider all requests submitted and will ultimately make decisions that are aligned with the mission of Salisbury University and will enhance the academic/co-curricular learning experience of campus life by enabling students to unlock their potential as members our community. Organizations of specific interest to Salisbury University will be those that can create a meaningful experience that supports the Division of Student Affairs.

PROCEDURES FOR FRATERNITY AND SORORITY RECOGNITION

• The interest group will make two formal presentations to the Salisbury University Fraternity and Sorority Community introducing the membership, defining the organization's mission and purpose, and explaining what the organization will contribute to the campus. The first presentation will be closed to the University Steering Committee. The second presentation will be made to the respective governing council. If the chapter does not have a governing council on campus the interest group will meet with the student activities staff. Both presentations should include a comprehensive Q&A segment. The interest group is encouraged to invite National Fraternity/Sorority staff as well as alumni/graduate advisors to participate.
• All interest group operations and activities, including meetings, recruitment events, publicity, new member education/intake, social activities, etc. must be pre-approved by the Student Life Coordinator.
• If the interest group receives preapproval, then they, along with the National Fraternity/Sorority staff, and local alumni/graduate advisors will meet as requested to periodically update the University Steering Committee on the status of the expansion/colonization process.

• The interest group will be placed on "Pre-Active" status for a period of two semesters. During this time, the interest group will be expected to comply with all University, FSL Governing Council, National Fraternity/Sorority policies, as well as local, state, and federal laws. The interest group will document completion of the minimum standards and expectations set forth by the Salisbury University Greek Assessment Program (SUCAP). Should a passing SUCAP score be achieved, the interest group will be granted "Active" status, gaining full Council membership rights, if applicable, and eligibility for National chartering and initiation. Unless additional time is required by the National Office, the interest group must receive their National charter and members must be initiated within 2 semesters of achieving "Active" status. Failure to do so will result in the termination of the expansion process. Salisbury University will disband the interest group and issue a Cease and Desist Operations Order.
• Should a failing SUCAP score be achieved, the interest group will remain on "Pre-Active" status for another two semesters to correct any deficiencies. The interest group will then participate in a second SUCAP evaluation. Should a failing SUCAP score be achieved again, the expansion process will be terminated. Salisbury University will disband the interest group and issue a Cease and Desist Operations Order.
• Failure to fulfill any of the stated procedures in the order outlined may result in the suspension or termination of the expansion group as determined by the Greek Steering Committee.
Please refer to the Fraternity and Sorority Life Recognition Policy: www.salisbury.edu/administration/student-affairs/center-for-student-involvement-and-leadership/policies-procedures-forms/fraternity-sorority-life.aspx

Risk Management Guide

Students and organizations involved in event planning should become well-versed in all of the policies and procedures adopted and enforced by the University. The Student Code of Conduct may be accessed in its entirety from the Office of Student Affairs at: www.salisbury.edu/administration/student-affairs/office-of-student-conduct/code.aspx

Code of Conduct

The mission of Salisbury University is to empower students with the knowledge, skills and core values that contribute to active citizenship, gainful employment and life-long learning in a democratic society and interdependent world. The achievement of the University's educational goals is a responsibility that must be shared by all. Therefore, Salisbury University expects and requires of all its students' full cooperation in developing and maintaining a campus community in which high standards of courtesy and integrity are practiced by every member of the University community.

Allegiance to these standards requires each member of the Salisbury University community to refrain from any behavior that serves to compromise the educational mission of the institution. Moreover, members of Salisbury University are discouraged from any behaviors that threaten the basic rights and privileges afforded to each member of the community as well as the respect every individual deserves. Choosing to join Salisbury University's community obligates each member to live by the institution's Code of Conduct and to uphold community standards at the University and in the greater Salisbury community and beyond.

All registered student organizations, fraternities and sororities, and athletic teams are responsible for adhering to all University policies and procedures. The SU disciplinary process for student organizations will generally follow the procedures outlined for individual students. The process may be modified in certain cases involving student organizations. University recognized organizations which include, but are not limited to, Greek organizations, athletic or club sports, and/or other student interest organizations may have its members sanctioned according to the

aforementioned sanctions, and as an organization may have one of the following sanctions imposed:

Revocation of Charter

The permanent cancellation of the charter or privileges of a group that violated University, Student Government or Center for Student Involvement and Leadership policies and/or terms of previous disciplinary action.

Student organization leaders and advisors should be familiar with the policies outlined in the Student Code of Conduct.

Jurisdiction

Salisbury University's jurisdiction shall extend to all behavior by any undergraduate student, graduate student and/or registered student organization. This includes behavior that occurs on University property, at University-sponsored events/trips/functions and to off-campus conduct that is deemed detrimental to University interests. Therefore, Salisbury University may impose sanctions against any student or recognized student organization for the violation of any student regulations that occur on campus, as well as off-campus, when the alleged conduct impairs, interferes with, or obstructs the missions, processes, or functions of the University, or when the alleged conduct would, if true, endanger the health, safety, or welfare of the students, others or University property.

Organizational Sanctions

University-recognized organizations, which include, but are not limited to, Greek organizations, athletic or club sports, and/or other student interest organizations, may have their members sanctioned according to the aforementioned sanctions, and as an organization may have one the of the following organizational sanctions imposed: Suspension of Charter, Revocation of Charter.

Suspension

The withdrawal, for a specified period of time, of the charter or privileges of a group found in violation of University regulations, including the inability to use University facilities publicize events or participate in University-sponsored activities. Such suspensions may include conditions for the reinstatement of the organizational privileges. Suspension of a charter or organization may result (when specified) in the complete suspension of the activities of the group. Violation of the conditions of the group's suspension may result in revocation of the charter or dissolution of the group or organization.

Legal Considerations

The decision to host an event can come with many legal responsibilities and financial consequences. Courts of law have consistently found that event sponsors have a duty of care to take reasonable precautions to prevent bodily harm and property damage.

NEGLIGENCE

Negligence is the failure to act with reasonable care or take the necessary measures that a reasonable person would take to prevent problems. If a problem was foreseeable and you did nothing to prevent it, you could be found negligent.

PREMISE LIABILITY

You are liable for any injuries sustained during the event at your private residence or on the surrounding property due to negligence

SOCIAL HOST LIABILITY

Any person who sells or provides alcohol at a social event is responsible for the safety and well-being of their guests during and after the function. The social host is also liable for any harm to a third party caused by the behavior or actions of an intoxicated guest. You may also find more information about this risk in the Student Code of Conduct: www.salisbury.edu/administration/student-affairs/office-of-student-conduct/code.aspx

COMMON CITY/STATE LAWS AND REGULATIONS

Disorderly House: excessive noise or pedestrian traffic.

Breach of Peace: the assisting in or making of noise, disturbance or breach of the peace, use of language or exhibit behavior of violent or disorderly character.

Public Intoxication: no person shall be intoxicated in a public place, or in any private place to the disturbance and annoyance of others.

Unlawful Congregation: no person shall congregate with others on the sidewalks, streets or other public grounds of the city with intent to provoke a breach of the peace.

Permitting Indecency, Drunkenness or Peace Disturbance: no person shall permit the commission in any house, building, room or premises of any indecent act, any drunkenness, any loud conduct or language or any other conduct or noises tending to disturb the public peace and quiet.
- Carrying a False Identification Card
- Misrepresentation of Age to Purchase or Obtain Alcohol
- Underage Purchase or Possession of Alcohol
- Selling or Furnishing Alcohol to Minors

Host Responsibilities

You are responsible for the safety and wellbeing of all the guests at your event, including those who show up uninvited. You are responsible for all occurrences and incidents that happen before, during and after your event. You are responsible for knowing the specific regulations of your community, including policies, ordinances, permits and lease provisions. You are responsible for fostering positive relationships with your community and maintaining the existing quality of life.

Risk Management Tips

- Invite your advisor to serve as a chaperone for the function.
- Set a definitive start and end time for the event.
- Ask your organization how the function will uphold the Salisbury University Promise.
- Schedule a date and time for your function that does not conflict with academic interests.
- Pick an appropriate event theme and activities that best reflect your organization's values and image.
- Limit publicity and use an invitation list to ensure that attendance does not exceed facility fire codes and unwanted guests do not show up.
- Inform neighbors several days prior to the function.
- Designate a risk manager to oversee the social event.
- Train your volunteers about event policies and procedures.
- Assign volunteers specific duties at strategic locations in and around the facility.
- Consider hiring off-duty police or professional security.
- Establish an emergency contact list and a crisis management plan.
- Create a strategy to deal with guest parking issues and post-event cleanup.
- Make provisions for a public address system to communicate with volunteers and guests.
- Secure equipment and clear aisles, hallways and exits of obstructions.
- Perform a safety check on all electrical equipment and facilities.
- Prevent access to the facility roof, swimming pool, private bedrooms, etc.
- Make sure that you have good lighting and visible signage.
- Provide non-alcoholic beverages and food for guests.
- Be cognizant of noise levels in and around the facility.
- Use a team approach to deal with disorderly guests. Remain calm and do not instigate an altercation.
- Work cooperatively with law enforcement when issues arise.

Alcoholic Beverage Safety

- Do not purchase alcohol with Student Activities Fee funds.
- Do not market alcohol as the central theme of your event.
- Never promote or sponsor a function where your organization may be interpreted as selling alcohol.
- Appoint responsible sober monitors.
- Card everyone and create a designation for those over 21 (wristband, hand stamp, punch card, etc.).
- Consider making your event BYOB, contract a 3rd Party Vendor, or hire professional bartenders.
- Create one centralized location to monitor and distribute alcohol to those guests of age.
- Limit alcohol amounts — do not utilize commons sources (kegs, punch bowls, open bar, etc.).
- Serve all alcohol in sealed cans or plastic containers.
- Encourage responsible alcohol use — discourage binge drinking and competitive drinking games.
- Learn the behavioral cues of intoxication and always refuse alcohol service to intoxicated guests.
- Provide transportation home for intoxicated guests (designated drivers, taxis, Saferide, shuttle, etc.).
- Always call for help if a guest needs medical attention.

Note: Alcoholic beverage service at on-campus events must be pre-approved by the Center for Student Involvement and Leadership, Dean of Students, University Police, and catered by University Dining Services. Additional information on this topic may be found in the Student Code of Conduct.

Community Resources

Emergency (Fire-Police-Ambulance) 911
City of Salisbury Police Department 410-548-3165
City of Salisbury Fire Department 410-548-3120
City of Salisbury 410-548-3100
Poison Control 800-222-1222
Life Crisis... 410-749-4357
Peninsula Regional Medical Center... 410-546-5493
Wicomico County Sheriff's Office.. 410-548-4891
Wicomico County Health Department.. 410-749-1244

Hazing

Salisbury University abides by the standards set forth in the Maryland Education Code that prohibits hazing at an educational institution and has elected to apply these standards to students in attendance at the University.

MARYLAND HAZING LAW
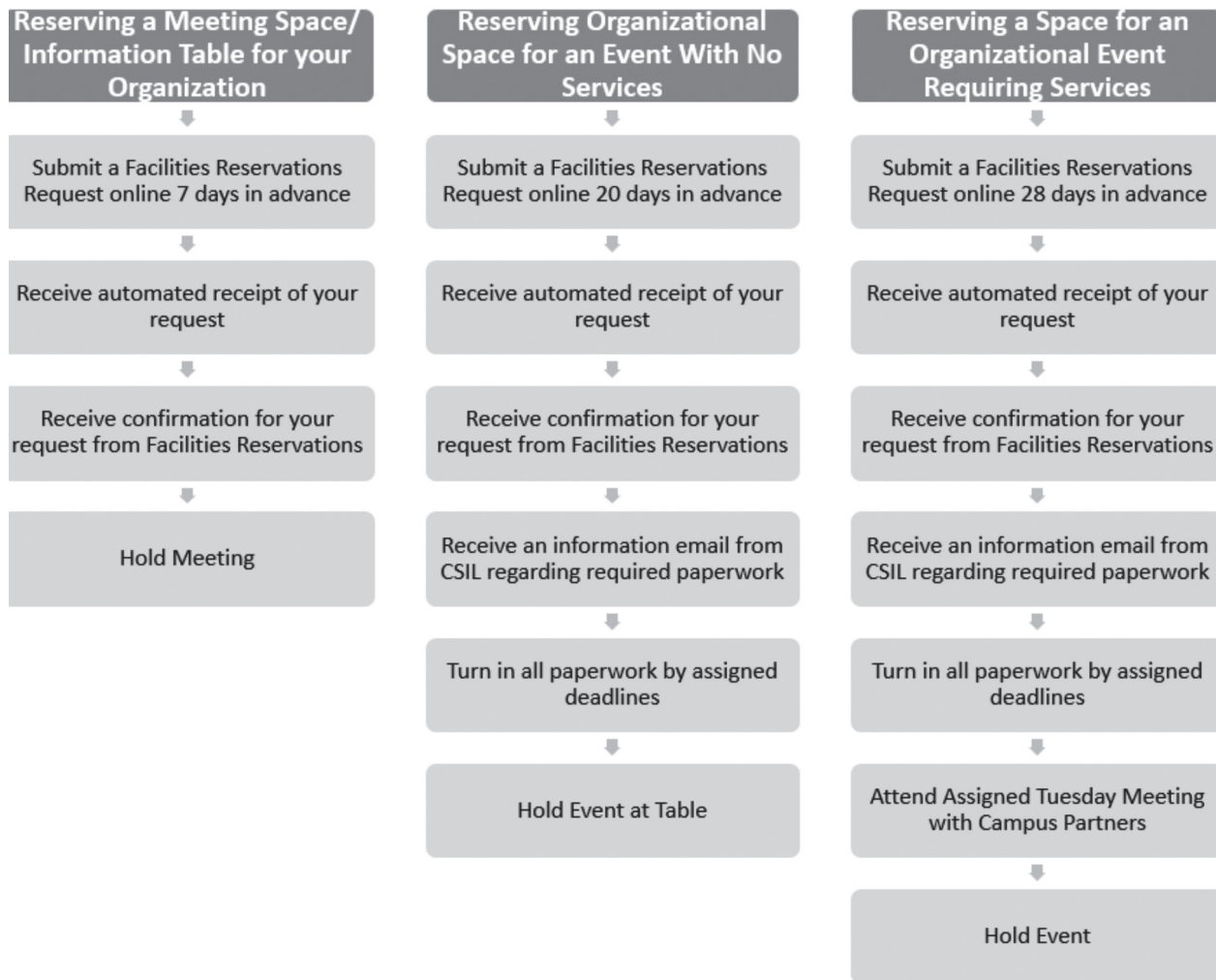
§268H. Hazing students is prohibited

(a) Haze is defined — in this section "haze" means doing any act or causing any situation which recklessly or intentionally subjects a student to the risk of serious bodily injury for the purpose of initiation into a student organization of a school, college, or university.

(b) Violation constitutes misdemeanor; penalty. — A person who hazes a student so as to cause serious bodily injury to the student at any school, college, or university is guilty of a misdemeanor and on conviction, is subject to a fine of not more than $500, or imprisonment for not more than 6 months, or both.

(c) Consent of a student is not a defense. — The implied or expressed consent of a student may not be a defense under this section.

HAZING IS DEFINED

"Hazing" is defined as any intentional or unintentional action taken or situation created, **whether on or off campus**, to produce mental or physical discomfort, embarrassment, harassment or ridicule for the purpose of initiation, admission or as a perceived condition of continued membership into any student organizations including, sports clubs, athletic teams, and fraternities or sororities that operate under the sanction of Salisbury University. Such activities and situations may include but are not limited to:

- Any activity that causes or requires the student to perform a task that involves violation of the University Code of Conduct, or local, state or federal law.
- Any activity requiring the consumption of food, alcohol, liquid, drugs or other substances.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, required calisthenics, exercise or other games requiring physical exertion, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens a student with ostracism, that subjects a student to mental stress, embarrassment, shame or humiliation, or that adversely affects the mental health or dignity of the students, or discourages the student from remaining in school.
- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- The expressed or implied consent of the victim will not be a defense. Even if the victim of hazing consents or willingly participates, the behavior is still considered an act of hazing and is a violation of the Code of Conduct

Event Planning Cheat Sheet

Reserving a Meeting Space/ Information Table for your Organization	Reserving Organizational Space for an Event With No Services	Reserving a Space for an Organizational Event Requiring Services
Submit a Facilities Reservations Request online 7 days in advance	Submit a Facilities Reservations Request online 20 days in advance	Submit a Facilities Reservations Request online 28 days in advance
Receive automated receipt of your request	Receive automated receipt of your request	Receive automated receipt of your request
Receive confirmation for your request from Facilities Reservations	Receive confirmation for your request from Facilities Reservations	Receive confirmation for your request from Facilities Reservations
Hold Meeting	Receive an information email from CSIL regarding required paperwork	Receive an information email from CSIL regarding required paperwork
	Turn in all paperwork by assigned deadlines	Turn in all paperwork by assigned deadlines
	Hold Event at Table	Attend Assigned Tuesday Meeting with Campus Partners
		Hold Event

Event Planning

Planning an Event

Depending on the demands of the event, an organization might need months to prepare. In most cases, an on-campus event requires a Tuesday Meeting with CSIL staff and support departments, an event permit, a meeting with University Police set up through the Coordinator of Student Life, and in some cases a ticket contract. If an organization requires support from an on-campus office for an event, the organization will need to request assistance when filling out the facility reservation form. Any event that requires departmental assistance will require more than two weeks to be planned. Even the most basic events that may not require any paperwork require a minimum of five days of planning, as a facility request requires five business days to be processed. The earlier an organization begins the planning process for an event, the more successful the event will be.

Please keep in mind some timeframe requirements when planning your event. The following events need to be in the reservation system by these dates in order to be considered or reviewed.

- Events requiring campus services/partners (i.e. audio/technical equipment, tables or chairs, computers/projectors, catering, electric etc.):
  - You must submit your request through the Facilities Reservations Online Request Center **28 days** prior to the date of your proposed event.
  - Services take time: staffing, inventory, additional forms (Sheriffs' Dept.), funding through Appropriations, Tuesday meetings, etc.

- Events requiring no campus partners:
  - You must submit your request through the Facilities Reservations Online Request Center **20 days** prior to the date of your proposed event.
- Non-events (organization meeting space):
  - You must submit your request through the Facilities Reservations Online Request Center **7 days** prior to the date of your proposed meeting.

Event Planning Steps

STEP 1: INTERNAL ORGANIZATIONAL PLANNING

- Event Date(s) — When do you want your event to happen?
  - How long will the event last?
  - Is this a series of events?
  - Does the event last more than one day?
- Be flexible and have a backup plan. For various reasons, the date(s) you prefer may not be available
- Event Name — Name your event. Make the name creative, relevant and attractive.
- Event Location — Where will your event take place? This helps with reserving the necessary space for the event during Stage Two.
  - On or off campus?
  - Inside or outside?
  - Classroom(s)? Hallway / corridor? An outdoor spot (Red Square, etc.)?
  - Backup Location in case of inclement weather?

- Event Coordinator(s) — Who is the officer or individual responsible for handling this event? This will be the person the Center for Student Involvement and Leadership and other departments will contact, if necessary, regarding the event.
- Event Objective — What is the overall purpose of your event? What do you intend to accomplish? How will your event accomplish this objective? How does your event support the Salisbury University Promise?
- Event Co-Sponsorships — Will other RCOs work with yours to host this event? Could the inclusion of another organization or two help boost your event's success? How will each organization contribute to the event?
- Event Activities — What will you do during your event? How will this help you accomplish your event's objective(s)?
- Event Funding — Will your event require money? Where will the money come from?
- Event Shopping/Ordering — Do you need to shop for or order items for the event?
- Event Assistance — Do you need tables, food, electricity, etc.? You will be required to fill out work orders to obtain these items. Refer to the work section in this manual for more information.

STEP 2: RESERVE YOUR SPACE

In order to move forward with your group's event, you must put in a facilities reservations request. If you are not familiar with putting in a facilities reservations request do not worry — it is easy to accomplish. **Facility reservations require at least 5 days to be processed.** This means you must submit them at least 5 days prior to your planned event

- Go to: http://www.salisbury.edu/reserve/
- If it is your first time reserving space, please fill out account information.
- Click on Create a reservation and choose the appropriate form:
  – Dance/Performance Group practice request form
  – Student Event Request form
  – Student Information Table request form
  – Student Outdoor location Request form
  – And more
- Pick: your date/ start time-end time/location/ expected attendance/ setup type
  – choose "Search"
  – Reoccurring Meeting Times: Please use the "Recurrence" feature. It will allow you to reserve the space for multiple dates throughout the semester.
- A chart will show up with rooms.
  – *Please note:* If there is a bar blocking out the space for the time you have selected, the room is not available and you need to choose a new location or time.
- If the room is available, please click the plus sign to continue reserving the space. You can choose more than one location if you need to add more to the reservation. Click "Next Step"
- Add any services needed for your event:
  – Be sure to have your account code if you are ordering services, click "Next Step" once you have added all your services needed.
  – You can add services later if you are not sure of what you need.
- Fill out the Reservation Details: (BE SPECIFIC)
  – When filling out first contact please choose "temporary contact" and enter your name/phone number/email.
  – Please remember to give specific details of your event.
  – Finish by clicking "Create Reservation"
- You can go back and review and edit your submission at any time. Please make sure all support services that you might need have been requested.
- *Important:* All requests must be approved by the Center for Student Involvement and Leadership through Facilities Reservations. A request for a space is not a guarantee that your request will be approved.

- The offices and individuals listed below are able to assist you with the facilities reservation request:
  – Facilities Reservations: Scott Garrison & Patty Parsons, 410-548-3344
  – Center for Student Involvement and Leadership: Graduate Assistant of Organization Development and Services, 410-543-6125

STEP 3: OBTAINING APPROVAL

Wait for CSIL email sent by the Graduate Assistant of Organization Development and Services. The email will look like this:

READ THIS EMAIL IN ITS ENTIRETY: it contains important information regarding the date of your Tuesday Meeting. (The time will be sent separately the week before your scheduled Tuesday meeting date). Also, the form contains all of the permits and forms your organization will need. Failure to turn in these forms can result in your event not getting approved or even cancelled.

Hello,
Your request for INSERT EVENT NAME HERE has been reviewed by the Center for Student Involvement and Leadership and has been sent to the Facilities Reservations Department for final approval to be scheduled on campus.

Please read this email in its entirety and reply back, confirming that you understand the various requirements that you need to satisfy in order to hold the event. In the event that you do not understand each item, please indicate that so that we may further clarify.

1. **Complete an Event Policy Form & Permit.**
   a. See attached document.
   b. Read the form and initial where required (second page).
   c. Obtain signatures only from your advisor, your event planner and your president. Our office will retrieve the remaining signatures.
   d. Turn the permit into the Center for Student Involvement and Leadership.
Please complete the above steps and return it by INSERT DATE HERE to the Center for Student Involvement and Leadership. Failing to do so by the deadline may prevent you from holding your event on your requested date.

2. **Involved@SU:**
   a. Advertise your event on your Involved@SU page. This event will not be approved unless it has been added to Involved.
   b. If you have any questions please contact: Coordinator of Student Life: Joseph Benyish or GA of Organizational Development and Services: Sierra Rockinberg

STEP 4: FILL OUT ALL PAPERWORK

Please fill out and return all paperwork that has been sent to you in the email above (due dates have been provided). This may include:
- Event Policy Form/Permit
- Add event to Involved@SU: go to https://salisbury.campuslabs.com/engage/
- Request for Funding form
- Event Contract Request form
- WXSU DJ Request form: go to **https://docs.google.com/forms/d/e/1FAIpQLSf di4UZbX77HfUegTd5lWE2SFRD0cohBSSv8XXxiz4dUkEGzg/viewform**
- Event Room Diagram
- Catering Food Waiver
- Bake Sale Permit (This does not have to be turned in or filled out; it MUST be present at the table of your bake sale.)
- Gaming License
- Ticket Sales Contract

STEP 5: TUESDAY MEETING

- Show up to your assigned Tuesday Meeting date and time. If you have not received an email regarding this information please contact the GA of Organizational Development and Services at: **swstudactivities2@salisbury.edu**
- Please make sure the following items have been completed prior to your Tuesday meeting by completing the Tuesday meeting checklist. See Appendix I.
- If you cannot attend your scheduled Tuesday meeting time please send an informed representative that you feel comfortable making decisions upon your behalf regarding the event.

STEP 6: LAST-MINUTE ITEMS

Please complete any last-minute items that have been discussed in the Tuesday Meeting by date provided.

STEP 7: OBTAINING APPROVAL

Please wait for a confirmation of your reservation to be sent by Facilities Reservations.

STEP 8: ENJOY YOUR EVENT!

Bake Sale

RCOs wanting to have a bake sale as a fundraiser must comply with all County and State regulations to do so. Bake sales fall under the Code of Maryland Regulations (COMAR) 10.15.03., which defines "bake sale" as:

(a) A place where only non-potentially hazardous bakery goods, including breads and pastries, are sold in conjunction with fundraising event.

(b) "Bake Sale" does not include a place;

    i. Where a person sells baked goods for individual profit;

    ii. From which food is commercially distributed; or

    iii. Where a potentially hazardous baked good is sold or distributed.;

More information can be found out through the Wicomico County website at Http://www.dsd.state.md.us/comar/comarhtml/10/10.15.03.26.htm

Baked goods are breads, cakes and pastries that are cooked with dry heat. The only homemade baked goods that may be provided to the public with or without charge are those that are non-potentially hazardous. Many baked goods are non-potentially hazardous chiefly because of low water activity. These include fruit pies made from high-acid fruits such as apples, cherries, strawberries, peaches, blueberries, etc. Potentially hazardous baked goods include items such as pumpkin, sweet potato pies, cheesecakes and pastries with potentially hazardous fillings or toppings. Foods shall not be prepared in homes where there are house pets, reptiles, birds, etc. All foods shall be prepared, portioned and packaged in a sanitary environment at the food preparation site prior to transporting to the sale location. Food preparers shall not have open wounds or sores on hands or forearms and be in general good health.

Dining Services - Catering

University Dining Services at Salisbury University provides special catering to students, faculty, alumni and guests. All special events are planned and executed with great care and attention to detail. Their commitment to excellence in planning, preparation and presentation results in a delightful dining experience, whether it is a formal or relaxed event.

    Their staff does considerable planning, purchasing and organizing to prepare an event that satisfies your wants and needs. To assure a successful event, all details, especially menus, must be agreed upon two weeks in advance of the scheduled function. To service your needs in a timely fashion and facilitate campus billing procedures, Dining Services asks that on-campus groups deliver an original copy of a work order with an authorized signature and account code to University Catering, adhering to the above time line. On-campus groups seeking funding through the Appropriations Board will require three weeks planning time to go through

proper channels. An event confirmation will be sent to you outlining details of the arrangements you have made. Please review it and call Dining Services immediately if you would like to make changes. In accordance with University policy, University Dining Services will be the exclusive supplier of all food and beverage items catered on campus. In accordance with county health and alcohol regulations, as well as for your safety, alcoholic beverages, non-alcoholic beverages or food may not be brought into or taken out of the function room by the host or the guests.

Specific details about Dining Services policies and procedures can be found on their website at: https://www.salisbury.edu/administration/administration-and-finance-offices/dining-services/catering/index.aspx

Event Technical Services

Event Technical Services at Salisbury University is responsible for providing any audio-visual, live sound and lighting needs for events located on campus that are outside of the classroom or at designated off-campus areas. Event Technical Services supports events for Recognized Student Organizations, official University offices and departments, and requests by off-campus groups through Conference Services. Their services are provided in the following venues:

- Guerrieri Student Union
- Guerrieri Academic Commons
- Holloway Hall
- Commons
- Maggs Physical Activities Center
- Outdoors and Other Locations

Event Technical Services is able to provide the following mics to these various rooms:

- Guerrieri Student Union, Wicomico Room - 4 wireless frequencies max
- Guerrieri Student Union, Nanticoke Room - none due to interference — Wired mic only
- Guerrieri Student Union, Room 206 - 2 wireless frequencies
- Guerrieri Student Union, Fireside Lounge - 2 wireless frequencies
- Holloway Hall Auditorium - 8 wireless frequencies
- Holloway Hall, Great Hall - 2 wireless frequencies
- Commons - 2 wireless frequencies
- Maggs Physical Activities Center - 2 wireless frequencies
- Outdoor - 2 wireless frequencies
- Guerrieri Academic Commons - 6 wireless frequencies

If more are requested than what each room lists as available then there will have to consider each request according to our current event needs at that time as we have limited portable units.

Student Activities Fee Funding

APPROPRIATIONS

The purpose of the Appropriations Board is to monitor the student activity fees, monitor the accounts for Recognized Student Organizations (RCOs), and to ensure that funds are appropriately used and distributed. RCOs will routinely submit requests to the Appropriations Board for money to fund an on-campus event, out-of-state travel, in-state travel and/or conferences/lodging. Certain guidelines must be followed with regard to requesting funds. The Appropriations Board plays a crucial role in your organization. Learning the policies and procedures will assist your club in obtaining your clubs goals.

REQUEST FOR FUNDING FORM

Anytime money is being spent from an account, a Request for Funding form (located in GSU 125) must be submitted to the Appropriations Board office. Forms are required **2 weeks** prior to an activity or event date and **4 weeks** prior to travel. The completed form must contain:

- Club/organization name with corresponding account code
- Detailed description of event, trip, or supplies, include **ALL** costs
- All required signatures, including the advisor on record

Guerrieri Student Union Detail

Offers
- 12 Reservable Rooms
- 9 Reservable Distribution Areas (indoor and Outdoor)
- 2 Eateries (Chick-fil-A & Cool Beans)

Fun Facts
- 72,718 usable square feet
- Facilitates over 6,500 events/meetings per calendar year
- Talking Sticks Exhibit in GSU until January 31, 2019

Wicomico Room
- Max 400 theater/open room
- Stage is housed in GSU
- NEW podiums and chairs housed in GSU
- GSU provides Rectangular Tables 6' 30''
- Round tables must be ordered from Support Services
- Use of Wicomico Room Booth must be ordered through ETS

Nanticoke Room A/B/C
- Can be booked/ split into three rooms, two rooms or open to one room
- Tables in Nanticoke 6' X 18''
- Choptank opens into Nanticoke and could be utilized as well
- ETS has two screens and two projectors in the room
- There is a white board in each of the Nanticoke areas
- Podium in room
- If open to one large room, microphone is recommended

Manokin Room
- Conference-style set up
- 6 tables 8' X 30''
- Max 22 at conference table
- White board in room
- Two entrances

Pocomoke Room
- 42-inch TV monitor
- Rectangular tables 6' 18''
- ETS to set-up laptop (must order)
- White board in room
- Max 48 theater style

Room 206
- Studio space
- Can be used for yoga, dance, kick boxing, stepping, a meeting space
- Max 40

Fireside Lounge
- Carpeted area
- Fireplace
- 2 pianos - electric and upright
- Relaxing atmosphere

Founders Room
- Oil paintings of the founders: Guerrieri, Perdue, Henson, Fulton
- Max Seating: 14
- SMART Room supported by classroom tech
- 2 buffet credenzas for Catering
- Private bathroom

Hardwood Lounge
- Hardwood floor area
- 72 Inch TV w/ HDMI Cord
- DVD player, video games/ consoles available to rent at Info Desk
- 2 pool tables
- Ping pong table
- Large U-shaped couch
- Usually booked in conjunction with Fireside Lounge

Commuter Lounge
- Large TV
- Lounge chairs
- High-top table seating
- Community bulletin board

Gull's Nest Seating Area
- Searing area outside of Chick-fil-A
- 5 televisions
- Updated lighting, fans, seating areas
- Max 144

Information Desk
- Video consoles, video game and board game rentals
- Latter ball, can-jam and cornhole boards
- Daily newspapers
- Fax services

- Lamination
- Stamps
- Tickets for campus events
- Lost and found
- Discounted movie tickets
- Bicycle locks
- Locker rentals

Additional Areas
- Patio areas
- Lounge areas
- Print station
- Distribution areas
- Gaming areas
  — Foosball table
  — Two ping pong tables
  — Two pool tables
  — Vending areas

Additional Information
- If ordering catering in any room at GSU. You MUST put in the notes that a table is needed for catering. They do not come automatically.
- Noise in the GSU rooms, lounges, etc. must be kept to a reasonable level during office hours.
- Diagrams can be provided or you can draw one. Blank diagrams of Wicomico, Nanticoke and Fireside can be found at www.salisbury.edu/administration/student-affairs/guerrieri-student-union/meeting-rooms.aspx
- For more information contact Stefanie Hurst at 410-546- 6486 or slhurst@Salisbury.edu.

Nanticoke Room Diagrams

Wicomico Booth

Wicomico Booth

Coat Rack Open

Coat Rack Open

Wicomico Booth

Wicomico Booth
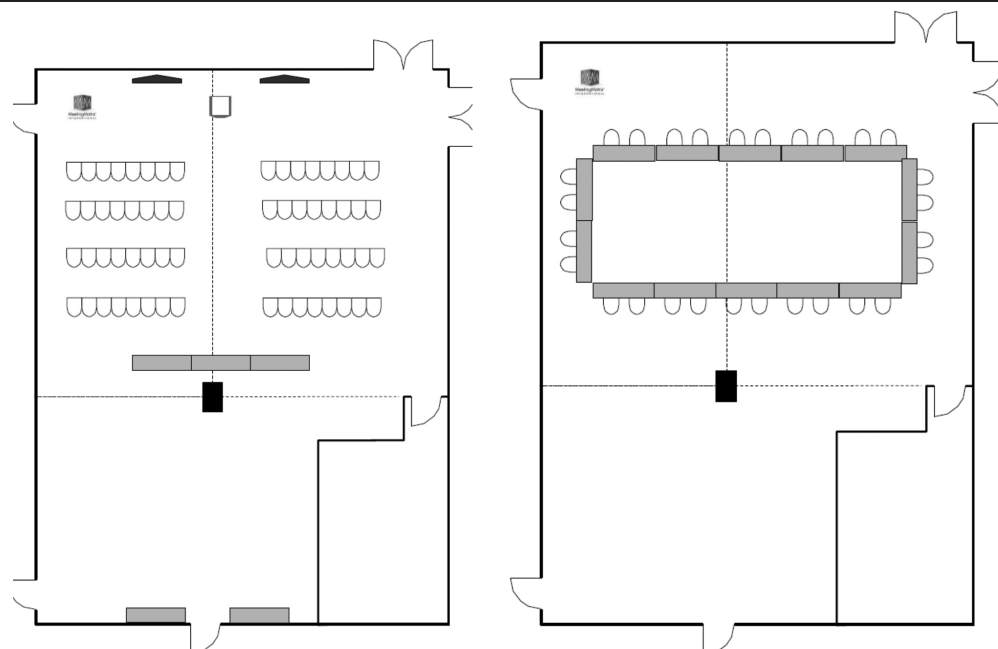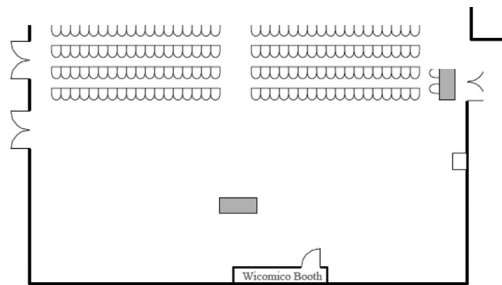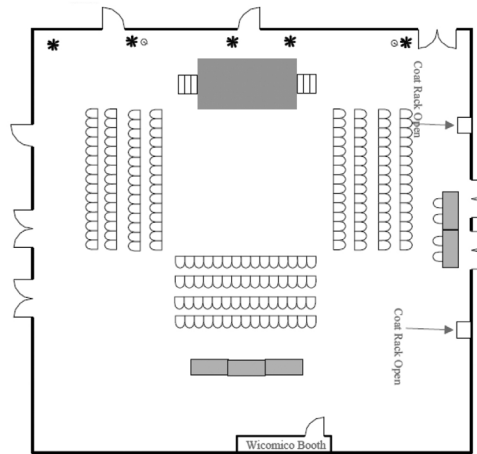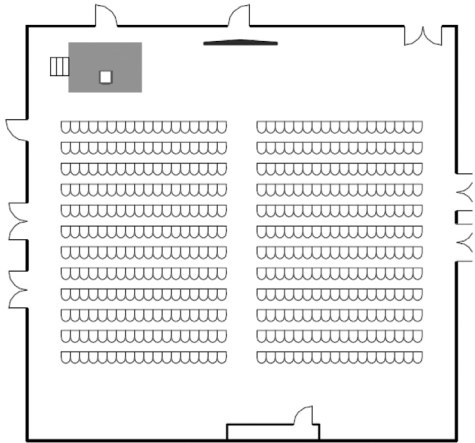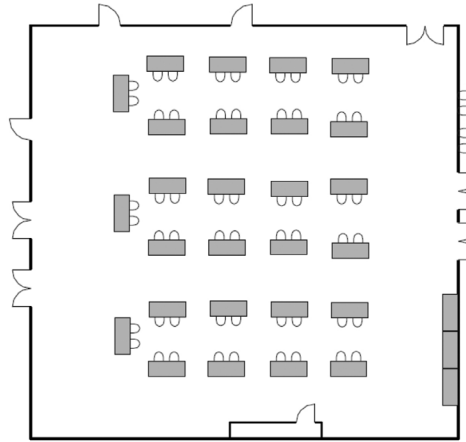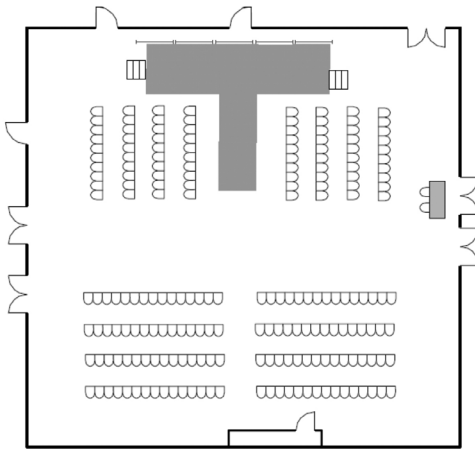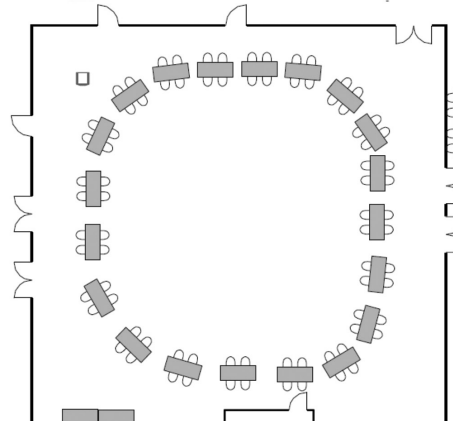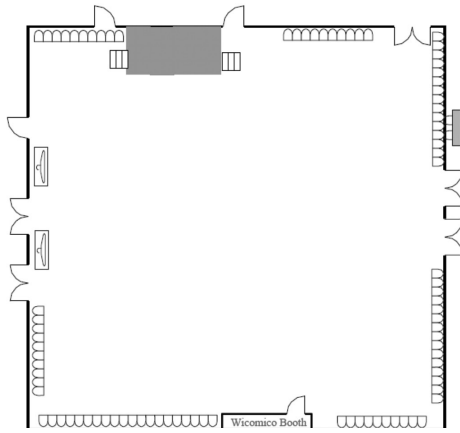
- Supporting documentation: invoices, airfare estimates, shopping cart summary for online purchases

Schedule a funding review meeting with the Appropriations Board. The board meets weekly; dates and times are posted on a bulletin board in the Appropriations Board office (GSU 125).

- In order for Appropriations to review an RCO's Request for funding form, the RCO must:
- be recognized by the Student Government Association (SGA)
- be in good judicial standing with Salisbury University
- have at least 10% of the money requested in their fundraised account.
- RCOs are to make clear on the Request for Funding form if they are requesting money from their own fundraised account, or from Appropriations.
  PLEASE NOTE: If a student spends money without prior approval from Appropriations, the student will not be reimbursed!

    In order to go shopping, a representative from your RCO must confirm with a member of the Appropriations Board to ensure that adequate funds are available. Appropriations does not fund T-shirts; however, clubs may use their fundraised money for these purchases, and a request must have gone through the Publications Office.

    It is important to understand that the full amount of your request will come from your RCO's account code first. Any receipts you have or receive throughout the process be sure to keep and turn in to the Administrative Assistant in the Center for Student Involvement and Leadership. After all receipts have been turned in, Appropriations will transfer the correct amount back into your account, via a work order.

Depositing Money Into Your RCO Account

All deposits MUST go through the Appropriations Board. RCOs need to fill out a deposit ticket found in CSIL and drop it off to an Appropriations Board member during office hours

- Both parties will sign the deposit slip after the money has been counted. This is to ensure that both parties have counted the money and they both agree on the amount.
- Receipt will be provided for organizations' records.
- Appropriations will keep a copy for their records.

Shopping

The CSIL grad assistants shop weekly with student organization representatives. Trips to SAMs Club for large orders may be scheduled with a CSIL staff member based on availability. After funding has been approved:

- Submit form to CSIL administrative associate with detailed shopping list
- Schedule your shopping day
- Be prepared to store your items
- Provide a list of attendees after your event

Request for Account Balance

RCOs may request their account balance from the Appropriations Board. Account Balance Request forms are located in the Center for Student Involvement and Leadership.

Travel Information

You may find that your organization wants or needs to travel to attend or participate in an event. This section will outline the policies and procedures that an organization must follow in order to travel.

Funding for Travel

- No travel arrangements will be completed without an Appropriations approved RCO Conference/Travel form

- Forms are located in the Center for Student Involvement and Leadership (CSIL)
- Form must include estimates for ALL travel-related expenses including:
  — Conference Registration
  — Hotel
  — Ground Transportation (Motor Pool/Shuttle/Bus)
  — Other Transportation (Airfare/Train fare)
  — Tolls, Parking, Taxi or Shuttle (if applicable)
  — Meals
  — Breakout of Advisor and Student Costs

ONLY COSTS LISTED ON THE CONFERENCE/TRAVEL FORM WILL BE ELIGIBLE FOR REIMBURSEMENT.

Travel Authorization

- Every traveler (including the advisor and/or chaperone) MUST complete a Request for Travel Form AND every student must complete a liability waiver
  — Forms must be completed electronically
  — Handwritten forms will not be acceptable
  — Print forms, sign and have the advisor sign the travel form
  — Email Susie West at srwest@salisbury.edu when ALL travel forms are complete
- ALL forms come to the Administrative Assistant in the Center for Student Involvement and Leadership for review and approval.
- The Request for Travel Form is located here: http://www.salisbury.edu/administration/administration-and-finance-offices/financial-services/accounts-payable-and-travel/_files/New%20Out%20of%20State%20Travel%20form_04_06_16.pdf
- No conference registration, hotel registrations, Motor Pool reservations or any other type of arrangement may be made until these forms are completed.
- Travel arrangements, with the exception of air fare, will be made by the CSIL Administrative Assistant.
- Please prepare a list of attendees (in Word), which includes name and student/staff IDs. (If flying, we need a full legal name and date of birth.)
- Flights are booked through the Accounts Payable Office (Kaye Gibbs, Holloway Hall 218, 410-543-6067). Once your paperwork is complete, you will need to schedule an appointment with Kaye Gibbs. We will prepare paperwork for you to take with you. All other arrangements will be made through the CSIL office, by appointment only.

Conference Registration

- Vendor name and address
- Vendor Federal Tax ID (you may need to contract them)
- Vendor phone number and website
- You will need to determine if each person must register individually or as a group
  — If each person must register individually either:
- Collect all information necessary for you to register each person and we will make the payment
    OR
- Schedule a time for your group to come in and register themselves

Hotel Registration

To make hotel reservations we will need-
- Hotel name and address
- Hotel Federal Tax ID
- Hotel phone number and website
- Number of rooms needed (specify single/double/quad)
- Daily rate (ensure it is conference rate if applicable)
- Check-in AND check-out date

- Screen print showing conference rate or daily rate
- Total number of people attending (breakdown with advisor, chaperone, students)
- Students will generally share rooms; advisor/chaperone should have own room.
- Since we will pay by credit card and you will not have the card when you check in, you will need to request a credit card authorization form from the hotel.
    — We will return the form to the hotel which grants permission to charge the card for room, taxes and fees. You will be responsible for all other charges and may be asked to put a credit card on file for "incidentals."
    — *VERY IMPORTANT:* Before you travel call the hotel to confirm that they do have the authorization on file.

Transportation - Motor Pool

If you are using a Motor Pool car or van, it should be booked by your Advisor or the Administrative Assistant in the Center for Student Involvement and Leadership. Motor Pool reservations are made via GullNet. Only faculty and staff are able to make Motor Pool requests. If your Advisor is unable to make the reservation, please provide the following information to the Administrative Assistant in the Center for Student Involvement and Leadership:

- Date and time of pickup and return
- Name of each driver (one for each van)
- ID of driver — same person must pick up van
- Location name and address
- Purpose of travel
- Drivers must be Motor Pool certified. Registration forms can be found in CSIL or online: www.salisbury.edu/administration/administration-and-finance-offices/physical-plant/motor-pool/driver-registration-form.aspx

Mileage Reimbursement Rates

(subject to change)

Effective January 1, 2018, personal vehicle usage will be reimbursed at the rate of:

- $.545 per mile if a state vehicle is not available for use. (Request must be submitted three weeks prior to travel date).
- $.27 per mile if a state car is available and you choose not to use it.
- Mileage reimbursement requires the approval of the budget administrator.
- For the most updated Mileage Reimbursement Rates, please use: www.salisbury.edu/administration/administration-and-finance-offices/financial-services/accounts-payable-and-travel/travel-policy.aspx

If you are using a Motor Pool shuttle, please contact the Motor Pool at 410-543-6211 to discuss availability and rate for mileage and driver. Shuttles are only available for local transportation (Maryland-Delaware-Washington, D.C.).

Transportation - Bus Service

If you require a coach bus (50 or 56 passengers), please provide the following information to the Administrative Assistant in the Center for Student Involvement and Leadership:

- Date, time and location of pickup
- Estimated mileage to destination
- Precise address of destination
- Date, time and location of return
- Number of passengers, including Advisor/Chaperone
- Hotel accommodations (when necessary) for bus driver must be covered by the traveling group
- Student groups may not travel without Advisor/Chaperone

You need to make your reservation well in advance.

Transportation - Other

If airfare or train fare is required, please provide the following information to the Administrative Assistant in the Center for Student Involvement and Leadership:

- Airline name and address or Train service (Amtrak)
- Airline or Amtrak Federal Tax ID
- Airline or Amtrak Phone number and website
- Number of seats needed
- Airfare or train fare per person
- Flight or Train numbers, dates and departure times
- List of people attending, including full legal name, ID and date of birth (required by airline, not needed by Amtrak)

Expense Accounts

Your completed expense account should be submitted to CSIL within three working days of your return. Original receipts must be submitted with the Expense Account Form for reimbursement.

- If expenses occurred as a result of out-of-state travel, an approved Out-of-State Travel Request Form must be on file in the University's Travel Office.
- Hotel bills will be reimbursed on the basis of actual cost (single-room rate only) provided an original itemized folio receipt (showing zero balance due) is attached to the Expense Account Form. Hotel tips are reimbursable at $1 per bag. A memo must accompany the Expense Account Form certifying this expense.
- Porter fees will be reimbursable at $1 per bag. A memo must accompany the Expense Account Form certifying this expense.
- An expense account that includes the purchase of food must have a list of names who the food was provided for attached.

Meals will be reimbursed using the rates set by the University: www.salisbury.edu/administration/administration-and-finance-offices/financial-services/accounts-payable-and-travel/meal-rates.aspx

Personal credit card receipts are not considered an acceptable receipt. In the absence of a detailed receipt(s), reimbursement will only be allowed at the "standard" rate only.

Other Helpful Hints

To prevent delays in your reimbursements, please do the following checklist before submitting the expense account:

- Make sure all expenses are listed correctly and that there are originals receipts for each.
- Travel start and end times and dates should be listed.
- The form should have all proper signatures. If you have any questions concerning who the proper signatures need to be, please contact the Center for Student Involvement and Leadership for further clarification.
- Travel forms are available here: www.salisbury.edu/administration/administration-and-finance-offices/financial-services/accounts-payable-and-travel/travel-forms.aspx

Publications
(Designing, Printing, T-Shirts, Give-Aways, Photography)

A strong visual identity system offers Salisbury University advantages: it helps unify and strengthen the University and projects an image of excellence and cohesiveness that is important in attracting high quality students and faculty. It is for these reasons all publications representing the University to off-campus publics must come through the Publications Office. It is our goal to provide you with the best possible product in a timely and cost-efficient manner.

The Publications Office provides total printing and design solutions, whether you have a large four-color publication or a simple one-color flyer. Our staff of professional designers, writer/editor and photographer works with the Copy Center and external printers.

The Publications Office serves some 270 departments and offices, which annually

generates over 3,000 work requests. To meet such production requests on deadline, planning and scheduling are critical. Publications recommend allowing at least 2-3 weeks before your delivery date. Priority is given to student recruitment and University Advancement pieces.

Overview of Services

- Designing posters, flyers, t-shirts, giveaways and much more
- Writing and editing
- Printing and copying — color and black/white
- General advice and information on publications
- Illustration
- Publishing lab manuals and course packets
- Coordinating photography and scanning photos for students and faculty
- Producing color copies and transparencies for students and faculty
- Outputting student and faculty jobs from disks or the network
- Digital signage on the internal campus TVs

Planning

As soon as your department determines it requires a publication (even if dates, content, budget, etc. are incomplete), call or send a work order to the Publications Office indicating when copy and art/photos will be available. Also specify deadline for delivery of your job.

- **Printing Off Campus** - All elements should be in Publications' hands at least 2-3 weeks in advance of deadline.
- **On-Campus Copying/Printing** — 1-2 weeks for designing and printing.

Editing

Editing can involve simply a spelling correction or be as complex as a total rewrite. If editorial questions arise or if there is a need for more than minimal copy revision, the editor will consult with the client. To make the editing job as efficient as possible, please submit all copy as a word document with hard copy no matter what method you choose. DO NOT submit copy laid out in the design you want the publication to reflect. You should create a mock-up or dummy reflecting your organization/placement ideas (e.g., Copy A here, Copy B here, etc.). Make sure you have secured permission for copyrighted material (text and photos). The Public Relations and Publications offices use The Associated Press Stylebook with a few modifications for all publications to maintain consistency and quality in University presentations.

All jobs directed to external publics **must be reviewed by Publications**; depending upon whether such jobs meet University standards, they may be produced as-is or may be re-created at the originating department/office's expense.

Photography

The Publications Office provides limited photography services during the normal workday, 8 a.m.-5 p.m. The visual coordinator, if work schedule permits, will take photographs of individuals or groups to accompany a publication, a news release or to publicize a campus event, accomplishment, announcement, etc. Photography services that are necessary for a University publication may be contracted out to a professional photographer. The subsequent cost of those photographic services will be charged to the department or office requesting the publication. If an office or department needs photographic services for an event that will not be publicized on or off campus or occurs after 5 p.m. or on a weekend, the Publications Office may arrange for a professional photographer to meet those photography needs. The requesting department or office will be billed for the subsequent photography charges. Professional photographers generally charge between $35-$100 per hour.

Submitting Electronic Copy

Keying your copy on a computer ensures accuracy and saves time and money. Our editor accepts files created in Microsoft Word. The following steps will streamline the process:

- Use your spell check feature and carefully proofread your document before submitting it on disk or by email.
- Email your text to the Publications Office/editor.
- Hard copy (print out) should accompany your work order.
- Simplicity is the key for electronic transmission. The designer will format your document. Any attempt to preformat your copy using multiple spaces or tabs, indents, columns, justification or other complex functions will add instead of save design time.
- Make a backup copy of your files.

Design

Design is the plan behind the final product. It is the creation of order and beauty out of a chaos of pictures, copy, headlines and white space. In this process, the designers make a series of decisions as to size, medium, typography and art based on the information provided. This is why it is critical to the design that all the elements be provided when the job is submitted. Art or photography used in the design can be done by Publications or provided by the client. Expenses for photography and custom art are additional in the total cost of producing the job.

Printing

Printing is done internally in the Copy Center or off campus at independent print shops. Time, design factors and budget determine whether a job is copied internally or offset at the printers. Time factors vary according to print location. Copy Center usually takes 1-3 working days for completion. Print shops usually request at least 10 working days.

Bid Process

All external jobs must go through the bid process with approved vendors. Bids are sent to at least three vendors to achieve the best price. This time is in addition to printing time.

Creating T-Shirts

When utilizing the brand identity for Salisbury University, there comes the responsibility of promoting Salisbury in a manner that is both consistent and coordinated. It is imperative that the graphic standards set forth by the university are followed precisely and correctly in every application to effectively build awareness in our markets. You can find answers to all your questions in the Salisbury University Graphic Standards Manual. A copy of this manual can be found in the Publications Office or online.

This manual will provide you with the basic knowledge of the guidelines for using the Salisbury University identity. Understanding the content of the manual is crucial for anyone working with the identity. Please take the time to familiarize yourself with the proper and fundamental use of the signature and supportive identity standards. All T-Shirts must go through Publications.

Federal Copyright Law

Salisbury University abides by The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541). This Act governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

The movie studios, who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or

license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

Faculty and Staff Advisors

All RCOs are required to have a full time advisor from among the faculty and staff here at Salisbury. It is an honor to be asked by an organization to serve as advisor, because it is an indication of the student's trust in and respect for you. However, it is not an empty honor. Serving as an advisor does require a certain amount of responsibility and commitment to the RCO you are advising. This manual has been designed to assist you in understanding those responsibilities and commitments. While all groups vary in their expectations and needs, there are some basic guidelines you will need to be a successful advisor:

- Act as a resource for your RCO. You're experience in planning and organizing, as well as your broader knowledge of the University community, gives you an expertise that you can share with the student leaders in your RCO. Don't worry if you don't know all the University's policies and procedures, and don't worry if you can't answer all the questions your students will ask, that's what we're here for. But you can provide significant direction for your students and help them get things accomplished within the University.
- Make sure you are familiar with the purpose and structure of your RCO. The constitution and bylaws can help, but we recommend that you attend regular meetings, and meet with the members on a regular basis so that you fully understand what the organization does, and what your role(s) can be.
- Make sure you know the RCO's financial structure. This is an important way you can help your students. Very often advisors can, and do, assist in the development and implementation of their organization's budget. Some questions to ask: Does this RCO receive University funding? If, so, how and how much? Do members pay dues, or do they raise money through fundraisers? How is the money used? Are there spending guidelines?

Role of the Advisor

Student organization advisors agree to:
- Take an active role in advising the student organization.
- Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and bylaws.
- Know the officers of the organization and the current members of the organization.
- Meet with the organization's president on a regular basis (at least once per month).
- Remain informed of all activities sponsored and conducted by the student organization and attend events as feasible.
- Establish with the student organization president the manner and frequency in which the advisor will participate in the organization's activities, e.g., programs, social events, and meetings.
- Know University policies and procedures which pertain to student organizations and inform the student organization president of his/her responsibility to do the same.
- Offer guidance to the organization on goal setting, organization management, program planning, and problem solving and group dynamics.
- Know the organization's process for obtaining new members.
- Attend big events. Advisors are required to attend any event that requires a Performance Permit, has over 100 attendees or might need University Police supervision. We encourage the advisor to be a part of the planning process as well, so that on the day of the event the advisor already knows all the details. A member of the CSIL staff may stand in if the advisor is unavailable.
- Accompany travel. Advisors are required to accompany students travelling. If you are unable to attend, please let the RCO know early on in the planning process so

they are able to find a chaperone in your absence.
- Report to the Director of CSIL any activities that may or will violate University policies.

Tips for the Advisors

- Stay informed of an organization's plans and problems. This can be accomplished by attending meetings and events, reading the campus paper and electronic news groups, and talking with student leaders.
- Be visible and accessible to students. Eat where they eat, walk where they walk and maintain an open-door policy.
- Arrange regular meetings with student leaders. The meetings may range from informal conversations about how things are going to more formal critiques of leadership skills. However, the form the meetings take is not as important as their frequency and regularity.
- Don't get discouraged when a group rejects you. If a group is defensive, the best way to get beyond it is to explain, or better yet, show what the benefits of having an advisor and what he/she can do for the group.
- Show students your own pre-event excitement. Ask how ticket sales are going. Comment on the visibility of the advertising. Let them know of conversations overheard by students who expressed excitement.
- Let go of feelings of responsibility for failures. Attendance does not equal success. Help the organization learn from failures to improve on future events. Learn from what did or didn't go well.
- Applaud successes. Congratulate individual students and the whole organization for a job well done. Recognize individuals and groups by nominating them for campus awards.
- Give feedback. Have informal conversations about programs, advertising, and the planning process. Give constructive criticism and suggestions of how to improve for the next time around.
- Model good leadership. The same requirements apply to the advisor that apply to students when programming: careful planning, budgeting, and collaboration.
- Give recommendations and suggestions, not orders. Present ideas as options rather than requirements. Organizations will be more willing to accept them if they feel they have a choice in the matter.
- Keep a sense of humor.
- Don't act surprised by anything and keep records of everything. Written notes and documentation of problems or complications are helpful tools when dealing with similar situations in the future. It is also good training tool for future advisors.

Duties of Advisors at Events

This can vary depending on the event. Student leaders and event organizers should discuss expectations with their advisor prior to the event.

Organization's Responsibilities to the Advisor

Advisors should expect the officers of the student group to:
- Keep them informed. They should keep you informed of all organization activities, meeting times, locations, agenda items.
- Meet with them regularly. CSIL recommends that officers meet with their advisor every other week to discuss how things are going and check-in.
- Treat them with respect.
- Make the advisor feel welcome at all meetings and activities.
- Inform them of any potential problems that may affect the organization of the University.
- Be considerate of their professional obligations and to not leave important matters to the last minute.
- Be the decision-makers and initiators of the student group's programming and policy.
- Use them as a sounding board for discussing plans and problems.

Request For Funding Forms

Registered Student Organization (RSO) Request for Funding

Name of Organization: _____

(Must be submitted IN PERSON at least two weeks prior to event and signed by Appropriations' Board member or Student Activities Staff member)

RSO: _____   Date: _____

Account Code: _____   Email: _____

RSO Point of contact: _____   Phone number: _____

Event: _____   Event date: _____

Number of members attending event: _____ Is event open to campus: _____

Location: _____   Rain: Location: _____

Description of event/funds Requesting:

_____

_____

_____

Please check one: RSO Account Only ☐   Appropriations Funding ☐   Both ☐

Are you receiving funds from any other source/s? If so, please list source and amounts of funding_____

If you are requesting any funds from Appropriations, you must have 10% of the amount you are requesting in your RSO account.

- Forms must be turned in at least **4 weeks prior to an event/travel** (Exceptions may be made when requesting only funds from an RSO account. See a staff member in Student Activities for more details)
- Attach supporting documents for all costs listed on the form.
- Appropriations funding and RSO spending approval will be based solely on the costs presented on the request form. All other costs will be the responsibility of the individual.
- If all necessary paperwork is complete, the board member will sign you up to attend an Appropriations meeting (In some cases a meeting will not be needed).
- If a meeting is scheduled with Appropriations, a student RSO representative who is knowledgeable of the funding request/event must attend the meeting and be prepared to discuss event/ travel details.
- Please complete this form and be sure to include all costs associated with your event/travel.

All items below must have supporting documents attached to show cost (Screen shot, invoice, etc.)

**********SHOPPING-If you need to shop for items, use the RSO Shopping Packet

Office Use Only

Item	Quantity	Unit Price	Total Price	Actual Cost
STUDENT COSTS				
Total Student Cost				

All items below must have supporting documents attached to show cost (Screen shot, invoice, etc.)

Office Use Only

Item	Quantity	Unit Price	Total Price	Actual Cost
ADVISOR COSTS				
Total Advisor Cost				

Only the costs listed on this form will be considered for funding. Any increased expenses or expenses outside of this request WILL NOT be covered by the Appropriations board. If the actual costs are less than stated on the request form Appropriations reimbursement will be prorated accordingly. ADVISORS MUST TURN IN AN EXPENSE REPORT TO THE OFFICE OF STUDENT ACTIVITIES WITHIN THREE DAYS OF RETURN.

REQUIREMENT FOR REIMBURSEMENT: ALL STUDENT ACTIVITIES TRAVEL AND PURCHASING POLICIES AND PROCEDURES MUST BE FOLLOWED. PLEASE REFER TO OUR WEBSITE OR ASK IF YOU HAVE ANY QUESTIONS.

After funding/RSO spending has been approved

Appropriations will email your RSO representative and advisor details outlining the funding decisions. Unless stated otherwise, all purchases and travel arrangements need to be made by the Office of Student Activities.

ALL charges will come out of the RSO account. Once all charges have posted to the account, Appropriations will reimburse the RSO account based on the funding decision and/or actual costs.
   Any costs that vary from what is stated on the request form will cause the Appropriations funding to be modified.
   (i.e. If the original stated cost was $300 per student and Appropriations agreed to cover $150, but the actual cost is $200 per student, Appropriations will cover $100.)

Expense reports (from travel) must be turned in within 3 days from return from trip. Please refer to the accounts payable website for travel forms, per diem rates, etc.

Appropriations will not reimburse any off-campus accounts.

By signing below, you acknowledge that you have read and agreed to all terms and polices set forth by this form.

_____   _____   _____
RSO President or Treasurer Signature   Print Name   Date

_____   _____   _____
RSO Advisor Signature   Print Name   Date

_____   _____
Received by (Appropriations Board member or OSAOL staff member)   Date Received

This section for office use only. RSO recognition status verified ☐

Current balance_____   Pending charges/reimbursements_____

	Appropriations will fund	Amount to be reimbursed	Not to exceed amount
Student Cost			
Advisor Cost			

For office use only

Organization: _____Event:_____

Vendor	Item	Purchase type	Amount	Memo

Notes

Date	Memo

Sample Donation Request Form

Any time you wish to donate funds to a person or organization using your state account you must:

1. Submit a **Request for Funding Form** to the Appropriations Office for approval and include the following:

- Completed and signed **Donation Request Form** with all fields filled in
- W-9 for student or organization (which should match the information on the **Donation Request Form**)
- Print and sign form
- Provide a W-9 for student or organization

2. Once the **Request for Funding Form** is approved, the CSIL Administrative Assistant will send paperwork to Accounts Payable

3. A check takes three (3) weeks to process and will be mailed to the address on the W-9 form

4. NO funds transferred into your state account, from the Foundation (donations or Giving Day funds), can be re-donated

Donation Request Form

SALISBURY UNIVERSITY
DONATION REQUEST THROUGH ACCOUNTS PAYABLE

Donation Recipient/Business Name: World of Knitting
Vendor Address, line 1: 123 Apple Street
Vendor Address, line 2: Click here to enter text.
City, State and Zip Code: Salisbury, MD 21801
SS Number or FEIN: *****REQUIRED Please provide a W-9 form
Employee/Student ID#

Donating Organization: Knitting Club

Donation Amount: $1000.00

Department/Project(s) (6-digit code) to be charged: 999999

Account (6-digit code from above) to be charged: 089980

(Please print form; sign and print name, and return to GC 125)

Organization Representative Signature: _____

Print name:_____

Budget Administrator/PI Signature:

_____Date:_____

Please Return Completed Form to:

SALISBURY UNIVERSITY, ACCOUNTS PAYABLE, HH-218,
PO BOX 2195
SALISBURY, MD 21802-2195

Sample W-9 Form

Sample Expense Report

STATE OF MARYLAND EXPENSE ACCOUNT
University of Maryland System
Salisbury University
Agency 36.02.29

Name: Sam Sample *(Please print or type)*

Address: 123 Apple Way

Salisbury, MD 21801

Employee/ Student ID #: 5555555 *(Not Social Security Number)*

Method of Travel: Plane ☐ State Vehicle ☐ Private Car ☐ Other ☒

Purpose of Expense/Travel: Travel to Pittsburgh, PA for Knitting Convention

Agency Use Only

Amt. App. _____ Dept. Code _____ Signature _____

Assigned Office _____
Location (City)

	Date	25-Jun	26-Jun	27-Jun					
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Hotel Room		125.36	125.36					250.72
Breakfast			10.00	10.00				20.00
Lunch		12.00	12.00	12.00				36.00
Dinner/Per Diem		25.00	25.00					50.00
Telephone								0.00
Fare (as indicated above)								0.00
Taxi								0.00
Bridge or Road Tolls		2.50		2.50				5.00
Mileage* (see below)		107.91		107.91				215.82
Parking		5.00	5.00					10.00
Registration Fees								0.00
Miscellaneous Expense								0.00
								0.00
Totals	0.00	277.77	177.36	132.41	0.00	0.00	0.00	587.54

Date	Day	Start/End Time	Territory Covered Incurring Expenses (include city and county)	Total Miles	Total Reimbursed Miles
6/25/2018	Mon	8 am	Travel from Salisbury, MD to Pittsburgh, PA	198	198
6/27/2018	Wed	1 pm	Travel from Pittsburgh, PA to Salisbury, MD	198	198

Certified just and correct

(Employee Signature/Date)   (Dean/Director Signature/Date)

(Supervisor Signature/Date)   (Vice President/Provost Signature/Date)

Reimbursement checks will be mailed to the address listed on the form. Use a permanent address and make sure the address is complete. Checks take three weeks to be issued.

Note: If you have direct deposit set up, payment will be automatically deposited.

You must have original receipts for all expenses listed on the form, with the exception of mileage and standard per diem.

MEAL PER DIEM
All meals provided by the conference/meeting will not be reimbursed on expense account forms unless a valid explanation as to why the meal provided was not consumed. This explanation must accompany this form.

Mileage Section must always be completed when traveling even if you are NOT getting reimbursed for mileage.

Standard Per Diem:
Breakfast $10
Lunch $12
Dinner $25
Total $47

***Per Diem amounts subject to change*

High-Cost Per Diem: for high-cost, metropolitan areas, requires detailed receipts
Breakfast $11
Lunch $13
Dinner $30
Total $54

Costs listed on this form must be listed, and approved, on a **Request for Travel** form and **Request for Funding Form.**

Expense Account forms must be turned in within three (3) days from returning, along with original receipts.

The State of Maryland does not reimburse for tax.

Gaming License Application and Letter Request

Please note: This process is for student organizations only.

1. Fill out an Application for **Gaming License Form** found in CSIL or at www.wicomicosheriff.com/resources/applicationforgaming.pdf.

2. Complete all required sections, including applicant contact information.

3. Fill out the **Gaming License Information Form**, which can be found in CSIL.

4. Turn in completed application and form to CSIL's Administrative Assistant at least 10 days prior to your event.

5. We will issue a letter granting permission for your event and will email you when it is ready.

6. The letter and application must be taken to the Wicomico County Sheriff's Office at least five (5) working days prior to your event.

7. You will be notified by the Sheriff's Office when the license is ready for pick up.

8. There will be paperwork that needs to be completed and returned immediately following your event.

Sample Purchase Order Form

Purchase orders are used to pay for items at selected off-campus, local businesses.

- Pat's Pizza
- Papa John's
- Pizza Hut in Fruitland
- Educational Supplies
- Etch Art Awards
- Pasco

- Food Lion in Fruitland
- Gardner Sign Inc.
- Any business willing to accept our PO and bill the University (payments take 30 days to process)

The **Purchase Order Request Form** (below left) must be completed and turned in to CSIL's Administrative Assistant at least three (3) days prior to your shopping date.

You will pick up the prepared **Purchase Order Form** (below right) the morning of your shopping trip, or the day prior.

The bottom two copies (yellow and green) of the Purchase Order must be turned in, along with an original receipt, immediately after shopping.

Note: Food Lion will also have a charge slip and wholesale slip that will need to be turned in.

If you lose your receipt, you will need to go back and request a new one.

Purchase Order Request Form

Requestor: _____

Org./Dept.: _____

Account to be charged:_____

Store: _____

Purpose/Event: _____
_____

Items needed: _____
_____
_____

Shopping date: _____

Purchase order picked up by:_____

Date: _____

The bottom two copies of the purchase order and original receipt must be turned in immediately following the purchase or the next business day.

Purchase Order Form No. B

Department Name: _____ | Department No.: _____

ON CAMPUS DELIVERY LOCATION: BUILDING CODE_____ ROOM NO._____   PURCHASE ORDER
No. B-96411

Salisbury University
Accounts Payable Office
P.O. Box 2195
Salisbury MD 21802-2195
Email: SUACCTSPAYABLE@SALISBURY.EDU

SUBMIT ALL INVOICES TO ABOVE ADDRESS OR EMAIL
FEDERAL ID NO. OR SS NO. MUST BE ON ALL INVOICES

This number must appear on all invoices, packing lists, labels and correspondence.

VENDOR:

DATE _____
REQUISITION NO. _____
NEEDED BY _____
SHIP BY _____
TAX EXEMPTION NO. 30002563

ALL PRICES ARE F.O.B. DESTINATION

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION

TOTAL $_____

SHIP TO: SALISBURY UNIVERSITY, CENTRAL RECEIVING, 119 BATEMAN STREET, SALISBURY MD 21804

☐ "CONFIRMING TELEPHONE ORDER OF _____ DO NOT DUPLICATE ORDER"

PURCHASE REQUESTED BY _____   DEPT HEAD

ABOVE MERCHANDISE RECEIVED BY _____

PICK UP DATE _____

RECEIPT OF ABOVE MERCHANDISE ON _____

THREE BIDS LISTED
COMPANY   PRICE
1._____ _____
2._____ _____
3._____ _____

_____   _____
BUDGET ADMINISTRATOR   DEAN OR DIRECTOR

If you are purchasing food, you will need to turn in an attendance list.

If you are purchasing prizes, you will need to turn in a list of winners to include the full name, student id#, and description of prize/s.

Note: You must have an approved Request for Funding form prior to requesting a Purchase Order.

Sample Refund Request Form

Any time you wish to request a refund using your organization's state account you must:

1. Have an approved Request for Funding Form with the forms listed below
   - ◼ Include the completed **Refund Request Form** (sample below)
     - • Please fill out the form electronically, filling in all of the fields
     - • Print and sign form
     - • Include an original receipt or proof of payment
2. Once the Refund Request Form is approved, the paperwork will be sent to Accounts Payable.
3. A check takes three (3) weeks to process and will be mailed to the address on the refund form. Please use a permanent address.

   Note: If you have direct deposit set up, the funds will automatically get deposited.

SALISBURY UNIVERSITY
REFUND REQUEST THROUGH ACCOUNTS PAYABLE

Vendor Name:	Sam Sample
Vendor Address, line 1:	123 Apple Way
Vendor Address, line 2:	Click here to enter text.
City, State and Zip Code	Salisbury, MD 21801
SS Number or FEIN:	
Employee/Student ID#	555555

Please provide reason for refund: Student paid a deposit for a conference and can no longer attend.

Refund Amount: $80.00

Department/Project(s) (6-digit code) to be charged: 99XXXX

Account (6-digit code from above) to be charged: 089965

Student Signature:

_____Date:_____

Budget Administrator/PI Signature:

_____Date:_____

Susie West, Center for Student Involvement and Leadership

Please Return Completed Form to:

SALISBURY UNIVERSITY, ACCOUNTS PAYABLE, HH-218,
PO BOX 2195
SALISBURY, MD 21802-2195

Sample Travel Request Form

Form content:

Print   **Save As**   **Reset Form**

Accounts Payable Department
P.O. Box 2195
Salisbury, MD 21802-2195

Salisbury UNIVERSITY

Individual Request for Travel Form
Agency 36.02.29

Type of Travel: ☐ In-State   ☑ Out-of-State   ☐ Foreign

Employee Name: Samantha Smith   Empl ID: 5555555

Office/Dept: CSIL   Phone: 555-555-5555

Destination: Travel to Nashville, TN

Purpose of Travel: ☑ Instruction   ☐ Business   ☐ Professional Development   ☐ Recruit   ☐ Other

Specific Purpose: Attend ABCDE Confernce

Travel Dates/Times: Departure Date: 04/01/18   Return Date: 04/04/18
Departure Time: 3pm   am/pm   Return Time: 8pm   am/pm

Method of Travel: ☑ State Vehicle   ☐ Private Vehicle   ☐ Bus   ☐ Train   ☐ Plane

Individual Estimated Costs:

Registration Fee:	$ 50.00
Transportation:	$ 625.00
Lodging:	$ 250.00
Meals:	$ 0.00
Tolls:	
Miscellaneous:	
Total:	$ 925.00

Accounts Payable Use Only

Prepaid

	Amount	Pmt Method	Ref #
Registration Fee:			
Airfare:			
Mileage:			
Lodging:			
Meals:			
Tolls:			
Miscellaneous:			
Total:			

Employee Signature   02/21/18   Date

Amount Approved	Dept Code to be Charged	Authorized Signatures/Date	
$ 925.00	990000	Supervisor	Date
		Budget Administrator	Date
		Budget Administrator	Date
		Dean/Director	Date
		Provost/Vice President/President	Date
		Sponsored Programs Office	Date

THIS APPROVED TRAVEL FORM MUST BE ON FILE IN THE ACCOUNTS PAYABLE OFFICE, HH218 *PRIOR* TO YOUR TRAVEL.

All estimated costs should be the **individual's** costs.

For example, total hotel room cost divided by number of guests. Total bus cost divided by the total number of riders, etc.

After your advisor signs, the Director of CSIL must sign.

Copies of the forms will be sent to Accounts Payable.

Once all forms are completed, have your advisor sign.

Travel forms are required for all out-of-state travel, for both student and advisor (DC is not considered out-of-state).

Forms must be completed electronically, no handwritten forms will be accepted.

Forms should be turned in along with travel waivers to the CSIL Administrative Assistant (only students need waivers).

Do not staple.

All anticipated expenses should be listed and reflect what is on the request for funding form. **Expenses not listed will not be reimbursed.**

Sample Work Order Form

Work orders are used for on-campus service requests for the following offices:

Publications:

• T-shirt/apparel orders
(t-shirt form must
accompany the work order)

• Poster/flyer designs

• Promotional items and
other print work

Campus Bookstore:

• Bookstore purchases

Work Orders Must Include:

1. Requesting office/department or organization   **2.** Account code

3. Your name   **4.** Date

5. Have Tricia or Susie sign and date

6. Put the date you need your items by, be realistic (t-shirts cannot be done in a week)

7. Include your details in the body of the work order
   • Be concise, no need to write a letter
   • Be sure to include quantities, color, sample of what you are looking for and any other information Publications will need
   • If you have a design already created, please send to Susie at srwest@salisbury.edu to forward to Publications
   • Publications must have a work order before they can discuss any job request

Student organizations must have an approved **Request for Funding Form** when using state funds. This should be done **before** purchasing from the Bookstore and **after** you receive your quote from Publications.

Once you receive your quote from Publications, and have approved the Request for Funding form, our office will give Publications final approval to place the order.
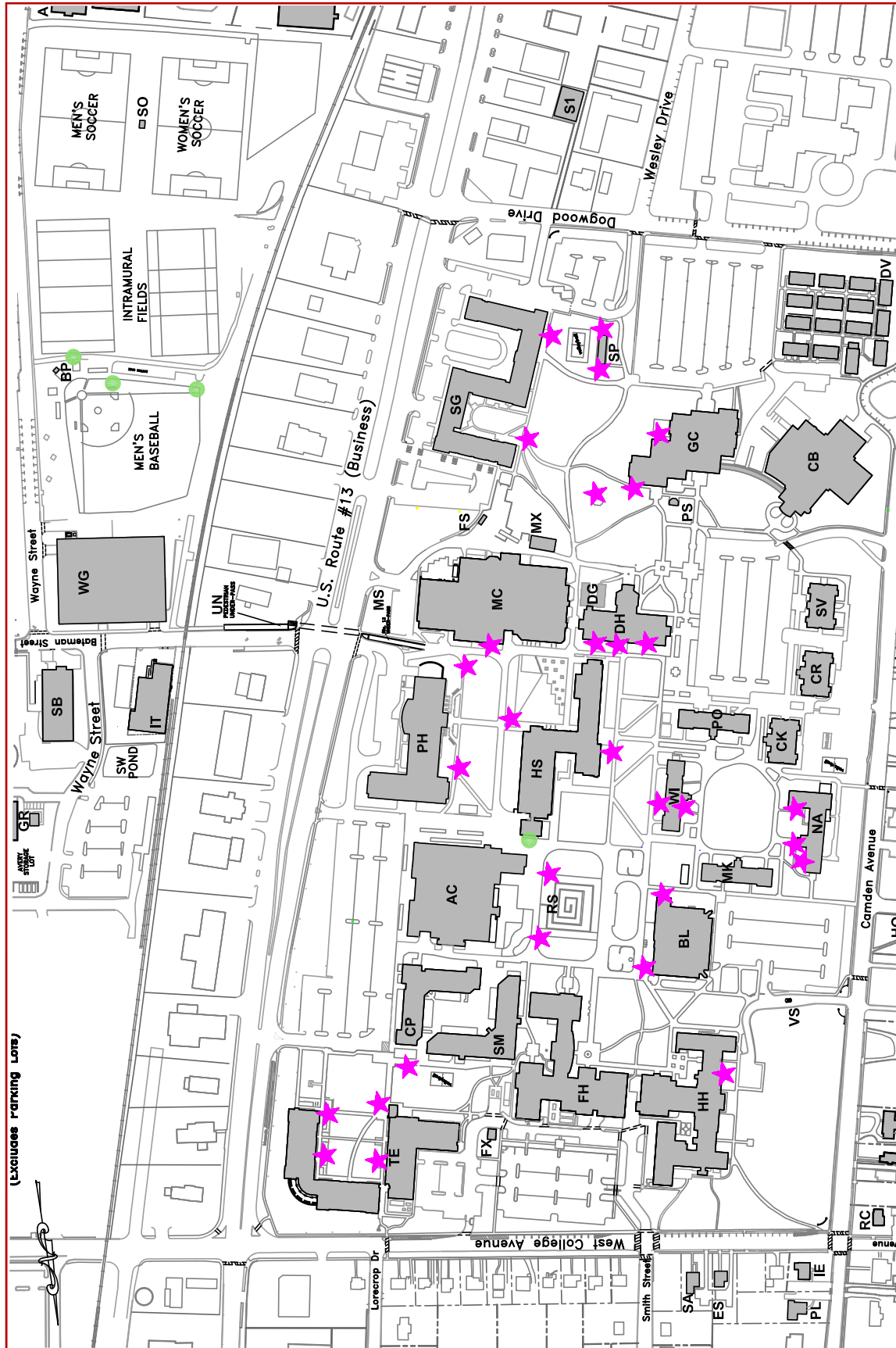
SALISBURY UNIVERSITY
FACILITIES PLANNING & CAPITAL PROJECTS
ARCHITECTURAL AND ENGINEERING SERVICES
1101 CAMDEN AVENUE
SALISBURY, MARYLAND 21801
410 - 543 - 6215

DETAIL 5.1-P
CAMPUS ELECTRICAL
120 volt EXTERIOR SOURCES

= 120 volt Electrical Source (Exterior)

= 120 volt Electrical Source (Exterior) Require Work Order to access and use

DATE
03/24/17

SCALE: NTS

DRAWING NAME:
U−5.1−P

SALISBURY UNIVERSITY
FACILITIES PLANNING & CAPITAL PROJECTS
ARCHITECTURAL AND ENGINEERING SERVICES
1101 CAMDEN AVENUE
SALISBURY, MARYLAND 21801
410 - 543 - 6215

2-23-2017

● WATER SPIGOT

Quick Reference Guide

Center for Student Involvement & Leadership
Guerrieri Student Union 125
Tricia Smith, Director
tgarveysmith@salisbury.edu
410-543-6125
www.salisbury.edu/csil

Career Services
Guerrieri Student Union 133C
Kevin Fallon, Director
kcfallon@salisbury.edu
410-543-6075
www.salisbury.edu/careerservices

Conference Planning
Commons Building (CB) 200
Lesley Staffeldt, Director
lastaffeldt@salisbury.edu
410-543-6526
www.salisbury.edu/confplan

Copy Center
Holloway Hall Basement (Health Services Entrance)
Jamie Redditt, Copy Center Assistant
copycenter@salisbury.edu
410-543-6180
(Work order needed)

Dining Services
Commons Building (CB) 208
Kelly Delgado, Catering Manager
kddelgado@salisbury.edu
410-548-4799
www.salisbury.edu/dining
(Account code needed)

Event Services
Bateman Street Building 1 (B1) 115
Matthew Hill, Coordinator Event Technical Services
mdhill@salisbury.edu
410-548-4597
www.salisbury.edu/administration/student-affairs/
guerrieri-student-union/event-technical-services.aspx

Facilities Reservations Office
Commons Building (CB) 200
Scott Garrison, Facilities Reservations Manager
sagarrison@salisbury.edu
410-548-3344
Room Reservation request form:
www.salisbury.edu/reserve

Graduate Student Council
Graduate Studies and Research
Holloway Hall (HH) 262
GSC@gulls.salisbury.edu
410-548-5395
www.salisbury.edu/administration/campus-governance/
graduate-student-council/index.aspx

Physical Plant
Maintenance Building (Room 101)
Frank Bowen
jfbowen@salisbury.edu
410-543-6323
www.salisbury.edu/physplant

Publications Office
Holloway Hall (HH) 270
Crystal Kelly, Director
cakelly@salisbury.edu
410-543-6531
www.salisbury.edu/administration/advancement-
and-external-affairs/marketing-and-public-relations/
publications/index.aspx
(Work order needed)

Student Counseling Services
Guerrieri University Center 263
Kathleen Scott, Director
kjscott @salisbury.edu
410-543-6070
www.salisbury.edu/counseling

Student Health Services
Victoria Lentz, Director
Holloway Hall (HH) 190
410-543-6262
www.salisbury.edu/health

Support Services
Support Services Building (SB) 100A
Elaine Allnut, Associate Procurement Director
epallnut@salisbury.edu
410-543-6506
www.salisbury.edu/physplant/supportserv
(Account code needed)

Travel/Hotel Arrangements - Accounts Payable
Guerrieri Student Union 125
Susie West
srwest@salisbury.edu
410-543-6125
(Paperwork needed)

University Police
East Campus 168
Debbie Kerns, Administrative Assistant
dakerns@salisbury.edu
410-543-2530
www.salisbury.edu/police

Vehicles — Motor Pool
Maintenance Building (MB) 103
Colleen Kirby, Fleet Coordinator
clkirby@salisbury.edu
410-543-6211
www.salisbury.edu/motorpool
(Reserve through GullNet with
Administrative Assistant)

Veterans — Benefit Assistance
Holloway Hall (HH) 124
Elizabeth Kressin, Coordinator of Student Records
emkressin@salisbury.edu
410-677-5388
www.salisbury.edu/veterans

Videography — Television Services
Conway Hall 301E
410-543-6231

Volunteer Center
Guerrieri Student Union 125
volunteercenter@salisbury.edu
410-548-3014
www.salisbury.edu/volunteer

CSIL Block-Funded Organizations

Student Government Association (SGA)
Guerrieri Student Union 215
SGA@salisbury.edu
410-548-4757
www.salisburysga.com

Appropriations Board
Guerrieri Student Union 125
APPBD@gulls.salisbury.edu
410-543-6125
http://appbd2.wixsite.com/appropriations-board

Student Organization for Activities Planning (SOAP)
Guerrieri Student Union 125
SOAP@gulls.salisbury.edu
410-543-6197
www.facebook.com/salisburysoap

Saferide
Guerrieri Student Union 125
saferide@gulls.salisbury.edu
410-677-0032
410-677-5000 (Hours of Operation)
http://saferide4.wixsite.com/salisbury

The Flyer
Guerrieri Student Union 125
Flyer@gulls.salisbury.edu
410-543-6192
www.thesuflyer.com

WXSU Student-Run Radio
Guerrieri University Center 252
WXSU@gulls.salisbury.edu
410-543-6195
http://orgs.salisbury.edu/wxsu/