

**Peru State College**  
**Academic and Professional Student Organizations Policies and Procedures**

**Last update: August 11, 2021**

Students should be encouraged to participate in academic and professional organizations. An academic or professional organization is defined as a group that is incorporated into the academic program(s) of the College and whose primary purpose is to support and enhance the academic goals of one or more programs offered at the College and enhance the professional or career development of its students. Such groups may be a local chapter of a state or national organization. Board Policy 4050 governs academic and professional student organizations. This document contains the specific policies and procedures at Peru State College.

**Approval Process**

The Vice President for Academic Affairs must approve any addition or elimination of an academic and professional organization. The application form is completed by the student president and advisor includes questions about the following:

1. Identification of goals for the academic and professional organization.
2. Identification of student learning outcomes for members of the academic and professional organization.
3. Explanation for how the organization enhances the career and professional development of its members.
4. Anticipated annual itemized budget. (May cover a three-five year period, if there would be large expenditures that don't take place annually.)
5. Potential funding sources: School, Foundation, Other College Funds (e.g. Student Engagement Enhancement funds)
6. Identification of dues for members and if the local organization is a member of a national organization.
7. Eligibility requirements (if applicable)

The academic Dean, VPMSA and VPAA must approve and sign the application form.

Should an organization decide to cease operation as an academic and professional organization, the advisor will notify the VPAA in writing of this decision. If the organization wishes to pursue status as a 3300 organization, it must follow the approval policies and timeline established for those organizations.

**Annual Registration**

Existing academic and professional organizations are required to complete an annual registration with the VPAA office. In order to remain in good standing, the advisor shall submit to the Vice President for Affairs the following information on or before October 1 containing the following information:

1. A list of current officers
2. The current copy of its charter agreement and/or constitution or a certification that the copy on file is current.

Annually the College shall provide the following to the officers and advisor for each

recognized academic and professional organization:

1. A copy of Board Policies 4050, 3100 and any other relevant policies;
2. Applicable College rules, procedures, and forms; and
3. Recommended practices regarding cash handling, accountability, and record keeping

All new charter agreements and/or constitutions and any revisions to existing charter agreements and/or constitutions must be approved by the Vice President responsible for Academic Affairs. Charter agreements and/or constitutions for recognized academic and professional organizations must comply with all applicable state and federal laws and regulations, Board policies and College rules, including the College's non-discrimination policy. The charter agreement and/or constitution of an organization must affirmatively state that membership in the organizations is open and the organization will not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age. An organization exempt under Title IX may maintain its single-gender membership and may modify the non-discrimination statement in its charter and/or constitution to reflect its exempt status.

All academic and professional organizations shall comply with all applicable state and federal laws and regulations, Board policies and College rules with respect to the operation, activities, and membership of the organizations.

### **Student Membership**

Membership in an academic and professional organization must be available to all students who meet eligibility requirements.

### **Advisors**

Each academic and professional organization shall have an advisor who is an employee of the College. Advisors are presumed to be working within the course and scope of their employment when performing the duties of an advisor, regardless of whether they are working in a volunteer capacity.

The role of an advisor is to communicate with, guide, and assist the organization; attend organization meetings, events, and fundraisers; be knowledgeable of all policies that may impact the organization; and monitor compliance with Board and College policies and budgetary/financial guidelines established by the College and student government.

All academic and professional organizations must be accompanied by an advisor when traveling if such travel will involve an overnight stay. All travel by an advisor must be approved pursuant to established Board and College rules and procedures.

## **Funding**

Academic and professional organizations may receive funds from the following sources:

- State funds from budgets such as the Student Engagement Enhancement fund, School budgets or other budget sources;
- Donations from individuals, businesses, or other entities and proceeds from fundraising activities conducted in compliance with Board policies.

Academic and professional organizations shall not receive any student activity fees.

Nothing herein shall prohibit the College from working with student organizations to co-sponsor activities or events for students.

Academic and professional organizations may wish to collect money through fundraising activities to support their activities and functions. For purposes of this policy, fundraising is defined as collecting money through donations, sales, and/or event programming for the purposes of budget enhancement.

Only recognized academic and professional organizations may conduct fundraising on campus. Permission for conducting fundraising activities must be obtained in advance by completing the required College form and obtaining necessary College approvals.

## **Travel**

Academic and professional organizations must follow all College and System procedures for travel. Students who travel with an academic and professional organization must have signed the College's waiver form. Students who travel with academic and professional organizations must follow all College and System policies while in travel status and are subject to the disciplinary process if they violate these policies.

Office Assistants can review the status of student travel waivers by viewing the student's myPSC record or running a WebFocus report.

## **Accounting Procedures**

Academic and professional organizations shall not receive funding from student activity fees and shall not maintain separate accounts. All funding in support of an academic and professional organization shall be accounted for within the College's regular operating budget. Fundraising may be done through the College Foundation in accordance with College and Foundation rules regarding fundraising by College departments, with funds received then transferred to the College for expenditure.

All academic and professional organizations shall operate within all applicable state and federal laws and regulations, Board policies and College rules including, but not limited to, those related to travel, fundraising, purchasing, and expenditures.

Income should be deposited with the Foundation into an account that is set up for the student organization. This income may be from donors, fundraising activities, or student payments (such as for dues).

Each month, the money is transferred to the Business Office account for the organization. These accounts will have a number. Information about the accounts is available through SAP, just like for regular College accounts.

To access the funds, the following processes apply:

### **Travel**

- Advisor organizes trip and funding may come from multiple state sources (e.g. Dean, SEE Funds, Student Org account, etc.). Expenses are documented as normal, with different account numbers noted.
- College vans/cars can be reserved and used with appropriate account charged.
- Travel expenses for advisors traveling with academic and professional organizations are paid by the College.
- Students who are members of an academic and professional organization may not travel to, or participate in, a conference or competition without prior approval of the vice president for academic affairs.
- Students must have signed the College's travel waiver form.

### **Faculty Reimbursement**

- Faculty member completes reimbursement through Concur for expenses related to academic and professional organizations.

### **Student Reimbursement**

- Student completes reimbursement form to receive reimbursement The form is available on the Faculty and Staff Resources page, under Accounting.
- Students must have a W-9 on file. All student employees do. Be sure that their local address is included on the form.

### **Contracts**

- Faculty, staff, advisors and students are **not** to sign contracts or agreements.

### **Invoices**

- Invoices are paid as normal, with Dean signature and then to Accounting. If a check is needed for the vendor, it may take two weeks before one can be sent.
- If a check is needed on the date of the event, be sure to mark the invoice with the term, "50P." This signals to accounting to have a check cut and sent to campus. You can obtain the check from Accounting.

### **Purchasing Cards**

- State purchasing cards may be used. Receipts should be sent to the cardholder and Dean for signature and then to Accounting within 3 days of the purchase.

In general, financial procedures for academic and professional organizations will use the College's normal accounting processes.

## Helpful Tips for Academic and Professional Organizations

### Promotions

- **Dining Hall TV and Tables-** Submit posters and ads to SC 111 to have your events advertised in the dining hall
- **Posting in Residence Halls-** Have flyers approved by the Residence Life Office to post flyers in the halls. (Please note: Only approved sticky putty can be used to hang flyers, do not post on windows or exterior doors)
- **Student Organization Bulletin Board-** Post your flyer on the designated bulletin board for student orgs in the Student Center. Please be sure to remove the flyer once the event is over
- **Student Activities and Campus Event Calendar-** email your upcoming events to the Student Activities Coordinator to have them added to the campus website calendar and Bobcat Life app calendar
- **The Toilet Paper-** Student Orgs can submit events to the Toilet paper. Deadline to submit is every Thursday at 5pm. The Toilet paper will run from Monday- Sunday Submit by emailing the Student Activities Coordinator.
- **Bobcat Life App-** Have a last minute reminder sent out about your event on the app. Only the first meeting of the semester will be eligible to be announced on the app all other general meetings will be denied.
- **Announcements-** Get approval from your teachers, coaches or advisors to announce upcoming events in the organizations you are a part of
- **Student Center Lobby Table-** Reserve a table in the student center lobby to promote your organization. Contact the Student Activities Coordinator at least 2 weeks in advance to book the space
- **Social Media-** Utilize the platforms where your peer can be found the most! Contact the Student Activities office for a list of student org social media accounts or if you have updates to your social media sites.
- **Other Organizations-** We all have similar goals in mind so WORK TOGETHER!!! Utilize your peers to produce more word of mouth marketing

### Recruiting

The Student Activities Office provides two formal opportunities to recruit members each year.

- Involvement Fair (Sunday of Welcome Weekend)
- ClubFair (First Wednesday of second semester)

### Planning an Event:

**Getting Started:** To begin the planning process, academic and professional organizations are encouraged to begin with space considerations.

1. To request space, contact your advisor or the Student Activities Coordinator, [chutson@peru.edu](mailto:chutson@peru.edu), 402-872-2252. Whether a simple meeting room, or a complex custom room configuration, campus services can assist in accommodating the needs of the organization. In the room request be sure to

- include additional service needs including: audiovisual, room set-up, expected attendance, and any other equipment needs
2. For more complex events, academic and professional organizations should be prepared to discuss the event details with the Student Activities Coordinator directly.
  3. Give Student Activities Coordinator revised counts of your attendees, which may affect room setup and other event logistics.

**College Calendar:** Academic and professional organizations may plan events and activities in the Fall and Spring semesters when classes are in session.

**College Closure:** When the College is closed due to emergency events or weather, all events planned by organizations will be cancelled for the duration of the closure. Organizations are encouraged to work closely with their advisor to reschedule the event when an event is cancelled due to a College closure.

**Hosting Events with Food** Academic and professional organizations are required to use Peru State College Dining Services when hosting events with food in spaces that have been designated Peru State College Dining Services spaces. These spaces include, but may not be limited to, the Student Center.

**Allergies and Accommodations:** When planning events, it is also important to be mindful of allergies (e.g., food, latex, etc.) your members, participants, and guests might have. Eight foods account for 90 percent of all food allergic reactions in the U.S.: milk, eggs, peanuts, tree nuts (e.g., walnuts, almonds, cashews, pistachios, pecans), wheat, soy, fish, and shellfish. If your event is being catered by Peru State College's Creative Dining, guests are requested to notify the contact person for their campus event regarding any special dietary needs at the same time the guest registers or accepts an invitation for an event and no less than three days in advance.

**Collaboration:** Academic and professional organization are encouraged to broaden the scope and reach of their events and activities through collaboration, co-sponsorships, and support. Collaboration is an ongoing and continuous partnership with another organization(s) in all aspects of the program planning process. Collaboration includes brainstorm sessions, budget planning, identifying learning outcomes, developing a publicity plan, meeting with executives and advisors of the groups, etc. Academic and professional organizations are encouraged to partner with student organizations; however, organizations should not, under any circumstance, be compelled by faculty or others to support departmental initiatives, speakers, or plans.

Departments should not, under any circumstance, transfer funds to student organizations.

Departments may, where appropriate to the collaboration, share expenses with student organizations.

**Outdoor Events with Amplification:** Academic and professional organizations may host events outdoors with amplification. Outdoor events that require amplification may be disruptive to the university community and neighbors. In order to ensure we are respectful of our community, academic and professional organizations are required to work closely with the Student Activities Office to follow the procedures outlined below.

1. Outdoor amplified events should be set up in one of the following places:
  - a. SAPP Plaza
  - b. The Quad, preferably after work hours (with exceptions)
  - c. Practice Field
  - d. Oak Bowl
  - e. Sports courts at the complex
2. Amplified music may be played outside but specific time approval will be on a case by case basis.
3. All attempts to point the speakers toward a building to minimize sound traveling toward neighbors' houses are encouraged.

**Ticketed Student Organization Events:** Ticketed student organization events are categorized as seated and non-seated. The Student Activities Office will determine, in conjunction with the student organization, if the event should be ticketed and its category.

**4050 Organizations**  
**Frequently Asked Questions**

**Q: What happens when we deposit money with the Foundation?**

A: Take checks to Foundation and they will deposit in your 4050 account. Once a month, the Business Office sweeps the account and moves the money into the College accounting system.

**Q: Can money be deposited directly into the Business Office account?**

A: Yes, but it must be done so within 3 days of being collected and there is no tax receipt provided.

**Q: To whom do we make out checks related to fundraising?**

A: Have people make out checks to the “Peru State College Foundation.”

**Q: What can money we raise be spent on?**

A: All 4050 organizations must follow state and College policies and procedures for expenditures. If you have a question about the appropriateness of an expense, talk with your Dean, the VPAA or VPAF.

**Q: What reports do we receive on our accounts?**

A: A monthly report will be sent to the advisor, Dean and OA. You or your OA can also log into SAP and view account balances and transactions at any time.

**Q: How do I get our money?**

A: Follow the 4050 Accounting procedures document.

**Q: Are donations tax-deductible?**

A: Yes. And all donations from individuals will be acknowledged through the Foundation’s normal donor thanking process. There is no receipting fee. If a donor has a use for the gift that not be usual (e.g. requiring that a specific event be held), the student organization will be consulted before the gift is received.

**Q: How do we get approval for fundraising activities?**

A: Complete the Fundraiser Approval Request MachForm:  
<https://forms.peru.edu/eform/view.php?id=357778>

**Q: Do we need approval for service activities?**

A: There is not a formal approval process. But please notify the VPAA of any plans you have in this area.

**Q: Do our 4050 account balances carry forward from one year to the next?**

A: Yes.

**Q: How can our students fill out a W-9 so they can be reimbursed?**

A: The W-9 form is available from the Business Office.

**Q: Is the academic and professional organization covered by the College's insurance?**

A: Yes, for official activities that are sponsored by the academic and professional organization.