

Office of Student Activities RSO Handbook



Be Yourself. Color Outside the Lines.

2014 – 2015

Useful Info at A Glance

Contacts

Office of Student Activities (osa@juniata.edu)

- Main (ext. 3330)
- Director (ext. 3331)
- Asst. Director (ext. 3332)

Info. Desk (ext. 3333)

Inbound Coordinator (ext. 3308)

Student Government (studgov@juniata.edu)

Sodexo Catering (catering@juniata.edu)

Sodexo (mclaugh@juniata.edu)

Public Safety (ext. 3636)

Conferences & Events (events@juniata.edu) (ext. 3606)

Bursar's Office (ext. 3188)

Diversity & Inclusion (ext. 3361)

Purchasing Assistance (ext. 3196)

Juniata Presents (juniatapresents@juniata.edu) (ext. 3608)

Health & Wellness (ext. 3410)

ResLife (reslife@juniata.edu) (ext. 3323)

Enterprise Rent-a-Car (814-643-5788)

College Vehicles Usage (ext. 3316)

Dean of Students (DeanOfStudents@juniata.edu) (ext. 3150)

Marketing (ext. 3133)

Print Shop

(<http://www.juniata.edu/services/printsshop/>)

Important Dates

Fall Semester 2014:

- P-card receipts due – 28th of every month
- Lobsterfest – September 6, 2014
- Last Day of Classes - December 12, 2014

Spring Semester 2015:

- Re-Registrations & Allocations– Feb 2 - 16, 2015
- **Springfest/Relay for Life – April 18, 2015**
- P-cards due – April 28, 2015
- Last Day of Classes - May 5, 2015

Frequently Asked Questions

How do I get a P-card?

- You must have a minimum of \$800 to apply for a P-card. You can obtain a P-card Request Form from Betty McKim and then return it to her to complete the process.

If I spend my entire cash advance, do I still have to report that to the Bursar?

- Yes. You must *always* report all the club money that you spend. Even though no change is given, the Bursar's Office still requires a receipt in order to verify that the transaction has occurred.

What do I do to plan an event?

- To plan a club event, the student officers must come into the Office of Student Activities and meet with an office staff member. The office member will walk you through the process, as well as reserve the space and order any food you may need.

How much do we have in our account?

- It is the responsibility of the club's Treasurer to keep track of club funds. If there is a discrepancy or if the Treasurer has lost track of funds (change in officers, etc.) then the officers of a club may request their account balance from OSA or the Student Government Executive Board Treasurer.

Where can I post announcements?

- Both featured and general announcements can be posted on the Juniata College FeedSpot found on the arch or at <http://services.juniata.edu/webdev/announcements/feeds/feedspot.html>.

Forms

Forms can be found on the OSA website under Forms or at <http://www.juniata.edu/services/osa/forms.html>.

If there are any questions on how to complete a particular form, please contact the Office of Student Activities at osa@juniata.edu.

Table of Contents

Page #

Registered Student Organization Information

- Involvement.....1
- Officer Roles.....1

RSO Advisor's Role

- Advisor Role.....1
- Expectation of Advisors.....1
- Student Membership for RSO's.....1
- Emergency Procedures.....2

Re-registration & Allocation

- Re-Registration and Allocation Timeline.....2
- RSO Re-Registration.....2
- Budget Allocation.....2
- New Organization Registration.....2-3

Diversity

- Diversity.....3

Title IX

- Title IX.....3

Hazing

- Hazing Policy.....3

Event Planning

- Contracts and Insurance with Outside Individuals/Groups/Vendors.....3
- High-Risk Activities & Insurance.....4
- Community Service.....4
- Clearances for Working with Minors.....4
- Alcohol Policy.....4-5
- Events with Alcohol.....6
- Golf Cart Policy.....5-6
- Movie Policy.....6
- Sign-posting Policy.....6
- Flags.....6
- Sodexo Catering Policy.....6-7

Fundraising

- Fundraising Policy.....7
- JC Name and Logo Use on Merchandise.....8

Monies

- Requesting Funds.....8
- Budget.....8
- Purchases.....8-9
- Deposits.....9

Communication

- Fax.....9
- Photocopying.....10
- Email.....10
- Google sites & Gmail.....10

Travel

- Field Trips and Travel Policy.....10
- Travel Conduct.....10
- Vehicle Rental.....10
- Vehicle Usage.....10

Registered Student Organization Information

Involvement

Involvement in Registered Student Organizations (RSO) enhances the college experience through developing leaders, friendships, and career and life skills. Your commitment to Juniata College's RSOs provides the campus and local community opportunities to attend and to participate in numerous activities, which expand your imagination and ways of thinking. Your time and dedication is much appreciated!

Throughout the year, as you run meetings and plan programs, please keep the Office of Student Activities (OSA) informed. We are located on the second floor of Ellis Hall across from the side entrance to Eagles Landing. Our staff is ready to support you and your organization. Please take advantage of all of the great resources that you have at your fingertips to make this year extraordinary.

Officer Roles

In order to officially be a club at Juniata College, RSOs must have officers that oversee both the activities and finances of the organization. Depending on the type of RSO there may be as many as five officers! Every RSO, however, is required to have at least two, a President and Treasurer.

- **President:** While every club differs, some common responsibilities of presidents are to facilitate meetings, oversee event planning/plan events, set club goals, gather necessary information, communicate with other RSO's and campus services and handle the re-registration paperwork process in the spring in tandem with the allocation paperwork of the club treasurer.
- **Treasurer:** The responsibilities of the treasurer include keeping track of club finances, controlling spending, understanding account operations (cash advances, cash advance clearing, additional funds requests, P-card usage), and completion of the allocation paperwork required in the spring.

Advisor Information

The Advisor Role

Each RSO must have a **currently employed Juniata College faculty or staff member** as an advisor. An advisor should share a genuine interest in the student organization's purpose, lends support to the group, and challenges students to meet the educational mission of Juniata College. Student Leaders should use their advisors as a sounding board for ideas, as people knowledgeable of college policies, as sources of organizational continuity, and as professional resources.

Expectations of Advisors

- Develop solid relationships with the executive board members.
- Serve as a resource for students on College policies and other information pertinent to the individual organization.
- Support the members and the club's activities through attending meetings, events, and other functions whenever possible.
- Assist with maintaining accurate and fair practices regarding decisions and spending.
- Sign-off on all financial paperwork.
- Help improve individual and team leadership amongst the executive board and the members.
- Listen, motivate, challenge, support, and empower students.

If advisors have any questions, please contact our office at x3330.

Student Membership for RSO's

Only currently enrolled Juniata College students and employees may participate in student organizations and **only** students may hold executive board positions. Juniata College strongly encourages RSOs to set **minimum** academic and ethical standards for members and officers.

All members of RSOs **must** complete the online [Participation Agreement](#) by **Friday, September 26, 2014**. Members of RSOs who do not complete the agreement form **will not be allowed** to participate in RSO functions until our office receives the completed form.

Emergency Procedures

In the event of an accident or injury to a member during one of your organization's activities, please follow these guidelines:

- If you are on campus and it is an emergency medical situation, contact Public Safety at (814) 641-3636.
- If you are off campus, please contact 911 and then Public Safety at (814) 641-3636.
- The athletic medical staff of the Kennedy Sports & Recreation Center Training Room is **only** able to provide treatment to in-season varsity athletes.

Registration & Allocation Information

2014-2015 Re-Registration and Allocation Timeline

- Monday, February 2, 2015 – RSO Re-Registration/Allocations paperwork available.
- Monday, February 16, 2015 – RSO Re-Registration/Allocations paperwork due by 5:00 pm.

For RSOs to receive money outside the traditional Spring allocations process, RSOs should complete and submit the [Petition for Funds \(for RSOs\)](#) form found on the Student Government and Office of Student Activities web pages.

RSO Re-Registration

RSO's must re-register every year in order to maintain an active status. Re-registration is conducted online, and links provided during the above timeline. Student Organizations that fail to register by the end of the academic year will be listed as inactive and their funding transferred back to the Student Government contingency fund.

Budget Allocation

RSOs requesting college funding for the 2014-2015 academic year, must submit an allocation request to Student Government (available on the [Student Government](#) web page) during the Spring allocation process. The form requires detailed information regarding expenditures, revenues, and activities planned during the academic year. The Student Government Allocation Board and Common Interest Sectors (CIS) will review the request(s) and allocate money appropriately.

New Organization Registration

Registered Student Organizations (RSOs) **must** complete the registration process **annually** and meet the following criteria:

- Must have at least 10 members (including officers) all of whom attend Juniata College.
- May not discriminate on the basis of race, religion, national origin, age, gender, color, sexual orientation, ability, marital status, or veteran status.
- Must have a current Juniata College **employee** serve as an advisor.
- Must designate a student as President and Treasurer whom are **required** to attend the scheduled trainings throughout the school year. If an RSO forms after the start of the school year, those members will need to complete the online RSO Re-registration form and wait for the paperwork to be processed by Student Government.

To start new organizations please complete the online [New RSO Application](#). The Director of Student Activities will review the request from a liability perspective, and after the Director signs off on the form, the form is given to Student Government for final review and approval. Once Student Government approves the RSO, the RSO is notified and training will be scheduled with the Student Government Treasurer or Office of Student Activities. Lastly, new RSOs are **required** to attend the next scheduled Student Government Senate meeting to present on the new club.

After completing training, RSOs receive the following benefits:

- May apply for funding through Student Government.
- May reserve and use College facilities and vehicles for club activities.
- May conduct fundraisers once approved by OSA.
- May advertise on campus.

- May apply for an email account and Google Site.
- May use the resources provided by the Office of Student Activities including the art supplies, bulletin board paper, and leadership library.
- Will receive information on programs and activities that benefit the organization.
- May register for a table at Lobsterfest.

If an RSO fails to register each year, the RSO will become **inactive** and their funding will be transferred back to Student Government. **Note:** RSOs represent the interests and the views of their members and do not necessarily represent the views of Juniata College or its employees.

Diversity

Diversity

The Office of Student Activities encourages and expects a commitment to diversity and inclusion amongst student organizations and leaders. Officers should remain conscious of people's feelings and be inclusive while communicating, planning, recruiting, and leading. Every member of a student organization should feel supported and included. For program ideas or questions regarding diversity, please contact the Office of Student Activities or the [Office of Diversity and Inclusion](#) at x3125.

Title IX

Title IX

Juniata College and its Athletic Department encourage students to become active participants in growing the scope and strength of our athletic programs. Gender Equity and Title IX Compliance are strong considerations as we evaluate opportunities to elevate club, intramural and new sport interests to the varsity level.

If you are interested in participating in a sport that is not currently sponsored by the Juniata College Athletic Department, contact Danny Young-Uhrich, Senior Woman Administrator to obtain the appropriate paperwork.

Hazing

Hazing Policy

Hazing is prohibited under Pennsylvania State law. Any person who causes or participates in hazing commits a misdemeanor of the third degree (P.L. 1595, No. 175, subsection 3). Hazing is also a violation of college policy and infractions may result in a direct referral to the Judicial Board and/or suspension from the college. "Hazing" is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by Juniata College (Anti hazing Law).

Event Planning

Contracts and Insurance with Outside Individuals/Groups/Vendors

All RSO programs/events that have an outside individual or group coming to campus to perform, speak, DJ, etc. need to have the Juniata College contract submitted to that individual/organization by the Office of Student Activities. Also, **all** outside artists, vendors, etc. **must** have insurance. Please review the [insurance requirements for external vendors](#). You must schedule a meeting with the Office of Student Activities **at least four (4) weeks** in advance of your event to complete all necessary paperwork and to insure that everything is in order.

ALL outside vendors and entertainers must complete a license to sell merchandise. This license is available at the Huntingdon County Courthouse.

Note: Students and Advisors are not allowed to sign contracts on behalf of the College for RSOs.

High-Risk Activities and Insurance

Bungee jumping and sky-diving are activities deemed by the college as high-risk and **will not allow any** RSO to sponsor these two activities.

All members of RSOs must complete the online [Participation Agreement](#) by **Friday, September 26, 2014**. Members of RSOs who do not complete the agreement form **will not be allowed to participate** in RSO functions until our office has received the completed form.

If your RSO actively competes, it is recommended that you have at least one (1) person present from your RSO with a current CPR certification during practices and competitions. If there are no members or the advisor does not have a current CPR certification, you can contact the Juniata College Emergency Medical Services RSO to arrange for the necessary training.

Any medical expenses as the result of an injury occurring during a student organization activity are the responsibility of the student's health insurance provider. Most students are covered through family insurance and students should check with their insurance provider to make sure that they have adequate coverage. If not, the College has a personal accident and sickness policy available for purchase which will provide coverage at a reasonable cost. Please contact Gail Ulrich at x3194 for more information.

Community Service Activities

The [Community Service Office](#) provides resources and local links for student organizations interested in service to the local community and beyond. For more information, please call x3365.

Clearances when working with Minors

Juniata College students, who work with children under 18 years old, must receive a criminal background check and a child abuse clearance. If your RSO plans to sponsor a babysitting night for the community, an educational camp or any activity of the like, please contact Human Resources at x3195 to obtain the appropriate paperwork for clearances. Please know that a child abuse clearance may take up to two months to process.

Baker Refectory Policy

Use of Baker Refectory for special events complicates normal food service operations. To better facilitate multiple use of Baker Refectory and to improve communication and cooperation amongst all involved, the following guidelines have been established:

- Requests for the use of Baker Refectory **must** be submitted **at least two (2) weeks** in advance.
- Reservations for the use of Baker Refectory are arranged through the Office of Conferences & Events by submitting your request online through Event Scheduler and require the approval of the Director of Food Services and the Director of Facilities Services to indicate appropriate staffing arrangements.
- Facilities Services will assume responsibility for set-up and clean-up of Bakery Refectory prior to and after scheduled events - excluding decorations (see Decorations Policy) and sound/technology equipment.
- As is general practice, damage charges resulting from scheduled events will be assessed to the host individual/organization.
- In accordance with Juniata College's dining services policy, Sodexo has exclusive on-campus catering privileges (right of first refusal).
- A one hundred dollar (\$100) fee will be assessed to cover expenses associated with each use of Baker Refectory. No fee will be charged for events cancelled with at least twenty-four (24) hours' notice.

Alcohol Policy

Pennsylvania state law prohibits the purchase, possession, consumption, and/or transportation of alcoholic beverages by persons under the age of 21. In addition, state law prohibits the furnishing of alcoholic beverages to those under the age of 21.

Juniata College policy complies with state law and permits only those students who are 21 years of age and older to possess or consume alcoholic beverages on campus. Students in violation of the Pennsylvania law

and/or Juniata College policies are subject to disciplinary action, including campus disciplinary proceedings, civil liability, and criminal prosecution. The College will not impede enforcement efforts by federal, state, or local law enforcement agents and holds each individual responsible for his or her own conduct.

Events with Alcohol

College policies apply to all student clubs and organizations. To register a campus event where there will be alcohol, please complete the [Social Request Form](#) and meet with the Assistant Director of Student Activities **at least two (2) weeks** before your scheduled event.

Remember

- The purchase, possession, consumption, and/or transportation of alcoholic beverages by those under the age of 21 are prohibited.
- Furnishing alcoholic beverages to people under the age of 21 is prohibited.
- Kegs, beer balls, and similar products **are not** permitted on campus.
- The possession of excessively potent forms of ethyl alcohol (i.e., grain) for drinking purposes is prohibited.
- Each student must carry proper identification and proof of age and produce such identification when requested by a college official. **All guests who are 21 years of age or older must have a wristband provided by the sponsoring organization.**
- Non-student guests are subject to all college policies related to the use of alcoholic beverages. Student hosts will be held responsible for the behavior of their guest(s).
- Open containers of alcoholic beverages are prohibited in public areas of the college. The Assistant Director (or Director) of Student Activities may grant exceptions to this policy for registered social functions.
- All social functions in public areas involving the use of alcoholic beverages must be approved **at least two (2) weeks in advance** by the Assistant Director or Director of Student Activities and must comply with the procedures outlined on the [Social Request Form](#).
- Event sponsors may not distribute alcoholic beverages at the function. Beverages can only be distributed by the Event Managers who are certified TIPS trained individuals. All registered social events must be BYOB (bring your own beer). College funds may not be used to purchase alcoholic beverages and sponsors may not participate in the purchase and/or delivery of alcoholic beverages for attendees.
- All social functions involving alcoholic beverages in public areas **must** have an Event Manager present. Event Managers will oversee the checking of identification and distribution of alcoholic beverages to guests. The Assistant Director of Student activities will coordinate the Event Managers that will work your approved event. If no Event Managers are available the event will need to be rescheduled for a later date and/or cancelled.
- When alcoholic beverages are permitted, non-alcoholic beverages and food **must** be provided.
- Social functions in residence hall lounges must comply with residence hall policies.
- Event sponsors must not interfere with college officials when monitoring the function and enforcing policies.
- If an organization cancels a social function, the event sponsor must notify the Office of Student Activities with at least 24-hour notice.

Note: Event Managers will be paid minimum wage (\$7.25/hour) for working BYOB events. You will be contacted by the Office of Student Activities to transfer funds to pay for the Event Managers.

Golf Cart Policy

- Contact the Dean of Students Office at x3150 for use of the golf cart.
- All operators of any golf cart must have a current and valid driver's license.
- Every person in the golf cart must have their own seat and remain seated while the golf cart is in motion.
- Golf carts operating at night must have appropriate headlights and taillights which are activated during operation.

- Items being transported in any golf cart must be properly secured.
- Golf carts shall be operated on paved surfaces only and must not block walkways, entrances or exits of any building.
- Pedestrians and vehicles have the right of way at all times.
- Golf carts must obey **ALL** traffic devices, stop signs, etc. and are **not** permitted to operate on Huntingdon Borough roadways (except to cross Moore Street).
- When crossing Moore Street, operators **must** utilize crosswalks at **17th Street, 18th Street, 19th Street** and **College Avenue** from the rear walkway of Sunderland Hall.
- Operators must remove the ignition key and engage the brake before exiting the golf cart.
- No personal use of a golf cart is permitted.
- Operating privileges of any golf cart operator may be revoked at any time pending an investigation.
- Incidents involving damage or injury shall be reported to Gail Ulrich, and the Dean of Students Office (for those involving students).
- Violators of this policy shall be cited by the Public Safety and are subject to disciplinary actions; it is the individual's responsibility to pay all fines.

Movie Policy

Under the U.S. Copyright Act, Public Law 94-553, Title 17 of the United States Code, Section 106 "the copyright owner has the exclusive right, to perform the copyrighted work publicly." Hence, RSOs wishing to show a copyright motion picture or audiovisual must acquire a license.

To discuss the licensing process, please schedule a meeting with the Office of Student Activities. **Educational exemption is only** for copyrighted materials for **a class AND** as part of a **set** curriculum. Having a discussion about the film **does not** fall under this exemption. If an RSO would want to show an educational movie, it would have to be in one of their residence hall rooms and not in a public place like a residence hall lounge, classroom, etc.

Sign-Posting Policy

- Signs, posters and advertisements on campus may go on bulletin boards, tiled walls and interior doors. Signs may not go on outside entrances and painted, wallpapered, or glass walls. **Note: No signs, posters, etc. are allowed to be posted in Founders Hall.**
- Banners may be hung in residence halls with permission from the Director of Residential Life or the appropriate Residence Director of the building.
- RSOs may use chalk on paved surfaces. **Note: Chalk is not allowed on the brick.**
- The supplies in the art room within the Office of Student Activities are available for RSOs.

ALL advertisements should be removed following an event. Signs and banners posted in prohibited locations will be removed. Non-college organizations must receive approval from the Office of Student Activities before posting any signs on campus. If non-college organizations fail to follow this policy, our office reserves the right to take down any advertisements.

Flags

To fly any of the international flags for an event, contact Facilities Services at x3391. Please be sure to specify which country's flags you would like and where you would like them flown. Please know that Juniata College has flags which represent the countries of our current and past students. For additional information on the flags, please contact the International Office at x3180.

Sodexo Catering Policy

In accordance with Juniata College's Sodexo contract, catering needs for on-campus programs **must go through Sodexo Food Services first**. An outside vendor may **only** be used if the Director of Food Services grants permission. To request food for your RSO, please contact the Office of Student Activities at osa@juniata.edu **at least two (2) weeks** before your event.

Sodexo can prepare **bulk** items for the cultural clubs on a case-by-case basis. For example, Sodexo can cook a lot of rice, noodles, etc. easily.

2014-2015 Sodexo Rental Prices

- Dinner Plates: \$0.52
- B&B Plates: \$0.41
- Goblets: \$0.62
- Irish Coffee Cups or Regular Coffee Cups: \$0.62
- Fork, knife, & spoon set: \$1.29
- Bowls: \$0.47
- Chafers: \$10.35
- Sterno - \$2.00 each (need 2 per chafer)
- Linens - \$3.00 each
- Linen Napkins - \$0.50 each
- Skirting - \$45.00 each

*****Please note that a fee will be assessed for damages to items rented from Sodexo.**

Fundraising

Fundraising Policy

To conduct fundraisers, the following policies apply:

- RSOs must complete the online [Fundraising/Solicitation Application](#) and receive approval for their fundraiser from the Office of Student Activities before monies can be raised for their RSO and other non-profit organizations. The online form needs to be completed and submitted **at least two (2) weeks** before the fundraiser/solicitation date.
- When soliciting money from off-campus businesses, please complete the [Fundraising/Solicitation Application Form](#) and thoroughly detail your fundraising plan. Your application will be reviewed by the Office of Student Activities and you will be notified by OSA if you will need to follow up with the Development Office.
- Only RSOs may solicit door-to-door in the residence halls or other college buildings. You must receive approval from the RD of each building. **Note:** There are additional policies for fundraisers held at East Houses and where you must receive final approval from the RD of East Houses before holding your fundraiser.
- To use the Ellis Hall Lobby for solicitation purposes, use Event Scheduler on the Arch to reserve the table space.
 - Ticket, t-shirt, merchandise sales (and items of the like) will occur only at the Ellis Lobby tables.
 - You can pick up a money bag from the Bursar's & Information Desk for the holding of your money/tickets. You can then drop the money off at the desk after lunch and dinner; however, the desk **will not** conduct ticket sales for you. **T-shirts, merchandise, etc. will need to be stored in RSO Storage and not at the desk.**
- **Students cannot directly solicit Juniata College faculty or staff members for donations. They may, however, use indirect methods such as the Daily Announcements or flyers to reach them.**
- The College holds a "**Small Games of Chance**" license which allows student organizations to conduct fundraisers such as raffles and 50/50 drawings. Betting pools (such as sports tournament pools or poker) **are not permitted** because they constitute a violation of gambling laws.
- RSOs **must** report the total amount of funds raised to the Office of Student Activities by completing the [RSO Fundraiser Reporting Form](#) and deposit **ALL** money in their RSO account before any money can be spent and/or donated.

For outside persons/organizations wishing to solicit on campus (including posting flyers, signs, etc.), please submit the [Fundraising/Solicitation Application](#).

Juniata College Name and Logos on Merchandise

When using the Juniata College logo or college name, RSOs must follow the guidelines in the [Standards Manual](#) for the suggested usage for any official College image. Please note that each RSO is responsible for the official Juniata College mark/logos found in the [Standards Manual](#) or the 'Juniata College' on merchandise. If you have questions concerning the appropriate usage, call the Marketing department at x3133.

Monies

Requesting Funds

As noted above, in order to request for funds outside of the traditional Spring Allocation process, clubs must fill out the RSO Petition for Additional Funds Form which can be found on the OSA website, Student Government website or at http://www.juniata.edu/services/osa/webforms/rso_additional_funds.html. The Student Government Senate must approve any petitions greater than \$750.

Budget

All student organizations have accounts through Juniata College. Student organizations **may NOT** have outside accounts (i.e., accounts at local banks). RSO account numbers start with **21**, then have a five digit account code specific to each organization, followed by a four digit object code: for example, 21-AAAAA-XXXX. Each treasurer will receive the organization's account number during Treasurers Training at the beginning of the new school year. When depositing or withdrawing money from the organization's account, the object codes are **4829** and **6199** respectively.

- The treasurer and the advisor serve as the organization's controllers/budget officers.
- All paperwork **MUST** have both of their signatures or the Director/Assistant Director of Student Activities for processing. Alternatively, the **advisor** may submit a dated email with specified use of funds as opposed to a signature.
- For a copy of the organization's budget please contact the Student Government Treasurer at StudGov@juniata.edu or the Office of Student Activities at osa@juniata.edu.
- On-campus charges (i.e. food services, vehicle usage, print shop, etc.) will be charged directly to the RSO's account.
- **ALL** RSOs, including JAB and Student Government classes, are **required** to turn in a detailed list of any person receiving a prize. Please complete the [RSO Prize Sheet](#) and send to both the Office of Students Activities and Betty McKim once the prizes have been given.
- RSOs are expected to keep **accurate** and **ethical** records of their financial matters. RSOs should be conscious about how they spend their money and be sure to end the year with a positive balance. RSOs will be randomly audited throughout the school year so records need to be up-to-date.
- P-Cards are the ideal way to make club transactions. P-Card receipts **must** be turned in to the Office of Student Activities by **12:00 pm on the 28th of each month** unless otherwise noted. **Consequences for missing/late P-card Receipts: 1st time** - warning; **2nd time** - P-card will need to be turned into Betty McKim for the remainder of the school year.

Purchases

For all purchases the treasurer must complete the appropriate accounting forms. The forms will require both the treasurer's and the advisor's signatures. Forms are located on both the Office of Student Activities and Student Government web pages as well as on the Student Activities pdrive. Click on the pdrive, select the Administration Folder, click on the Student Activities folder, click on RSO Information, then click on Forms.

All purchases are tax exempt. Please make sure to use the grey Wal-Mart tax exempt card when making purchases at Wal-Mart or notify the cashier at other merchants that Juniata College is tax exempt. The Juniata College tax exempt number is located on the purchasing card. If you need a tax exempt form for making purchases for your RSO you can obtain this form from Betty McKim in Account Services or from the Office of Student Activities during normal business hours, Monday-Friday. Sales tax will not be reimbursed.

Receipts, contracts, and invoices must be kept for all purchases. Organizations should make copies of their receipts for their own records. RSOs will be randomly audited throughout the school year.

Different options for organizations to make purchases/payments:

- **Purchasing Cards (P-Card):** P-Cards are the ideal way for RSOs to make transactions. An organization may receive a P-Card by having at least **\$800.00** in their RSO account at the start of the school year, successfully complete Treasurers Training, and completing the appropriate paperwork with Betty McKim in Account Services. P-Cards must be reconciled and the original receipts (with the advisor's and treasurer's signatures) **MUST** be turned in to the Office of Student Activities by **12:00 p.m. on the 28th of each month** unless otherwise noted. **Consequences for missing/late P-card Receipts: 1st time** - warning; **2nd time** - P-card will need to be turned into Betty McKim for the remainder of the school year.
- **Purchase Orders (P.O.):** Purchase Orders should be used when companies do not take a P-Card or check. For a P.O. complete the [Purchase Requisition Form](#) and take it to Betty McKim in Accounting Services. Betty will provide you with a P.O. number for the company you are purchasing from.
- **Reimbursing a member's personal money:** If a member of your RSO does not have the RSO P-Card, reimbursement of an individual's personal money is the next simplest method of payment options. Complete the [Cash Reimbursement Form](#) when a member of the organization uses his or her own money for a purchase under **\$100.00** and submit to the Bursar's Office in Ellis Hall. Please complete an [Accounts Payable Form](#) for reimbursements over **\$100.00** and also submit to the Bursar's Office in Ellis Hall.
- **Cash Advance:** Cash advances provide RSOs with cash without dipping into any member's personal monies. Cash advances should be used for trips and purchases when a P-Card is not available. [Cash Advance Forms](#) may be used for purchases under **\$100.00**. Complete the Cash Advance Form and take it to the Bursar's Office in Ellis Hall. After making the purchase, bring the receipts, the unspent money, and a [Cash Advance Clear Form](#) back to the Bursar's Office to be re-deposited. **This must occur within one week of receiving the cash advance.** If your organization will need to borrow more than **\$100.00**, an [Accounts Payable Form](#) will need to be used rather than a Cash Advance Form. In this case, the person submitting the form will receive a check rather than cash.
- **Check Advance:** This option should be used when paying entertainers or companies a pre-arranged price. Complete the [Accounts Payable Form](#) as well as a W-9 form and return it along with the contract to Betty McKim in Accounts Payable by noon on Tuesdays. Unless specified, checks will be mailed after the check is processed.

Note: When paying students for services (e.g., WKVR's DJs), the student MUST receive his or her check through payroll and be paid on an hourly basis.

Deposits

For all deposits, the organization must complete a Deposit Form. Forms must be signed by the treasurer and taken to Bursar's Office in Ellis Hall.

Communication

Google Sites

Every student organization is encouraged to request and maintain a web page on the Juniata College Google Site for RSOs. RSOs should design an interactive web page that provides information to prospective and current students, alumni, and visitors. To receive your organizations' Google Site information or assistance with creating, maintaining, or upgrading your web page, please contact the Office of Student Activities at osa@juniata.edu.

Email

To receive your organization's e-mail address, please email the Office of Student Activities at osa@juniata.edu. Once your request has been processed, you will receive the username and password for your RSO Google Site email.

Faxes

Student organizations may use the fax machine in the Office of Student Activities for sending and receiving faxes. The number is (814) 641-5312. Please ask senders to include a cover sheet and to write clearly.

Photocopies

Every RSO should plan on utilizing the print shop for all printing and copying needs. Please plan your print and copy jobs ahead of time, giving the print shop at least **two** days advance notice. You can submit your jobs through the following web site: <http://www.juniata.edu/services/printshop/> and use your RSO account number. If you fail to do so and pay with cash, you will be charged tax for your print job for your RSO order. Copies and prints that you make using your own personal student account will count toward your overall print allocation for the given school year.

Travel

Field Trips and Travel Policy

When planning a trip off-campus, RSOs must refer to the [Juniata College Travel Policy](http://www.juniata.edu/services/safety/travel/index.html). The policy can be accessed at <http://www.juniata.edu/services/safety/travel/index.html>.

Travel Conduct

As representatives of Juniata College, students must act appropriately. Juniata College rules and regulations apply on all college-sponsored trips. The use of alcoholic beverages during trips sponsored by RSOs must comply with all applicable college policies and local, state, or federal laws.

Vehicle Rental

To reserve a **college owned vehicle**, RSOs **must** do the following:

- Complete the online travel form that can be found on the ARCH.
- Meet with the Director of Student Activities once the form has been submitted (please schedule an appointment).
- Review with the Director of Student Activities the trip information. If the Director of Student Activities sees that everything is in order, he/she will sign off on the form and submit to Facilities Services
- Once the form has been submitted to Facilities Services by the Director of Student Activities, RSOs can then reserve college owned vehicles.

To reserve a **rental car**, please call our local Enterprise Rent-A-Car agent at (814) 643-5788 and place the reservation in the name of **Juniata College**. You must be an approved Juniata College driver to reserve a car through the rental agency. All college policies apply to rental cars as well.

Vehicle Usage

To use a college-owned vehicle for a trip, call Facilities Services at x3316. A rental fee will be charged to the RSO account at the time of the reservation. Rental fees can be found on the Forms page of the OSA website under [Juniata College Vehicle Rates](#). Drivers must be of at least sophomore standing, 19 years old, need to take an instructional class, pass a driving test administered by Facilities Services or the Office of Student Activities and have a clean and valid driver's license. The college reserves the right to restrict usage of college vehicles in order to ensure the safety of the passengers and/or the vehicles.