Capital University
Student Organization Manual
2013-2014
# Table of Contents

<table>
<thead>
<tr>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Organization Benefits/Registration/Recognition</td>
<td>3</td>
</tr>
<tr>
<td>Publicity Policy</td>
<td>5</td>
</tr>
<tr>
<td>Event Planning Policies</td>
<td>7</td>
</tr>
<tr>
<td>Financial Information/Requisition/Contracts/Fundraising</td>
<td>9</td>
</tr>
<tr>
<td>Student Organization Travel Policy/Vehicle Usage</td>
<td>13</td>
</tr>
<tr>
<td>Event Planning Advice</td>
<td>15</td>
</tr>
<tr>
<td>Campus Contact Information</td>
<td>17</td>
</tr>
</tbody>
</table>
Benefits of Being a Recognized Student Organization

Student organizations must register with the Student and Community Engagement Office to use rooms, utilize publications, and seek funding from Student Government. Registered student organizations are eligible for the following benefits:

- request audiovisual equipment, including DVD players, TV's, easels, and overheads, at no charge. Laptops may be reserved for student organization use through their organization adviser;
- Reserve and use university vans and cars that are available for a nominal fee;
- participate in the annual Student Organization Fair held fall semester to recruit new members. Student organizations should watch for registration information in the fall;
- apply for the usage of an organization room;
- be acknowledged on the “Activities & Organizations” website;
- access SCE funding;
- have a University financial student organization account; and
- use facilities throughout campus.

Services Available

- **Consultation** – The staff of the SCE are available to consult with student organizations on any topic related to the operation of the organization. The SCE has numerous presentation and information files on topics such as: motivation, organizational communication, diversity, leadership styles, conflict resolution, delegation, time management, publicity, fundraising, budgets, parliamentary procedure, creative programming, rewards and recognition, etc.
- **Community Service and Volunteer Opportunities** – Groups and individuals can find assistance and information about local community needs and volunteer opportunities by visiting the SCE. Staff can sign you up for the Community Service listserv and can connect you with service opportunities. You can also request a SCE staff member to present at your organization’s meetings or events or to facilitate workshops on social change, reflection, community service and more! To reach our community service resources, call (614) 236-6901
- **Leadership Development** – Groups and individuals can find assistance and resources for leadership development by visiting the SCE. Staff can recommend and evaluate training workshops, connect you with leadership development activities, or consult with your organization on skill building programs like fundraising, public speaking, program planning, implementation, evaluation and related leadership development skills
- **Capital Student Organization Events Calendar** – This resource can be used to consult, in addition to the SCE staff, as you plan your event to learn of other events and programs scheduled. Notify the Director of Student and Community Engagement of your organization’s activities for inclusion on the calendar. The calendar also serves to notify other groups to reduce conflicts. The calendar only includes events programmed by university recognized organizations.
- **Entertainment Opportunities** – The SCE maintains files on various types of entertainment of interest to our population. This includes bands, disc jockeys, films, speakers, theatre groups, etc., in all price ranges.
- **Student Organizations Records and Directory** – the SCE maintains records on recognized student organizations. These records include constitutions and current officers, including the
faculty/staff adviser(s). The SCE will provide student organization contact information to any student wishing to learn more about a group on campus.

- **Contract Review** – To protect individuals, the organization, and the institution, all contracts must be reviewed by a member of the SCE. Please review the financial policies listed below

- **Purchasing Information** – The SCE has information and catalogs with a variety of products from T-shirts and cups to balloons.

- **Photocopies** – Student organizations can make photocopies in the SCE and the charges will be billed to the organization. Student organization accounts will automatically be charged for the number of copies made. Your organization’s copy code can be obtained from the SCE team member.

**Maintaining Recognized Status**

To maintain recognized status, a student organization must:

- Have active membership of 10 members
  - All members must be enrolled at Capital University. Alumni, faculty, and staff are eligible for associate, honorary, or alumni status, but no full membership.
  - Student organizations have the right to select members based on their mission and constitution.
- Attend the semesterly presidents’ meeting(s)
- Comply with all rules, regulations, and policies of the SCE
- Must be in good standing (i.e. no disciplinary issues) with the institution
- Complete any sanctions planned on an organization in the event of misconduct
- Be timely in due dates/deadlines of information

**Re-registering/Reinstating a Student Organization**

At the beginning of each academic year, each student organization must turn in, by the designated due date, the student organization registration form (available on the Student Organization website – [http://capital.edu/student-organizations](http://capital.edu/student-organizations)) with an updated roster, reaching the roster quota (10), and an updated constitution. Student organizations applying to be reinstated must meet with the Director or Assistant Director for Student and Community Engagement.
Publicity Policy

Flyers
- Flyers must be approved via e-mail or by coming to SCE office. Flyers must have the approval stamp to be posted. The number of copies are as follows
  - Residence Halls – 53 copies
  - Academic Halls – 20 copies
  - Throughout all of campus (both academic and residence halls) – 73 copies
  - If an organization wants flyers only placed in specific buildings (i.e. certain residence halls or academic) the organization must ask to do so. The breakdown of copies needed per residence hall is available in the SCE.
- SCE staff will place flyers on approved bulletin boards on Monday and Wednesday mornings.
- Due to space, we are asking for student organizations to only give flyers to Residence Life and the SCE up to 10 business days until the event. Exemptions may be requested, but are not guaranteed.
- Flyers will only stay up a maximum of 10 business days or until the event date (unless exemption is granted).
- Maximum size of 11x17 paper.
- All organizations will be charged for copies

Banners in the Campus Center
- To request for banner or screen space in the Harry C. Moores Campus Center, an organization must e-mail sce@capital.edu with the content of the banner and/or screen graphic and dates to be placed in the Campus Center Lobby or Capital Court (MDR) at least 5 days in advance. All banner space is located in the Capital Court dining facility and screen space is in the Campus Center Lobby. Banner request is first come, first serve due to space.
- The SCE staff will place the organization’s banner in the Capital Court every Tuesday and Thursday of the work week or other days as designated.
- Banners/screens may be up for 14 days in advance of an event or designated time and extensions can be granted through SCE approval. They will be immediately removed after an event is done or after 14 days.

Television Slides
- Student organizations may create and have slides on the televisions throughout the Campus Center. To do so, e-mail sce@capital.edu with the slide (in PowerPoint format).
- Slides may be requested ten business days before the event and will be removed after the event. Exemptions may be requested.
**Side Walk Chalk**
Student organizations and clubs may request to use chalk campus sidewalks. Student organizations and clubs must complete a student organization planning form and in the form request for sidewalk chalk, use washable chalk, not chalk on pavers, buildings, or the fountains, and remove chalk no later than 24 hours after the event.

**Stall Talk**
The SCE will promote your events as long as they are open to the public in Stall Talks. We will utilize information in the Student Event Planning form submitted by the student organizations. If there are any changes, an organization must inform our office a week in advance. Stall talk is published every Monday.
Event Planning

All student organization event planning must begin by filling out the Student Event Planning Form at http://www.capital.edu/student-event-planning. Only recognized student organizations may reserve university facilities for their activities. There is no charge for space. Any need for equipment not normally in the room, (blackboard, PA system, projector, room arrangement, lobby signs, tables, etc.) should be included as part of the room reservation so appropriate arrangements can be made.

Should your scheduled activity be cancelled, please notify the SCE as soon as possible. This allows another group to schedule the room and allows for notification to the campus personnel. Once your event has been approved by SCE, a confirmation will be forwarded to you by Conference Services. A Conference Services representative will be assigned to your event (614-236-6200). All details and set up and/or catering needs should be provided no later than 2 weeks prior to your event.

Facilities
Below is a list of campus facilities that may be requested for reservation. Occupancy can vary depending on seating arrangements (i.e. banquet, classroom, theater, u-shape, etc.). Please contact Conference Services for availability of all spaces on campus or if you have questions about the right space for your event.

**Campus Center**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Maximum Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Court Main Dining Room</td>
<td>500, as set</td>
</tr>
<tr>
<td>Cru Club</td>
<td>150, as set</td>
</tr>
<tr>
<td>Meeting Room 1</td>
<td>10, as set</td>
</tr>
<tr>
<td>Meeting Room 2</td>
<td>16, as set</td>
</tr>
<tr>
<td>The Mezz</td>
<td>50 theatre, 140 reception</td>
</tr>
<tr>
<td>Schneider Multi-Purpose Room</td>
<td>120 banquet, 60 classroom, 120 theatre, 40 u-shape</td>
</tr>
<tr>
<td>Schuh Conference Room</td>
<td>30</td>
</tr>
<tr>
<td>Weiler Conference Suites</td>
<td>100 banquet, 50 classroom, 100 theatre, 35 u-shape</td>
</tr>
</tbody>
</table>

**Ruff Memorial Learning Center**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Maximum Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>260 Bridge of Learning</td>
<td>138, as set</td>
</tr>
<tr>
<td>Room 201</td>
<td>28, as set</td>
</tr>
<tr>
<td>Room 202</td>
<td>75, as set</td>
</tr>
<tr>
<td>Learning Center Lobby</td>
<td>registrations only (3 tables max)</td>
</tr>
</tbody>
</table>
Other Facilities
Other facilities are controlled by different offices but assistance can be provided by the SCE or Conference Services. Organizations can still request space in other buildings and Conference Services will assist in finding the space that is most optimal.

Conservatory Rooms Conservatory Building Manager 236-6122
Schumacher Gallery Director of Schumacher Gallery 236-7108
Lohman Lounge S.S. Residence Hall Director 236-6788
Capital Center*** Assistant Athletic Director 236-6487
Cabaret Theatre Director of University Theatre 236-6497
S.S. Organization Meeting Rooms S.S. Residence Hall Director 236-6788

**Lounges/any rooms in the residence halls are reserved by the RHC of that building.
**Any decorating of university rooms must be approved by the person responsible for the building containing the room.
***Various facilities within the Capital Center are available for reservation.
****Classrooms may be reserved through Conference Services tentatively with academic classes and events taking priority.

Security at Events
When planning an on-campus event, it is important to make sure that everything runs smoothly. In the event that something goes wrong, it is important to make sure that the situation stays controlled. The following are times when a university security officer is required to be at your event:

- Event is open to the public outside of Capital University;
- If you expect more than 100 participants;
- If alcohol is served at your event;
- If there are tickets for admission and/or a cash box at your event;
- If an outside speaker has bodyguards or brings firearms; and/or
- As determined by the Director of Conference Services, Director of Student and Community Engagement, and/or other University administration. Exceptions may be granted depending on event and other specific details.

Food Service
- Organizations may provide their own food (i.e. purchased from a store) as long as it is under $100.00.
- Organizations are required to use Parkhurst Dining services if a certain amount of food is needed and it exceeds $100.00, or if serving alcohol. An outside or third-party catering service is prohibited.
- Work directly with Conference Services in regard to catering at 614-236-6200.
- Grills reserved through Conference Services. You are responsible for your own charcoal, lighter fluid and matches. Each grill will also come with a fire extinguisher.
Financial Information

Many student organizations receive funding through Student Government. All organizations recognized by Student Government must adhere to the Financial Policies put forth by Student Government in addition to institutional accounting procedures. All recognized organizations must submit minutes and accountabilities each month to the Student and Community Engagement Office, which will forward a copy to Student Government for review. All treasurers and secretaries will be required to attend a meeting each fall semester, coordinated by Student and Community Engagement Office for policy and procedures format. Clubs and organizations must be registered with the Student and Community Engagement Office and recognized with student government to access funding.

Check Requests
When organizations require payment for an activity or event, a “check request” form must be completed with all appropriate original invoices, receipts and/or contracts attached. Please note that an original invoice must accompany the check request, a check cannot be issued based on a “statement.” If an organization member purchases supplies or materials with their own money, they can be reimbursed by filling out a check request form and attaching the receipt for purchases. You will not be reimbursed for any “tax” paid as the University is tax exempt. The Student and Community Engagement Office can provide the tax exempt number for purchasing. For purchases under $50.00 the organization president and treasurer must sign the check request. For purchases over $50.01 the organization president, treasurer, and advisor. For purchases over $249.00 the organization president, treasurer, advisor, Financial Vice President, and member of the Student and Community Engagement Office must sign the check request.

Ordering Via Internet Using Capital University Credit Card
Ordering supplies or materials via the internet is possible through the Student and Community Engagement Office. Student organizations wishing to make purchases via the internet may submit a Student and Community Engagement credit card request form. The form must contain the website, items being purchased with the price, student organization account number, and signature of president and treasurer. Please not you must have the appropriate signatures as required by a check request. Organization can send out mail by going to the Capital University Mailroom in the Harry C. Moores Campus Center. Just drop off your mail, indicate your organization name, account number, and mailing preference (i.e. first class, bulk mailing, UPS, etc.). Packages must be properly sealed and marked. The mailroom then bills your organization’s account. UPS and FedEx delivers and picks up mail, only once daily. Through the Student and Community Engagement Office, advisors can request access to their organizations’ account through Capital University’s FRX. Accessing the account through Capital University’s FRX system allows advisors to view organizations spending to-date, transactions, and current balances. Please note it the responsibility of the advisor to provide oversight for budgets.

Contracts
Organizations must have a signed contract for each performer, artist, or external vendor whether the amount is $0.00 or $10,000. Organizations are not authorized to sign University contracts
and therefore, may not enter into any contracts on behalf of the organization or the University. Organizations request contracts through the Student and Community Engagement Office. The Director of Student and Community Engagement is authorized to sign contracts up to $999. Contracts over $1,000 require additional signatures. Please note that the contract process may take up to three weeks.

**Contract Check Requests**
Once a contract is signed and approved by the Student and Community Engagement Office, the organization may then request a check. For contracts under $50.00 the organization president, treasurer, and advisor may sign the check request. For contracts over $50.00 the organization president, treasurer, advisor, and member of the Student and Community Engagement Office must sign the check request.

**Deposits**
Deposit all money into your student organization account immediately. This will allow for less confusion and insure that the correct amount is being deposited into the account. Never allow any member or officer to take the money home or deposit it into their personal account; it would be in violation of university rules. To deposit the money into the student organization account complete the deposit slip and submit it with your cash, checks, change, anything that is to be deposited to the Finance Office. It is important for processing procedures that all checks be made payable to **Capital University**. The deposit transaction will be promptly credited to your organizations account. The Finance Office will give you a copy of the deposit receipt for the organization’s records.

Completing a deposit slip:
- Fill in the total of cash and coins in the “currency and coin” lines.
- Itemize each check number and value of check. Add the total of all checks together. Put the total of the currency and check into the “total” box
- Make sure to add your organization name and account number in the correct spot. A deposit without an account number cannot be processed.
- Specify where the funds are coming from, i.e. fundraiser
- The name of the individual completing the transaction should fill in their name on the “Deposited by” line
- Place the deposit slip and money in an envelope and submit to the Finance Office

**Transferring Funds**
This is a convenient way of working out payments when co-sponsoring events or purchasing products/services form another student organization of university department. This process is used to transfer funds from one organization’s account to another. This cannot be done as a same day transaction. It will show up in both accounts the next business day after it is entered. This only applies to accounts held with the Capital University finance office. A journal entry from must be filled out with both organizations’ 12 digit ID numbers and signed by the group’s adviser. A copy should be sent to the other party so that they know what is taking place.

**Payment Requisition or Making Payments**
A payment requisition form is used to request payment for any reimbursement over thirty dollars ($30.00), service provided, performer payment and/or purchases from vendors. Payment will be
made in the form of a Capital University check. Be sure to keep in mind the following information when filling out a payment requisition:

- Amounts over $999.99 require a longer time to process because the signatures of four university officials are required.
- The original invoice, approved contract, completed registration form or original, itemized receipts must be attached to the payment requisition for the check to be processed.
- Multiple reimbursements to one individual can be grouped together in one payment requisition.
- Checks made payable to an individual for a service provided, or to a vendor for rental of a facility, requires an original, approved contract through the Student and Community Engagement Office.
- Only fill in the social security number field if you are paying an individual for services provided. A social security number is not necessary for a reimbursement.
- If a purchase order initiated the purchase of merchandise, fill in the purchase order number in the appropriate spot.
- The payment requisition must be signed according to Financial Policies listed above.
- Checks cannot be made payable to the same person who approves the form.
- Provide a contact name and phone number in case there are any problems.

Reimbursements

A reimbursement must be made payable to the individual who incurred the expense.

- If < $30.00: Payments of less than thirty dollars can be paid and processed through the Finance Office immediately, provided that you submit a signed petty cash reimbursement and an itemized receipt.
- If > $30.00: Any reimbursement greater than thirty dollars must fill out a payment requisition to receive payment, and must include an itemized receipt.

To complete a payment requisition form for a reimbursement, attach the original, itemized documentation including proof of payment and have the organization adviser sign/approve the payment requisition. Present the approved payment requisition and the original, itemized documentation to the Finance Office. The payment requisition will be processed to generate a check providing your account has sufficient funds. Statements of account activity will be emailed to the group’s adviser once a month. The original, itemized documentation should clearly show proof of prior payment by the individual being reimbursed. Statements, photocopies and credit card receipts are not acceptable forms of documentation. Statements do not itemize what was purchased and could contain prior balances that have already been paid.

- Photocopies have the potential of being altered or replicated for multiple payments.
- Credit card slips do not typically itemize what was purchased. If a credit card is being used for payment, it is necessary to ask the server for an itemized bill. If the credit card slip does itemize the transaction, it may be used as a receipt.
- The Finance Office reserves the right to refuse to process any payment or reimbursement that the organization has submitted if they do not have the correct documentation.
Payment for Services
To pay a performer, speaker, or person who has provided a service for your organization, the organization must have an approved contract that was completed with the advisor and the Director for Student and Community Engagement.
- Both parties have to sign the contract agreement.
- Fill out a payment requisition to make sure that the provider has a means to be paid after the service is performed. This process should be completed with the payment requisition at least one week in advance to make sure that the transaction is complete at the time it is needed.

Cash Boxes
Student organizations wishing to use a cash box must indicate so on the Event Planning Form. Cash boxes are available in the SCE. Cash is available upon request at Student Services in Yochum Hall

Financial Support from Student Government
Funding packets for allocations from Student Government are available in the Student and Community Engagement and also directly from the Student Government Office. An organization can apply for funds to help pay for specific events. This funding is allocated by Student Government, so it is up to them to decide where the funds should be used on campus. Applications will also be available online.

Student Generated Funds
Student organizations are always encouraged to fundraise. The money that is made from these fundraisers must be deposited to their student organization account in the Finance Office. The balance at the end of the year automatically rolls forward to the new fiscal year for the student organization. However, funding from Student Government does not roll forward and may not be placed in an outside account.

Fundraising
Recognized student organizations can sponsor a wide variety of projects to raise funds for the organization or for charitable activities. Fundraising is defined as generating money or items for a drive, donation, or collection. All student organization fundraising events must be registered through the Event Planning Form available online through Conference Services and must be filled out to reserve a date for your organization’s fundraiser. This is to ensure that no organization is performing that same fundraiser and to enable the organization maximize their fundraising efforts.
Student Organization Travel Policy

The safety of Capital students, faculty, staff, and the public is a central concern of Capital University. The policies governing the use of University owned, rented, or leased vehicles by students, faculty, and staff are designed to support the safety of vehicle occupants and prudent use of the vehicles.

If a student organization travels for a formal event (i.e. meetings, conference, social functions, etc.) outside of a 30 mile radius, one way, of Capital University (One College and Main Street) must complete the Student Organization Travel Form and submit it to the Office of Student and Community Engagement 14 days in advance. The form must be filled out completely for approval. Each trip outside on or outside of 30 miles must have a coordinator who must be participating in the trip and will serve as a person of contact. Any trip inside of the 30 mile radius must also have a coordinator participating in the trip and will serve as a person of contact. The student organization must inform the SCE the coordinator via e-mail (sce@capital.edu) 24 hours in advance of the trip.

The student organization travel policy form to be filled out is available at http://www.capital.edu/student-organizations.

University Owned Vehicles/Approved Drivers
The student organization must work with Public Safety to reserve a van or other vehicles and must be an approved driver.

In order for students to drive, he/she must:
- Take and pass the online Alert Driving Course one time (expires after 4 years).
- Complete a Driver History Form one time (expires after 4 years).
- Submit a copy of his/her State driver’s license to the Public Safety Department one time (expires after 4 years).
- Submit a Vehicle Use Authorization form each time he/she uses a University vehicle, found online at inside.capital.edu under the Public Safety website.

Once approved to drive by the Department of Public Safety, the faculty, staff, or student drivers must submit a Vehicle Usage Authorization form prior to each trip, signed by their department head or advisor.

Planning an On-Campus Social Activity/Gathering with Alcohol
- Start planning your social activity/gathering with the Director of Student and Community Engagement at least forty-five (45) days in advance of the social event.
- Fill out the online Event Planning Form on the Student and Community Engagement website and indicate that you will be having alcohol at your event.
- Meet with your adviser to discuss your plans. Be sure to cover the following topics:
  - The alcohol policy/other applicable University policies that pertain to your event
  - Date and time of the proposed event
  - Refreshments to be served – prices, quantity, ordering.
  - Control arrangements – I.D.’s, doors, Underage consumption, behavior, beer dispensing.
Location of the social event – Checking the university Calendar with Conference Services.
Theme of social event – decoration, entertainment, set-up, admission price
Anticipated attendance

- Public Safety is required for all events with alcohol. Please note there is an additional charge.
- Clear all publicity with the SCE.
- Submit to the Director of Student and Community Engagement a list of personnel to: set up (at least 6 people), work doors, monitor the social event, and clean up (at least 6 people). Include with the list the names of the social event planners and officers of the organization.
- Submit a schedule indicating when your set-up crew will arrive and when the entertainment will arrive to the Director of Student and Community Engagement. This schedule is required on the day before the social event.

Clean-up
After the event closes down, the sponsoring organization should:
- Pick up all of the cups and trash and dispose of them in trash cans.
- Check the public areas (lobbies, restrooms, stairwells) and pick up and throw away trash.
- Assist Conference Services staff in moving tables and chairs to restore the room to the original set-up.
- Wipe down all of the tables with warm, sudsy water.
- Assist the entertainment/DJ/band in moving their equipment to the loading dock.
- Check with the Conference Services staff and/or the organization adviser to assure everything is clean and stored. If so, the sponsoring organization is free to leave.
- Return all equipment to its original location.

If an organization is found to have prohibited items at an event, privileges regarding scheduling your next event may be reconsidered and organization may be suspended from campus. There are several instances in which housekeeping will be scheduled by Conference Services to come in after the event. Any combination of the following may result in a cleaning fee billed to your student organization:
- If there is an event occurring in the same space within the next 24 hours;
- If the event is large-scale (larger than 100);
- If the event is open to the public;
- If prohibited items are found;
- If the room is not returned to its original condition;
- If there is excessive trash or litter; and/or
- If alcohol is present.
Event Planning Advice
Planning a Program

Part I: Assessment
I. What type of programs do peers want or need?
   Ask the question. You might get a variety of answers. Take those answers and develop an event.

II. Decide on the general type of program.
   Arts, Literature, social, educational, political, sports related, tournament, and more.

III. Find out how others feel about your idea(s).
   Ask peers, fellow organization members, resident assistants, faculty, and staff for feedback or thoughts on your idea(s).

IV. After making the decision about your program, focus on specifics.
   Your program needs a title, look for resources, supplies, materials, funding, location, and ways to advertise.

Part II: Guidelines
I. Establish goals and objectives for your program.
   What do you want to accomplish, why? What is the purpose of your program? Entertain, educate, socialize, or a variety of ideals.

II. Who is your target group?
   Peers, athletes, faculty, staff, students, and community.

III. Determine how much help you will need.
   People to set-up, tear down, purchase materials, supplies, take tickets, present, and more. If you can think of it...you may need help.

Part III: Components of a program
I. Time
   You have 24 hours a day, but not all for programming. Be sure to schedule time to focus on the basics of programming such as planning and developing the program.

II. Enthusiasm
   You have to put on a smile and be enthusiastic about your program. If you do not, who will? Enthusiasm spreads!

III. Delegate
   It’s hard to do at first, but think of it as sharing and team work! Effective programmers engage others in their ventures to produce quality programs.

IV. Publicity
   Get publicity out early and remember date, time, title, location, and details.
V. Set-Up and Clean-Up
It takes time to set-up materials, supplies, and then clean-up those supplies.

VI. Evaluation
Feedback is important. Ask people to complete a half sheet form.

Do the following:
1. Assess interests in many people.
2. Check your budget for funds.
3. Make major programming decisions at a meeting of members.
4. Brainstorm ideas.
5. Reserve appropriate facilities.
6. Volunteer programming groups together.
7. Plan and organize carefully—use the checklist on page __ of this manual.
8. Utilize all resources.
9. Design publicity that is eye-catching and accurate.
10. Think thorough every aspect of the event to ensure success!
11. Invite special guests to attend.
12. Find new and different events.
13. Savor your success, learn from failures, and enjoy yourself.
14. Evaluate all programs.
15. Follow all University procedures and policies.

Don’t do this:
1. Assume you know what students in general want.
2. Bog down meetings with detailed discussions.
3. Allow the same individuals to do all of the work.
4. Assume you will remember everything.
5. Conflict with the timing of other programs.
6. Pour out low quality publicity assuming everyone will know about the event.
7. Have an unprepared facilitator or act.
8. Ruin a good program simply because it lacks detail or follow-up.
9. Invite guests simply to have them there. Have something for the guests to do.
10. Fall into a rut of the “same old same old.”
11. Succumb to apathy or the “I don’t have time” syndrome.
12. Choose an event and worry about money later.
13. Allow the program to run over the time allotted.
14. Select a poor location.
15. Forget to pay the bills or book a hotel.
Campus Contact Information

Office of Student and Community Engagement
614-236-6901, sce@capital.edu
The SCE provides support for our student organizations, fraternities and sororities, and community outreach programs and initiatives.

Conferences Services
614-236-6200, conferenceservices@capital.edu
Student Organizations needing to reserve rooms, tables, and/or request media equipment must complete the Student Event Planning Forms located on http://www.capital.edu/student-event-planning/. The SCE will receive the request, determine approval and it will then be forwarded to Conference Services for room reservation confirmation.

Contracts
Deanna Wagner, Director for Student and Community Engagement
614-236-6901
Student Organizations hosting a performer on campus whether paying or free must complete a contract request form. Contracts are not issued without the above paperwork if a hotel is required.

Funding
Office of Student and Community Engagement
614-236-6901
SCE has several grant programs to support student organization programs on campus.

Public Safety
614-236-6504 (non-emergency line)
614-263-6666 (emergency line)

Additional Support
Deanna Wagner, Director, Student and Community Engagement
614-236-6901
Any questions regarding Student Government, Activities Management and Programming (AMP), community engagement or community outreach programs.

David Gonzalez, Assistant Director, Student and Community Engagement
614-236-6901
Any questions regarding Fraternity & Sorority Life, student organizations, event planning, or student organization registration.