



Bethel College
Registered Student Organization Resource Guide
and Policy Manual
For Student Leaders and Advisors

FOR THE STUDENTS, BY THE STUDENTS

This handbook is subject to revisions throughout the academic year. The most current version of the Handbook is accessible at bethelsga.com

Greetings from Student Activities and Engagement!

Dear Student Leaders and Advisors,

Student organizations are an important part of the educational experience at Bethel College. Student organizations provide students with opportunities to cultivate friendships and to develop leadership, communication and organization skills that will be beneficial in college and a career. The Bethel College Registered Student Organization Resource Guide and Policy Manual is designed to familiarize student leaders with the rules and policies related to registered student organizations thereby helping the organization and students to be successful. While this Manual is intended to be a summary of topics, it is not a comprehensive listing of all rules and regulations pertaining to student groups. Additional resources, policies and regulations may be added at any time. The information in these sections will encourage participants in organizations to make the most of their Bethel College experience. Please share this information with all members of your organization. Each person within the organization is responsible for adhering to all college policies and procedures.

Additionally, thank you for taking the time to invest in your student organization. Your student organization will provide a valuable resource to the student experience at Bethel College by promoting leadership development, research, advocacy, public service, philanthropy and cultural interaction. Involvement in a student organization is an excellent way for volunteers to connect and develop as students throughout their college experience.

Please use this manual as a way to learn more ways to effectively manage your student organization. This manual serves as a one-stop for information and policies related to your student organization. The manual is a constantly evolving and if there is a topic you wish to see in this manual, please do not hesitate to reach out to either one of us to provide such feedback.

In the meantime, should you have any questions, concerns, or suggestions, please contact us by using the contact information below. Best wishes and thank you for serving Bethel College! Let's work together to make this year amazing!

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Registered Student Organizations Overview

1. **Introduction:** This Registered Student Organization (RSO) Resource Guide and Policy Manual is designed to provide Bethel College student organizations and advisors with easy access to policies and procedures related to all areas of organizational activity and to assist them in functioning effectively in conjunction with Bethel College. The major purpose of this guide is to facilitate communication and to assist organizations in meeting the purpose for which they exist. Along with this Manual, all student leaders and advisors should familiarize themselves with the policies of Student Government Association. It is the sole responsibility of the advisors, student leaders, and student organizations as a whole to become familiar with the contents of this Manual and that they will be accountable for this information. Also, the organization must remain well maintained and organized according to these guidelines.
2. **Bethel College Policy on Student Organizations**
 - 2.1. All student organizations, clubs, honor societies, associations, councils, etc. must be recognized by the Student Government Association in order to function within Bethel College. Registered Student Organizations play an important role in developing leadership and providing a quality campus environment. Because of their importance, Registered Student Organization are accorded special privileges and benefits. No student organizations, clubs, honor societies, associations, councils, etc. may exist at Bethel College (even with a academic or campus department) without approval from the Student Government Association.
 - 2.2. The SGA Committee on Finance and Student Organizations, in conjunction with the SGA Secretary of Student Activities and the SGA Advisor determines the approval or denial of an application for recognition by student and campus organizations as approved by the SGA Senate.
 - 2.3. Students bring a variety of previously acquired interests to the campus, and develop many new interests as part of the Bethel College community. They should be free to organize and join associations to promote their interests. Bethel College acknowledges the important value that volunteer associations of students have as a part of the educational process. Recognized organizations play an important role in developing student leadership and providing quality campus environments.
3. **Policy Statement:** It is the responsibility of each Registered Student Organization to adhere to the mission of the Bethel College Student Government Association, its supporting strategic plan, policies, and procedures. Registered Student Organizations must abide by all local, state and federal laws. A Registered Student Organizations' goals, objectives, and activities must not deviate from established College policies and procedures. Because participation in student organizations may enhance a student's educational experience and the College deems this important to our student's education, Registered Student Organization are accorded special privileges and benefits.
4. **Recognition Requirements:** A Registered Student Organization is a voluntary special interest group organized for educational, social, and service purposes and comprised of its members. Registered Student Organization are separate legal entities from Bethel College and legally are not treated the same as College departments or units. Registered Student Organizations cannot exist unless the Student Government Association recognizes them pursuant to this policy. Through College recognition, organizations receive special privileges and benefits, as well as have certain responsibilities to the College community.
 - 4.1. Registered Student Organization that request funding from the Student Government Association are required to be recognized by the Student Government Association. Recognition as an organization requires the following:
 - 4.1.1. Organizations must be established for purposes that do not violate local, state or federal law; are consistent with the broad educational mission of the College; and are supportive of the regulations, guidelines and policies of Bethel College. The College recognizes that some student organizations may have a purpose to advocate for a change in existing law and this provision does not prevent the student organization from exercising its first amendment right to do so.
 - 4.1.2. Annual recognition is required a minimum of once within a 12 month period with the Student Government Association
 - 4.1.3. Bethel College recognizes a nondiscriminatory environment complements its commitment to academic inquiry, intellectual discourse and personal growth. Bethel College also recognizes the interests of students to organize and associate with like-minded students. Accordingly, any

individual who subscribes to the goals and beliefs of a student organization may participate in and become a member of the organization.

- 4.1.4. Membership and participation in the organization must be open to all students without regard to race, ethnicity, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, status as a U.S veteran (disabled, Vietnam, or other), or other protected class.
- 4.1.5. Membership and participation in the organization must also be open without regard to sex, unless exempt under Title IX.
- 4.1.6. The organization must be nonprofit in nature.
- 4.1.7. New organizations must submit a constitution at the time of making their initial request for recognition by SGA

5. Benefits of Recognition: Bethel College delegates the responsibility of recognition to SGA and in turn; SGA authorizes organizations access to a number of services and consideration for eligibility for many benefits. Some of the services or benefits are listed below:

- 5.1. Recognition as a Bethel College organization
- 5.2. Use of Bethel College's name in the organization's title and use of Bethel College trademarks in accordance with the Bethel College trademark licensing policy and guidelines
- 5.3. Establishment of an account with the campus organizations accounting office and appropriate purchasing privileges in accordance with Bethel College and SGA guidelines and expectations
- 5.4. Inclusion in appropriate Bethel College publications
- 5.5. Publication of activities through the Bethel College calendar
- 5.6. Use of information technology services' learning and teaching technologies equipment/services (funded through student government)
- 5.7. Utilization of the Student Government Association website
- 5.8. Eligibility, but not the right, to use Bethel College vehicles in accordance with state and Bethel College policies, procedures, guidelines and insurance requirements
- 5.9. Eligibility, but not the right, to utilize Bethel College staff and programming resources
- 5.10. Eligibility to apply for awards and honors presented to Bethel College recognized organizations and members
- 5.11. Eligibility for use of campus meeting facilities
- 5.12. Eligibility to apply for storage space allocations
- 5.13. Eligibility to be considered for Student Government Association Funding

6. Termination of Organization's Recognition: The SGA Senate is empowered by the SGA Constitution and Bylaws to terminate any student organizations, clubs, honor societies, associations, councils, etc. once submitted by the SGA Secretary of Student Activities

- 6.1. A Registered Student Organization's recognition is granted and governed by the Student Government Association. This recognition may be terminated for the following reasons:
 - 6.1.1. Submission of material for recognition known or determined by the Department of Student Activities and Engagement to be false
 - 6.1.2. Failure to reregister annually
 - 6.1.3. Failure to follow Bethel College regulations governing organizations
 - 6.1.4. Failure to follow Bethel College policies and procedures, and/or State of Kansas and federal laws
 - 6.1.5. Upon notification by the organization's national, regional or other parent entity with which it is affiliated that the organization has failed to follow the rules, policies or guidelines of the organization's national, regional or other parent entity
- 6.2. If terminated, the student organization can apply to be recognized on campus after one year of termination

7. Recognition Appeals: Except in cases of emergency, the Registered Student Organization will be given five business days notice and an opportunity to be heard before termination. Registered Student Organizations whose recognition is terminated for the reasons stated above may appeal the termination decision to the SGA Judicial Council.

- 7.1. A written appeal stating the grounds for appeal must be filed with the Student Body Chief Justice within five business days of receipt of the decision being appealed.

- 7.1.1. The SGA Judicial Council will decide one of the following:
 - 7.1.1.1. Uphold the original decision
 - 7.1.1.2. Remand for a new termination of recognition process review for the organization
 - 7.1.1.3. Grant the appeal and permit the organization to remain recognized
- 7.2. The SGA Judicial Council will provide a written decision to the Registered Student Organization's President, Advisor, and the Vice-President for Student Life within ten business days of the appeal review. The decision of the Judicial Council is final and may not be appealed.

Any questions regarding the Bethel College Policy on Student Organizations may be directed to the Director of Student Activities and Engagement, as the staff advisor over all areas relating to SGA.

General Registered Student Organization Information

1. **Purpose of Student Organizations:** The purpose of Registered Student Organizations are to provide students with opportunities to participate in activities that develop their intellectual, emotional, spiritual, physical, and professional abilities. These Registered Student Organization are important components to the academic life of the College. To meet all the different developmental needs of students, Bethel College offers a multitude of student groups covering the following areas: campus government, academic, arts and culture, campus service, performance, religious, special interest, and political. Every student is encouraged to become a member of those organizations that appeal to their interest. Research has found that involvement in student organizations:
 - 1.1. Improves students' interpersonal skills
 - 1.2. Has a positive influence on skills in leadership, communication, teamwork, organizing, decision-making and planning
 - 1.3. Gives students a greater satisfaction with their college experience
 - 1.4. Provides useful experience in obtaining a job and providing job related skills
 - 1.5. Develops lifelong values of volunteerism and service to others
2. **Privileges Given to Student Organizations:** Student organizations in good standing and registered with the Student Government Association have the following privileges:
 - 2.1. Use of campus facilities: Use of rooms and space, subject to policies and procedures (contact the Office of Business Services for more information)
 - 2.2. Use of technology (for more information contact the Office of Information and Media Services)
 - 2.3. Invite off-campus speakers, performers, and other guests to appear for regularly scheduled meetings and events/programs. (Speakers, performers, and other guests must comply with College policies and procedures and must be approved by Student Activities and Engagement)
 - 2.4. Financial Support
 - 2.4.1. Use of account systems managed by the Student Activities and Engagement
 - 2.4.2. Request funding through the Secretary of Student Activities for an organizational event or program
 - 2.4.3. Sponsor profit-making events to solicit funds for organizational activities in accordance with SGA and College regulations and Kansas State laws. Please see Student Activities and Engagement for more information
 - 2.5. Marketing and Promotion
 - 2.5.1. The right to advertise as a student organization at Bethel College
 - 2.5.2. Distribute literature relating to the organization's purpose and activities
 - 2.5.3. Be listed as a student organization by Student Activities and Engagement in any publications, on the Bethel College and SGA website
 - 2.6. Organizational Support
 - 2.6.1. Access to support from Student Activities and Engagement
 - 2.6.2. Eligibility for Excellence of Leadership Awards and other recognitions through the College
 - 2.6.3. Participate in Student Activities and Engagement sponsored events (Welcome Week, Homecoming, Winter Week, Welcome Back Week, and Spring Fling)

3. Responsibilities of Student Organizations

- 3.1. To register their student organization with SGA and Department of Student Activities and Engagement *EVERY* fall
- 3.2. Attend the monthly *Registered Student Organization Council Meeting*
- 3.3. Host at minimum one event per semester for the general student body
- 3.4. Participate in the *Student Involvement Festival* each fall/spring semesters sponsored by Student Activities and Engagement
- 3.5. Manage itself and carry out its activities listed within its charter, as well as all local, state, and federal laws, and SGA and College regulations and policies
- 3.6. Anticipate, provide for, and meet all legitimate financial obligations
- 3.7. Act in the best interest of its members and the College
- 3.8. Comply with all distributed organization information
- 3.9. Take reasonable precautions for the safety and comfort of participants at organization events
- 3.10. Immediately notify Student Activities and Engagement of any changes in the organization's representatives
- 3.11. Communicate with Student Activities and Engagement regarding any questions and for expert knowledge in all events and activities

4. Categories: During the annual Recognition Process, each Registered Student Organizations is assigned a category:

- 4.1. Campus Government: reserved only for the Student Government Association Branches of Government
- 4.2. Campus: organizations that impact the work of SGA
- 4.3. Academic: further study, discuss or experience an academic course, major or field, through lectures, field trips, meetings or other related activity
- 4.4. Arts and Cultural: celebrate and support the interest of one or many different cultures, races or ethnicities and organizations that have an influences in art
- 4.5. Honor: organizations typically affiliated with a specific academic major, department, or campus activity
- 4.6. Political: promote affiliation with a political party or support one or many various political issues
- 4.7. Religious: celebrate and support the interests of one or many different religions or religious studies
- 4.8. Special Interests: pursue special interests pertaining to lifestyle, socializing or societal issues
- 4.9. Performance: organizations that have a performance aspect

5. Registration and Membership Roster

- 5.1. Registered Student Organizations are required to register once a year with Student Activities and Engagement and SGA. You can register your organization any day throughout the year, however if you do not register by the established deadlines listed below, your organization will lose recognition. Registration for the year must be completed by the Fall SGA Elections. Those organizations not registered by the deadline will lose recognition and privileges until they register and are reactivated by the SGA Senate. Dates will be sent out by Student Activities and Engagement in late summer, early August.
- 5.2. Registered Student Organizations are required to submit a membership roster once a year with Student Activities and Engagement and SGA. Rosters must include all active members of the organization, including leadership officers and advisor(s). Lists must be submitted by the first Friday in October each year.

6. Student Involvement Festival: All Registered Student Organization are required to have a table at the Student Involvement Festival each year, if held

7. . This is an opportunity for other students to learn more about your organization and possibly sign up to join your organization. SGA funding may be used to help purchase items for your tables. Please see Student Activities and Engagement for more information. Failure to have a presence at the Student Involvement Festival will result in loss of recognition.

8. Guidelines for Naming and Using Bethel College Logo

- 8.1. The name of the Registered Student Organization must be unique; the name cannot duplicate the name of an existing Registered Student Organization. A Registered Student Organization may state that its membership is composed of Bethel College students or a combination of students, faculty, and/or staff but it shall not suggest or imply that it is acting with the authority or as an agency of the College. Registered Student Organization are not official entities of the College and may not represent themselves as such.

- 8.2. Registered Student Organization cannot use the words "Bethel College" or "BC" as a part of the official name of the organization without permission. In addition, Registered Student Organization cannot use the College trademarks, seal or logos (including the Threshing stone), without permission, as part of any letterhead, sign, banner, pamphlet, t-shirt, or other printed material that bears the name of the organization. Furthermore, student organizations may not manipulate or otherwise alter any trademark, seal or logo of the College, without express permission. Permission may be granted by the Vice-President for Marketing and Communication.
- 8.3. All logos and/or printed materials with Bethel College on it must be submitted to Student Activities and Engagement and Institutional Communications for approval prior to the material being printed and/or ordered. For more information about this, please see Student Activities and Engagement.
9. **Purpose Statement Guidelines:** Purpose statements must submitted by new and returning Registered Student Organization. SGA and Student Activities and Engagement reserves the right to inspect, review or have the student organization update their purpose statement to meet all guidelines. The purpose statement is a short, detailed description of the purpose for the existence of the group.
10. **Single-Sex Organizations:** Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The College is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the College. Since passage of this law and the publication of the implementing regulations, the U. S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX.
 - 10.1. These criteria are as follows:
 - 10.1.1. The organization must have tax-exempt status under Section 501 of the Internal Revenue Code
 - 10.1.2. Members must be limited to student, staff, or faculty at Bethel College
 - 10.1.3. The organization must be a "social fraternity" as defined by the Department of Education
 - 10.2. The US Department of Education defines a "social fraternity" as a group that can answer "no" to all the following questions:
 - 10.2.1. Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
 - 10.2.2. Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
 - 10.2.3. Are the members permitted to hold membership in other fraternities or sororities at the university?
 - 10.2.4. If a group answers "yes" to any of the questions, it is not a "social fraternity" and therefore is not exempt from the requirements of Title IX and therefore must accept members of both sexes. An affirmative answer to any of these questions is evidence that the organization is professional, service, or honorary in nature and not a social fraternity or sorority for Title IX purposes.
 - 10.3. The rationale for this distinction is based on the intangible educational advantage afforded by membership in such professional, service and honorary organizations. Many such honor and service organizations have school and alumni recognition and reputations, which enhance student members' careers. Members frequently gain enhanced status, which, as alumni, is often influential in decisions affecting Campus Life and College Policy. This type of educational opportunity and benefit is significant and may not be denied to students on the basis of sex
 - 10.4. For more information about this, or for information about starting a single-sex organization, please see Student Activities and Engagement.

Student Organization Advisors

1. Purpose of an Advisor

1.1. An advisor can prove to be a valuable asset to your organization by sharing their life experiences, wisdom, and providing continuity, organizational memory, and connections to resources. The key role of the advisor is to serve as a resource for the organization. Take some time to discuss reciprocal expectations with your advisor(s). Try to establish open lines of communication that will enable you to work together effectively. The advisor helps to mold and shape the club through providing continuity year after year, through motivating and stimulating the organization, and to interject new ideas and perspectives. In many ways, the Advisor serves as an extension of Student Activities and Engagement, while assisting the members of the organization to develop confidence, character, and competence. If at some point student organizations are having some complications with your current advisor, or vice-versa, please stop by Student Activities and Engagement.

2. Who is eligible to serve as an advisor?

2.1. An advisor must be either a faculty member (*not on sabbatical*) or staff member at the College. The faculty or staff member must be employed at the College full-time and in a benefits eligible position. Organizations may have more than one advisor, but are required to have a primary advisor that serves as the organizations signatory. Eligibility questions can be directed to Student Activities and Engagement. In return for his/her support, the advisor should expect that he/she be consulted regularly by the officers concerning their plans for group activities or programs. The advisors should know what events are being planned and should offer ideas and suggestions freely, but not dominate the program planning process.

3. Why Advising Matters

3.1. The role of advising is rewarding for students as well as faculty and staff. Students with faculty and staff mentors, who are involved with learning in and out of the classroom, are more likely to succeed at Bethel College. Your participation as an advisor makes a difference!

4. Advisors Signatory Authority

4.1. Advisors should never enter into a contract on behalf of a student organization. All contracts must follow student organization contracting procedures and a consultation with the Student Activities and Engagement. By signing or verbally agreeing to any contract, the advisor may take on personal responsibility and liability under the contract.

5. Role of an Advisor

5.1. The advisor serves as the link between the Student Organization and SGA; providing guidance to the organization in regards to SGA and College policies and procedures. While specific roles should be defined by the organization and the advisor, an advisor should generally

- 5.1.1.1. provide expert knowledge and advice
- 5.1.1.2. be knowledgeable about activities and programs of the organization
- 5.1.1.3. suggest and encourage new program ideas
- 5.1.1.4. help members apply principles and skills learned in and out of the classroom
- 5.1.1.5. point out new directions and options
- 5.1.1.6. provide insight into the group's problems and successes
- 5.1.1.7. teach leadership techniques and develop new leadership
- 5.1.1.8. assist in maintaining high standards of programming and individual performance
- 5.1.1.9. provide continuity with the history and tradition of past years
- 5.1.1.10. assist in the development of procedures and plans of action

5.2. Mentor: Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. To be effective in this capacity, you will need knowledge of their academic program and desired profession, a genuine interest in the personal and professional development of the student and a willingness to help them connect with a new network in their chosen field. You may be approached to review resumes, to connect students with community resources or to be a sounding board for their ideas of what they want to

accomplish in the field. At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge and the ability to listen to students' verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students or to have conversations about their ideas and thoughts on different subjects.

- 5.3. **Team Builder:** When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and work through conflicts and difficult times. To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process. As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.
- 5.4. **Conflict Mediator:** Inevitably, students are going to join the organization with different agendas, goals and ideas about how things should function and the direction they should be taking. When working with students who have come into conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization's mission and ask how their conduct is helping the group achieve its mission. Sometimes, one student may be causing problems with other students. In many cases, this student may not realize that his/her actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how his/her attitude is impacting other people and how this attitude or action can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.
- 5.5. **Reflective Agent:** One of the most essential components to learning in "out of classroom" activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths and their weaknesses. Give them the opportunity to discuss their thoughts on their performances. Then be honest with them. Let them know when you agree with their self-perceptions and, in a tactful manner, let them know when you disagree. Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just don't like to ask for help. Remember to have students reflect on their successes and failures.
- 5.6. **Educator:** As an advisor, your role of educator will often come through in the role modeling of behavior, guiding the student in reflection of their actions and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.
- 5.7. **Motivator:** As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their "cheerleader" to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change and to connecting their experiences here at the College to the experiences they will have in the community.

- 5.8. **Policy Interpreter:** Student organizations operate under policies, procedures and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies, the better advising you can give to the students on their plans.
- 5.9. **Developer:** The advisor encourages and often facilitates the development of leadership and interpersonal skills among members/officers. Chief among these many developmental responsibilities is to educate the group and individual members on the value of personal responsibility. As an advisor you will assume numerous roles and all possible roles are not mentioned here. A key idea to remember is that you are an advisor, not the leader. You provide guidance, insight and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, as well as the successes and failures of their groups.

6. Advising Styles

- 6.1. Acting as an advisor to a student organization is a meaningful and challenging job. Effective advisors assess and balance the needs of the College, student organization and individual student members. A portion of this section will focus on the Situational Advising Model outlined by Kathleen Allen and Dr. Kevin Jackson. The section will then focus on additional advising styles that can be implemented with student groups.
- 6.2. **Situational Advising:** The Situational Advising Model is a tool that utilizes student group development, advising styles, and specific advising roles to help move student organizations to higher levels of development while recognizing their current needs. Definitions for four basic stages of group/organization development will be presented and following you will find four accompanying basic advising styles that can meet group needs.
- 6.3. Stages of Group Development
 - 6.3.1. **Infancy** Students possess poor program planning skills and a low level of commitment to the organization. They also demonstrate an overall lack of responsibility for their actions.
 - 6.3.2. **Adolescence** Students possess basic program planning skills and a medium level of commitment to the organization. They demonstrate some degree of responsibility for their own actions
 - 6.3.3. **Young Adulthood** Students possess competency in program planning and implementation and a high level of commitment to the organization. They are fully responsible for their actions
 - 6.3.4. **Maturity** Students possess advanced skills in program planning, implementation and evaluation and in facilitating group decision making. They demonstrate a strong commitment to the goals of the organization and take responsibility for their own actions and the actions of others within their organization.

7. Advising Styles with Group Development

It is important to note that the stage of group development will change between years and, hopefully, through the work of advisors, within the year.

- 7.1. **Program Director for a group in the Infancy stage:** The advisor works directly with the group to achieve specific tasks. The emphasis of the advisor is on what is getting accomplished (the product).
 - 7.1.1. The specific products will vary by group but can range from fundraising to socials, conferences and any other activities produced by the organization.
 - 7.1.2. High concern for product; low concern for process
 - 7.1.3. Roles an advisor can use in this style are:
 - 7.1.3.1. Group Member – The advisor actively takes part in the group’s activities much like a member becomes part of a group. Advisors utilizing this could attend all meetings and volunteer ideas.
 - 7.1.3.2. Programmer – The advisor determines, plans and implements programs and activities for students.
- 7.2. **Program Teacher for a group in the Adolescent stage:** As a program teacher, the advisor continues to focus on the product, turns over the more basic programming responsibilities to the students and begins to equally emphasize how things are accomplished and who is involved, as well as what is accomplished.
 - 7.2.1. High concern for product; high concern for process
 - 7.2.2. Roles an advisor can use are:

- 7.2.2.1. Advocate – The advisor persuades students concerning appropriateness of activities.
 - 7.2.2.2. Authority – The advisor monitors the student’s compliance with legal requirements as well as institutional policy.
 - 7.2.2.3. Expert – The advisor offers suggestions to students based on experience and specialized knowledge base
- 7.3. **Program Advisor for a group in the Young Adulthood stage:** The advisor places less emphasis on the product and more on group decision making, dynamics, evaluation, etc – the how and why (process) of the organization.
- 7.3.1. Low concern for product (students have assumed concern for product); high concern for process.
Roles an advisor can use:
 - 7.3.1.1. Educator – The advisor designs and encourages student participation in developmentally powerful experiences.
 - 7.3.1.2. Resource – The advisor provides alternatives and suggestions to group leaders or members on request.
 - 7.3.1.3. Evaluator – The advisor assists the group in collecting data to be used in decision making, program planning, etc.
 - 7.3.1.4. Process Consultant – The advisor assists students in increasing effectiveness of group functioning (e.g. problem solving); advisor tends to be content neutral.
- 7.4. **Program Consultant for a group in the Mature stage:** The advisor is available to provide information, historical perspective, etc., yet does not become consistently involved in the day to day operations of the organization.
- 7.4.1. Low concern for product and process because students have assumed the responsibility for both.
 - 7.4.2. Roles an advisor can use:
 - 7.4.2.1. Reflector – The advisor listens and serves as a sounding board for students’ ideas and plans.
 - 7.4.2.2. Fact-Finder – The advisor provides information to students on request.
- 7.5. **Other styles of advising that can be used with groups in different stages include:**
- 7.5.1. **Directing:** The advisor provides specific instructions and closely supervises task accomplishments. Use this style with students/groups that are at a low level of readiness.
 - 7.5.2. **Coaching:** The advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions and supports progress. Use this style with groups that have a few leaders that are at a higher readiness level who will need your support with the rest of the group to get things accomplished.
 - 7.5.3. **Supporting:** The advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the students. Use this style with students/groups that are just starting to understand the concepts that will lead to success – the group is just starting to “get it”.
 - 7.5.4. **Delegating:** The advisor empowers the students to conduct their own decision making, problem solving and delegating. Use this style with students/groups that are at a high level of readiness.

Registered Student Organizations Finances

1. Student Organizations Accounts

- 1.1. Once a student organization completes the appropriate paperwork for recognition, a College account will be created with oversight from Student Activities and Engagement. At this time, student organization accounts are only used for fundraised dollars (*per Finance Policy from fall 2014*). Advisors serve as the secondary signatory for each account, while the Director of Student Activities and Engagement serves as the primary signatory for any and all student organization accounts. All student organization accounts are listed institutionally as 81 accounts with four numbers at the end signifying the organization. Ultimately, SGA is fully responsible for all 81 accounts and all money in it; regardless of original allocation.

2. Student Organizations Funding

- 2.1. All approved and active organizations are granted access to the SGA Funding. In order to request funds, organizations must participate in the annual Budget Allocation Process
- 2.2. For more information or questions about the funding process, please stop by Student Activities and Engagement.

3. Activities which may be funded by the Student Government Fee include, but are not limited to:

- 3.1. Travel Expenses (*hotel, transportation, meals, registration e.g.*)
- 3.2. Speaker's fees & expenses (*reimbursed to speaker only, cannot be reimbursed to the organization or advisor/department; we can pay for certain expenses ahead of time – airline, hotel*) You must work with Student Activities and Engagement in order to follow proper procedure.
- 3.3. General office supplies
- 3.4. Postage
- 3.5. Copying and printing (*Copy of what was printed/copied required*)
- 3.6. Event Room Rental
- 3.7. Organization Banners and Signs (*including vinyl banners and organization displays*) Must be approved Student Activities and Engagement.
- 3.8. Advertising
- 3.9. Equipment Rentals
- 3.10. Internal Publications (*organization newsletter e.g.*)
- 3.11. The purchase of gifts and prizes not to exceed \$250 per year. A request can be made to bypass this clause to the Committee on Finance and Student Organizations through the Secretary of Student Activities
- 3.12. 50% of Recruiting Items (*t-shirts, pens/pencils, mugs, koozies e.g.*)
 - 3.12.1. All recruitment items, including t-shirts, must solely be for the purpose of recruiting students to the organization; therefore, may only have the organization's name and/or logo.
 - 3.12.2. No other material, either expressly stated or implied, will be allowed on shirts paid for by SGA funds. (*Request for Expense Approval Form and copy of the design required*)
 - 3.12.3. Effective December 2016, if SGA funding is being utilized for promotional/recruiting items then "Paid for by the SGF" or SGF official logo must be included on the product. If it is not, then SGA will not provide funding for the expense.
- 3.13. Please consult with the Director of Student Activities and Engagement BEFORE you purchase any branded items or any expenditures that are over \$500.

4. Activities which cannot be funded by the Student Government Fee include, but are not limited to:

- 4.1. Research Presentation/Poster or Paper Competition Travel, internship fees (must seek the Senate's approval)
- 4.2. The purchase of alcohol
- 4.3. Scholarships
- 4.4. Fundraising projects solely beneficial to the organization (*must be requested on a case by case basis*)
- 4.5. Operating expenses (*telephone, subscriptions, salaries, copier rental, e.g.*)
- 4.6. Fixtures, or furniture to decorate offices
- 4.7. Computers, printers, scanners, digital cameras, or hardware
- 4.8. Tents, tables, canopies, or camping equipment

- 4.9. Equipment of any kind (*must be requested on a case by case basis*)
 - 4.10. Club sports or any intramural expenses
 - 4.11. Hotel room service/In room movies/DVD or VCR rentals/videotapes/internet access
 - 4.12. Kansas state sales tax
 - 4.13. National or State Organizational Membership Dues, unless approved by the SGA Advisor
 - 4.14. Donations of any kind (*any donations must be approved by the SGA Senate*)
 - 4.15. Publication subscriptions, unless approved by the SGA Advisor
 - 4.16. Food, drink, decorations, or entertainment for banquets, receptions, meetings, buffets, parties, or other events, unless approved by the Chief Financial Officer
5. **Admission Fee:** A student organization cannot charge an admission fee to a program to Bethel College students without prior approval from Student Activities and Engagement.
6. **Fundraising Policies and Guidelines**
- 6.1. Any Registered Student Organization may sell merchandise, food or nonalcoholic beverages on campus; as long as it does not conflict with a contract the College has with a vendor. Fundraising by Registered Student Organizations cannot occur on campus without prior approval from Student Activities and Engagement.
 - 6.2. Student organizations may not conduct fundraising on behalf of or for the benefit of a non-College recognized organization or corporation unless permission is granted by SGA and Student Activities and Engagement. Fundraisers may not be conducted for private gain of individuals or for-profit businesses.
 - 6.3. Proceeds from fundraising activities (i.e. resale of retail merchandise and ticket sales) are subject to state sales tax laws. For more information, please refer to the following section on taxes for information regarding paying and collecting sales taxes
 - 6.4. Fundraiser with food is allowed under these guidelines:
 - 6.4.1. The food is served to a limited and defined market of Bethel College students, faculty, staff or community members
 - 6.4.2. The food is precooked, purchased or donated food from a health-inspected location.
 - 6.4.3. Raw products (ex. eggs & meat) may be prepared on campus if following the guidelines established by the Kansas Health Inspection Office. If applicable, you must also make proper accommodations for grilling and sand traps with Maintenance.
 - 6.4.4. The sale of home-prepared or cooked food is permitted
 - 6.5. SGA allows student organizations to request funds to purchase items for the use of fundraising. In order to access those funds, a SGA Funding Application must be submitted. If approved by the Funding Request Process, the Director of Student Activities and Engagement will release those funds to the RSO. A total report of dollars spent on purchasing the items and total dollars fundraised must be submitted to Student Activities and Engagement. At that point, a **fifty percent** of the amount borrowed must be given back to SGA for providing the initial funds. All additional dollars after the return can be deposited into the student organization's account. RSOs are not allowed to use their annual budget to pay for fundraisers.
7. **Using Fundraised Dollars**
- 7.1. SGA requires student organizations to request the use of fundraised dollars **BEFORE** using them. This is set in place to regulate the usage of funds regardless of allocation. Failure to comply may result in the freezing of account. If any student organization is declared inactive by the SGA Senate, any dollars, regardless of original allocation, remaining in account are withdrawn and become the property of SGA. Once withdrawn, even if approved for reactivation, the funds are still the property of SGA, unless approved otherwise by the SGA Senate.
8. **Financial Gifts**
- 8.1. A gift is a voluntary donation made to a student organization without the expectation of receiving goods or services in return. Where student organizations provide any benefit, goods or services in exchange for payment, the amount received is not a gift (trip payment, entrance to an event, or inclusion at a meal).
 - 8.2. Prior to the solicitation of a gift, student organizations are required to receive approval from Student Activities and Engagement. Student Activities and Engagement will work with the organization, SGA and the Advancement Office to make certain that the gift is processed according to College protocol. Student

organizations should note that gifts are deposited into the student organization's accounts, which are held to the policies of funding listed above.

- 8.3. When receiving a gift, student organizations should follow these steps:
 - 8.3.1. See the Student Activities and Engagement for approval to solicit a gift.
 - 8.3.2. Ask the donor to make payment to Bethel College on behalf of the organization
 - 8.3.3. Direct the donor to send the payment to the Office of Student Life ATTN: Student Activities and Engagement
 - 8.3.4. Student Activities and Engagement will contact the student organization treasurer.
 - 8.3.5. The treasurer will complete the Deposit Form
 - 8.3.6. Student Activities and Engagement will approve the deposit and take the approved Deposit Form to the Business Office to complete the deposit.
- 8.4. In order for goods and services and other donations to be classified as a donation/gift, student organizations must provide the donor with a good-faith estimate of the value of the goods or services. If a donor receives, or expects to receive, a benefit for part of a contribution, this is not a gift. Providing time or service does not classify as a gift.
- 8.5. Corporations and other organizations may want to monetarily support a student organization's activities, events, or projects and in return will expect receive recognition on campus, at the event, or in accompanying publications. This is a corporate sponsorship, not a gift. If your organization is interested in accepting corporate sponsorship, please contact Student Activities and Engagement.

9. Raffles

- 9.1. Registered Student Organization are not permitted to conduct raffles at Bethel College without prior approval from Student Activities and Engagement
- 9.2. Raffles involve paying money for the chance to win a prize of greater value, which is considered gambling. Instead of raffles, it is suggested that student organizations hold "Drawings" in which no money is exchanged.
- 9.3. Student organizations may conduct raffles on campus for qualified off-campus organizations with prior approval from Student Activities and Engagement
- 9.4. Only members of the organization may handle tickets
- 9.5. No one may be compensated directly or indirectly for organizing or conducting a raffle or for selling raffle tickets

10. Taxes

- 10.1. All Registered Student Organizations are required by law to collect sales tax when selling goods and/or services. Bethel College is an approved organization that has a state sales tax exemption; this means we are exempt from paying sales tax. However, we are still responsible for collecting sales tax when selling goods or services. Remember, Bethel College can be audited by the state, so it is very important that sales tax is properly collected and all that information is given to the Business Office. If you have questions on taxes, please stop by Student Activities and Engagement or the Business Office.
- 10.2. When purchasing items using personal funds or a cash advance for an event, project, etc. please be sure to get a Bethel College Sales Tax Certificate from your advisor. When purchasing items using the Walmart or Dillon's Credit Cards, please stop by and see Student Activities and Engagement, to grab a certificate. Any invoices from outside vendors, please be sure to communicate with them that Bethel College is sales tax exempt and have a certificate just in case. Student Activities and Engagement will handle paying the invoice.

11. Membership Dues

- 11.1. Due to the voluntary nature of Student Organizations and to allow for the fair opportunities for all students, SGA prohibits any student organization or student club to collect membership dues.

Hosting Events on Campus

1. **Planning Successful Programs/Activities**

- 1.1. Many groups find it helpful to set up a notebook to write down planning details to keep things organized. Setting up this type of notebook at the beginning of your term will aid you in your planning and help you to avoid confusion and misunderstanding. Keep this notebook current and refer to it consistently.

2. **Program Planning/Preparation**

- 2.1. Start well in advance to give yourself enough time
 - 2.2. Finalize the date and time appropriately (stay away from holidays, avoid conflicts with another group's activities if possible ... or if not possible, consider approaching the other leader(s) to see if a coordinated program can be planned together, especially if the events are complimentary; try to plan around any popular community events or co-sponsor with them; take into account academic "press" times such as midterms and finals and try to schedule around them)
 - 2.3. If you plan to have paid performers, be sure to complete the appropriate contracts and have them approved by the designated personnel
 - 2.4. If the program will take place outdoors, plan and schedule a rain date
 - 2.5. Schedule the program date. Make arrangements for any audio/visual equipment and room set-ups (chairs, tables, podium, stage, etc.); be sure to check out the reserved facility to make sure it is adequate for the program – schedule another location if it will not work for your needs
 - 2.6. Write out a list of everything needed to make this activity successful and use as a checklist
 - 2.7. Decide the type of refreshments (if any) that will be available and if the reserved facility permits food and beverages to be served
 - 2.8. Indicate any costs (and determine if fundraising is needed) for obtaining program equipment, performers, supply purchases, etc. (i.e. tickets, printing of posters, decorations, food, speaker fees, sound, lights, etc.) Assign/delegate items on the list to a committee and/or specific member(s)
 - 2.9. Establish reasonable deadlines for each task to be completed
 - 2.10. Try to anticipate every conceivable thing that could go wrong and make plans to avoid or solve those potential problems before they occur
 - 2.11. Publicize the activity
 - 2.12. Follow up with all details
 - 2.13. Make sure officers attend the program
 - 2.14. Evaluate the program and take good notes to pass on
3. **Event Planning:** Student Activities and Engagement is here to assist student organizations in the planning of events held on campus. If you are planning a major event or a minor event and have no idea what goes into event planning, please stop by the office for help.
 4. **Reservations:** In order to reserve a space and request items for the event, please submit a Facilities Use Form that can be found on Thresher Connect. For assistance with this, please stop by Student Activities and Engagement.
 5. **Equipment for Events:** Special audio or visual equipment, such as overhead projectors, slide projectors, audio equipment, etc. are available to Registered Student Organizations for events held in on-campus facilities. If needed, such equipment should be requested along with the Facilities Use Form. The IMS Office provides special equipment arrangements. Your faculty/staff advisor must submit the request for equipment at least 1 week prior to the event
 6. **Amplified Sound on Campus:** Student organizations hosting an event outdoors that will require amplified sound must inform Student Activities and Engagement while in the planning process of the event so that we can have that information to give to necessary people on campus.
 7. **Off-Campus Speakers:** Student organizations may present off-campus speakers on this campus once approved by Student Activities and Engagement.
 8. **Joint Sponsorship:** No Registered Student Organization may jointly sponsor any event on campus with an off-campus person or organization unless approved by Student Activities and Engagement for the protection of the organization, SGA and Bethel College.
 - 8.1. An event is considered a joint sponsorship if any of the following apply to the student organization:

- 8.1.1. Relies on an off-campus person or organization for planning, staffing, funding, advertising or managing the event
- 8.1.2. Advertises the event as jointly sponsored by an off-campus person or organization
- 8.1.3. Operates the event as an agent of, or for the benefit of, an off-campus person or organization, except for solicitation of charitable contributions in accordance with applicable College policies
- 8.1.4. Distributes any proceeds of the event to an off-campus person or organization, except for: charitable contributions or payment for goods or services.
- 8.1.5. Reserves a room or space for the use of an off-campus person or organization
- 8.2. The following facts do not, in and of themselves, indicate a prohibited joint sponsorship:
 - 8.2.1. Endorsing an off-campus person or organization or its message
 - 8.2.2. Selling, distributing, or displaying literature prepared by an off-campus person or organization or containing contact information for an off-campus person or organization
 - 8.2.3. Purchasing goods or services from an off-campus provider
 - 8.2.4. Inviting a guest speaker
 - 8.2.5. Funding from a non-College entity to support an event
- 9. **Events during Reading Days/Finals:** In order to maintain the academic environment needed at the end of the semester, student organizations may not host non-academic nor academic events during study days and finals unless approved by Student Activities and Engagement. This will allow students to focus on preparing for the end of the semester projects and exams.
- 10. **Food on Campus:** Any student organization that is planning on providing food at events is required to adhere by the Food Policy on campus. Please see Student Activities and Engagement for more information regarding this. There are certain contractual policies that the College must follow with our Food Services Provider.
- 11. **Using PepsiCo:** If any student organizations are providing drinks on campus, are required to only purchase PepsiCo products. Any other product is in violation of the College's contractual agreement with PepsiCo and now with SGA. Please see Student Activities and Engagement for more information. No Registered Student Organization may use approved funding to purchase any products not made by PepsiCo

Marketing Events on Campus

1. **Table Tents:** Student organizations choosing to utilize this method of communication must submit a copy of the table tent to Student Activities and Engagement for approval before placing tents. Tents can be placed in the Dining Hall with permission from Aladdin Food Services.
2. **Printed Materials (Flyers, Banners, Door hangers, etc.):** Students, faculty and staff may distribute printed materials on campus. The materials must meet all posting policies with regard to subject matter. Student organizations that are posting printed material must receive approval and stamp from Student Activities and Engagement. Only the Director of Student Activities and Engagement can approve student organization's request.
3. **The Bethel Collegian:** The Bethel Collegian is an independent student newspaper that is distributed every other Friday during the academic year. An announcement can be sent with event information. For more information, please contact the Editor in Chief or advisor.
4. **TV Screens:** If you would like to submit a bulletin about an event or information about on-campus activities to be displayed on the TV Screens on campus, please note the following:
 - 4.1. Email your bulletin to bc-announce@bethelks.edu as an image file attached to the email message
 - 4.2. The preferred format is a 1024x768 (or similar 4:3 aspect ratio) GIF, JPG or PNG image file. These can easily be created using PowerPoint, and "Save As" one of these file formats.
 - 4.3. Please note the dates when the bulletin should be run if it is not obvious from the content
 - 4.4. If you would like your bulletin to also be displayed on the Newton Channel (Cox cable ch. 7), please note that in your submission
 - 4.5. All announcements will be examined and approved by the Office of Student Life before they appear on the screen
 - 4.6. If you have any questions about this system, you can email those to bc-announce@bethelks.edu as well.

5. **Convocation Announcements:** If you would like to submit a bulletin about an event or information about on-campus activities to be displayed at Convocation, please note the following:
 - 5.1. Email your bulletin to convo-announce@bethelks.edu as an image file attached to the email message
 - 5.2. The preferred format is a 1024x768 (or similar 4:3 aspect ratio) GIF, JPG or PNG image file. These can easily be created using PowerPoint, and "Save As" one of these file formats.
 - 5.3. Please note the dates when the bulletin should be run if it is not obvious from the content
 - 5.4. All announcements will be examined and approved by the Convocation Coordinator before they appear on the screen
6. **Sidewalk Chalk:** If a student organization wishes to use sidewalk chalk, they should seek permission from Student Activities and Engagement. Any violations to this policy, the individual(s) responsible for the sidewalk chalk will be charged for any cleanup costs that are incurred.
7. **Signs on Stakes:** Stakes may be placed on campus to advertise for date-specific events or directional use only. They may not be placed in flowerbeds or visible from off campus.
 - 7.1. Signs regarding official College events will be given priority in regard to placement, etc.
 - 7.2. Signs are the responsibility of the organization/department. The organization/department assumes the risk that any sign that is placed could be stolen or damaged
 - 7.3. Signs must be either directional signs or an announcement of a date-specific event (not to exceed a week in length). Signs announcing regularly scheduled meetings do not comply with this policy
 - 7.4. Signs announcing a date specific event may be posted up to ten calendar days prior to event; signs must be removed within one business day after the event. These time restrictions do not apply to major College initiatives such as Welcome Week, Homecoming, Winter Week, Welcome Back Week, Spring Fling, Student Government Association Elections, and Orientation
 - 7.5. Directional signs may be posted up to one calendar day prior to the event and must be removed by the calendar day after the event
 - 7.6. Directional signs must include the event name and the sponsoring organization. Announcement signs must include the date(s) of the event, the event name and the sponsoring organization.
 - 7.7. Any sign that is 24 x 18 (or smaller) corrugated plastic with a stake made from 8 or 9 gauge steel (approximately 3mm in diameter) may be placed by the organization. Due to underground utilities and irrigation, any sign larger than 24 x 18 or one with a larger stake than 3mm in diameter must be placed with care. The organization may be charged for this service
 - 7.8. Signs on Stakes may be displayed within the perimeter of campus. No sign may be posted in flower beds, next to fire hydrants, blocking other signs, or impeding the flow of traffic.
 - 7.9. If the signs are not removed by the required date, the organization/department may be billed for the removal.
 - 7.10. The College or Student Activities and Engagement reserve the right to remove signs for violations of this policy, for safety-related reasons, or to prevent any confusion regarding official College events.
 - 7.11. Approval Process
 - 7.11.1. Bring a copy of the yard sign to Student Activities and Engagement
 - 7.11.2. Post your sign – see above regulations for more information
 - 7.11.3. Remove the signs within one business day.

Bethel College Posting Policy

1. All postings must be approved and stamped by the Bethel College Office of Student Life PRIOR to posting.
 - 1.1. All postings for events must include the following information: time, date, and location of the event, sponsoring group's name and contact information
2. Postings may not violate, or promote the violation of any Bethel College policies and must be removed when requested by a representative of the Office of Student Life.
3. The following are approved posting locations:
 - 3.1. **Bethel College Residence Halls**
 - 3.1.1. **Haury Hall**

- 3.1.1.1. Bulletin board on 2nd floor north entrance
- 3.1.1.2. Windows of main entrance (with Residence Life approval)
- 3.1.2. Voth Hall**
 - 3.1.2.1. Lobby bulletin board
 - 3.1.2.2. Windows of main entrance (with Residence Life approval)
- 3.1.3. Warkentin Court**
 - 3.1.3.1. Windows of main entrance (with Residence Life approval)
 - 3.1.3.2. Lobby bulletin board
 - 3.1.3.3. Postings for residence hall room doors must be distributed by current Bethel College Residence Life staff
- 3.2. Schultz Student Center**
 - 3.2.1. Interior cafeteria windows
 - 3.2.2. Interior windows next to double doors at North entrance
 - 3.2.3. Bulletin Board west of restrooms
- 3.3. Memorial Hall**
 - 3.3.1. East side bulletin board
 - 3.3.2. West side bulletin board
- 3.4. Mantz Library**
 - 3.4.1. Front entrance window
 - 3.4.2. 2nd floor bulletin board (inside library entrance)
- 3.5. Administration Building**
 - 3.5.1. Lower level bulletin board near The Meeting Place
 - 3.5.2. 2nd floor Chapel bulletin board
- 3.6. Krehbiel Science Center**
 - 3.6.1. Entry bulletin board on East side
- 3.7. Luyken Fine Arts Center**
 - 3.7.1. Windows of main entrance
 - 3.7.2. Lobby bulletin board
- 4. Flyers on windows may only be placed using painter's tape.
 - 4.1. Items hung with other types of tape/adhesive will be removed and reported as a posting violation.
- 5. Materials will not be approved to remain posted for longer than ten (10) business days.
- 6. No more than one publicity item per event/group may be posted in any given space.
- 7. Publicity spaces are available on a first come, first served basis.
- 8. Dependent on staffing constraints it may be the responsibility of the event sponsors to post publicity for non-Bethel College affiliated programs on campus.
 - 8.1. The Office of Student Life will not distribute or post flyers/promotional materials for individual student recitals or presentations outside of those associated with Office of Student Life sponsored events.
- 9. Publicity materials covering other posters or banners will be removed.
 - 9.1. Only the Office Student Life may remove or move current publicity material. Student organizations/groups may not remove and/or move another group's current publicity material(s).
- 10. Postings must be removed within 48 hours following the publicized event. It is the responsibility of the sponsoring group/organization to remove postings.
- 11. Chalking is only allowed on Bethel College sidewalks exposed to weather elements and not covered by a roof or overhang. Chalking on other surfaces is prohibited.
- 12. Banners, measuring three (3) feet high, and no more than five (5) feet long may be posted in the courtyard of Warkentin Court, the Voth Hall lounge, and off the 3rd floor (sundeck) of Haury Hall ONLY during the following times:

- 12.1. The 10 business days after the first day of class of the Bethel College Fall semester
- 12.2. The 10 business before the Bethel College Fall Festival (Fall Fest).
- 13. All postings are subject to approval and may be removed at any time by Bethel College
- 14. Postings advertising available rental properties may only be posted in the Schultz Student Center (see 3.2.3) and Administration Building (see 3.5.1).
- 15. **Posting Policy Violations:** Student organizations are expected to abide by the posting guidelines established in the Student Organization Handbook. Any violation of these policies that is brought to the attention of the Department of Student Activities and Engagement will be handled as follows:
 - 15.1. First violation – The Director of Student Activities and Engagement will send a warning letter to the organization outlining the violation and reiterating the policies that must be followed. If the organization has questions about the content of the letter, they should schedule an appointment with the Director of Student Activities and Engagement to review.
 - 15.2. Second violation, within six months of the first violation – The Director of Student Activities and Engagement will send a letter to the organization outlining the violation. The organization will lose the privilege to post on campus for 30 days.
 - 15.3. Third violation, within six months of the second violation – The Director of Student Activities and Engagement will send a letter to the organization outlining the violation. The organization will lose the privilege to post on campus for 90 days and they will be required to meet with the Director of Student Activities and Engagement within two weeks of the letter. Further violations of the posting policy, within six months of the third violation, will result in a referral to the Vice-President for Student Life and/or the Judicial Branch.

Policies and Guidelines

- 1. **Student Travel:** This policy applies to travel undertaken by students and other non-employee participants to reach an activity or event that meets all of the following conditions:
 - 1.1. The activity or event is planned by College faculty or staff
 - 1.2. SGA is funding or, through a potential reimbursement request, may be funding the activity or event;
 - 1.3. The activity or event is approved by the appropriate College administrators
 - 1.4. The activity or event occurs more than twenty-five (25) miles from the applicable university campus AND
 - 1.5. One of the following conditions is also met:
 - 1.5.1. Travel to the activity or event is funded and undertaken using a vehicle owned, leased, or rented by the College including other modes of transportation; OR
 - 1.5.2. Attendance at the activity or event is required by a registered or sponsored student organization.
 - 1.6. Examples of activities or events that may be covered by this policy include the following:
 - 1.6.1. Organization related field trips
 - 1.6.2. Registered or sponsored student organization trips.
 - 1.6.3. Conferences and meetings where students are serving as College representatives
 - 1.7. Although not required by this policy, general safety, conduct, and emergency contact provisions found in this policy or on the associated student travel website may be followed for travel to an activity or event that occurs within 25 miles of the applicable university campus or that is otherwise excluded from this policy.
 - 1.8. In order to travel using SGA dollars, fundraised dollars, or even possible reimbursement requests, a **Conference or Travel Attendance Contract** must be completed by each student who is attending the trip. Contracts can be found in Student Activities and Engagement and must be submitted one week prior to the trip.
- 2. **Contracting and Using Inflatables and Rentals**
 - 2.1. **FOR ALL INFLATABLES/RENTALS:** Make sure that the inflatable/rental company has at least \$1,000,000/\$2,000,000 of insurance coverage. The insurance must list the “Bethel College” as additionally insured. (Non-insured vendors MAY NOT be used).

- 2.2. **Process your contract:** You must complete contract and/or payment processes following SGA policies.
 - 2.2.1. Please contact the vendor you plan to use and get an invoice and contract/full terms and conditions from them. Remember only the Director of Student Activities and Engagement is responsible for contracts. Any contracts signed by anyone else other than the Director will not be processed. This is to help limit liability for the College. All insurance and paperwork must be turned in a week in advance of your event for invoice processing.
- 2.3. **FOR INFLATABLES AND ATTRACTIONS:** Make sure there is plenty of room between the inflatables and other event areas, including areas for traffic flow.
 - 2.3.1. Most inflatables require electricity or water access; make sure that you have access to these facilities if needed.
 - 2.3.2. Be sure to tape down any electrical cords that cross walkways to stay in compliance with the Americans with Disabilities Act.
 - 2.3.3. Before allowing participants on the inflatable(s) or attractions that involve physical activity make sure that : a. Warning signs, as well as instructions, are posted clearly.
3. **Public Viewings:** The purpose of this statement is to educate the campus community on the responsibility one must take when holding public viewings of films, slideshows, videos, DVDs or any other licensed production.
 - 3.1. **Intention of US Copyright Laws:** Copyright laws are intended to protect the rights and interests of authors and artists, to protect their due credit and financial compensation for their works against piracy, against other people stealing their deserved credit and profits. Copyright laws are also intended to protect the licenses and patents belonging to inventors and entrepreneurs. Please meet with Student Activities and Engagement to get started in following correct procedure.
 - 3.2. **Items that are protected under US Copyright Laws:**
 - 3.2.1. literary works;
 - 3.2.2. musical works, including any accompanying words;
 - 3.2.3. dramatic works, including any accompanying music;
 - 3.2.4. pantomimes and choreographic works;
 - 3.2.5. pictorial, graphic, and sculptural works;
 - 3.2.6. motion pictures and other audiovisual works;
 - 3.2.7. sound recordings; and
 - 3.2.8. architectural works.
 - 3.3. **Procedures to follow for Public Viewings:** Student organizations may sponsor slide shows, videotapes, DVDs or films on campus. In addition, they must either (a) receive written permission from the copyright owner to hold a public viewing or (b) pay for the use of the public viewing using a distributor. Simply purchasing or renting a slide show, videotape, DVD or film from a store or checking one out from a library does not comply with copyright laws and is **strictly prohibited** at Bethel College.
 - 3.4. **What are Public Performance Rights?** Public Performance Rights are the legal rights held by film distributors or producers over the showing of a film outside of one's home. The rights-holder can grant others the temporary right to show the film by selling them or granting them a Public Performance License.
 - 3.5. **When do I need to obtain a Public Performance License?** Anytime a film is shown outside a person's personal home, the screening is considered "public". It does not matter if admission is or is not charged or if the entity screening the film is a non-profit organization, school, or library.
 - 3.6. **I bought a BluRay or a DVD. Does it include Public Performance Rights?** No. BlueRay and DVDs are for personal use only. In general, they do not grant Public Performance Rights.
 - 3.7. **I bought a VHS tape or a DVD from a film distributor for my school or library. Does it include Public Performance Rights?** Most tapes are sold WITHOUT Public Performance Rights, but some tapes or DVDs are sold with limited Public Performance Rights. They may enable you to play the tape or DVD for its lifetime in public screenings on FSU's campus. However, you may NOT copy the tape or DVD or lend it to other institutions or organizations or charge admission for the screenings you hold with that tape or DVD. These rules may vary, so check carefully with each film's distributor when purchasing a DVD or BlueRay of this kind to make sure you understand all applicable rules.

- 3.8. What about the “Teaching Exemption”?** The Copyright Act allows films to be screened in face-to-face teaching situations, defined by specific criteria. To be eligible for the teaching exemption, the screening is limited to students who are enrolled in a class in which the film is a part of systematic mediated instructional activities, the instructor is present, and the screening is an integral part of the classroom session. Playing films for a department, for honors students, or as a “film series” or lecture series does NOT qualify for the teaching exemption, but requires a Public Performance License.
- 3.9. How can I obtain a Public Performance License for my screening?** You must contact the film’s distributor and negotiate the terms and fees for the film screening. There are many distributors, but you can check out the distributor links on <http://movies.fsu.edu> for some of the larger non-theatrical film distributors. Most distributor websites have an online catalogue where you can search for the film you want to show. Bethel College is contracted with Swank Motion Pictures as the licensee granting company. For more information, please contact the Director of Student Activities and Engagement.
- 4. Hazing:** Hazing at Bethel College is prohibited by both state law and institutional policies. Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the College to enforce its own rules against hazing.
- 4.1.** The term “hazing” is broadly defined by statute to mean any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.
- 4.2.** Any reports of Hazing within an organization will be taken extremely serious. Individuals will go through the Conduct Process and the organization's future will be in the hands of the SGA Judicial Council.
- 5. Laws, Policies and Procedures:** Student organizations are required to abide by federal, state, and local laws. Additionally, students and student organizations are responsible for adhering to all of the applicable terms and conditions of the Student Organization Resource Guide and Policy Manual, Student Code of Conduct, SGA Policies, Bethel College Student Handbook, and any other applicable College policies and procedures. Violation of applicable laws, policies and/or procedures by any student organization and/or its members may subject that organization to disciplinary action with the SGA Judicial Council.
- 6. Alcohol Policy:** Student Organizations may not serve alcohol at events they sponsor on campus. The use, possession, purchase, transportation, distribution, sale, delivery, or manufacture of alcoholic beverages by Bethel College students or guests while attending any Bethel College sponsored/supported event and/or on any property owned by Bethel College, including campus-owned houses, and the semi-wilderness park and natural resource area adjacent to the college property on the east of campus, regardless of age is prohibited.
- 7. Human Rights Policy:** It is the policy of Bethel College not to discriminate unlawfully against any employee or applicant for employment because of race, color, religion, creed, age, gender, sexual orientation, parental or marital status, gender identity, gender expression, medical or genetic information, ethnic or national origins, citizenship status, veteran or military status, disability or other factors which cannot lawfully form the basis for an employment decision.
- 8. Affirmative Action Policy:** Bethel College has a policy against discrimination on the basis of race, color, religion, creed, age, gender, sexual orientation, parental or marital status, gender identity, gender expression, medical or genetic information, ethnic or national origins, citizenship status, veteran or military status, or disability handicap and acknowledges that American society has traditionally excluded certain groups solely on the basis of the aforementioned criteria.
- 9. Dance Protocol and Procedures:** The Bethel College Office of of Student Activities and Engagement serves as the institutional entity over all student activities, student organizations and student-led events and as such is responsible for implementing protocols, policies, and procedures that require all student activities, student organizations and student-led events to follow.
- 9.1.** Student dances can be a healthy way for students to unwind, but without proper attention and planning, these social events can quickly get out of hand. Like any College, Bethel is not immune to claims related to

student dances that included physical and sexual assaults, alcohol and substance abuse, damages and slips and falls and as such college policies governing student dances can help to ensure student safety and mitigate risks to the institution. In general, college policies address approval procedures, security requirements, alcohol and drug use, supervision, guests, attendees under the age of 18, advertising, and facility requirements. Special attention is paid to alcohol, guests, and attendees under the age of 18—three areas often involved in harmful incidents.

- 9.1.1. **Alcohol.** The use or in the presence of alcohol is prohibited on campus and during student activities, student organizations and student-led events on campus. Campus personnel should be present to remove students who appear intoxicated and help them seek any necessary medical attention. College policies should require that water and salty foods are present at all student dances.
- 9.1.2. **Guests.** Bethel College's Guest policy is clearly listed in the student handbook. In order to mitigate risks on campus, no one under the age of 18 is allowed at any student activities, student organizations and student-led dance. Should a student bring a guest, said guest must present a valid photo ID (identifying his or her age). Bethel students are fully responsible for their guests and for their own actions.
- 9.1.3. **Minors.** Absolutely no minor (guests under the age of 18) are allowed to attend any Bethel College dance. The presence of minors may affect the safety and security of Bethel students. Restrictions on minors can be waived in special circumstances only by the Director of Student Activities and Engagement.
- 9.2. **General Parameters:** Below are general parameters if and when any student organization, student-led event, or Student Government Fee dollars are being spent or planned. Please note that exemptions may be made to the parameters only by the Director of Student Activities and Engagement.
 - 9.2.1. Dances may only be held in the Drama Lab, Memorial Hall, Mantz Library Lounge, or The Green. **No other spaces will be reserved to hold a dance.**
 - 9.2.2. Reservations must be approved following the Facility Use Form with the Office of Business Services.
 - 9.2.3. Only one (1) dance will be permitted per evening
 - 9.2.4. Dances may only take place on Friday or Saturdays
 - 9.2.5. All dances may not begin before 10:00pm and must end by no later than 1:00am.
 - 9.2.6. All dances must be registered with the Director of Student Activities and Engagement no later than 15 business day before the dance.
 - 9.2.6.1. All dances may be cancelled by the Director of Student Activities and Engagement if the Dance Registration Form and details are not finalized by the deadline date.
 - 9.2.7. The sponsoring organization must be present at all dances and organizations will be charged a \$75 fee from their operating budgets to have the event staffed.
- 9.3. **Dance Event Publicity**
 - 9.3.1. No publicity may be distributed until the Dance Registration Form and details are finalized and approved by the Director of Student Activities and Engagement
 - 9.3.2. Print Publicity must be approved by the Office of Student Life and/or the Director of Student Activities and Engagement
 - 9.3.3. All publicity must clearly state the admission policy, event date, event start time and end time. The following written statement is required on all event publicity:
 - 9.3.3.1. Valid Bethel College ID required
 - 9.3.3.2. Bethel College students with valid ID may be accompanied by guests, with photo age, 18 and older
 - 9.3.3.3. Non Bethel College students may not have guests

Registered Student Organization Council

1. **The Purpose of the RSO Council:** The RSO Council is composed of one voting member from each active Registered Student Organizations. The Council serves in the advisory capacity to the Student Government Association in matters relating to Registered Student Organizations policies, procedures and guidelines. Typically, the Registered Student Organization President/Chair/Director will represent the organization, but each President may send a designee to the Council Meetings.
2. **Registered Student Organizations Council Meetings:** The Secretary of Student Activities shall serve as the Chair of the Council and the Council shall meet at least once per semester. Failure to have a representative attend any meeting will result in a deduction of \$20 each meeting missed. Registered Student Organizations will be provided with workshops covering organizational management to student organizations. These workshops are presented by student leaders and/or professional staff members with experience on the subject. Presentations include officer transitions, team building activities, retreat planning, fundraising and sponsorships, parliamentary procedure, program planning, and publicity.
3. **Representative to the SGA Committee on Finance and Student Organizations:** In September of each fall, the RSO Council will elect one RSO President to represent the Student Organizations as a non-voting member of the SGA Committee on Finance and Student Organizations.

Department of Student Activities and Engagement

Programs created through Student Activities and Engagement staff enable students at Bethel College to become involved on campus, develop lasting relationships, create support networks, and attend educational and entertainment programs. The primary purpose of Student Activities and Engagement is to lay the foundation of leadership development, cultural awareness, and community service.

The **Director of Student Activities and Engagement** is the head of the Department and has various experiences in areas relating to Student Involvement, Campus Programming, Leadership Development and more. Each year the Director hires two student leaders to assist with the efforts of the Director and for general support to the various student organizations on campus. The Director serves as the administrator of Student Organizations and takes part in approving and enforcing all policies that govern registered student organizations. The Director serves as the official campus authority over student organizations and contractual obligations of organizations.

Hours of Operation: Student Activities and Engagement Office (located in the Office of Student Life, basement of Ad Building)

Monday-Friday: 9:00 am to 5:00 pm

Saturday-Sunday: Closed

Programming Assistance: Student Activities and Engagement is available to assist student organizations with program planning for events-large and small. We can walk student organizations through all the steps involved in planning and executing an event (brainstorming, research, logistics, publicity, decorating, catering, equipment, etc.). In addition, we can troubleshoot any potential problems and help the organization minimize risk.

Learning Outcomes: Involving yourself in the Department of Student Activities and Engagement, you will...

1. **Experience Leadership Development by**
 - 1.1. Developing critical thinking skills with the understanding of change processes
 - 1.2. Understanding current leadership theories and models that are put into practice personally, academically, socially, locally, and globally
 - 1.3. Gaining knowledge of personal leadership strengths, abilities, values, goals, and characteristics

2. **Define** Social Responsibility by
 - 2.1. Developing what it means to be a representative of Bethel College
 - 2.2. Gaining knowledge of diverse cultures, cross-cultural communication, and the dynamics of privilege and oppression
 - 2.3. Understanding how ethics, morals, and values relate to their leadership dilemmas
3. **Collaborate** Together by
 - 3.1. Understanding the importance of working with others
 - 3.2. Identifying, developing, and contributing skills needed to achieve group goals
 - 3.3. Engaging with the greater North Newton/Newton and Kansas community as a means to explore one's civic responsibility as a leader
 - 3.4. Learn how to use their minds, hearts, voices, and ears in order to constructively engage and collaborate with others
4. **Develop** Personal & Educational Goals by
 - 4.1. Establishing an action plan to reach personal & educational goals
 - 4.2. Gaining a greater understanding of their own personal identities and how their identities shape their leadership
 - 4.3. Creating a sense of confidence and belief in themselves and their ideas
 - 4.4. Learning how to effectively articulate their set of practical skills and tools on a resume, portfolio and in interviews
5. **Enhance** Interpersonal Relationships by
 - 5.1. Recognize and exhibiting characteristics of a mutually rewarding relationship
 - 5.2. Learning how to communicate effectively (utilizing written and spoken word, non-verbal language, electronic tools, and listening skills) in order to develop relationships, manage conflicts, and work across differences
 - 5.3. Learning how to communicate effectively with College Administration, Faculty, and Staff

Recruitment: Recruitment refers to the process of contacting, screening and selecting qualified members for an organization. If you want to meet with Student Activities and Engagement to help plan out your recruitment efforts, please contact the Director. A few well-known ways to recruit are:

1. Word of mouth: one of the best ways to recruit members. Have your RSO members pass on information about your organization; people are more likely to join if they already know at least one member.
2. Advertise: a great way for RSOs to catch the attention of new members.
 - 2.1. Through The Collegian
 - 2.2. Through social media
 - 2.3. Through tabling in the Student Center
 - 2.4. At the Student Involvement Festival
3. Event Recruiting: works to create a larger membership base. At your events, whether on or off campus, try to encourage new people to join your student organization. Provide easily accessible information about your organization at events

Running Effective Meetings: Student Activities and Engagement understands that getting through an Meeting Agenda can be hard sometimes. Using the following tips can help your organization run effective meetings. If you want to meet with Student Activities and Engagement to help plan out your meetings, please contact the Director.

1. **Before the meeting:**
 - 1.1. Define the purpose of the meeting
 - 1.2. Develop an agenda with the officers and advisor
 - 1.3. Choose an appropriate meeting time and length
 - 1.4. Choose a location that is easily accessible for all members
 - 1.5. Advertise the time and place of the meeting to your members
2. **During the meeting:**
 - 2.1. Greet members and make them feel welcome
 - 2.2. Start on time and end on time

- 2.3. Review and follow the agenda and set priorities for the meeting
- 2.4. Encourage group discussion and feedback
- 2.5. If non-agenda issues/questions threaten your timeline, note them down for the next meeting's agenda
- 2.6. Keep minutes of the meeting in case a question or problem arises
- 2.7. Summarize the accomplishments of the meeting and end on a unifying or positive note

3. After the meeting:

- 3.1. Send minutes of the meeting to all group members in case a question or problem arises
- 3.2. Discuss any problems that came up during the meeting and brainstorm ways to approach them
- 3.3. Put unfinished business on the agenda for the next meeting

Managing Conflict: Conflict is bound to happen in any group. Resolving that conflict can be tough, but is crucial to the success of all student organizations. If you need to meet with Student Activities and Engagement to help with managing conflicts, please contact the Director.

- 1. Create an effective atmosphere
- 2. Clarify perceptions of the conflict
 - 2.1. What is everyone's perception of the conflict? Is it relevant?
- 3. Focus on individual and shared needs
- 4. Build shared positive power
 - 4.1. Seek to promote the constructive capabilities of all parties involved in the conflict
- 5. Look to the future, learn from the past
 - 5.1. Use the past to see what might have gone wrong and focus on the present and future to act on the realization of the past
- 6. Generate options
 - 6.1. All parties must creatively suggest and imagine a wide range of ways to resolve the conflict.
- 7. Develop achievable action steps Action steps should
 - 7.1. Stand a good chance of being accomplished
 - 7.2. Not favor one party at the expense of other parties
 - 7.3. Meet both shared and individual needs
 - 7.4. Require the participation of all parties involved
- 8. Make mutually beneficial agreements
 - 8.1. Mutually beneficial agreements must be built on clarified perceptions of the conflict, the parties involved in the conflict, and the specific steps each party has agreed to take to improve the relationship.

Team Building: There are many different ways to build a cohesive team. By being intentional about team building exercises and hosting a proper facilitation, organizations will be able to see tangible results quickly. It is important to set realistic expectations relative to the size of your organization. It is more likely a group of seven will be able to find a team identity quicker than a group of 25. Here are a few things to keep in mind when you are thinking about teambuilding activities

- 1. Host retreats where members can get to know each other, set expectations, and create goals for the academic year
- 2. Members will feel more connected to your organization if they know other members
- 3. Formal team building activities can help members get to know one another.
- 4. Informal get togethers, outside of your regular RSO meetings are also a good way for members to get to know each other.
- 5. Set goals for your group with the entire group if it is small enough.
- 6. If you organization is large, set goals with your executive board for the entire group

Delegation: Delegation (or passing down) is the sharing of authority and responsibility to another person (normally from a manager to the person they supervise) to carry out specific activities. It is one of the core concepts of leadership. However the person who delegated the work remains accountable for the outcome of the delegated work. Delegation empowers another person to make decisions, i.e. it is a shift of decision-making authority from one organizational level to a lower one. Delegation, if properly done, is not abdication. The opposite of effective delegation is micromanagement, where a manager provides too much input, direction, and review of delegated work. In general, delegation is good and can save money and

time, help in building skills, and motivate people. Poor delegation, on the other hand, might cause frustration and confusion to all the involved parties

1. When should you delegate? Ask yourself 4 questions:
 - 1.1. Does the task provide an opportunity to help someone grow and develop skills?
 - 1.2. Is this a task that will happen again in the future?
 - 1.3. Is there enough time to delegate the task effectively?
 - 1.4. Is this a task that needs to be done by you?
2. How should you delegate?
 - 2.1. Clearly articulate the desired outcome
 - 2.2. Clearly identify constraints and boundaries
 - 2.3. If possible, include other members in the delegation process
 - 2.4. Match the amount of responsibility with the amount of authority
 - 2.5. Establish and maintain reporting structure and control

Contracts: Contracts are used when services are being provided outside of the College. For example, anytime an organization wants to bring a speaker, a band, or a poet, these services are contracted. Therefore, it is important that you are familiar with what contracting can mean and the language of contracts. The Director of Student Activities and Engagement is the only person allowed to enter a contract on behalf of the College as it relates to Student Activities and Engagement; students, nor faculty/staff advisors may not sign contracts on behalf of the College.

1. Do not request a contract until you are clear on all the expectations and logistics of your particular event. Some agencies consider requesting a contract as binding, and therefore you want to avoid putting your organization in this position.
2. Upon receiving a contract, set up a meeting with the Director of Student Activities and Engagement to review it and get it signed. Students (nor faculty/staff advisors) may not sign contracts on behalf of the College.
3. All contracts must be processed through the Office of Student Activities and Engagement and signed by the Director of Student Activities and Engagement
4. Here are some things you want to be aware of and look for when dealing with contracts:
 - 4.1. The Artist or Performer is who is being contracted. The artist provides the services in the contract.
 - 4.2. The Agent or Associate Member books dates for the artist. They issue contracts and riders. All changes to contracts and riders must be made through the agent. Negotiations prior to the requesting of the contract are made with the agent. Agents often charge a fee for services to arrange the performance of the artist. This fee is usually in the total cost and broken down in the contract.
 - 4.3. The Contract sent by the agent is usually a one-page form with several copies containing information sheets as well as statements concerning control over the performance and liability for withholding taxes. Once a contract is agreed upon and signed by both parties (Artist/Agent and Purchaser – Bethel College), it becomes binding.
 - 4.4. The Rider is usually a 1-5 page document with several copies. The rider includes additional terms and conditions for the attached contract. The rider must be agreed upon and signed by both parties.
 - 4.5. The rider includes such items as meals, beverage, hotel accommodations, dressing rooms, electrical requirements, technical equipment, volunteers, etc. that the purchaser agrees to furnish to the artist.

Getting Off to a Strong Start: Your organization is ready to roll; your officers are excited about beginning their term and eager to contribute. **But wait!** There are two important steps to take before your plunge into the year's activities – building your group into a team, and determining your goals for the year. Team Building is the process of forming diverse individuals into a cohesive team, a group that has several things in common.

1. Agreement on a common version of what the group is working toward (goals)
2. Agreement on what they are able to accomplish as a group (objectives)
3. Agreement on the specific roles in which each person will work to accomplish the objectives
4. Open information flow and commitment to other group members
5. High levels of trust, acceptance, and support among members
6. Productive controversy and constructive management of conflict

7. Distributed participation and conflict

In order for your team to work together effectively, members need to feel comfortable around each other. The more they know and appreciate about each other as people as well as group members, the better they'll work together. Much of this information and appreciation will evolve naturally over time, but the school year is so short that in order to prevent unnecessary misunderstandings or difficulties, it is helpful to speed up this process. How? One of the most efficient and effective ways to team build is to set aside a block of time very early in your term of office, when that is your only agenda item. An informal environment works best. Your agenda is to share with each other information about who you are, what you think about this organization, and how you'll expect to fit in.

If this is one of the first times the group is together at once, it is helpful to do an icebreaker. Icebreakers release tension, help people feel more comfortable with themselves and with others, break up any "cliques", and enable people to meet others in a fun way. There are different levels of icebreakers depending on how closely the group is expected to work together, how often and for how long meetings last, tasks the group is expected to complete, etc. With new groups, it's important to set a trusting climate (low key, non-threatening), to avoid personal contact and disclosure of too much personal information. As the group matures, icebreakers can change to meet the changing needs, and even to solve group conflict.

The following questions are examples of those you can ask to start the discussion and keep it on track. Make sure each person answers every question – the point is to listen to each other.

1. Why were you interested in becoming an officer/committee chair, etc.?
2. What is the biggest asset you bring to this group?
3. What's your perception of your strengths as a leader?
4. Share any special interest areas, skills, areas of expertise.
5. Where do you need more info/support/training?
6. What do you want this organization to do? (establish team goals)
7. How do you expect the team will achieve its goals? (action plan)
8. How will we know when we get there? (develop an evaluation tool)
9. What do you believe worked best/worst with this group last year?
10. What are you looking forward to most about working with this year's group?

Finally, clarify your expectations of each other in terms of your notions of how you want to work together. It's helpful to write down the expectations you have in common as a kind of "working together" contract. Sample questions: What do you understand about your role and responsibilities? Do your fellow officers agree? How do you expect/want to work with fellow officers? What do you expect of yourself? How do you want to treat each other? What do you need from each other (information, support, feedback, etc.)? If someone would watch you work together, what would you want them to see?

Leadership Transitioning: In order to ensure the continued success of your RSO it is important for the transition between new and old leadership to go smoothly. RSOs often fail because there was no communication between leaders, or because old leaders left the RSO rapidly and without passing on important information. For an effective transition process your RSO should do the following:

1. New leadership should be elected by April 30th
2. Once new leaders are elected, have a transition meeting with both the old and new leaders
3. Old and new leaders should meet with your Advisor to establish a strong working relationship
4. Old leaders should explain this Manual to the new leaders
5. Old leaders should orient new leaders to the resources used in the past
6. Old leaders should work with the new leaders on the RSO budget for the upcoming year
7. Old leaders should create a binder that includes files, documents and acquired wisdom concerning the topics above, which will be helpful to the new leaders. If the binder is a "cyber binder" it will always be easily locatable and available to the organization, and changes to it can be made easily.

“Passing the Torch” – The Transition Process: Did you find yourself beginning your term of office with little guidance/advice from the previous year’s person? Do you want to help make the transition for your successors more successful?

A poor or non-existent leadership transition process can impede the potential for a group’s overall success. The importance of a leader’s focus on the transition between old and new officers is crucial. Here is what you can do in your position to help prepare for the future of your organization.

Why is transitioning so important? Effective transitioning allows organizations to sustain their strengths and decreases wasted time. After the pattern of effective transitioning for new officers is established, benefits will be quickly realized.

When thinking about transitioning, one of the most important factors to consider is creating and/or using a “Transition Notebook/Checklist”. This is an organized way of making sure that the person who comes into position after you has all of the information he or she needs to know. Also, a meeting between old and new leaders is highly recommended as a tool to help in transition.

Why should I already be thinking about next year’s leadership? Simply put, planning ahead will help you this year, while at the same time ensure that the person in your position next year will be well prepared. This will help your group to grow and thrive. Think about it ... by planning for next year, you are looking at the big picture for this year – how do the decisions you make today fit with your group’s overall goals? You will be less likely to get bogged down in details if you are constantly aware of the overall program, event, or goal that you are trying to achieve. A focus on transition will also allow you to actively seek out potential leaders for next year. You can involve them in the processes early so that they have a better understanding of how things work before they are even officially involved as incoming officers.

And, of course, you probably attained your position because you care about the group, now and for the future. Your decisions and actions today will shape the character of your group tomorrow. By focusing on transition, you are ensuring a positive legacy for the group’s future. An awareness of transition from the outset establishes a pattern of communication between the group’s past, present, and future accomplishments. **Don’t you wish the person who held your position last year did this for you? There is no reason why a group should have to re-invent the wheel each and every year!**