

# Campus Organization Policies and Procedures



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## **New Campus Organization Approval Process:**

### ***Application Forms***

Application forms for new campus organization proposals are located on Tignet under the events tab. Click on the clubs tab and complete the form titled new club form.

The form will request that the following be completed.

### ***Checklist***

1. Statement of Purpose
2. Copy of Proposed Constitution
3. List of Officers
4. Proposed times and dates of scheduled meetings
5. Letter from a member of the faculty or staff stating his/her intention to be the group's sponsor.

### ***Examples :***

*Statement of Purpose:* The purpose/mission of (Name of Club) is to provide for the student body (brief description of what the organization desires to provide or needs intended to be met) in accordance with the values held by the mission of Campbellsville University.

*Constitution:* The constitution will serve as the format of the organization and guidelines the group will adhere to. The SGA constitution is provided as an example. Constitutions are not required to be the same but must provide adequate structure for the campus organization.

*List of officers:* This list should simply contain the titles of intended offices of the organization such as (president, financial director, treasurer, etc.)

*Advisor letter of agreement* needs to simply include the advisor's name and brief intention to serve and comply with advisor/sponsor guidelines provided in the campus organization policies and procedures.

*Meeting times:* (Name of organization) will meet regularly on (dates, times, location).

### ***New Organization Approval Committee:***

- **Purpose:** This committee exists to function as the first line of approval for newly proposed campus organizations. Upon approval the committee will send the proposal to Administrative Council for final approval.
- **Members:** Committee will consist of representatives from the following areas of campus life: Residence Life, Center of International Education, Student Activities, Athletics, Dean of Students and the Student Government Association.
- **Meeting Times:** The Campus Organization Approval Committee will meet as needed on a monthly basis to approve or decline new proposals.
- **Duration of Service:** Committee members are asked to serve the duration of at least one school year.

### ***Approval Time Line:***

- New organization proposals will be reviewed once a month by the New Organization Approval Committee, once approved applications are sent to Administrative Council for final approval.

### ***Start Up Funding:***

- Upon final approval by the Administrative Council all new campus organizations will receive start up funds of \$200 to help with initial costs. Funds will be transferred into the campus organization account.

### ***Fundraising:***

- Beyond the initial start up, funding organizations are expected to raise needed funds for organization needs. Fundraising on campus requires approval through the office of Development. Fundraising forms can be located on Tigernet under the APPM Manual tab.

### ***Committee Denial:***

- New organization proposals may be denied based on the following criteria:
  - Proposal fails to comply or meet Campbellsville University policies, procedures and values.
  - Application is incomplete or fails to meet proper standards.
  - Organization is determined to be unnecessary

- Example: Club is a duplicate of an already existing club simply using another name.

***Administrative Council Denial:***

- Administrative Council reserves the right to deny an organization proposal for any reason deemed necessary.

**Campus Organization Advisor Practices:**

**The Organization advisor/sponsor serves as the university representative and liaison of the student organization. The following are the basic guidelines expected of all campus organization advisor/sponsors.**

- The advisor/sponsor must currently be employed by Campbellsville University as a staff, coach, or faculty person.
- Be adequately knowledgeable about the campus organization mission, goals and objectives. Seek to support the organization mission and purpose.
- Provide guidance to student leaders in the process of decision-making, planning and organizing meetings and events.
- Help facilitate campus organization to increase the possibility of success.
- Be familiar and knowledgeable about campus policies and campus organization policies and procedures.
- Approve and monitor organization expenditures and ensure practices comply with state, federal and university policies.
- Responsible for completing club highlight form each May located on Tignet to ensure up to date information.

**Club Update Form:**

- Each organization is expected to complete the club update form each May to provide accurate information concerning the organization. The Club Update Form is located on Tignet under the Events and club tabs.

### **Scheduling Events:**

- Campus organizations are expected to comply with university policies when reserving and scheduling events for the student body.
  
- **How to schedule an event on the calendar:**
  - Complete event form located on Tigernet under the APPM Manual
  
- **How to reserve an area on campus:**
  - By completing the event form you will have the option of requesting a specific room or area on campus. You will be notified of approval for use of the requested facility via email.
  
- **Other important forms:**
  - Campus organizations often use transportation request forms in order to reserve university vehicles for off campus trips. The transportation request form is located on Tigernet under the APPM manual
  - Budget transfer and check request forms are located under the finance tab on Tigernet in purchasing. These forms are often needed by campus organizations.
  - Work Orders are often needed for audio visual, food services or grounds when planning an event. To complete a work order locate the Information Technology tab on Tigernet and click Help Desk.

### **Further Questions:**

- For further questions please contact the Director of Student Activities at 270-789-5161 or [tecreason@campbellsville.edu](mailto:tecreason@campbellsville.edu)