

HEALTH SCIENCES CENTER CAMPUS
Student Organization
Policies & Procedures
Manual



**STUDENT FACULTY
CENTER**

Health Sciences Center Campus Student Organization Policies & Procedures Manual

Student Faculty Center Activities and Operations

Health Sciences Center Campus

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Student Organization Standards, Responsibilities & Privileges

STANDARDS

In order to maintain registration with SFC Activities and Operations, a student organization must:

- Be a not-for-profit, formalized group with a minimum of ten (10) students.
- Be composed of currently enrolled full or part-time students (undergraduate, graduate, professional or continuing education).
- Be controlled and directed by Temple University students.
- Fulfill a need in either the student or University community that is not being addressed by another registered organization.
- Identify a student contact person who is authorized to represent the organization in their financial matters.
- Identify a primary contact person for communication with the SFC Activities and Operations.
- Retain an advisor who is employed by the University as faculty or administration.

RESPONSIBILITIES

In order to maintain registration with SFC Activities and Operations, a student organization must:

- Abide by all University policies.
- Follow the established registration process and deadlines.
- Attend mandatory workshops held by the SFC Activities and Operations office.
- Disclose any community, state, national, or international affiliations of your student organization by listing them on the registration application form.
- Provide the SFC Activities and Operations with documentation of an account used for your organization's funds.
- Check mailboxes twice weekly and email daily.
- Keep allocated offices, supplies, equipment, and codes secure and in good condition. The University will not be held liable for personal items or organizational materials left on University property.

BENEFITS AND PRIVILEGES

A registered organization in good standing with SFC Activities and Operations may:

- Use University facilities for meetings and approved activities.
- Be considered for General Activity Fee (GAF) allocations for programs after being registered for one full semester.
- Conduct approved fundraising projects.
- Participate, work, and coordinate activities with other University organizations.
- Participate in annual student organization and SFC Activities and Operations fairs.
- Distribute literature at appropriate University locations.
- Utilize resources for program planning and organizational development offered by the SFC Activities and Operations.
- Obtain University assistance in cash handling procedures.

How to Start a New Student Organization

1. **Contact SFC Activities & Operations** | Contact the SFC Program Coordinator or Associate Director to see if the organization you would like to start is acceptable (sfc@temple.edu). You will need to have a basic idea of the organization's purpose and mission within the HSC community, as well as the four required officers and a Temple University faculty/staff advisor. The required officer positions are President, Vice President, Treasurer, and Secretary. If it is determined your organization meets the minimum requirements, you will be approved to move forward with registration. A constitution must be submitted for approval as part of the registration process.
2. **Register** | The new organization registration period happens once per semester
Fall Semester: October 1 – October 15
Spring Semester: February 1 – February 15

Interested organizations must register online at <https://owlconnect.temple.edu/>. Students are able to log in to Owl Connect using their Temple University Access Net information to submit the registration form.

When submitting the online registration, you are required to submit:

- Organization profile
- Organization roster (including the four mandatory officers and advisor)

- Organization constitution
- Organization interests
- Organization profile picture
- Organization categories

Reference materials such as the example constitution documents can be found on the SFC Activities & Operations Owl Connect Page
<https://temple.campuslabs.com/engage/organization/hscactivities>

After submission, your registration will be reviewed for approval. Once approved, the organization is recognized as an HSC student organization with SFC Activities & Operations.

The first semester an organization is registered is considered a **probationary semester**, in which the organization is not eligible to receive allocated funds. Organizations which register prior to the above deadline will be considered to be in their probationary period in the semester in which they register, allowing the organization to request funds for the following semester. *Example: If ABC Org registers by October 15th of the Fall 2021 semester, ABC will be eligible for to request funding for the Spring 2022 semester.*

- 3. Complete individual school SGA requirements as necessary.** | TUSM and TUSPM each have their own SGA which also have student organization requirements. Please contact the SGA at your school to ensure your organization has completed the SGA requirements.

Please note completing the TUSM/TUSPM SGA recognition steps does not ensure your organization has registered with SFC Activities & Operations, the department which allocates funding. Registration with the SFC must be done online via Owl Connect. TUSM/TUSPM organizations which have not completed both the SGA & SFC requirements will not be fully recognized or eligible for funding.

Funding Your Organization: Frequently Asked Questions

How is our organization funded?

Organizations at Temple are funded in several ways: a) local/national dues, b) GAF Allocations, c) fundraising, or d) donations. Check with your adviser to see how your particular organization operates.

What kind of financial forms do I need to use, and where do I get them?

Organizations can request funding during the Fall and Spring semesters via the Funding Request form. Once funding is approved, organizations can also submit reimbursement requests using the Purchase Request form. Both forms are available on Owl Connect. Any questions about the process please contact the program coordinator.

Someone is writing me a check that is to be deposited into our organization's account. To whom should it be made out?

If your organization has its own bank account, the check should be made out to the organization. If not, the check should be made out to Temple University.

How do I access GAF funds?

In almost all cases, you will first pay out of pocket. In order to be reimbursed, officers will submit a Purchase Request via Owl Connect attaching the receipt. A petty cash voucher or check will be created once purchase request is approved. Please be sure to bring your Temple ID and original receipt to pick up your voucher.

General Activity Fee

All students are required to pay a University Services Fee per semester. A portion of this fee goes towards what is known as the General Activity Fee (GAF). The purpose of the fee and its related services is to promote and enhance the **educational, recreational, social, and cultural life** of the student body. The GAF Allocations Board is committed to making sure that this money is used for its intended purposes.

The following rules and guidelines are in place to ensure that this money is used in the most efficient and fair way possible, keeping in mind the best interest of Temple's general student body.

A BRIEF OVERVIEW OF THE APPLICATION PROCESS

Student organizations requesting funding must be registered with the SFC Activities and Operations office. Existing student organizations are required to re-register every May. New organization can only submit request for funding **after** their one semester probationary period.

Each organization **must** attend one HSC Allocation Workshop **per academic year** before submitting a funding request form. The program coordinator oversees the HSC Allocations Board and will be available, by appointment or during office hours for questions about your funding request forms, if needed.

Funding requests must be specific, detailed, and realistic.

The representatives of each school will make the ultimate approvals on programs for their particular school. Organizations will receive official allocations notifications via OwlConnect and allocated funding will be deposited into the organization's finance account on OwlConnect.

ELIGIBILITY FOR FUNDING

To be eligible for funding your organizations must:

- Have been registered for at least one (1) full semester - Organizations in their first semester as a registered organization must wait until their second semester before they can apply for funding. (See registration requirements).
- Have attended an allocations/registration meeting.
- Have read and fully understand the student organization guidelines and HSC Student Government constitution.
- Have properly completed a Funding Request application for each event.

FUNDING AVAILABILITY

GAF funding is to serve as a supplement to an organization's contribution in funding respected events/programs/activities. Therefore, the allocation representatives take into consideration that fundraising and membership dues should also be available to fund programs.

The total program expenditure for an academic year may not exceed \$3,000 for the year or \$1,500 for the semester. No organization will be given the full \$3,000 for a single event, or in a single semester.

Programs that meet the funding criteria will not be funded in excess of the amount specified by the HSC Allocations Board. If for some reason it is brought to board's attention that a program was funded for more than the specified amount, the organization will be obligated to pay the surplus allotted before receiving any more allocations in the future.

Programs will only be funded during the fall and spring semesters. No programs will be funded between semesters (refer to the Temple University website for the official start/end dates of each respective semester).

PROGRAMMING/EVENT BUDGET

When submitting funding requests, organizations should consider the following items:

- **Consistency with Purpose Statement:** Registered student organizations may only request funds for expenditures that are expressly consistent with their major purpose(s) as defined in their constitution.
- **Programs must achieve the following criteria to be eligible for funding:**
 - Programs must be designed to contribute to the educational, cultural and/or social needs of various student populations.
 - Programs must be open and advertised to all members of the Temple University community.
 - Programs must show their relevance to the general purpose and scope of the organization.
 - Programs may not involve alcohol in any way. Programs involving alcohol in any way, even if the organization is not requesting direct funding for alcohol, will be denied. **Alcohol cannot be present at any allocated event.** If it brought to attention that alcohol was present at an allocated event then the organization will have to pay back the full amount of what was funded and/or will be denied funding for the remainder of the semester.

COMPETITIONS AND CONFERENCES

GAF funding can be used to attend conferences and competitions. The conference/competition must be in line with the organization's mission/purpose.

In order to take advantage of this, for conferences, organizations must hold a program that incorporates an aspect of what was learned or accomplished at that particular conference.

TRAVEL

GAF funds may be used to support travel expenses for student organizations. The opportunity must be made available to all students.

PROGRAMMING REQUIREMENTS AND RESTRICTIONS

Banquets

Banquets will not be funded through GAF Allocations. Fundraising, membership dues, and sponsorship are other funding options for organizations interested in holding banquets.

Food Services

If requesting funding for food services, use the Cherry & White Wise Owl Menu to estimate the food cost. If the funding is approved, the organizations must then submit an online order form on the Cherry & White Catering website:

<https://cherryandwhite.catertrax.com/> .

If Cherry & White catering cannot meet the organization's requests, the organization must complete the catering exemption process, including obtaining a certificate of insurance from the vendor which the org would like to use. Please see the SFC Activities & Operations website here <http://studentcenter.temple.edu/ordering-food> for more information regarding the catering exemption process and how to order from Cherry & White Catering.

Food requests for events will only be granted in the case of enhancement of an existing program, funding for food will not be granted for general body or introductory meetings.

Off-Campus Events

An off campus event is defined as any area not patrolled by Temple Police and not within their jurisdiction. If the allocations board decides that Temple University has the resources necessary to hold the event, organizations will only be funded if they hold the program on Temple's campus. This ensures that a greater amount of Temple students can take advantage of the program in a safe environment. If event is held off campus **ONLY** Temple students can attend.

Advertising

Any promotional materials, advertising services or programs funded by Temple University General Activity Fee **must prominently state “Sponsored by Temple University General Activity Fee” or display the Temple Student GAF logo at an approved size.** Organizations must submit a copy of the advertisement for reimbursement. Organizations who do not comply with this requirement will be in violation of the policies and punitive action will be taken.

Honorarium

An honorarium may not exceed \$300 per speaker. If the speaker wishes alternative reimbursement for their services, the same guidelines will be used – payment may not exceed \$300. If the organization is going to provide the honorarium with alternative reimbursement, they must specify exactly what that is in their application. When paying an individual for services rendered, you must have the person’s permanent home address, social security number, and U.S. citizenship status before payment can be made. This requires obtaining the individual’s W-9 to be filed with the university for federal income tax purposes. Non-US citizens require additional processing and document verification through payroll. Please allow at least 2-3 weeks processing time if you would like to present your speaker with an honorarium check on the date of the event.

DECISION CRITERIA FOR FUNDING REQUESTS

All program requests will be evaluated against the Decision Criteria for Program Requests funding in accordance with the Prohibitions and Restrictions on the next pages.

- **Need** – Does the program reflect or meet unsatisfied needs? Has the need been documented? What is the level of need and its importance to Temple Students?
- **Value Impact** – What is the desired goal of the program and how will the participants, the organization, and the University benefit? Does the benefit reflect the program priorities of GAF?
- **Purpose** – Is the program consistent with the espoused organizational purpose for which the group has been registered? Does the program contribute only to the attainment of the organization’s goals or does it have more general appeal (i.e., educational, social, or cultural)?
- **Appeal/Interest** – To whom will the program appeal? How many students will it appeal to? Will the program draw attendance outside the sponsor’s immediate sphere? What is the projected attendance?
- **Importance** – How important is the program to the existence and viability of the organization? How highly does the organization rank this program in comparison to its other requests?

- **Timeliness** – Is the program scheduled at an appropriate date and time? Are there conflicts? Will approval create competition with other events?
- **Redundancy** – Is the program need already fulfilled? Has a similar request already been approved? Has another organization requested the program? Has the program been offered before?
- **Viability** – Is the program manageable and within the scope of the sponsor's capability? Are adequate on campus facilities available?
- **Community Service** – Has the Community Service Agreement been signed and committed to?
- **Cost/Benefit** – What is the per capita expenditure for participants or attendees? Is the need served and benefit derived from the program worth the per capita expenditure? Is the student organization and/or any other outside organization profiting from allocation funding? **Events will not be funded if tickets are being sold for an event and will result in a profit.** It must be made clear in budgeting what all monies will be used for, both requested allocated funds and funds from ticket sales.

NON-FUNDED REQUESTS

- Any expense judged to be the responsibility of a school, college or department of the University or the personal responsibility of members of student organizations, such as dues, insurance, membership fees, etc. This is to preserve the limited funds the allocations board is able to provide.
- Deficits incurred by an organization. This includes any expense incurred or commitments made prior to the beginning of the new academic year.
- The purchase of alcoholic beverages.
- Any event in which alcohol is present, even if the group did not request funding for said alcohol.
- The purchase of food or refreshments that are not an integral part of the program.
- Salaries or stipends to advisors, coaches or student officers.
- Direct donations to candidates for political office and most indirect donations to religious institutions and charitable organizations. The decision for indirect donations will be decided on by the Internal Allocations Committee with the focus of the programs impact on the student body.
- Honoraria or any expense associated with the appearance of candidates for public or political office.
- Clothing or costumes provided to individual members of an organization.
- Activities that provide for academic credit.

- Any event that is strictly for one segment of the student population and is closed to the general Temple community.
- Banquets for individual student organizations. Banquets are not considered "open to the entire student body", even if the organization says they will open the event.

Funding Your Organization - Fundraising Guidelines

Student organizations are permitted to sponsor fund raising activities. Only student organizations registered with the HSC SFC Activities and Operations may sponsor a fundraising activity on-campus and/or using University resources. By holding a fundraising event, the organization assumes all responsibility and liability for the event. Fundraising activities must be consistent with the policies of Temple University, and must comply with all local, state, and federal laws and ordinances. The University's definition of an income-producing project is, "any project which produces income including that which involves the sale of tickets; any article of voluntary contribution." Income-producing projects include, but are not limited to, bake sales, movies, dances, raffles, contributions, and sale of foods, beverages, or snacks. Credit card application and promotion requests are not allowed as fund raising activities. Fund raisers may not be conducted for private gain of individuals or for-profit business.

All fundraising activities, and especially planned sales of t-shirts, mugs, caps, or any items that use the name of Temple University or any of its trademark symbols, must be reviewed by the HSC SFC Activities and Operations or university licensing department to ensure compliance with university regulations. Organizations using university funds must use a vendor approved by the university department of business services. Products that violate trademark or licensing regulations will not be approved for sale or distribution. Products in violation of copyright or trademark regulations may be confiscated. Early review and advice from staff members is highly recommended. When admission is charged for attendance at an event, the university ticket procedure must be followed.

Funds raised for charity must be placed in the organization's university account. Checks should be made out to the charitable organization from that organization's university account.

TYPES OF ITEMS ALLOWABLE FOR SALE

- Food Items
- Book sales/signing in conjunction with an event

- Items connected with culture at multicultural event
- Homemade craft type items
- Items that have connections with group--Sale of products related to the organization i.e., plant sale by Horticulture Club, Christmas tree sale by Forestry Club
- Tickets to Registered Student Organization sponsored events
- An organization's t-shirt, other apparel and novelty items when it ties into the organization or event
- A group's literary publication
- Flowers

TYPES OF ITEMS NOT ALLOWABLE FOR SALE

- Alcohol
- Tobacco
- Credit card applications, whereby the organization and/or members of the organization receives monetary subsidy for each credit card application distributed.
- Items that clearly promote or endorse commercial products where the items are not related to the purpose and mission of the organization. (Examples include discount & coupon cards and books.)

REIMBURSEMENT (PURCHASE REQUEST)

A purchase request form is used to:

- Reimburse someone who has been authorized to make a purchase for your organization and has receipts that serve as proof of purchase;
- Pay a business for materials, equipment, etc., for which your organization was billed;
- Single item purchase over \$150.00 will require reimbursement via check, the university will not reimburse students in cash for purchases this large. Alternatively, you may contact the Program Coordinator or Associate Director to see if they are able to purchase the item directly for your organization via Amazon.

****Purchase requests must be submitted via Owl Connect within 10 days AFTER your event.****

CONTRACTUAL AGREEMENTS

Contractual Agreements are used to pay a person or persons for services rendered, (e.g., commissions, honoraria, and band fees). When paying an individual for services rendered, you must have the person's permanent home address, social security number, and U.S. citizenship status before payment can be made. This requires obtaining the individual's W-9 to be filed with the university for federal income tax purposes. Non-US citizens require additional processing and document verification through payroll.

Deadlines, Modifications, Receipts & Notifications

Deadlines will be strictly enforced. There will be no exceptions. Please keep this in mind while planning for your application.

CANCELLATIONS

Any allocated event that does not take place requires prompt notification to the program coordinator via e-mail.

RECEIPT HANDLING PROCEDURES

All receipts that cannot be uploaded via OwlConnect must be submitted to the SFC Activities and Operations office.

Once the receipts from the allocated programs are received and approved, a check request or petty cash voucher will be generated. If a check is necessary, it will be generated and sent back to the HSC SFC Activities and Operations office within 2-4 weeks. If a petty cash voucher is necessary, it will be provided within a week. It is the organization's responsibility to pick up the check or petty cash voucher.

INFORM THE PROGRAM COORDINATOR OF ANY CHANGES IN YOUR PROGRAM.

Breaking HSC Student Organization Policies and Misuse of Appropriations

Misuse of appropriations granted by the allocations board, as determined by the program coordinator, will not be reimbursed and could face future penalization.

Please contact the program coordinator with any problems before the deadlines for submissions. If you wait until after the deadline to discuss a problem with your paperwork, it is unlikely that alternate arrangements can be made

Programming Tips

TICKET SALES

The following are guidelines that must be followed if your organization is holding an on-campus admission-charged event. Please read this section very carefully. If you have any questions, please contact the program coordinator. An organization may charge however much it wants for admission, but must remember to administer tickets to individuals and complete a Ticket Accountability Form. If the event is on campus and less than \$5.00, any type of printed ticket will suffice; just make sure the tickets are numbered starting with 001. If there is more than one ticket price, you must print separate tickets for each price. We strongly encourage you to print the tickets on a different colored paper for each ticket price starting with number 001.

ALL TICKETS over \$5.00 must have the purchase amount printed on them, and must be numbered. It is our suggestion that a proof of the ticket format is brought to our office before printing. If the tickets are not correctly printed, you will need to re-print the tickets to meet the HSC SFC Activities and Operations approval.

SECURITY FOR EVENTS

The sponsoring student organization must take adequate precautions for the security of attendees at an event, as determined by Campus Safety, in conjunction with the HSC SFC Activities and Operations and Student Center Operations. Failure to adhere to these security policies may result in an administrative and/or disciplinary sanction.

In general, the required number and type of security personnel for an event will be determined based upon projected attendance, time and location of event, description of activity planned, and the number of organizational personnel available to help monitor the event. Final determination as to the appropriate number of security personnel will be made by Campus Safety.

Other factors which may influence the security decision are as follows:

- Advertising: Dependent upon the content and nature, advertising can either increase or reduce the need for security. Advertising which indicates that the attendance will be limited in number and/or restricted to Temple students and their guests may reduce security needs.
- Closed vs. Open Event: Closed events (restricted to the members of the sponsoring organization and their guests) may require less security than events open to all Temple students and their guests. If your organization is GAF funded, your events must be open to all Temple students.
- Expected Crowd Size: Larger crowd size will dictate the utilization of additional security personnel.
- Event Staff: Individuals must be designated by the sponsoring organization to assist with conducting the event in an orderly fashion. The greater the number of event staff and the higher their level of expertise in performing assigned functions, the fewer number of security positions required.
- Money Collection: The collection of money for any purposes (ticket sales, souvenir sales, refreshment sales, etc.) could require additional security personnel.
- Nature of Crowd or Program: Individuals affiliated with the University generally require less security than those not affiliated; lectures may require less security than concerts.
- Risk Assessment: Increased risks (e.g., threats received, demonstrations planned) will increase the security requirement.
- Written Invitations or Prior Ticket Sales: Events which are restricted to persons with written invitations or advanced ticket sale holders will usually require less security than events selling tickets at the door.

CONTRACTS

When calling an agent/artist/company remember you can only do preliminary investigation. When speaking with an agent/artist/company tell them immediately if you can not commit to any aspect of the show. Meet with an HSC SFC Activities and Operations staff member to make sure you understand the elements of an offer and the University requirements for contracts and payment of contract.

Events that include performers such as speakers, disc jockeys, lecturers, or entertainers who are being paid require a fully executed contract and rider to be approved by university business services and risk management.

When a student organization begins to think about contracting a lecturer or entertainer, they should call the HSC SFC Activities and Operations at 215-707-4017 1 to make an appointment to discuss the university policies and procedures on contracting.

MISREPRESENTATION/FRONTING

Student organizations shall not use their privileges for access to university space and services inappropriately. As an example, a student organization should never agree to reserve a room for a non-university group or commercial vendor who would not have access to campus or for whom there would be a fee charged. If a non-university group of any type contacts your student organization about "co-sponsorship" for access to space or service, please contact SFC Activities and Operations office at 215-707-4017 for guidelines and policies.

POLITICAL SPEAKERS ON CAMPUS

When an election season is upon us, it is important to understand candidate access to our campus. Local, state and national candidates for political office may be contacting Temple student organizations for support or student organizations may consider contacting campaign staff to invite candidates. This support could range from distributing fliers to providing access for a candidate to visit our campus.

The only student organizations which have the mission to bring major speakers such as presidential candidates and the infrastructure to support speeches at this level is MCPB or TSG. If you are contacted to arrange a candidate visit, you must contact the HSC SFC Activities and Operations. Do NOT make any offers for candidates to come to campus until you have discussed it with a member of the staff. Student organizations are not charged for use of many university facilities or are charged a reduced rate for others. Some political organizations are aware of this and will want your involvement to "front" for them to reduce expenses or provide access to campus. If your organization is contacted and does not want to be involved in providing access to a campaign, do not feel pressured into doing so. Understand that if your group is involved in a candidate's visit to campus, the HSC SFC Activities and Operations will support you in stating what your organization is willing and able to provide.