[THE SOURCE]
The student organization’s guide for organizing, planning, and thriving at Washburn University.

There's a club for that.
Preface

While “The Source” is intended to be a summary of certain matters of interest to student organizations, its readers should be aware that:

1. It is not a complete statement of all procedures, rules and regulations of Washburn University.

2. The University reserves the right to change, without notice, any procedure, policy, and/or program which appears in “The Source.”

3. Divisions and departments may have their own procedures and policies which apply to student organizations.
Office Information

Student Activities & Greek Life

Mission Statement
Student Activities & Greek Life, in conjunction with the Student Life area, supports the Washburn Community through the creation of co-curricular experiences that enhance student learning, leadership development and campus involvement.

Who’s Who in the Student Activities & Greek Life office

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Neumann</td>
<td>Director, Student Activities &amp; Greek Life</td>
<td><a href="mailto:jessica.neumann1@washburn.edu">jessica.neumann1@washburn.edu</a></td>
</tr>
<tr>
<td>Gary Handy</td>
<td>Assistant Director, Student Activities &amp; Greek Life</td>
<td><a href="mailto:gary.handy@washburn.edu">gary.handy@washburn.edu</a></td>
</tr>
<tr>
<td>Angela Valdivia</td>
<td>Office Assistant, Student Activities &amp; Greek Life</td>
<td><a href="mailto:angela.valdivia@washburn.edu">angela.valdivia@washburn.edu</a></td>
</tr>
</tbody>
</table>

Contact Information
Washburn University Memorial Union, Lower Level
1700 SW College Ave
Phone: 785-670-1723
E-mail: getalife@washburn.edu
Website: http://www.washburn.edu/getalife
Facebook™: http://www.facebook.com/WUStudentActivitiesandGreekLife
Twitter™: http://twitter.com/WUGetALife

Website
The Student Activities & Greek Life website is a virtual office complete with resources to help student organizations succeed. A sampling of some resources, which you may find beneficial, are: an activities calendar, organization resources, Get A Life Gazette past issues, listing of organizations, online organization registration, online sorority recruitment registration and Greek community information and academic reports. Our website also contains the most up-to-date version of The Source, a handbook available to help run your student organization.
STUDENT ACTIVITIES & GREEK LIFE SERVICES

Student Activities & Greek Life provides the following services to student organizations:

Resources
- Advisement to Student Organizations
- Advisor training and support
- Campus Activities Board advisement
- Event and Retreat consultation
- Fraternity/Sorority advisement
- Get A Life Gazette (student organization newsletter)
- Leadership Resource Library
- Parliamentary Procedure Information
- Programming Resources
- Washburn Student Government Association advisement

Supplies
- Button Maker
- Conference Room access
- Computer access
- Fax Machine
- Free student organization copies
- Helium for balloons
- Laptop checkout
- Printer Access
- Projector checkout
- Student Organization Workroom
  - Banner Paper
  - Colored Paper
  - Paper Cutter
  - Die Cut Machine
  - Scissors, Glue, Markers…etc
- Table Check-Out (3, 6-foot tables available)

Programs
- Activities & Majors Fair
- Gamma Chi Lambda, Greek leadership class
- Gamma Sigma Alpha, Greek honor society
- Homecoming registration and involvement
- Sorority Recruitment Sponsorship
- Student Organization Achievement Recognition (SOAR) Awards Ceremony
- Student Organization Focus Series programs
- Washburn University Ally Safe Zone program
- Who’s Who Among Students in American College and Universities Ceremony
WHO’S WHO ON THE STUDENT LIFE TEAM

Office of Student Life, 670-2100, Morgan 104, www.washburn.edu/studentlife
Dr. Denise Ottinger, Vice President of Student Life, denise.ottinger@washburn.edu
Mr. Meredith Kidd, Dean of Students, meredith.kidd@washburn.edu
Vicki Baer, Administrative Secretary, vicki.baer@washburn.edu

Student Life enriches the educational experience of the Washburn community with an appropriate balance of challenge and support, through a commitment to learning, student development and advocacy. We value all students and strive to create environments which foster the sustained development of well-rounded, civic-minded individuals.

Career Services, 670-1450, Morgan 123
Kent McAnally, Director, kent.mcanally@washburn.edu
James Barracough, Career Services Specialist, james.barracough@washburn.edu
Duane Williams, Career Services Specialist, duane.williams@washburn.edu
April Evans, Office Secretary, april.evans@washburn.edu

Counseling Services, 670-1450, Morgan 123
Marylinn Koeller, Director/Counselor, marylinn.koeller@washburn.edu
Jamie Shehi, Counselor, jamie.shehi@washburn.edu
April Evans, Office Secretary, april.evans@washburn.edu

Multicultural Affairs, 670-1622, Morgan 110
Dona Walker, Director, dona.walker@washburn.edu
Rachel Williams-Glenn, Office Assistant I, rachel.williams-glenn@washburn.edu

Residential Living, 670-1065, Living Learning Center
Mindy Rendon, Director, mindy.rendon@washburn.edu
Assistant Director,
Complex Coordinator, Residential Life
Phi Delta Theta House Director,

Student Health, 670-1470, Morgan 170
Shirley Dinkel, Interim Director, shirley.dinkel@washburn.edu
Judith Meyer, ARNP, judith.meyer@washburn.edu
Bev Tischhauser ARNP, bev.tischhauser@washburn.edu
Pat Schneider R.N., pat.schneider@washburn.edu
Kim Fletcher, Clerk III, kimberly.fletcher@washburn.edu

Student Recreation & Wellness Center, 670-1314
Joel Blum, Director, joel.blum@washburn.edu
John Cummings, Asst. Director of Intramurals and Rock Wall, john.cummings@washburn.edu
Celeste Hajek, Employee Wellness Coordinator, celeste.hajek@washburn.edu
Ben Saatoff, Asst. Director of Fitness and Wellness, ben.saatoff@washburn.edu
Marta Barnett, Secretary, marta.barnett@washburn.edu

Student Services (Veterans, Students with Disabilities, Non-Traditional Students), 670-1629, Morgan 135, student-services@washburn.edu
Jeanne Kessler, Director
Kim Sturgeon, Secretary II
Resources for Student Organizations

Registering your Student Organization

Student Organization Recognition

Student organizations are formed to further the common interest of the members of the group and the University community. Student organizations are an essential part of the co-curricular program at the University. Open to all students, these organizations provide students with opportunities for learning which supplement and complement classroom activities.

Policy on Student Organizations

Washburn University will grant official status, along with the rights and obligations attendant to such status as indicated in this Policy and Procedure document and any applicable University policy, to student organizations registered with Student Activities & Greek Life. Such status may be suspended or revoked for violation of any applicable University policy.

Procedures

Registering

Registering a student organization leads to official recognition of that organization by Washburn University. Current organizations can register beginning in April of the previous year, but must be registered by the third week of September each year. New student organizations can register anytime they are ready to form. All new student organizations must meet with a Student Activities & Greek Life staff member for a 30 minute individual orientation.

Registration forms

The Washburn University online Student Organization Registration is available at www.washburn.edu/getalife. Incomplete or illegible forms will be returned to the prospective organization. Organizations must abide by the stipulations outlined on the form as well as in the student organization policy.

Types of Student Organizations:

Sponsored organizations

Sponsored organizations must directly contribute to the educational mission of a specific academic or administrative department at Washburn. Organizations that fall under this classification must submit an additional form signed by its faculty advisor and its sponsoring department’s chairperson, director or dean. Sponsored organizations are allowed to use the Washburn University name, initials, logo, or official seal as part of their official name. In addition, seven (7) students are required to start the organization.

- Club sport organizations engage in athletic competitions with non-Washburn organizations outside the Washburn intramural program. Club sport organizations meet the same requirements as sponsored organizations.

Non-sponsored organizations

Non-sponsored organizations are not identified with a specific academic or administrative department at Washburn. Non-sponsored organizations may not use the Washburn University name, initials, logo, or official seal as part of the official name of the organization.
Recognition has its Privileges
Recognized student organizations are integral to the educational process at Washburn University. Consequently, recognized student organizations are eligible to receive certain privileges, provided they remain in good standing and complete the annual registration process with Student Activities & Greek Life and otherwise comply with the policies and procedures of Washburn University. Once registered, the privileges associated with recognition include:

- Use of Washburn University’s name as part of the recognized student organization’s name, subject to the limitations described below
- Use of Washburn University facilities, services, or resources
  - Including Web site space on the university’s server: webmaster@washburn.edu
  - Including an e-mail address for the organization: support@washburn.edu
- Sponsorship or promotion of activities on University property
- Distribution of literature, flyers, posters, banners, or organizational print materials consistent with the Posting Policy and the Code of Student Conduct.
- Listing in university publications
- Eligibility to be considered for awards or honors presented to recognized student organizations and their members
- Eligibility to apply for Student Activity Fee funds consistent with the rules and procedures of the Washburn Student Government Association (WSGA) and Washburn University
- Eligibility to solicit funds on/off campus through programs and approved fundraising activities
- Eligibility to participate in membership recruitment activities
- Eligibility to reserve the Student Activities & Greek Life conference room as meeting space
- Eligibility to have an optional file folder for student organization mail in the Student Activities & Greek Life office.
- Access to a computer, printer, fax machine and photocopier funded by Student Activities & Greek Life
- Training programs, leadership opportunities, advising, resource referral, and contract negotiation assistance by the staff of Student Activities & Greek Life
- Assistance with program development, implementation, and assessment from Student Activities & Greek Life

Recognition has its Limits
A recognized student organization may not:

- Authorize the organization to enter into contracts or otherwise act on behalf of Washburn University
- Authorize the organization to (1) use the University’s name for any commercial purpose or in any way which may reflect adversely upon the University, or (2) use the University’s logo, seal, or any facsimile thereof, or any trademark or copyrighted symbol of Washburn University without the express permission of University Relations at 670-1154 or e-mail University Relations.
- Imply or otherwise create the appearance that Washburn University sponsors, controls, or is responsible for the activities of the recognized student organization.
**Definitions:**

**Student**- An individual enrolled at Washburn University in a minimum of six (6) credit hours.

**Student organization**- A group of Washburn University students formed together for a common purpose, i.e. all members in a Washburn sponsored or non-sponsored organization must be enrolled students at the university.

**Student organization officer**- An individual enrolled at Washburn University in a minimum of six (6) credits with at least a 2.0 G.P.A. or better.

**Organization advisor**- An advisor must be a full or ¾ time faculty or administrative staff employee of Washburn University. The advisor cannot be on academic sabbatical or extended leave from the university while serving as advisor for a student organization.

**Requirements for Recognition**

1. A current, type-written or electronic constitution on file with Student Activities & Greek Life. This document must define the lawful purpose of the student organization, criteria for membership, and organizational mission and objectives. A sample constitution (Word format) is available for download into most major word processing software programs. If the student organization has written codes, rules or other regulations by which members of the organization are expected to abide, these documents also are required to be filed with Student Activities & Greek Life.

2. At a minimum the constitution should include:
   - The date on which the constitution was adopted;
   - A clear statement of objectives which are consistent with the educational mission, core values, and compact of Washburn University;
   - Identification of the organization as a campus-based and student-controlled group, with active membership limited to students of Washburn University. (Other persons may be admitted to associate membership in a recognized student organization if its constitution and by-laws so provide);
   - Procedures for nominations, elections, and removal of officers;
   - Procedures for policy adoption, including amendments to the constitution; and
   - A clear statement of reasonable dues or other financial obligations of members (if applicable).

3. Submission of a completed "Student Organization Registration Application," available online, to Student Activities & Greek Life with the appropriate signatures.

4. New social, Greek-letter fraternities and sororities must also participate in a recognition process designated by the appropriate governing council: Panhellenic Council, Interfraternity Council or Greek Council.

5. Submission of a roster containing a minimum membership of seven (7) students currently enrolled at Washburn University, along with Washburn University ID numbers. Those student organizations seeking an exception to this rule must submit a written petition to the Director of Student Activities & Greek Life, who will determine whether, and on what conditions, an exception will be granted.
6. A student organization must be organized, operated, and controlled by its student members but may, at its discretion, also include in its membership other members of the Washburn University community, including faculty, staff and community members. This discretion shall be addressed in the student organization constitution.

7. Organizations must comply with the University's EEO Policy and applicable federal, state and local laws in all their activities, subject to the two following exceptions: (1) social fraternities and sororities exempt under Title IX of the Education Amendments of 1972 may discriminate on the basis of gender; and (2) organizations formed to foster or affirm the sincerely held religious beliefs of their members may adopt a nondiscrimination statement that is consistent with those beliefs. Organizations qualifying for one of these limited exceptions must comply with the University's EEO Policy in all other respects.

8. All recognized student organizations are required to have at least four officers. A majority of officer positions must be held by different people. Officers must be full-time matriculated students who hold throughout the tenure of their offices a minimum cumulative grade point average of 2.0 for undergraduate students, 2.0 for law students, and 3.0 for graduate students. Student Activities & Greek Life reserves the right to monitor the academic performance of recognized student organization officers. Further, Student Activities & Greek Life reserves the right to monitor the academic performance of individual members of recognized student organizations that maintain grade point average requirements for membership. Those student organizations seeking an exception to this rule must submit a written petition to the Director of Student Activities & Greek Life who will determine whether, and on what conditions, an exception will be granted.

9. A student organization advisor who is at least 3/4-time faculty or staff member at Washburn University, chosen by the organization.

10. Compliance with the Student Conduct Code and all other applicable policies of Washburn University.

11. Participation in required recognized student organization training, workshops, and leadership development activities.

12. Approval by Student Activities & Greek Life, communicated in writing to the organization president and advisor/mentor of the student organization.

In an effort to keep records current, recognized student organizations are required to notify Student Activities & Greek Life of any changes in the organization’s status during the academic year (e.g. advisor, officers, constitution, by-laws, and contact information). For additional information on the recognition process, please contact Student Activities & Greek Life at 670-1723 or e-mail Student Activities & Greek Life at getalife@washburn.edu.
Loss of Recognition
Failure to register as a student organization at the appointed time during the academic year may result in immediate loss of privileges. Student organizations that were registered in the prior academic year must re-register for recognition by the third week of September to be registered for the current academic year. Failure to participate in the registration process by the required date may result in denial of recognition and registration privileges. New student organizations may be considered for recognition at any time.
In addition, recognized student organizations may lose recognition—temporarily or permanently—for any of the following reasons:

- Academic – student organization leaders do not meet minimum grade point average requirements to hold an office
- Financial – the student organization is found to have unpaid or overdue bills or the organization has inadequate resources to cover campus expenses
- Membership – the total membership of the organization decreases below the required seven (7) currently enrolled students
- Disciplinary – the student group has been sanctioned for violations of the Student Conduct Code or related policies, (see http://www.washburn.edu/admin/conductcode.html)

Loss of recognition for academic, financial, or membership reasons may be appealed in writing to the Director of Student Activities & Greek Life. If the issue is not resolved at that level, a written letter of appeal may be filed with the Dean of Students, whose decision will be final. Loss of recognition for disciplinary reasons will be resolved and reviewed consistent with the procedures of the University Judicial System.
DRAFTING A CONSTITUTION

What is a constitution?  
A constitution is a document that describes the organization and how it operates. An organization has the right to adopt a constitution and by-laws as members may agree upon, so long as they are not contrary to university policy or the law. With a little time and attention you can write a constitution that will help prevent and/or minimize future problems within the organization.

What are by-laws?  
These are the permanent body of legislative rules by which the organization operates. There is seldom very little difference between the constitution and by-laws. Most organizations combine the two.

What is a quorum?  
A quorum is the minimum number of members who have to be present at a meeting in order for business to be conducted. A quorum for most clubs or social organizations usually consists of either the average attendance at meetings or the largest number of members who can be depended upon to come to regular meetings. The quorum should be stated in the by-laws for the protection of the group as a whole.

Defining Duties of Officers:  
The duties of officers are self-explanatory in many cases: the president presides; the treasurer keeps the accounts; the secretary takes notes and handles correspondence. However, other officers can be defined to suit the needs of the group. The vice president has the greatest flexibility. And yet, few groups take advantage of this. Why not assign the vice president a major responsibility for an important program or need? The vice president could be in charge of membership, programs or publicity. And your organization could have more than one vice president, or secretary, etc. Think about your group’s needs and programs and delegate responsibility to other officers.

Electing Officers:  
There is nothing quite as discouraging as holding an election and having no one interested in running for office. It’s also a good way to discourage new members from getting involved if they see no one else volunteering to do anything. The best way to handle this situation is with some advance planning. Select a nominating committee (your executive board will do) to recruit a slate of officers. This will ensure that you will have at least one willing candidate for each office. Nominations can also be taken from the floor.

Officer Transition:  
Officers should be elected in the spring semester for the following fall. A spring election will allow time for a very important orientation to take place — officer transition. By holding a spring election, the former officers will still be around to train the new officers. Do not pick the last week of school for elections. Allow several weeks before the end of the semester. Elections should take place earlier and the actual officer installation could take place later in the semester. If your group is not on such a schedule, you should actively consider the benefits of changing to a spring election.

Removal of Officers:  
Although you might think, “It can never happen to our organization,” it can. Officers were elected last semester and have yet to call a meeting, or officers have misspent the group’s funds, or officers have not attended a semester’s worth of meetings, etc. Whatever
the case, a group needs to have a way to remove incompetent officers from office and to elect new ones when necessary. This is not a provision to be taken lightly or ignored. Ask other organizations what their procedure is for such an occurrence.

**Advisor:** Don’t forget your organization needs an advisor. Each Washburn University student organization must have a 3/4ths time Washburn University faculty or staff member who works with the group. Include them as much as possible. They are eager to assist you and they want to feel a part of your efforts. Remember, without an advisor, your organization could lose University recognition.

**Roles and Responsibilities of an Executive Board**

When creating your organization, it is important to outline the specific roles each officer will play. The following roles can include but are not limited to include the following:

### President
- Preside at organization meetings
- Facilitate executive board meetings
- Be aware of all money matters
- Assist all executive officers
- Provide motivation for the organization
- Prepare for all meetings
- Serve on various committees or task forces
- Be open to all opinions and input
- Provide follow-up to organizational tasks
- Inform the executive board of other meeting information
- Coordinate the executive board transition

### Vice President
- Preside at organization meetings in the absence of the president
- Serve as parliamentarian
- Direct constitutional updating and revision
- Serve as liaison to committees
- Perform other duties as directed by the president

### Treasurer
- Prepare organizational budget
- Prepare purchase orders, requisition forms
- Audit books twice per term with advisor
- Maintain a financial history for the organization
- Maintain a working relationship with institutional accounting
- Inform executive board of all financial matters
- Coordinate solicitations
- Make monthly reports of all receipts and disbursements
- Perform other duties as directed by the president

### Secretary
- Record and maintain minute of all organization meetings
- Send minutes to all appropriate members and institutional staff
- Prepare an agenda with the president for all meetings
- Maintain attendance at all meetings
- Keep the organization informed
- Maintain a calendar of events
- Maintain a phone and e-mail directory of all members
- Reserve meeting rooms for the year
- Perform other duties as assigned by the president
- Perform other duties as assigned by the president
**RUNNING YOUR STUDENT ORGANIZATION**

Student organizations, like all organizations, involve people getting together to accomplish a task. Getting people to work together in an organized manner is not an easy task, but it is essential for the success of your organization. The following are a few basic principles which may assist you in organizing your organization:

1. **An organization needs to have a reason for existing.** There needs to be a unity of purpose which the membership understands and can support. The entire membership should, therefore, establish the goals each year for the organization. This participation creates a sense of belonging. Both short-range and long-range goals should be planned a month or two in advance. Long-range goals would give the members a chance to look at the overall goals for the year. Establishing clear-cut goals helps to avoid mediocre involvement and accomplishment.

2. **Effective leadership is essential to any organization.** The officers should meet together between meetings to organize the next meeting’s agenda and to brainstorm ideas. A printed agenda distributed to members at each meeting helps to keep your members informed. It also saves time in meetings.

3. **Officers should not make decisions for the group.** Their job is to do the legwork, find the information, and report it to the group. The group should make the decisions. Persons involved in the decision-making process are more likely to be committed to the decision.

4. **Appoint members to committees.** This way, they feel a part of the organization and also gain valuable experience for future leadership roles.

5. **Make it a point to welcome any guests at the beginning of a meeting.** Friendliness and openness will encourage people to join and to help you accomplish your task.

6. **ENThusiasm is a must.** The officers set the tone. Enthusiasm is contagious (so is apathy). Do not be an officer if you don’t believe in your group and what it aims to accomplish. Encourage a “doing” atmosphere.

7. **Regularity of meeting times and places is critical to the success of your organization.**

8. **Cooperate with other organizations and campus officers.** It makes everybody’s task more pleasant.
PROGRAMMING PLANNING
So you want to plan an event at WU…

Possible Meeting or Program sites:
- Student Activities & Greek Life Conference room. To reserve contact 670-1723
- Bradbury Thompson Center. To reserve contact University Scheduling 1725/1707
- International House. To reserve contact 670-1051
- Memorial Union. Review the policies in the Memorial Union section. To reserve, call University Scheduling 670-1725/1707.
- University Scheduling also has ideas on where you can host your event. 670-1725/1707.

Questions to ask when scheduling an event:
- What size of meeting space do I need?
- Will I need tables, chairs, or stage in the meeting room?
- Will I need audio-visual, flip chart, or power point capabilities?
- Will I need special electrical, stage area, tables & chairs, garden hose (if an outdoor event), park lots barricaded, police department traffic control or late hours extra security, use of the lawn…etc?

Be aware that:
- Charges may be assessed by Petro Allied Health Center, Whiting Gymnasium, Bradbury Thompson Center, and the Memorial Union for setting up and taking down of tables and chairs, lighting, and maintenance personnel to be available, etc.
- Facilities Services also charges for their services, such as electrical power hook-up.
Ticket Sales Process
If your student organization is planning an event for which you want to sell tickets, the Business Services office located in the Memorial Union office, upper level, has set the following requirements in order to meet university audit standards:

- Tickets need to be numbered, with the number on the ticket body as well as on the stub.
- Complete information should be printed on the ticket: event name, location, date, time, sponsors, age restrictions, etc.
- A different color should be used for each type of ticket, (i.e. adult, student, general admission)
- **Ticket must state “Price Includes Kansas Sales Tax.”**
- Only one type of complimentary ticket should be used, (i.e. students and all others to get in free should use the same complimentary ticket and these should state “Complimentary” on them.)
- At the event, students must sign-in. This sign-in sheet should be attached to the ticket and receipt report.
- Stubs must be torn from tickets of those attending the event, counted by type, and turned in with the ticket and receipt report to the Union office. The ticket and receipt report requires breakdown of ticket sales and sales tax, total sales by ticket type, and number in attendance by type. Attach copies of the business office deposit receipts and record total income from ticket sales. This report, ticket stubs, any tickets not sold, and student sign-in sheets must be returned to the Union office for verification on the day following the event.

Additional Information
If you have more than one distribution outlet for your tickets, it is wise to track the tickets distributed to each outlet by number.

It is also helpful to record ticket numbers on a log as tickets are sold. This is helpful in completing the reports required by the director of business services who is responsible for reporting ticket sales to the State of Kansas.

A student organization may accept payments with credit cards through a manual process. To do this, record the credit card number, including the three-digit security number, credit card type, name as shown on the credit card, credit card expiration date, and dollar amount. Take to the business office Cashier in Morgan at the end of ticket sales. See sample Credit Card Process form in Appendix.

Tickets can be printed, numbered and cut by University Mail and Printing Services in Morgan 113 when submitted as a Microsoft Word document on paper and disk. Allow several days for processing.

Tickets may also be sold by Student Activities & Greek Life. If student organizations want the ability to purchase tickets through students’ iCards, please contact the Ichabod Service Center for help with set-up, 670-1188.
**Event Planning Timeline**

**Initial Planning**
The initial planning stages should come well in advance of your event, preferably 2-3 months. During this time the organization brainstorms ideas for the event and establishes goals they want to achieve. Special attention should be focused on where and when the event will take place, other University events on the same date, and a budget for the event.

**Six Weeks Prior**
Six weeks prior to the event should be focused on delegating tasks to other members. Deadlines should be set and followed. Now is the time to start brainstorming publicity ideas too.

**One Month Prior**
One month prior should be focused on logistics and advertising. Special attention should be focused on reserving needed equipment, finishing contracts, and reserving hotel and hospitality accommodations.

**Three Weeks Prior**
Three weeks prior should be focused on final logistics planning. Anything deadlines left should be finished by the end of this week. Now is also the time to increase advertising to get people to your event.

**One Week Prior**
One week prior should be focused on confirming the entire event. You should communicate with the artist and agent and confirm all materials required in the contract are available. A list of volunteers and their duties should also be created and handed out to the group.

**Day of Performance**
With all the preparation that your organization has done, today should proceed without any problems. Ensure that there are members available to welcome the performer, check on hospitality and equipment. Have a brief meeting before the event with everyone to do a final rundown of how the event is going to operate and who to contact if there are any problems.

**After the Event**
Immediately after the event is not a time to slack-off. The organization must pay the performer, clean the area, finish the WSGA funding report, write thank-you notes to all organizations and individuals who helped, and conduct an event evaluation. The event evaluation is extremely important. If the organization wants to do this event again next year, the evaluation will be a starting point for future organizers.

For a checklist version of this timeline, see the forms appendix: www.washburn.edu/getalife/eventplanning.html
PUBLICITY BASICS

Effectively publicizing events is one of the most important components of successful programming. Below you will find general information for frequently used publicity outlets at Washburn University.

1. University Relations can help advertise your event, but only if they know about it. Under the “Welcome” tab of my.washburn, click on “Submit Publicity Event Request Form.” Publicity information can be sent to local media outlets, campus-wide emails, the University electronic message board, and the Bod Talk weekly newsletter.

2. The Washburn Review located in the lower level of the Memorial Union. See section by Washburn Review.

3. Washburn Student Government Association located on the southeast side of the Memorial Union. Student organizations can request advertising for the electronic message board and Bod Alert by going to www.mywsga.com/advertising.

4. Posters/Fliers – Be creative. Try making your posters 3D or different colors to stand out. Posters are approved in the Office of Student Life, Morgan 104. See poster policy section.

5. Table tents & information tables in the Memorial Union can be arranged through the University Scheduling office located on the main level. 670-1725/1707

6. Student Organization Workroom located in the lower level of the Memorial Union. Butcher paper, markers, die-cut machine, and many more supplies are available for use by all registered student organizations. Student Activities & Greek Life also offers student organization 50 buttons free each year. Use them to advertise your event!

7. Sidewalk Chalk can be an effective means of getting your message out to the student body. If your organization does not have chalk, some is available through Student Activities & Greek Life.

8. Social Media outlets are your best friend. Make sure to advertise your event on Facebook™ or Twitter™.

9. Create walking billboards or lawn signs to advertise. Facilities Services can help you place them. 670-1149.

10. Word of Mouth is critical to any event. Make sure your friends of friends know what’s going on!
One of the areas that can greatly enhance the image of your student group is publicity. Whether it is a full-color poster, table tent, newspaper ad, Facebook™ event, or simply a flier on bright paper, your group will be evaluated on the appropriateness and effectiveness of its publicity.

In order to answer the Five W’s (Who? What? When? Where? Why?), all publicity should include:

1. Title of event.
2. Brief description of event (if not a recognizable event, include a one sentence description).
3. Date (include day of the week and month/date).
4. Time (if attendance is required, include an ending time too).
5. Location
6. Admission fee (if applicable)
7. Sponsoring organization(s) (include all pertinent logos for co-sponsors).
8. Contact information (direct people with questions to websites, phone numbers or offices).

Hints to make publicity successful when using posters:

- People will not look at the poster for a long time. Make it eye-catching and the information brief.
- The poster should take no longer than 5 seconds to read.
- Take a look around campus. What catches your eye? Incorporate other designs into your poster.
- Avoid making the poster look too busy. A busy poster loses a readers’ attention.
- Use pictures – images are more memorable than words.
- Add a border to the entire poster (or essential, important elements) to keep the eye focused.
- Test the poster before making copies. Put it on a bulletin board and stand back 10 feet. If it is noticeable from this distance, you have accomplished your goal. If not, see which other posters stand out the most, and incorporate some of their graphical elements.
- Color can make the poster unique. If you cannot afford color printing, use colored paper.
- Try adding 3D elements to your poster. They require more time, but will catch a lot more eyes.

**How to submit news releases University Relations**

The most effective way to promote an event or program is to submit the information to University Relations. This office will issue a news release to area newspapers, television states, radio stations, community calendars, cable news channels, the University electronic board, and the weekly Bod Talk newsletter. The information will also be entered on the university events calendar.

Submitting information:
1. Submit the information at least 10 days in advance. If there is a registration deadline for
the event or program, it is important to submit the information in time to allow for
responses.

2. To submit information, go to the “Welcome” page of my.washburn.edu and click on
“Submit Publicity Event Request Form” in the left column.

3. Make sure to include the basic details of who, what when, where, and why. It is
important to include a contact name and phone number.

4. News releases issued by the university are posted online and may be viewed by going to
the “Welcome” tab of my.washburn.edu and clicking on “View WU news releases” in the
box WU News & Events in the middle column.

Also noteworthy:

- Before setting a date for an event, always check the university events calendar to see
what else is planned on campus at the same time. Calendars are found under the
“Welcome” tab of my.washburn.edu. Click on “University Events Calendar” in the
middle column.
- If a program or event is cancelled, notify the university relations office immediately.

Questions? University Relations at wurelations@washburn.edu, 670-1154, Morgan 129

Dena Anson, Director of University Relations, 670-1711, dena.anson@washburn.edu
Amanda Hughes, Assistant Dir of University Relations, 670-2153 amanda.hughes@washburn.edu
Vickie Waters, Office Assistant, 670-1154, vickie.waters@washburn.edu
Peggy Clark, Photographer, 670-2151, peggy.clark@washburn.edu

**Washburn Review**

The Washburn Review wants to cover your organization’s events. Advance notice is required.
Please contact the editor in chief three weeks prior to the event by:

- Stopping by the Review office, lower level, Memorial Union.
- Calling 670-2530
- Organizations may also submit information to wureview@gmail.com.

Advertising: Specific information regarding Review ads should be directed to the Washburn
Review advertising manager at 670-1173. Student organizations who advertise with the Review
will receive a discounted rate. The advertising manager will have current rates along with
suggestions and helping information about getting your organization noticed.

Student Classified Ads: Classified ads are available for students who want to sell items such as
computers, books, electronics, automobiles, or find a roommate. Students can contact the
Washburn Review advertising manager at 670-1173 for more information.
**FUNDRAISING TIPS**

Often times your organization will have an idea for an event, but no financial means available to bring that idea to fruition. There are many opportunities for your organization to raise funds. Consider doing the following:

- **Dues** – While not at the top of everyone’s list, implementing dues can be the easiest way to fundraise within your organization.
- **Half and Half Giveaways** – Participants donate a certain amount of money per ticket. If they are chosen to win, they receive half of the money. Your organization keeps the other half.
- **Work Concession Stands** – Many athletic organizations on and off campus need individuals to work concession stands during events.
- **Sports Tournaments** – Your organization can host anything from a 3-on-3 basketball tournament to a 5k run.
- **T-Shirts** – Your organization can design and create t-shirts to sell for profit.
- **Pancake Feed** – The relatively low cost of a pancake feed provides an excellent opportunity to fundraise for your organization.
- **Sponsorships** – If your organization is putting on an event, consider getting is sponsored by local businesses. Be sure, however, to display their logo!
- **Guest Server Nights** – Many local restaurants, such as Texas Roadhouse, Buffalo Wild Wings, and Coldstone Creamery, allow organizations to have a night where a portion of the profits are donated.

Remember: Taxes will be taken out of final deposit for University accounts. Price your fundraising items appropriately. For questions, contact the Business Office at 670-1156.
Policies and Procedures

Trademark and Licensing Program

The Washburn University trademark licensing program is the University’s response to demands for the use of Washburn products displaying Washburn’s marks, symbols, and logos. Washburn University represents a rich history and a bright future. The Washburn name and its colors, symbols, and logos communicate proud heritage and future promise.

This tradition and spirit shared by Washburn University students, faculty, alumni, friends, and fans has created a growing demand for products. The number of manufacturers who want to produce such products is also growing. The Washburn University trademark licensing program fills the responsibility to actively promote quality products while seeing that Washburn University is appropriately represented. It assures that all merchandise bearing Washburn marks promotes and protects the image of the University while fulfilling the needs of consumers.

Frequently Asked Questions

What is a trademark?
Any logo, symbol, word mark, nickname, letter(s), word or other derivative that can be associated with Washburn University and can be distinguished from those other universities, teams, mascots or organizations are protected under Washburn’s trademark licensing program.

What is a service mark?
A service mark indicates that the source or origin of the mark is for services (such as the provision of educational services) as opposed to goods (a sweatshirt). Service marks are subject to the same rules, use, protection and infringement policies.

What are examples of Washburn University trademarks?

Washburn University Wordmarks:
- Bods
- IBod
- Ichabods
- KTWU
- Lady Blues
- W (athletics department use only)
- Washburn
- Washburn Ichabods
- Washburn Lady Blues
- Washburn University
- WU

Washburn University Marks:
- Crest
- Ichabod
- KTWU Logo
- Law School Foundation logo
- Mulvane Art Museum logo
- Official Seal
- School of Business logo
- School of Law logo
- School of Nursing seal
- Washburn Alumni Association logo
- Washburn Foundation logo
- W (athletics use only)
Any designs, which may cause confusion in the mind of the public, are a direct infringement upon Washburn University trademark rights.

**What is the purpose of the WU licensing program?**
The purpose of the program is to ensure that the Washburn name and trademarks are used appropriately, in good taste, and with high-quality reproduction. The program seeks to avoid misrepresentation of Washburn to the public.

**Why must I purchase a product bearing the Washburn University name or mark from a licensed manufacturer or retailer?**
All purchases of merchandise bearing Washburn University’s name or trademarks must be from licensed manufacturers or retailers. The licensees have agreed to supply the university with quality, safe merchandise and pay the university a royalty fee for providing products with the university marks. In exchange, the university has granted the supplier a unique opportunity to provide such merchandise.

**Who needs a license?**
Manufacturers, producers, service providers, retailers and any other entity that plans to produce or sell products with the trademarks of the university must be properly licensed by the university before producing or selling emblematic merchandise, regardless of the intended use or method of distribution of the merchandise.

**Where can I find a list of approved licensees?**
The list of officially licensed vendors is continually being changed. Updates are issued and posted on a quarterly basis. For the most recent list, go to: www.washburn.edu/ur/licensing/licensing-alpha.pdf

**What products can be licensed?**
Anything, but Washburn University reserves the right to consider and approve any product or product category for license. This ensures products bearing Washburn University’s trademarks are of the highest quality and represent the university in a positive manner. Proactive review helps to identify products that may not be appropriate for Washburn University’s trademarks, may be hazardous or present a liability concern.

**How do I know if a product is properly licensed?**
Washburn University and SMA are proud supporters of the Independent Label Program. All licensees are required to display the Collegiate Licensed Products label on their products either via a hangtag or a sticker. This label should also contain manufacturer information as well.

**What happens if a trademark is used without a license?**
The university is legally obligated to enforce its trademark ownership rights. SMA and university personnel work closely with federal, state and local law enforcement organizations to shut down illegal uses. The university and SMA will conduct periodic checks to ensure retailers are compliant with our licensing requirements.
Campus FAQs
Do university departments have to pay royalty fees for print material?
Royalty fees are not required on print products (brochures, letterhead, business cards, etc.). Printers are required, however, to go through the licensing process and they must submit designs for approval. Questions as to whether royalties should be charged for a print item should be directed to Kay Farley, etc. 1927, or Dena Anson, ext. 1711.

Purchases by staff, faculty, students, alumni and friends:
All WU organizations, departments, individuals and affiliates wishing to use or distribute products incorporating protected WU marks must purchase goods from a licensed vendor, regardless of the intended use or method of distribution of the merchandise.

Design/Use FAQs:
Can I use portions of the crest, etc., or does it have to be the complete image?
Logos are to be used as registered, including the appropriate trademark designation. Logos may not be altered without the authorization of Washburn University and SMA.

Do the logos have to be used in either blue or black, or can another color be used?
Other colors may be allowed, pending approval. Logos are to be used as registered, including the appropriate trademark designation. Logos may not be altered without the authorization of Washburn University and SMA.

For more information:
For additional information concerning the university’s licensing program or for assistance in determining appropriate uses for the university logos and marks, contact Kay Farley, 670-1927, or Dena Anson, 670-1711.

Licensing information is also available at:  http://www.washburn.edu/licensing
LOTTERY AND RAFFLE LAW

Each academic year, many student organizations begin the fall semester with fundraisers to supplement its operating budget. While fundraising is highly encouraged by our office, the Office of Student Activities & Greek Life wants to inform you about a little-known fact about fundraising in the state of Kansas...

..."lotteries" and "raffles," by definition, conducted by student organizations are illegal.

The key to hosting a lottery-like or raffle-like event is to avoid meeting the definition of these events. A definition of a lottery is “anything that offers a chance for a prize for a price.” Therefore, the simplest way to do this is to eliminate any price or cost to participate.

Here's how to do it:

- Create two sets of tickets; one set designated for “donations” and one set designated for “non-donations.” **Do not print the price, cost or donation amount on either set of tickets.**
- For those who donate, give him or her the appropriate ticket. For those who do not donate and want to participate, give him or her the appropriate ticket.
- That’s it!

Having said all this, please note the conduct of others is not a measure of whether such conduct is lawful, moral, appropriate or correct. While it may appear law enforcement on the lottery question is lax - like the Great American Duck Race and other similar events happening in our city and state - student organizations should seek to adhere to the law as we understand it.

We realize this law may be confusing as well as counter-intuitive. Therefore, please contact University Counsel at 670-1712 for further clarification.
**ORGANIZATION ACCOUNTING PROCEDURES**

The University maintains agency accounts in the University Restricted and Agency Fund, 1) for the convenience of recognized University organizations, including student organizations, and 2) to help give sound accounting and fiscal controls. Agency accounts continue from year to year. Your advisor may have your agency account number. If the number is not known, contact the university Accounting Office, Morgan 225 ext. 2031.

This is a statement of procedures to be followed in obtaining goods or services for the student organization. Any questions regarding these procedures should be directed to the Purchasing Office, Morgan 235.

Requests for new Agency Fund accounts are to be made to the university Accounting Office. The Accounting Office will need to know:

1. The name of the student organization;
2. The requested name for the account;
3. The name of the organization sponsor;
4. The names of the organization officers who will be authorized to request payments from the account.

The signatures of the sponsor and the officers will be required on a “Signature Authorization Card” which will be provided by the Accounting Office. The Accounting Office will assign an account number, and that number will be noted on the signature authorization card before the signatures are obtained.

All Washburn Student Government Association and Washburn Student Bar Association Agency Accounts are to follow the purchasing procedure, as set forth in the Business and Financial Affairs Handbook.

Any organization that has deposited funds with Washburn University must have on file with the Accounting Office a signature authorization card prior to the time a check will be drawn by the Accounting Office. In most instances, two or more signatures are required to draw funds from an agency account. The campus sponsor and at least one officer of the organization, normally the president and/or treasurer, must sign the signature authorization card. The signatures appearing on the signature authorization card are the only ones that will be recognized by the Accounting Office in drawing checks for commitments assumed by the organization or agency. Reimbursements to officers of student organizations must be signed by two other people: another officer and the organization advisor.

Any receipts for dues, etc. must be deposited with the business office, Morgan 205, and placed in the appropriate agency fund account. In the case of selling tickets for any occasion, the Director of Business Services must be consulted well in advance of the function for the routine of purchasing tickets, state sales tax requirements, and ticket reporting. Receipts from such sales should be deposited regularly (daily deposits are strongly recommended) with the business office for safe keeping.
All transactions involving the agency account, both receipts and expenditures, must be processed through the Business Office to maintain the integrity and accountability of the fund.

The advisor and authorized officers of the organization are responsible for having adequate funds deposited in the agency account to cover any financial commitment made by the organization. Any financial commitment made by any member of the organization which is not approved for payment by the officer and advisor or for which the funds available are inadequate will be the personal responsibility of the person who created the obligation. This includes reimbursing the University in event the funds available are inadvertently overdrawn. Therefore, the membership of the organization should be informed that all financial commitments must be approved in advance by the advisor and the organization’s designated officer.

The organization’s treasurer is responsible for keeping the financial records of the organization in a businesslike manner. Monthly agency activity statements will be sent to the organization’s advisor. The campus advisor is responsible for forward this statement, or a copy of the statement, to the student organization’s responsible officer. Any commitment made by the organization should be processed for payment through the Purchasing Manager with an online purchase requisition, or the Director of Finance with a payment voucher when paying from an invoice, promptly after the obligation is created and within the payment terms of the vendor.

The finance office prints checks on Tuesdays and Fridays with the properly completed and approved documents. When a requisition is approved, a purchase order will be created and the advisor will receive a copy. Hold this purchase order until an invoice is received. Then, sign and send it and the invoice to Accounts Payable, Morgan 225, after the service or goods have been received in satisfactory condition. Department payment vouchers must be used when you are in receipt of an invoice and are sent to the accounts payable office for payment.

Under normal conditions, the Business Office will require five working days to process a check after the proper forms and documents have been received by Accounts Payable and approved for payment.

When Student Organization accounts receiving funds directly or indirectly from the student activity fee or any University sponsored activity in the Agency Fund are used for travel, the activity is subject to all regulations contained in Chapter IV., Sections 8 and 9 of the Business and Financial Affairs Handbook.

All bills are payable to the student organization. If your organization has an open account with any firm, be sure the account is in the name of the organization and not Washburn University.

It is recommended that any long term arrangements or requests involving large sums of funds be processed through the purchasing office in advance of a commitment. Any contracts signed must also be approved by the Director of Purchasing.
Article I. Employing Speakers, Performers, and Other Contractual Arrangements

The Purchasing Office must be notified in advance of the engagement of speakers or performers who are to be remunerated. The Director of Purchasing working with the person responsible for engaging the speaker or performer will determine the procedure to be followed in making payment. If the person engaged is an employee of the University, the person’s social security number will be required. If the person engaged is an independent contractor, the person’s social security number or the firm name and tax identification number will be required. If the engagement is with a corporation, the firm name and tax identification number of the corporation will be required. If there is any question about whether the person engaged is an employee of the University or an independent contractor, contact the Director of Finance. If a contract is to be signed, it is to be reviewed with the Director of Purchasing prior to the time a commitment is made. If the contract is as much as or exceeds $50,000 and if it is a WSGA or WSBA contract, it also requires Board of Regents approval prior to the time a commitment is made.

University policy regulates business functions that occur at or on behalf of the University. The policy regulating how purchasing, cash handling, retail sales, and food services follows.

Approval for retail sales and food sales at or on behalf of the University by parties other than Business Services may be approved for special circumstances. The criteria for considering requests for these exceptions are as follows:

1. The appropriateness of the activity for the University, and whether or not the activity should properly be conducted by Business Services;
2. Whether risks and liabilities of the University are being properly managed;
3. Whether appropriate taxes will be remitted and/or licenses and permits secured;
4. Whether purchasing policies are being followed; and
5. Whether appropriate cash handling procedures are in place.

Approval requires a minimum 14 day advance notice of the activity for which approval is sought, however, practical consideration may require a longer approval period in order to allow for adequate planning for the retail or food sale activity.

Approval for Conducting Retail Sales, Serving, or Selling Food form is available through the Business Office.
**FACILITY RESERVATIONS**

Student organizations registered with the Office of Student Activities & Greek Life are eligible to use University facilities in accordance with the Facilities Use Policy. Rooms can be reserved through the University Scheduling office, Main Level, Memorial Union, ext. 1707/1725.

Information required to request facility use:

1. Date(s)
2. Time – include total time for set-up and breakdown
3. Name of organization (must be a registered student organization)
4. Purpose of use (meeting, informative speaker, etc.)
5. Contact person including name, address, telephone number, and email address
6. Expected attendance
7. Type of room
8. Special needs
9. Set-up (additional tables, microphone, projector…etc)

**Procedures for reserving a facility:**

All facilities are reserved through University Scheduling, located on the Main Level of the Memorial Union, ext. 1707/1725.

An online facility reservation request form is now available on MyWashburn under University Services. Complete the form online and University Scheduling will confirm your reservation.

Student Organizations, and specifically the officers of the organizations, are responsible for use of the facilities and for the behavior of participants. Individual officers are advised that the group will be charged for any damages incurred during the course of facility use. In case the group refuses or is unable to take restitution, the individual officers will be charged for the damages and a hold will be placed on their records until such time as the bill is paid. Individual officers will also be held responsible for any bills for services not paid in a timely manner.

University facilities cannot be contracted out by student organizations for another organization’s use. Organizations wishing to sponsor events for the benefit of another organization may do so as an event open to the public.

Student organizations cannot enter contracts that commit any University resources, including facilities, without approval from the Purchasing office.

No advertising or ticket sales for an event may occur until a confirmation for facilities use has been received.
**POSTER POLICY**

The Washburn University policy on posters and bulletin boards has been adopted in order to promote the effective use of postings within University buildings. Posting is only allowed on designated walls and bulletin boards.

1. Posters displayed in buildings on campus must be date stamped in the Student Life Office located in Morgan Room 104. Date stamping does not constitute University approval of the contents.

2. Maximum number of posters per organization or event allowed: 20 per building. WSGA student election fliers are exempt from the 20 per building limit.

3. Posters will be date stamped according to the following:
   - Non-university groups advertising products or services - 2 weeks;
   - Community service organizations or university groups - up to 30 days, if needed;
   - University Academic or Administrative Departments - up to 1 semester or longer, if needed;
   - Special events held on a specific date - through the date of the event or the appropriate posting period, whichever is less.

4. The maximum size poster allowed on a bulletin board will be 11 by 17 inches.

5. Postings outside of buildings on the University campus are allowed only on bulletin boards or other locations designated for that purpose.

6. To minimize the risk of fire and the impeding of quick and safe egress from buildings in an emergency, posting is not allowed in the following locations:
   - In stair enclosures or on stair railings;
   - On doors or windows, including translucent glass block windows;
   - On lights or heaters;
   - In or on elevators;
   - On floors;
   - On furniture;
   - Attached to or covering fire extinguishers, hose cabinets, exit markers, or any other safety equipment;
   - In any other location where they might constitute a safety hazard.

7. Posters must be placed in such a manner that they do not overlap or interfere with the viewing of adjacent posters.

8. Posters on bulletin boards must be attached with thumb tacks. Staples are not permitted. Postings are limited to 1 item per bulletin board. When utilizing University public area bulletin boards, stamped posted messages are limited to 1 posting per bulletin board. Posters on walls must be attached with masking tape. Scotch tape and other tapes are
difficult to remove and may damage painted surfaces. Posters may only be placed on bulletin boards in Mabee Library and Stouffer Science Hall. On the first floor of Henderson Learning Center, posters may only be placed on bulletin boards; however, on the 2nd and 3rd floors posters may be placed on walls.

9. Notices which require only a one-day posting period, such as to announce changes in previously scheduled events, to provide directional information for groups visiting campus, or to announce a class cancellation, may be posted for a one-day period without a date stamp. The effective date of the announcement must be clearly visible on such notices, and they must be removed by the person or organizations placing the notices no later than the next day.

10. The Dean of Students, after consultation with the University Attorney, may refuse to date stamp posters which are considered to be obscene or which constitute harassment of a student or a class of students.

11. Custodial staff will remove postings on as timely a basis as possible, consistent with their other duties.

12. One copy of each poster must be left in the Dean of Students office with the name and phone number of the individual that will be posting the item.

13. Failure to abide by the rules of this policy may forfeit your right to post fliers in the future.
Residential Living Office Posting Policy

1. All posters/fliers/banners/and other posting materials to be posted in the three residence halls and Washburn Village must be stamped by the Student Life Office (Morgan 104).
2. Bring material to the Residential Living Office, located in the Living Learning Center, where it may be approved and authorized with the residential living office stamp.
3. The Residential Living Office will post all materials left for approval.
4. Signs posted in the residence halls that do not have both the residential living stamp and the student life stamp will be removed.
5. Student groups or other departments are not permitted to post materials on any surface (table, light fixtures, walls, etc…) other than the bulletin board, located on the first floor of the Capital Federal Center for Learning.
6. Any damage from posting materials without the consent or knowledge of Residential Living will be billed to the organization in which the materials were generated.

Mailbox Stufflers: The following requirements must be met:

1. The event must be sponsored by a registered student organization.
2. The mailbox stuffer must be for a specific, advertised event.
3. Each mailbox stuffer must be stamped by both the Student Life Office and Residential Living.
4. Residential Living staff will be responsible for distributing the mailbox stuffers.
5. Due to the small size of the U.S. Postal boxes, Residential Living encourages registered student organizations to limit their advertisements to no larger than half of an 8.5” x 11” sheet of paper.

Residential Living sponsored postings (which include Resident Assistant, Faculty in Residence, Washburn Residence Council, Interest Groups, Faculty/Staff Mentors) will have access to postings in the halls without required stamps. These groups may post on walls using only masking tape. Postings should not exceed 10 days.
STUDENT TRAVEL

When it is deemed to be in the best interest of the University, a student 18 years of age or older may drive a University rented or leased vehicle for approved University business travel. Arrangements for rental/leasing are made through the University’s Purchasing Office. A certificate of insurance will be provided by the Purchasing office.

The University encourages the use of the University rented vehicles whenever possible. The University will, however, consider the use of personal automobiles of students of the University for performing official and representative functions for the University.

Only personal vehicles owned by the student driver or a member of the driver’s immediate family may be used. The owner must have insurance coverage on the vehicle in amounts at least equal to the State required minimum plus Personal Injury Protection Benefits per K.S.A. 40-3107. The University’s position is that such minimum coverage is inadequate to provide meaningful protection. Further, the student is cautioned that when a mileage allowance is received the automobile insurance coverage may be affected. When use of an individual student’s automobile is approved, it becomes the student’s responsibility to provide the primary insurance protection.

Each student organization may create a reimbursement policy and mileage rates, ranging from no reimbursement up to the University allowed maximum.

Students 18 years of age or older may drive a University employee’s vehicle provided the University employee authorizes the student to drive, that such request was stated and approved on the travel form, and the University employee is a rider in the vehicle at the time the student is driving. All other provisions of the University travel policy apply to vehicles driven by students.

Students must request approval for out-of-town travel with the online travel request form. Access this form on http://www.washburn.edu/admin/finance/forms/index.html. The form must be completed and approved by the faculty sponsor or department head, and submitted to Accounts Payable at least ten days prior to departure. Students who are allowed to drive vehicles on University business must be 18 years of age or older and must have a valid driver’s license, with no restrictions. The student and sponsor must indicate the following information on the request for travel form in the comments section:

a. Name and birth date of driver.

b. Driver’s license number, state and expiration date.

c. Ownership of vehicle to be used and whether a passenger car, station wagon, or van.

The original will be returned when approved. Request for reimbursement of travel expenses is made by completing the travel expense report available at the same location as the travel request form. Original receipts are required for all meals, lodging, transportation and other expenses for which reimbursement is authorized. These receipts must give full detail as to date, place, itemized description of expenditure, and must be marked paid.
See copies of the Out-of-Town Travel Authorization form and the Travel Expense Report form in the forms appendix.

Check List for Travel Arrangements

1. Make sure your organization is registered with the Student Activities & Greek Life office.

2. File a completed out-of-town travel authorization form with the Accounts Payable office (through office mail or Morgan 225) a minimum of 10 days prior to taking your trip. List all students who will be traveling. Make sure that the appropriate department head and your organization advisor have signed the Travel Form. Upon approval, the original will be returned to you.

3. Complete a purchase requisition online at My.Washburn.edu for lodging, registration fees and other travel purchases, such as airline tickets or van rental.

4. Keep all travel receipts (meals, turnpike tolls, parking, etc.) and a record of mileage if you want to be reimbursed for your expenses, or if you need to report them to Washburn Student Government Association.

5. Following the travel, complete the travel expense report, attach all receipts, sign, get advisor signature, keep a copy for your file, and send to the Business Office.
MEMORIAL UNION POLICIES

The Washburn Memorial Union Offices are located on the upper level of the Memorial Union. Office hours are 8:00am to 5:00pm., Monday through Friday.

- Memorial Union Director: Kathy Reser, 670-1726
- University Scheduling: Janet Klepplin and Melissa Lewis 670-1725/1707
- Memorial Union Receptionist: Rene Akin, 670-1454
- Washburn Dining Services Director: Matt Beadleston 670-1864
- Washing Dining Services Catering: Bruce Scoular 670-2220

All requests for the use of any space in the Washburn Memorial Union must be made in advance by contacting the University Scheduling office. Major events may require extra planning and should be done well in advance of the event date. The University Scheduling office is available to meet with student groups to assist with planning. If an event includes food service, contact dining services catering.

The Memorial Union director or a designee shall determine the following for each request:
- Is the Washburn Memorial Union an appropriate location for the function/event?
- Is adequate space available?
- What room or space is to be reserved?
- What use time is involved and what are the set-up requirements?
- Identify if any changes are applicable.

When these things have been determined, University Scheduling will issue written confirmations and record the reservation in the building schedule.

Fee Structure:
Washburn registered student organizations are exempt from facilities use fees but may be subjected to special service charges. Student Activities & Greek Life shall supply updated lists of all registered student organizations at Washburn. Special service charges could include but are not limited to such things as requesting the building be open beyond normal operating hours, special clean-up services, excessive moving of equipment, and using the dance floor. Charges for special services will be billed immediately following the event and are payable upon receipt of statement. When an organization has defaulted on a payment or has not complied with the conditions for use, the organization shall be required to make full restitution prior to any future reservation requests.

Student organizations may not charge students an admission fee for events held in the Memorial Union, likewise, no room usage fee will be assessed.

If an event is canceled, the student group is required to notify the union administrative office as soon as possible so the space can be made available for another event. Events that are cancelled less than 48 hours prior to an event may be subject to special charges as a result of actual expenses the Memorial Union has incurred to date.
Late Night Events:
Requests for late night events in the Memorial Union must be made well in advance on a first come first served basis. In an effort to assure successful programming and safety to participants at these events, each request will be considered separately. In some instances there may be additional requirements for use of union facilities for a late night event. Any special or additional requirements will be mutually agreed upon by the student organization and the director of the Memorial Union.

All events must be completely finished, which includes all participants and equipment out of the building, by midnight. A violation of the time restriction could result in denial of the use of facilities for six months to one full semester whichever is shorter. Special service fees will be assessed for keeping the building open beyond established operating hours.

Late night events canceled less than 48 hours prior to the beginning time of the event may result in fees being assessed for actual expenses incurred to date.

All policies and procedures relative to any use of Memorial Union facilities by student organizations apply to late night events.

Dining and Catering Services
Washburn Dining Services is capable of providing a wide variety of items for any event from simple refreshments to large banquets. The dining service staff is always available to discuss special requests and to help plan any event. Arrangements for catering may be made with Catering Services, 670-2221. To make arrangements in person, office hours are 8:00am-5:00pm. Monday through Friday, or telephone 670-1456.

Washburn Dining Services is the exclusive provider for all food and beverage service on Washburn University’s campus. Groups are not allowed to bring food or drink onto campus as part of an event and could face denial of use of union facilities in the future if this policy is violated, and in some cases, special fees could be assessed for clean-up and trash removal. Individuals may bring food into the building for their own consumption.

Arrangements for food, beverage, and banquet catering services should be made at least 10 days prior to the event. A guarantee of the number of people food is to be prepared for is due 72 hours prior to the event. Groups will pay for the amount of food prepared but not less than the guarantee. Dining Services will send a statement after the event and payment is required upon receipt.

Audio-Visual and other Equipment
The union has a limited number of TVs, VCRs, DVD players, overhead projectors, data/video projects, dry erase boards, flip charts (paper not provided), easels, table-top podiums, podiums with self contained PA system, projection screens, and microphone stands and cords. This equipment is available on a first come, first-served basis.

Washburn Rooms A and B have room sound systems plus a CD player and wireless microphone capabilities, (hand held or lavaliere microphone available). A portable dance floor is available.
and special service charges will be assessed for installation. The Union Market also has a room sound system.

There are two 36” televisions located in the Memorial Union for leisure viewing. Wireless networking is available throughout the building. Most meeting rooms in the Union are equipped with data ports, telephone jacks, and teleconference capabilities. Equipment needs should be discussed and requested at the time room reservations are made. If equipment is not available from the Memorial Union, groups should contact the university ISS department, 670-3000.

Meeting rooms are equipped with tables and chairs. Some rooms are furnished with conference tables that cannot be moved, while others allow for flexible arrangements. Room set-ups should be discussed at the time reservations are made. The Memorial Union staff will be responsible for arrangement of room equipment as requested and routine cleaning before and after each event.

All Memorial Union equipment is to be used in the Memorial Union building and is not available for use in other buildings on or off campus. If equipment is needed in other buildings or outside on campus grounds the requester should contact University Scheduling at 670-1725/1707 or Facilities Services office at 670-1149.

**General Policies**

Registered student organizations may request tables inside the Memorial Union for recruitment and other appropriate events pertaining to the organization. Space is limited and will be reserved on a first come first-served basis. Tables can be reserved through University Scheduling.

As requested by the Washburn Student Government Association, credit card application and similar solicitations are not allowed in the Memorial Union building.

Bulletin boards are provided for posting notices of interest to the Washburn community. All posters must be approved by the office of Vice President for Student Life and date stamped before being posted in the Memorial Union. Posters and other materials may not be placed in the following locations: restrooms, elevators, on any painted or wood surfaces, on any windows (other than student offices) or exterior doors in the Union.

Student organizations may request permission to hang banners from the railings in Union Market, the railing overlooking the lower level lounge, and outside balconies. Space is limited and requests will be granted on a first come, first-served basis. Banners must be hung with plastic straps or twist ties. **Please, no tape.** It is the responsibility of the student organization to properly hang the banners and remove them after a mutually agreed upon time period. The Memorial Union Office will process all requests and confirm dates for banners to be displayed.

Upon approval of the Washburn Memorial Union information of interest to the Washburn community may be published in the form of small flyers, brochures or table tents and placed or displayed on building tables and counters. Space availability and the possibility of building clutter will be taken into consideration when allowing groups to distribute materials in this manner.
Organizations reserving use of space in the Memorial Union are ultimately responsible for the actions of their guests or participants and the proper use of facilities, furnishings, and equipment. The organization and/or its officers shall be held financially responsible for any damages resulting from their event.

Payments for services associated with use of Memorial Union facilities shall be paid within a reasonable amount of time. If unpaid balances exist, student organizations will be denied use of building facilities until full payment has been made.

The Washburn Memorial Union does not assume responsibility for damages to or loss of any materials or equipment left in the building by groups.

Decorations in the Memorial Union must have approval by the union administrative office. Nothing may be affixed to drapes, vinyl, painted or wood surfaces, or ceilings. All decorations must be fire retardant and not pose a safety threat. The organization will be responsible for removing all decorations and property immediately following the event.

Candles may be used as centerpieces for banquets and receptions but the flame must be contained. No flammable liquids or other substance can be substituted for candles.

In order to keep the campus safe and to minimize the chances of damage to sprinkler systems and the grounds, vehicles are not allowed on lawns or sidewalks. In the event materials or equipment need to be delivered to the Memorial Union, the most convenient places for loading and unloading would be from the bell tower circle drive on the east side of the building or from the circle drive at the west tower entrance of Union Market. Groups and organizations should furnish their own cart or other means of transportation.

Student organizations are subject to all University and Memorial Union policies, rules, regulations, and procedures as well as all applicable federal, state, and municipal laws and ordinances associated with use of facilities. Groups who abuse their usage of facilities will be denied future use.

Washburn University of Topeka will not allow its facilities to be used by any organization or for any purpose where the effect would be to permit discrimination on the basis of race, sex, color, creed age, national origin or handicap.

**Ichabod Service Center:**
The Ichabod Service Center, a centralized office for students to obtain their iCard (student ID), is located on the main level of the Memorial Union. The iCard is your official Washburn identification and is used for the all-campus card system. You can report your card lost/stolen here, obtain a replacement, request statements of your account, and deposit money on your iCard.

Your iCard may be used for purchases of:
- Dining services at Stauffer Commons, Corner Store, and Libation Station
- Bookstore items
• Ichabod Service Center photocopies, printing, faxes
• Select Pepsi vending machines
• Self-service copiers at Mabee and Law Libraries
• Laundry facilities at residence halls
• Paying fees and fines at Washburn Police Department, Registrar, Libraries
• University Mail and Printing Services
• Concessions

Additional services include library circulation, recreational services at the Student Recreation and Wellness Center, attendance at special music, theatre and athletic events, and door access for Living Learning Center and Washburn Village residents. The Ichabod Service Center also provides copy and fax services.

Monday-Friday 8:00 a.m. – 5:00 p.m.  Telephone 785-670-1188
icard@washburn.edu  Toll Free 1-866-309-8557
www.washburn.edu/icard

(Extended hours offered at the beginning of each semester.)
**WSGA FUNDING POLICY**

**Applying for WSGA Funding**

1. Register your Student Organization with Student Activities & Greek Life

2. Make sure you have a University Agency Account  
   *Contact Accounts Payable 670-2274*

3. Attend a Council of Organization Presidents (COPs) meeting and sign the Funding Policy Compliance Form  
   *Contact WSGA Budget Director 670-2317*

4. Fill out the Funding Request Form (available online at mywsga.com- under the ‘Apply for Funding’ tab, and submit it via email to budget@mywsga.com)

5. Fill out the Funding Request Spending Breakdown Form (also available at mywsga.com—under ‘Apply for Funding’ tab, and submit it via email to budget@mywsga.com)

6. Email forms and an up-to-date roster of members to WSGA Budget Director  
   **PAPER COPIES ARE NOT ACCEPTED**

7. Forms must be turned in by 5 p.m. on the Monday of the week the Allocations Committee meets. You must present your request to the committee at least 15 days prior to your event.

8. Attend the Allocations Committee Meeting (in the Lincoln Room)

9. Attend the WSGA Senate meeting the following week (in the Kansas Room)

10. After your event is over you have 4 weeks to complete a report along with receipts and turn them into the WSGA Budget Director  
    *Include:*
    - a. How the project benefited the University  
    - b. How the project benefited your student organization  
    - c. A categorized summary of all costs  
    - d. The number of people who attended the event  
    - e. The signatures of the advisor and an officer of your student organization

11. After the report and receipts are turned in, your money will be transferred into your agency account.

The COPs presentation is available online at mywsga.com, under ‘Apply for Funding’
Standards of Conduct for Student Organizations

(From the Student Code of Conduct – available online at http://www.washburn.edu/main/studentlife/SL_Office/about_osl_dos.html)

Student organizations at Washburn University are expected to conduct their activities in accordance with the behavioral standards that the University has for all members of the University community. Students cannot expect that organizations as collective entities will be excused for behavior that would not be tolerated of individual students.

A. Any student organization shall be subject to disciplinary action based on inappropriate behavior as outlined in Section II of the Code as well as the following:

1. Advocating, inciting or participating in any material interference or physical disruption of the University.

2. Entering or attempting to enter into contractual obligations that will require the use of a University agency account without prior authorization by the University Business Office. Organizations are prohibited from entering into any contractual obligation for the University.

3. Directly or indirectly utilizing University resources in support of any candidate for public office. Exceptions and conditions are described in the Facilities Use Policy for the University and separate policies for the Law School, Petro Center and Memorial Union.

4. Directly or indirectly utilizing University facilities, services, or funds for the express benefit of external affiliates.

B. Investigation and hearing procedures of alleged violations.

1. A complaint alleging violation of the "Standards of Conduct for Student Organizations" may be filed by any student, faculty member or staff member. Complaints should be directed to the Dean of Students in writing.

2. Upon receipt of a complaint, the Dean shall follow the procedures specified in the Student Conduct Code.

3. In the implementation of these procedures, the president of the organization shall serve as the representative to receive notification and to appear as required for hearings.

4. In applying the sanctions listed in the Student Conduct Code, "loss of registered status for a period of time" shall be substituted for the sanction of "suspension."

5. The Dean's/Board's sanction may be appealed by the president of the organization. The Appeals Board will consider the case as outlined in Section III. F. The president will, again, serve as the representative of the organization before the Appeals Board, if requested.

Approved by the Washburn University Board of Regents on 4-10-02
Advisor Guide

All registered organizations are required to have advisors. This Advisor Guide is intended to serve as a starting point to help advisors. It is a collection of resources, responsibilities, expectations, and suggestions. Please refer back to this guide through the experiences of advising. Assistance, training, and support for organization advisors is available through the Office of Student Activities & Greek Life. Good luck and enjoy your opportunity to make a difference!

Understanding Advising
Why become an Advisor?
Advising is a unique opportunity to bond with the students of Washburn University outside of a classroom setting. The environment developed through an advisor-advicee relationship is one that touches student’s lives on a different level. This experience provides the students the opportunity to get know to faculty and staff as “real” people, and often leads to long term mentoring. There are many benefits involved in advising that include knowing you are making a difference, having fun, keeping abreast of campus events, building a community, receiving student appreciation, and personal satisfaction.

Roles of an Advisor
The role of the advisor is critical to the success of the organization. An advisor serves the group in an array of different capacities. These roles include but are not limited to the following:
- Being a motivator
- Being an enthusiast
- Being a troubleshooter
- Being behind the scenes
- Offering ideas and input
- Serving as a resource person
- Being a role model to students
- Giving direction when needed
- Refusing to do the organization’s work
- Playing devil’s advocate when appropriate
- Providing support and structure
- Encouraging personal development of the organization members
- Monitoring compliance with guidelines of a national organization when the student organization is a member of a national character
BASIC EXPECTATIONS OF AN ADVISOR

1. Have a concern for the ongoing function and success of the organization. This can be accomplished in part by attending executive board meetings regularly, thus establishing continuity from year to year.

2. Find a good balance between being overly involved and under-involved. Advisors set principles and offer guidance and do not directly do the work which is the responsibility of the students.

3. Be concerned about developing the leadership skills of the members, particularly the executive board, by discussing and helping to analyze group interactions and decision making, and through learning by experience.

4. Be aware of the goals and directions of the organization and assist the members in evaluation of their progress toward these goals.

5. Advise the organization’s president of the University policies and procedures in the areas of scheduling, purchasing, organizing public events/broadcasts, etc.

6. Advise the organization officers regarding the operation of the organization.

7. Certify academic eligibility of all officers.

8. Advise the members on financial matters and work with the treasurer to assure that all organization monies are spent appropriately.

9. Stress the importance of delegating authority and seeing that the students accept this responsibility.

10. Teach students to use their judgment in decision-making.

11. Be fair, consistent, honest, willing to admit mistakes, and even-tempered.

12. Remember that people are individuals with different personalities, mental, and physical abilities. Judge people only by their efforts.

13. Listen to student’s issues concerning work conditions, personal treatment, etc.

14. Be sure to praise students for a job well done.

15. Attend events your organization is sponsoring.

16. Confront students who are not doing the job, and develop a plan of action to correct this.
Effective Advisors

Qualities of Effective Advisors
Members of many student organizations describe an effective advisor through the possession and display of several characteristics, such as:

- Advocate
- Trustworthy
- Approachable
- Challenger
- Professional
- Encouraging
- Supportive
- Insightful
- Listener
- Resourceful
- Problem Solver
- Helpful

Tips for Successfully Advising Student Groups
Here are some suggestions that may be helpful when interacting with student organizations and individual group members.

**Do**
- Allow others to fail
- Allow others to succeed
- Know personal/professional limits
- Be visible
- Be consistent with actions
- Keep a sense of humor
- Trust self with the group
- Learn to speak/when not to speak
- Direct the group about where to find answers
- Teach the art of leadership

**Don’t**
- Control the group
- Manipulate the group
- Take ownership for the group
- Close communication
- Be afraid to try new ideas
- Know it all
- Take everything seriously
- Be the leader
- Miss group meetings/functions
- Give the answers

A Great Advisor as Viewed by other Advisors:
Resource person.............Help maintain direction and continuity
Friend/counselor.............Stimulate creativity and motivation
Assist in planning...........Serve as a sounding board for chair
Play devil’s advocate......Facilitator for group process
Help set goals..................Pick-up the pieces when necessary

A Great Advisor as Viewed by Student Leader:
- Resource person
- Positive reinforcement and support
- Constructive criticism
- Serve as liaison between organizations and University
- Deal with legal and contractual matters
- Attend organizational meetings
- Advise on specific University procedures
- Be available
- Discuss ideas, but don’t dictate
- Support events by attending
- Play devil’s advocate when needed
- Brainstorm
- Realize leaders are volunteers
**Roles and Responsibilities of an Executive Board**

Just as advisors have specific roles and responsibilities within the organization, so do the executive board members. It is important for advisors to understand these roles and responsibilities in order to help support, guide and encourage proper functioning of the organization. These roles include but are not limited to the following:

**President**
- Preside at organization meetings
- Facilitate executive board meetings
- Be aware of all money matters
- Assist all executive officers
- Provide motivation for the organization
- Prepare for all meetings
- Serve on various committees or task forces
- Be open to all opinions and input
- Provide follow-up to organizational tasks
- Inform the executive board of other meeting information
- Coordinate the executive board transition

**Treasurer**
- Prepare organizational budget
- Prepare purchase orders, requisition forms
- Audit books twice per term with advisor
- Maintain a financial history for the organization
- Maintain a working relationship with institutional accounting
- Inform executive board of all financial matters
- Coordinate solicitations
- Make monthly reports of all receipts and disbursements
- Perform other duties as directed by the president

**Vice President**
- Preside at organization meetings in the absence of the president
- Serve as parliamentarian
- Direct constitutional updating and revision
- Serve as liaison to committees
- Perform other duties as directed by the president

**Secretary**
- Record and maintain minute of all organization meetings
- Send minutes to all appropriate members and institutional staff
- Prepare an agenda with the president for all meetings
- Maintain attendance at all meetings
- Keep the organization informed
- Maintain a calendar of events
- Maintain a phone and e-mail directory of all members
- Reserve meeting rooms for the year
- Perform other duties as assigned by the president
**Basic Expectations of Organization**

Here is a list of expectations that organizations members often hold for themselves, the group and their peers.

- The members are joined together for the betterment of the organization.
- The members take the initiative to set goals and have direction.
- The officers take their responsibilities seriously.
- The members are held accountable for their responsibilities.
- The members attend meetings regularly.
- Comply with university, municipality, state, and national laws and policies.
- Realize that the Advisor has a life outside of the organization and respect his/her time accordingly.
- Orient and keep the Advisor informed of all organization functions, activities, and/or problems.
- Provide the Advisor with regular minutes and the financial condition of the organization.
- Respond promptly to the Advisor’s inquiries and requests.
- Respect decisions of the Advisor made in the interest of the organization or university.
- Understand that the Advisor, too, will make mistakes and will have an individual personality and style; accept and discuss this, and move on.
- Be honest and up front with the Advisor regarding organization operations; nothing is to be gained from a relationship that is not completely open.
- Provide clear expectations. Nothing is more frustrating than attending meetings with no idea of why you are there. Find out what the group is looking for in an Advisor and in what areas the advisor can be of assistance.
- Confirm the appointment of the Advisor each year and be certain the Advisor will serve.

**Questions you may want to ask your organization:**

1. How much involvement is expected or needed?
2. How often does the group meet?
3. How many major activities does the group plan per semester?
4. How experienced are the student leaders?
5. How do your skills match the needs of the organization?
6. What are some of the problem areas that your organization specifically needs advisory assistance in dealing with? Ask for examples.
7. What are some of the ways the Advisor can be more helpful to the group?
8. Will the Advisor be a silent observer at meetings or an active participant?
9. Should you interrupt during meetings if you think the group is getting off track? How? When?
10. If things get unruly, should you interrupt or remain silent?
11. Is the Advisor expected to give feedback? How? When?
12. Are there areas of the organization that are “hands off” to the Advisor?
13. Does the national organization (if applicable) require an affiliated Advisor? If so, what is their role?
**Advisor Checklist**
This checklist will help you remember the most important aspects of advising. Reference this list often and check things off as they are completed.

- The organization I advise has re-registered.
  Beginning in April, organizations can re-register by completing the appropriate re-registration online at www.washburn.edu/getalife

- The organization I advise has turned in a recent copy of their constitution and membership roster.
  A new and updated copy of the constitution and roster must be turned in to Student Activities & Greek Life each academic year AND when they are changed throughout the academic year.

- I, the Advisor, have placed all Advisors training and forum dates on my calendar.

- I have added the new executive board information to the front of my Advisor Handbook.

- My organization’s executive board meetings this year are: _________________

- My organization’s general body meetings are: _________________

- I know where Student Activities & Greek Life is located.

- I have a new roster of my organization’s members.

- I know the goals, events and plans of my organization for the academic year.

- I know what my organization expects of me this year.

- My organization knows what to expect from me.

**Final Note**
Advising means challenging students to be better than they were yesterday, and supporting them when they find themselves unprepared to perform a task set before them. We have provided suggestions, tips and information that will hopefully assist both the beginning advisor and the veteran advisor to increase communication and learning opportunities for their student organizations. Two books available for check-out from Student Activities & Greek Life are Advising Student Groups and Organizations by Norbert W. Dunkel and John H. Schuh and Advice for Advisors edited by Norbert W. Dunkel and Cindy L. Spencer.
# WU Phone Listings

785-670 + Ext.:

<table>
<thead>
<tr>
<th>Name</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>1942</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>1648</td>
</tr>
<tr>
<td>Admissions</td>
<td>1030</td>
</tr>
<tr>
<td>Allied Health, School of</td>
<td>2170</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>1641</td>
</tr>
<tr>
<td>Anthropology/Sociology</td>
<td>1608</td>
</tr>
<tr>
<td>Applied Studies, School Of</td>
<td>1282</td>
</tr>
<tr>
<td>Army ROTC</td>
<td>2216</td>
</tr>
<tr>
<td>Art</td>
<td>1639</td>
</tr>
<tr>
<td>Arts &amp; Sciences, College of</td>
<td>1636</td>
</tr>
<tr>
<td>Astronomy</td>
<td>2141</td>
</tr>
<tr>
<td>Athletics</td>
<td>1134</td>
</tr>
<tr>
<td>Biology</td>
<td>2077</td>
</tr>
<tr>
<td>Bookstore</td>
<td>2665</td>
</tr>
<tr>
<td>Business Office</td>
<td>2274</td>
</tr>
<tr>
<td>Business Services</td>
<td>1454</td>
</tr>
<tr>
<td>Campus Activities Board (CAB)</td>
<td>1222</td>
</tr>
<tr>
<td>Career Counseling, Testing &amp; Assess</td>
<td>2299</td>
</tr>
<tr>
<td>Career Services</td>
<td>1450</td>
</tr>
<tr>
<td>Ctr. For Undergrad Studies &amp; Programs</td>
<td>2299</td>
</tr>
<tr>
<td>Chemistry</td>
<td>2270</td>
</tr>
<tr>
<td>College of Arts &amp; Sciences</td>
<td>1636</td>
</tr>
<tr>
<td>Communication</td>
<td>2230</td>
</tr>
<tr>
<td>Computer Information Sciences</td>
<td>1739</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>1450</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>1411</td>
</tr>
<tr>
<td>CUSP</td>
<td>2299</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>2100</td>
</tr>
<tr>
<td>Disability Services (TDD: 670-1025)</td>
<td>1629</td>
</tr>
<tr>
<td>Education</td>
<td>1427</td>
</tr>
<tr>
<td>Education Opportunity Program</td>
<td>1871</td>
</tr>
<tr>
<td>Engineering</td>
<td>2141</td>
</tr>
<tr>
<td>English</td>
<td>1441</td>
</tr>
<tr>
<td>Enrollment Management</td>
<td>1812</td>
</tr>
<tr>
<td>Facilities Services</td>
<td>1149</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>1151</td>
</tr>
<tr>
<td>Food Service</td>
<td>1456</td>
</tr>
<tr>
<td>Geology</td>
<td>2141</td>
</tr>
<tr>
<td>Health, P.E. &amp; Exercise Science</td>
<td>1459</td>
</tr>
<tr>
<td>Health Services</td>
<td>1470</td>
</tr>
<tr>
<td>History</td>
<td>2060</td>
</tr>
<tr>
<td>Honors Program</td>
<td>1299</td>
</tr>
<tr>
<td>Housing</td>
<td>1065</td>
</tr>
<tr>
<td>Human Services</td>
<td>2116</td>
</tr>
<tr>
<td>Ichabod Service Center</td>
<td>1188</td>
</tr>
<tr>
<td>Information Systems &amp; Services</td>
<td>3000</td>
</tr>
<tr>
<td>International Programs</td>
<td>1051</td>
</tr>
<tr>
<td>International Student Services</td>
<td>1714</td>
</tr>
<tr>
<td>Leadership Institute</td>
<td>2000</td>
</tr>
<tr>
<td>Learning in the Community</td>
<td>1950</td>
</tr>
<tr>
<td>Library, Law</td>
<td>1088</td>
</tr>
<tr>
<td>Library, Mabee</td>
<td>1179</td>
</tr>
<tr>
<td>LINC</td>
<td>1950</td>
</tr>
<tr>
<td>Mabee Library</td>
<td>1179</td>
</tr>
<tr>
<td>Mass Media</td>
<td>1836</td>
</tr>
<tr>
<td>Mathematics &amp; Statistics</td>
<td>1491</td>
</tr>
<tr>
<td>Memorial Union</td>
<td>1454</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>1714</td>
</tr>
<tr>
<td>Multicultural Affairs</td>
<td>1622</td>
</tr>
<tr>
<td>Music</td>
<td>1511</td>
</tr>
<tr>
<td>Nursing</td>
<td>1525</td>
</tr>
<tr>
<td>Office, Legal &amp; Technology</td>
<td>2281</td>
</tr>
<tr>
<td>Personal Counseling</td>
<td>1299</td>
</tr>
<tr>
<td>Philosophy</td>
<td>1542</td>
</tr>
<tr>
<td>Physics</td>
<td>2141</td>
</tr>
<tr>
<td>Police</td>
<td>1153</td>
</tr>
<tr>
<td>Political Science</td>
<td>1737</td>
</tr>
<tr>
<td>President’s Office</td>
<td>1556</td>
</tr>
<tr>
<td>Psychology</td>
<td>1564</td>
</tr>
<tr>
<td>Registrar</td>
<td>1074</td>
</tr>
<tr>
<td>Residential Living</td>
<td>1065</td>
</tr>
<tr>
<td>Review, Washburn</td>
<td>2506</td>
</tr>
<tr>
<td>Risk Management &amp; Safety</td>
<td>1779</td>
</tr>
<tr>
<td>ROTC, Army</td>
<td>2216</td>
</tr>
<tr>
<td>School of Applied Studies</td>
<td>1282</td>
</tr>
<tr>
<td>School of Business</td>
<td>1308</td>
</tr>
<tr>
<td>School of Law</td>
<td>1060</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>1525</td>
</tr>
<tr>
<td>Social Work</td>
<td>1616</td>
</tr>
<tr>
<td>Sociology/Anthropology</td>
<td>1608</td>
</tr>
<tr>
<td>Student Activities &amp; Greek Life</td>
<td>1723</td>
</tr>
<tr>
<td>Student Alumni Association (SAA)</td>
<td>1644</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>1470</td>
</tr>
<tr>
<td>Student Life</td>
<td>2100</td>
</tr>
<tr>
<td>Student Publications</td>
<td>2506</td>
</tr>
<tr>
<td>Student Recreation &amp; Wellness Center</td>
<td>1314</td>
</tr>
<tr>
<td>Student Services</td>
<td>1629</td>
</tr>
<tr>
<td>Theatre</td>
<td>1639</td>
</tr>
<tr>
<td>Union</td>
<td>1454</td>
</tr>
<tr>
<td>University Honors Program</td>
<td>1299</td>
</tr>
<tr>
<td>University Police</td>
<td>1153</td>
</tr>
<tr>
<td>University Relations</td>
<td>1154</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>1629</td>
</tr>
<tr>
<td>Washburn Student Gov’t. Assoc</td>
<td>1169</td>
</tr>
<tr>
<td>Writing Center</td>
<td>1441</td>
</tr>
</tbody>
</table>

---

45
Appendix
# Washburn University
## Out-of-Town Travel Authorization Form

### Part I - Travel Request

<table>
<thead>
<tr>
<th>Name:</th>
<th>Departure date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Return date:</td>
</tr>
<tr>
<td>Campus phone:</td>
<td>Destination:</td>
</tr>
<tr>
<td>WIN number:</td>
<td>Estimated total cost:</td>
</tr>
<tr>
<td>Campus address:</td>
<td>E-mail address:</td>
</tr>
<tr>
<td>Purpose of trip:</td>
<td></td>
</tr>
</tbody>
</table>

I request that the University bear the expense of this trip as indicated below (check one):

- [ ] At no expense to the University
- [ ] In the amount of $_______ in accordance with applicable University policies and procedures
- [ ] Full amount of authorized expenses to be paid by the University
- [ ] Other:

Mode of transportation:
- [ ] Scheduled bus
- [ ] Scheduled aircraft
- [ ] Chartered bus
- [ ] Chartered aircraft
- [ ] Train
- [ ] Auto - personal
- [ ] Auto - rental
- [ ] Auto - WU owned

Additional comments:

By my signature below, I certify:

1. I have made satisfactory arrangements for my responsibilities and duties during the period of my requested absence, or
2. The period of my requested absence does not conflict with any class sessions.
3. If I use my private vehicle as a means of travel for this trip, I will have in effect for the period of travel listed above, liability and property damage insurance at least equal to the University-required minimum.
4. I will not drive on University business without a valid driver's license.

Requestor Signature: ___________________________

### Part II - Travel Approvals

- [ ] Maximum amt approved: [ ]
- [ ] Charge to Banner fund: [ ]
- [ ] Charge to Banner org: [ ]

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Date</th>
</tr>
</thead>
</table>
| Maximum amt approved (if different): [ ]

<table>
<thead>
<tr>
<th>Dean</th>
<th>Date</th>
</tr>
</thead>
</table>
| Maximum amt approved (if different): [ ]

<table>
<thead>
<tr>
<th>Area Head or President</th>
<th>Date</th>
</tr>
</thead>
</table>
| Maximum amt approved (if different): [ ]

### Part III - Instructions and Information

Complete this form, obtain applicable approvals and submit the approved request to Accounts Payable at least ten (10) days prior to the proposed departure date. The maximum amount approved will be encumbered to account 700530 in the Banner fund and organization specified above. Accounts Payable will note the encumbrance number in the space below. The original copy of the form will be returned to the requestor to file with the travel expense report (see below), with copies of the form retained in Accounts Payable and in the Area Head's office.

When travel is complete, a travel expense report must be completed, showing all expenses relating to the trip. This includes expenses prepaid by the University, direct billed to the University, etc. The spreadsheet version of the report will automatically allocate expenses to the FOAPALs the employee specifies. The encumbrance number for the trip must be noted on the travel expense report. When the travel expense report is processed, the encumbrance will be cancelled. Receipts for all meals, hotel, transportation, etc., must be attached to the travel expense report and must include the date, place and other details to document the expenditure as a business-related travel expense.

For additional information regarding travel policies and procedures, consult your copy of the Business and Financial Affairs Handbook or contact the Director of Finance.

(Revised 2-05)

ENCUMBRANCE NO. [ ]
**Travel Expense Report**

<table>
<thead>
<tr>
<th>Date</th>
<th>Travel Itinerary</th>
<th>Airplane Tickets</th>
<th>Lodging</th>
<th>Auto Rental</th>
<th>Auto Mileage</th>
<th>Auto Gas</th>
<th>Conference Fees</th>
<th>Tolls, Taxi, Parking, etc.</th>
<th>Meals and Entertainment *</th>
<th>Telephone &amp; Other</th>
<th>Total by Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-Jul-05</td>
<td>Topeka to Baltimore</td>
<td>237.00</td>
<td>125.00</td>
<td>75</td>
<td>30.38</td>
<td>500.00</td>
<td>27.00</td>
<td>22.50</td>
<td>9.99</td>
<td>157.49</td>
<td>922.38</td>
</tr>
<tr>
<td>9-Jul-05</td>
<td>Topeka to Baltimore</td>
<td>125.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>7.25</td>
<td>53.75</td>
<td>186.00</td>
<td></td>
</tr>
<tr>
<td>10-Jul-05</td>
<td>Topeka to Baltimore</td>
<td>125.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>12.00</td>
<td>9.99</td>
<td>146.99</td>
<td></td>
</tr>
<tr>
<td>11-Jul-05</td>
<td>Topeka to Baltimore</td>
<td>125.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>27.00</td>
<td>-</td>
<td>152.00</td>
<td></td>
</tr>
<tr>
<td>12-Jul-05</td>
<td>Topeka to Baltimore</td>
<td>125.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>13-Jul-05</td>
<td>Baltimore to Topeka</td>
<td>75</td>
<td>30.38</td>
<td>22.00</td>
<td>6.00</td>
<td>8.50</td>
<td>3.00</td>
<td>69.88</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expense**

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>To</th>
<th>Tickets</th>
<th>Lodging</th>
<th>Rental</th>
<th>Miles</th>
<th>Allowance</th>
<th>Gas</th>
<th>Fees</th>
<th>Parking, etc.</th>
<th>Meals and Entertainment *</th>
<th>Telephone &amp; Other</th>
<th>Total by Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-Jul-05</td>
<td>Topeka</td>
<td>Baltimore</td>
<td>237.00</td>
<td>125.00</td>
<td>-</td>
<td>75</td>
<td>30.38</td>
<td>500.00</td>
<td>27.00</td>
<td>22.50</td>
<td>9.99</td>
<td>157.49</td>
<td>922.38</td>
</tr>
<tr>
<td>9-Jul-05</td>
<td>Topeka</td>
<td>Baltimore</td>
<td>125.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>7.25</td>
<td>53.75</td>
<td>186.00</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>10-Jul-05</td>
<td>Topeka</td>
<td>Baltimore</td>
<td>125.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>12.00</td>
<td>9.99</td>
<td>146.99</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>11-Jul-05</td>
<td>Topeka</td>
<td>Baltimore</td>
<td>125.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>27.00</td>
<td>-</td>
<td>152.00</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>12-Jul-05</td>
<td>Topeka</td>
<td>Baltimore</td>
<td>125.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>13-Jul-05</td>
<td>Baltimore</td>
<td>Topeka</td>
<td>75</td>
<td>30.38</td>
<td>22.00</td>
<td>6.00</td>
<td>8.50</td>
<td>3.00</td>
<td>-</td>
<td>69.88</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**Allocation of excess expenses**

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>To</th>
<th>Tickets</th>
<th>Lodging</th>
<th>Rental</th>
<th>Miles</th>
<th>Allowance</th>
<th>Gas</th>
<th>Fees</th>
<th>Parking, etc.</th>
<th>Meals and Entertainment *</th>
<th>Telephone &amp; Other</th>
<th>Total by Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-Jul-05</td>
<td>Topeka</td>
<td>Baltimore</td>
<td>237.00</td>
<td>125.00</td>
<td>-</td>
<td>75</td>
<td>30.38</td>
<td>500.00</td>
<td>27.00</td>
<td>22.50</td>
<td>9.99</td>
<td>157.49</td>
<td>922.38</td>
</tr>
<tr>
<td>9-Jul-05</td>
<td>Topeka</td>
<td>Baltimore</td>
<td>125.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>7.25</td>
<td>53.75</td>
<td>186.00</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>10-Jul-05</td>
<td>Topeka</td>
<td>Baltimore</td>
<td>125.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>12.00</td>
<td>9.99</td>
<td>146.99</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>11-Jul-05</td>
<td>Topeka</td>
<td>Baltimore</td>
<td>125.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>27.00</td>
<td>-</td>
<td>152.00</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>12-Jul-05</td>
<td>Topeka</td>
<td>Baltimore</td>
<td>125.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>13-Jul-05</td>
<td>Baltimore</td>
<td>Topeka</td>
<td>75</td>
<td>30.38</td>
<td>22.00</td>
<td>6.00</td>
<td>8.50</td>
<td>3.00</td>
<td>-</td>
<td>69.88</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expense**

DEPARTMENT: Airplane, Auto, Auto

**TRAVEL-EXPENSE DETAILS (Must document business purpose)**

Travel to Business Professors of America annual meeting in Baltimore, July 9-12, 2005.

Other expenses on July 8 and July 13 represents tips for skycaps and bellmen. Other expense on July 9 and July 11 represents charge for Internet access (used for business purposes).

Registration and airline tickets were prepaid by the University. All other expenses were paid for with either a personal credit card or cash. Auto mileage is from Topeka to KCI. Tolls includes $25 for Baltimore airport shuttle on 7/8 and $20 for parking at KCI on 7/13.

Dinner on 7/10 includes dinner for myself and Dr. Jane College.

This form is to be used by all faculty, staff and students who are requesting reimbursement for travel expenses. Enter travel details into the appropriate spaces on the form. Use one line of the report for each day of travel; use additional copies of this form as needed. Use the “Travel/Expense Details” section above (1) to document the business purpose of the travel, and (2) to provide details of expenses reported in the “Telephone & Other” column of the form.

If you are requesting reimbursement for amounts paid for another person's lodging or meals, you must note that person's name either on the applicable receipt or in the “Travel/Expense Details” section.

When you have filled out the form, print it out, attach your receipts and your approved travel authorization form, sign and date the form in the applicable fields above, and forward it to the appropriate approver (as set by your college, school or area head). After approval, forward the form and attachments to Accounts Payable for processing.

(Revised 2-05)
# Washburn University

Application for Agency Account - Student Organization

## Organization Information

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of the Organization:</td>
<td></td>
</tr>
<tr>
<td>Responsible Department:</td>
<td></td>
</tr>
<tr>
<td>Faculty/Staff Advisor:</td>
<td></td>
</tr>
<tr>
<td>Today's Date:</td>
<td></td>
</tr>
</tbody>
</table>

## Part I - Agency Account Information

<table>
<thead>
<tr>
<th>Account Title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the advisor have a Banner user ID?</td>
<td>Yes</td>
</tr>
<tr>
<td>If &quot;Yes&quot;, Banner user ID:</td>
<td></td>
</tr>
<tr>
<td>Has the organization had an agency account before?</td>
<td>Yes</td>
</tr>
<tr>
<td>If &quot;Yes&quot;, when:</td>
<td></td>
</tr>
<tr>
<td>Type of Organization:</td>
<td></td>
</tr>
<tr>
<td>Source(s) of Income:</td>
<td></td>
</tr>
</tbody>
</table>

## Part II - Officer/Advisor Information (print all but signatures)

### Acknowledgements and Authorizations:

By our signatures below, as officers and advisor of this organization, we acknowledge that we are responsible for any financial obligations incurred by this organization and for any overdraft in this University agency account. We also acknowledge that we have received a copy of the University policy and rules governing agency accounts, and that we understand said policy and rules.

The organization authorizes the University to forfeit any abandoned money to the University general fund. Money will be deemed abandoned if no accounting transactions are made for a period of 12 months or more, and no authorized organization officer or advisor notifies the University's Accounting Department in writing at Morgan Hall, Room 225, of the organization's desire to maintain the account.

<table>
<thead>
<tr>
<th>Officer's Title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>WIN Number:</td>
<td></td>
</tr>
<tr>
<td>Local Telephone &amp; E-mail:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officer's Title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>WIN Number:</td>
<td></td>
</tr>
<tr>
<td>Local Telephone &amp; E-mail:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advisor Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Telephone &amp; E-mail:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>

## Part III - Approvals

<table>
<thead>
<tr>
<th>Student Activities &amp; Greek Life</th>
<th>Date</th>
<th>Director of Finance</th>
<th>Date</th>
</tr>
</thead>
</table>

Send completed form to: Finance Office - Morgan Hall, Room 225

FOR FINANCE OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Account code:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Code effective as of:</td>
<td></td>
</tr>
<tr>
<td>Code entered in Banner by</td>
<td>Date</td>
</tr>
</tbody>
</table>

Form 12-50 (Revised 6-04)
# Washburn University

## Agency Account Signature Card- Student Organization

### Part I - Organization Information

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number:</td>
<td></td>
</tr>
<tr>
<td>Responsible Department:</td>
<td></td>
</tr>
<tr>
<td>Faculty/Staff Advisor:</td>
<td></td>
</tr>
<tr>
<td>Today's Date:</td>
<td></td>
</tr>
</tbody>
</table>

### Part II - Officer/Advisor Information (print all but signatures)

**Acknowledgements and Authorizations:**

By our signatures below, as officers and advisor of this organization, we acknowledge that we are responsible for any financial obligations incurred by this organization and for any overdraft in this University agency account. We also acknowledge that we have received a copy of the University policy and rules governing agency accounts, and that we understand said policy and rules.

The organization authorizes the University to forfeit any abandoned money to the University general fund. Money will be deemed abandoned if no accounting transactions are made for a period of 18 months or more, and no authorized organization officer or advisor notifies the University's Accounting Department in writing at Morgan Hall, Room 225, of the organization's desire to maintain the account.

#### Officer’s Title:

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WIN Number:</td>
<td></td>
</tr>
<tr>
<td>Local Telephone &amp; E-mail:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>

#### Officer’s Title:

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WIN Number:</td>
<td></td>
</tr>
<tr>
<td>Local Telephone &amp; E-mail:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>

#### Advisor Name:

| Local Telephone & E-mail: |  |
| Signature: |  |

Send completed form to: Finance Office • Morgan Hall, Room 225

---

**FOR FINANCE OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Received By</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Finance</td>
<td>Date</td>
</tr>
</tbody>
</table>
Use this Payment Voucher form:
- For invoices when a purchase order is not applicable.
- For consultant/independent contractor for services up to $5,000; also attach Independent Contractor Checklist.
- For utilities, dues, memberships, subscriptions, postage, delivery charges and other relatively small miscellaneous expenses.

If payee is a non-U.S. citizen or other non-U.S. entity, contact the Director of Finance.

If possible, use a P-Card rather than a Payment Voucher if the amount to be paid is less than $500.

<table>
<thead>
<tr>
<th>Payee Information</th>
<th>Department Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee:</td>
<td>Department:</td>
</tr>
<tr>
<td>Address:</td>
<td>Contact Person:</td>
</tr>
<tr>
<td>Address:</td>
<td>Campus Phone:</td>
</tr>
<tr>
<td>Address:</td>
<td>Building &amp; Room #:</td>
</tr>
<tr>
<td>City, State, ZIP:</td>
<td>E-Mail Address:</td>
</tr>
<tr>
<td>Country:</td>
<td>Check Delivery Method:</td>
</tr>
<tr>
<td>Fed ID #:SSN:</td>
<td>REQUIRED FIELD</td>
</tr>
<tr>
<td>WIN:</td>
<td>Deliver to/hold for:</td>
</tr>
<tr>
<td>Payee Type:</td>
<td>REQUIRED FIELD</td>
</tr>
<tr>
<td>Payee Status:</td>
<td>Date Services Started:</td>
</tr>
<tr>
<td>Country of Residence:</td>
<td>Date Services Ended:</td>
</tr>
</tbody>
</table>

**Accounting Information (see note below) - Use Page 2 if more lines are needed**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Prog</th>
<th>Activity</th>
<th>Location</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Total from Page 2** - 

**NOTE**: If this payment voucher relates to a PO, the accounting information cannot be changed by A/P; contact Purchasing to issue a change order.

**Detailed Description of Charges**

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Date</th>
<th>Organization Sponsor (if necessary)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department or Area Head</th>
<th>Date</th>
<th>Director of Finance</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FOR ACCOUNTS PAYABLE USE ONLY**

<table>
<thead>
<tr>
<th>Federal taxable payment:</th>
<th>X</th>
<th>Withholding rate:</th>
<th>=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross payment:</td>
<td></td>
<td>Less tax:</td>
<td>=</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Net payment</td>
<td></td>
</tr>
</tbody>
</table>

(Revised 3-08)
MID-YEAR OFFICER CHANGE FORM
FOR REGISTERED ORGANIZATION

Name of Organization: ________________________________________________________________

Name of Past President: __________________________________________________________________

Name of New President: __________________________________________________________________
  Local Address (Including ZIP): ___________________________________________________________
  ____________________________________________________________
  Preferred Phone: ________________________________________________________________
  Washburn E-mail Address: __________________________________________________________

Name of Past Treasurer: __________________________________________________________________

Name of New Treasurer: __________________________________________________________________
  Local Address (Including ZIP): ___________________________________________________________
  ____________________________________________________________
  Preferred Phone: ________________________________________________________________
  Washburn E-mail Address: __________________________________________________________

Name of Past Advisor: __________________________________________________________________

Name of New Advisor: __________________________________________________________________
  Department __________________________________________________
  Local Address (Including ZIP): ___________________________________________________________
  ____________________________________________________________
  Preferred Phone: ________________________________________________________________
  Washburn E-mail Address: __________________________________________________________

Please sign below and return to Angela Valdivia the Office of Student Activities & Greek Life on the lower level of the Memorial Union. This form may also be e-mailed as an attachment to angela.valdivia@washburn.edu

Name of President: ________________________________________________________________

Name of Campus Advisor: ____________________________

**NOTE** A new signature card must be signed for your Washburn agency account. The form is available at MyWashburn, University Services tab, Frequently Used Forms. Look for Student Agency Accounts Signature Card and then needs to be sent to the Finance office.
<table>
<thead>
<tr>
<th>TASK</th>
<th>Who To Contact</th>
<th>Due</th>
<th>Assigned</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Brainstorm program ideas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Set goals for carrying out program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Talk to performer/agent for availability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Check University calendar for conflicting events</td>
<td>my.washburn.edu</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Reserve room/lawn (&amp; rain location) for program</td>
<td>Scheduling Office x1725</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Determine budget:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) equipment rental</td>
<td>Student Activities &amp; Greek Life, CAB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) refreshments at event</td>
<td>Chartwells x2221</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) performer fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) hotel</td>
<td>Capital Plaza Hotel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) transportation</td>
<td>Enterprise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f) performer meals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g) advertising</td>
<td>UMAPS, x1605 (MO113), WU Review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• University Publicity Event Request</td>
<td>my.washburn.edu</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• WSGA Advertising Request</td>
<td><a href="http://www.mywsaga.com">www.mywsaga.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Facebook Event</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• B&amp;W/Color Flyers</td>
<td>Student Activities &amp; Greek Life x1723 UMAPS, x1605</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Organization &amp; All Faculty Staff email</td>
<td><a href="mailto:getalife@washburn.edu">getalife@washburn.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Union Banner</td>
<td>Student Activities &amp; Greek Life x1723</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Banner Designed from UMAPS</td>
<td>UMAPS, x1605 (MO113)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sidewalk Chalk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• WSGA Electronic Sign</td>
<td><a href="http://www.mywsaga.com">www.mywsaga.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Tabling in the Union</td>
<td>Scheduling x1725</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Press Release</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hand Bills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Paper Mache</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Megaphone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 3D Ad</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Personal Invitations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Other (Please Specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Collaboration w/Union, Bookstore, Chartwells</td>
<td>Bookstore x2665, Chartwells x2221, Union x1726</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Assess equipment/technical requirements</td>
<td>Scheduling Office x1725</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) stage /podium</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) sound system</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) data projector/screen/laptop</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Ask advisor to initiate contract with performer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TASK</td>
<td>Who To Contact</td>
<td>Due Date</td>
<td>Assigned To</td>
<td>Completed</td>
</tr>
<tr>
<td>------</td>
<td>---------------</td>
<td>----------</td>
<td>-------------</td>
<td>-----------</td>
</tr>
</tbody>
</table>

54
<table>
<thead>
<tr>
<th><strong>6 WEEKS PRIOR</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Set deadlines and assign members tasks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Brainstorm publicity ideas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) submit to electronic board</td>
<td>WSGA (PR Dir), x1169</td>
<td></td>
</tr>
<tr>
<td>b) classroom information presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Flyers/sidewalk chalk</td>
<td>Student Life (Vicki), x2100 (MO 104)</td>
<td></td>
</tr>
<tr>
<td>3. Complete Request for Ticket Sales form</td>
<td>Union Office (Kathy), x1726 (Union)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>1 MONTH PRIOR</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Begin advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Check that contract is signed</td>
<td>Purchasing (Mel), x2312 (MO 235)</td>
<td></td>
</tr>
<tr>
<td>3. Reserve rental vehicle, if required</td>
<td>enterprise rent-a-car</td>
<td></td>
</tr>
<tr>
<td>4. Reserve hotel accommodations, if required</td>
<td>capital plaza hotel</td>
<td></td>
</tr>
<tr>
<td>5. Process payment through Purchasing Department</td>
<td>Purchasing (Mel), x2312 (MO 235)</td>
<td></td>
</tr>
<tr>
<td>6. Reserve equipment, stage</td>
<td>Scheduling Office (Janet/Melissa), x1725 (Union)</td>
<td></td>
</tr>
<tr>
<td>7. Reread contract &amp; contract riders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Request cash from Business Office for ticket sales</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>3 WEEKS PRIOR</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Begin ticket sales</td>
<td>Student Activities &amp; Greek Life (Angela), x1723</td>
<td></td>
</tr>
<tr>
<td>2. Arrange for food if needed</td>
<td>Chartwells x2221</td>
<td></td>
</tr>
<tr>
<td>3. Increase advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Arrange hospitality for performer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Telephone agent to confirm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Confirm hotel accommodations &amp; vehicle</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>1 WEEK PRIOR</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reread contract &amp; contract rider</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Get members committed to help day of event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Confirm payment readiness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Full force advertising</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DAY OF PERFORMANCE</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome Performer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Check on hospitality / Check equipment/technical set-up</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>AFTER EVENT</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pay performer immediately</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Report &amp; provide receipts to WSGA (if funded)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Clean up: leave in better shape than we found it</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Write thank-you's</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Deposit ticket sales money &amp; Complete Ticket Sales form for Union</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Conduct program evaluation &amp; prepare event report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>