

# GUIDELINES FOR STUDENT PROGRAMMING

Last Updated: September 2019

1. **Access to Funding.** Registered or annually funded student organizations or ad hoc groups of students wishing to sponsor programs of campus wide interest may request Student Activities Fee funds. Individual students, faculty or staff may not apply for Contingency Funds.
2. **Admission Charge to Programs.** The university reserves the right to determine whether La Salle students may be charged admission to funded events. If funds are allocated to sponsor an event to which admission will be charged, the university may request that, after all expenses have been paid, profit up to the amount allocated be returned to the Student Activities Fee.
3. **Allotments (Access).** The budget funded through the Student Activities Fee will pay for expenses from approved for programs out lined in the program proposal. The money will not be transferred into the organization's Budget or Agency Account.
4. **Allotments (Amounts).** While funding is never guaranteed, the university will make sound decisions based upon the amount of money available and the projected need for these funds. Partial funding of requests is possible. Approved allotments must be used items/services outlined in the program proposal approved for funding.
5. **Appeals Process of Funding Board Allotment.** Student organizations are welcome to appeal the funding allotment by the Funding Board.
  - The student organization must submit a new Funding Board proposal addressing changes to the program being proposed based on reason(s) the Funding Board allotment was rejected by the Funding Board members.
  - Student organizations that submit a Funding Board proposal that do not address changes to the program will not have their proposal appeal heard by the Funding Board.
  - The revised proposal must be submitted the Chairpersons of the Funding Board no later than the day before the Funding Board meeting the student organization wishes to attend.
  - The student organization has until the end of the business day (4:30 p.m.) to submit the revised Funding Board proposal to the Chairpersons of the Funding Board.
  - The Chairpersons of the Funding Board will review the proposal and if the necessary changes aren't reflected in the proposal you will be contacted by the Chairpersons regarding the status of your proposal request.
6. **Conference Funding Guidelines for Activities Funding Board.** The Funding Board allotments for conferences can range from \$0.00 up to \$2,000.00 per organization per academic year. As with all proposals, funding is never guaranteed, but proposals will be considered for funding up to the

limit of \$2,000.00. The Funding Board defines a “conference” as an event that enhances the La Salle University community by creating an educational/learning environment for the students attending the conference, while the outcome of the experience will also benefit the La Salle University community.

- The Funding Board will consider funding conference experiences that are academically, developmentally, and socially beneficial to students.
- Student organizations must include three or more objectives for attending the conference that would justify the Funding Board allotting money for conference attendance.
- The student organization must complete an **Action Plan** in the Funding Board proposal.

**Funding Board Conference Proposal Content:**

- **Action Plan Tips:**
  - i. The organization must create the Action Plan based on the content of the conference.
  - ii. The sponsors of the conference publish content for the conference. That information should be used to help devise the Action Plan. What is the conference offering in terms of content that would be beneficial to the La Salle University student community that your student organization would like to bring back to campus? And how will your organization present that idea or concept to La Salle?
  - iii. There must be something specific the conference is offering that will be of benefit to the La Salle University student community beyond the immediate membership of the organization.
- The **Action Plan** must contain the following:
  - i. The Action Plan must be a specific plan of activity where the information gained from the conference is demonstrated as being a benefit to the La Salle University student community and not just to the benefit of the conference attendees/organizations members.
  - ii. The Action Plan must be something the student organization can assess and measure with results. The plan should be something that can be assessed with-in an academic year.
  - iii. Please contact the Chairpersons of the Funding Board to discuss the Action Plan requirement if there are any questions. The Action Plan will be weighed heavily in determining funding. Funding allotments can range anywhere from \$0.00 to \$2,000.00 for conferences. Funding allotments will be affected if the Action Plan is deemed weak in nature.
  - iv. ***Example of an acceptable portion of an Action Plan:*** Our organization will be hosting a workshop on good decision-making skills based on the information gained from one of

the sessions we would attend at the conference. The workshop is slated for next semester. We have reserved the Music Room on (date) as a tentative date.

- v. **Example of unacceptable Action Plan:** Our organization would like to attend the conference to gain some leadership skills to make La Salle a better place.
- The **Programming Evaluation** must be completed when the objectives are met, and Action Plan completed:
  - i. If the contact person for the conference graduates or is unavailable to complete the Programming Evaluation, the name of a new contact person must be submitted to the Funding Board Chairpersons.
  - ii. The student organization has two semesters to complete the Evaluation: (Summer Break or Fall Semester Conference-Deadline: Spring Semester/Winter Break or Spring Semester Conference-Deadline: Fall Semester Evaluation).
  - iii. The Programming Evaluation will have an impact on future conference funding.
- Conferences that have a focus on networking, career fair for employment, and professional development will be considered for funding, but the proposal must state specifically how an allotment from the Funding Board would be beneficial to the La Salle University community beyond the obvious goal of possible employment and

#### **Tournaments/Competitions (see number 28).**

7. **Conference Registration, Transportation, Lodging.** When planning a conference, it is important for a student organization to research the cost and timelines for paying for conference registration, transportation, and lodging.

- **Registration:**
  - i. Some conference vendors will allow registration on-line. Some conference vendors will require a check from the University for registration. If a check is required, the University **MUST** approve the vendor before a check is issued...account for this in the planning time line
  - ii. Research the type of information the registration vendor requires for the website or forms.
- **Transportation:**
  - i. If the organization is traveling by public transportation/flights, please research prices with the realization that prices do rise over time. Funding Board proposals including public transportation/flights should reflect this reality.
  - ii. **Vehicle Travel:**
  - iii. **La Salle Van:** The organization must arrange through Physical Facilities at Fleet@lasalle.edu. Students will need to sign liability waivers if La Salle vans are being utilized.

- iv. **Student's Vehicle:** The organization will need to use an internet mapping service. For example, if using Google maps then map the travel route from the departing location to the destination location and reverse it for the trip back. Take the mileage given and multiple it by **\$0.58 (as of 1/19)**. **That amount will be the figure the organization uses to determine travel costs.**
- v. **Vehicle Rental:** for travel must be coordinated with the Chairpersons of the Funding Board. Students will need to sign liability waivers if rental vehicles are being utilized.
- **Lodging:**
  - i. Students need to research prices for hotels and other lodging accommodations. Communication with the conference sponsors is important because they usually have a professional planner or are working with a hotel to get a rate for conference attendees.
  - ii. **Hotel Authorization Forms/Credit Card Authorization Form:** This form will be needed eventually to pay for the hotel stay if students will not have the actual credit card that is being billed for the hotel stay. If the student organization's hotel stay is being paid for by the University, then at some point during the payment phase of the allocation process this form will be necessary to collect from the hotel. Discussion of this form will occur if the organization receives funding during the follow-up after the Funding Board meeting.
- **Travel Itinerary:**
  - i. Student organizations are required to submit a travel itinerary to members of the administration in the Division of Student Affairs five business days before departing for travel. The itinerary must include the following:
    - ii. Date(s) of travel: departure & return
    - iii. Address and phone number of the location of the conference, tournament, or competition.
    - iv. Address and phone number of the hotel or other place of residence
    - v. The mode of transportation utilized for the conference, tournament, or competition. Include information such as flight/train transportation information and departure/return times, etc.
    - vi. Students must attach a list of information in an Excel spreadsheet on the email with the following information:
      - vii. Names of the students attending the conference, tournament, or competition.
      - viii. Emergency contact information (name, phone number, etc.) of a parent or guardian.
      - ix. Name of the conference, tournament, or competition the student organization is attending.
      - x. Failure to comply with submitting this information could result in the following:
        - xi. Jeopardizing future Funding Board allocations
        - xii. 10% reduction to the maximum conference allocation for future requests

xiii. A 'freeze' to annual budgets for student organizations with an Annual Budget

8. **Content and Format of Activities Funding Board Proposals.** Detailed description of the event being planned to include the mission/purpose of the proposed activity/event.

- Date, time, and location of the event
- Names of any performers, speakers, DJs, films, etc.
- An itemized list of event expenses, their projected use, and the total amount requested from the Funding Board.
- A copy of program advertising containing the statement: "This program was funded by the students of La Salle University and the Activities Fee."

9. **Dues.** Dues for associations may be considered for funding but dues for individual students will not be considered for funding. Student organizations would need to adhere to the following stipulations for dues allotment by the Funding Board:

- Student organizations must be free of GPA requirements or gender restrictions for membership.
- Student organizations must apply as an organization and not under the names of individual members.

10. **Final Exam Week and the Week Before Final Exam Week.** Programming is not permitted during week before final exams (unless co-sponsored by Late Night La Salle) and there is no programming during the week of finals in both the Fall and Spring semesters.

11. **Follow-Up to Submitting Activities Funding Board Requests.** The Chairpersons of the Funding Board will review all submitted proposals. This review will decide whether the proposal is suitable to present to the Board. Any proposals missing information, etc. will be returned to the organization.

- If the questions arise or the proposal needs to be returned for revision, the Chairpersons will contact the stated organization representative within 24 hours of this review.
- The group members whose names appear on the request will be notified by e-mail with the group order for the hearing.
- Students or organizations with questions regarding the Funding Board, submitting Funding Board proposals, or other concerns are encouraged to contact the Director for Campus Activities, ext. 5044 in, 307 Union Building.

12. **Fulltime Undergraduate Day Students** are the primary audience for programs funded through the Student Activities Fee. Part-time, evening, and graduate students, alumni, faculty/staff and other guests are welcome to attend/participate certain events upon invitation (including fundraising programs). Student organizations who extend invitations to non-fulltime undergraduate day students will need to provide breakdown of attendance of fulltime undergraduate day students and the

attendance of non-fulltime undergraduate day students in the Programming Evaluation. Fulltime undergraduate day students are the only population allowed to win prizes at programs/events because they pay the Student Activities Fee.

**13. Funding of Open/Closed Programs.** Closed group socials, dinners, awards, or any program in which attendance is limited to organization members won't be funded.

- A closed program is a program that is limited to participation by the sponsor(s) of the program. Student organizations may request funding for closed program if the program costs \$75.00 or under.
- Closed programs being sponsored during scheduled weekday class time must be approved for funding by the Funding Board then by the Vice President for Student Affairs/Dean of Students.
- Programs that interrupt class time aren't encouraged by the university. Funding Board has approved conferences, tournaments, competitions, and retreats that may request that students miss class during the week but since programs such as conferences give a timeline for participation students are not mandated to miss class, they must make a choice on their own schedule.
- A closed program may be approved during class time when the program is integral to the mission of the student organization and promotes the mission of La Salle University as a Roman Catholic institution that supports the ideals of a Christian community of faith.
- Student organizations can request funding for closed programs if the program is integral to the mission of the organization. Funding is never guaranteed but the Funding Board will consider proposals for closed programs that benefit a student organization if the program has a direct relation to the organization's mission or promotes the mission and Catholic identity of La Salle University. This policy does not include conference funding. Conference guidelines must be followed for conference programs. See the following examples:
- *Example of acceptable request for a closed program:* The members of the Explorers for Life request funding for dinner tickets to hear a speaker on pro-life issues.
- *Example of unacceptable request for a closed program:* Members of the Sewing Club request funding for their members to obtain tickets for a trip to an amusement park.

**14. Fundraising.** Funds from the Student Activities Fee cannot allocate funds, which may directly (i.e. donation) or indirectly (i.e. entrance fee) support a charity. The university will consider requests for transportation, refreshments, and supplies only. All items funded through the Student Activities Fee for charity events and programming must be accessible to the general student body without charge, unless otherwise directed by an administrator or explicitly stated in a submitted proposal.

- **Entrance fee for fundraiser:** Donations or entrance fees for charity events (marathons, walks, etc.) must come from an organization's agency account or a fundraiser.

- Student organizations must keep records of fundraising contributions from the fulltime undergraduate day students and non-fulltime undergraduate day students to report in the Programming Evaluation.
- The university will consider allotting money to fundraising initiatives that charge an entrance fee for an event. The entrance fee can be used for the fundraiser. Giveaways: The Student Activities Fee can be used to allot money to fundraising initiatives involving giveaways (t-shirts, engraved items, food, etc.). Giveaways must be accessible to all student attendees even if the student attendee did not pay the entrance fee. The giveaway item cannot be sold to raise money for the fundraiser.

15. **Operating expenses** for student organizations will only be considered through the Annual Budget process. Student organizations that meet the criteria to submit the Annual Budget Request may ask for operational funds. Student organizations that don't meet the criteria to submit the Annual Budget request may request funding on a program by program basis.

16. **Organizational socials and formals** (open/closed or on-campus/off-campus) that are for an organization celebrating their accomplishments an organization will not be funded. Student organizations may submit Funding Board proposals for social programs that are open for all fulltime undergraduate day students such as dance parties, theme parties, balls/cotillions, etc.

17. **Programming Evaluation.** Programming Evaluation Forms must be submitted by any student organization or ad hoc group that has received funds from the Student Activities Fee unless stated by the administrator overseeing the budget funded by the fee. Please submit this evaluation within two (2) weeks of the event. Failing to do so will result rejecting a proposal for the same program from the same program from the sponsoring organization in the future.

18. **Program Proposals in Spring Semester & Summer for Early Fall Programs.** Student organizations may submit a proposal in spring and summer for a program or conference in the fall. Student organizations may have a program idea or conference need that requires planning and/or payments for early fall prior to the Funding Board fall meeting schedule.

19. **Programming Safety/Security.** All Programs must be offered in a safe environment. La Salle University Security cannot provide the staffing for large scale concert/programs. Larger scaled programs may include the following security provisions:

- Presence of an outside events security firm
- Presence of La Salle University administrators
- **Presence of sponsoring student organization**
- **Presence of the advisor of the sponsoring student organization**
- Possible presence of La Salle Safety and Security
- Possible presence of the Philadelphia Police Department

- Possible presence of an EMS/EMT service
- Student presenting their valid La Salle ID
- Wrist banding or stamping of participants
- Search and/or check in of bags, purses, backpacks, etc.
- Sign-In of any non-La Salle student

**20. Purchases.** Student organizations must consult with the administrator supervising the budget being utilized for purchases outlines in the program proposal.

- Purchase Order: Official document that secures payment to a vendor when purchasing items in bulk and for securing payment for services. The Purchase Request will need an official quote from the vendor. The Purchase Request/Order is used for items costing over \$1,000.00. The Purchase Request should be submitted no later than one month prior to the program date (or when the items are needed).
- La Salle University Credit Card Purchases: La Salle University Credit Card purchases are allowed for purchases under \$1,000.00.
- The student organization must be contact the administrator making the purchase with their La Salle University Credit Card no later than one month before the program date.

**21. Signed Agreements, i.e. contracts.** Agreements requiring signatures to secure services/payments and solidify terms of liability must be created/reviewed and negotiated with the La Salle Legal Counsel and the vendor engaged in a business relationship with the university. This approval process involves the Office of Procurement, the Division of Student Affairs & Enrollment Services, and other departments if deemed necessary. Student organizations will work with the administrator supervising the budgeting paying for the services covering costs outlined in the agreement/contract.

- Students, advisors, and faculty/staff are not permitted to sign agreements for La Salle University
- The Vice President for Student Affairs and Enrollment Services is the designed signee for contracts/agreements for payments funded through the Student Activities Fee.
- Contracts creation, negotiation review, and approval is a process. Student organizations must adhere to the specific deadlines and timelines stated during program planning. Failure to adhere to those deadlines and timelines will place the program status in jeopardy.

**22. Retreats.** Proposals for funding requests for retreat programs are welcomed. Retreats can be open or closed retreats. There are two types of retreats and Funding Board will consider both types of requests if the closed retreat is:

- Spiritual Retreat: Promotes the mission of La Salle University as a Roman Catholic institution that supports the ideals of a Christian community of faith. The term “retreat” in relationship to the program must be defined by the student organization in the program proposal.



- Operational Retreat: Management tool for student organizations. Student organizations will offer closed retreats to their members as a time for regrouping, establishing goals, and reflection of the organizations accomplishments as they meet the needs of La Salle University.
- Closed retreat sign-up/registration may occur within the confines of the sponsoring student organization.

23. **Rosters.** All registered student organizations must maintain updated rosters and organization information on Presence. Rosters will be periodically checked to ensure accuracy.

24. **Scheduled Funding Board Meetings.** Student organizations must refer to the published Funding Board schedule for proposal due dates and meeting location and times. The Funding Board schedule outlines suitable dates for proposed programs based on proper program planning timelines.

25. **Statement of Co-Sponsorship.** Please include the statement: “This program was funded by the students of La Salle University and the Activities Fee” on all advertising. Sample event publicity should be attached to all proposals or they will be considered incomplete.

26. **Theme Programming** has limits depending on the timing of the program. Theme week programming has one theme per week. There is a limit of four programs per week with one program per day. Theme month programming has a limit of four programs per month with one program per week. Student organizations wishing to program with similar themes will need to collaborate to create one week/month of cohesive programming.

27. **Ticket Sales/Sign-Ups for Programs Allotted by Funding Board.** There are some programs that require ticket sales or sign-ups for participation for programs before the actual date of the program. The Director for Campus Activities must approve publicity for ticket sales.

- The Division of Student Affairs and Enrollment Services requires all the programs that are allotted funding through the Funding Board complete all ticket sales and sign-ups through the Campus Activities Center, 334 Union Building. The Campus Activities Center will need to approve a request for a different location for ticket sales and sign-ups if the student organization desires a different location than the Campus Activities Center.
- The Campus Activities Center must be contacted one month prior to the start date of the ticket sales or program sign-ups.

28. **Tournaments/Competitions.** Tournaments and Competitions are not considered conferences. Funds have been designated for these programs. Student organizations that participation in such an event depends upon placement or prize winning must contact the Chairpersons of the Funding Board to access the designated funds. The funds are allocated on a first come, first served basis. Student organizations must submit a formal proposal to the administrator requesting funding for their tournament or competition. There is not a cap on the number of students who may participate. There is not a cap on the funding request.

## 29. Transportation for Programs Open to All Students. (Non-Conference/Tournament/Competition or Closed Retreat).

Student organizations can request funding for school/coach bus transportation for programs open to all undergraduate day students by meeting the Director for Campus Activities (307 Union Building). The Director for Campus Activities supervises a bus budget which is an approved Set Aside Budget from the Funding Board.

