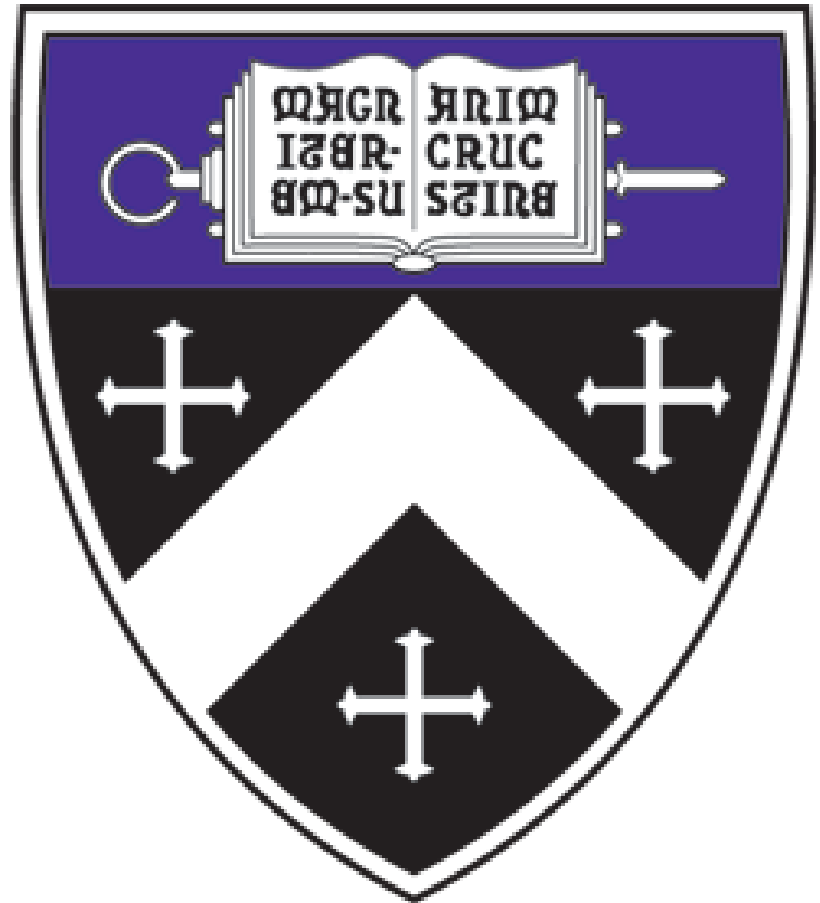


# STUDENT ORGANIZATION HANDBOOK



## Important Information for Kenyon College Student Organizations & Leaders Fall 2012

Kenyon College Student Activities Office  
100A East Brooklyn Street · Gambier, OH 43022  
Phone: 740-427-5661, Fax: 740-427-5413  
E-mail: [student.activities@kenyon.edu](mailto:student.activities@kenyon.edu)  
Website: [www.kenyon.edu/studentactivities](http://www.kenyon.edu/studentactivities)

# STUDENT ACTIVITIES OFFICE (SAO)

“The white house behind the Village Market”



## Christina Mastrangelo

Director of Student Activities & Greek Life

[Mastrangeloc@kenyon.edu](mailto:Mastrangeloc@kenyon.edu)

X5449



## Annie Vleck

Assistant Director of Student Activities for Leadership

[Vlecka@kenyon.edu](mailto:Vlecka@kenyon.edu)

X5335



## Kim Blank

Coordinator of Student Activities

[Blankk@kenyon.edu](mailto:Blankk@kenyon.edu)

x5875



Find us on Facebook-

[www.facebook.com/KenyonCollegeStudentActivities](http://www.facebook.com/KenyonCollegeStudentActivities)

# IMPORTANT CONTACTS



## STUDENT COUNCIL:

**President:** Faith McDuffie

**VP of Academic Affairs:** Natalie Hession

**VP of Student Life:** Kelsey Mazeski

**Treasurers of BFC:** Andie Asimes and Samuel Baker

**Chair of Housing and Dining:** Thomas Brown

**Chair of Buildings and Grounds:** Michael Marting

**Chair of Campus Safety :** Alexander Ramani

**Communications Director:** September Garduno

**Senior President:** Ryan Liegner

**Senior Rep to Student Council:** Jen Vihon

**Junior President:** Andrew Parmelee

**Junior Rep to Student Council:** Samuel Loomis

**Sophomore President:** Meredith Bentsen

**Sophomore Rep to Student Council:** Kelsey Hamilton

**Greek Rep to Student Council:** Virginia Falzon

## CAMPUS SENATE:

**Senate Co-Chair:** Montana Clark

**Senate Secretary:** Sarah Baldessari

**Independent Rep to Senate:** Danny Semelsberger

**Senior Rep to Senate:** Ally Compatore

**Junior Rep to Senate:** Luke Rogers

**Sophomore Rep to Senate:** Ryan Nabil

**Greek Rep to Senate:** William Braff



# IMPORTANT CONTACTS

## CAMPUS CONTACTS:

**Aaron Miller**, Student Organization Accounts/Accounts Payable,  
[millera@kenyon.edu](mailto:millera@kenyon.edu)

**Michael Knight**, Printing Services Manager, [knightm@kenyon.edu](mailto:knightm@kenyon.edu)

**Andrea Bergstrom**, Director of Catering- AVI, [bergstroma@kenyon.edu](mailto:bergstroma@kenyon.edu)

**Damon Remillard**, AVI Director, [remillardd@kenyon.edu](mailto:remillardd@kenyon.edu)

**Paula Morrison**, Maintenance Work Order Clerk,  
[morrisonp@kenyon.edu](mailto:morrisonp@kenyon.edu)

**Gary Sweeney**, Special Events/Manager of Facility Services,  
[sweeneyg@kenyon.edu](mailto:sweeneyg@kenyon.edu)

**Greg Widener**, Superintendent of Buildings & Grounds,  
[widenerg@kenyon.edu](mailto:widenerg@kenyon.edu)

**David Boughter**, Technical Trades Manager (Electrical set-ups),  
[boughterd@kenyon.edu](mailto:boughterd@kenyon.edu)

**Fred Linger**, Business Services Manager, [lingerf@kenyon.edu](mailto:lingerf@kenyon.edu)

**Bob Hooper**, Director of Campus Safety and Security,  
[hooperr@kenyon.edu](mailto:hooperr@kenyon.edu)

**Bonnie Warren**, Assistant to the Manager of Business Services,  
[warrenb@kenyon.edu](mailto:warrenb@kenyon.edu)

**Larry Bower**, Rosse Hall/Storer Hall Building Manager,  
[bowerl@kenyon.edu](mailto:bowerl@kenyon.edu)

**Pamela Faust**, Executive Assistant to the President and Provost,  
[faustp@kenyon.edu](mailto:faustp@kenyon.edu)

**Carmen King**, Fine Arts Librarian, [king@kenyon.edu](mailto:king@kenyon.edu)

# STUDENT ACTIVITIES OFFICE (SAO)

## OUR MISSION:

Student Activities enhances the academic experience by fostering the development of critical thinkers, ethical leaders, and engaged citizens at Kenyon and beyond through our programs, services, and educational opportunities.



## OUR VALUES:

**Student Advocate:** Our work is student-centered and we strive to serve as an advocate for all students and student groups as they experience and learn. Not only must we trust one another, but the student body must also trust us to provide excellent programming, perspective, and service.

**Global Perspective:** Today's student must be prepared for a global world as they enter the workplace. They must understand the value of diversity as it relates to both understanding and acceptance. We promote and celebrate an appreciation for all persons within the campus, local and global communities.

**Civility and Respect:** Regardless of difference of opinion or background, our conduct must demonstrate courtesy and compassion. We challenge each other to do the right things for the right reasons, uphold shared expectations, and recognize how our decisions affect others.

**Integrity:** We expect one another to take responsibility for the consequences of his or her own actions and to be truthful to oneself and others at all times.

**Continuous and Intentional Improvement:** We believe in continuous evaluation of our work and strive to achieve the best in all we do. We strive to reflect on past work and use that assessment to purposefully and intentionally make improvements.



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# IMPORTANT CONTACTS

## **STUDENT AFFAIRS:**

**Hank Toutain**, Dean of Students, [toutainh@kenyon.edu](mailto:toutainh@kenyon.edu)

**Chris Kennerly**, Associate Dean of Students/Director of Multicultural Affairs, [kennerlyc@kenyon.edu](mailto:kennerlyc@kenyon.edu)

**Tacci Smith**, Associate Dean of Students, [smitht@kenyon.edu](mailto:smitht@kenyon.edu)

**Christina Mastrangelo**, Director, Student Activities & Greek Life, [mastrangeloc@kenyon.edu](mailto:mastrangeloc@kenyon.edu)

**Annie Vleck**, Assistant Director, Student Activities, [vlecka@kenyon.edu](mailto:vlecka@kenyon.edu)

**Erin Ciarimboli**, Director of New Student Orientation and Community Programs, [ciarimbolie@kenyon.edu](mailto:ciarimbolie@kenyon.edu)

**Scott Layson**, Director, Career Development Office, [laysons@kenyon.edu](mailto:laysons@kenyon.edu)

**Patrick Gilligan**, Director, Counseling Services, [gilliganp@kenyon.edu](mailto:gilliganp@kenyon.edu)

**Erin Salva**, Coordinator of Disability Services, [salvae@kenyon.edu](mailto:salvae@kenyon.edu)

**Samantha Jones Hughes**, Director, Office of Student Rights and Responsibilities, [hughess@kenyon.edu](mailto:hughess@kenyon.edu)

**Alicia Dugas**, Assistant Dean of Students for Housing and Residential Life, [dugasa@kenyon.edu](mailto:dugasa@kenyon.edu)

**Marne Ausec**, Director, Center for Global Engagement, [ausecm@kenyon.edu](mailto:ausecm@kenyon.edu)

**Liz Keeney**, Director, Board of Spiritual & Religious Life/Gambier Quaker Worship Representative, [keeney@kenyon.edu](mailto:keeney@kenyon.edu)

**Marc Bragin**, Jewish Chaplain/Hillel Director, [braginm@kenyon.edu](mailto:braginm@kenyon.edu)

**Grant Wallace**, Intramural/Club Sport Coordinator, [wallaceg@kenyon.edu](mailto:wallaceg@kenyon.edu)

**Lorie Shults**, Coordinator of Campus Events Scheduling, [shultsll@kenyon.edu](mailto:shultsll@kenyon.edu)

# ADVERTISING

## POSTER PRINTING:

The SAO is your stop for low-cost, large-scale posters. Our new printer can print full-color posters up to 34" wide. To place an order complete the online poster order form: <https://orgsync.com/33654/forms/52902>

Please send your order at least 24 hours prior to the date needed. (For large orders please give at least 72 hours).

### **Sizes and Pricing:**

**24 x 31- \$9 (\$6 for student orgs.)** same size as an easel flip chart

**36 x 28- \$10 (\$7 for student orgs.)**

**32 x 42- \$11 (\$8 for student orgs.)**

**36 x 44- \$12 (\$10 for student orgs.)**

**42 x 54- \$15 (\$12 for student orgs.)**

Posters which use a lot of ink (dark colors, solid backgrounds, etc.) are subject to a \$3 up-charge.

## EMAILS, NEWSCOPE & ORGSYNC:

- Email lists include: [allstu@kenyon.edu](mailto:allstu@kenyon.edu), [student-info@kenyon.edu](mailto:student-info@kenyon.edu), [allemp@kenyon.edu](mailto:allemp@kenyon.edu). Remember, sometimes less is more. Duplicate messages to allstu and student-info are not allowed.
- Remember that student-info emails are moderated and there is a delay in them being sent.
- Email [newscope@kenyon.edu](mailto:newscope@kenyon.edu) with information about your event. Newscope is released twice a week and can be found on tables in the dining hall.
- Post events on the *OrgSync* calendar (see page 21 for instructions).

## BANNER MAKING:

The SAO has FREE banner making materials for student use. Use our die cut machine to easily cut out your letters, numbers, symbols, etc. **The banner making supplies are for use Monday-Friday 9 a.m. to 4:30 p.m. There is no need to make an appointment– just stop by!**

# STUDENT ORGANIZATION RECOGNITION

## BENEFITS OF RECOGNITION:

- Reserve various spaces on campus
- Receive a bank account managed by the SAO
- Request funding from the BFC
- Receive an @kenyon.edu email address
- Place orders at the Print Shop
- Request maintenance orders
- Reserve vehicles from transportation
- Have an organization page on OrgSync

## STUDENT ORGANIZATION REQUIREMENTS:

- Each organization must have a constitution and mission statement. Visit the SAO website for a sample constitution.
- Each organization must have an advisor from the Kenyon faculty or staff. The advisor must complete the Advisor Agreement on OrgSync.
- A member or collection of active members must attend **THREE LEADERSHIP WORKSHOPS EACH SEMESTER**. Various members can attend these events, but each event will only count one time per group. It is recommended that officers attend these sessions, but any member can attend. Please visit the SAO website and page 6 of this handbook for a listing of approved sessions.
- The President and Treasurer must attend the Student Leader Training session and the OrgSync training session in the fall semester. Any organizations that are recognized after the fall meeting must attend these meetings in the spring semester. Please note: The OrgSync session will count toward the leadership workshop requirement (see the previous bullet for details).
- At the end of each semester the organization must **submit an end of the semester evaluation form** on OrgSync by the date specified.

# LEADERSHIP TRAINING REQUIREMENT

## WORKSHOPS THAT COUNT TOWARDS THE LEADERSHIP

### REQUIREMENT:

- Each session at the Leadership conference
- Each session of the Leader Lunch & Learn program
- Kenyon Vehicle Certification
- Appointment with the SAO to develop website
- Emerging Leaders Conference
- Party Host/Monitor Training
- Each session of Taste of the Real World (only seniors may attend; pre-registration required)
- Career Development Workshops and Appointments

**\*\*THESE REQUIREMENTS MUST BE COMPLETED AT LEAST 48 HOURS PRIOR TO THE BFC BUDGET HEARING EACH SEMESTER. FAILURE TO MEET REQUIREMENTS WILL RESULT IN AN INABILITY TO RECEIVE FUNDING THE FOLLOWING SEMESTER AND MAY IMPACT YOUR ORGANIZATION'S FUTURE RECOGNITION STATUS. \*\***

# FILM SCREENINGS

If you would like to screen a film on campus as part of a public campus program you must obtain a Public Performance License (typical range: \$300.00 - \$500.00) for the individual film(s) from a licensing agent, which allows you the right to screen your film. This license is required even if your film is offered to the public for free and is educational in nature.

## COPYRIGHT LAW:

Federal Copyright Law, Title 17, Chapter 1, Section 10: To perform or display a work "publicly" means "to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered."

**\*\*\*Video Tapes and DVDs that are available for purchase, rental, or library check-out are for private home viewing purposes only.\*\*\***

There are, however, a few exceptions. You may screen the film publicly if:

- The film is in the Public Domain.
- You have written permission from the film's producer or other holder of the right to grant such permission.
- The film is obtained from a company that provides a Public Performance License with the purchase of the film. The Kenyon Library has a small selection of films that come with a Public Performance License. These films are most often documentary in nature.

## HOW TO OBTAIN MOVIES LEGALLY:

Swank: [www.swank.com](http://www.swank.com)

Criterion: [www.criterionpicusa.com](http://www.criterionpicusa.com)

## FILM SCREENING QUESTIONS?

Contact Carmen King at [king@kenyon.edu](mailto:king@kenyon.edu)

# TRANSPORTATION

## STUDENT USE POLICY:

- College vehicles can only be rented by College departments or campus organizations that are registered with the College.
- Student organizations may not transport guests in private cars driven by uncertified drivers because these drivers are not covered by the College's liability insurance.
- The following vehicles are available at the listed rates:
  - Seven-passenger vans: 33 cents per mile
  - 12-passenger vans: 43 cents per mile

## SPECIAL GUIDELINES FOR TRIPS OVER 400 MILES:

- No more than two vans may be used for a single-destination trip.
- A minimum of one certified driver per 400 miles must be identified.
- A maximum of 16 hours of continuous travel is allowable, after which a layover of at least 8 hours is required. Drivers must rest for at least 1 hour for every 4 consecutive hours of driving and may not drive for more than 8 hours per day.
- Trip itineraries must be submitted for review. Review will include route, distance/time relationship and planned layovers. The rental will be denied if the itinerary is determined to be unsatisfactory.
- Layovers are required in the event of adverse weather and unsafe road conditions. Renters will be issued a College credit card for such emergencies and any layover expenses will be funded by the College.
- A faculty or staff sponsor must be identified. The sponsor will either go along on the trip or provide written acknowledgment of responsibility to serve as an emergency contact here on campus.

## TRANSPORTATION QUESTIONS?

Contact Kim Blank at [blankk@kenyon.edu](mailto:blankk@kenyon.edu) or by phone at X5661.

# WHAT IS AN ADVISOR?

**ad·vi·sor** (*n*) an expert who gives advice

An advisor and organization leadership should openly discuss what kind of role the advisor should play with the organization. Some organizations have a pool of advisors to assist them with different aspects of the organization (financial, scholarship, programming, etc.) Some advisors have a high level of involvement with every aspect of the organization, others have a very limited role. **It is up to the organization and the advisor to set the parameters of involvement.**

## ADVISOR FUNCTIONS:

It may be helpful to think of the advisor's role in terms of 3 major areas:

### MAINTENANCE FUNCTIONS

- Providing continuity with the history and tradition of past years
- Heading off situations that might rise to poor public relations
- Providing advice when called upon
- Preventing the group from breaking College rules
- Arbitrating intra-group disputes

### GROUP GROWTH FUNCTIONS

- Teaching the techniques and responsibilities of being a good leader and follower
- Coaching the officers in the principles of good organizational and administrative practice
- Teaching the elements of effective group operation
- Developing procedures and plans for actions
- Keeping the group focused on its goals
- Stimulating or even initiating activities and programs

### PROGRAM CONTENT FUNCTIONS

- Introducing new program ideas with an intellectual flavor
- Providing opportunities for the practice of classroom-acquired skills
- Helping the group to apply principles and concepts learned in the classroom
- Pointing out new perspectives and directions to the group
- Supplying expert knowledge and insights of experience

# CLUB SPORTS

## RECOGNITION:

Every club sport organization is required to apply or reapply for recognition each year. Students submitting a Club Sport Application will be required to meet with the Club Sports Subcommittee of the Student Life committee. The subcommittee will take into account not only the information contained in the Club Sport Application, but the actions and management of each club from the previous year, if applicable. Upon review of the application, a recommendation will be made to Student Council to either approve or reject the request for recognition. If the application is rejected, an application may be resubmitted after consulting with the Director of Student Activities and the Intramural/Club Sports Coordinator. If the application is accepted, please note that the subcommittee reserves the right to suspend or revoke the charter of any club sport, at any time, at their and Student Council's discretion. The Club Sports Subcommittee advises the Student Council on the recognition of a club sport, however, Student Council has the final say on the approval and rejection of a club sport application.

## TYPES OF CLUB SPORTS:

**Competitive Club Sport:** Created because the interest demands an opportunity for students other than varsity athletes or because no varsity team exists. The team trains and is eligible to compete and actively pursue participation in registered intercollegiate, regional, national, or open tournaments and competitions.

**Instructional Club Sport:** May compete in an occasional tournament, but the main focus of the club is the introduction, qualified instruction, and advancement of specific skills and techniques.

**Recreational Club Sport:** A group organized for sport and recreational participation on a regular basis that is not readily and feasibly available to

# TRANSPORTATION

## TRANSPORTATION REQUESTS:

The SAO offers van service to provide student organizations the opportunity to reserve a van to access off-campus events/locations for approved college sponsored programs. Unfortunately, we will not be able to fulfill all requests and a completed form does not guarantee that a van will be reserved. **Vehicles are reserved on a first-come, first-served basis.**

**The online request form can be found on OrgSync or [www.kenyon.edu/x61006](http://www.kenyon.edu/x61006).** The deadline for submitting requests is **at least 5 business days prior to the departure** date for the trip. We will not be able to accommodate late requests. Once all information is received and confirmed, an e-mail confirmation will be sent out to the contact of the trip advising of all necessary details for your Transportation request.

On the day of departure the driver(s) will pick up keys, gas cards, and mileage forms from the Campus Safety Office.

**\*\*\*Make sure all travel forms for off-campus events have been submitted to the Student Activities Office at least 48 hours prior to departure (see page 35 for details)\*\*\***

## TO REQUEST A COLLEGE DRIVER:

If you want to request a driver to pick up a performer, speaker, etc from the airport email Miracle Mahle at [transportation@kenyon.edu](mailto:transportation@kenyon.edu). Please include the following information in your email:

- Person(s) to Transport
- Title of person(s) being transported (Guest Speaker, performer, etc.)
- Flight Info (if applicable): Airline name, Flight Number, Flight flying out from (arrivals only), time of flight arrival/ departure
- Where to Pick-up and drop-off Traveler
- Account number for charges



# TRANSPORTATION

## VAN CERTIFICATION:

To get certified to drive Kenyon vehicles, set up an appointment with Bonnie Warren ([warrenb@kenyon.edu](mailto:warrenb@kenyon.edu)).

In order to be certified, a driver must:

1. Be at least 18 years of age to drive a College car or minivan, or at least 21 years old to drive a 12-passenger van.
2. Possess a valid driver's license.
3. Have fewer than six traffic violation demerit points, under Ohio state law.
4. Have no chargeable accidents within the last 24 months.
5. Have no convictions on record for driving under the influence of alcohol or drugs, or any other major traffic violation such as reckless operation, hit/skip, driving under suspension, or fleeing from a police officer.
6. Be aware that the College will require a Motor Vehicle Report (MVR) from the state the license was issued. The following states will release the MVR only to the holder of the license: California, New Hampshire, Hawaii and Texas. If you reside in one of these states you will need to obtain your own MVR and submit it to the College before you will be able to drive the College vehicles. These students will also need to update their MVR with the College on a yearly basis to continue to be certified to drive.
7. Attend a defensive driver class sponsored by the College and pass a written exam. In order to drive a 12-passenger van the driver must also complete an on-the-road training program.

**Please note: There is a \$10 annual charge to get van certified that will be billed to your student account.**

# CLUB SPORTS

## STEPS TO REGISTER A CLUB SPORT:

1. Register online on OrgSync (pg. 12)
2. In addition, you must complete the “Club Sport Application” which can be found under “Forms” on OrgSync or <https://orgsync.com/33654/forms/show/33709>.
3. Once you have completed BOTH online forms you will be contacted by the Club Sport Approval Committee to determine whether or not you need to meet with the committee

## CLUB SPORT FORMS:

**EACH CLUB SPORT MEMBER IS REQUIRED TO COMPLETE THE FOLLOWING FORMS BEFORE HE/SHE CAN PRACTICE OR PLAY.**

- Waiver of Liability
- Code of Conduct
- Emergency Medical Information

**THESE FORMS CAN BE FOUND IN THE STUDENT ACTIVITIES OFFICE.**

## EMERGENCY PROTOCOL:

For more information regarding Emergency Protocol for on- and off-campus incidents please visit: <http://www.kenyon.edu/x51968.xml>

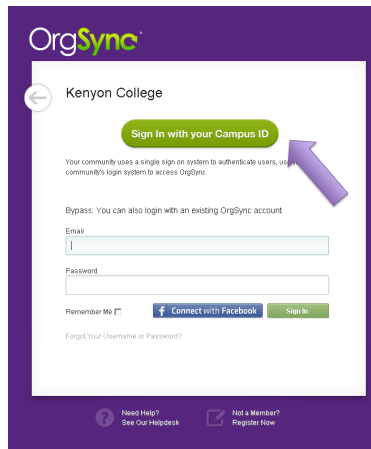
**PLEASE NOTE: In ALL cases (minor or emergency) the student(s) involved must complete the online incident report within 24 hours. The form can be found on OrgSync.**

# ORGSYNC

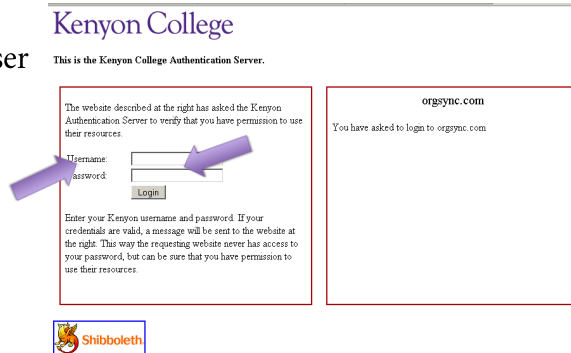
## Getting started on OrgSync

### LOGIN TO ORGSYNC:

1. Go to <https://orgsync.com/login/kenyon>
2. Select “Sign in with your Campus ID”



3. Type your Kenyon user name and password, respectively.
4. Select “Login”



# OFF-CAMPUS EVENTS

All events off-campus require you to fill out a **Transportation Roster and Waiver of Liability form.**



1. Visit the Student Activities Office to pick up a packet with all the necessary information for taking an off-campus trip.
2. Fill out the form with information on where you are traveling, when you will be going/coming back, and who will be going.
3. Each person attending the trip will need to sign the roster and provide an emergency contact number.
4. Each person will need to sign a Waiver of Liability form.
5. **All forms should be turned into the SAO 48 hours before you plan to leave.** The SAO provides Campus Safety with a copy of this information.

### HOTEL ARRANGEMENTS:

1. Visit the SAO so you can book the room using the departmental VISA
2. Call the hotel from the SAO. Make sure your organization’s name will show up on the bill for accounting purposes.
3. Let them know you are from Kenyon College and using a departmental VISA. Ask if there is a credit card authorization form to be completed. If so, they can fax the form to the SAO at 740-427-5413. \*Please let the SAO know to expect a fax from the respective establishment.
4. Record the confirmation code and be sure to send a copy of the receipt to the SAO.
5. Print out a copy of the reservation confirmation and bring it with you on your trip.

# HOTEL RESERVATIONS

## HOTEL RESERVATIONS:

Local accommodations include:

**Weaver Cottage:** The rate is \$40/bed/night. To make a reservation contact Lorie Shults ([shultsll@kenyon.edu](mailto:shultsll@kenyon.edu)).

**Kenyon Inn:** The special rate is \$89/room/night (be sure to make it clear that this is a Kenyon event so you can get the special Kenyon rate). To make a reservation call 740-427-2202.

**Holiday Inn Express:** 11555 Upper Gilchrist Road, Mount Vernon, OH To make a reservation call 740-392-1900.

**Comfort Inn:** 150 Howard St, Mount Vernon, OH To make a reservation call (740) 392-6886.

**Super 8:** 1000 Coshocton Ave, Mount Vernon, OH To make a reservation(740) 397-8885

## MAKING A HOTEL RESERVATION:

1. Visit the SAO so you can book the room using the departmental VISA
2. Call the hotel from the SAO and let them know you are from Kenyon College. Be sure to put the room under the name of the occupant. However, make sure your organization's name will show up on the bill for accounting purposes.
3. Ask if there is a credit card authorization form to be completed. If so, they can fax the form to the SAO at 740-427-5413. \*Please let the SAO know to expect a fax from the respective establishment.
4. Request to charge only the room (no extra amenities like phone calls, room service, etc.).
5. Record the confirmation code that can be given to the person staying in the hotel. Be sure to send a copy of the receipt to the SAO.
6. Notify the person visiting of the hotel reservation along with contact information, address, and directions.

# ORGSYNC

## JOINING AN ORGANIZATION:

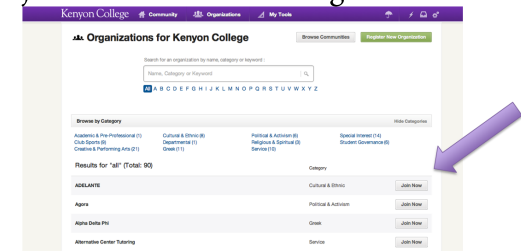
1. Login to OrgSync
2. From the community home page select “Browse Organizations”.



3. Find a specific organization you are looking for through a search by name, category, or keyword, or you just browse different organizations.

4. Click the “Join Now” button.

5. If you are an officer in the organization, select the “Check here if you are an officer in this organization” box and then submit



## FINDING YOUR CURRENT ORGANIZATION(S):

1. From the community home page scroll your cursor over “Organizations” on the top navigation bar. This will present a drop-down menu of all organizations in which you are a current member.

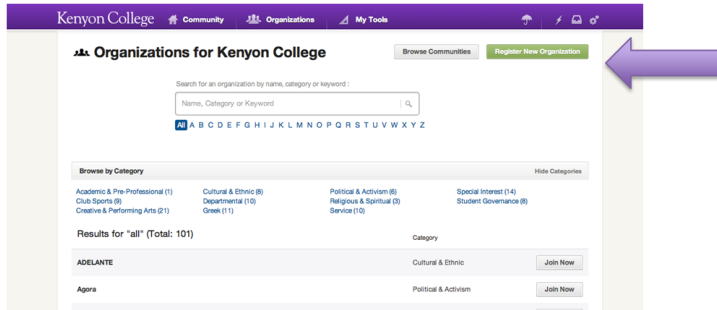
2. Select the organization page you would like to visit from the drop-down menu.



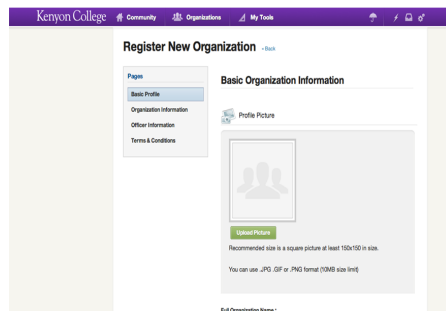
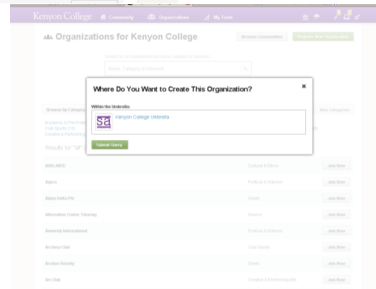
# ORGSYNC

## REGISTERING A NEW ORGANIZATION:

1. Login to OrgSync.
2. From the community home page select “Browse Organizations”.
3. Select “Register a New Organization”.



4. When asked “Where do you want to create this organization” select “Kenyon Umbrella,” then “Submit Query.”
5. Complete all components of the online form There are four pages to complete: Basic Profile, Organization Information, Officer Information, and Terms & Conditions.
6. The Student Life Committee will contact you regarding your presentation at their meeting. (\*All new organizations must present to the committee).



# SPEAKERS, PERFORMERS, & EXTERNAL VENDORS

## PROFESSIONAL CONTRACTS:

If you plan to pay either students or outside professionals for services or performances, a **contract must be signed at least 2 weeks in advance**. Kenyon College has its own contract that must accompany the performer’s contract or serve as the contract if the performer does not have his/her own contract.

You can find the Kenyon contract on OrgSync or in the SAO.

**Contracts can be very complex. Please remember the following:**

- Verbal agreements are almost always considered legally binding.
- Written agreements are always considered legally binding.

**\*\*\*Contracts must be signed by a Student Activities**

**professional – NO STUDENT SHOULD EVER SIGN A CONTRACT!**

Bring any and all contracts you receive into the SAO Office for review at **least 2 weeks in advance**. You are also welcome to set up an appointment to review a contract with either:

- Christina Mastrangelo ([mastrangeloc@kenyon.edu](mailto:mastrangeloc@kenyon.edu))
- Annie Vleck ([vlecka@kenyon.edu](mailto:vlecka@kenyon.edu))
- Kim Blank ([blankk@kenyon.edu](mailto:blankk@kenyon.edu))

## THINGS TO ASK AN AGENT/PERFORMER:

- When contacting an agent/performer make sure you are clear about the fact that you are inquiring about cost and availability and are not authorized to make contractual agreements for the college.
- Performance Rate/Negotiations: Student group leaders are responsible for negotiating contracts with artists/agents. You should begin negotiations at least four to six weeks before the event.
- Responsibility- Are you responsible for providing meals; transportation (airfare, mileage reimbursement, etc.); transportation to and from the airport, hotel, etc.; hotel accommodations; security; etc.;
- Does their contract contain any clauses or riders for which you will have to make arrangements ahead of time (such as ordering food, sound or light equipment)?

# AVI CATERING ORDERS

AVI requires that all events held in Peirce Hall before 8pm be catered through them. After 8pm, outside food is allowed in the Peirce Pub, but all formal catering must still be done by AVI.

Alcohol: May not be brought into Peirce Hall from outside sources- AVI must be used for all alcohol sales.

## PLACING AN ORDER WITH AVI:

- Check out AVI's catering options at: <http://kenyon.avifoodweb.com/catering.html>.
- For small/simple events, place your order at least 2 work days in advance.
- For larger events, place your order at least 2 weeks in advance.
- Contact the catering office at 740-427-5236.
- Ask them to send you the event order. Check this sheet to make sure that your order is correct and confirm it with AVI.

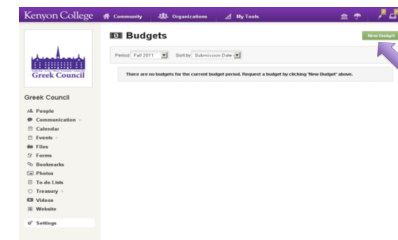
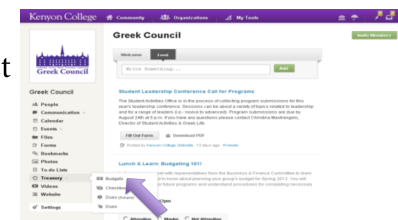
**Please note: If working with a restaurant/caterer, please ask them for a copy of their license. You can have them fax it to the SAO (740-427-5413), but please let the SAO know ahead of time.**



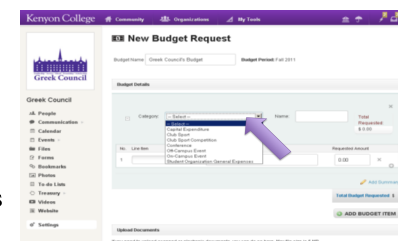
# ORGSYNC

## REQUESTING FUNDING FROM THE BFC:

1. From the community home page scroll your cursor over **“Organizations”** on the top navigation bar. This will present a drop-down menu of all organizations in which you are a current member.
2. Select the organization for which you would like to request funding from the drop-down menu.
3. Scroll over **“Treasury”** button, then select **“Budgets”**.
4. Select **“New Budget”** to be taken to the budget request form.



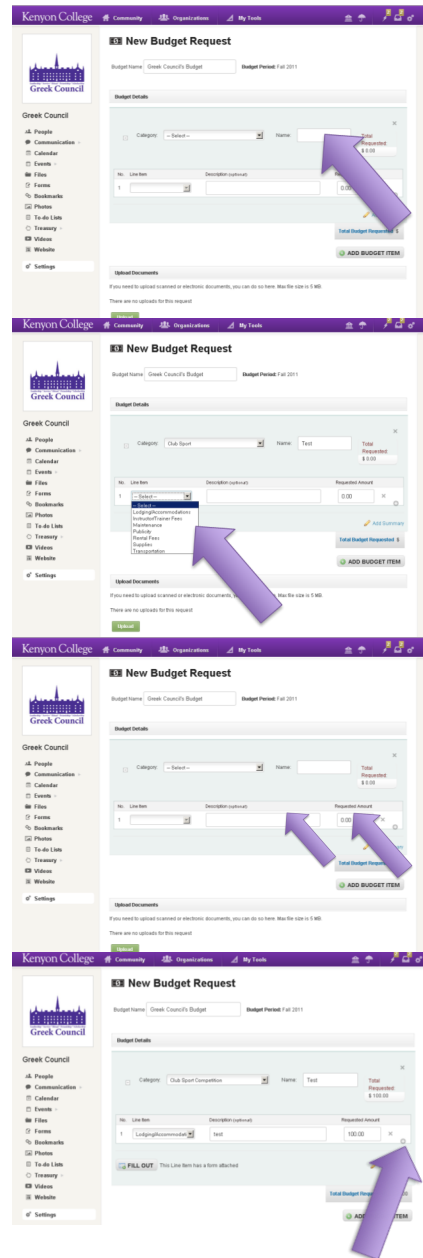
5. Under **“Category”** select one of the following options:
  - **Capital Expenditure**
  - **Club Sport:** request related to general club sports expenses (other than a competition/tournament)
  - **Club Sport Competition:** request for expenses related to a club sport competition/ tournament
  - **Conference:** request for expenses related to a conference
  - **Off-Campus Event:** request for expenses related to an open event located off-campus
  - **On-Campus Event:** request for expenses related to an open event located on-campus
  - **Student Organization General Expenses:** request for general expenses incurred by a student organization (not a club sport) that cannot fit into any other category.



# ORGSYNC

## REQUESTING FUNDING FROM THE BFC:

- Type in a “Name” for the event/program.
- Select a Line Item from the drop-down menu.
- Type in a “Description” and the “Amount Requested” for the respective line item.
- To submit additional line items select “+”. Then follow instructions 7 and 8 until you have included all the necessary line items.



# SAO EQUIPMENT RENTALS

The SAO has equipment which can be rented by student organizations. **Most equipment is free of charge, but some have small fees associated with use.** Equipment the SAO has for student/departmental use includes:

- Bingo Set (1)
- Chocolate Fountain (1)
- Coffee Percolators (up to 3 and each brews 50+ cups of coffee)
- Popcorn Machine (1)
- Water Cooler (up to 8)
- Button Maker (1)
- Flip Camera (1)
- Corn Hole (up to 4 sets)
- Easel (up to 6)
- Snowfence
- Coin Counter/Sorter (1)
- Barbeque Grill (2)- \$10 charge for use per grill, propane included
- 10x10' tents (up to 5)
- Ice Chests (up to 3)
- Photo Printer (up to 2)
- Crock Pot (up to 2)
- Electric Griddle (up to 4)
- Board Games:
  - Monopoly
  - Apples to Apples
  - Scattergories
  - Cranium
  - Twister
  - Scrabble
  - Uno Attack

## SAO EQUIPMENT USE POLICY:

- All equipment should be handled delicately and with care. Equipment must return to the office in the same condition as it was when rented.
- All equipment needs to be cleaned prior to return. **If a machine or piece of equipment is not returned clean, a cleaning fee of \$15.00 will be assessed and rental privileges may be suspended.**
- All equipment and extra supplies must be returned to the SAO by 12:00 PM the day following the event. If the event is held during the weekend, then the return must be made by 12:00 PM the following Monday. Failure to return equipment and supplies by these deadlines will result in a **\$15.00 per day late fee.**
- Failure to return the equipment will result in a fine equal to the cost of replacing the equipment.

# BUYING SUPPLIES

## WALMART/KROGER/VISA CARD:

The Student Activities Office provides credit cards for student organization use, both for online/phone orders and use at Kroger and Walmart.

- Double check with the SAO to make sure you have enough money in your account and that the BFC has approved you to use your funding for the desired event.
- Stop by the SAO to check out a credit card for Walmart, Kroger, or a VISA card (the VISA can only be used in the SAO).
- BEFORE you check out at the store, inform them that your **purchase should be tax-exempt**.
- **Save the receipt!** The receipt and credit card must be returned to the SAO by the deadline specified at the time the card was checked out.

## WALMART & KROGER CARD USE POLICY:

- If a receipt is lost, it will be the responsibility of the person who checked-out the card to contact the store to request a copy of the receipt.
- The **card must be returned by 12 p.m. the next working day** (unless special arrangements have been made with the SAO in which case it is due by the date specified).
- **If the card is not returned by the deadline**, there will be a **\$5.00 fine** assessed to organization's account for **each day it is not returned**.
- **If the card is not returned within three days of the deadline**, the **individual will be denied future use of the card(s)**.

# ORGSYNC

## REQUESTING FUNDING FROM THE BFC:

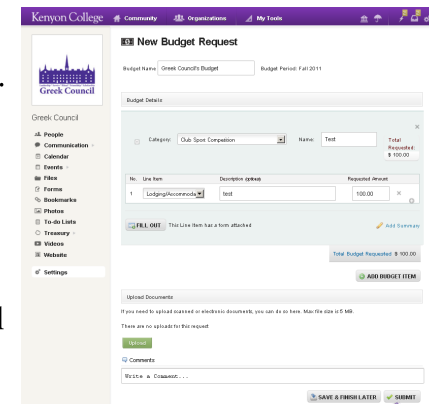
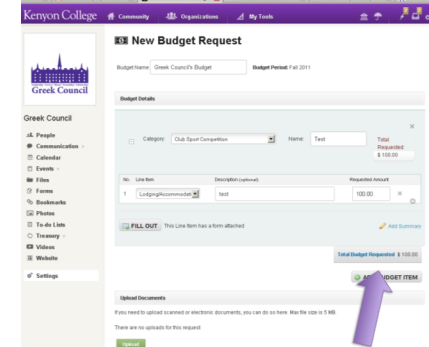
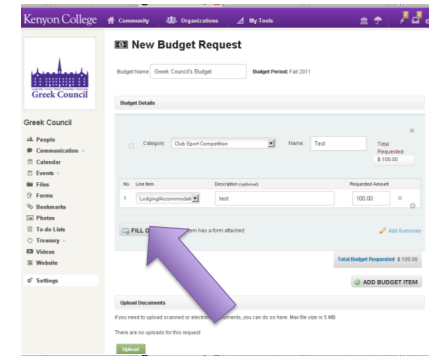
10. Be sure to check if there are any forms to fill out. If so, you will have to select **"Fill Out"** and complete the form in order to submit your request.

11. To add an additional event to the budget request select **ADD BUDGET ITEM**

12. Follow steps 5 through 11 until you have added all the line items and budget items you would like to request.

13. OPTIONAL: You can upload documents for reference and write comments to the BFC.

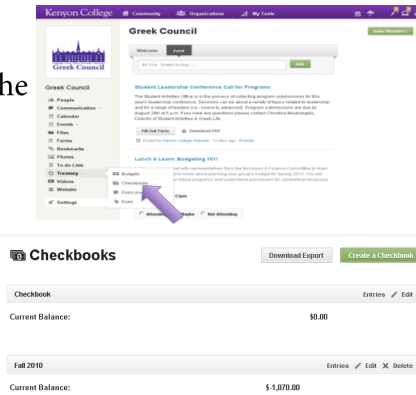
14. Once you have added all budget items, respective line items, and completed all forms select **"Submit."**



# ORGSYNC

## MANAGING FINANCES:

1. From your organization's homepage put your cursor over "**Treasury**" on the left hand navigation and select "**Checkbooks**"
2. Under "Checkbooks" you will see a checkbook for each semester. The BFC will update your checkbook with expenditures made during the respective semester. If you select "**Entries**" for the respective semester, then you will be able to view the details of each expense.
3. **PLEASE MAKE SURE YOU DO NOT EDIT OR DELETE ANY CHECKBOOKS OR ENTRIES.** Otherwise, your information will NOT be accurate!



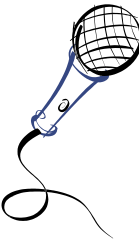
# SOUND EQUIPMENT

## SOUND TECHS:

If your event requires any Audio-Visual equipment, **fill out a Sound Tech form online found at: <http://www.kenyon.edu/x13823.xml>**

Sound Technicians supply speakers for PA systems as well as more in-depth options for band setups, but there is a fee for this service. Know the details of your event– time, place, date, and AV needs.

- The Sound Tech form must be submitted in the SAO **at least 48 hours before your event** or there is a late fee of \$15.
- If you have money in your organization account, the charge will be automatically withdrawn. If you plan to pay by cash or check, this must be done within 2 weeks of your event or you will be charged a late fee of \$10.

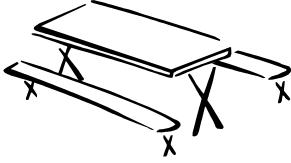


## SOUND TECHS SERVICES & RATES:

- Speaker/Comedian: \$40
- Basic iPod: \$45
- Full student band (up to 3 mics, speakers, mixer, 2 monitors & drum set): \$70
- Deluxe DJ w/ Subs: \$65
- Professional Band: \$45 + labor (\$9/hr/tech)

\*Alternatively, LBIS offers some equipment that you can check out for free. Contact Tim Neviska at [neviskat@kenyon.edu](mailto:neviskat@kenyon.edu) for more information.\*

# MAINTENANCE ORDERS



If you need extra tables or chairs, or you need a room's furniture rearranged or removed, you must submit a maintenance order. Make sure you have enough funds to cover this cost – it can be expensive!

**Submit work orders at least one week in advance, although EARLIER IS BETTER!**

## SUBMITTING A MAINTENANCE ORDER:

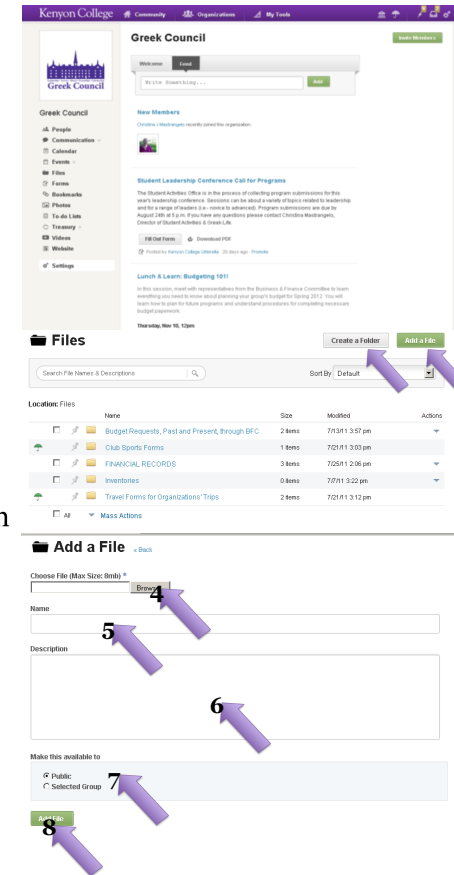
1. Determine exactly what you need from maintenance and when and where you need it. The more detail, the better. This includes tables, chairs, room rearranging, trash cans, outdoor power supplies, etc.
2. Draw a map of the room setup, if you think it is necessary (it usually is). You can scan it at the Student Activities Office or drop it off in-person at the Maintenance office.
3. Email [maintenanceworkorder@kenyon.edu](mailto:maintenanceworkorder@kenyon.edu) with the following information:
  - Name, organization name
  - Account number
  - Exact details of what you need,
  - Location
  - Date and time you require setup and teardown
  - Contact phone number and e-mail

\*\*\*Keep in mind that if you need something on a weekend or late at night, you will be paying overtime for maintenance staff. If possible, ask them to set up things before 4pm on a weekday, and if the weekend/night teardown can be left until the next day (make sure no one else needs the room in between), ask maintenance to reset the room the following weekday. For hourly rates and quotes, check with Student Activities (X5661) or Maintenance (X5129).

# ORGSYNC

## HOW TO UPLOAD FILES:

1. From your organization's homepage select **"Files"** from the left hand navigation.
2. If you would like to put certain files into a folder, then first you select **"Create a folder."**
3. Select **"Add a File"**
4. Choose your file
5. Type a Name for your file
6. OPTIONAL: Write a brief description of the file
7. Select your availability setting as **"Public"** or **"Selected Group"**
8. Select **"Add File"**

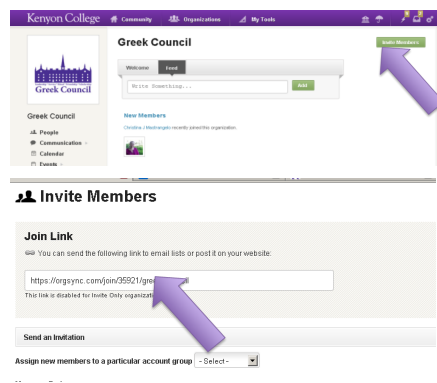


**PLEASE NOTE: YOU ARE ABLE TO SEE ALL OF THE FILES SAVED UNDER THE KENYON UMBRELLA WHICH IS THE STUDENT ACTIVITIES ORGSYNC PAGE. THESE ARE FILES THAT MAY/MAY NOT BE RELEVANT TO YOUR ORGANIZATION.**

# ORGSYNC

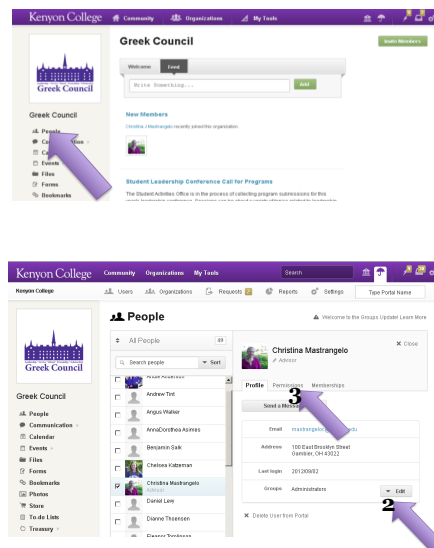
## UPDATING YOUR ORGANIZATION'S ROSTER:

1. From your organization's homepage select "**Invite Members**" from the right hand side of the page.
2. Copy and paste the "**Join Link**".
3. Send the link in an email to members of your organization or your organization's listserve.
4. Ask your members to check their email, go to the link, and accept their membership.



## ORGANIZING YOUR ROSTER:

1. From your organization's homepage select "**People**" from the left hand navigation.
2. To manage members (i.e.– officer title, permissions to access information on OrgSync, etc.) click on the person and then look at Groups on their profile to see their current account group.
3. If you would like to edit specific permissions, then select the "**Permissions**" tab and check the boxes for the functions you would like the member to have access to.



# ROOM RESERVATIONS

## RESERVING A ROOM:

- Check for room availability online at: <http://reserveit.kenyon.edu>.
- Check the Kenyon Calendar online at: <http://calendar.kenyon.edu> to see what has already been scheduled for that date.
- Once you have found an available space, fill out the **Online Room Reservation Form** to request the space (see specific exceptions to this below). The form can be found online at: <http://www.kenyon.edu/x60939.xml>.
- Receive a confirmation from Lorie Shults ([shultsll@kenyon.edu](mailto:shultsll@kenyon.edu)).

**To reserve the following spaces for events, contact:**

Rosse Hall -- Lorie Shults ([shultsll@kenyon.edu](mailto:shultsll@kenyon.edu))

Brandi Recital Hall (Storer) and Bemis Music Room (Peirce 210)-- Donna Maloney ([maloneyd@kenyon.edu](mailto:maloneyd@kenyon.edu))

Bolton Theater or Hill Theater-- Kris Conant ([conantk@kenyon.edu](mailto:conantk@kenyon.edu))

Gund Gallery Atrium-- Megan Hancock ([hancockm@kenyon.edu](mailto:hancockm@kenyon.edu))

Horn Gallery- Horn Managers ([horn.gallery@kenyon.edu](mailto:horn.gallery@kenyon.edu))

Parish House-- Hallie Logan ([loganh@kenyon.edu](mailto:loganh@kenyon.edu))

## POSTING AN EVENT TO THE KENYON CALENDAR:

**\*\*\*If you post an event on the OrgSync calendar it will be sent to post on the Kenyon calendar\*\*\***

1. Go to [calendar.kenyon.edu](http://calendar.kenyon.edu)
2. On the right side of the page, click the "Update" tab.
3. Sign in with your email username and password.
4. Add your event with as many details as possible.

**\*\*\*You can even get your event posted directly to the Student Activities webpage if you select "Student Activities" in the Category dropdown menu.\*\*\***

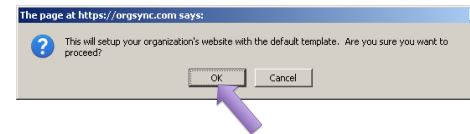
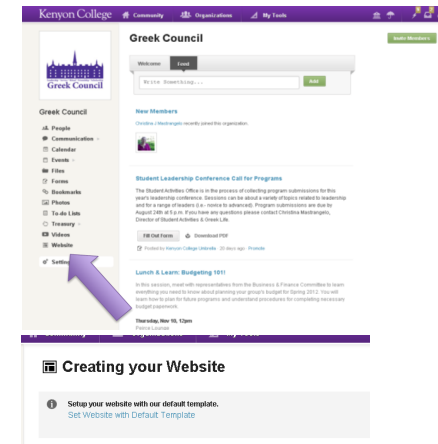
# BFC BYLAWS

14. Funding for off-campus competitions will be considered for up to three such events per semester, only one of which may be out of state:
  - a. The BFC will fund half of tournament fees up to \$30 per person per tournament.
  - b. The BFC will fund transportation to approved competitions. Student organizations should first seek to reserve Kenyon vehicles. In the event that no Kenyon vehicles are available the BFC will reimburse the group for personal automobile use provided that receipts are available.
  - c. Partial coverage of group/team insurance will be considered.
15. The Business and Finance Committee reserves the right to request information regarding a group's outside account to take into account when determining funding. As needs of student organizations are wide and varied, the BFC reserves the right, provided proof of sufficient reason, to make exceptions to the preceding bylaws.
16. No member of the Business and Finance Committee shall participate in a vote regarding the funding of an organization of which they are a member. In addition, those who fall under this category must excuse themselves from any debate that takes place about the funding of such groups.
17. The advisor or mentor to any student group must excuse himself or herself from any discussions involving the funding of the group in which they serve in this capacity.
18. Over spending by any student organization will be taken out of their next budget request. BFC co-chairs will work with groups on a case by case basis to determine the appropriate penalty.

# ORGSYNC

## CREATING A WEBSITE FOR YOUR ORGANIZATION:




1. From your organization's homepage select "Website" from the left hand navigation.
2. On the page "Creating your Website" select "Set Website with "Default Template."
3. When this pops up select "Ok".

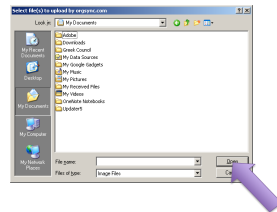
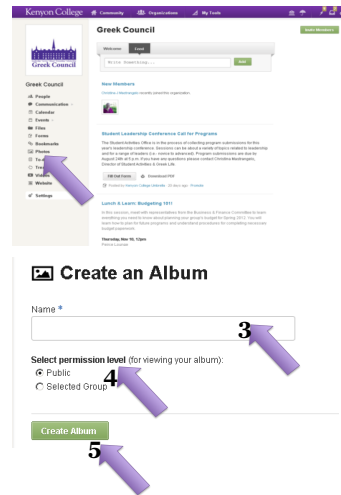


4. Once you are in the website builder you will have the opportunity to create and edit pages, upload images and documents, etc.
5. **To learn how to build your website we suggest scheduling an appointment with an SAO intern by e-mailing [student.activities@kenyon.edu](mailto:student.activities@kenyon.edu). (PLEASE NOTE: THIS COUNTS TOWARDS THE LEADERSHIP REQUIREMENT).**

# ORGSYNC

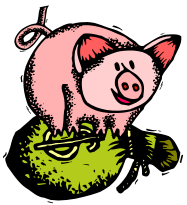
## HOW TO UPLOAD PHOTOS:

1. From your organization's homepage select **"Photos"** from the left hand navigation.
2. On the **"Photos"** page select  **Create an Album**
3. Create a **"Name"** for the album.
4. Select your **"Permission level"** as **"Public,"** which makes the album visible to the public, or **"Selected Group,"** which makes the album visible to group Administrators, Officers, and/or member (you decide!)
5. Select **"Create Album"**.
6. Select  **Start Uploading**
7. Select the pictures you would like to upload from your computer, then select **"Open."** You may have up to 200 pictures in an album.
8. You can write a caption, tag someone, and make a picture the album cover once it is uploaded. When you are done select 
9. You can continue to add photos and organize your album until you are done.



# BFC BYLAWS

1. All student organizations must be approved by the Senate or the Student Life Committee before the BFC will consider allocating funds.
2. The BFC will allocate Class Councils at the beginning of every school year (\$2,500 each for Junior and Senior class; \$2,000 each for Sophomore and First-Year class).
3. The BFC will not allocate funding to any purpose involving the consumption of alcohol.
4. Maximum of \$20.00 per event to be spent on publicity.
5. Absolutely no funds will be allocated by the BFC for the use or purchase of food items unless it is essential to the function of the organization.
6. Funding will not be allocated for purchase or use of clothing.
7. The BFC will not allocate any funding for the purposes of buying prizes, awards, gifts, or incentives.
8. The BFC will not allocate funding for individual student organization member fees, or individual insurance.
9. The BFC will not fund transportation for student organizations to travel to Mount Vernon.
10. Dramatic or performance based groups will only be allocated up to a maximum of \$100.00 for combined costs of costumes and props per production.
11. BFC will pay up to 2/3's of the total lodging cost.
12. The BFC will pay no more than half of individual or group lesson fees. If the group can demonstrate that coaching is a core requirement for the existence of the group greater funding will be considered.
13. Student publications printing up to six issues per semester may be considered for funding of as much as \$3,000.00 per semester.



# FUNDING

The Business and Finance Committee (BFC) allocates money to Student Life and Student Council recognized organizations. At the end of each semester, groups may submit a budget proposal for the upcoming semester. In addition, the BFC holds supplemental budget meetings every other week throughout the semester for groups in need of additional funding.

## HOW TO REQUEST SUPPLEMENTAL FUNDING:

1. All initial budget requests start on OrgSync. (See pages 9-11 to learn how to request a budget.)
2. After the BFC views your budget, you will have a hearing with members of the BFC to discuss your request.
3. You will be able to check how much your organization was allocated the Monday following the budget hearing on OrgSync.

## ADDITIONAL FUNDING OPPORTUNITIES:

Student Activities Office: View the forms on OrgSync to see how to apply for different funding opportunities. See more on page 10!

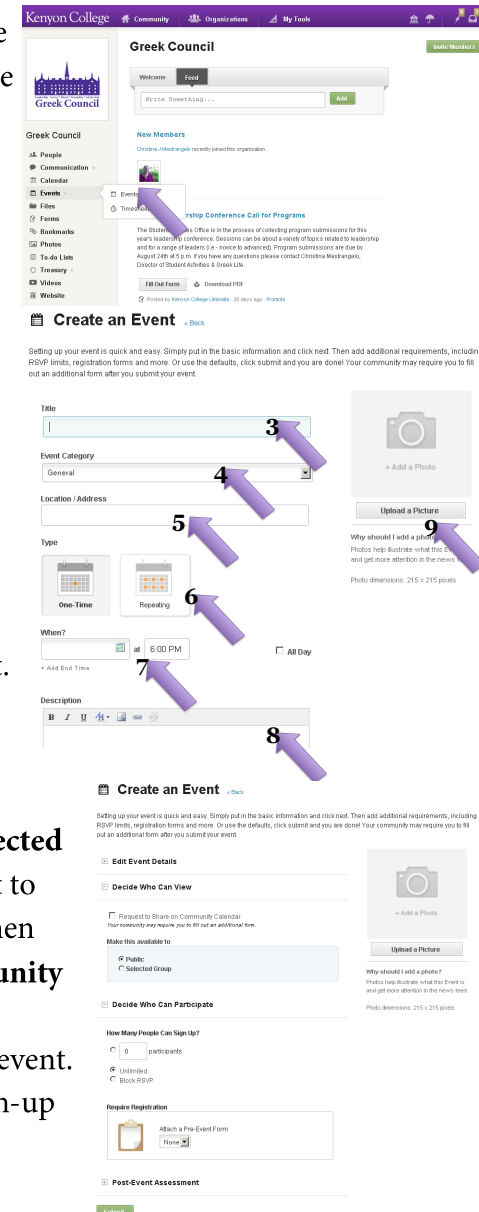
- **Fun Funds:** for alcohol-free programs, in general
- **Gund Funds:** for alcohol-free programs held in Gund Commons
- **Peirce Funds:** for alcohol-free programs held in Peirce Hall
- **ODADAS funds:** for alcohol-free programs, held on Wednesday, Fridays and Saturdays after 9 p.m.
- **Social Board Co-Sponsorship:** for late night weekend programs
- **Phebruary Phunds:** for alcohol-free programs, held on Fridays and Saturdays in the month of February. Application can be found on OrgSync and is due in November.

Kenyon Campus Community Development Fund: Funds programs involving student collaborations with faculty and/or staff members to encourage interactions with faculty and staff outside of the formal classroom setting. For more information visit: <http://www.kenyon.edu/x31915.xml>.

# ORGSYNC

## ADDING EVENTS TO THE CALENDAR:

1. From your organization's homepage put your cursor over "Events" on the left hand navigation and select "Events List".
2. Select **Create an Event**
3. Type a "Title" for the event.
4. Select an "Event Category".
5. Type a "Location/Address".
6. Select a "Type"
  - One-Time event
  - Repeating event
7. Select a "Date" and "Time." If the event is All Day, then select the "All Day" box.
8. Type a brief description of the event.
9. OPTIONAL: Upload a picture for the event.
10. When you are done select "Next".
11. Decide who can view: **Public or Selected Group.** If you would like your event to show on the community calendar then select "Request to share on Community Calendar".
12. Decide who can participate in your event.
13. OPTIONAL: Add a registration/sign-up form.
14. OPTIONAL: Create a Post-Event Assessment.



## 10 STEPS TO A SUCCESSFUL PROGRAM

### **STEP ONE: Identify the purpose and community/organization needs**

What is the purpose of your organization? How can that be demonstrated programmatically?

What is going on currently on campus that might be effecting your organization and/or its purpose (i.e.- finals, allstu debate, etc.)?

### **STEP TWO: Identify what type of event/activity you would like to do.**

Who is your target audience? What would your audience respond to?

What is the goal of your event? What would you like to accomplish through this event?

What is realistic when you consider location, etc.?

### **STEP THREE: Decide on a date and time for the event/activity**

Check the Kenyon calendar for events already planned

What day/time works best for your intended audience? Would a certain day/time exclude people?

### **STEP FOUR: Consider locations and types of facilities to host the event**

What are your space needs? How many people do you anticipate attending and how much room will they need to participate in the activity?

How should you arrange the space?

If your event is outdoors will you need a rain location/date?

Check [reserveit.kenyon.edu](http://reserveit.kenyon.edu) to find an available room

Reserve a room online at: <http://www.kenyon.edu/x60939.xml>.

### **STEP FIVE: Consider establishing partnerships with other organizations/departments/etc. to assist with the planning and execution of the event**

Does a department, CA, or student organization have resources you can share that would help in the planning and execution of the program?

Would partnering with another person/group enhance the experience and/or the number of participants?

## 10 STEPS TO A SUCCESSFUL PROGRAM

### **STEP SIX: Create an event/activity budget**

Determine your current budget and BE REALISTIC about costs.

Things to consider: supplies, food/snacks, travel, maintenance, marketing, rental equipment/AV, co-sponsorships, etc.

Be sure to consider whether the program is worth the cost per person.

### **STEP SEVEN: Create an event timeline**

Outline all essential decisions/activities that need to be made before, during, and after the event:

Before the event: (see steps 1-9)

Day of the event: confirm all requests; last marketing pitch; have participants complete an evaluation; coordinate/confirm your volunteers and their assignments

After the event: leave the space as you got it- CLEAN UP!; send THANK YOUs; compile evaluation results; assess strengths and areas for improvement

### **STEP EIGHT: Implement an advertising campaign - posters, table tents, emails, word of mouth, chalk sidewalks, giveaways, etc. - think outside the box!**

Remember to include WHO, WHAT, WHERE, WHEN, and maybe even WHY/HOW?

Post your event to the Kenyon calendar (sign on with your email username & password)

### **STEP NINE: Coordinate and execute event/activity logistics**

Things to consider: Maintenance request, Sound Tech request, purchase supplies, confirm volunteers, reserve caterer, room setup, travel waiver and rosters (if off-campus)

### **STEP TEN: Follow-up and evaluate**

Things to consider: Return resources and equipment, review the event with attendees, partners, etc. to determine strengths and areas for improvement, send thanks you's to sponsors, helpful individuals/departments, etc.