2015-2016
Student Organizations Handbook
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Augsburg College Mission
Augsburg College educates students to be informed citizens, thoughtful stewards, critical thinkers, and responsible leaders. The Augsburg experience is supported by an engaged community that is committed to intentional diversity in its life and work. An Augsburg education is defined by excellence in the liberal arts and professional studies, guided by the faith and values of the Lutheran church, and shaped by its urban and global settings.

Campus Activities and Orientation (CAO)

Mission
CAO strives to create innovative programming that fosters individual and community development and that creates an environment where students can connect, engage, and invest in the Augsburg community.

Vision
CAO recognizes the benefits associated with student engagement outside of the classroom. We work to enhance and supplement the liberal arts instruction at Augsburg College through quality transitional programs for new students as well as through leadership education for new and continuing students.

Value of Student Organizations
Augsburg College invites students to form student organizations based on common activities, beliefs, goals, and interests.

Student organizations contribute to the mission of Augsburg College by providing students with opportunities for leadership, engagement, networking, skill-building, identity development, and more in order to educate students to be informed citizens, thoughtful stewards, critical leaders, and responsible leaders.

Research has found that involvement in student organizations:
Mission & Purpose

- Improves students’ interpersonal skills;
- Has a positive influence on skills in leadership, communication, teamwork, organizing, decision-making and planning;
- Gives students a greater satisfaction with their college experience;
- Provides useful experience in obtaining a job and providing job-related skills; and
- Develops lifelong values of volunteerism and service to others.

This Handbook aims to provide information and guidance on College policies pertaining to the rights, roles, and responsibilities that student organizations have.

Non-Discrimination Policy

Augsburg College, as affirmed in its mission, does not discriminate on the basis of race, color, religious belief, national or ethnic origin, age, disability, gender, sexual orientation, gender identity or expression, marital status, familial status, genetic information, status with regard to public assistance, or citizenship in its educational policies, admissions policies, employment, scholarship and loan programs, athletic and/or school-administered programs, except in those instances where there is a bona fide occupational qualification or to comply with state or federal law. Augsburg College is committed to providing reasonable accommodations to its employees and students with disabilities.

Student Government and all student organizations must abide by the College’s Non-Discrimination Policy.
Authority

The Augsburg College administration recognizes the Augsburg Day Student Government and Adult Undergraduate (AU) Student Advisory Council as the representative governing bodies for the Day and AU Student Bodies, respectively. The rights and responsibilities of each representative body are outlined in the Augsburg Student Body Constitution (web.augsburg.edu/cao/Constitution.pdf).

If there are any discrepancies between this Handbook and (a) the Augsburg Student Body Constitution, (b) the Day Student Body Bylaws, or (c) the AU Council Bylaws, the College will defer to what is written in this Handbook.

Elections & Appointments

Qualifications to Serve

Students who serve on either student government must be a currently-enrolled undergraduate student at the Minneapolis campus of Augsburg College with both a minimum cumulative and previous semester GPA of 2.0.

AU Council

All positions on the AU Council are appointed. For more information, contact Ron Blankenship (blanken@augsburg.edu | 612-330-1782).

Day Student Government

Available Positions. Elected positions on the Day Student Government include: President, Vice President, Senior Senators (4), Junior Senators (4), Sophomore Senators (4), and First-Year Senators (4).

Presidential and Vice Presidential candidates must run as a ticket. Students of any class may run for any of the Senator positions (e.g., a sophomore may run for a Junior Senator position). A student who receives the highest number of votes for a specific Class Senator will be named Class President.
How to Run for Office. To run for any of these positions, a student must complete a Ballot Petition Form and turn it into Day Student Government no later than 2 weeks before the start of fall or spring elections. Email cao@augsburg.edu for a copy of this form and/or to learn the dates of elections.

Students will receive details on campaign requirements and regulations upon submitting a Ballot Petition Form.

Write-In Campaigns. Students also have the right to run a write-in campaign without completing a Ballot Petition Form; write-in candidates must still email cao@augsburg.edu to obtain campaign requirements and regulations.

Disciplinary Action. Students who do not follow campaign requirements and regulations are subject to disciplinary action by the Day Student Government Elections Committee, not exceeding prohibition from office. Any disciplinary action sanctioned by the Elections Committee may be appealed to CAO (see Student Government: Appealing Student Government Decisions: Contesting Election Results or Disciplinary Action against Candidate).

If the Elections Committee and/or CAO determines that a student’s actions may have violated the College’s Conduct Code, they will inform the Dean of Students regarding possible further disciplinary action.

Notification of Results. Students will be notified of the election results 1 business day after they are complete. Students may contest the results of the election to CAO (see Student Government: Appealing Student Government Decisions: Contesting Election Results or Disciplinary Action against Candidate).

Recordkeeping

AU Council and Day Student Government student officers are responsible for maintaining and posting accurate minutes from their general meetings.
Structure of Minutes

Minutes should contain the following items:

- The date and location of the meeting.
- A list of the names of all present officers, absent officers, and guests.
- The time the meeting started.
- Major announcements from officers and committees.
- All motions made, including the following details:
  - The person who made the motion.
  - The exact wording of the motion, including amendments.
  - Major points of discussion.
  - The results of the vote; exact tallies and a roster of how officers voted may be required depending on the type of voting method conducted per the most current version of Robert’s Rules of Order Newly Revised.
- The time the meeting adjourned.

Posting & Access

Minutes should be posted on the respective student government’s Moodle page and emailed to all members and advisors of the respective student government. The Office of the President, the Vice President of Student Affairs, and CAO should receive minutes from both student governments.

All Augsburg students, staff, and faculty may have access to student government minutes when requested. Minutes may be requested by emailing cao@augsburg.edu.

Dormancy

Becoming Dormant

If (a) Day Student Government has more than 75% of its elected positions vacant or (b) AU Council has more than 75% of its appointed positions vacant, then CAO, in
consultation with the Vice President of Student Affairs, will declare that respective student government dormant.

While dormant, the respective student government cannot meet or conduct official business, and CAO will assume all of its administrative and budgetary functions—including but not limited to student organization recognition (chartering and commissioning), grant requests, budget approvals, and appeal hearings—or delegate those responsibilities to appropriate campus officials.

**Becoming Active**

To become active again, a student government shall fill its vacancies so that it no longer meets the definition of being dormant.

Because of Augsburg’s commitment to student engagement and representation, if a student government becomes dormant, CAO will work with student leaders and other campus officials to ensure that positions are filled in an expedited and swift manner, following the procedures to fill vacancies that are outlined in the respective student government’s bylaws.

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**Appealing Student Government Decisions**

**Chartering & Commissioning Process**

Any student organization that is denied chartering or commissioning status by the Day Student Government can appeal this decision.

**Appeals Process.** An appeal must be submitted by a student leader to both the Day Student Body President and CAO within 1 week of the original decision denying chartered or commissioned status. An Appeals Committee consisting of commissioned student organization leaders and the Day Student Body Vice President will hold a hearing within two weeks.

**Hearing.** During the hearing:
• The student organization will have a maximum of 10 minutes to present on the reasons given by Day Student Government to deny chartered or commissioned status.
• The Appeals Committee will have a maximum of 10 minutes to ask the student organization questions.
• Students, staff, and faculty will have a collective maximum of 20 minutes to give statements around reasons to grant or deny chartered or commissioned status.

Authority of Appeals Committee. The Appeals Committee can overturn the decision of Day Student Government only by a unanimous vote for student organizations seeking chartering or commissioned status for the first-time or a 2/3 majority vote for student organizations seeking re-chartering or re-commissioning.

Final Appeal to CAO. Any student organization that is denied chartered or commissioned status by the Appeals Committee may file a final appeal to CAO within 1 week of decision of the Appeals Committee. The student leaders of this organization must meet with the CAO Director, CAO Assistant Director, and Vice President of Student Affairs within 2 weeks to discuss the appeal. A final decision will be made by those individuals; this decision cannot be appealed further.

Contesting Election Results or Disciplinary Action against Candidate

A candidate for a Day Student Government position may contest the results of an election or any disciplinary actions taken by the Elections Committee.

Appeals Process. Any appeal must be submitted by the student to CAO within 5 business days following being notified of the election results or disciplinary action.

If CAO agrees to hear the appeal, they shall hold a hearing within 5 business days of the receipt of the request. A final decision will be announced within 24 hours of the hearing.

Should a new election be requested by CAO, it must take place within 1 calendar week from the day the decision was announced.
Status of Positions in Question. If the appeal involves the election results, the seats in question shall remain vacant or occupied by the previous office-holders, per the Day Student Body Bylaws.

Requesting Change in Stipend Amounts

Stipends Approved in Annual Budget. Student organization leaders may appeal the amount of stipend dollars that Day Student Government approved in their budget.

Appeals must be submitted by the last day of fall semester. The Finance Committee will review and respond to each request within 3 weeks of the appeal; any decision to change the stipend amount must pass by a 2/3 majority vote. The decision of Finance Committee is final and cannot be appealed.

If the Finance Committee agrees to increase the amount of a student organization officer’s stipend, the additional funds must come out of that respective student organization’s programming budget.

Semester Performance Review. If a student’s stipend is reduced during the performance review process, that student has 1 week to appeal the decision directly to Day Student Senate. The Day Student Senate will vote on the appeal, and any increase must be approved by a simple majority. The decision of the Day Student Senate is final and cannot be appealed.

Resolutions, Referenda & Recalls

Day and Adult Undergraduate (AU) Students may participate in the petition process at Augsburg College.

A petition is a formal request by a student or group of students that an action or stance be taken by officials at the College. Day and AU Students may petition the Day Student Government and/or the AU Student Advisory Council (AU Council), respectively, to consider resolutions on issues that they care about or that are impacting the student body.
Resolutions

Qualifications for Submitting a Resolution. A resolution may be submitted via email by a student who has paid the Day or AU Student Activity Fee to the Day Student Government or AU Council, respectively; no signatures from other students are required. The resolution may be complete or still in draft form, and representatives from either student government can assist in making changes to a resolution, if needed.

Review Process. These resolutions will be considered and voted on by either the Day Student Government or the AU Council on behalf of the entire Day or AU Student Body, respectively. The language of one’s resolution may be amended or changed by either student government. If approved, representatives from either the Day Student Government or the AU Council will present the resolution to the appropriate campus officials.

Referenda & Recalls

Qualifications for Submitting a Request for a Referendum or Recall. Day and AU Students have the right to petition to reconsider a denied resolution, to overturn a decision, or to recall a member of the Day Student Government and the AU Council, respectively.

Review Process. This reconsideration, overturning, or recall happens through the following process:

- A student must download a Petition for a Student Body Referendum Form (web.augsburg.edu/cao/PetitionStudentBodyReferendum.pdf), fill in the appropriate information, and collect signatures from at least 10% of the entire Day or AU Student Body. Email cao@augsburg.edu to obtain current enrollment numbers.
- The petition must be turned into CAO as a hard copy. No scanned, emailed, or faxed copies will be accepted.
- Once the signatures are verified by CAO, an electronic ballot will be sent to every Day or AU Student via their Augsburg College email. The exact dates of the vote
will be determined by CAO. To pass, the resolution or recall measure must pass by a two-thirds majority vote of the entire Day or AU Student Body.

- If approved, representatives from CAO will work to ensure the resolution is presented to appropriate campus officials or that the recalled member is removed from one’s respective student government.

No voting will take place before the last Friday in September, during official College holidays and breaks, or after the second week in April. Thus, students want to ensure that their petitions are submitted in a timely manner.
Requirements

Augsburg College invites students to form student organizations based on common activities, beliefs, goals, and interests. These groups may be recognized by the College as official student organizations through the process outlined below.

Minimum Standards

Student organizations that wish to be registered by the College and receive access to Student Activity Fee dollars must:

- Act in accordance with Augsburg’s mission.
- Be created and led by student officers. All of the officer positions listed in a student organization’s constitution must be filled by Augsburg undergraduate students.
- Consist of at least four students and have their total membership consist of no less than two-thirds (2/3) undergraduate students.
- Be open to all Augsburg students, staff, and faculty. Student organizations may define how one becomes a member or an officer, provided the definition does not violate Augsburg’s Non-Discrimination Policy.
- Abide by all College policies.
- Be different in mission or scope from other currently-registered student organizations.
- Have a plan to hold on-campus events and/or meetings.

Student organizations are also responsible for maintain current officer rosters, advisor information, and constitutions on file with CAO. Any changes to these items must be reported to CAO at cao@augsburg.edu immediately.

Student Participation

Officers. In order to be a constitutional officer of a registered student organization, a student must:

- Be currently registered at the Minneapolis campus of Augsburg College.
Student Organizations

- Be an AU or Day Student.
- Meet the qualifications stated in a student organization’s constitution on file with CAO.

**Members.** In order to be a member of a registered student organization, a person must meet the qualifications stated in a student organization’s constitution on file with CAO.

**Event Attendance.** Student officers and/or members are required to participate in the following events throughout the academic year:

- All of the officers of a student organization must attend the Student Organization Orientation sessions held at the beginning of fall semester. Officers of new student organizations created mid-year or officers of returning student organizations who started mid-year must attend a special orientation session provided by CAO.
- Each student organization must participate in the Fall and Spring Student Involvement Fairs.
- Chartered and commissioned student organizations must send a minimum of 2 and 3 officers, respectively, to the CAO Student Leadership Institute.

**Advisor Responsibilities**

Student organization advisors should:

- Keep in contact with student organization officers and members to make sure that they are maintaining their mission and purpose.
- Attend one of the Student Organization Advisor Orientation sessions at the start of fall semester.
- Help the student organization understand College policies, procedures, and student organization rules.
- Provide a sounding board for the student organization’s ideas and suggestions.
- Attend major events and all Augsburg-sponsored off-campus trips with the student organization. If the advisor cannot attend, that individual will work with
CAO and the student organization to find another Augsburg College employee to attend.

- Approve expenditures that are within my approval boundaries and refer the student organization’s officers to CAO for all other signing needs.
- Mediate conflict between the student organization’s officers and members, or refer students to CAO as a mediator.
- Help the student organization find a replacement advisor if that individual is unable to fulfill these obligations due to a leave of absence, sabbatical, or leaving one’s position.
- Accept and respond to contact and inquiries from CAO.
- Contact CAO with any questions or concerns.

## Registration

### Starting a New Student Organization

**Application.** To start a new group, a student must complete a New Student Organization Application (www.augsburg.edu/cao/groups/start-new-student-organization) and email a constitution to CAO.

A description of what is required in a constitution, as well as a sample constitution, can be found at web.augsburg.edu/cao/ConstitutionRequirements.pdf.

**Review Process.** CAO will review the application and propose changes, if necessary. If the application is approved by CAO, it will be forwarded to the Day Student Government Chartering Committee; if the application is denied by CAO, the decision is final and cannot be appealed.

The Chartering Committee will review the application and constitution and recommend any necessary changes; any changes also need CAO approval. The Chartering Committee and the Day Student Senate must both vote to charter to the student organization by a simple majority vote and by a two-thirds majority vote, respectively.
Student Organizations

Appeals. Any student organization that is denied chartering by the Chartering Committee or Day Student Senate can appeal this decision (see Student Government: Appealing Student Government Decisions: Chartering & Commissioning Process).

Re-Registering a Student Organization

Application. All student organizations that are currently registered and wish to re-register for the following academic year must complete the Student Organization Re-Registration Form before the last day of spring semester; this form will be sent directly to student organization leaders via email in the spring.

Review Process. Student organizations that will be chartered the following academic year will undergo a review by the Day Student Government and must be approved by a simple majority vote by both the Chartering Committee and Day Student Senate.

Student organizations that have been already approved for commissioned status for the following academic year do not have to undergo this review but still must complete the Student Organization Re-Registration Form.

Appeals. Any student organization that denied re-chartering by the Chartering Committee or Day Student Senate can appeal this decision (see Student Government: Appealing Student Government Decisions: Chartering & Commissioning Process).

Commissioned Student Organizations

A commissioned student organization is defined as a student organization that has an annual budget approved by Day Student Government in addition to access to grant monies from the Student Activity Fee.

Requirements

A student organization that wishes to apply for commissioned status for the following academic year shall:

- Have had regular meetings with consistent attendance for 5 consecutive years.
Student Organizations

- Have shown growth or development for 5 consecutive years.
- Have hosted at least 1 on-campus event open to the Augsburg community for 5 consecutive years.
- Be well known on campus from year to year.
- Have a board of student leaders.
- Have been recognized as a Day Student Organization for 5 consecutive years.
- Meet all of the requirements of being a student organization (see Student Organizations: Requirements: Minimum Standards).

Applying for Commissioned Status

Currently Chartered Student Organizations. Chartered student organizations that wish to be commissioned must submit the following materials to the Commissioning Committee and CAO by 11:59 p.m. on February 1:

- A Budget Request Form, which will be provided to student leaders via email before the deadline.
- A list of current officers and advisors.
- A copy of its current constitution.
- A copy of its meeting minutes from the current academic year.
- Specific goals for each month of the upcoming academic year.
- A list of completed and upcoming events for the current academic year.
- A list of proposed events for the upcoming academic year.
- 3 student testimonials, 1 page typed each.
- A letter of recommendation from the student organization’s advisor.
- A letter of recommendation from 1 other authority figure.

Currently Commissioned Student Organizations. Currently commissioned student organization that wish to be re-commissioned the following year only need to submit a Budget Request Form by the same aforementioned deadline.
Commissioning Hearings

Review Process. All student organization applicants must present to the Commissioning Committee on reasons why it should be commissioned. Presentations cannot exceed 10 minutes, and there will be an additional 10 minutes for questions by the members of the Commissioning Committee.

Presentation Content. Presentations must include the following:

- Explanation of the student organization’s mission.
- Illustration of the contributions the student organization has made towards the Augsburg community.
- Exhibition of what the student organization has accomplished during the academic year.
- Outline of what the student organization plans to accomplish in the upcoming academic year.
- Demonstration of active membership and involvement within the student organization, including involvement by First-Year Day Students.
- Validation for need of annual budget.
- For currently-commissioned student organizations only: Demonstration that the student organization has spent (or intends to spend) its funds appropriately, responsibly, and within the budget that Day Student Government allotted for the current academic year.

Commissioning Approval

Review Process. Currently chartered organizations must be approved for commissioning through a simple majority vote and a two-thirds majority vote of the Commissioning Committee and the Day Student Senate, respectively.

Currently commissioned organizations must be approved for commissioning through a simple majority vote of both the Commissioning Committee and the Day Student Senate.
**Student Organizations**

**Appeals.** Any student organization that is denied commissioning or re-commissioning by the Commissioning Committee or Day Student Senate can appeal this decision (see Student Government: Appealing Student Government Decisions: Chartering & Commissioning Process).

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**Other Student Organizations**

A student organization that is not recognized by either AU Council or Day Student Government may be registered through Augsburg for the purposes of requesting funds through a fee charged to Day Students, provided it meets the aforementioned requirements for being a student organization and registers through CAO through the process previously outlined.

**Fee Structure**

Any fee charged to Day Students to support a student organization not recognized by AU Council or Day Student Government (a) will have its exact cost and frequency approved by the College and (b) must be refundable.

Each student charged such a fee will be notified about how to request a refund no later than the tenth day of Fall and Spring Semesters. Students must submit a request for a refund no later than 30 days after the start of the semester.

**Approval Process**

Day Students must annually support the collection of such a fee through a referendum held in the previous academic year. 60% of participating Day Students must agree to be charged such a fee, unless an agreement between Augsburg and the student organization states otherwise.

**Appeals**

If the 60% threshold is not met, the student organization may overturn this decision by collecting the signatures of at least one-half of the entire Day Student Body. These
signatures must be collected and turned into CAO no later than 30 days after the referendum ends, and CAO will work to verify all signatures.

The ultimate decision to recognize and to charge such a fee lies with the Augsburg College administration.

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**Hazing**

Hazing is defined by the College’s Conduct Code as:

...[Committing] an act against a student or coercing a student to commit an act that creates a risk of harm to a person in order for the student to be a member of or affiliated with a student organization, club, or sports team. The risk may be of a physical, mental, or emotional nature.

Student organizations that are found to have engaged in hazing activities will become unrecognized by the College.

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**Probation & Unrecognition**

**Definition of “Probation”**

Student organizations that fail to adhere to the minimum standards, attend required events, follow College policy and applicable laws, and meet advisor requirements will be placed on Student Organization Probation.

Probation means that the student organization is still recognized by the College but that it provisionally does not have the privileges that a student organization normally has, including access to College resources, funding from the Student Activity Fee, room reservations, and more.
Process

CAO will contact a student organization to notify that they have been placed on probation and to request a meeting with the student organization’s officers. At that meeting, CAO will work with the student organization to figure out a specific plan so that it is no longer on probation.

Once CAO determines that a student organization is meeting College requirements, the student organization will be removed from probation and will have its student organization privileges restored.

Unrecognition

If CAO determines that a student organization will not successfully meet the requirements of being a student organization under any potential plan, it reserves the right to unregister the student organization.

Appeals

CAO’s decision to place a student organization on probation or to unrecognize a student organization cannot be appealed.
Grants

Chartered and commissioned student organizations may ask for grants throughout the academic year from either Day Student Government or the Adult Undergraduate Student Advisory Council.

Both applications are available on the Student Organizations Moodle webpage.

AU Council Grants

Student organizations may apply for funding from AU Council for an event or initiative, provided it involves participation by the AU Student Body. Grants requests that are not targeted towards AU Students will not be considered.

For more information, contact Ron Blankenship at blanken@augsburg.edu.

Day Student Government Grants

Criteria for Funding. Grant requests that do not meet the following criteria will not be funded.

- **Open to All Day Students.** All programs, events, and activities funded by the Day Student Activity Fee must be open to all Day Students. Day Students cannot be charged admission for any on-campus events funded by the Student Activity Fee.

- **Off-Campus Events.** Each student organization may be approved for a maximum of one grant for an off-campus event per academic year. Day Students may be charged an admission fee for off-campus events to offset costs of the event.

- **One Student Organization per Event.** Only one student organization may submit a grant request per program, event, or activity.

- **Merchandise.** Student organizations may purchase merchandise using grant funds with the intent to resell, provided the Finance Committee has given written permission. The income generated must first be used to offset the cost of merchandise; any net profits must be deposited into the student organization’s financial account.
Finance Policies

- **Restrictions.** Grant requests cannot fund any of the following:
  - General office supplies,
  - Salaries or supplies to Day Student Organization officers,
  - Gifts,
  - Cash prizes,
  - Charitable contributions, or
  - Sales tax, with the exception of sales tax on meals, lodging, and admissions.

**Review Process.** Grant requests for fall semester may be submitted between August 1 and December 1; those for spring semester, between November 1 and April 1. All requests less than and equal to $10,000 must be submitted at least 2 weeks prior to the start of the event; requests greater than $10,000, at least 4 weeks prior.

All grant funds are allocated on a first-come, first-serve basis.

**Funding Limit.** Grants requests are limited to $200 per Day Student participating in the event for which you are asking money.

**Return of Funds.** Any unspent funds must be returned to the Day Student Government.

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**Overspending & Emergency Fund Requests**

A student organization may request monies from the Emergency Fund if it goes over its allocated budget for a specific event.

**Review Process**

A request for these funds can happen at any point between the end of the event and the end of the academic year. Requests can be sent via email to stugov@augsburg.edu, and the Finance Committee and Day Student Senate must both approve the request by majority vote; all decisions are final.
Denial of Emergency Funds

If a chartered student organization is denied funds from the Emergency Fund, the total amount that was overspent will be equally divided and charged to each of the financial accounts of the student organization’s officers on file with CAO.

If a commissioned student organization is denied funds from the Emergency Fund, the total amount that was overspent will be allocated from its remaining budget for the academic year.

Annual Budgets

Commissioned student organizations may request funds for programs, general operating expenses, and stipends for officer positions listed in their constitutions. Any programs for which funds are being requested must be primarily geared towards Day Students.

Restrictions

Budget requests cannot include:

- Money given directly to any charitable organizations or for volunteer projects.
- Salaries, stipends, or money given to long-term coaches, advisors, or instructors.
- Compensation for Augsburg students, except student officer stipends or unless otherwise approved by the Finance Committee or Senate.
- Funding for more than 1 off-campus event. The 1 off-campus event that may be requested must be in the Twin Cities metropolitan area; the only exception for an out-of-metro request would be for a student organization retreat.
- Funding for events that do not primarily target Day students (e.g., prospective students, alumni, staff, faculty, community members, etc.).
Review Process

The Finance Committee will review all Budget Request Forms once the commissioning process is over and make determinations on what to fund based on anticipated enrollment and revenues for the upcoming academic year.

Student organizations will be notified of their preliminary budget for the following academic year by the end of spring semester. Final budgets will be approved by Day Student Senate and distributed to student organization leaders between the 10th day of fall semester classes and October 1.

Appeals

Budget decisions made by the Finance Committee and/or Day Student Senate are final and cannot be appealed, with the exception of stipend amounts (see Student Government: Appealing Student Government Decisions: Requesting Change in Stipend Amounts).

Rollover

Monies allocated from the Day Student Government must be spent no later than May 15 each academic year. Unspent funds will be rolled over into the general Day Student Activity Fee surplus for the following academic year.

Overspending

Commissioned student organizations that go over their allocated budget will have the total amount overspent reduced in their budget for the following academic year.

Stipends

Qualifications for Receiving a Stipend

The AU Council Chairperson and Vice-Chairperson, Day Student Government Executive Board, and commissioned student organizations’ constitutional officers are
eligible to be paid stipends. These individuals must be enrolled as a student at the Minneapolis campus of Augsburg College and be on file as a constitutional officer with CAO.

Any position that the Finance Committee determines works less than an average 5 hours per week during the semester will not receive a stipend.

**Determining Stipend Amounts**

The amount of the stipend is determined annually by the Finance Committee and Day Student Senate during the budgeting process. A student receiving a stipend may appeal the amount decided during the budgeting process (see Student Government: Appealing Student Government Decisions: Requesting Change in Stipend Amounts).

**Semester Stipend Review**

**Review Process.** Student organization leaders are not guaranteed the amount budgeted in their stipend. Each student organization leader undergoes a performance review by their advisor that is submitted to CAO towards the end of each semester; Day Student Government Executive Board members will be reviewed by the Day Student Body President and Vice President, and the latter two positions will be reviewed by the Day Student Senate.

These recommendations are submitted to Day Student Senate, which votes on whether to fund each student officer their stipend in full, in part, or not at all.

**Appeals.** A student may appeal a stipend that has been reduced or unfunded by the Day Student Senate (see Student Government: Appealing Student Government Decisions: Requesting Change in Stipend Amounts).

**Frequency of Payments.** Every effort will be made to pay qualifying and approved students their stipends by the end of fall and spring semesters.


Finance Policies

Fundraising

Student organizations are welcome to fundraise on or off campus, provided they adhere to the following policies.

**Depositing Fundraised Monies**

Any monies fundraised on behalf of your student organization must be deposited into your student organization’s financial account at Augsburg. To do this, you may take your funds to the Administrative Accounting office in Science Building, Room 148.

Under no circumstances may funds be deposited into an individual’s bank account, an off-campus bank account established under the group’s name, or any other non-Augsburg entity’s bank account.

**On-Campus Fundraising**

**Reserving Space.** Student organizations may fundraise on Augsburg College property through tabling or during an event. Reservations must be secured for rooms and/or tables through Event and Conference Planning (see Event Planning: Reserving Rooms or Reserving Tables).

**Name Attribution.** If tabling, one of the individuals staffing your table must pick up a vendor permit from the Event and Conference Planning office, located on the 2-Level of Christensen Center, immediately before you are scheduled to begin your tabling shift.

The name of the sponsoring student organization must appear prominently in all advertising and other communications connected with the sales and/or fundraising effort.

**Requirements.** Student organizations cannot:

- Interfere with orderly operations on campus.
- Rent out or loan out equipment, facilities, or rooms belonging to the College.
- Conduct prize drawings, bingo games, card tournaments, or other games of chance to raise funds.
Finance Policies

- Auction off people’s personal services (e.g., dates, cleaning one’s living space, etc.). Auctions of goods are permitted.
- Conduct bake sales or sell home-cooked food. The City of Minneapolis’ ordinances prohibit bake sales.

Rollover of Fundraised Monies

Student organizations may elect to have any monies they fundraised be rolled over into their budget for the following year. To do this, you must email cao@augsburg.edu before May 15; otherwise, any fundraised monies will be lost and rolled over into the general Student Activity Fee surplus.

Monies that student organizations receive from the College cannot be saved and will automatically be rolled over into the general Student Activity Fee surplus.

Property

Any property, items, or supplies purchased by student organizations using College funds or fundraised monies is considered property of Augsburg College. Any items purchased with these monies must be labeled as “Property of Augsburg College.”

Spending Funds

Student organizations may only spent monies after funds have been approved by the College.

Sales Tax Exemption

Purchases by student organizations are not subject to sales tax, except for sales tax on meals, lodging, and admissions.

Sales tax exemption certificates for Augsburg College are located on the Student Organizations Moodle webpage.
Authorized Signers

Student Authorized Signer. Each student organization has an “authorized signer” on file with CAO. This person is the only student who has access to your funds; typically, this person is the Treasurer. To inquire about or to change your student organization’s authorized signer, email cao@augsburg.edu.

Advisor. Each student organization’s staff or faculty advisor(s) also has access to your student organization’s monies.

Obtaining Cash

Your student organization’s authorized signer must obtain a Cash Distribution Form, located in the Administrative Accounting office in Science Building Room 148. The Cash Distribution Form must be turned in at least 3 business days before the cash is needed.

- **Requests less than $100.** The student authorized signer can simply fill out the form without a signature and receive the cash.
- **Requests between $100 – $500.** The form must be signed by your student organization’s advisor. Michael Grewe or Joanne Reeck may also sign.
- **Requests over $500.** The form must be signed by Michael Grewe or Joanne Reeck. Cash requests of this size are typically discouraged.

Returning Cash & Receipts

After you are done purchasing your items, bring all receipts and remaining cash back to the Administrative Accounting office within 2 weeks of initially withdrawing your cash. Remaining cash and receipts that have not been returned will be charged to the student’s personal financial account with the College.

Checks

If you need a check cut, visit the Administrative Accounting office in Science Building Room 148. All checks must be requested at least 2 weeks in advance of when they are needed.
Finance Policies

Purchasing Cards

Some staff and faculty have Purchasing Cards (or P-Cards) on which they are able to charge expenses to the College. If your student organization’s staff or faculty advisor has a P-Card, one may use it to charge any expenses incurred by your student organization.

Advisors may email cao@augsburg.edu to obtain budget number information when reconciling their P-Card statements at the end of each month.

On-Campus Charges

Each student organization is assigned a “Cost Center” to which they can charge on-campus expenses. Departments that accept Cost Centers as a way of payment include the Copy Center, Mailroom, Information Technology, and Food Services (A’viands).

Email cao@augsburg.edu to obtain your student organization’s Cost Center.

Purchasing Limits & Approvals

Michael Grewe or Joanne Reec would approve any purchases your student organization makes that are over $2,500 and that do not involve a contract.

Questions & General Inquiries

Questions about finances can be directed to the following individuals:

- **Accounts Payable, Invoicing & Payments**: Amy Daugherty (daughera@augsburg.edu | 612-330-1031)
- **Purchasing & Purchase Requisitions**: Sharon Johnson (johnsh@augsburg.edu | 612-330-1668)
- **Petty Cash & Student Organization Finances**: Carole Kampf (kampf@augsburg.edu | 612-330-1260)
Augsburg College supports and encourages student organizations to plan meetings, events, and programs that further their missions and visibility on campus. Many programs and meetings are small and require little to no support from the College. However, some events and programs do require assistance and/or approval from professional staff.

Below are expectations and policies student organizations are expected to follow when planning major events.

### Planning a Major Event

#### Definition of “Major Event”

An event or program is considered a “major event” if any of the following things are true:

- Your event will host a dance.
- Your event is open to the public, meaning people who are not Augsburg students, staff, or faculty members are invited.
- Your event will have one or more meal functions.
- Your event has a ticket or entry fee. You cannot charge Augsburg students an admission fee if you are using Student Activity Fee money to pay for any part of your event.
- Your event will utilize audio/visual services requiring a tech staff person to be present for the event (e.g., open mic nights, concerts, etc.).
- Your event will have an estimated attendance of 50+ people.
- Your event will feature a speaker or performer.

#### Student Organization Major Event Planning Form

You need to fill out a Student Organization Major Event Planning Form ([inside.augsburg.edu/events](inside.augsburg.edu/events)) which will ask you a number of questions about your program and what your needs are.
Event Planning

This form must be completed absolutely no later than 10 business days (M-F) before your event. This is to ensure that the College has adequate resources (i.e., events staff, catering, security, etc.) to support your program.

After you have completed the form, it will be reviewed by several professionals at the College, and you will be notified whether your form has been approved or whether more information is needed.

**Advisors**

Student organizations must have a staff or faculty present at any major event they orchestrate. This is typically a student organization’s advisor, but if that person is not available to attend, then a student organization must find another employee at the College who is willing to be there. This staff person cannot work for either the Department of Public Safety or Event and Conference Planning.

An event will be canceled by the College if a staff or faculty person does not confirm their attendance to CAO, Event and Conference Planning, and/or Student Affairs personnel.

**Attendees**

Student organization events may be open to all Augsburg students, staff, and faculty members.

Augsburg welcomes members of the community to attend student organization events; however, student organizations must obtain approval by the College to invite guests external to Augsburg. The number of guests allowed will be determined by CAO, Event and Conference Planning, the Department of Public Safety, and Student Affairs.

Guests under 18 years of age are welcome to student organization events provided an adult chaperone is present and accompanying the minors in attendance. Student organizations must work with Event and Conference Planning to ensure proper chaperoning will occur.
Room Reservations

Reserving a Room

Major Events. Student organizations must fill out the Student Organization Major Event Planning Form (inside.augsburg.edu/events) before reserving a room for a major event. Event and Conference Planning will work with your student organization to find an appropriate venue.

Other Events. Smaller events and meetings that do not meet the definition of a “Major Event” do not require the use of the Student Organization Major Event Planning Form. Most rooms on campus can be reserved online at inside.augsburg.edu/events.

Auggie’s Nest and Fish Bowl

The Auggie’s Nest and the Fish Bowl, located on the Ground and Main Levels of Christensen Center, respectively, are open to student organizations on a first-come, first-serve basis. No reservation is required to use these rooms.

Student organizations may not use these spaces if they are previously occupied by other individuals or groups.

Common Table

The Common Table (2001 Riverside Ave) is a multi-purpose, college-neighborhood collaboration space rented by Augsburg College. The space and staff are devoted to programming and gatherings that build community capacity to make change by connecting and equipping leaders. To inquire about reserving this space, email commontable@augsburg.edu. To learn more details about this space, visit www.augsburg.edu/commontable.

Quad

The Quad is defined as the space surrounded by the four buildings: Christensen Center, Memorial Hall, Science Hall and Sverdrup Hall. Augsburg College recognized student
organizations, staff, and faculty may reserve this space through Event & Conference Planning.

Programming is permitted on the Quad as long as it meets the following requirements:

- Tables and displays must be arranged as not to block or impede the traffic flow on the walkways, stairs or access ramps. Permits must be visible and can be obtained through Event & Conference Planning (events@augsburg.edu | 612-330-1104).
- Music and/or amplified sound is permitted only after 5:00 p.m. and with prior approval from Event & Conference Planning. At all other times, no amplified sound is permitted on the Quad as to not interfere with classes in the adjacent buildings.
- Event planners must also have a rain site reserved in case of inclement weather.

**Student Lounge**

**Reservations.** The Student Lounge can be reserved online at www.augsburg.edu/cao/forms/reserve-student-lounge/.

Reservations are given on a first-come, first-serve basis by CAO to student organizations and college departments at Augsburg College. Reservations must be made at least 1 week in advance.

Reservations may not exceed 3 hours without explicit, written permission from CAO.

**Guidelines.** All events planned during Christensen Center’s building hours must be open to the entire student body. Any unused areas of the Student Lounge may be used by individual students.

No furniture may be moved without explicit, written permission from CAO. The pool table and ping pong table may never be moved—or used in any way other than their intended purposes—under any circumstances.

Once the event is complete, the Student Lounge must be cleaned and put back in order.
Charges for Violating Policies. After the event, if damage has been found by CAO, and/or any of the aforementioned policies found violated, a $100 charge will be assessed to your student group or college department/office.

**Women’s Resource Center**

The Women’s Resource Center (Sverdrup 207) has a conference room that is available for smaller student organization meetings. To reserve this space, contact Adriane Brown (brownad@augsburg.edu | 612-330-1528).

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**Table Reservations**

**Reservations**

Student organizations may reserve up to two tables to use in the Christensen Center Lobby or in the Oren Gateway Center Lobby. Other displays on campus are permitted only if they are directly associated with a specific conference or event.

To reserve a table or for more information, visit inside.augsburg.edu/events or call 612-330-1104.

**Guidelines**

**Vendor Permit.** The day your student organization is scheduled, you will be required to obtain a vendor/display permit from Event and Conference Planning in order to exhibit at your table.

The College reserves the right to rescind any student organization permit at any time for non-compliance of policies. The College also reserves the right to rescind any student organization permit with no explanation.

The College strongly encourages staff, faculty, and students to alert the Department of Public Safety and Event & Conference Planning if a permit is not exhibited.
Staffing. Student organization members are required to be at or near their tables and cannot aggressively solicit Augsburg students, faculty, and staff. Student organizations are required to pick up and clean their display area after their display time.

Partnering with External Groups. Internal groups may wish to sponsor an external organization such as recruiters, political causes, and community outreach. This practice is allowed, but a member of the organization sponsoring the table must be present during all tabling times in order to validate sponsorship.

Student organizations that wish to work with any health-related groups/vendors must coordinate through the Center for Wellness and Counseling (CWC). Healthcare including shots, medications, and blood drives are to be hosted at the CWC offices, unless otherwise arranged.

Prohibitions. Student organizations are not permitted to directly or indirectly promote the use of alcohol, drugs, tobacco, obscene material, or material that would violate Augsburg College policy.

Credit card promotion or sales are not permitted.

Food and Beverages. All food and beverage service at vendor/display tables and on campus must be provided by the on-campus food service provider. Commercially and individually wrapped snacks and candies are acceptable.

Contracts

Authorization to Sign Contracts

Under absolutely no circumstances should any student or advisor sign a contract, even if the contract does not cover monetary payment.

Because only a select few individuals are authorized to sign on behalf of the College, you (or your advisor) will be personally liable for anything you sign, including monetary obligations.
Event Planning

**Review Process**

**Point of Contact.** All contracts can be sent to Kristin Hansen electronically at hansenk1@augsburg.edu or as a hard copy to Memorial Hall Room 124.

**Review Process.** The contract will be reviewed and signed by Augsburg’s Chief Financial Officer, and your student organization will be notified when it is ready to pick up.

Please know that the College may need additional information from you and/or the individual(s) with whom you are contracting, and the College may also require that the contract’s language change. If this is the case, your student organization will be notified.

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**Food & Beverages**

For the protection of students, staff, and the public attending a meeting, conference, special event, etc. held by a student group on Augsburg College property, food must be prepared in, and/or provided by:

- A’viands (augsburgcatering.catertrax.com), Augsburg’s contracted dining services provider or
- An approved licensed commercial food service, with the approval from the Director of Event and Conference Planning and A’viands.

**Events & Meetings with 25+ People**

If your student organization is planning an on-campus event or meeting that will have 25 or more people in attendance, and you plan on having food, you are required to utilize A’viands as your caterer/source of food and beverage. A’viands is Augsburg’s contracted dining services provider and will be able to offer your student organization great service and competitive prices.

A full menu can be found at augsburgcatering.catertrax.com. Additionally, A’viands can provide most any kind of food, even if it is not on the menu; if your student
organization wants a specific type of food but does not see it on the menu, just ask the staff at A’viands.

Event and Conference Planning (events@augsburg.edu | 612-330-1104) may grant an exemption to utilize an outside caterer if and only if A’viands is unable to prepare or offer a certain type of food that is needed for a specific event.

Small Events & Meetings

If your student organization is planning an event or meeting that will have less than 25 people in attendance, or if your event is held at the Common Table or off-campus, you may utilize other vendors besides A’viands. However, any vendor your organization uses must be either a licensed caterer or an approved commercial source of food. Under no circumstances can home-prepared food be served. All licenses must be on file with Event and Conference planning.

Definition of “Approved Commercial Source of Food.” An approved commercial source of food can be any restaurant, caterer, retail food store, grocery store, deli, etc., that is licensed by the health authority in the community where the commercial business is located.

Definition of “Caterer.” A caterer must have a license from the state health authority allowing the business to prepare food, and have approved equipment for transportation, set-up, and serving of food at any location. A caterer also returns all food service equipment and potentially hazardous leftovers to its licensed facility.

Advertising & Marketing

There are a number of ways student organizations can publicize themselves and their events for free on campus.
A-Mail

A-Mail submissions are due by 10:00 a.m. each weekday. Announcements must be submitted manually each day you want them placed in the A-Mail. A-Mail can be accessed by going to inside.augsburg.edu, scrolling to the left-hand sidebar, and clicking “Community” then “Submit News and Announcements.”

Augsburg Branding

Name and Colors. Student organizations are permitted to use the “Augsburg College” name and colors (maroon and gray) on apparel, publications, etc., so long as the name and colors are not used in connection with alcohol, drugs, obscene material, or materials that would violate applicable laws or College policy.

Logo. Student organizations cannot use official College logos, unless it is used in advertising an event or program that is officially sponsored by a College office or department. This maintains maximum freedom, creativity, and flexibility for student organizations to present themselves as they choose while avoiding situations in which the College as a whole might appear to be endorsing the perspective or priorities of a student organization.

Campus Photos. Student organizations may use photos available for download from inside.augsburg.edu/marketing/downloads that are marked specifically for student organizations. These photos can only be used for student organization business and must be credited to Augsburg College. Photos may not be used to promote non-College activities or imply endorsement.

Campus Mailbox Distribution

Student organizations may request a distribution of materials to campus mailboxes (e.g., an event flyer to all Day Students) by completing the Campus Box Distribution Form (web.augsburg.edu/centralservices/Campus_Box_Distribution_Form.pdf).

Mailings from outside companies or organizations must be sponsored by an Augsburg student organization or the Day Student Body President. Campus box distributions
may require additional approval from a Divisional Vice President, a Dean, or the Day Student Body President after review by Central Services. Campus box distributions must be completed by Central Services staff due to mailroom security.

Deliver any materials, along with the completed form, to the Mailroom, Copy Center, or Shipping & Receiving. If the Copy Center copies or prints the material for the distribution, provide the completed form to the Copy Center when placing the copy request.

Generally, your distribution will be completed within 2 days from the date the project is delivered; this depends on the project size and the mailroom’s current workload.

**Digital Display Screens**

Digital display screens are located across campus, and student organizations may submit requests for screens to advertise their group or events.

Marketing and Communications requests that screens be requested at least 2 weeks before they need to be displayed. Information will appear on the screens for up to 2 weeks on standard templates designed for use by all student events.

To request a digital display screen, visit inside.augsburg.edu/marketing and click on “Project Request.”

Please note: During the course of the 2015-16 academic year, the college will be migrating to a new system to power the digital screens. This change may require some changes in procedures or create new opportunities for easier publishing of event information. Marketing and Communications will inform CAO of any new processes or changes needed.

**Display Cases**

CAO allows student organizations to reserve the display cases on the Main Level of Christensen Center. The display cases can be used to bring awareness to your student organization, to advertise upcoming events, and/or to inform the Augsburg community about campus initiatives.
Making Reservations. To reserve a display case, visit www.augsburg.edu/cao/forms/reserve-display-case.

Reservations are given on a first-come, first-served basis by CAO. Reservations must be made at least 1 week in advance, and only 1 display case may be reserved at a time.

Reservations may be made for up to 2 weeks.

Setting Up. Arrangements must be made with CAO professional staff to obtain the key to the display cases during regular business hours.

Cleaning Up. Student organizations are responsible for cleaning up their display at the end of their reservation. Additionally, arrangements must be made with CAO in advance of this clean up.

If the display cases have not been cleaned within 24 hours of the end of the reservation, a $75 charge will be assessed to your student organization.

Echo

The Echo is the official student-run newspaper of Augsburg College. To submit a free advertisement, email echo@augsburg.edu.

Floor Signs

Making Reservations. Floor signs are permitted in the Christensen Center Lobby provided that the floor space is reserved through Event and Conference Planning (events@augsburg.edu | 612-330-1104).

Guidelines. Floor signs may be posted in the area in front of the Christensen Center Information Desk and must meet the following criteria:

- Floor signs may not be larger than 8’x6’.
- Floor signs must be at least 10’ from any landing or stairway. Taping signs to stairs, landings, and railings is not permitted.
- Gaffers Tape must be used for all floor posting; no exceptions will be made. This is a special tape that does not leave a residue once removed. Clear tape will leave an adhesive on the floor. Clear tape may be used to cover the entire sign as to
protect from weather and traffic, but must not come into contact with the floor. Gaffers tape can be purchased at the Event and Conference Planning Office.

- Signs may not directly or indirectly promote alcohol or drugs, obscene material or material that would violate applicable law or Augsburg College policy.

**Removal.** Groups must remove signs immediately after the event; failure to do so will result in loss of privilege in reserving space.

The College reserves the right to remove the sign if it becomes dirty, torn, or outdated.

**Inside Augsburg Calendar**

Student organizations are required to put all of their events and meetings on the Inside Augsburg calendar. To submit a calendar item, visit [inside.augsburg.edu](http://inside.augsburg.edu), AugNet username and password, scroll to the right-hand sidebar, and click on “Community” and then “Submit Calendar Item.”

**Posters on Campus**

Student organizations may use college space to publicize events and meetings. Out of consideration for the right of free expression, the rights of viewers, civility, and respect, the following guidelines are to be followed when posting flyers and notices. The policies listed immediately below only apply to flyers and notices posted in areas outside of the residence halls.

**Approval Process.** All postings must be approved and dated. Posters and flyers can be approved at the Christensen Center Welcome Desk, Monday through Friday, 10:00 a.m. to 4:30 p.m. A maximum of 20 will be stamped and approved for posting on campus.

**Approved Locations and Methods for Postings.** Posting is only allowed on designated posting strips, bulletin boards and kiosks (where provided). Postings are not permitted on any other surface or space, such as glass, doors, or walls.

Notices from the Registrar, Facilities Management, and Public Safety may be posted in all areas. Event and Conference Planning may use signs or other materials to fill special requests or for campus events.
Posters and flyers must be put up using push pins, tacks, or staples; no duct tape, permanent adhesives, or tape may be used. Student organizations will be charged for damages to walls and surfaces.

**Time Limit.** Posters and flyers are allowed 2 weeks of display time. Individuals and organizations are responsible for removing their materials.

**Restrictions.** No direct or indirect promotion of alcohol, drugs, obscene material, or materials that would violate applicable laws or College policy is allowed.

Flyers may not be placed on cars, as this violates the City of Minneapolis Ordinances. Community events and notices (e.g., including buy/sell, renting, roommates, help wanted, etc.) can be posted on the bulletin board in the Christensen Center main floor near the restrooms.

**Denial or Removal of Posters.** Not adhering to the above guidelines will result in the removal of postings and future denial of posting privileges. Augsburg College reserve the right to deny any requests for posting.

**Posters within Residence Halls**

Residence Life allows student organizations to advertise meetings and events within the residence halls, provided they follow the steps outlined below.

**Guidelines for Posters.** Posters must include the names of all student organizations planning the event and contact information (i.e., email and/or phone number).

Residence Life will not approve any flyers that contain erroneous or false contacts, or have incorrect information.

Posters should be 8.5” x 11” in size. Accommodations will be made for posters up to 17” x 24”, but student organizations must realize that this will limit the quantity of flyers approved for posting.

**Numbers.** A maximum of 37 flyers can be approved to be posted within the residence halls, including:
Event Planning

- 14 in Mortensen Hall,
- 9 in Urness Hall,
- 6 in Oren Gateway Center,
- 5 in Anderson Hall, and
- 3 in Luther Hall.

Approval Process. Bring all copies of your flyers to the Urness-Mortensen Hall main office.

After submitting your posters, Residence Life staff will determine if they are approved, and if so, how many can be posted. Residence Life staff will post these flyers in the residence halls on behalf of your student group. Please allow for 5 business days for posting.

Sidewalk Chalking

Approval Process. Chalking on campus sidewalks is allowed provided that permission is granted from Event and Conference Planning (events@augsburg.edu | 612-330-1104).

Name Attribution. Your student organization’s name must be clearly written next to each chalked message in order to identify your writings. Messages in chalk that are unauthorized or unattributed to a student organization will be immediately removed.

Chalk Removal. Once your event is complete, you must contact Buildings and Grounds (bldsgrds@augsburg.edu) or the Department of Public Safety (612-330-1717) to remove the information.

Table Tents

Email cao@augsburg.edu to inquire about placing table tents in Einstein’s, Nabo, the Commons, Student Lounge, and/or the Auggie’s Nest.
Copyrighted Works

Copyright infringement is a serious offense under the law and is the equivalent of stealing.

Student organizations must obtain permission before showing or using any copyrighted works on campus. If you or your student organization want to use a copyrighted work in a public space on Augsburg College property, you will be asked to provide proof that you have obtained the rights—or permission—to show or use the material. Below lists Augsburg College’s policies regarding film and movie screenings, video games, and music.

Film & Movie Screenings

All student organizations must obtain the rights to screen any film or movie before showing it on campus. Film rentals are intended for private use, so renting a film does not provide you with the permission you need to have a public showing in which an audience is invited.

Obtaining Permission. Getting permission is fairly easy, though obtaining the rights to most films will require funding. Most movies come from one of two film distributors. You may click on one of the following links below to see each distributor’s movie choices, as well as how to contact them:

- **SWANK Motion Pictures, Inc.** ([www.swank.com](http://www.swank.com))
- **Criterion** ([www.criterion.com](http://www.criterion.com))

Difficulties with Obtaining Permission. If SWANK or Criterion do not have rights to the film you wish to screen, search for the film on Internet Movie Database ([www.imdb.com](http://www.imdb.com)) to see if you can find its distributor in order to contact them directly. If you still cannot find the film’s distributor, contact CAO at [cao@augsburg.edu](mailto:cao@augsburg.edu) for additional help.

Consequences to Showing Film without Permission. If your student organization decides to screen a film on campus without getting and paying for the rights to a film,
Event Planning

your student organization will be fined $300 or the cost it would have been to screen your particular film, whichever is higher.

Commissioned student organizations will be fined by directly charging their budgets. Chartered student organizations will be fined by directly charging the student accounts of the officers on record with CAO.

Video Games

Video games that are copyrighted are usually intended for individual or private use. You may need to contact the distributor to play them publicly and with large groups as a part of a student organization event.

Music

Augsburg has licensing agreements with ASCAP, BMI, and SESAC that generally cover the use of performances by student organizations for events held on-campus. For questions about this, email Kristin Hansen at hansenk1@augsburg.edu.

Contests, Raffles & Tournaments

Contests and tournaments of skill (not chance) are allowed on campus, including but not limited to basketball tosses, obstacle courses, and essay contests, among other things.

Allowed Activities

According to Minnesota state law, the following contests and tournaments of chance are allowed on campus provided that absolutely no money is exchanged, either as an admittance fee or as a suggested donation for participation:

- Prize Drawings.
- Lotto, also known as “bingo.” However, you cannot use the word “bingo” in any advertising, during the event, or on the cards you use.
Event Planning

- **Card Tournaments.** Any chips you use cannot have any monetary value associated with them, and chips cannot be exchanged for money at any point. Any advertisement for prize drawings, lotto, or card tournaments must state that there is no cost to participate.

**Prohibited Activities**

Any type of tournament or contest of chance where money has been exchanged is considered gambling and is illegal under Minnesota state law without a gambling permit. This includes roulette; push tabs; scratch off games; and prize drawings, bingo games, and card games that involve the exchange of money. Moreover, Augsburg College prohibits student organizations from engaging in any sort of gambling activities on its property regardless of if such a permit has been obtained from the state.

Also, contests that involve equipment that could cause damage to College property are not allowed (e.g., water dunking tank, etc.).

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**Donation Boxes**

Augsburg College encourages the campus community to organize donation drives in order to raise awareness of communities in need. In order to ensure the impact and success of such drives, the College establishes the following guidelines for the Minneapolis campus.

Not adhering to these guidelines will result in the removal of donation boxes and future denial of donation drives. Augsburg College reserves the right to deny requests.

**Donation Drives outside the Residence Halls**

**Qualifications to Hold Drive.** Any donation drives held on campus must be led by Augsburg College students, staff, and/or faculty.

**Approval Process.** All donation boxes must be stamped and approved at the Christensen Center Welcome Desk before their placement around campus.
Donation boxes must look presentable and labeled with the name of the individual, student organization, department, and/or office that is sponsoring the drive.

No more than 2 donation drives will be approved to take place at the same time on campus.

**Approved Locations for Donation Boxes.** Donation boxes can be placed against a wall or on a designated table in the following locations for up to 3 weeks:

- Christensen Center Welcome Desk
- Enrollment Center Lobby
- Foss Atrium (outside of the Campus Ministry offices)
- Oren Gateway Center Welcome Desk
- Si Melby Lobby (outside of the Athletics offices)

**Donation Drives inside the Residence Halls**

To place a donation box in a residence hall, one must obtain the permission of the respective Residence Hall Director before placement. Please consult the Department of Residence Life (reslife@augsburg.edu) for further details.

**Exemptions to Policy**

College-sponsored donation drives, such as the Augsburg Campus Cupboard, may have donation boxes available for longer periods of time.
Auggie Room

The Auggie Room, Christensen Center Room 1F, is a free arts and craft room open only to registered student organizations. Student organizations are welcome to use this space during regular business hours and utilize its supplies within moderation.

Hours of Operation

Hours. The Auggie Room is open Monday through Friday from 8:30 a.m. – 4:30 p.m. during the academic year, provided a CAO staff person is present to unlock the room. The Auggie Room may also be opened outside of those hours provided a CAO staff person is working and available to unlock the room.

Access to Room. The only individuals authorized to open the room are CAO staff. Students will be asked to leave the space once the last CAO staff member is leaving for the day.

Expectations of Use

Requirements of Student Organizations. Student organizations using the room are expected to sign in, use supplies within moderation, clean up the space when finished, and close and lock the door behind them. Failure to adhere to these guidelines will result in that student organization’s Auggie Room privileges being suspended or revoked for the academic year.

Use by Non-Student Organizations. The Auggie Room supplies are only available for use by registered student organizations. Non-registered student organizations and campus departments are prohibited from using the space.

Equipment Rental

CAO offers student organizations the opportunity to reserve several pieces of equipment for use during their events, including a Karaoke Machine, a Popcorn Machine, and a Sno-Kone Machine.
Student organizations may reserve this equipment using the online form (www.augsburg.edu/cao/forms/reserve-equipment/).

Student organization officers are responsible for negotiating a pick-up and drop-off time for reserved equipment with CAO staff. While equipment is in a student organization’s possession, it must be accompanied by a student organization member or advisor at all times or locked in a secure space.

Additional guidelines include:

- **Karaoke Machine**: Must be used only in the Student Lounge.
- **Popcorn Machine**: Only popcorn provided by CAO can be used. Each bag of popcorn kernels is $3 and can feed 8-16 people. Free popcorn bags are provided.
- **Sno-Kone Machine**: Ice is not provided, but flavors and cups are provided for free. Student organizations may use 3 flavors at a time.

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**Lockers & Storage Space**

CAO provides free lockers and storage space to student organizations on a first-come, first-serve basis. Lockers are available in the Auggie’s Nest.

**Reservations**

Lockers are typically reserved during the re-registration process at the end of Spring Semester. However, student organizations that do not request a locker at this time may email cao@augsburg.edu.

Student organization officers and advisors will be provided the locker number and combination.

Lockers may be searched and locker leases may be terminated at any time.

**Requirements**

**Responsibility.** Student organizations and their officers are responsible for all property secured by their lockers and for all damages to their lockers throughout the academic
year. A student organization cannot transfer its locker or its locker combination to any other person.

**End of Lease.** Unless a student organization successfully renews its locker lease for the following academic year, all contents in its locker must be removed by the deadline provided by CAO. If a student organization does not clean its locker out by the provided deadline, CAO will confiscate any remaining items and charge a $250 clean-out fee to the student organization’s financial account.

**Additional Storage Space**

Items that do not fit within a locker may be stored in other CAO areas, provided a CAO professional staff member approves. To inquire about storing these items, email cao@augsburg.edu.

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**Office Space**

CAO provides three offices—Christensen Center Rooms 1A, 1C, and 1G—for student organizations to utilize during the academic year.

**Reservations**

Offices must be requested during the re-registration process at the end of spring semester. CAO will determine which student organizations have the greatest need for such space.

CAO may determine that more than 1 student organization share a specific office.

Rooms may be searched and room leases may be terminated at any time.

**Keys**

**Requesting a Key.** Keys will be provided to a limited number of student organization officers. To request a key, students must talk to Joanne Reeck (reeck@augsburg.edu) and fill out an Auggie’s Nest Key Request Form.
Once it is ready, students may pick up their key from the Department of Public Safety.

**Responsibility.** Students cannot give their key to another individual. Lost keys must be reported to the Department of Public Safety and CAO immediately.

**Turning in a Key.** Keys must be turned in by the deadline specified on the Auggie’s Nest Key Request Form. Students who fail to turn their keys by the deadline will be charged an $85 administrative fee to their financial account.

**Requirements**

**Responsibility.** Student organizations and their officers are responsible for all property and for all damages to its offices throughout the academic year.

**Prohibitions.** Unauthorized individuals are not allowed in student organization offices at any time.

Offices may not be subleased or rented to other groups or individuals under any circumstances. A student organization that engages in these behaviors will lose its office space immediately.

**End of Lease.** Unless a student organization successfully renews its office lease for the following academic year, all contents in its office must be removed by the deadline provided by CAO. If a student organization does not clean its office out by the provided deadline, CAO will confiscate any remaining items and charge a $1,000 clean-out fee to the student organization’s financial account.

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**Technology Services**

CAO, in partnership with Information Technology (IT), offers a variety of services to help enhance the types of communication available to student organizations.

Technology services may be requested online at [www.augsburg.edu/cao/forms/requesting-technology-services/](http://www.augsburg.edu/cao/forms/requesting-technology-services/).
Services Provided

The services provided to student organizations can include:

- An AugNet Folder, which provides storage space in the Augsburg online directory system.
- An Email Address with the augsburg.edu domain (e.g., asac@augsburg.edu, kaug@augsburg.edu, etc.).
- A Moodle Site, where students can store files and communicate with members online.
- A Website under the engage.augsburg.edu domain.

Each student organization may only receive up to one AugNet account, email address, Moodle site, and/or website.

Access

Only student organization constitutional officers and advisors on file with CAO can have administrative access to any of the technology services listed above.

CAO will transfer administrative rights to these technology services to officers and advisors during the re-registration process or when a student organization requests a certain service for the first time.

Student organizations may request that only certain officers or advisors have access to these technology services at any time. To change an individual’s administrative access, email cao@augsburg.edu.

Accountability

Student organizations are responsible for any content sent, posted, or saved using their online accounts.

All accounts are property of the College, and CAO and IT reserve the right to search, to deny, or to revoke a student organization’s online accounts at any time.
Off-Campus Events

Individual students or student organizations that use any monies from the Student Activity Fee to pay for off-campus travel must abide by the following policies.

If a student organization is planning an off-campus event that meets any of the criteria of a “Major Event” (see Event Planning: Planning a Major Event), then that student organization must fill out the Student Organization Major Event Planning Form (inside.augsburg.edu/events).

Student organizations that fail to complete the Student Organization Major Event Planning Form for a Major Event held off-campus will be prohibited from using Student Activity Fee money to fund that event. The student organization may also face additional sanctions from CAO.

Travel Waiver & Release of Liability Form

When Form Is Required

If you or your student organization is traveling 50+ miles away from Augsburg, or if the event is within 50 miles but is “high-risk” (e.g., a water park, ValleyFair, etc.), every Augsburg student in attendance must complete an online Off-Campus Travel Waiver Form, or, if under 18 years of age, complete and sign a physical copy with a parent’s or guardian’s signature.

This form is located on the Student Organizations Moodle webpage.

All students attending the off-campus event must have completed this form before you or your student organization leaves campus.

When Form Is Not Required

The Off-Campus Travel Waiver Form is not needed if the event is nearby and has a low risk of injury, such as going to a restaurant.
Off-Campus Events & Travel

Faculty or Staff Accompaniment

Students must be accompanied by an Augsburg College faculty or staff member throughout the duration of their off-campus trip. Typically, this person is your student organization’s advisor, but if your advisor is unable to attend, it is the responsibility of your student organization to find another faculty or staff member to accompany your members on the trip.

If you are unable to find any faculty or staff members to accompany you, your student organization cannot travel off-campus using monies from your student organization’s budget and/or Student Activity Fee dollars.

Individual students attending a conference or academic event funded by the Student Activity Fee may be granted an exemption from needing a faculty or staff accompaniment depending on individual circumstances. To be considered for such an exemption, email Michael Grewe at grewe@augsburg.edu at least 2 weeks before traveling.

Mobile Device Use by Drivers

Augsburg College prohibits any student, staff, or faculty member from using a mobile or electronic device while one is driving a motor vehicle to a Student Activity Fee-sponsored event. This includes calling, texting, checking email, browsing websites, or utilizing any other applications on a mobile or electronic device. Emergency calls that a driver makes to 9-1-1 are exempt from this policy.

Transportation

Use of Own Vehicles

Requirements. Students, staff, and faculty may utilize their own vehicles to travel to an off-campus event sponsored by the Student Activity Fee. Vehicles must be currently
insured at no less than the minimum insurance required by the State of Minnesota, and all drivers must be currently licensed and covered under the vehicle’s insurance.

**Gas and Mileage Reimbursement.** Gas and mileage reimbursement ($0.50/mile for the latter) are available if and only if the funding is available in the student organization’s budget (or if it was approved by the AU Council or Day Student Government). Otherwise, students, staff, and faculty are responsible for these costs themselves.

**Car & Van Rental**

**Drivers.** Only staff and faculty are allowed to drive rental cars and vans. Students are prohibited from driving any rental vehicles, no matter their age or whether the rental company approves.

**Training Requirements.**

- For rental cars and small vans: No training is required.
- For all College-owned vehicles and 12-passenger vans: All staff and faculty are required to take an online drivers training to become an authorized driver. To participate in the training, email Kristin Hansen (hansenk1@augsburg.edu).

**College Vehicles.** Augsburg has several 12-passenger vans for student organizations and departments to reserve for free on a first-come, first-serve basis, provided staff and faculty drivers have undergone the appropriate college-sanctioned training (see above). To inquire about availability, email Melodie Lane (lanem@augsburg.edu).

**Vehicle Discounts.** Augsburg has discounts with Hertz, Enterprise, National, Dollar, and Thrifty. See all contact information and contract and discount codes at inside.augsburg.edu/finance/purchasing/personal-deals-discounts/

You may reserve vehicles from other companies if the companies above do not have the type of vehicles you need.

**Purchasing Vehicle Insurance.** Do not purchase any additional insurance on a rental vehicle, as Augsburg’s insurance policy covers any incidents that may occur. Please
contact Kristin Hansen (hansenk1@augsburg.edu), Assistant Risk Manager, for an insurance card prior to your pick-up of a rental vehicle.

**Buses**

**Drivers.** Only licensed professionals may drive rental buses or 15-passenger vans. Students, staff, and faculty are prohibited from driving these vehicles.

**Bus Discounts.** Augsburg gets discounts on renting coach and school buses though Minnesota Coaches ([www.minnesotacoaches.com](http://www.minnesotacoaches.com) | 651-437-9648).

**Air Travel**

Student organizations can use Schilling Travel ([www.schillingtravel.com](http://www.schillingtravel.com)) to book group airline tickets at a discounted rate.
Campus Activities & Orientation

Joanne K. Reeck, Director
612-330-1111 | reeck@augsburg.edu
Christensen Center, Room 1B

Michael Grewe, Assistant Director
612-330-1499 | grewe@augsburg.edu
Christensen Center, Room 1D

Main Line
612-330-1418 | cao@augsburg.edu

Orientation Line
612-330-1100 | orientat@augsburg.edu