

# STUDENT ORGANIZATION MANUAL



2009-2010

Dear Student Organization Officers:

The Office of Student Life staff and Park Student Government Association are glad you have taken a leadership role at Park University. We applaud your willingness to get involved, and we are here to support your efforts. You have a lot of responsibility, as well as many opportunities for growth.

Information in this Student Organization Manual will assist you in your leadership duties. We have listed Park University policies and procedures for student groups, in addition to helpful ideas, guidelines and important dates for student events.

The Office of Student Life is located in Thompson Student Center on the 2<sup>nd</sup> floor next to the Café. Staff in the office are available to assist you in planning an event, scheduling space, acquiring funds, promoting an activity, or evaluating an event.

The Park Student Government Association, made up of 15 full-time Student Senators, provides funding to certified student organizations each semester, and serves as chairs or members of University committees. The PSGA Office is located in the Academic Underground, across from the Library, and the office phone number is (816)584-6398. Both Student Life Staff and PSGA are here to help – we hope you'll stop by or call when you need assistance!

**Student Organization** \_\_\_\_\_

**Your Name** \_\_\_\_\_

**Officer Position** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

## TABLE OF CONTENTS

Student Life Staff & PSGA Officers	Pg 4
2009-2010 Important Dates	Pg 5
How Do I Form A New Student Organization?	Pg 6
How Do I Keep My Organization in Good Standing?	Pg 7
What Are The Requirements of Being An Officer?	Pg 8
What Is My Role As An Advisor?	Pg 9
How Does My Organization Receive & Spend Money?	Pg 10
How Do We Plan & Promote An Event?	Pg 14
How Do We Get A Park Website and Email Address?	Pg 15
How Do We Get Recognized?	Pg 15
Forms, Forms, and More Forms	Pg 16
Student Transportation Policy	Pg 25
Parliamentary Procedure Information	Pg 27

## Student Life Staff

**Caroline Heckman**

Leadership & Engagement  
(816) 584-6595 [caroline.heckman@park.edu](mailto:caroline.heckman@park.edu)

**Diana Boyd McElroy, Ph. D.**

Dean of Student Life  
(816) 584-6465 [diana.mcelroy@park.edu](mailto:diana.mcelroy@park.edu)

**Eric Blair, M.P.A.**

Assistant Dean of Student Life  
(816) 584-6858 [eric.blair@park.edu](mailto:eric.blair@park.edu)

**J.C. Stoner, M. S.**

Residence Life  
(816) 584-6463 [james.stoner@park.edu](mailto:james.stoner@park.edu)

**Karie Schaefer**

Residence Life  
(816) 584-6223 [karie.schaefer@park.edu](mailto:karie.schaefer@park.edu)

**Katy Goodwin**

Event Coordinator/Conf. & Events Spec.  
(816) 584-6415 [katy.goodwin@park.edu](mailto:katy.goodwin@park.edu)

**Maksym Ovsiyenko**

Student Activities Specialist  
(816) 584-6411 [movsiyenko@park.edu](mailto:movsiyenko@park.edu)

**Brian Ciolek**

Community Wellness Coordinator  
(816) 584-6463 [bciolek@park.edu](mailto:bciolek@park.edu)

**Linda Waxse**

Counselor  
(816) 584-6237 [linda.waxse@park.edu](mailto:linda.waxse@park.edu)

**Kathleen Robey**

Food Service Manager  
(816) 584-6395 [kathleen.robey@park.edu](mailto:kathleen.robey@park.edu)

**Erin Martin**

Counselor  
(816) 584-6798 [erin.martin@park.edu](mailto:erin.martin@park.edu)

### Park Student Government Association Officers

Patrizia Pfefferkorn, President

[Patrizia.pfefferkorn@park.edu](mailto:Patrizia.pfefferkorn@park.edu)

Tomi Lazarov, Vice President

[tomi.lazarov@park.edu](mailto:tomi.lazarov@park.edu)

Hanna Duenser, Secretary

[Hanna.duenser@park.edu](mailto:Hanna.duenser@park.edu)

Nadejda Bucsan, Business Manager

[Nadejda.bucsan@park.edu](mailto:Nadejda.bucsan@park.edu)

### [www.park.edu/senate](http://www.park.edu/senate)

**PSGA Office** is located in the Academic Underground – MA 308.

**Phone and e-mail for office:** (816) 584-6398 [senate@park.edu](mailto:senate@park.edu)

Meetings are **Fridays 12:30-2:00pm in the Louise Morden Board Room**,  
located in the Academic Underground – across from the Copy Center.

Anyone is welcome to attend and participate.

## 2009-2010 Important Dates

Senate Elections	September 2-3	
September Monthly Award Nominations Due	September 25	
Opening Convocation		
Fall Allocation Form Due	September 4	
Certification Form Due	September 4	
Opening Convocation	September 23	11:00am
September Monthly Award Nominations Due	September 25	
Fall Break Service Trip to Jacksonville, FL.	October 10-15	
October Monthly Award Nominations Due	October 23	
November Monthly Award Nominations Due	November 20	
Spring Allocation Form Due	January 29	
February Monthly Award Nominations Due	February 19	
March Monthly Award Nominations Due	March 26	
Leadership Award Banquet Nominations Due	March 31	
Senate Elections	April 7-8	
Doris Howell Leadership Award Banquet	April 14	6:00pm
Honor's Convocation	April 21	6:00pm
April Monthly Award Nominations Due	April 23	
Newly Elected Officer Contact Info Due	May 1	

**Other Special Events, Club Meeting Dates, and University Closings are listed on the Park Website at <http://www.park.edu/calendar/parkville.html>**

## How Do I Form A New Student Organization?

Complete an official Petition for Formation of a Club or Organization, which is available online at <http://www.park.edu/studentlife/leadership/> asking for the following info:

- Official name of the club/organization
- Organization Classification
- Purpose of organization
- Names of any affiliated organization(s)
- Requirements for membership-members must be students, faculty and/or staff at Park University, and shall not be restrictive based on race, sex, creed, national origin or sexual orientation.
- Planned meeting dates
- List of officer positions and duties of each
- Election procedures
- List of group fees/dues if applicable (normal range would be \$5 to \$15 per year)
- Minimum of 5 names & IDs of students who are interested in being active members of the club
- Name of contact person
- Signature of faculty or staff advisor(s) acknowledging their acceptance of duties and responsibilities as an advisor, as outlined in this Manual. At least one advisor must be a full-time faculty, staff, or administrator at Park University.

The Dean of Student Life and the Coordinator for Student Leadership & Engagement will jointly determine approval. Once approved:

- The organization will have two (2) months to draft a formal constitution to be submitted for approval by the Coordinator for Student Leadership & Engagement. (See Certification Form for Constitution requirements)
- Request for assistance with the forming of an organization constitution, the recruitment of members or advisors, club promotion, obtaining of funds, or any other needs of a new organization on campus can be sent to Caroline at [caroline.heckman@park.edu](mailto:caroline.heckman@park.edu).

## How Do I Keep My Organization in Good Standing?

- Have at least one club officer attend the Fall Leadership Luncheon
- Turn in your club certification form by 9/04/08
- Have an updated and appropriate constitution on file with the Student Life Office
- Submit meeting minutes via email to caroline.heckman@park.edu
- Submit activity request forms at least 7 days prior to your event
- Have at least one full time faculty/staff advisor
- Have a full executive board with updated contact info submitted to Caroline.

**If you can check off all the above as completed then congrats!**

**You are in good standing!**

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If your organization fails to complete all of the above then you will be listed in fair standing. If your organization does not complete the above requirements by the end of the 09-10 academic year then the group will be placed in Probationary Standing.

### Student Organizations in Probationary Standing:

Student organizations will be placed on probationary status for any of the following violations:

- Not following procedures as outlined in this Manual, such as the posting policy, travel policy, financial procedures, etc.
  - Failing to certify the organization each fall.
  - Found in violation of the Student Conduct Code or the guidelines specified in this document. Specifically, organizations may not engage in hazing or in any mistreatment of others which could endanger, injure, mistreat, harass, degrade or disgrace other students or persons or in any way interfere with educational activities.
  - Not maintaining an executive council, active advisor or holding regular meetings as verified by reported minutes.
- ⇒ If an organization fails to re-gain fair or good standing for two (2) consecutive years, the club will be dissolved and the organizations account balance will be transferred to be distributed to other Student organizations as the Student Life Office sees fit.
- ⇒ A group may reapply for official recognition by following the certification process required of any student organization.
- ⇒ If an organization believes they were wrongly suspended by the Dean of Student Life and the Coordinator for Student Leadership & Engagement they should refer to the Student Appeals Process, as outlined in the Student Judiciary Procedures.

## What Are The Requirements of Being An Officer?

Student organizations should hold officer elections in March or April of each year, with regular terms running through the following April. The submission of contact info of newly elected officers are due in the Office of Student Life on May 1. This form can be submitted online at [www.park.edu/studentlife/leadership](http://www.park.edu/studentlife/leadership).

In order for students to be eligible as an officer of a student organization, they must meet the following criteria at the time of election and throughout their tenure:

- The student must be enrolled in at least six (6) credit hours at Park University.
- He/she must maintain a minimum cumulative grade point average of 2.00 on a 4.00 scale.
- The student cannot be on scholastic or disciplinary probation at the University.
- Officers need to READ this document! They are responsible for ensuring that organization activities remain within the stated guidelines contained in these documents.
- It is recommended that a student hold a major office in no more than two (2) clubs or organizations concurrently. Remember academics come first!

### GENERAL DUTIES FOR OFFICERS OF STUDENT ORGANIZATIONS

The following information is not inclusive of all duties of officers. It is only provided as a general outline. The constitution should include the outlined duties for each position.

**PRESIDENT** – Preside over timely & orderly meetings. Assign duties to committee chairs or officers. Ensure that the planning, promotion & implementation of activities is proceeding in a timely manner. Attend Fall Leadership Luncheon for student officers.

**VICE-PRESIDENT** – Preside over meetings in the absence of the President. Assist the President in responsibilities related to that office. Consult with President on a regular basis. Serve as chairperson of at least one committee. Attend Fall Leadership Luncheon for student organization officers.

**SECRETARY** - Attend all regularly-scheduled meetings. Record accurate minutes including roll call. **Transcribe minutes of meeting within one (1) week of the meeting and send to Caroline and fellow members.** Attend Fall Leadership Luncheon for student organization officers.

**TREASURER/BUSINESS MANAGER**– Attend all regularly-scheduled meetings. Keep other club members regularly informed of the budget balance, expenditures of funds, requisitions, etc. Attend Fall Leadership Luncheon for student organization officers.

## What Is My Role As An Advisor?

- Advisors must be a full time faculty/staff member of Park University.
- Advisors should be familiar with the student organization's constitution.
- Advisors must READ this document in order to guide the student officers in the right direction in regards to Park club policies & procedures.
- Advisors should discourage students from undertaking projects that will consume an undue amount of time. Scholarship standards, educational workloads, and the health and safety of the student should take precedence over all student activity participation.
- Advisors should delegate as much responsibility for the organization as possible to the officers and members, and be available to offer procedural guidance as necessary.
- Advisors ensure that the content of organization programs and events are in good taste and reflect the educational goals of the University.
- Advisors or an approved, designated representative should be present at events scheduled by the organization they advise. Exceptions to this may be officer meetings or committee meetings when votes are not taken and only when tentative plans are discussed.
- If on-campus or off-campus sites are selected for activities, advisors are responsible for ensuring that the area is accessible for participants with special needs. For assistance in this process, advisors are encouraged to call Academic Support Services at (816)584-6330.
- Advisors are encouraged to remind officers to publicize events through the Office of Student Life, KGSP Radio, the Stylus, and if appropriate for off-campus publicity – University Advancement.
- Through submission on ASTRA, advisors may reserve University facilities for his/her organization and must ensure that all regulations regarding travel are followed. (The Park University Travel Policy is included in the back of this Manual and you can check with Diana Boyd McElroy, Dean of Student Life, for clarification and assistance.)
- According to University policy, organization advisors or members should not deal directly with external news media. Inquiries from external news sources should be directed to University Advancement. Assistance in writing news releases can be obtained from Rita Weighill, in University Advancement, or through the Office of Student Life.
- For information & documentation, advisors should ensure that the organization president or secretary submits copies of the meeting minutes to the Office of Student Life on a regular basis.
- As appropriate, advisors must ensure that organization meetings are conducted in an orderly fashion.
- Advisors are also strongly encouraged to attend The Advisor Luncheon Series, provided by the Student Life Office. Contact [caroline.heckman@park.edu](mailto:caroline.heckman@park.edu) for more info.

## How Does My Organization Receive & Spend Money?

### PSGA FUNDING ALLOCATIONS (FALL & SPRING)

Any organization seeking funds from the PSGA must be certified and will be decided based upon official organization status at time of funding request. **Fall requests are due September 4 and January 29 for Spring.** The Budget Committee completes and initial review of organization requests, then presents recommendations for funding to the Student Senate for a Senator vote. It is recommended that an organization representative be present at the PSGA Senate Allocation Meeting in order to receive funding.

Student Organization funds are to be kept in a Park account unless exempted in writing by the PSGA Senate Advisor and the Accounting Office. All spending of organization funds will require the signature of at least one officer and/or member and the advisor. All other signature policies will be established by the individual organization and outlined in their constitution.

### PSGA SPECIAL FUNDING ALLOCATIONS (ON GOING)

Clubs and organizations in fair or good standing can receive special funding through the Park Student Government Association. Special groups that don't qualify as recognized student organizations can also apply for special funding.

1. Clubs and organizations can apply for seed money which is generally used for supplies, printing and copying, etc.
2. Requests of funding can be made to the PSGA Business Manager for special events, such as conferences, one-time events, etc.
  - a. Any club or organization requesting funds must submit a completed Special Funding Request Form, (available online at: <http://www.park.edu/studentlife/leadership/> )
  - b. It is recommended that a club representative be present at both the PSGA Budget Committee Meeting and the PSGA Senate meeting when their request is discussed.

## FUNDRAISE

The Parkville & Kansas City Community is a great place to seek out donations for your group functions & activities. Here are a few important tips and reminders for fundraising:

- All fundraising projects must be approved by the Office of Student Life three (3) weeks prior to the commencement of the event through the submission of a Activity Request Form.
- Fund-raising events cannot be of such a nature that they conflict with Food Service or the bookstore's operations. If you are having a bake sale, for example, all baked goods may be made and brought from home. Only homemade items are exempt from the rule that all food items must be bought from Food Service! For assistance with proper Food Safety issues – please check with the Director of Food Service.
- Clubs and Organizations should make sure that they have enough volunteers to run the event before the event is scheduled. There shall be no abuse of time or space in the scheduling of the event. Administrative action may be taken by the Office of Student Life if a violation is recognized. Fund-raisers similar in nature with other clubs or organizations will not be scheduled at the same time.
- Please contact the Student Life Office if you need assistance developing fundraising ideas.

## ACQUIRING DONATIONS/CONTRIBUTIONS

Before asking a business to make a donation, you must complete the Request to Solicit Donations for Certified Park University Student Organizations, available online at: <http://www.park.edu/studentlife/leadership/>. Using that information, Student Life staff will ask University Advancement staff to approve the request.

After approval, you will need a letter to take to the businesses that verifies your position and club. This letter should also include a brief description of the planned activity their donation/contribution will support and an explanation of why your group is trying to raise money. (Businesses tend to be more willing to donate to organizations when they know who you are, what you do, and what your organization hopes to accomplish by soliciting funds or items for donation).

Following receiving donations, you will want to prepare thank you notes to the contributors and include the appropriate publicity to recognize those businesses that have supported your event. University Advancement staff can also prepare letters for those businesses for tax purposes, verifying the type of donation and estimated value. Please check with Student Life if businesses make that request.

Note: Make sure you maintain a list of businesses to which you have made solicitations for future use.

### FINANCIAL REGULATIONS

At Park University, all student organization funds must be maintained and disbursed through the Accounting Office. Clubs and organizations are members of the University community and are expected to follow all University policies regarding budgets and purchases. The membership of the organization must approve ALL expenditures involving organizational funds by a majority vote at official club meetings. Please see the outline below to learn about financial procedures for student groups.

#### Petty Cash – Up to \$50.00

1. Get a Petty Cash Form, available in the Student Life Office.
2. Complete the form and submit to your advisor for approval.
3. Take approved form to Nadine Clapp in the Accounting Office (Basement of Mackay).
4. The Organization 90-Account balance will be verified.
5. Go to the Cashier's Window between the hours of 10:00 am – 3:30 pm to receive cash.
6. Be sure to get a copy of the tax exempt form, available online at: <http://www.park.edu/studentlife/leadership/> or in the Office of Student Life. If you pay tax on an item – you are personally responsible for the amount of the tax.
7. Return receipts and change totaling amount of Petty Cash request to the Cashier's Window the following business day.

#### Purchase Order – \$50.01 or more

1. An Electronic Purchase Requisition is a form used to request goods and services for use by the University.
2. Your advisor will assist you in completing a purchase request through CX.
3. Once your request has been approved you will be issued a Purchase Order with a number. The original purchase order will be mailed to the business or person you are receiving goods or services from.
4. To complete payment after you have received your item, your advisor should sign the copy of the invoice and return it along with the pink copy of the purchase order to Accounts Receivable, Campus Box #50.
5. If the vendor will not accept a purchase order as payment, a written estimate for goods or services and a copy of the purchase order should be submitted to the Student Life Office and they will assist you in processing a check request.

All receipts submitted for reimbursement must be itemized or have an official statement from the company attached listing the specific items purchased. Also – the original purchase must have been pre-approved by the club membership and Advisor.

## OTHER IMPORTANT THINGS TO KNOW

### Contracts

1. A contract is a legal document binding the University and Vendor to mutually understood terms.
2. Contracts which obligate the University must ultimately be signed by the Vice President for Finance and Administration, Campus Box 25. It must first be approved by your club advisor and/or the Dean of Student Life.

### Sales Tax

1. The University will not pay sales tax on any goods or services purchased where we have tax exempt status.
2. A copy of the tax exempt letter is available online at: <http://www.park.edu/bis/img/stateofmo.gif> and it must be printed and presented to the business – in advance – to ensure tax exempt status on any purchase made through your student organization. A copy is available in the Office of Student Life.

### Deposits

1. All funds generated by Park University student organizations must be deposited with the Cashier, on the same day as collection or the following school day. The Cashier will provide a receipt for monies deposited, which should be kept by the treasurer.
2. As a precaution, two (2) students should be present at all times when funds are being collected, counted and deposited into the organization's account.

## How Do We Plan & Promote An Event?

- Submit your event on at <http://www.park.edu/calendar/submit.html#w388h826>
- Once approved, have your advisor schedule a facility with Astra or contact [Katy.Goodwin@park.edu](mailto:Katy.Goodwin@park.edu) with scheduling requests or questions.
- If necessary, order catering with [Kathleen.Robey@park.edu](mailto:Kathleen.Robey@park.edu).
- If the event is off campus, please review the Student Transportation Policy, available online at <http://www.park.edu/bis/forms/studenttransportationpolicy.pdf>. Students or Advisors can check with Caroline Heckman or Diana Boyd McElroy for specific questions and considerations on Student Transportation.
- Submit one Power Point slide to [movsiyenko@park.edu](mailto:movsiyenko@park.edu) for display on LCD screens in Milsap Foyer and Thompson Student Center.
- Submit one Power Point slide to [james.stoner@park.edu](mailto:james.stoner@park.edu) for display on Residence Hall channel.
- Consider advertising event in Stylus, Pirate Radio, or through the Advancement Office online publications.
- Make a Poster or Flier for distribution. Guidelines are as follows:
  - ⇒ Bring 10 copies of any flier or poster that you want posted on campus. The Student Life Office will approve and post for you usually within 24 hours.
  - ⇒ The Student Life Office can prohibit the distribution of literature that is judged to cause disruption of the educational process or which might be offensive to individuals or groups within the University community.
  - ⇒ In general, posters and signs should not be larger (14" X 22"). Posters larger than this will be approved on a case-by-case basis.
  - ⇒ Posters and signs MUST INCLUDE the sponsoring group or person(s), a contact phone number, and dates and time of the event, if applicable. Any posters or signs not following these guidelines may not be approved.
  - ⇒ Unapproved posters and signs and/or items will be removed without notification. Postings on glass, wood, or painted surfaces are prohibited and will be immediately removed, unless exempted from poster posting guidelines.
  - ⇒ Student Life staff will monitor and remove out-of-date posters and signs.
  - ⇒ A brochure rack is provided near the Office of Student Life where organizations may display informational flyers about the organization to prospective members.
  - ⇒ NOTE: Any violation of the above rules may result in the suspension or termination of all posting privileges.

## HOW DO WE GET A PIRATE NET SITE & EMAIL ADDRESS?

All Student organizations can participate in the Park University Intranet, PirateNet. We believe it will prove to be a valuable way to recruit new members into your organization and inform current members about your activities and meetings. Photos can be posted in the organization gallery, there is a calendar for meeting and event information, as well as message boards for communication. Contact [helpdesk@park.edu](mailto:helpdesk@park.edu) with questions regarding your PirateNet club site.

A club email address can be requested by emailing [shaun.ferguson@park.edu](mailto:shaun.ferguson@park.edu)

## HOW DO WE GET RECOGNIZED FOR ALL THESE GREAT THINGS WE DO?

### “Of The Month” Awards-Sept., Oct., Nov., Feb., March., April

We will select a Student Leader, Student Organization, and Advisor of the Month. The nominations deadlines are listed in the calendar dates in the front this manual. The recipients will receive formal recognition at the Doris Howell Leadership Awards Banquet.

### Doris Howell Leadership Awards Banquet– April 14, 2010 6:00pm CDL

Nominations will be due on March 31, 2010 for these leadership awards. Individual student leaders, organizations and advisors are all recognized for the outstanding work and contributions that are made to the Park community throughout the year.

### Involvement Report/Co-curricular Transcript

The University maintains a co-curricular transcript for all students that can be printed and submitted with applications and resumes for internships, employment, graduate school, awards, etc. Contact [studentlife@park.edu](mailto:studentlife@park.edu) to update your co-curricular transcript or request a copy.

**Park University**  
**Student Organization Certification Form**

All organizations must recertify each fall semester to maintain their organization status and use Park services and facilities.

Name of organization:

Name(s) of affiliated organization(s):

Names and Contact Information of Current Officers/Advisors:

President

ID# \_\_\_\_\_ E-Mail Address:

Vice President

ID# \_\_\_\_\_ E-Mail Address:

Secretary

ID# \_\_\_\_\_ E-Mail Address:

Treasurer

ID# \_\_\_\_\_ E-Mail Address:

Other

ID# \_\_\_\_\_ E-Mail Address:

Other

ID# \_\_\_\_\_ E-Mail Address:

Advisor

ID# \_\_\_\_\_ E-Mail Address:

Advisor

ID # \_\_\_\_\_ E-Mail Address:

Proposed meeting date(s) and times(s):

Number of current/expected members:

Please list and describe activities and events planned for Fall, 2009:

Please list and describe activities and events planned for Spring, 2010:

Please indicate which classification your club or organization identifies itself as:

Honor Society       Program/Subject Area  
 Social/Service/Leadership       Religious/Spiritual  
 International Focus

**Please include a copy of your current constitution if it has changed since your club's last recertification.**

Areas it should cover are as follows:

- Official name of Organization
- Official name (s) of affiliate (s), if any
- Purpose
- Election procedures
- Membership qualifications
- Academic/Social probation limits, or lack thereof
- Amendment procedures
- Dues or lack thereof
- ◆ Meeting policies

**PARK STUDENT GOVERNMENT ASSOCIATION**  
**Organization Allocation Re-**  
**quest Form**

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact's Name: \_\_\_\_\_ Park University ID # \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Park University BOX # \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Number of Active Members: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

How much money does your organization have in their account as this time?

What did your organization do last year to benefit the student body and/or community of Park University?

Did you receive senate allocated funds last semester? If so, what amount, and how was it used?

Describe any fundraisers your organization did last semester. Are you

planning on doing any this semester?

What plans does your organization have for this semester? Please include a proposed budget.

How much money are you requesting from the Park Student Government Association this semester?

If PSGA gives you less than the amount that you are requesting will you be able to meet the estimated expenses for this semester?

The allocations will be voted on by PSGA during their meetings on Fridays, 12:30 pm – 2:00 pm – usually held in the Louise Morden Board Room.

Please note that an interview with the budget committee is required as well. The Budget Manager will let you know when the meeting is scheduled, and a representative from your organization is invited to attend.

**PARK STUDENT GOVERNMENT ASSOCIATION  
SPECIAL FUNDING REQUEST FORM**

Date: \_\_\_\_\_ Name of organization or Individual: \_\_\_\_\_

ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Special Project: \_\_\_\_\_

Date(s) and Time(s) of Special Project: \_\_\_\_\_

Location of Special Project: \_\_\_\_\_

Description of Special Project (if attending a conference please attach the agenda): \_\_\_\_\_

**FUNDS OUTLINE**

Amount Requesting from PSGA: \_\_\_\_\_ Expected to Attendance: \_\_\_\_\_

Amount per Student: \_\_\_\_\_

Associated Costs of Special Project:

Lodging (\$): \_\_\_\_\_ Per Student (\$): \_\_\_\_\_

Transportation (\$): \_\_\_\_\_ Per Student (\$): \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Food/Beverage (\$): \_\_\_\_\_ Per Student (\$): \_\_\_\_\_

Registration Fee (\$): \_\_\_\_\_ Per Student (\$): \_\_\_\_\_

Advertisement (\$): \_\_\_\_\_ Per Student (\$): \_\_\_\_\_

Miscellaneous Costs (\$): \_\_\_\_\_

Total Cost of Special Project (\$): \_\_\_\_\_ Per Student (\$): \_\_\_\_\_

Will this event be limited to a select group of individual or opened up to the entire Park University Student Body?

How will the Park University Student Body benefit from this project?

Have you done any fundraising to fund this project? How much money have you raised?

If PSGA gives you less than the amount that you are requesting will you be able to fund this project?

Additional Comments:

Budget Committee Comments:

Budget Committee Suggested Amount:

Things to Remember When Filing a Funds Request:

- The person filling out the funds request should be present at the PSGA meeting to provide background information concerning the event and organization, as well as to answer any questions the PSGA may have.
- Please be as specific as possible when filling out the funds request form; all PSGA members receive a copy of this form at the meeting.
- All expenditures must include original receipt, cancelled check, or billing statement prior to money transfer.
- If funding request is approved by PSGA you will need to submit a one-page summary of the event.

**Request to Solicit Donations**

Name of Club:

Name/Nature of Event:

Contact person & phone #/e-mail address:

Location & Date of Event:

Please list businesses from whom you plan to plan to solicit donations and state the items you plan to request:

BUSINESS NAME ITEM	LOCATION	REQUESTED
_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		

**Park University**  
**Petition for Formation of a Club or Organization**

Date: \_\_\_\_\_ Official Name: \_\_\_\_\_

Club Classification: \_\_\_\_\_

Purpose: \_\_\_\_\_

Affiliated Organizations: \_\_\_\_\_

Club Requirements for Membership (Park University requires that the majority of the members be currently enrolled students. Any voting member of the organization must be a Park University student):

Proposed Meeting Date(s) and Time(s): \_\_\_\_\_

List of Officer Positions and the Duties of Each.

Election Procedures: \_\_\_\_\_

**Club Fees or Dues** (It is recommended that dues not exceed \$5.00 to \$15.00 per year. Exceptions are given to honor societies and organizations with national affiliations): \_\_\_\_\_

**Petition for Formation of a Club or Organization, cont.**

**Club Membership** (Minimum of five (5) Student Signatures. Please include e-mail and Park ID #):

	<b>Name</b>	<b>E-Mail Address</b>	<b>Park ID Number</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			

Contact Information (one must be the advisor):

	<b>Name</b>	<b>Department</b>	<b>Phone</b>	<b>E-Mail</b>
1				
2				

**Signature of Faculty/Staff/Administrator Advisor and Alternate Advisor**

(Before signing, advisors should be aware of their responsibilities as outlined in the Student Club Manual Advisor section. Advisors should also know that their involvement with an organization is not generally associated with an employee's normal work responsibility):

Advisor		Alternate Advisor

## STUDENT TRANSPORTATION POLICY

### 1. Purpose.

To establish a policy and procedure for the Park University (the "University") to follow with regards to transporting students to and from University events or events otherwise endorsed or approved by the University ("University Trips").

### 2. Scope.

This Policy provides the standard operating procedure for the following kinds of trips: (a) Over the Road Trips; (b) Local trips within the 200 mile radius of the Parkville Campus; and (c) Trips of 1-5 people within the 200 mile radius of the Parkville Campus.

### 3. Policy.

#### A. All University employees responsible for over-the-road trips more than 200 miles from the Parkville Campus must adhere to the following policy:

1. All University Trips must have an approved individual Park employee as the sponsor ("Sponsor").
2. Charter buses must be used.
3. The bus company must carry \$10,000,000 liability coverage, naming Park University as an additional insured and a certificate evidencing the coverage is on file with the Risk Management Office.
4. The bus drivers must be employees of the bus company, not contract drivers.
5. The Sponsor must ride the bus and must have a cell phone. (If one is not available to a Sponsor, the Sponsor must contact the Telecommunications Department and obtain a University loaner phone for the trip.)
6. The Sponsor must complete a roster of all individuals who will be riding the bus. The roster, including the cell phone number of the Sponsor, must be given to the University Public Safety Department ("Public Safety") before the bus departs from the University Parkville Campus.
7. All departures must be from the Parkville Campus either, (1) in front of the Millsap Foyer or (2) in front of the Breckon Sports Center.
8. The Sponsor must notify Public Safety of the date, time, and place of departure. Departure must not occur until Public Safety possesses the complete roster.
9. The Sponsor must sign the bus company's trip sheet at the conclusion of the trip.

#### B. All University Trips, within 200 mile radius of the Parkville Campus, will be subject to the following policy

For University Trips with up to 7 people being transported (including the Sponsor), within a 200 mile radius of the Parkville Campus, the University may lease a minivan (that seats no more than seven [7] passengers) for such trips. Prior written approval must be obtained by

The sponsor from the vice president in charge of the department or the VP for Finance and Administration. University students are not allowed to drive any vehicle leased for a University trip. The driver must be an approved University driver who has completed the University's defensive driving course through Public Safety.

1. 2. For University trips of smaller groups, 1 to 5 people including the Sponsor, for single day outings in the Kansas City Metropolitan area, within a 200 mile radius of the Parkville campus, the University may lease a passenger automobile. Prior written approval must be obtained by the Sponsor from the vice president in charge of the department and the Vice President for Finance and Administration. University students are not allowed to drive any leased vehicles. The driver must be an approved University driver.
2. 3. The policy prohibits the use of fifteen (15) passenger vans for University Trips.

#### 4.0 Enforcement.

A. Violation of the Policy by the Sponsor or any other employee of the University may result in disciplinary action, up to and including termination of employment.

B. Violation of this Policy by students of the University may result in disciplinary action including expulsion from the University.

C. Violation of this Policy may also result in civil liability by the violator to the University, University employees, University students and to third parties.

5.0 The University will maintain and "approved vendor list" naming transportation of vendors that are authorized to provide transportation for University Trips.

### Risk and Insurance Management

#### Student Activities Outing

On occasions when an organized University student activity requires transportation for a large group of students, faculty and/or staff to attend an activity in the Kansas City Metropolitan area, a school bus may be chartered by the University. The school bus company must carry \$10,000,000 liability insurance, naming Park University as an additional insured and a certificate evidencing the required coverage is on file with the Risk Management Office. The bus drivers must be employees of the bus company, not contract drivers.

#### Approved Vendor List:

All vehicles must be leased from a company on the following list, unless otherwise approved by the Vice President for Finance and Administration.

#### **(minivan seven (7) passenger) Enterprise**

7515 N.W. Prairie View  
Platte Woods, MO 64151  
(816) 746-4000

#### **School buses First Student Inc.**

Parkville Operations & Charter  
6207 N.W. Bell Road  
Parkville, MO 64152 (816) 741-4023

#### **Over the road buses**

Heartland Motor Coach Inc.  
John Nichols  
PO Box 3243  
St. Joseph, MO 64503  
(800) 279-1734  
(816) 279-4552

# Parliamentary Procedure

## Why is it important?

Using proper parliamentary procedure in your meetings allows for everyone to be heard and keeps decision making procedures as simple as possible. It is democratic rule, flexible, and fair to everyone.

## What would our meeting agenda look like?

1. Call to order by president, chairperson, or acting president
2. Minutes from previous meeting are read or reviewed by secretary.
3. Officers give his or her report
4. Special committees or chairpersons give his or her report
5. Special orders/agenda items for this specific meeting
6. Unfinished business (left over business from previous meetings)
7. New business (new topics are introduced)
8. Announcements
9. Adjournment

## What are the basics of Parliamentary Procedure?

Not all club or organization meetings will require parliamentary procedure. However, if you are finding your club meetings are unproductive or too long, then you might consider applying at least some of the principles of Parli Pro to your meeting operations. Below is a list of basic motions that would be made on the floor of the meeting.

To do this: **Adjourn a meeting**

You say this: "I move to adjourn."

Do you need a second? Yes

Is it debatable? No

Can it be amended? No

What vote is needed? Majority

Can it be reconsidered? No

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To do this: **To temporarily suspend an issue**

You say this: "I move to lay the motion on the table"

Do you need a second? Yes

Is it debatable? No

Can it be amended? No

What vote is need? Majority

Can it be reconsidered? No (affirmative votes may not be reconsidered)

## Parliamentary Procedure, cont.

To do this: <b>End debate.</b>	You say this: "I move the previous question."
May you interrupt the speaker? No	Do you need a second? Yes
Is it debatable? No	Can it be amended? No
What vote is needed? 2/3	Can it be reconsidered? Yes (unless vote has already begun)

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To do this: <b>Amend a motion</b>	
You say this: "I move to amend the motion by..."	
May you interrupt the speaker? No	Do you need a second? Yes
Is it debatable? Yes	Can it be amended? Yes
What vote is needed? Majority	Can it be reconsidered? Yes

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To do this: <b>Introduce business</b>	You say this: "I move that..."
Do you need a second? Yes	Is it debatable? Yes
Can it be amended? Yes	What vote is needed? Majority
Can it be reconsidered? Yes	

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To do this: <b>Protest breach of rules or conduct</b>	You say this: "I rise to a point of order"
May you interrupt the speaker? Yes	Do you need a second? No
Is it debatable? No	Can it be amended? No
What vote is needed? No vote	Can it be reconsidered? No

---

To do this: <b>Suspend the rules temporarily</b>	You say this: "I move to suspend the rules so that..."
May you interrupt the speaker? No	Do you need a second? Yes
Is it debatable? No	Can it be amended? No
What vote is needed? 2/3	Can it be reconsidered? No

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To do this: <b>Request information</b>	You say this: "Point of information..."
May you interrupt the speaker? Yes	Do you need a second? No
Is it debatable? No	Can it be amended? No
What vote is needed? No vote	Can it be reconsidered? No

## Parliamentary Procedure, cont.

To do this: **Take up a matter previously tabled.**

You say this: "I move to take from the table..."

May you interrupt the speaker? No	Do you need a second? Yes
Is it debatable? No	Can it be amended? No
What vote is needed? Majority	Can it be reconsidered? No

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To do this: **Reconsider a hasty action**

You say this: "I move to reconsider the vote on..."

May you interrupt the speaker? Yes, but only if the speaker has the floor but has not actually begun to speak.	Do you need a second? Yes
Is it debatable? Yes	Can it be amended? No
What vote is needed? Majority	Can it be reconsidered? No

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### How do I present my motion?

1. You wait to be given the floor by the meeting chairperson/president
2. You make your motion by speaking clearly, affirmatively, and staying on the subject.
3. You wait for a second. If there is no second, your motion will not be considered.
4. The president restates your motion.
5. After the motion is restated, then you will be allowed to speak first to expand on your motion and give explanation.
6. When debate has ended the president or chair will call a vote. Depending on the situation and the bylaws of your organization a vote can be taken by voice, a show of hands, a roll call, or a secret ballot.

If you would like further assistance with implementing Parliamentary Procedure in your club meetings, please contact [caroline.heckman@park.edu](mailto:caroline.heckman@park.edu).

