

2009

# Campus Life & Orientation Event Audit Reports 09.10.

Student Government Association BBC, Florida International University

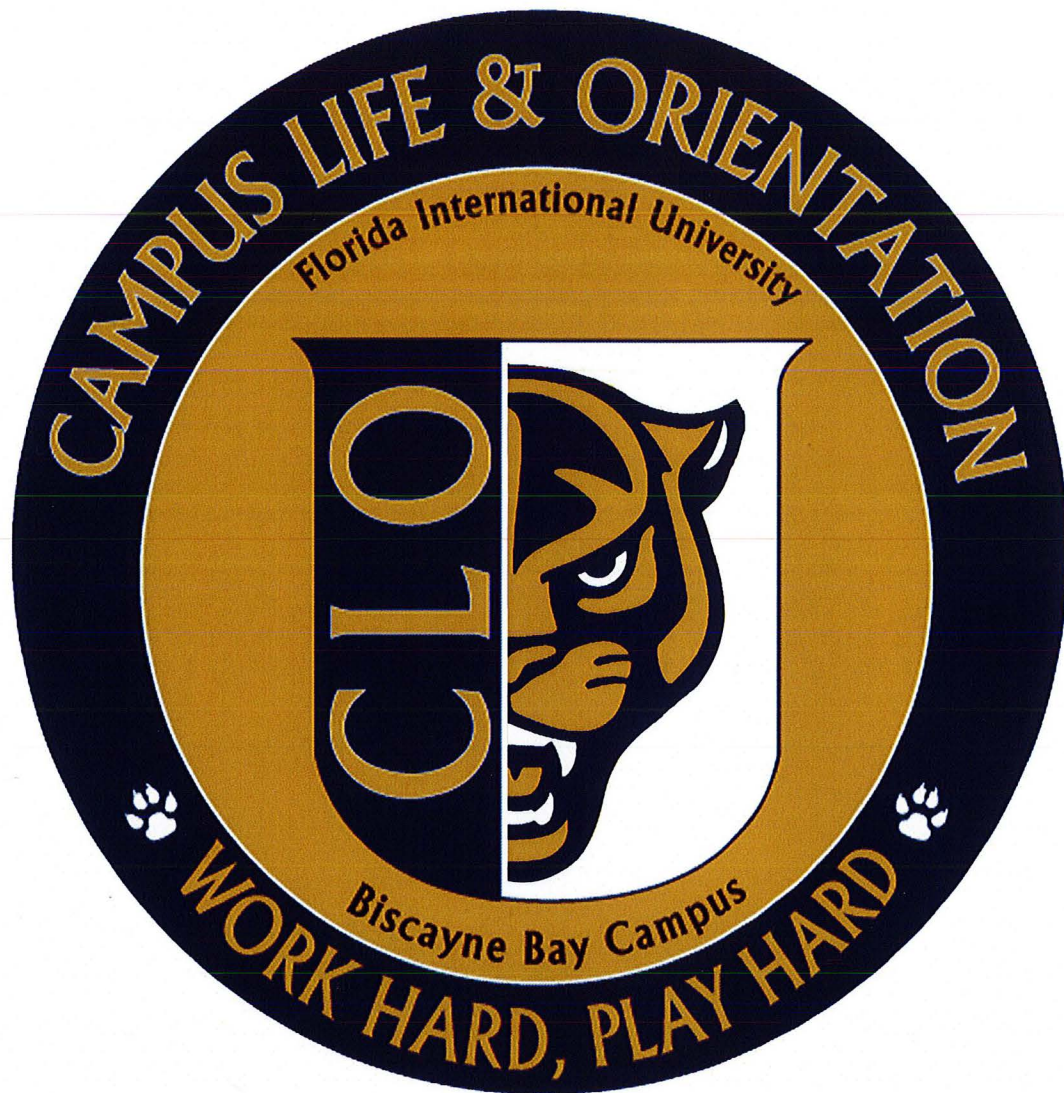
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Campus Life & Orientation  
Event Audit Reports  
July 2009-June2010



# Event Audit Report logged 10/6/09

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

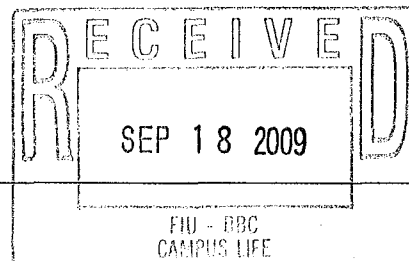
Event: Welcome Back Week-BBQ

Date/Time/Location: 8/24/09

<u>Attendance (please attach sign-in sheet)</u>	<u>SGC Financial Support</u>
Students: <u>437</u> Community: _____	Amount Funded: <u>\$3097.50VP 2009</u>
Faculty/Staff: _____ Total: _____	Amount Spent: <u>CLO \$1,097.50</u>

What was the purpose of this event? Was that purpose accomplished?  
 BBQ for students. Yes

What was positive about this event? Why?  
 The students enjoy this.



What was negative about this event? Why?  
 nothing

Should this event be done again next year?  
 yes

Please attach any articles, flyers, or photos.

Signature: [Signature] Date: 9/16/09

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BBC Welcome Back BBQ

Monday, August 24, 2009

## Transaction Summary

└─ 106

331 └─

Denied By Rule	106	24.3%
Transaction Approved for Activity 1	331	75.7%
Total:	437	100.0%



# Event Audit Report

logged 10/6/09

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

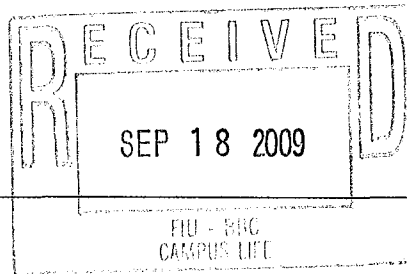
Event: Welcome Back Week-Caricature Artist

Date/Time/Location: 8/24/09

<b>Attendance (please attach sign-in sheet)</b>		<b>SGC Financial Support</b>
Students: <u>44</u>	Community: _____	Amount Funded: <u>300.00</u>
Faculty/Staff: _____	Total: <u>44</u>	Amount Spent: <u>300.00</u>

What was the purpose of this event? Was that purpose accomplished?  
 Caricature drawings for the students. Yes

What was positive about this event? Why?  
 The students enjoy this.



What was negative about this event? Why?  
 nothing

Should this event be done again next year?  
 yes

Please attach any articles, flyers, or photos.

Signature: [Signature] Date: 9/16/09

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Event Audit Report

logged 10/6/09

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

Event: Welcome Back Week-ID Bracelets

Date/Time/Location: Tuesday, August, 25, 2009

<b>Attendance (please attach sign-in sheet)</b>	<b>SGC Financial Support</b>
Students: <u>96</u> Community: _____	Amount Funded: <u>1375.00</u>
Faculty/Staff: <u>20</u> Total: <u>116</u>	Amount Spent: <u>1375.00</u>

What was the purpose of this event? Was that purpose accomplished?  
ID Bracelets made for students. yes

---

What was positive about this event? Why?  
The students loved this.

RECEIVED

SEP 18 2009

FID - HBC  
CAMPUS LIFE

---

What was negative about this event? Why?  
Needed more funding to have her stay longer.

---

Should this event be done again next year?  
Yes!

Please attach any articles, flyers, or photos.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Event Audit Report

1099ca 10/6/09

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

Event: Welcome Back Week-Caricature Artist

Date/Time/Location: Wed, August 26th 2009

Attendance (please attach sign-in sheet)	SGC Financial Support
Students: <u>56</u> Community: _____	Amount Funded: <u>CLO-350-00 400.00</u>
Faculty/Staff: <u>0</u> Total: <u>56</u>	Amount Spent: <u>350.00 400.00</u>

What was the purpose of this event? Was that purpose accomplished?  
Caricatures for students. Yes

---

What was positive about this event? Why?  
Students enjoy this all of the time.

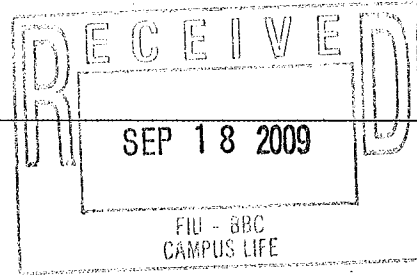
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What was negative about this event? Why?  
Nothing

---

Should this event be done again next year?  
yes

Please attach any articles, flyers, or photos.



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# WELCOME WEEK TO DO LIST

Sunday, August 23



Freshman Convocation

\* Shuttle bus will depart from the BBC bus shelter at 11:30am  
US Century Bank Arena - 2pm

Mon. August 24 - Panther Square



Visit the Caricature Artist - 11:30am - 2:30pm



Attend Welcome Back BBQ - 12pm - 2pm



Decorate a picture frame - 12pm - 2pm

Tue. August 25 - Panther Square



Grab food at Restaurant Fair - 12pm



~~Check out Roary at the Athletic Pep-Rally - 12pm~~



~~Attend Housing/ Apt. Fair - 12pm - 1:30pm~~

Wed. August 26 - Panther Square



Attend Blue & Gold Breakfast - 9am - 11am



Make a Leather ID Bracelet - 9am- 1pm



Go to Caricature Artist - 9am - 1pm



Check out Karaoke - 4pm



Grab Coffee at Late Day Latte - 4:30pm - 6pm

Thur. August 27 - Panther Square



Join in at the Freshman Luau - 11:30am - 2pm



Make some beaded jewelery - 11:30am - 2pm



~~Watch the Hawaiian Dance Show - 12pm - 1:30pm~~



~~Trail of the Torch - Maidique Campus - 7pm~~

Fri. August 28 - Panther Square



Play games in Panther Square - All Day



~~Go Kayaking on the Bay - 12pm~~

~~Saturday, August 29~~



~~Meet at Bay Vista Hall for Tour of Miami - 12:30pm~~



~~Meet at BVH to go on Dance Cruise - 6pm~~

For more information, please contact 305-919-5804





### Event Audit Report

logged 10/6/09

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

Event: Welcome Back Week-Blue & Gold Breakfast

Date/Time/Location: 8/26/09

<u>Attendance (please attach sign-in sheet)</u>		<u>SGC Financial Support</u>	
Students: <u>272</u>	Community: _____	Amount Funded: <u>\$1,770.00</u>	
Faculty/Staff: <u>40</u>	Total: <u>315</u>	Amount Spent: <u>\$1,770.00</u>	

What was the purpose of this event? Was that purpose accomplished?  
Breakfast for students. Yes

---

What was positive about this event? Why?  
The students enjoy this.

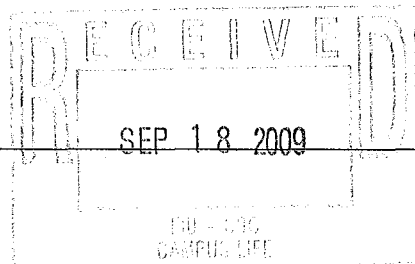
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What was negative about this event? Why?  
nothing

---

Should this event be done again next year?  
yes

Please attach any articles, flyers, or photos.



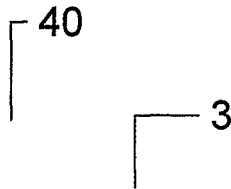
Signature: [Signature] Date: 9/16/09

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BBC Blue and Gold Breakfast

Wednesday, August 26, 2009

## Transaction Summary



Denied By Rule	40	12.7%
Media Lost Card Code Incorrect	3	1.0%
Transaction Approved for Activity 1	272	86.3%
Total:	315	100.0%





### Event Audit Report

logged 10/6/09

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

Event: Welcome Back Week ~~and~~ Food Fair

Date/Time/Location: 8<sup>25</sup> / 09

Attendance (please attach sign-in sheet)	SGC Financial Support
Students: <u>211</u> Community: _____	Amount Funded: <u>0</u>
Faculty/Staff: <u>9</u> Total: <u>220</u>	Amount Spent: <u>Free</u>

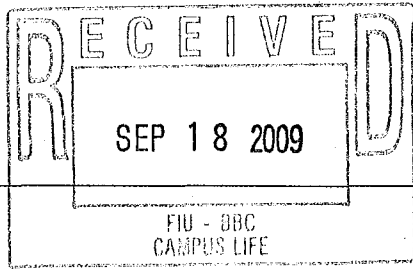
What was the purpose of this event? Was that purpose accomplished?  
~~and~~ for students. Yes  
Local Restaurants came out.

What was positive about this event? Why?  
 The students enjoy this.

What was negative about this event? Why?  
 nothing

Should this event be done again next year?  
 yes

Please attach any articles, flyers, or photos.



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BBC Food Fair Activity

Tuesday, August 25, 2009

## Transaction Summary

8 1

Denied By Rule	8	3.6%
Media Lost Card Code Incorrect	1	0.5%
Transaction Approved for Activity 1	211	95.9%
Total:	220	100.0%

211



### Event Audit Report

logged 10/6/09

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

Event: Welcome Back Week-Late Day Latte

Date/Time/Location: Wed, August 26th 2009

<u>Attendance (please attach sign-in sheet)</u>	<u>SGC Financial Support</u>
Students: <u>66</u> Community: _____	Amount Funded: <u>CLO-300.00</u>
Faculty/Staff: <u>5</u> Total: <u>71</u>	Amount Spent: <u>300.00</u>

What was the purpose of this event? Was that purpose accomplished?  
Latte series for the evening students. Yes

---

What was positive about this event? Why?  
Students enjoyed coffee and cookies.

---

What was negative about this event? Why?  
Nothing

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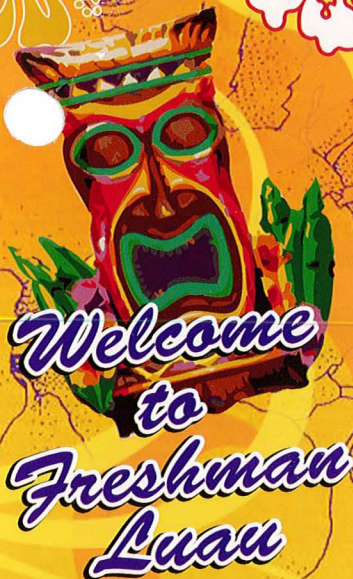
Should this event be done again next year?  
yes

Please attach any articles, flyers, or photos.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FLORIDA INTERNATIONAL UNIVERSITY  
BISCAYNE BAY CAMPUS



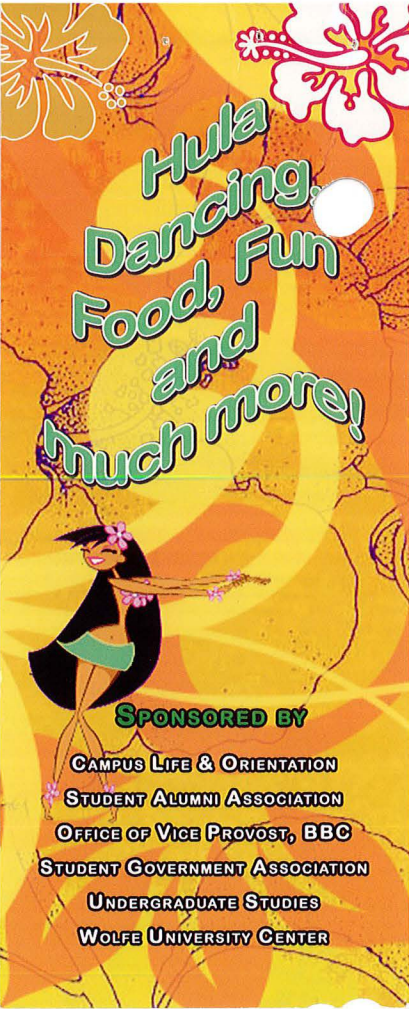
*Welcome  
to  
Freshman  
Luau*

**AUGUST 27, 2009**

**11:30 AM - 2:00 PM**

**PANTHER SQUARE**

Qualified individuals with a disability requesting an accommodation to attend this event must make the request no less than five working days in advance by calling (305) 348-2138 or TTY via FRS 1-800-955-8771. For additional event information please call (305) 919-5804 or visit WUC 141.



**Hula  
Dancing,  
Fun  
Food,  
and  
much more!**

**SPONSORED BY**

**CAMPUS LIFE & ORIENTATION**

**STUDENT ALUMNI ASSOCIATION**

**OFFICE OF VICE PROVOST, BBC**

**STUDENT GOVERNMENT ASSOCIATION**

**UNDERGRADUATE STUDIES**

**WOLFE UNIVERSITY CENTER**



### Event Audit Report

logged 10/6/09

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

Event: Welcome Back Week-Luau

Date/Time/Location: Thurs, August 27th 2009

Attendance (please attach sign-in sheet)	SGC Financial Support
Students: <u>402.00</u> Community: _____	Amount Funded: <u>5500.00</u>
Faculty/Staff: <u>31 + 63 = 94</u> Total: <u>496</u>	Amount Spent: <u>CLO 3000.00</u>

What was the purpose of this event? Was that purpose accomplished?  
To welcome the students and it is a tradition every year. Yes

---

What was positive about this event? Why?  
Students enjoy this all of the time.

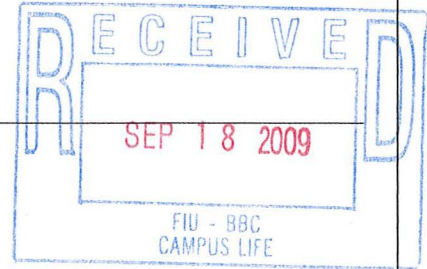
---

What was negative about this event? Why?  
Nothing

---

Should this event be done again next year?  
yes

Please attach any articles, flyers, or photos.



Signature: Ivy Siegel Date: 9/16/09

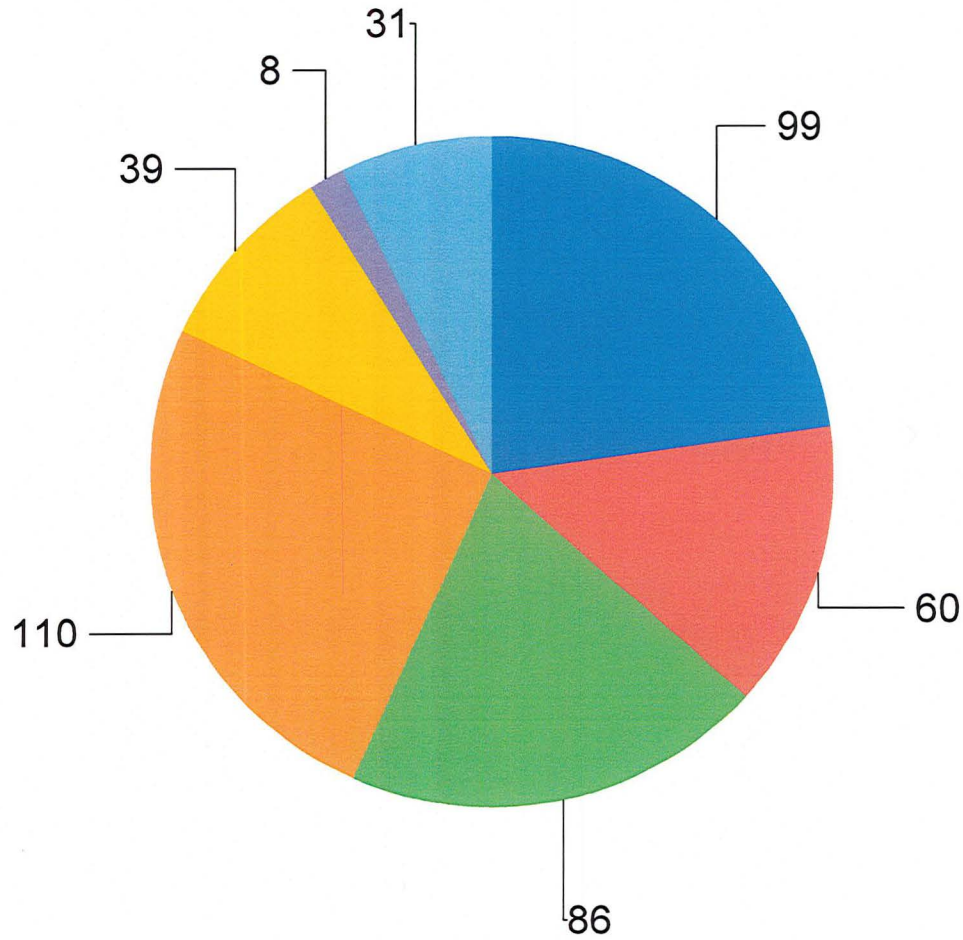
Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# BBC Freshman Luau

Thursday, August 27, 2009

## Student Class



Freshman	99	22.9%
Sophomore	60	13.9%
Junior	86	19.9%
Senior	110	25.4%
Beginning Graduate Student	39	9.0%
Advanced Graduate Student	8	1.8%
Others	31	7.2%
Total:	433	100.0%



logged  
12/10/09  
CF

### Event Audit Report

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

Event: Welcome Back Week-Board Games Day

Date/Time/Location: Friday, August 28th 2009

<b>Attendance (please attach sign-in sheet)</b>	<b>SGC Financial Support</b>
Students: <u>63</u> Community: _____	Amount Funded: <u>CLO-250.00</u>
Faculty/Staff: _____ Total: <u>63</u>	Amount Spent: <u>250.00</u>

What was the purpose of this event? Was that purpose accomplished?  
Board Games day and wraps served as a snack for President Rosenberg's Installation. Yes

---

What was positive about this event? Why?  
Some students seemed interested and played games and watched the webcast.

---

What was negative about this event? Why?  
Nothing

---

Should this event be done again next year?  
yes

Please attach any articles, flyers, or photos.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



For your information here is a list of organizations to join at FIU.

### Student Organization Council (SOC)

SOC is the official governing body of all student clubs and organizations on campus. It is comprised of an executive board and a representative from each of the registered clubs.  
WUC 141 305-919-5804x3707

### Student Government Association (SGA)

On the Biscayne Bay Campus, SGA is the voice on campus concerning student issues. Students are encouraged to make a difference by participating in the council's many committees or by joining the SGA intern program. 305-919-5680

### Student Programming Council (SPC)

SPC plans a variety of activities for students. The council and its committees promotes and implements campus events. These events include concerts, themed weeks, comedy shows and Homecoming.

305-919-5280

### Orientation Peer Advisors

A group of enthusiastic and responsible students are selected and trained to assist with all new student orientation programs throughout the year. Every October, application packets become available so student can apply for these important and coveted campus leadership positions.



## GET INVOLVED!

### Panther Power (PP)

Panther Power is the spirit organization at BBC. It is designed to promote FIU's intercollegiate sport while motivating students to become more involved.  
305-919-5804

### Bay Vista Hall Council (BVHC)

BVHC serves as the voice for on campus residents. It helps to provide a living environment that fosters diversity, social unity, and leadership experience through programming.  
305-919-5587

### Black Student Union (BSU)

BSU promotes student body awareness and involvement in the past, present, and future achievements of the Black Community.  
GC 216f bsu@fiu.edu

### Graduate Student's Association (GSA)

GSA helps facilitate and enhance the overall graduate student experience by advancing the University's academic goals, assisting in the expansion of graduate programs, and promoting quality teaching and research efforts.  
GC 2303 305-348-4112  
www.fiu.edu/~gas



### The Student Alumni Association (SAA)

SAA sponsors, plans, and coordinates programs for all FIU students and alumni. They provide activities that enhance school spirit both on and off-campus for Golden Panthers everywhere!  
alumni@fiu.edu 305-348-3334

### Fraternity & Sorority Life

There are 26 fraternities and sororities that provide outstanding opportunities for students in the areas of leadership, service, athletics, and social relations. Fraternity and Sorority members are involved in nearly all aspects of campus activities.  
GC 2301 305-348-6948  
www.fiu.edu/~grees



# FIU



### Campus Life & Orientation

Provides a variety of programs and services to students and the University Community. Students' academic learning is enhanced through active participation in campus activities such as: Welcome Week, Release Week, Midnight Breakfast, Late Day Latte and the Freshman Luau.

305-919-5804



# FIU

FLORIDA  
INTERNATIONAL  
UNIVERSITY

Get Involved!!!

Get Signatures!!!

Get Free Food!!!



Please visit at least three organizations and have them sign below to join us for free food & refreshments at 12 P.M.

X

X

X

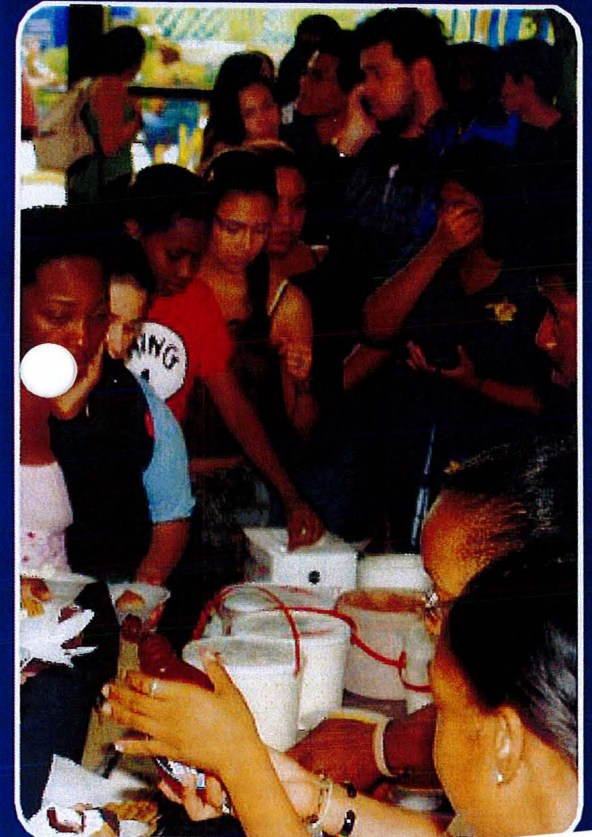


Welcome to the Beautiful  
Biscayne Bay Campus

# INVOLVEMENT FAIR

# FIU

Tuesday, Sept 8th  
11:00 AM - 2:00 PM  
Panther square





### Event Audit Report

*logged 10/6/09*

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

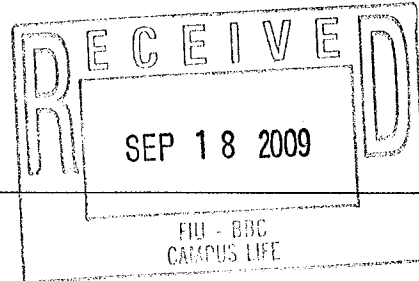
Event: Involvement Week- Council club fair

Date/Time/Location: Tuesday, Sept 8th 2009

<u>Attendance (please attach sign-in sheet)</u>	<u>SGC Financial Support</u>
Students: <u>120</u> Community: _____	Amount Funded: <u>CLO-250/SOC 150</u>
Faculty/Staff: <u>10</u> Total: <u>130</u>	Amount Spent: <u>350 total</u>

What was the purpose of this event? Was that purpose accomplished?  
 Club and councils recruit new members. Yes

What was positive about this event? Why?  
 Lots of students seemed interested.



What was negative about this event? Why?  
 Nothing

Should this event be done again next year?  
 yes

Please attach any articles, flyers, or photos.

Signature: *Ivy Siegel* Date: 9/16/09

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Event Audit Report

1099cd 10/6/09

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

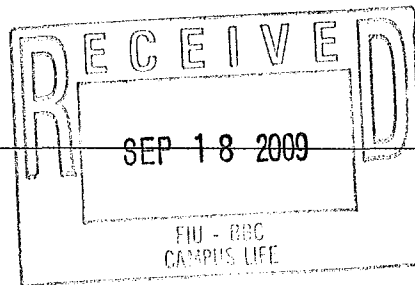
Event: Involvement Week- Festival of Faiths Fair

Date/Time/Location: 9/11-09

Attendance (please attach sign-in sheet)	SGC Financial Support
Students: <u>72</u> Community: <u>20</u>	Amount Funded: <u>772.90</u>
Faculty/Staff: <u>10</u> Total: <u>102</u>	Amount Spent: <u>772.90</u>

What was the purpose of this event? Was that purpose accomplished?  
Breakfast for students. Yes

What was positive about this event? Why?  
The students enjoy this.



What was negative about this event? Why?  
nothing

Should this event be done again next year?  
yes

Please attach any articles, flyers, or photos.

Signature: [Signature] Date: 9/16/09

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



logged 2/11/10

### Event Audit Report

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

Event: World AIDS Day

Date/Time/Location: Dec 1th

<p><b>Attendance (please attach sign-in sheet)</b></p> <p>Students: _____ Community: _____</p> <p>Faculty/Staff: _____ Total: <u>105</u></p>	<p><b>SGC Financial Support</b></p> <p><i># 240 - Dade foundation</i></p> <p>Amount Funded: <u>8260</u></p> <p>Amount Spent: _____</p>
--	--

What was the purpose of this event? Was that purpose accomplished?  
World AIDS Day refreshments

---

What was positive about this event? Why?  
Added refreshments to the event.

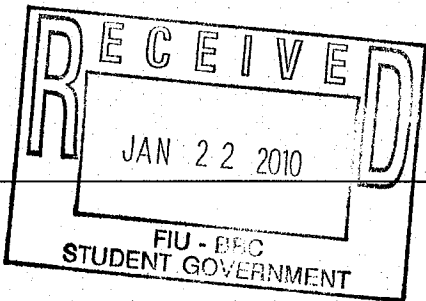
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What was negative about this event? Why?  
N/A

---

Should this event be done again next year?  
yes

Please attach any articles, flyers, or photos.



Signature: Ivy Siegel Date: 12/11/09

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Event Audit Report *logged 1/8/10*

Organization/Department: CLo

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

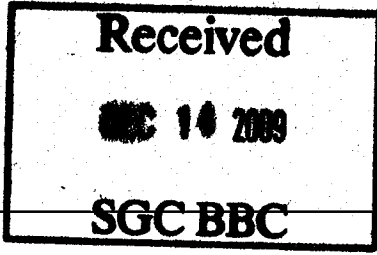
Event: ~~Ends Day Latte~~ Tree Lighting

Date/Time/Location: ~~Dec 4th/4:30PM/ACF~~ 12/2/09

<u>Attendance (please attach sign-in sheet)</u>		<u>SGC Financial Support</u>
Students: <u>105</u>	Community: _____	Amount Funded: <u>150.00</u>
Faculty/Staff: <u>10</u>	Total: <u>115</u>	Amount Spent: <u>150.00</u>

What was the purpose of this event? Was that purpose accomplished?  
 To celebrate the holidays.

What was positive about this event? Why?  
 Added refreshments to the event.



What was negative about this event? Why?  
 N/A

Should this event be done again next year?  
yes

Please attach any articles, flyers, or photos.

Signature: *Ivy Siegel* Date: 12/11/09

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Event Audit Report *logged 1/5/10*

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

Event: Late Day Latte

Date/Time/Location: Dec 4th/4:30PM/ACI

Attendance (please attach sign-in sheet)		SGC Financial Support
Students: <u>168</u>	Community: <u>5</u>	Amount Funded: <u>300</u>
Faculty/Staff: <u>8</u>	Total: <del>173</del> <u>181</u>	Amount Spent: <u>300.00</u>

What was the purpose of this event? Was that purpose accomplished?  
Latte

What was positive about this event? Why?  
Lots of participants

**Received**  
**DEC 14 2009**

What was negative about this event? Why?  
N/A

Should this event be done again next year?  
yes

Please attach any articles, flyers, or photos.

Signature: *Ivy Siegel* Date: *12/11/09*

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Event Audit Report

*logged 3/16/10*

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

Event: Late Day Latte

Date/Time/Location: Feb 11, 2010/4:30PM/ACI

<u>Attendance (please attach sign-in sheet)</u>	<u>SGC Financial Support</u>
Students: _____ Community: _____	Amount Funded: <u>300.00</u>
Faculty/Staff: _____ Total: <u>175</u>	Amount Spent: <u>300.00</u>

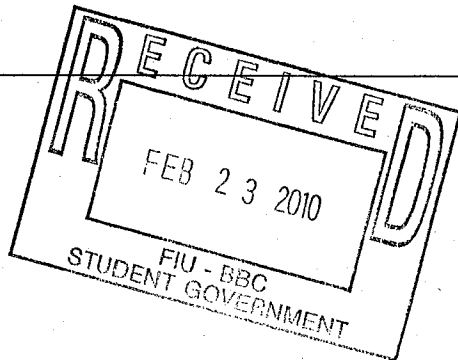
What was the purpose of this event? Was that purpose accomplished?  
Coffee and Refreshments for students. Yes

---

What was positive about this event? Why?  
Many students attended.

---

What was negative about this event? Why?  
N/A



Should this event be done again next year?  
Yes

Please attach any articles, flyers, or photos.

Signature: *Ivy Siegel* Date: 2/23/10

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Event Audit Report

*logged 4/9/2010*

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

Event: Late Day Latte

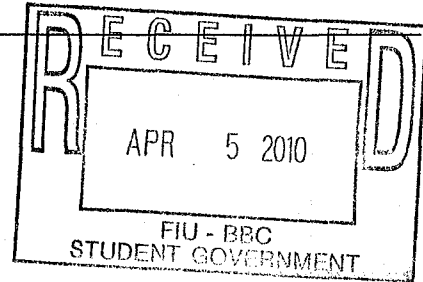
Date/Time/Location: March 25, 2010/ACI Area

<b>Attendance (please attach sign-in sheet)</b>	<b>SGC Financial Support</b>
Students: <u>100</u> Community: _____	Amount Funded: <u>300.00</u>
Faculty/Staff: <u>8</u> Total: <u>108</u>	Amount Spent: <u>300.00</u>

What was the purpose of this event? Was that purpose accomplished?  
Coffee and snacks for student.

What was positive about this event? Why?  
Give students place in between classes to grab a snack and socialize.

What was negative about this event? Why?  
location kinda slow.



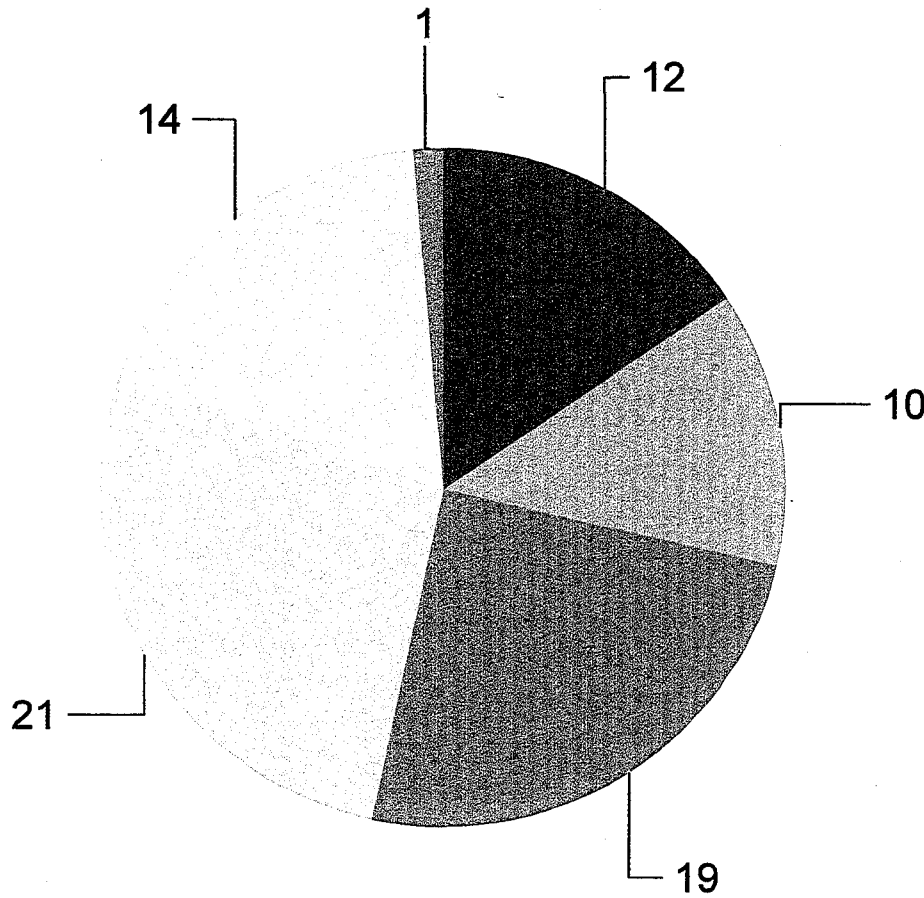
Should this event be done again next year?  
Always!

Please attach any articles, flyers, or photos.

Signature: *Ivy Siegel* Date: 4/2/10

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Student Class



■ Freshman	12	15.6%
▒ Sophomore	10	13.0%
▓ Junior	19	24.7%
░ Senior	21	27.3%
░ Beginning Graduate Student	14	18.2%
░ Advanced Graduate Student	1	1.3%
Total:	77	100.0%



### Event Audit Report

*logged 3/16/10*

Organization/Department: CLO

Representatives Name: Ivy Siegel Phone: 6-5823

Position: Coordinator Advisor: \_\_\_\_\_

Event: (Multifaith Council) Meet and Greet

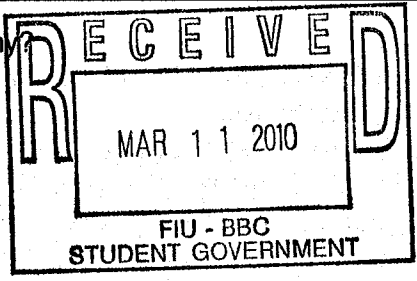
Date/Time/Location: 3/11/10/ACI Area

<b>Attendance (please attach sign-in sheet)</b>	<b>SGC Financial Support</b>
Students: _____ Community: _____	Amount Funded: <u>60.00</u>
Faculty/Staff: _____ Total: <u>37</u>	Amount Spent: <u>60.00</u>

What was the purpose of this event? Was that purpose accomplished?  
 Meet and Greet for Multifaith Council/yes.

What was positive about this event? Why?  
 It helped to create awareness.

What was negative about this event? Why?  
 Need to hold more events.



Should this event be done again next year?  
yes

Please attach any articles, flyers, or photos.

Signature: *Ivy Siegel* Date: 3/11/10

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## How Does a Club Promote their Events?

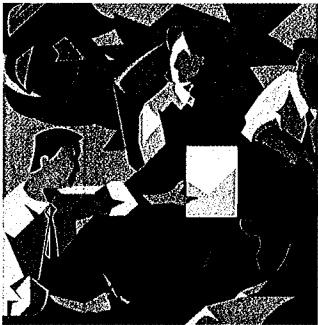
To post any **flyers** on the Biscayne Bay Campus must first be approved by the SOC Advisor. Fliers posted without prior approval will immediately be removed, and the organization may face a fine.

When posting a flyer on any building on the Biscayne Bay Campus, the following rules must be followed:

- 1) All materials must be tacked (not staples, taped or glued).
- 2) Posted materials must remain at designated bulletin boards around University. **No posting is permitted on walls, windows, painted surfaces or elevators and bathrooms.** Any flyers placed in an undesignated space will immediately be removed, and the organization may be fined.
- 3) Do not cover materials already posted. If there is no room, other materials may be moved, but not removed.
- 4) ***All posted materials must be removed three (3) days after the event, deadline, etc.*** Failure to remove flyers may result in a fine to the organization.

**Banners**-Space for banners must be reserved through the Wolfe University Center Office. Banners may be hung or draped inside or outside campus buildings, or on or from trees or poles installed for such purposes, under the following conditions:

- 1) Only officially registered University organizations will be allowed to hang or drape banners on campus.
- 2) Banners may be hung for a maximum of ten (10) days.



Banners hung indoors, on the exterior of a building, or immediately adjacent to a building must meet the physical specifications set forth by the Director of the Wolfe University Center or other University officials responsible for the building in which the banner is to be hung. Such officials may prohibit the hanging of all banners in or on the building.

All Banners must meet the following specifications:

- 1) Be no more than five feet by three feet (5'X3') in size
- 2) Be constructed of heavy cloth, heavy vinyl, or heavy plastic
- 3) Must be properly sewn and vented
- 4) Rope or cloth tape fasteners of sufficient strength to hold the banner must be used
- 5) No staples, wires, nails or screws may be used to connect banners to trees or buildings.
- 6) No banners may be placed on building roofs, over a campus road or roadway or placed in a manner as to impede the normal passage of foot or bicycle traffic
- 7) No banner may be placed under or in the immediate area of utility (electrical or telephone) lines or facilities.
- 8) Permission must be granted by the WUC Scheduling Assistant, located in WUC 325, for space in the WUC or either Academic buildings.
- 9) The organization requesting approval of the banner is responsible for the erection and removal of the banner, as well as any damage caused by the banner.

**Media Relations**-Before a group approaches an outside media agency for coverage of their scheduled event on campus, they must first contact the SOC advisor in the Office of Campus Life, located in WUC 141.

- 4) Requests for Performer Contracts must be submitted four (4) weeks prior to the event and must be signed by the performer and include the performer's biography or resume in order for it to be considered for approval. Once the contract has been generated, the performer must sign the contract.
- 5) The SGA Accountant will initial the File for Funds Form and log the expense against the appropriate budget in the club account. The office staff will process a requisition or contract form to obtain a Purchase Order number or check.
- 6) You will receive a Purchase Order number within 2 weeks. The SGA Accountant will notify you when it is ready.
- 7) Take a copy of the Purchase Order to the vendor. Request a receipt and bring it back to the SGA Accountant with the number of the Purchase Order, so that the procedures for payment may be completed.

***All receipts must be returned to the SGA Accountant immediately after goods are purchased.***

**Please note: (New vendor applications are found on our website)**

- Always check to make sure that a vendor will accept a purchase order, and advise the vendor that payment will take four weeks. If vendors refuse to accept a purchase order you should consult the SGA Accountant to explore other options.
- You will not be allowed to request more funds if a receipt is outstanding.
- Talk with the SGA Accountant about any problems arising with your budget balances and how to complete the File for Funds Form.
- The last day that the SOC may sponsor an event is the last day of classes each semester. (No events may be scheduled during exam week.)

**What are the Travel Guidelines?**

SOC will allocate funds to student organizations to be used as pre-payment for registration fees for conferences, workshops or seminars. Transportation and per diem expenses (i.e., meals, room, etc.) are generally not funded by SOC. ***Funding requests must be submitted four (4) weeks prior to the registration deadline.***

Once SOC has approved the allocation of funds for registration fees, the interested organization must:

- 1) Pick up the Travel Funds Request Form and Travel Release Form from the SGA Accounting Office in WUC 141. One form must be completed and signed by every traveler.
- 2) The completed Travel Funds Request Form(s) and Travel Release Form(s) must be submitted to the SGA Accountant, along with a copy of the agenda for the conference, workshop or seminar, at least four weeks prior to the registration deadlines. Each pair of forms must have a copy of the agenda attached.
- 3) Once the forms have been submitted, you must request a Travel Authorization Request (TAR) from the SGA Accountant, which each traveler must sign. If expenses other than registration fees have been approved, they should be noted on the Travel Authorization Request (TAR) form to be processed through the SGA Accountant.
- 4) Records will be kept in the SGA Accounting office after all procedures relating to travel are completed.

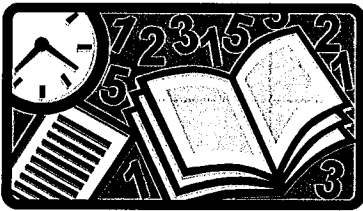
***All travel receipts must be returned to the SGA Accountant immediately upon completion of travel.***



## Clubs and Funding Policies

### How does a club become a registered organization?

- ◆ All student organizations must register with the Student Organizations Council each year at the beginning of the fall semester in order to retain status as an official student organization. (Admissions is on a rolling basis).
- ◆ New student organizations must register with the Student Organizations Council in order to obtain official status as a student organization and thus be eligible to receive the privileges of such. A new student organization is any student/campus organization that was not registered in the previous year.
- ◆ In order to register a student organization, the following requirements must be met:
  - 1) The organization must have a minimum of five members
  - 2) The organization must have a full Executive Board
  - 3) The organization must outline in written form the purpose and goals of the organization
  - 4) The organizations must have a constitution and bylaws and an Advisor.
- ◆ Students seeking to register a student organization are required to follow the set procedures outlined in the Registration Packet for Student Organizations. Packets are available in the Office of Campus Life, located in WUC 141.



### What are the Minimum Performance Standards and SOC Incentive Plan?

Registered organizations are expected to remain active in their programming and visible to the University community. Registered organizations that fail to meet the minimum performance standards will lose all privileges of a registered organization, including the ability to request and receive funding.

Minimum performance standards are as follows (please refer to the Points Participation list):

- 1) All organizations must participate at a SOC Club Fair each semester.
- 2) All organizations must either attend the President's/Advisor's Luncheon or meet separately with the SOC Advisor.
- 3) All organizations must attend the monthly SOC General Council meetings each semester.
- 4) All organizations must hold monthly meetings. A schedule of these meeting dates, times, agenda and locations should be turned in to the SOC Secretary at the beginning of the semester.