

Knox College

Club and Organization Resource Manual

Compiled by: Campus Life/ Student Activities

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Introduction

Student organizations at Knox College are a vital aspect of the educational community. They allow students an opportunity to explore curricular and co-curricular interests. Additionally, leadership positions provide students with opportunities to learn collaboration, delegation, event planning, communication, encouragement, and many other important professional skills. Student organizations and their leaders follow all College policies and procedures in addition to federal, state and local laws. Each registered club or organization identifies at least one Knox College faculty or staff member to serve as their advisor. The Office of Campus Life/ Student Activities serves as the primary resource for student clubs/organization leaders and their advisors.

Important Dates

Carnival of Clubs	September 9 th	4-6pm	Seymour Quad
Student Organization Orientation	September 20 th	6-7pm	Wilson House
	September 22 nd	4-5pm	Wilson House
	January 18 th	6-7pm	TBD
Last day to request Additional funds from Student Senate Finance for Fall	October 31 st	4pm	
Last day to request Funds to spend for Fall	November 4 th	4pm	
Last day to <u>request funds</u> to spend Winter terms budget *	February 28 th	4pm	
Club Re-Registration Due	March 3		
1 st Round Budget Requests Due	April 6 th	4pm	
Final Budgets Due	April 20 th	4pm	
Budget Appeals Due	April 30 th	4pm	
Last day to request funds to spend for Spring terms budget *	May 11	4pm	
Fiscal Year Ends	July 1		
Student Finance Committee	Every Monday	9pm	Senate Office
Student Senate Meetings	Every Thursday	7pm	Round Room

*Some requests will need to be requested prior to one week in advance. Please refer to the finance guidelines for specific purchasing request “deadlines.”

Important People

Campus Life Office

Craig Southern <csouther>
Associate Dean of Students for Campus Life / Director of Residential Learning.

Jil Gates <jgates>
Assistant Director of Campus Life for Student Activities

Kathleen Drake <kdrake>
Assistant Director of Campus Life (club budgets)

Jillian Staley <jstaley>
Assistant Director of Residential Operations (club sports)

Cindy Wickliffe <cwicklif>
Secretary for Campus Life

Student Senate

Gordon Barratt <gbarratt>
President

Michael Gasparro <mgasparr>
Vice President

Justin Steele <jesteele>
Secretary

Sarah Ahmed <sahmed>
Treasure

Knox College Union Board (UB)

Jack Moore <jpmoore>
Senior Co-Chair

Regina Rosenbrock <rrosenbr>
Junior Co-Chair

Student Organization Benefits and Structure

Benefits of Recognition

- Can request funding from Student Senate
- Have access to the Student Leadership Work room supplies to create advertisement for events, meetings or activities
- Can reserve rooms throughout campus for meetings and events
- Are invited to participate in the Fall Carnival of Clubs; designed to introduce the many opportunities for involvement to new and returning students. **If a community service based organization, you will be invited to the Winter Service Fair. **
- Are listed in the Knox College directory which is distributed to students and staff in the beginning of each academic year
- Are listed on the Clubs and Organization website
- Have access to resources available through Campus Life. The staff will help your club through individual consultation or group meetings with things like budget planning, meeting preparation, leadership training, fundraising and more.

How to Become a Recognized Club or Organization

- Find an *advisor* who is a member of the Knox College faculty, staff or administration who is not on sabbatical or leave.
- Complete a *New Club form*, available in the Campus Life Office.

After submitting this information to Campus Life, you will need to **meet with the Student Senate Finance Committee during their regular meeting time** (Monday 9pm, Student Senate office). If/when they recommend your club, you will want to attend the **Student Senate general meeting** (Thursday 7pm, Round Room.)

Maintaining Recognition

- Provide an up-to date roster of officers from the current school year
- Participate in the budget process in the spring

Mission, Goals, and Objectives

Why are Mission Statements, Goals, and Objectives effective?

- To clarify and define why an organization exists
- To give direction
- To can focus and motivate members
- To provide a way of recognizing accomplishments and successes

Mission Statements: Broad, general statements that tell why your organization exists. These do not usually change from year to year.

Goals: Statements that describe what your organization wishes to accomplish, which stems from your purpose or mission. Goals are the ends toward which your efforts will be directed and will often change from semester to semester or year to year, depending on your group.

Objectives: Descriptions of exactly what is to be done, and are derived from the goals; clear specific statements of measurable tasks that will be accomplished as steps toward reaching your goals. Objectives are short term and have deadlines.

To see steps on creating Mission, Goals, and Objectives, please refer to the “Mission, Goals, and Objectives” handout or online document.

Organization Classifications

These classifications are used to help define the purpose and mission of student organizations.

- **Academic:** Group seeks to further intellectual goals, specific to a subject area. Group is often linked to and supported by an academic department.
- **Community Service:** Group exists to promote interest and support experience in service to the community through volunteering and service- learning opportunities.
- **Culture and Politics:** Group exists to educate, engage, and support cultural knowledge and identities but is not limited to: social justice issues, traditions, celebrations, or intersections of culture in daily life. Group may also exist to foster relationships and serve as a support system for students’ social interests, past times, and causes (e.g. political affiliations, advocacy groups, and hobbies).
- **Greek:** Group is a social fraternity or sorority recognized by the Interfraternity Council (IFC) or Panhellenic Council (PHC).
- **Media:** Group exists to promote interest in, creation of, and appreciation of literary or visual media. (e.g. newspaper, radio, magazine, online journal)
- **Performing Arts:** Group exists to promote interest in, creation of, and appreciation of performing arts (e.g. vocal, instrumental, dance, theater)
- **Recreation and Games:** Group exists to promote interest in, experience in, and appreciation of physical games, sports, and outdoor activities.
- **Religion:** Group exists to educate, engage, and support religious and/or spiritual growth, belief, or affiliation.
- **Student Governance:** Group exists to determine how organizations, events, etc. are run. (e.g., Student Senate (government), Union Board (event planning), Intramurals Board (sports), Conduct Council (discipline), Honor Board (academic honesty).)

Student Organization Responsibility

Student organizations/clubs are expected to adhere to all applicable Knox College policies and standards. Failure to do so may result in action being initiated against the organization/club collectively. Student organizations/clubs may be held responsible when any of the following situations exist:

1. A violation arises out of an organization/club sponsored, financed, or endorsed event.
2. An organization/club leader has knowledge of the act or incident before or while it occurs and fails to take corrective action.
3. The incident occurs at a facility, on or off campus, which is leased, reserved, or used by the student organization/club.
4. A pattern of individual violations is found to have existed without proper or appropriate organizational remedy or action.

5. Members of the student organization/club attempt to cover up or fail to report improper conduct to the appropriate Knox College officials.

Club President and Advisor Listservs

As a registered student organization/club, you have access to the Club President/Advisor list-servs provided by Student Activities. New club president(s), treasure, and advisors will be added at the time of registration and re-registration. If you would like to add a contact for the listserv, please contact Jil Gates in Campus Life or email: jgates@knox.edu, or call 309-341-7573.

Photo Copying

Each club is issued one copy machine card, which is signed out in the Campus Life Office. The person signing out the card is responsible for keeping track of the card, and will be charged \$7.50 to their personal account if the card is lost. These cards automatically charge all copies directly to the club budget. Please keep track of how much you spend on copies as this will affect your term's budget, but Campus Life is not notified of the total charges until the very end of each term.

The copy cards all have a set balance of \$1,000 at the start of every term. Please make sure to let your members know this does not mean you have a budget of \$1,000!

Leading an Organization

Running Meetings

Do you dread attending meetings because they have a tendency to be dull, unproductive, disorganized and too long? With proper planning and preparation, any meeting can be effective and enjoyable. If the facilitator starts with a careful plan and finishes with a thorough follow-up, the meeting will run smoothly. The following are some tips to help you make your next meeting successful, productive and fun.

1. **Define the purpose(s)** of the meeting with an agenda. Agenda items may include:
 - Approval of Agenda, any additions or retractions
 - Correction and Approval of Minutes (if taken and distributed)
 - Announcements
 - Treasurer's Report
 - Committee Reports
 - Unfinished Business
 - New Business
 - Special Issues/Concerns
 - Adjournment
2. **Distribute the agenda** (e-mail works well) and background material (articles, reviews) that must be read before the meeting.
3. **Reserve the room** through Cindy in the Campus Life office. It is preferred if you stop in the office to talk with her, as if your ideal time/dates are not available, you can pick an alternative right then and there. You may also email her at cwicklif@knox.edu or by calling: 309-341-7489. You are welcome to make reservations one at a time, or for an entire term if the meeting is at the same times, place, etc.
4. **Attitude**
 - Greet members and make them feel welcome, even late members when appropriate.
As a leader, be a role model. During meetings, listen, appreciate and encourage members, show interest and confidence in members. Do not hold a side conversation, pass notes, check email, FaceBook, or text.
 - Be professional and courteous. Allow everyone the chance to give input.
5. **Atmosphere**
 - Serve refreshments – or even candy – when possible, they are good icebreakers and make people relax.
 - Encourage group discussion and feedback on all discussion topics. If someone has not participated, gently ask him/her for his/her opinion. Or, carve out time at the beginning of the brainstorm to allow people to write down their thoughts.
 - Keep conversation focused. Tactfully end discussions when they are unproductive or becoming destructive.
6. **Stick to the Agenda**
 - Be respectful of people's schedules. Start on time and end on time.
 - Review the agenda and then stick to it.
 - Appoint someone to keep minutes of the meeting to send out after every meeting and for future reference.
7. **Accomplishments**
 - Summarize agreements reached and end the meeting on a positive note by asking members to express things that they thought were good or successful.

8. Adjournment

- Set a date, time and place for the next meeting.
- Only set a meeting if it is really necessary. Do not set a meeting just for the sake of having one.

9. Assessment

- Write up and distribute minutes by the next day.
- Discuss any problems during the meeting with other officers, come up with solutions and implement them at the next meeting.
- Follow-up on delegated tasks.
- Give recognition and appreciation to excellent and timely progress.
- Put unfinished business on the agenda for the next meeting.
- Conduct periodic evaluations of the meetings, either privately or publicly. See the Meeting Assessment Checklist for more information on how to do this.

Website Basics

As a registered student organization/club, you will have a link on the Clubs and Organization portion of the Knox College website. The write up you provided Student Senate Finance Committee will be used for your club description on the website. You are also encouraged to submit a picture to spice up your page. Once the initial page has been created, work with the Campus Life office to make changes/updates on your page to keep the information up to date ☺.

Officer Transition

One of the most important pieces to a successful transition is a thorough transition binder or better yet, electronic files which are more sustainable and transferable option. An officer Transition Binder should include the following information (but feel free to add more as needed):

- The officer manual for the position/job description/duties and responsibilities
- Copy of the organization's constitution and bylaws
- Copy of the officer responsibilities as stated in the constitution and bylaws
- All current forms relative to the office
- Record of activities over the past year
- Calendar of the part year- including a budget of spent monies
- Recommendations for the commencing year
- Resources relevant to the office (e.g., advisor name, phone number, Campus Life contacts, etc)
- A letter to the next officer

At the end of each term, officers should update and revise the information in their notebooks and pass along the notebook to the next incoming officer when the transition takes place. If done correctly the Officer Transition Binder can provide great longevity to the next position and ultimately, to the organization.

If your current executive officers never received transition materials, it's never too late to start! Make one right now! Here is a hint: Encourage executive members to begin saving things for the transition binder at the beginning of the year. It is easy to create a folder on your desktop and save pertinent information there. This makes the creation of the binder/electronic files easier at the end of the year. You can also consider scheduling a meeting for reflection and transition at the end of each month or term.

When transitioning your information from one leader to the next, it is helpful to have these happen at a meeting or retreat. Here are some helpful questions to guide the office transition meeting/retreat.

Outgoing Officer Questions:

- What problems or stumbling blocks did you encounter as an officer?
- How were these problems or stumbling blocks dealt with?
- What aspect(s) of the term went really well?
- What recommendations do you have for the incoming officer?
- What unfinished business still needs to be addressed?

Incoming Officer Questions:

- What is the purpose of my position?
- What are my responsibilities?
- How can I improve what the former officer accomplished?
- What new/old programs do I plan to use during my term?
- What are 3 goals I want to accomplish in the short term?
- What action items must I accomplish to complete these short term goals?
- What is the projected date of completion for these goals?
- What action items must I accomplish to complete these long term goals?
- What is the projected date of completion for these goals?
- What will be your greatest challenge in holding this office?

Don't forget to include your advisors in these discussions! Advisors are great resources and they have information to help make office transition smooth and effective.

Program Planning

Planning an Event on Campus

Planning an event on campus can be seen as easy as reserving a space on campus and preparing an agenda, or as complicated as planning a large-scale concert or lecture. Below is a general timeline checklist for planning any event on campus. This list is extensive, but not necessarily comprehensive. Be sure to make your own timeline and checklist and go over that with your advisor and interested club members.

1. Identify Needs

The first step is to determine why you are putting on the event. Below are some questions that may help you clarify what you are doing and why:

Questions regarding you and your co-organizers:

- a) What do you want to achieve by having this program?
- b) What are your organizational goals and how will this event help you reach them?
- c) What do you, as the planners, want to get out of this experience?
- d) Is there enough time to thoroughly organize, publicize and promote the program so that it will be successful? Is organizing this program worth your members' time and energy?
- e) Why would students want to go to this event?

Questions regarding past and current programs on campus:

- a) Is there a current need or interest in this type of program?
- b) Does the program focus on a current "hot topic?" Is it timely?
- c) Are other similar programs being offered?
- d) Has a similar event been held in the recent past? If yes, what was the response? What could you do to make it better?

Questions regarding your audience:

- a) Who is the target audience and large is the potential audience?
- b) What does the audience want to see or experience with this kind of program?
- c) What method of assessment will you use to determine this (word-of-mouth, web surveys, and/or suggestion box)?

2. Reserve a room/space by contact Cindy Wickliffe in Campus Life.

- a) Determine which space on campus would best work for the program you are planning, then contact Cindy to reserve the space.
- b) There are spaces on campus Cindy does not make reservations for (Ferris Lounge, classrooms during class time, etc). If your requested area is not one she can accommodate, she will direct you in whom to call OR refer to the "Campus Room Capacities" section of this handbook.
- c) If scheduling a meeting that repeats, you only need to request the space once for the term, provided you say it is a term long reservation. It is a necessary to confirm the time/dates/locations winter and spring term.
- d) Try to schedule events at least a month in advance as there are limited spaces on campus and many groups want to use these spaces.

3. Request and Reserve all your technical needs.

- a) UB (Union Board) can provide a variety of technical equipment for organized club/organizations. Equipment includes: video/data projector, indoor screen, Basic sound system: 2-4 speakers/monitors, 3-4 mics, 1 basic sound board/amp.
- b) Submit a "UB Tech Request Form" at least 2 weeks prior to your event. These forms are found online or in the Campus Life Office. Please turn the form into Jil Gates.

****IF the sound/tech requirements exceed what UB can accommodate, they will notify you and may provide contact information for alternative options.****

4. Finalize Details and Sign Contracts

Be sure to read the contract thoroughly and have Campus Life review and sign it. If the artist you are working with does not have a contract, you may secure one through the Knox College, Campus Life webpage. Students should not sign contracts because then they can be held financially and legally responsible for the event. If you have questions, make a notation and ask for clarification. Check with the Campus Life staff if you have any questions or concerns about a contract

- a) Campus Life staff are the only ones who can sign a contract. **Students may NOT sign paper contracts or enter into verbal contracts!**
- b) Go over contract details carefully! Be sure you can accommodate all requests before submitting the contract for a signature. If you want support- speak with Campus Life/Student Activities staff prior to submitting your contract for signatures.
- c) A contract must be provided even if we are not paying for services/acts.
- d) Regardless of the amount, Knox College is legally obligated to report honorariums (or payment as a gift) and performer fees to the IRS. Each performer, group, or speaker must have a current W-9 form on file with the business office (go through Campus Life) before payment can be approved. This form is available online.

5. Plan performer's lodging and transportation.

If your performer is coming from out of town, their contract might require ground transportation to and from the airport as well as a night's lodging. Book the hotel through Cindy. We typically do airport pick up to/from Moline or Peoria. If your club requires gas reimbursement, you can request gas money, not mileage.

6. Request Catering or Plan Food, if needed

See the Purchasing section of this handbook for proper procedures on how to request catering at your event or get funding for alternative food services.

7. Plan Publicity

As a crucial step in the event planning process, publicity should not wait until the last minute. Refer to the publicity section of this handbook for more tips on how to effectively publicize your event.

8. Plan Program Assessment

Discuss how you will get feedback from the audience and who will solicit and collect this feedback. Plan ahead and create a survey or email to send out immediately after the program.

9. Add your event to the Knox College Events Calendar.

- a) A great way to get the word out about your event is to put it on the Event Calendar, <http://www.knox.edu/calendar/>. Reserving the room does not automatically get your event put on

the Event Calendar. This helps provide accurate information to the campus community. You are responsible for posting accurate information about your event.

- b) Please submit information at least 2 weeks before an event, but always remember earlier is better as other organizations do check this calendar to plan their upcoming events!

10. Keep your advisor updated on your event.

Your advisor should be involved with the planning process, as he/she will have experience and input to make the whole process easier and the event a success.

11. Create a detailed day-of-event timeline.

- a) This is an agenda for the day that ensures no details are missed. Having a well laid out plan will make the day and the event enjoyable.
- b) This should include who is doing what, where and when.
- c) A contact sheet of important names and numbers is also a good idea for quick reference if an issue arises.

12. Have fun!

Schedule time to sit and enjoy the program, relax, and enjoy the hard work you planned!

13. Clean up

- a) The event is not over until the last shred of paper is cleaned off the floor. Please respect the shared spaces on campus and clean up after yourself and your event.
- b) The goal should be to leave the program space in the same condition (or better where applicable) then how you found it.
- c) Remember to clean up all publicity within 24 hours of the end of the event.

14. Evaluate the Event

- a) Get feedback from the audience, other programmers, the presenter(s), or performer(s), and your advisor.
 - a. Did the presenter/performer have a positive experience? Does s/he have any recommendations for future events?
 - b. What are the planner's thoughts and recommendations? Make sure to write them down and share these thoughts with upcoming leaders.
 - i. Was sufficient time allowed for planning and implementation?
 - ii. Did the program achieve the goals and objectives?
 - iii. What went well? What went poorly? What were the challenges?
 - iv. What should be done next time we do an event that wasn't done this time?
 - v. Did the anticipated audience attend? If no, why not? Who did?
 - vi. What did the audience think about the program?
What was the cost per head? Was it worth the money for the number of people who attended?

15. Add timeline, notes, contracts, and evaluation to transition materials.

Make an organization stronger by keeping all materials in a binder for the next program planner to use as a reference guide.

Contracting

Be sure to read the contract thoroughly and have Campus Life review and sign it. If the artist you are working with does not have a contract, you may secure one through the Knox College, Campus Life office. **Students should not sign contracts** because then they can be held financially and legally responsible for the event. If you have questions, make a notation and ask for clarification. Check with the Campus Life staff if you have any questions or concerns about a contract

Showing Movies and Films on Campus

This policy is intended for individuals or organizations wishing to show ANY film or movie publically (outside the home/residence hall room and to more than just family and friends). The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted material may be used. A public performance license must be issued when showing a film/movie on campus. You will need to be able to provide proof that you have obtained the “rights” or rather, permission to show the material. Other venues where this policy applies include taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, daycare facilities, parks and recreation departments, and churches.

When do we need permission to show a movie/film?

- Any time you show a movie/film in ANY public university space
 - This includes any classroom, residence hall or fraternity/sorority lounges or other common areas at the University. These spaces are considered “public” and showing a movie/film in these areas is equivalent to showing them in a theater.
- If you use publicity to invite your audience to the showing
 - This includes, but is not limited to mass emails, letters, flyers, and web postings, even if you do not use the name of the film.
 - Because movie rentals are intended for private use, renting them doesn’t provide you with the permission you need to have a public showing in which an audience is invited.
- If you charge admission for the showing or an event in conjunction with the showing.
 - An example is charging for a lecture that will accompany the film
 - This is true even if you show the film at an off campus venue.
 - Even if it is for educational purposes, you’ll still need permission.
 - There is a possibility that the distributor has special permission for films shown for educational purposes. In the event that you will need to protect yourself and/or your event under the law, you will need to obtain WRITTEN confirmation of the permission to use the film/movie, prior to the screening.
 - Please obtain, on Knox College letterhead, a letter from your professor/department or faculty advisor stating that the film usage is for educational purposes only and that a discussion about the film will follow.

You should obtain this before contacting the distributor.

When do we NOT need permission to show a movie/film?

- You do not necessarily need permission if you are showing brief parts of a film/movie.
- There are no set rules for what constitutes “brief” in this context. In general, the rule is that snippets are acceptable
 - when the event is free
 - when the snippet does not reveal key plot items to the film
 - when the length of the showing is not substantial

- when it doesn't affect the likelihood of a participant seeing the entire film
- There is a chance that your department may already have permission to show the film/movie.
- If you are showing the film/movie in conjunction with an academic department (especially film studies) they may have permission already. If permission has been granted, they should be able to show you written proof.

How do I get permission?

Most mainstream films (for non-commercial use) come from one of two main distributors. If you have trouble locating the distributor for a particular film, ask someone in the Office of Student Activities for assistance.

- Call SWANK Motion Pictures, Inc. at 1-800-876-5577. They have a list of the films they distribute on their web page www.swank.com and they add new films daily.
- Please note that Knox College Student Activities maintains a contract with Swank and can assist you in obtaining the rights.
- Call Criterion, the other main distributor. They can be found at www.criterionpic.com or by phone at 1-800-890-9494
- You can conduct your own web search to figure out the distributor. The Internet Movie Database is a great starting point. It can be found at www.imdb.com
- As a last resort, if you can't figure out who is the distributor for a particular film, you can contact the Reference Library of the Motion Picture Academy at 310-247-3020.

What information will a film distributor ask me to provide?

- Your name
- Name of the organization with whom you are working and your university
- How you intend to use the film/movie
 - Will you advertise all over campus or just to a small group?
 - Will you charge admission?
 - In what kind of venue will you show the film?
 - How will your organization pay for the rights to show the film if there is a charge?
- What is the contact information for your organization?
- Whether or not you need them to send you a copy of the film.

How much does it cost to obtain the rights to show a film/movie?

- The fee, if applicable, will be determined based on the parameters of your event and the accessibility and the age of the film. Have all of the information about your event determined BEFORE calling the distributor. Information needed to get a price quote includes: date, expected audience size, location of screening, purpose of viewing, and if admission will be charged.

What "proof" would the university need to see to verify that I have obtained the rights?

- After you speak with the distributor, you will receive a written record of your permission to show the film (a confirmation). If you are being charged, an invoice will follow the confirmation – after you show the film. This will either be sent via mail or email and needs to have your permission date, the contact information of your representative from the distribution company, and the format you requested the film in (DVD/reel/VHS). The company needs to provide you with a letter or email (on letterhead and with contact info) verifying that you have legally obtained the rights to show the film if they are unable to provide you with a confirmation.

The FBI warning on videos:

You might not have actually read the FBI warning at the beginning of a video. It states, “Federal law provides severe civil and criminal penalties for unauthorized reproduction, distribution or exhibition of copyrighted motion pictures.” This text appears on films/movies released for home use and is based on copyright law. In essence, the FBI warning is saying that you can’t show the video outside of your home. Nearly all of the movies you borrow from the library, rent or buy are intended for home use and cannot be shown in a public setting.

Penalties for Copyright Infringement:

“Willful infringement for commercial or financial gain is a federal crime and punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages ranging from \$500 to \$20,000 for each illegal showing.

- Copyright infringement is a serious offense under the law and is the equivalent of stealing from a film distributor. While it is important to abide by the law, it is also important that your organization represent itself well by doing the right thing – getting permission to show the film. The university depends on you and your organization to behave in a manner consistent with university policies, state, local and federal law. Should you or your organization be caught breaking copyright law, the university would not provide any kind of protection from your group’s liability under the law.
- Please note: even though this sounds complicated, it is not difficult to obtain the rights to show a film/movie on campus. It will take less time and money to do it properly than defending yourself/your organization in court if you are caught. Intellectual copyright infringement is being prosecuted more and more on college campuses and is not worth the risk.

Catering, Food, and General Purchasing Information

Any event requiring food service or beverage service held on campus may be serviced through Dining Services, third party vendor, or yourself.

If an event is serviced by a third party vendor, or yourself; Dining Services must be advised of your plans in order to ensure compliance with Health Department Codes as well as safe food and beverage handling procedures.

Dining Service Catering

Dining services has the ability to work with student clubs in a variety of ways. Whenever in doubt, speak with the catering manager, Danette, to work out details.

Host an event where food is provided to many students using “meal swipes” of the students participating.

- Contact Dining Services at least 3 weeks prior to your event to work out an acceptable menu. Dining Services can provide you with the “raw” food in place of meal swipes OR work out a “catered menu” for a private dining location. (e.g. Lincoln Room, Ferris Lounge, etc) It is ideal to have a rough estimation of how many people you actually expect to have at your event.
- At least 3 days prior to your event, give the “final count” with student names and ID Numbers to Dining Services. This will be used to determine how much food you will actually receive. Note- regardless if all students actually participate in your event or not, a meal swipe will be docked once you submit their information.

- When submitting the count, be sure to talk logistics of picking up food, location, clean up procedures, etc.
- If the agreed upon menu exceeds the price of a meal swipe, your club/organization can choose to pay the difference, or have students pay the difference. Work with Dining Services regarding this option.

How to secure funds for a third party vendor or to purchase supplies on your own

Request funds through the Campus Life Office by filling out a “club transaction” form at least 7 days in advance.

If requesting funds to go to Hy-Vee or Wal-mart, you will sign up for the store credit card when submitting your completed form. **This is the only acceptable means for purchasing items from Hy-Vee or Wal-mart** with school funds, IF you do not use the school card, you will not be reimbursed for your purchases.

Before noon the following day (or Monday by noon if using the card over the weekend), you will need to return the store credit card, tax ID card, and receipt for your purchase. (Remember to record your purchase total as you are responsible for your ongoing budgets!)

If requesting funds to purchase from a local or third party vendor other than Hy-Vee or Wal-mart, verify with the Campus Life office on the best method for purchasing the items. Some places will accept a school Purchase Order (PO), while others do not.

- If purchase orders are accepted with the company: you will need to come back to the Campus Life Office to pick up the purchase order prior to picking up your food/purchases.
- Within 24 hours of making the purchase, you will need to return the receipt to the Campus Life Office. (This is the only way we can pay the company so it is extremely important we do get a receipt back, and in a timely manner!)
- If purchase orders are not accepted** with the company: the most common method is to speak with Campus Life, when turning in your club transaction form for approval to then purchase the items on your own. Submit a receipt to be reimbursed for the money you spent. Please note- we cannot refund tax, so if you want to be reimbursed for tax, be sure to ask for a “tax exempt” letter when making purchasing plans. Additional options include: requesting a funds advance. (Must be done at least 3 weeks prior to any purchase). Another option is to have your advisor make the purchase, submit the receipt to the Campus Life Office and they get reimbursed. Or have the Campus Life Office purchase the item with a check issued from the college. (This does take a bit longer so plan about 4 weeks in advance for this method).
- Online Purchase: If you want to purchase items online, fill out the transaction form and either add the webpage information on how to order your items OR send Campus Life a link to order your items. When using this method, be sure to provide contact information in case there are any questions when ordering your items. Finally, be sure to calculate shipping costs on all online purchases. ☺.

Overall, the best bit of advice to offer is: Plan early and ask for help! The purchasing process is a complex system that has very little room for variation. If you are about to spend your own money on a club event/function/supplies, be sure you have verified your purchase with Campus Life as if it is not pre-approved you may not get refunded your money!

Alcohol Policy

The complete alcohol policy can be found at the following website:

<http://www.knox.edu/offices-and-services/student-development/student-handbook/student-conduct-code/alcohol.html>

Knox College encourages students to make responsible decisions concerning the possession and consumption of alcoholic beverages. Consumption of alcoholic beverages, within the limits of state and local law, may be permitted on campus in accordance with College policies, regulations, and guidelines pertaining to alcohol.

The College does not condone the use of illegal drugs or the illegal use of legal drugs, including alcohol. Students are expected to obey the law and to take full responsibility for their conduct relative to alcohol consumption.

If alcohol is consumed on campus or at a College event, it is expected that such consumption is in compliance with college policies and regulations, is not abusive, does not violate the rights of roommates or others, and does not lead to conduct that is disorderly, disruptive, or destructive. Any violation of the alcohol policy or regulations for social events with alcohol shall be subject to disciplinary action by the college.

1. The legal age for possession and consumption of alcohol in the State of Illinois is 21.
2. Students of legal drinking age may possess and consume alcoholic beverages in individual residents' rooms in residence halls, fraternity houses, and living units.
3. Purchasing alcohol for, or providing alcohol to those under the legal age to consume alcohol, 21, is prohibited.
4. Alcohol may only be purchased with private funds. Student organization funds, Student Activity Fees funds, the combined funds of members of organizations (including fraternities or sororities), or funds of outside agencies shall not be used to acquire alcoholic beverages.
5. All use of common containers (including kegs) of alcohol on campus or at related functions is prohibited unless dispensed by a licensed third party vendor such as the Knox College Food Service.
6. Drinking games are prohibited.
7. The possession and consumption of alcohol is limited to designated areas of living units and to other campus locations specifically authorized for that purpose.
8. The possession or consumption of alcoholic beverages in a public place on campus is prohibited.
9. Open containers are prohibited in public spaces of residential areas including suite common space, living rooms, corridors, stairwells, porches, etc.
10. Open containers are prohibited outdoors including roadways, parking lots, walkways, lawns, and steps or porches of buildings unless at an approved social event that complies with state and local liquor laws and has been authorized by the Dean of Students.
11. Alcohol is prohibited at any membership recruitment or membership training activity of any club or organization.
12. Social events in residential areas (including fraternity houses and all Knox living units) with alcohol may not be open events, i.e. accessible to all members of the campus. Any social event in a residential area with alcohol must be registered with Student Activities. Forms for this purpose are available from the Campus life office.

Program Evaluation

Program evaluation is an integral part of the event planning process and should be done after each and every event. Program evaluation can take many forms. Regardless of the event size, you should always plan to evaluate the attendees to your event in some form or another. This can be a paper evaluation handed out at the event, an email sent requesting feedback, or a more formal survey or questionnaire

Be sure to include feedback not only from attendees but also those involved in planning and implementing the event. For larger events, consider holding a separate meeting with the advisors, officers, and responsible members for the event followed by a larger group discussion. For smaller events, a simple open discussion time during a regular organization meeting may suffice.

Regardless of how you collect the information, make sure you do something with it! Summarize your findings and use the information for the next event and/or include the suggestions and input into your transition binder.

Finances

Budget Basics

Student Senate oversees all budgets for clubs and organizations. If a club or organization needs funding, they will need to contact Student Senate to secure the funds. For details of the finance regulations, please refer to the Finance Guidelines Handbook. An official budget process happens in the spring to create and approve budgets for all clubs the following year. If a club/organization does not participate in the budget process they become what is considered “non-budgeted” club. If a club does participate in the budget process and has an approved budget but finds they need additional funds for the year, the club is able to submit an “additional funds request” form.

Basic Funding Process

Please refer to, “How to secure funds for a third party vendor or to purchase supplies on your own” section of the handbook. This explains the process of requesting funds, purchase orders, checks, etc.

Time line of request include:

Contracts and W-9 (or w-8 if international acts) need to be submitted at least 3 weeks prior to the event date.

Check requests must be submitted at least 3 weeks prior to the event date.

Purchase Orders must be submitted at least 1 week prior to the event date.

Online Purchases must be submitted at least 3 days prior to the date you expect the item to be shipped.

** (this does NOT include shipping time).

Club Transaction Request Form must be submitted at least 1 week prior to the event date.

These dates are set for all clubs and organizations. The due dates are made based off of the “behind the scenes” work that goes into securing funds for student needs, as it is not as simple as writing a check out of a personal check book and many different departments are involved. As we recognize this is not ideal for ‘last minute items’, it does encourage clubs to preplan events and be in good communication with the Campus Life Office.

Also remember- if you purchase items on your own- you MUST talk with Campus Life BEFORE spending money. Failure to speak with Campus Life in advance may result in you not being reimbursed.

Co-Sponsorship

When financially co-sponsoring an event with another club, you will need to put the amount you are co-sponsoring in writing. Please be sure to include: how much you are sponsoring, the name of the event, and the club you are transferring money towards. You should fill out a “transaction request form” but an email will work as well.

Remember there are many of ways to co-sponsor events that extend beyond funds. Many groups have great ideas but need people to help carry out the ideas! If your club wants to do something amazing, remember there is a campus of resources available if you only ask!

Publicity

Publicity Basics

Publicity is very important to any organization. Good publicity allows organizations to attract new members, raise money and awareness, announce programs, and educate the community. Since publicity is the backbone to a successful event, careful and thorough planning should be put into planning the publicity aspect. Start early and be creative!

The most effective publicity allows the reader to quickly grasp all the information about a program while being creative and eye-catching! Promotional materials should be clearly printed with a message designed to evoke a response from the viewer. Remember that the importance of publicity is to let your event details be known, so regardless of how creative you become, keep the fact of information on the forefront.

Things to consider before publicizing events:

- **Budget:** Realistically how much can you spend on publicity?
- **Target Audience:** Who do you want to reach and how? ALL of campus? Particular clubs/groups?
- **Information:** Make sure that your publicity materials contain all the important information. If including logos, names or pictures, be sure they are correct and that you have permission to use them.
- **Resources:** Do you have talented artist in your group? Be sure to draw on the talents of your members! Also— remember the student leadership work room provides FREE butcher block paper and basic art supplies!
- **Schedule:** Before you can publicize your event, you must have permission to host your event! Work with the Campus Life Office several weeks prior to hosting an event! It is suggested to start advertising large events 2-3 weeks before the event!
- **Location:** Posters and flyers can be posted on “general bulletin board space” in Seymour Union and Old Main without permission from the Campus Life Office. Banners strung across ceilings need to get approval from the Campus Life Office. Signs on Café and Gizmo tables need to be approved by Helmut in Dining Services. If you wish to reserve a table to actively talk to students as they pass by, or set up a display, table reservations are taken in the Campus Life Office. Hand outs and flyers may be distributed in open areas of campus provided pedestrian and vehicular traffic is not obstructed. Posting flyers on doors is not permitted and signs will be removed.

Essential Items to Include:

- | | |
|---------------------------------------|---|
| · Name of the event | * Date of Event |
| · Time (Beginning and ending) | * Location |
| · Admission Price (Even if it's free) | * Deadline for applying (if applicable) |
| · Contact information of host | * Any co-sponsoring organization names |

A few other suggestions:

- | | |
|--|--|
| · Always use spell check | * Balance light and dark space |
| · Use a variety of colors/ shapes that work well together! | * ALL CAPS are difficult to read from a distance |
| · When using a computer to make publicity, SAVE your work frequently | |

Reasons why Publicity Fails:

- It's not eye catching enough— It doesn't stand out amongst the other wall of flyers
- There is not enough of it. Maybe you have great posters, but since there are so few around many students will never have a chance to learn about it
- It's not creative or informative. It looks like every other 8 1/2 by 11 piece of paper OR doesn't include enough information to inform students of what's happening.
- It's too cluttered. No one wants to take the time to read through the paragraphs of writing

After your event:

- Clean up the publicity!!!
- Write a recap of what items worked and didn't work. Save that for the next year's leadership group to use.

**** You will invest a lot of time and energy into sponsoring upcoming events. The lingering question is, "Will they come?" With many things happening at Knox, how will the publicity for your event stand out above the rest?! Have fun with the publicity! It's the little extras that make a BIG DIFFERENCE! ****

Knox College: Campus Life Student Travel Procedures

Students at Knox College are typically very active and travel to a variety of events, conferences, excursions is supported. The key to a successful trip is to pre-plan and prepare for a safe travel experience. Knox College's travel procedures are outlined below.

When traveling as a Knox College sponsored event, all students must travel to/from the event in the club/organization sponsored transportation.

All trips off of campus beyond 50 miles away from campus are highly encouraged (Some may be required) to have a faculty or staff advisor. If an advisor will be present for your travel, please follow the steps from section 1. If an advisor will not be present, please follow the steps from section 2.

Section 1: Traveling with an advisor present.

1- Securing a vehicle.

- a. If using a **Knox College vehicle**, reservations for vehicles rented by clubs and organizations go through the Campus Life office. Knox College uses an outside vendor for vehicle rental so adequate notice is required. Prices and capacity for vehicle rental can be found in the campus life office. Please note- the largest vehicle a club/organization can rent is a 7 person mini-van.
- b. If using **private vehicles** proof of insurance must be submitted to the Campus Life office for the vehicles that will be used. Clubs and organizations can opt to pay for gas during the trip. If your club has agreed to this, be sure to fill up your tank prior to leaving on the excursion. Once you have finished driving, fill up your tank again and save this receipt! Bring the receipt into Campus Life to sign a travel reimbursement form with your name and the club name printed on the back of the receipt for a refund. (Driver's personal insurance is used for this method)

2- Meet with Campus Life. This meeting is intended for the Trip Leader to meet with Campus Life to talk through details of the trip. During this meeting the following topics will be discussed:

- a. **Travel Information Form** If you have already filled out the Travel Information Form; please bring this to the meeting with Campus Life. If not, Campus Life will print one out for you to fill out there or submit the form before the trip can begin.
- b. **Role of Leaders.** Campus Life will share what is expected from student leaders and how to best utilize the advisor accompanying the trip. ****The trip leader will contact the professional staff member on duty with an updated roster prior to leaving campus.****
- c. **Paperwork.** Prior to departure, you will be required to submit a roster of attendee's and the travel information form. The day of the event, all attendee's will fill out travel waivers and the leader will keep those on hand during the duration of your trip and submit them upon return. Campus Life will have copies of all documents.
- d. **Questions.** This is a great opportunity to ask questions, clarify policies, or address concerns regarding your upcoming trip.

3- Turn in paperwork.

- a. **Travel Information Form with Roster** of all attendee's names and residence must be submitted by noon the day of travel (or Friday if travel will happen on a weekend.) This list will be shared with security in case an emergency happens and someone needs to be contacted.
- b. **Proof of insurance**, if driving personal vehicles must be submitted prior to departure.
- c. **Waivers** for every participant must be completed before departure and turned in upon return.
- d. **Trip recap** upon return. Briefly explain the trip, how it went, what went well, what needs to be improved, etc. This not only helps you review your trip but other travelers prepare for theirs!

Section 2: Traveling without an Advisor present.

1- Securing a vehicle.

- a. If using a **Knox College vehicle**, reservations for vehicles rented by clubs and organizations go through the Campus Life office. Knox College uses an outside vendor for vehicle rental so adequate notice is required. Prices and capacity for vehicle rental can be found in the campus life office. Please note- the largest vehicle a club/organization can rent is a mini-van with 7 person capacity.
- e. If using **private vehicles** proof of insurance must be submitted to the Campus Life office for the vehicles that will be used. Clubs and organizations can opt to pay for gas during the trip. If your club has agreed to this, be sure to fill up your tank prior to leaving on the excursion. Once you have finished driving, fill up your tank again and save this receipt! Bring the receipt into Campus Life to sign a travel reimbursement form with your name and the club name printed on the back of the receipt for a refund. (Driver's personal insurance is used for this method)

2- Meet with Campus Life. This meeting is intended for the Trip Leader to meet with Campus Life to talk though details of the trip. During this meeting the follow topics will be discussed:

- a. **Travel Information Form** If you have already filled out the Travel Information Form, please bring this to the meeting with Campus Life. If not, Campus Life will print one out for you to fill out there or submit the form before the trip can begin.
- b. **Role of Leaders.** You will hear what Campus Life expects from student leaders and what expectations will be required while on the trip.
 - i. **Prior to leaving** the Trip leader will contact the professional staff member on duty to verify attendance roster and check in that all is starting off as planned. ****Will get the contact number during the meeting with Campus Life****
 - ii. When the **destination is reached**, the Trip Leader will contact the professional staff member on duty to check in that all went well on the commute. If any issues arise, this is the time to share the concerns with the professional staff member on duty.
 - iii. If any **issues or concerns arise**, the Trip leader is expected to call the professional staff member on duty to discuss the matter with them. This provides support for the student leader if an emotional, mental, or legal issue arises away from campus.
 - iv. When the group is **ready to depart for campus**, the Trip leader will contact the professional staff member on duty to notify them they will be on the road again. Another chance to address concerns if any have surfaced.
 - v. When the group **reaches campus**, the Trip Leader will call the professional staff member on duty one final time to verify all is well and safe.
- c. **Paperwork.** Prior to departure, you will be required to submit a roster of attendee's and the travel information form. The day of the event, all attendee's will fill out travel waivers and the leader will keep those on hand during the duration of your trip and submit them upon return. Campus Life will have copies of all documents.
- d. **Questions.** This is a great opportunity to ask questions, clarify policies, or address concerns regarding your upcoming trip.

3- Turn in paperwork.

- a. **Travel Information Form with Roster** of all attendee's names and residence must be submitted by noon the day of travel (or Friday if travel will happen on a weekend.) This list will be shared with security in case an emergency happens and someone needs to be contacted.
- b. **Proof of insurance**, if driving personal vehicles must be submitted prior to departure.
- c. **Waivers** for every participant must be completed before departure and turned in upon return.
- d. **Trip recap** upon return. Briefly explain the trip, how it went, what went well, what needs to be improved, etc. This not only helps you review your trip but other travelers prepare for theirs!

Knox College: Campus Life Student Travel Best Practices

Pre-Departure Trip Meeting Outline

The trip leader will clearly communicate expectations of student participants while on the trip. The following are recommended best practices to be covered when communicating the expectations.

1. Seat Belt usage is required at all times when traveling in vehicles, regardless of where your seat is located in the vehicle.
2. Participants should carry little cash and leave valuables at home.
3. Trip leader has the authority to confront a participant in the event of misconduct or medical emergency.
4. The policies contained within the *Knox Student Handbook* are in effect and enforced- alcohol, drugs, conduct, sexual harassment, etc.
5. Student should avoid going anywhere without another person (Use the Buddy System)
6. Curfew for overnight trips (Recommended, but at the leader discretion)
7. Student participants must sign appropriate waivers. These waivers will remain with the trip leader, but then returned to the Campus Life Office upon return to keep in the club file.
8. Student participants should carry medical insurance information with them and wear or carry medical alert bracelets for serious allergies or unique medical conditions. In the case of athletic or other club teams that travel regularly, the advisor or coach should carry this information as well.
9. Inform student participants of emergency procedures should an accident or student injury occurs. At this time, a back-up trip leader should be selected in case the trip leader is unable to enact these procedures during the trip.
10. All participants (students, faculty, staff) must use sponsored transportation to and from the event.

General Travel Best Practices

1. Maps are obtained and travel routes are determined before the trip. Relying on a GPS system only is not the best bet.
2. No driver should drive more than three (3) hours per shift. Each driver should take at least a two (2) hour break between driving shifts.
3. Travel should be interrupted, postponed, or canceled if the schedule does not allow adequate rest for the driver(s), there is bad weather, or the budget is inadequate for overnight accommodations when needed.
4. Groups are not permitted to travel or return to campus after 2:00 A.M. without prior approval of Campus Life.

Student Travel Accident and Emergency Procedures

All accidents are to be reported to Campus Safety (309-341-7979) *Failure to report the accident within 24 hours may result in a charge back to the club/department using the vehicle for any insurance policy deductibles.*

In case of a serious accident or student injury, the Trip Leader enacts the following emergency procedures. If the Trip Leader is unable to carry out this process, the student captain or Trip Leader's designee will take the place of the Trip Leader.

1. Trip leader calls appropriate emergency number (911)
2. Trip Leader contacts Campus Safety (309-341-7979)
3. All students involved, even if they seem to be uninjured may be taken to the nearest hospital for a medical assessment before being released. Campus Safety may assist with transport if the involved vehicle is not drivable, but is close to campus.
4. Once the students have officially been released from the hospital or they refuse care, Campus Safety officers will escort students back to campus and his/her residence.
5. Professional staff on Duty should be notified by security.

Knox College: Campus Life

Travel Information Form

1. Fill in all information, including the passenger and staff roster on page 2.
2. Bring completed form to the Campus Life office for review *at least by noon of the day of travel, or the Friday before if travel is happening over a weekend.*

Sponsoring Organization: _____

Trip Leaders(s): _____

Cell Phone (for contact during the trip): _____

Driver : _____ This driver has submitted a copy of their license ☐

Driver : _____ This driver has submitted a copy of their license ☐

Driver : _____ This driver has submitted a copy of their license ☐

Driver : _____ This driver has submitted a copy of their license ☐

Destination: (for example, Figge Art Museum) _____

Destination Address: _____

Destination City/ State: _____

If there are multiple destinations, list dates, places and contact numbers on back of this form.

Leaving Campus: _____ **Date:** _____ **Time:** _____

Returning to Campus: _____ **Date:** _____ **Time:** _____

Mode of Transportation:

☐ Personal vehicle (*provide copy of driver's license and insurance card*)

☐ College vehicle (**Reservations made through the Campus Life Office**)

☐ Commercial airline, bus, or train – Travel Info: _____

☐ Other: _____

Purpose of Trip: _____

☐ Check here if this is a community service related trip

By signing below, I certify that the organization I represent has agreed to sponsor this trip and will take responsibilities for conducting it according to the College policies governing such matters.

Trip Leader(s): _____ **Date:** _____

By signing below, I acknowledge that I have reviewed the *Knox College Travel Policies* and this *Travel information form* with the trip leader(s).

Advisor/ Coach Name (Please Print): _____

Signature: _____ **Date:** _____

Campus Life Use Only

Checked by: _____

Date Rcvd: _____

CLEARLY PRINT THE INFORMATION OF ALL PASSENGERS

[illegible]

Vehicle Rental through Knox College

If use of a Knox rental vehicle is needed, please make requests through the Campus Life Office as far in advance as possible. A minimum of a week is required. When requesting use of a vehicle, you will need to know the **time of departure and return**, who **the driver(s)** will be, and what **faculty/staff advisor** will be going with you (if necessary). All this information will be needed before we can make reservations for the vehicles. Rates are listed below to help determine if this is within the club's budget.

<u>Vehicle</u>	<u>Daily</u>	<u>Weekly</u>
Car (4 passenger)	\$41-43.	6x daily rate
Car (5 passenger)	\$46-49	" "
Mid SUV (5 pass)	\$70	" "
Minivan (7 pass)	\$70	" "
Large SUV (5-6 pass)	\$90	" "

Prices do NOT include fuel.

Gasoline credit cards are furnished with each vehicle and are to be used for gasoline purchases only, which will then be charged to your club budget account.

All drivers must register with Administrative Services, complete a Driver Agreement Form, and provide a valid driver's license at that time.

Fundraising

All you wanted to know about fundraising

- Knox College depends upon the ongoing and generous financial support it receives each year from alumni, friends of the College, local businesses, foundations, and other donors.
- The Office of Advancement coordinates all the fundraising appeals to any College constituents: alumni, students, parents, faculty, staff, friends, local businesses, foundations, and corporations.
- The Office of Advancement also coordinates fundraising for the Knox Fund, which is the revenue needed to meet the College's educational and general expenses every year. The Knox Fund supports every aspect of academic and student life at Knox! (Do you have lights in your dorm room? Thank the Knox Fund!)
- We need to make sure that all fundraising efforts complement and not compete with the College's efforts to secure financial support -- this support might be financial aid for our students, salaries for faculty and staff, etc.
- Students, faculty, staff, or College-affiliated organizations all play an important role in these relationships with our donors. We ask that you work with us to maximize the results for all of us at the College!
- There are some black-out periods for fundraising. No fundraising appeals from departments, organizations, teams, clubs, fraternities, or sororities may occur during **May and June** (end of the College's fiscal year). These are the times when the College is fundraising among constituents in support of the Knox Fund and other College priorities. Such a black-out period is typical across most colleges and universities.

How to Fundraise at Knox

- If your fundraising project involves something very simple, like tabling in the gallery for a bake sale, or selling calendars, trinkets, t-shirts, ticketed performances, or personal chore services, (e.g. leaf raking, car washes) stop by the Campus Life Office and talk to [Cindy Wickliffe](#) first. This is known as "*inside*" **fundraising**, e.g. to only the Knox community of students, faculty, and staff.
- You should know that because of Internal Revenue Service (IRS) regulations, the College cannot issue gift receipts for these transactions.
- If your group wishes to do something more, such as solicit local businesses for prize giveaways or in-kind donations, or if you wish to solicit alumni for a project, this is considered "**outside**" **fundraising**. You will need to fill out the [Fundraising Planning Form](#). A paper copy is available from Cindy Wickliffe in the Campus Life Office. Send the completed form to [Jennifer Gallas](#), associate director of alumni and constituent programs, at Box K-150. Call her at ext. 7957 or e-mail her at jgallas@knox.edu if you have questions.
- We ask for at least **two to three weeks notice** before your project is scheduled to happen. In some cases, more time might be required, especially if it involves sending letters or e-mails to alumni. Following the submission of your form, you will be contacted to come in and discuss your project. Please make sure your form is filled out correctly and completely.
- Following your discussion with Advancement staff, your proposal will be considered. Advancement may make recommendations regarding its timing, method of solicitation, or other aspect of the proposal.
- If the request is denied, Advancement will provide an explanation for why the request was turned down. Every effort will be made to respond promptly to inquiries, recognizing that there are times when Advancement may need to obtain approval from other campus representatives.