

## **Student Organization**

### ***Policies & Procedures***

## **1. Money Related Items**

### **Purchasing / Spending**

- All purchases must be approved in advance and made through the Campus Life Office.
- All food purchase requests are submitted in advance to the Campus Life Office. Food purchase requests for \$150 and over will be sent by the Campus Life Office staff to Dining Services for their review/approval.
- Fill out and turn in an "Organization Transaction Request Form" **7 days prior** to purchasing (for Purchase Orders (PO), Credit Card purchases, and online orders).
- Checks can be used for: performers, speakers, travel advances, conference trips, etc.
- If checks are needed– **3 week notice is needed.**
- Do **NOT** make purchases without speaking with the Campus Life Office first.
- If you are approved to spend money without a PO or college credit card– keep in mind that you will not be reimbursed for any tax that is charged for the purchase. An itemized receipt is required for reimbursement.
- If bringing a performer to campus– Contract, Insurance, and a W9 must be submitted prior to requesting a check. **(this should be done at least 3 weeks in advance)**
- If the performer does not carry their own Liability Insurance the organization will need to purchase some through the campus life office.

1-25 Attendees = \$80.80

26-50 Attendees = \$116.15

51-75 Attendees = \$121.20

75-100 Attendees = \$136.35

### **Additional Funds Requests: due at least 2 weeks prior to event date**

- Additional Funds are used when your approved organization budget is not enough for an event you want to hold. Student Senate has money they can use to help fund "bigger" programs.
- Turn in the "additional funds request" form to the Campus Life Office at least 2 weeks prior to the event.
- In addition, you will need to attend the next the Student Senate Finance Committee meeting to explain why additional funds are needed (Tuesday at 4:00 pm in the Student Senate Office).
- If the Finance committee recommends your additional funds request, they will bring the request to full Senate the following Thursday, at 7pm. You will need to attend this full Senate meeting. If senate approves your request– the organization has the additional funds to use.

### **Mailing / Fundraisers**

- For "Inside" fundraising within the Knox community of students, faculty, and staff such as bake sales, t-shirt sales, ticketed performances, or personal chores, contact the Campus Life Office and speak with Andrew Salemi or Missy Kratz.
- If your organization wishes to do something more, such as solicit a local business, alumni, or outside entities for prizes or raising money, you will need to contact Jennifer Gallas in the Alumni Relations Office in Alumni Hall 313, [jgallas@knox.edu](mailto:jgallas@knox.edu), or K-Box 150. If you have specific questions, please call her at (309) 341-7957. [The fundraising policy can be found here.](#)
- Fundraising is not allowed during November through December and May through June due to fiscal year end and additional college fundraising taking place at those times.

## 2. The Event- When, Where, and with Who?

### Co-Sponsorship

- There are a variety of ways for an organization to “co-sponsor” an event, such as publicizing together, setting-up, run tech, clean up, etc.
- Be creative and have fun supporting one another
- If your co-sponsorship involves a transfer of money please...
  - State in writing the amount you want to give.
  - Name of the event and the Organization you are co-sponsoring with.
  - Fill out an Organization Transaction form; however an email will work as well.

### Room / Space Reservations

- In order to have a meeting or an event on campus, you must reserve the room/space through the my.knox.edu Room Reservation system [https://my.knox.edu/ICS/Room\\_Reservations/](https://my.knox.edu/ICS/Room_Reservations/)
- If you are bringing in a performer– the space must be reserved prior to a contract being signed.
- Reserve spaces sooner rather than later!
- Taylor Lounge is “reservable” but the event must be open to all of campus

### AV Needs

- Organizations may request AV needs through the campus AV Services Dept.
- AT LEAST 1 week notice is required to ensure they can get your event on their schedule; however, 2 weeks is preferred.
  - Please go online to complete the AV tech request at [www.knox.edu/avrequest](http://www.knox.edu/avrequest).

### Photocopying

- Organizations can request one copy card that is checked out in the Campus Life Office.
- Whoever signs out the card is responsible for the card.
- If the card is lost, a fine of \$7.50 will be charged to their personal account to replace the card.
- Copy charges are automatically charged directly out of your organization budget.
- ALL cards show a generic balance of \$1,000 per term– please note this does NOT mean you have that much money to spend! Know your budget!

### Campus Events Calendar & Campus Events Newsletter

- The BEST method to advertise is to Submit Program to the Events Calendar through myknox at <https://www.knox.edu/addevent>.
- The Campus Life Office will include the submitted event information in their weekly “Campus Events Newsletter” which is sent to campus every Monday highlighting that week’s upcoming events.
- Organization meetings will not be included in the weekly events email.

### 3. Student Organization Travel Plans

Refer to the "[Knox College: Campus Life Student Travel Procedures](#)" form with ANY travel done as an organization whether or not you are renting a Knox Vehicle.

#### Car / Vehicle Reservations

- If use of a Knox Vehicle is needed: make requests through the Campus Life Office.
- **At LEAST one week notice** is needed for a college rental vehicle.
- When reserving, you need to provide: driver(s) names, date, time of departure, and return, advisor's name if going out of town.
- All drivers must register with Administrative Services, complete a driver's agreement form and provide a valid driver's license at that time.
- When you return a vehicle it must have at least a quarter tank of gas in the tank.
- All charges you make with the Knox Gas Card will be subtracted from your club budget.

Rental Vehicle Type*	Daily Rate**	Bus Type	Bus Rates
Car (5 passenger)	\$45.90	School Bus (45 Passenger)	\$15.00 an hour and \$1.50 per mile
Large SUV (5-6 pass)	\$90.00		
Minivan (7 passenger)	\$69.36		
*passenger capacity <u>includes</u> driver		Charter Bus (55 Passenger)	Quotes per trip
**gas charges additional		Peoria Charter Coach:	No standard rates; cost depends on trip distances. Call for quote (309) 688-9523.

#### Hotel Costs in Galesburg, IL

The college has agreements with both hotels below which guarantee us the following rates.

Reservation for your event guest must be approved and made through the Campus Life Office.

Hotel	Price per Night	Hotel	Price per Night
Holiday Inn Express	\$116.74	Baymont Inn	\$93.38 a night

#### Conference Travel (Early Registration is Recommended)

Meet with Campus Life Office at **least 3-4 weeks prior to the first deadline** (conference registration, hotel rate deadlines, etc.) Be aware of methods required for payment and keep in mind some payment methods could take up to three weeks to be processed (when checks are required).

### 4. Questions

Feel free to stop by the Campus Life Office if you have any questions! In addition, our office phone numbers are: Andrew Salemi (309) 341-7573, Missy Kratz (309) 341-7489 or Campus Life Office (309) 341-7527.

## **Events Checklist:**      Knox College Student Organizations

### **Where and when is the program going to take place?**

- ☐ Reserve Room/Space
- ☐ Rain Location Reserved (If the program is outdoors, have you thought about rain or difficult weather?)

### **What resources do I need to have a successful event?**

#### **Ideal Timeline**

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> Artists/Performers/Speakers - meet with Campus Life Office<br>(If you are paying an Artist/Performer/Speaker you need a contract, W-9, and insurance)   | 3-4 Weeks in Advance  |
| <input type="checkbox"/> Conferences: Registration / Hotel / Travel arrangements<br>(Meet with Campus Life Office to go over *deadlines/reservations/payment methods)  | 3-4 Weeks In Advance* |
| <input type="checkbox"/> Travel Information/Transportation Requests<br>(Complete a travel form in the Campus Life Office for a- car, bus, etc.)  | 3-4 Weeks In Advance  |
| <input type="checkbox"/> Payments/Purchases by Check<br>(Fill out a Purple Transaction Form)   | 3 Weeks in Advance    |
| <input type="checkbox"/> Materials Purchased through Campus Life<br>(Fill out a Purple Transaction form for local merchant Purchase Orders, Credit Cards, or Online Purchases)   | 1-2 Weeks in Advance  |
| <input type="checkbox"/> Catering Orders with Dining Services      (needs advance approval)<br>(Complete Transaction Request Form with Campus Life Office <b>first</b> , then reach out to Dining Services to order food for your event on campus)         | 1 Week in Advance     |
| <input type="checkbox"/> AV Request ( <a href="http://www.knox.edu/avrequest">www.knox.edu/avrequest</a> )<br>(Does your program require a microphone, speaker, etc.?)   | 1 Week in Advance     |
| <input type="checkbox"/> Work Order Placed ( <a href="http://www.knox.edu/myknox">www.knox.edu/myknox</a> )<br>(Do you need tables, chairs, garbage bins, recycle bins, etc.?)   | 1 Week in Advance     |
| <input type="checkbox"/> Complete a Temporary Food Permit Application<br>(Are you planning cook and then <b>sell</b> your own food? You will need to complete this application.)   | 1 Week in Advance     |
| <input type="checkbox"/> Guest Wireless Access (no longer requires advance request)<br><a href="http://www.knox.edu/offices/information-technology-services/guest-wireless">http://www.knox.edu/offices/information-technology-services/guest-wireless</a> | Access Online         |

### **How do I let everyone know about this event?**

- Submit Program to the Events Calendar through [myknox](http://www.knox.edu/myknox) at <https://www.knox.edu/addevent>