STUDENT ACTIVITIES HANDBOOK

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REGISTRATION

So you want to start a student group? That is awesome. Let's get registered.

There are a number of benefits to having a Registered Student Organization (RSO) at Evergreen. RSOs have access to supplies, space scheduling, requesting funding, advising, copying, and being listed in the Student Activities Directory.

REGISTRATION STEP-BY-STEP

1| See an advisor in Student Activities to discuss your plans to start a new Registered Student Organization (RSO). An advisor can answer your questions and steer you in the right direction.

- □ Are you interested in starting a recreation, sports, or dance-related group? Visit the Recreation & Athletics office inside the Constantino Recreation Center (CRC).

2| Hold an interest meeting to help identify a group of students able to support the organization.

3| The Coordinator and (3) other currently enrolled students must all attend the same Registration Workshop provided by the Student Activities Office.
The students must attend the workshops together as a group and bring their validated Evergreen student ID cards.

4| Schedule an appointment with your advisor to turn in your Registration Packet and answer any additional questions and complete the registration process. At this time your advisor will check to see if you're missing any paperwork and help you make the first few steps as a newly registered RSO!

STUDENT ACTIVITIES COVENANT

The Student Activities Covenant outlines the expectations of the staff and the student coordinators. When the group registers, the four primary members sign the covenant acknowledging their role and the expectations of being a student leader.

STUDENT ACTIVITIES ADMINISTRATION EXPECTATIONS

Student Activities Administration is committed to the development of a hospitable campus environment. We recognize the value of a culturally and ethnically diverse campus community. Thus, all community members are to be treated with respect, and every effort made to include and be sensitive to a diverse campus community.

1| Assist in the development of skills that enable the coordinator to successfully accomplish his or her co-curricular goals.
2| Provide coordinator training opportunities, guidance, and encouragement to learn the skills necessary to coordinate services and activities events and develop leadership skills.
3| Provide administrative support and advising for event planning.
4| Provide administrative support and advising for budgetary development and monitoring.
5| Assist coordinators with interpreting and understanding college policies and state and federal regulations.
6| Assist coordinators with completing paperwork.
7| Issue copy codes, equipment, supply keys, and other campus resources to qualified coordinators and leaders.
8| Advocate for student interests on various campus committees.
9| Encourage faculty and staff to be supportive of students and their co-curricular activities.
10| Meet regularly with coordinators to assist with organizational development, and to provide feedback and technical assistance.
11| Maintain high ethical standards when managing the budget and resources of student organizations, and conscientiously provide services and activities to Evergreen students.
12| Ensure that the Student Activities staff does not discriminate against an individual or group as defined by the Student Activities Non-Discrimination and All-Comers Policy (see page 47).
13| Student Activities staff will strive to stay abreast of legal, educational and professional developments related to student activities and student development.

COORDINATOR EXPECTATIONS

The role of the coordinator of a Registered Student Organization at The Evergreen State College is to conscientiously provide services and activities to Evergreen students according to the mission, goals, and objectives of the organization.

1| Be a currently enrolled Evergreen student, registered for a minimum of 4 credit hours per quarter (6 undergraduate or 4 graduate credit hours if receiving a Learning Allotment), except for the S&A Board who are required to be fully enrolled students (minimum 12 credits) per quarter.

2| Attend mandatory orientation and training sessions sponsored by the Student Activities Office.

3| Be accountable for the information contained in those workshops and the information provided by the Student Activities Handbook.

4| Write and submit a Student Leadership Activities Report (SLAR) of the organization's activities twice each quarter.

5| Maintain high ethical standards when managing the budget and resources of the student organization.

6| Ensure that the organization does not discriminate against an individual or group as defined by the Student Activities Non-Discrimination and All-Comers Policy (see page 47).

7| Be responsible for college equipment, resources and facilities. Permission granted to an RSO for the use of college facilities carries the express understanding that the individual and RSO assumes full responsibility for any loss or damage resulting from the use of college facilities.

8| Meet with their RSO Advisor to develop plans for events and to discuss proposed use of the budget.

9| Post a schedule of the RSOs regular meeting times and/or office hours at the workstation or office, and notify the Student Activities front desk of that schedule no later than the 10th day of each quarter.

10| Attend quarterly All Coordinator Meetings.

11| Serve on the Corrective Action Coordinator Review Board (see page 51) if selected by annual lottery.

12| Check RSO mailbox, voicemail, email, written messages, and other communications in a timely and courteous manner.

13| Notify the Student Activities Office promptly when there is a change in leadership, office hours, organizational name and/or mission, enrollment status, phone number, etc.

14| Be responsible for submitting and presenting organizational budgets to the S&A Board (if applicable).

BUILDING YOUR BASE

So now you have officially registered or are in the process of becoming registered. Again, this is awesome. What do you do now? Everything you can to build and sustain a strong group. This section outlines the basics of a group foundation and how to get the word out to bring in new members.

THE FOUNDATION OF YOUR GROUP

NAME

There are many options available for the name of an RSO. When selecting the name, go for a succinct name that gives a good picture of what you are all about. If you go for a longer name, try to find a clever acronym. As a rule, the name cannot contain a registered trademark or phrase unless used with permission. Additionally, the name cannot contain "The Evergreen State College" or other variant. The word "Evergreen" is acceptable in an RSO name.

MISSION STATEMENT & GROUP GOALS

Every RSO must have a mission statement. A mission statement describes the purpose of your organization. When drafting your mission statement, try to address the following questions:

- □ What does this group do?
- □ How does what we do serve students or impact our community?
- □ How can students participate in the group?
- □ How does this group bring in many perspectives?

Keeping your mission statement concise will help prospective group members understand your club's purpose amongst all of the other clubs. It also helps to keep the mission statement nimble enough to respond to emerging issues.

It also may help to define some small goals for your group. Some examples of workable group goals are:

- □ Host at least one monthly event
- □ Grow our weekly meeting attendance to 15 people

HOLDING AN INTEREST MEETING

Promoting an interest meeting is a great way to get new members. The goal of an interest meeting is to gauge the level of support and membership you may get from the community. It can grow your email listserv, refine your mission statement, and allow for input from people that you may not have previously considered as your target audience. The following are some tips for running effective meetings that engage the participants at all levels:

- ☐ Create an agenda. Map out the goals of the meeting ahead of time and display them for everyone to see.
- ☐ Build in an ice-breaker or check-in.
- ☐ Share the floor. Encourage meeting participants to voice opinions and ideas.
- ☐ Send around a sign-up sheet and skills inventory to give you an idea of who's in the room.
- ☐ Create a list of next steps as a group and identify who will accomplish those next steps.

LEADERSHIP

SELECTION

A RSO should select a coordinator as a group. It is suggested that this take place at a publicly announced meeting held on campus to invite student participation. The selection process may be accomplished through the normal governance process of the group, meaning through a majority vote, consensus, or however the RSO had decided to make decisions. There must be a minimum of four currently enrolled student members of the organization in attendance at the meeting in which the group selects the coordinator. If the group is not yet a Registered Student Organization (RSO) or is re-registering the group, the coordinator will be identified in the Registration Packet which is completed during the registration process.

In order to select a new Coordinator, the RSO should follow the process outlined above. If the RSO has completed the registration process, and is selecting one of the original trained students who registered the group, your RSO must complete a Selection Memo and submit to your advisor to make adjustments to your Registration Packet. If the RSO has completed the registration process, and has NOT selected one of the students who initially registered the group, your RSO must complete an amended registration document, and then see your advisor to schedule the required workshop.

TRANSITION – BUILDING A SUCCESSION PLAN

It is highly recommended that to ensure smooth transition the RSO should select their coordinator early enough so the new coordinator can be trained prior to the resignation of the outgoing coordinator. The outgoing coordinator should provide to the incoming coordinator with the following:

- ☐ Copy of current mission statement, and information regarding the group, highlighting the most important information (e.g. coordinator job description; roles of members; group goals; quorum/membership requirements).
- ☐ Budget for the year, including pending purchasing and outstanding debts.
- ☐ File of activities and events sponsored by the group. Include evaluations and recommendations.
- ☐ Past or sample calendar of events for the academic year for the group.
- ☐ List of resources such as names, email addresses, and phone numbers of people who are important contacts for the organization.

- ☐ Knowledge of where items are stored that belong to the RSO.
- ☐ Information on the history of the RSO.
- ☐ Any other tips, or suggestions, that you feel would be helpful to your new coordinator(s).
- ☐ Passwords for emails/websites or other online data access or flash drives belonging to the RSO that should be passed on.
- ☐ Provide the necessary information to send thank you notes to people who have helped the organization during the year. Include an introduction of the new coordinator(s).

RESIGNATION

If a coordinator plans to resign mid-year, the coordinator should complete a Resignation Memo and work with the incoming coordinator to transfer all RSO resources to the new Coordinator.

STUDENT ACTIVITIES LEADERSHIP REPORTS

The Student Activities Leadership Report (SLAR) is a bi-quarterly report for you to self-evaluate your leadership. Use the SLAR as a tool to identify and track your objectives. Take time to identify what you have accomplished and what you would like to work on in the future. The SLAR is reviewed by your advisor.

BUILDING MINDFUL, ACCOUNTABLE ORGANIZATIONS

Acknowledge and uplift your group members and fellow students' identities: The more diverse your group is in thoughts, opinions, backgrounds and identities, the stronger it will be! With differences, often come assumptions about how a certain person with a certain identity should act. Squash these assumptions and allow people to identify themselves and inhabit the identities they hold. Acknowledge difference responsibly, and remember that uplifting someone's identity is *not* the same as tokenizing them. Recognize who someone is, respect it, and let them share that how they want. If you are someone that holds privilege in your identity, believe the experiences of people different from you. Your organization will be stronger for it.

Respect that we all have many different experiences and identities: "Intersectionality" is the idea that all of the identities we hold (across so many categories, such as race, gender, sexuality, class, ability, religion) effect our lived experience in the world differently. Intersectionality would allow that two people who identify as women may have different experiences of womanhood based on their class backgrounds, their relationship with gender, disability and their racial and ethnic identity. By holding space for all of the intersectionality, we can be more respectful, mindful of privilege, and be more aware of the complexity of individuals and communities.

Practice anti-oppression: instead of avoiding issues of oppression all together—actively practice anti-oppression. This can look like encouraging group members not to assume someone's gender, a group of white students exploring how their whiteness is part of a larger system of oppression and work on dismantling it; actively choosing to make accessibility a priority in your meetings, etc.

Ask for pronouns: It should be a routine to provide and give others the opportunity to provide the gender pronouns they use. Once they are shared, it is necessary to use the correct pronouns for each individual. Remember, pronouns can change, so this should be a constant practice.

Ensure accessibility: Students inhabiting the entire range of ability must be welcome and comfortable in all student organizing activities. Work to ensure that events and meetings are set up and facilitated in a way that allow people of all abilities to participate. Part of providing accessible spaces is learning to be flexible and adaptable as facilitators of the space. Practice being open and available to suggested changes to a space/event. Additionally, remember that some access needs are not immediately obvious. Create a group culture that consistently prioritizes accessibility, so that people feel safe enough to say what accommodations they may need (shared notes, hearing assistance, space set up that accommodates use of a wheelchair, allergies…)

Notice who does what: Who feels most comfortable expressing their ideas and opinions? Who often directs the group in what they will do next? Often, these roles can be taken up by people who experience privilege. Some of us hold identities that have been historically privileged (white, cisgender, male, heterosexual, class-privileged, temporarily able-bodied) and as a result, we are often ignorant to the way we move in the world and often end up dominating air time. If you are someone who holds privilege, make sure to check yourself frequently, make space often, and evaluate your actions with people who share your identities.

This list of practices is by no means exhaustive, but provides a starting place for ensuring that your organizations are accountable to the community.

PROMOTION AS A RECUITMENT TOOL

Getting the word out about your group can be as complex or as simple as you like. The bare minimum is the promotion done by Student Activities. We put your group mission and contact information on our [website](), we post confirmed events on the [campus calendar](), and we promote events on [Facebook]().

In addition to traditional advertising methods, the students overwhelmingly find out about events by word-of-mouth. So get talking and check out some strategies below for additional effective promotion.

ADVERTISING KIT

Building an advertising "kit" will make the promotion efforts consistent and efficient. Take some time to craft advertising language, design materials to hand out, and a targeted advertising action plan. Be sure to include:

- □ Event description and details (to be used across all efforts) and how it will be communicated
    - Consider the following components of the message you are trying to communicate:
        - The who, what, when, where, why, and how
        - The target audience
        - The medium (print flyer, Facebook)

- □ Event flyer (different sizes and formats to translate into digital advertising)
    - Sizes (8.5x11, 8.5x14, 11x17)
    - Quarter-sheet handbills
        - Formatting for digital mediums
            - Digital Signage (aspect ratio 16:9)
            - Greener Commons
            - Facebook (posted picture, event page banner, etc)
- □ Banners
- □ Press release statements (for student media and beyond)
- □ Buttons, patches, stickers, and other group merchandise to build your base

PROMOTION BASICS

FLYERING ACROSS CAMPUS & IN THE COMMUNITY

Flyers are the 2nd most popular method for students to find out about events and groups on campus, after word-of-mouth. You can flyer across campus, in Housing, and in the Olympia community if you are looking for a larger target audience. Utilize the [Campus Flyering Checklist]() as a template. Developing a strategy and coordinating volunteers to help ensures consistent coverage with a smaller time investment. Refer to the Posting & Banner Policy (see page 55) for specific rules and regulations about flyering.

MAKING A FLYER

There is no tried and true method of flyer design. Focus on readability and good presentation of information and then add in some of the tips and tricks below.

- Develop the hierarchy of information
    - What is the most important text for someone to read? What will draw them in to read the smaller details?
    - What do the smaller details need to convey?

- Follow these rules of thumb regarding the design
    - Limit yourself to 2-3 font choices per layout. More typefaces get confusing. Try to avoid whimsical fonts, they are generally hard to read quickly. Use bolding & italics consistently.
    - Choose one alignment (Left, Center, Right, Justified) throughout the layout
    - When choosing contrasting elements, make them very definite contrasts. Not just slightly different but extremely different in size, shape, color, thickness, or type style.
    - Much of this information and more can be found in a great resource called Graphic Design Principles for Flyer Design.

BANNER

Banners are another free option for promoting your event in high traffic areas. Banners can be posted on the 3rd floor railings of the Library and the CAB. Refer to the Posting & Banner Policy (see page 55) for specific rules and regulations about banners. Below are some tips for successful banner making:

- Sketch out your design ahead of time to organize information importance.
- Use pencil to sketch out text first. Starting your sketch from the middle of text and banner paper can ensure that you don't start your line too far apart and then have to squish your text at the end, which is a common problem.
- Using a stiffer brush gives you more control on the lines of text.
- A little bit of glitter can draw attention, too much creates a glare and is hard to read. Use glue to adhere glitter (it falls right off the paint when the paint dries).

TABLING

Tabling in the CAB, Library, on Red Square, or at specific events is an excellent way to talk to potential group members, do outreach for events, fundraise through a bake sale, and get face-to-face with the campus community. Please refer to the Tabling Policy (see page 56) for specific rules and regulations. The following are some tips for successful tabling:

- □ Make a table banner with your group name and/or event. A bare table is not engaging.
- □ Bring sign-up sheets for emails to increase your network of emails for event promotion.
- □ Have buttons, handbills, and other hand-outs to engage students.
- □ As much as is possible, station yourself next to, or in front of your table, rather than behind. It makes it possible to engage your audience on the same level; without a barrier.

USING THE STUDENT MEDIA (CPJ & KAOS)

The Cooper Point Journal and KAOS Community Radio are here to help you get the word out regarding your group or event. Announcing a Press Release on KAOS is free and subject to the review process of the station. Additionally, RSOs can purchase ads in the CPJ at special prices.

DIGITAL & WEB PRESENCE

GREEN SCREENS

Student Activities manages the displays for 10 TV Displays across the Library and CAB. Submit a compelling slide to promote your group or your event. More details and guidelines can be found Green Screen webpage.

GREENER COMMONS

Greener Commons is built for use by the students and employees of the college to provide members with the opportunity to participate in online discussions and share information via a modern, usable interface. Similar to posting an event notice on Facebook, but specifically targeted to the campus community through my.evergreen.edu.

FACEBOOK & OTHER SOCIAL MEDIA

Facebook is a great basic social media tool to promote your group, promote your events, and create a system for group communication. Each modality of Facebook meets different needs and it is important to choose the right mode for your intended audience. Here are the different types of features and the needs they meet:

- □ **Facebook Group –** A Group is a smaller forum for people with common interests to connect, have discussions, and share content. Groups can be public or private and are a great tool for informal group communication. The connections with other people are fellow Members.
- □ **Facebook Page –** As an official group entity, Pages are better suited for targeted marketing and outreach to attract new members and promote special events. People who want to receive regular updates Like your Page and are your Fans.

- **Facebook Profile –** A Profile is for personal use and intended to be representative of an individual. Your connections with other people are your Friends.

Consider having both a Facebook Group and Page, one for easy group communication and one for group and event promotion.

Other social media tools (Tumblr, Instagram, Twitter, Pinterest, etc) are also options for promoting your group and content. The key is maintaining the pages and gathering followers. If the page is created and not maintained, it reflects inactivity when prospective members are seeking your group.

EMAIL

Email is a direct form of communication that is useful for organizing and promotion. Many groups develop a large listserv to blast out meetings and events. Again, be careful of your email's target audience. Is the message to organize the details of events and meetings? Perhaps send it to committed or core constituents. Promoting an event? Blast it to the entire listserv.

RESOURCE GUIDE

Student Activities maintains a large catalogue of equipment, space, and technology resources for student organizations. Work with your advisor and the Front Desk to obtain and return resources, learn how to use various tools, and improve the success of your student group.

EQUIPMENT, SUPPLIES, & KEY CHECK OUT

The most often accessed resources are Student Activities' collection of equipment, supplies, and tools used to help your group succeed. Supplies are checked out on a case-by-case basis. Most equipment must be checked out by a coordinator

EQUIPMENT CHECK-OUT

The following equipment items are available for check out to your group:

Event & Meeting Supplies	**Promotional Tools**
Laptops*	Green Boards with Velcro letters**
Cameras (Digital & Video)*	Floor standing signs (3) (for inside use only)
Water Coolers, Hot Water Kettles & Coffee Urns	Button maker
Cups/Plates/Bowls/Napkins/Utensils	Sandwich boards
Pop-Up Tents*	Speakerphone
Event Staff Vests	Banner Paper, Paint, and Glitter
Walkie-Talkies (FRS Radio)*	Measuring Tapes
USB Flash Drives*	
Whiteboard easels (for inside use only)	
Popcorn Machine with popcorn supplies*	
TV/VCR/DVD on a cart*	

*These items will be checked out only to the RSO Coordinator.

**Green sign boards must be returned to Student Activities at the end of an evening event or before leaving campus to avoid damage and vandalism. Green Boards are intentionally lightweight and waterproof to make them easy to use. However, they cannot be checked out during windy or other poor weather days. Equipment left out - i.e. green boards left overnight on Red Square, will mean that your RSO may not be able to check them out again. Remember after using a Green Board sign, to remove the letters and put them away for the next group to use.

Check out equipment at the Front Desk or directly from your advisor. Unless otherwise specified, equipment is expected to be returned within 24 hours. Most equipment is available on a first come-first serve process, but please see the Front Desk if you need to make a reservation.

BASIC OFFICE SUPPLIES

Office supplies are available for all RSOs & those going through the registration process with their advisor's consent. All supplies are available for check-out from the front desk and available upon request. If something is not on this list, and you need it, let us know. RSOs that need a disproportionately large amount of supplies may need to use their RSO budget to acquire the extra items.

Basic Office Supplies		
Binders – All sizes	Binder Clips – All sizes	Calculators
Blank CD/DVDs	Chalk (Regular & Sidewalk)	Clipboards
Correction Fluid & Tape	Envelopes – Various Sizes	Erasers – Rubber & Dry Erase
Facial Tissue	File Folders	Glue – Stick, White, & Rubber Cement
Hanging File Folders	Highlighters	Markers – Color, Dry Erase
Name Tags	Notepads	Paint & Brushes
Pens & Pencils	Color Paper – Various sizes	Paper Clips
Push Pins	Rubber Bands	Rulers
Scissors	Hole Punches	Sticky Notes
Stapler & Puller	Tape	Glitter

KEY CHECK OUT

Student Activities manages a small inventory of keys for coordinator check-out. These keys are available for event and meeting use. Keys must be returned within 24 hours of check-out. The keys available to coordinators are as follows:

- □ Student Activities – After Hours
- □ Seminar II, Lecture Hall, and Library Classroom Media Cabinet
- □ CAB 014 – Basement
- □ CAB 301 – Conference Room & Media Cabinet
- □ Workstation Cabinet Keys
- □ Private Office, Bike Shop, or Student Gallery Keys (if on coordinator-issued key list).

AFTER-HOUR ACCESS TO THE STUDENT ACTIVITIES FLOOR

A temporary key fob can be checked out at the Student Activities Front Desk to Coordinators for access after the Student Activities Office has closed. This key must be returned within 24 hours of check-out. Propping of the entrance, patio or stairwell doors is PROHIBITED! Doing so breaches the safety and security of occupants and materials. Please remember that sleeping in College facilities is not permitted. No students are permitted on the floor when the CAB is closed (12-6AM).

MEETING & WORK SPACE

REQUESTING MEETING SPACE

Student groups are able to reserve a room on campus to hold meetings. Meet with your advisor to complete a Meeting Space Request form. Once the form is complete and signed by your advisor, the front desk will send the request to the campus space manager for confirmation. The confirmation can take two days to receive. Submit your space requests at least 3 days prior to your meeting day.

- Students who are interested in reserving the Longhouse are encouraged to review the unique history and users guide for that space.
- If reserving Red Square, please review policies regarding amplified sound (see page 57).
- Reserving a room as a proxy or in the name of a RSO that will be used by another community or outside group is against college policies and violates state law.
- The room reservation is not complete until Space Scheduling has sent Student Activities a confirmation officially reserving the room/location for the RSO.
- This process is to reserve meeting rooms ONLY. To reserve space for events, please follow the process outlined in the Event Planning section (see page 23) of this handbook.
- DO NOT call Space Scheduling to reserve a space. Space Scheduling will not reserve a room for an RSO through any process except what is outlined here.

STUDENT ACTIVITIES SPACES

The following spaces are managed by the Student Activities office. Registered Student Organizations have first priority on these spaces. Reservations are confirmed on a first-come, first-serve basis.

Space Name	Capacity	Amenities
TV Lounge	14-16	Couch Seating, TV/Cable/DVD Player
Front Table	8-10	Table & Chairs
Big Wood Table	10-12	Table & Chairs, Whiteboard
Terrace Table	6-8	Table & Chairs, Access to Terrace
Conference Room (CAB 301)	79	Tables & Chairs, Open Format, Configurable, Full Media Cabinet (Audio/Video)

SPACE RESERVATION PRIORITY

Space reservation priority for Student Activities Spaces is as follows:

1| Registered student organizations
2| Student Activities Administration (including KAOS and Children's Center)
3| Other campus offices & academics

Reoccurring reservation requests by other campus offices and academics will be evaluated on a case-by-case basis by the Director of Student Activities.

Space reservation priority for other campus spaces is as follows:

1| Credit-generating academic programs/classes
2| Major college events and activities
3| Registered student group events & meetings

WORKROOM

The workroom in the Student Activities office has two computers, a scanner, and a printer for RSO use. Student members can use these computers for designing flyers, brochures, and other student group literature, as well as to access their RSO e-mail accounts and other resources.

Computer Guidelines:

1| RSO business has top priority.
2| No food or drink near the computers. Water is permitted.
3| Printer is for RSO use only.
4| Depending on demand, use is limited to 30 minutes per student group.
5| Do not update, download, or delete any software.
6| Notify the Front Desk staff in the event of a computer issue.

The workroom is also the hub for banner making and other large projects. There is a variety of supplies available. Please remember that these are shared spaces.

Workroom Expectations:

1| Students will clean up after themselves.
2| Students will wash any used brushed or paint palettes.
3| Students will recycle any unused paper scraps.
4| Students will be careful with the use of glitter.

WORKSTATION SPACE

Student organizations can apply for one of the workstations inside Student Activities by completing a Workstation Application & Covenant form. Each workstation has a lockable overhead cabinet and file drawer. The keys to each workstation can be checked out by coordinators with the group's advisor approval.

Workstation Expectations:

1| Post meeting times and locations at your workstation.
2| Keep workstation clean and tidy.
3| Empty trash and recycling regularly into large receptacles outside Student Activities main doors especially food, plants, and other decomposable goods.

4| Refrain from using cooking appliances, space heaters, or other type appliances with heavy electrical load demands and installing equipment in the workstation.
5| Sleeping or staying overnight in the workstation or any other public area is not permitted.
6| At the end of the academic year, return file cabinet and overhead bin keys. Verify a resigning coordinator has turned their copy of the keys.
7| If workstation is shared, an agreement about space should be reached with both RSO's about use of space.
8| If an existing RSO does not go through the Fall registration process, the RSO will lose the workstation.
9| Failure to submit SLARs may result in loss of workstation

HOUSEKEEPING

The Student Activities Office is maintained with your student fees, and this area belongs to you. It is your responsibility to help pitch-in to keep the office clean. There are no custodial services to empty trash in workstations, you are expected to use the appropriate recycling containers located throughout the Student Activities floor area.

- □ Please empty trash and recycling regularly into large receptacles outside Student Activities main doors especially food, plants, and other decomposable goods.
- □ Please gather up all materials and supplies to recycle or return to the front desk.
- □ All cardboard boxes should be flattened and taken to the large container outside the Student Activities Office.
- □ Please arrange tables and chairs neatly when finished using the common areas of Student Activities.

Remember there are others who will use these resources after you.

BASEMENT STORAGE

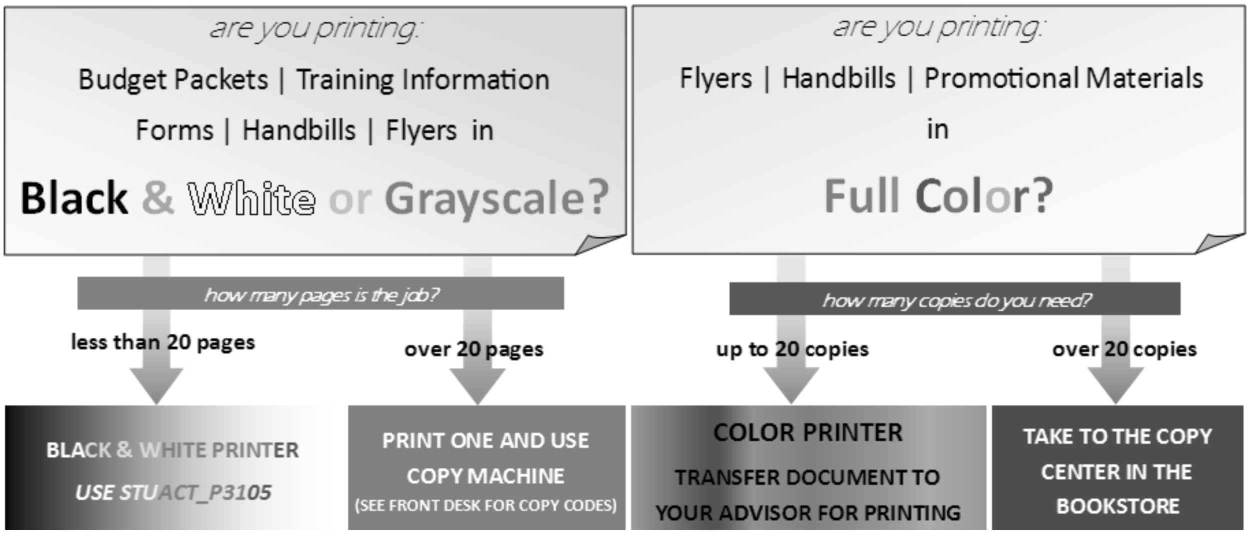
The Student Activities Administration has limited storage space available in the CAB basement. RSOs may store items in this space for up to one academic year. At the beginning of each Fall Quarter and at the end of Spring Quarter, the coordinator of each RSO with items stored in the basement will make an appointment with their advisor or another member of the Student Activities staff to help review those items. Any items that are no longer serviceable or needed must be disposed of or removed. The Student Activities staff will dispose of items not removed by the end of Spring Quarter.

Items may remain in storage beyond one academic year provided this review process has been followed. Any RSO that does not make this appointment or that chooses not to remove those items may have the cost of removal charged to their upcoming budget.

PRINTING, COPYING, & TECHNOLOGY RESOURCES

PRINTING & COPYING

So you want to print or copy a document? Run through the following scenario to determine which machine is right for you:



BLACK & WHITE PRINTER

For black and white printing jobs up to 20 pages, use the Student Activities workroom computers. Select the workroom printer (STUACT_P3105) from the print menu options.

COPY MACHINE

If you need more than 20 pages, it is more cost effective to use the copy machine. Print one copy of the document and see the front desk for your copy code to access the machine. The front desk can provide tutorials on using the copy machine to create the following common jobs:

- ☐ Double-sided printing
- ☐ Quarter-sheet handbills
- ☐ Stapled packets
- ☐ Flyers on color paper

If the copier jams or runs out of paper, refer the issue to the front desk.

COLOR PRINTING

Student Activities staff can print smaller color printing jobs (up to 20 letter pages or 10 tabloid pages) in the office. All flyers to be printed on the color printer must contain the name of the RSO sponsoring the event and RSO contact information. Email a proof of the document to your advisor for review and printing.

COPY CENTER

The Copy Center is located inside the bookstore on the 2nd floor of the CAB. Most orders are completed within 24 hours, with the exception of peak volume periods during the beginning and end of the academic quarters. If you have more than 100 B&W/40 color copies to make, please use the Copy Center. The pricing for student groups is as follows:

	Black & White Documents		**Color Documents**	
Paper Size	**One Side**	**Both Sides**	**One Side**	**Both Sides**
8.5 x 11	$.07	$.14	$.49	$.95
8.5 x 14	$.07	$.14	$.59	$1.15
11 x 17	$.14	$.28	$.79	$1.55

For more information as well as additional rates for other services, please visit the Copy Center website. Remember to plan ahead on all copy requests, larger copy jobs often need time to coordinate between your advisor and the Copy Center or an external printer.

All general purpose copy services are required to use the Evergreen Copy Center with the following exceptions:

- The Copy Center does not provide the necessary printing service (such as ticket printing).
- Price is more competitive for certain large printing jobs off-campus.
- Copy Center does not meet the turnaround time, or is not open during times the student group is available.

PHONE & FAXING

HOW TO USE A CAMPUS PHONE

- To call a local number, press 9 and dial the 10-digit number.
- To call an 800 or toll-free number, press 9 – 1 – 800 and the 7-digit number.
- To call a long distance number, check out the calling card from the Front Desk.

LONG DISTANCE CALLING

In the folder with the card is a calling card log. It is important that you record EVERY long distance call. This calling card needs to be returned immediately after use. No cards are to be kept out overnight, and be cautious about where you put it while in your possession to avoid unauthorized use. You are responsible for any calls made while the card is checked out to you.

No personal long distance calling or the accepting of "Collect Calls" is permitted on college telephones. If any of the calls listed on the calling card log are found to be personal, you will be required to reimburse the college for the cost of the call plus a recovery fee. Abuse of long distance calling by students may result in holds being placed on registration, academic and financial records.

PRIVATE OFFICE PHONES

By default the only private telephones in Student Activities are placed inside of the private offices. If your organization would like to request a telephone for your workstation, this can be requested from the S&A Board. The cost is $23 per month.

The telephones are provided by the college in good working order, and the RSO is required to return the phone at the end of the year in similar condition. Placing stickers, making marks or other defacement to the phone may require the college to replace the phone. Phone replacement cost is $35 per unit.

RSOs with a private telephone can have voicemail on the college voicemail system. RSOs who share a phone should meet and agree on an outgoing message. Please see the Front Desk or your advisor to learn the password for your phone. The Telecommunications Office has instructions available for navigating the voicemail system.

FAXING

If you need something faxed, please complete a fax cover sheet at the Student Activities Office Front Desk. The staff will be happy to fax for you. If your RSO needs to receive a fax, the phone number for our fax machine is: (360) 867-6697. Faxes will be sent out as soon as possible. The original documents will be returned to your mailbox once confirmed as being sent.

MAIL

All registered student groups are assigned a mailbox. The mailbox is the receiving area for any mail or subscriptions address to the group and any forms or notifications waiting for processing by the coordinator. Coordinators are expected to check their mailboxes routinely. Drop off any out-going, unstamped, group-related mail at the front desk for processing.

Any personal or pre-stamped mail of any kind must be deposited in the blue mailbox at the Library Loop. If you need to use an alternative carrier such as DHL, UPS, or Fed-Ex, or have a bulk-mailing, see your advisor.

RSO COMPUTER ACCOUNTS

S&A fee-funded groups may request a network account, email address, or a WordPress-supported Evergreen blog page. Only the coordinator, or a designate, may sign for this account. Authorized students must have an existing individual Evergreen account in order to use an RSO alias. To request a new account, talk with your advisor.

The RSO and the account user/holder are expected to comply with all college policies as well as federal, state and local laws governing such areas as copyrights, prohibitions against political campaigning with state resources, and prohibitions against pornography. RSO homepages cannot be used for personal gain. These policies shall apply to any links created from an RSO homepage to another.

EVENT PLANNING

So now you have built a great foundation for your group and have an excellent grasp on what is available for your group. What can you do to give back to the campus community? It's time to throw an awesome event to bring education, entertainment, and awareness to the greater community.

HOW TO PLAN AN EVENT

Every successful event starts the same way, as a great idea. However, what turns a great idea into a successful event is intricate planning and deliberate implementation. Student Activities is here to help you plan your event.

As the RSO coordinator, it isn't your role to always come up with the great idea. But, once your constituency adopts an event idea, it is your role to ensure that event is well planned and implemented. Much like an academic project, an event can be best managed if it is first outlined ahead of time.

PAPERWORK PROCESS

Event planning starts with your group's idea, which becomes paperwork.

Tentative Production Worksheet: The Tentative Production Worksheet (TPW) assigns estimated dollar values to the event and identifies additional campus services that will need to be accessed to produce the event. It is at this point where you and your advisor will complete the risk assessment review for the event. If your event is deemed to be moderate or high risk, your event will be reviewed by Student Activities Administration and potentially by the Evergreen Risk Assessment Review Team (RART) (see page 24) at this part in the process. The completed TPW will be given to the Student Activities Front Desk who will then begin to process your requests such as sending the Space Scheduling Requests, contacting Facilities and Police Services or other related offices. Once the requests are processed, the Front Desk will then produce the...

Campus Production Report: The Campus Production Report (CPR) then becomes the document you will use to coordinate all of the campus services needed to ensure success for your event. This process may require the Coordinator to visit appropriate campus offices to make arrangements for the event. If you're unsure if your CPR is completed, or if you have questions or find an error, please visit with your advisor. Once all necessary coordination has occurred, and all signatures have been collected, the completed CPR is returned to the Front Desk. **Your Event is Official!** At this point your event will be listed on the Campus Calendar. At this point the RSO should begin advertising and other promotion for the event.

DAY OF THE EVENT

Check-in with your advisor and the front desk on the day of your event. You'll want to pick-up the CPR at the front desk and have it with you at your event. Additionally, you'll want to bring you CPR with you if you need to pick-up equipment and supplies from campus offices. Your Event Planner document will also help guide you to successfully delegate and check-off individual tasks to a completed event.

Student Activities reserves the right to cancel events for which a completed CPR is not received at least 48 hours prior to the event.

RISK ASSESSMENT REVIEW PROCESS

If your Registered Student Organization (RSO) is organizing an event or activity and

- □ plan to advertise off campus
- □ open to the general public
- □ anticipate an audience of 100 or more
- □ thinking about holding the event off campus or outdoors

you may need to first have your proposal reviewed by the Risk Assessment Review Team (RART). This committee is comprised of the Dean of Students, Environmental Health and Safety Coordinator, Director of Police Services, College Risk Manager, Director of Student Activities, a student representative and the respective building manager. The RART is responsible for evaluating potential risk levels of an activity or event and to determine if additional steps should be taken to help reduce the potential risk. If the committee decides that additional staffing or security is required for the event the sponsoring RSO will be expected to incur all additional costs. Please review the full college policy concerning event security and safety and to learn more about the role of the Risk Assessment Review Team. The following steps are typical of an RSO going through the RART process:

1| **Complete the TPW**. Before RART will review your RSO's proposal you will first need to meet with your adviser to complete the Tentative Production Worksheet (TPW). Once you have completed the TPW and received confirmation that the space requested has been reserved, the form is then reviewed by the Director of Student Activities. Upon review of the TPW, the director may decide the event is low risk and may proceed to the Campus Production Report (CPR) process. The director may also determine after reviewing the TPW that the event has moderate to high risk and send the proposal forward for additional review by the RART.

2| **Submit RART review 4 weeks before event**. Events determined by the director to have moderate to high risk must be submitted for RART review at least four weeks in advance of the date of the proposed event or activity. Accompanying the TPW should be a concise description of the event or activity, historical background information, including previous experience and qualifications of student members involved in the development and implementation of the event, detailed budget, room diagram and a list of volunteers and their specific duties.

3| **Attend RART meeting.** Organizers of the event are encouraged to attend the RART meeting to respond to any questions or concerns raised by members of the RART. After reviewing the proposal RART may: determine the event is low risk and can proceed with no additional staffing or security; decide that the potential for risk requires additional staffing or security for the event; or decide the potential risk is too great and deny the request.

CAMPUS CALENDAR

When the signatures on the Campus Production Report (CPR) are complete, and it is returned to the Front Desk, the event will be entered onto the Campus Calendar. The Calendar is visible to the public on the Evergreen website.

EVENT EVALUATION

Coordinators are required to submit an Event Evaluation to their advisor after each event. When the event is over, coordinators, constituents and/or volunteers should meet to have a discussion regarding the event's success and areas for improvement. Coordinators should also use this information to assist them in the bi-quarterly Student Leadership Activity Reports (SLAR). Student Activities will use this information to create an accurate history of events for future coordinators.

ADDITIONAL EVENT COMPONENTS

Your event may be so cool that it needs additional components to pull off. The list below is several of the services and options available on campus to make your event a success.

SOUND & MEDIA SUPPORT

For music events, S&A Productions can provide sound and lighting support. Contact Greg Porter for more information. Electronic Media can provide additional audio & visual tech support for your events. Visit their website for more information and the request form.

CONTRACTS & HONORARIA

If your event involves paying a vendor (a speaker or performer) you need to complete a Client Services Worksheet (CSW). The SA staff will then complete a contract or honorarium and mail it to the vendor for signature. The CSW is submitted to the organization's advisor at least three weeks in advance of the event. You may not pay other constituents, student coordinators, or students for services without additional documentation. For more information, please see the Finance Section (page 33).

FACILITIES AND BUILDING SERVICES

An Equipment Request Form must be completed when requesting any custodial equipment for an event. Your advisor will help you complete this form and forward to Facilities along with your CPR. If your RSO does not breakdown its event, or leaves a space damaged or unclean, Facilities will charge your budget for the labor and material needs. The following are typical Facilities Requests:

- **Banner Hanging**: Facilities can hang a banner over the doors to the Library Building, or in other hard to reach locations. To have Facilities hang and remove a banner will cost approximately $75-$100 depending on location and size of the banner.
- **Chairs**: On portable racks of 50-100 chairs and can be delivered to your event.
- **Tables**: Card tables, 6-foot rectangle or round tables, 8-foot rectangle or round tables can be delivered to your event.
- **Event Setup and Breakdown**: Facilities will only deliver to your event; they will not setup or breakdown the setup. The more chairs and tables that are needed for your event, the more volunteers will be needed. By prior arrangement, Custodial will set-up and takedown the event at the rate of $43 per staff hour.
- **Cleaning Kits**: These are usually requested for events that will have food and drinks served. Contains a duster, broom, mop bucket, mop, and rags. Need to contact Facilities after hours? Call Police Services at x6140.
- **Extra Trash Cans / Recycling Containers**: Custodial Services can deliver extra trash cans and recycling containers.
- **Staging**: The staging comes on carts that can be pushed to different venues:
    - 4x6 foot staging: Each cart holds eight pieces of staging and two carts will make a maximum stage of 16x24 or various combinations, depending on your needs.
    - 4x8 foot staging: This staging is only used for very large stages such as Graduation or large concerts in the Campus Recreation Center.
    - Staging Key: The Staging Key connects the staging together. It will be picked up when the staging is received. The charge for a lost key is $25.

CASH HANDLING PROCEDURES FOR TICKET SALES

Many events that take place on campus are free to enrolled students. However, some events, especially when the costs to put on the concert/event are high, collect an admission charge. Charging admission can help offset the costs of an event. Normally, students are charged a lower ticket price to acknowledge that students have already contributed to this event through S&A fees.

When producing an event with admission that involves collecting money, the following guidelines must be followed. It is mandatory that cash is handled responsibly and legally. In order to charge admission, it's important to use proper ticket and cash accounting. Follow this checklist for the greatest success:

BEFORE THE EVENT

- □ Ahead of time, build-in admission as a component of your Special Initiative request or your annual budget to the S&A Board.
- □ Decide if admission will be charged at the door only, whether you will sell tickets in advance, and whether you will sell tickets both on and off campus.
- □ If this is your first time with a till/using tickets, check-in with your advisor and they can help you with the financial paperwork. Before the event, check with your advisor to fill out a Till Request Form, obtain tickets and the Box Office Statement Form.
- □ If charging admission, numbered paper tickets are required. You can buy special tickets for the event if you plan to sell in advance, or you can use generic numbered ticket stock if it's "at the door" sales. Generic numbered ticket stock is available for check-out in Student Activities.

DAY OF THE EVENT

- □ The Coordinator will pick up the till on the day of the event (pick up till on Friday if your event is on a Saturday or Sunday). A Till Authorization Form (available only from your Advisor) will be required to do this.
- □ When at the Cashier's Office, you will receive a cash box, lock bag, till money, and deposit slips. Be aware that as a cash custodian, you will be taking full responsibility for any loss or error.
- □ Check out ticket stock if using generic tickets for door sales.
- □ Check out keys if overnight storage is necessary.

AT THE BOX OFFICE

- □ Note on the deposit slip the number printed on the first ticket sold, thereby making it possible to keep track of the number of tickets sold.
- □ Debts cannot be paid out of your cash receipts for any reason (ex: giving money from your till to a student for the purchase of last minute event supplies).
- □ Checks should be made payable to "The Evergreen State College."

AFTER THE EVENT

- □ After the event, cash and tickets are counted and tallied. Two people need to be present when the door receipts are counted. The cash collected should equal the value of the tickets sold. If it does not, list on the deposit slip the amount of cash over or short. The deposit slip must show the numbers from and the cash totals for each ticket price (i.e. $3 for students, alumni and seniors, $4 for general admission). Cash and completed deposit slip are put in the payment drop slot located outside the Cashiers Office. Cash and deposit slip goes in the lock bag, key to the lock bag is put in its envelope and also dropped into the payment drop slot. Keep the metal cash box until the Cashier's Office is open. Return any remaining tickets to your advisor.
- □ No cash may leave campus, nor may it be stored anywhere except the payment drop box. If for any reason you cannot count the cash on the day or night of the event, clip a note onto the lock bag that says, "do not open". Include your name and phone number on the note and drop the whole thing in the payment drop box. **Cash may not be taken off campus for any reason.** If you follow this procedure, you must go to the Cashier's Office to count the money on the first working day following the event. Remember to bring someone with you to help you count the cash. Cash MUST BE deposited daily (within 24-hours of your event).
- □ The day after the event, complete the Box Office Statement with your advisor to audit your sales.

MAKING THE DEPOSIT

- □ As a cash custodian, you may be held personally liable for any misplaced cash, so please follow the instructions carefully.
- □ It is very important when making a deposit to complete a deposit slip to ensure that the Cashier's Office credits the deposit to the correct account.
- □ Record all of your cash and checks on the top half of the deposit slip, along with a total.
    - o If you have checked out a till, subtract the original till amount from the total deposit, and circle this number. This will be your deposit total.)

- □ In the center of the slip, record your ticket numbers. If tickets were sold, please write the ticket prices next to the numbers.
- □ The cash total must match the total amount of your receipts (ticket stubs) and any difference needs to be recorded as an "over" or "short".
- □ Please do not carry large amounts of cash across campus alone. Police Services is available to escort you. Their extension is x6140.
- □ Always include your budget org number and account code. (See your advisor for these numbers.)
  - All ticket revenue is deposited in the Special Initiative Budget, unless otherwise instructed by the S&A Board.
- □ Complete the description section next to the account number (Ex. "Ticket sales - Saul Manilow Lecture")
- □ Make sure the total on the accounting code section matches the total on the deposit total line, and don't forget to include your "over"/"short" if you have one.
- □ Count bills in either ascending or descending order, with all your bills facing up and in the same direction. It is important to bundle your bills with a rubber band and your coins in rolls in the following amounts:
  - Twenties: $500 bundles
  - Tens: $250 bundles
  - Fives: $100 bundles
  - Ones: $25 bundles
  - Quarters: $10.00
  - Dimes: $ 5.00
  - Nickels: $ 2.00
  - Pennies: $ 0.50

PARTNERING WITH THE BOOKSTORE

In addition to selling tickets for an event, the book store can sell related books and merchandise at your event. Please contact the Bookstore at least three (3) weeks prior to your event. Please be prepared to discuss the author, titles, and ISBN number for the books as well as location, date and time for the event.

TRAVEL

Want to travel with your group? It is possible. RSOs occasionally need to travel to conferences and opportunities that are off-campus. This section outlines the necessary steps and considerations for traveling.

REQUESTING FUNDING & RECEIVING APPROVAL FOR TRAVEL

All travel requires prior approval of the S&A Board, regardless of whether the Board is directly funding the Travel. Please see the Finance section for more information about paying for your trip.

The following criteria must be met for requesting Travel:

- All travel funded with S&A funds must be reviewed and approved by the S&A Board and meet S&A Board guidelines. Students must work with their advisor to fill out a Tentative Travel Worksheet and present it to the Board with their request.
- All travel requests must be given with ample time. For example, trips with more complex components like traveling by air, long distance trips, and trips with many people may need to be approved by the S&A Board two months before hand. Please see the RSO Travel Guidelines Worksheet for more information.
- All travel requests must be for travel within the United States or the Canadian Province of British Columbia.
- Travel should be consistent with the Mission Statement of the RSO requesting travel funds.
- Those traveling must be currently enrolled students during the time of travel.
- The Evergreen student body must be given information about the opportunity to participate.
- Groups may also request of the S&A Board a transfer from their Goods and Services to the Travel area of the RSO budget.
- When considering a travel purpose and destination, consider that more students can typically participate in local travel by college vans than in opportunities that require air travel.
- While traveling, the RSO and its travelers are seen to represent not only the organization, but Student Activities and The Evergreen State College as a whole. Stay safe and represent your fellow students well. Additional information can also be found in the Finance section.

EVERGREEN MOTOR POOL

RSOs may reserve a vehicle for travel only if the S&A Board has approved the specific trip within their budget. Vehicles may be checked out from 8am to 4pm Monday through Friday, so at times it is required to check out keys for a vehicle a day in advance if the vehicle is needed on a weekend. **All van requests must be submitted to the RSO advisor a minimum of five business days prior to the travel taking place**. The Motor Pool office is located in Facilities (LAB 2 1254). Passengers are limited to faculty, staff, and registered students of The Evergreen State College. Many academic programs and groups use the college vans to travel, so it is advantageous to reserve in as far in advance as possible to ensure that your trip can be accomodated. It's possible that even with advance planning a vehicle may not be available.

Any parking or moving citation received by an individual while operating a state, institution, or commercially rented vehicle is the sole responsibility of the individual cited. Any damage to a Motor Pool vehicle will automatically suspend the RSOs ability to travel until all fines and damage costs have been cleared.

A Washington State Travel Authority document must be prepared before the RSO can proceed to the Motor Pool to pick up the vehicle. RSOs are responsible for following all Motor Pool Policies, including the requirements to be a registered driver. Please remember, a cancellation fee of $25 will be assessed for reservations canceled less than 24 hours in advance.

REQUIREMENTS FOR DRIVER REGISTRATION

- Possess a valid US Driver's License
- Be at least 18 years old
- Minimum 2 years of licensed driving experience (not including learner's permit)
- A driving record that does not include any of the following offenses within the past 3 years
    - Suspension/revocation of license for multiple moving violations (2 moving violating/infractions in 12 months or 3 in 24 months)
    - Reckless driving
    - Leaving an accident scene
    - Failure to appear
    - DUI
    - Other vehicle related felony
- Complete the Motor Pool Policies slideshow and quiz
- Complete the Large Van Driver Training slideshow and quiz
- Complete the 4SafeDrivers Release Form

MAKING MOTOR POOL VEHICLE RESERVATIONS

Your advisor will make the final reservation. However, to obtain a price quote or check vehicle availability, please contact the Motor Pool with the following information:

1. Departure date and time
2. Return date and time
3. Destination
4. Number of Passengers
5. The following information for two Registered Drivers per vehicle:
    1. Name
    2. A#
    3. Email
    4. Phone Number
    5. Driver's License Expiration Date
6. Budget Number

MOTOR POOL VEHICLES

The Evergreen State College Motor Pool can provide the following types of vehicles:

- Mid-Sized Cargo Van
- 8 Passenger Van (larger van with room for large luggage)
- 11 or 12 Passenger Van
- Passenger School Bus includes a driver (rented from an external contractor)

In the event of low inventory at the Evergreen Motor Pool, we can make reservations at the State Motor Pool in Lacey.

- Hybrid and Sedan Passenger Cars
- 7, 8 & 12 Passenger Van
- 12 Passenger Van with electric wheelchair lift
- Mini & Maxi Cargo Van (Seats 2)

Current information for State Motor Pool vehicles can be checked by referring to the Department of General Administration. Please remember that only Motor Pool staff can contact and make reservations with the State Motor Pool.

FINANCE

One of the roles and expectations of Coordinator is the financial management of your RSO budget. This section will provide you with a general understanding of the various processes. Remember that in most cases you have a budget that was approved for specific purposes and you as the coordinator of the RSO need to be referring to the budget and the consensus of your group for guidance.

If you've never been responsible for a budget or even written a check, we're here to help! Student Activities staff is committed to helping you navigate the challenges of successful financial management for your RSO.

ROLE OF THE STUDENT ACTIVITIES ADVISOR

Student Activities staff is here to help you make the most of your budget. As you are preparing to write your budget, make sure that what the RSO wishes to purchase fits in line with its awarded budget, the covenant (page 4), RSO mission statement and within the framework of state law. Unsure about what that means? Just stop by and chat with your advisor. They can help you navigate the various processes and policies regarding budgets.

Given that Evergreen is a state-funded college, there are particular state-level accounting processes we need to follow to spend, transfer, and account for all purchases. It's not like taking a five-dollar bill to the market - and each process takes differing amounts of time. It's best to start early - NOT THE WEEK YOU NEED IT! What's essential to remember is that your advisor is an up-to-date resource for helping your get the most of your budget and work within these guidelines and limitations.

GETTING FUNDING

START-UP BUDGET

The S&A Board has set aside a limited number of $90 Start-Up Operational Budgets for unfunded RSOs. This budget is intended to aid new RSOs and returning RSOs who do not already have S&A Board funding. Remember that the amount of funding is limited, and this program may end at any time throughout the year. Receiving a start-up budget does not qualify a group as a "funded" group from the point of view of Event Planning (see page 23). The following conditions apply to receive a start-up budget:

1| The RSO must complete full registration process (page 3) and turn in the Registration Packet to their advisor.

2| The RSO must not currently be funded by the S&A Board during the academic year. The Start-Up Operational Budget is not for RSOs that run out of funding, but those new and returning RSOs who do not already have S&A Board funding.

3| The budget cannot be used for learning allotments, contracted services, activities with over 100 persons, cash-handling, off-campus advertising, travel, food, co-sponsoring another group’s activity, or activities that require RART Review (page 24).

4| The RSO must complete a Start-Up Budget Request Form, which is available from the RSO advisor.
5| After the RSO has successfully completed the application, they will be notified via email if they are awarded a Start-Up Budget. Once awarded, it may take five to seven business days for the budget to become active.

S&A BOARD

The Services and Activities Fee Allocation Board is a group of nine students hired during Spring and Fall Quarter to distribute approximately $2.5 million dollars of student fees collected annually. In addition to the nine voting students, the board also hires two non-voting members, a Coordinator & Office Manager, to help facilitate. A staff advisor from the Student Activities Office also sits in on the board meetings, but is not a voting member. While most colleges have some kind of student funding board, most are composed of administrators and faculty as well as students. Here at Evergreen, we work to make this a truly student centered process."

The following information is a basic break down of how the S&A Board operates and how student organizations can approach the S&A Board for funding.

BUDGET CYCLE BASICS

The S&A Board allocates student fees in two major budget cycles: the Operational Budgets & the Special Initiatives. These cycles are set in what is called the Fiscal Year which runs from July 1 - June 30. All state funds, including S&A fees, are allocated for each fiscal year. Any leftover funding does not rollover to the next year. (you don't get to keep the money that doesn't get spent).

OPERATIONAL BUDGET: The primary funding cycle that allocates $375,000 to student organizations and the Special Initiative Fund. These budgets are written and submitted at the end of Winter Quarter for the operational expenses of the following year, including Summer and Fall Quarter events.

SPECIAL INITIATIVES: Available in late Fall Quarter until the pot of money runs out, the Special Initiative budget is available for events, emerging groups, and supplements the needs of the student groups beyond the Operational Budget cycle.

COMPONENTS OF A BUDGET

There are three main components of a budget: Learning Allotment, Goods & Services, and Travel. Use the definitions below to organize funding you would like to request from the S&A Board.

LEARNING ALLOTMENT: A Learning Allotment is a small stipend for a student coordinator. The purpose of a learning allotment is to support equitable access for all students in pursuing co-curricular activities and leadership opportunities. A group is awarded one learning allotment that is then split among the registered coordinators (up to 3).

Level I (including Governance stipend): $1,605.00/full year ($535.00 per quarter)

Level II: $2,529.00/full year ($843.00 per quarter)

Level III: $3,186 / full year ($1,062 per quarter)

New RSOs are generally only eligible for Level I funding. Usually, after working at Level I funding for one year, groups may approach the S&A Board for increases to their allocation. By completing this first year of activity, the group is often better able to evaluate its actual needs so it can request the appropriate level of funding during the next Operational budget allocation cycle. This can also prove to the S&A Board that the group can maintain consistent activity and is ready to receive a higher learning allotment amount. Learning Allotments are awarded based on level of group activity, having multiple coordinators does not qualify a group for an increased stipend level.

GOODS & SERVICES: The Goods & Services component of a budget includes supplies & equipment, books & subscriptions, printing & copying, and event costs such as speaker or performer fees, facility or media costs, and promotional costs.

TRAVEL: This component is a special section for travel costs such as ground & air transportation, lodging, conference registration fees, and other travel-related costs. Because travel is a complicated process, any budget with travel requests must also include a Tentative Travel Worksheet to outline to specifics of the trip requested. It is highly suggested that you work with your advisor to make sure you have all your bases covered when it comes to a travel budget request.

WRITING A BUDGET

When you start to write your budget, go through the following steps to ensure that your request is reasonable, responsive to your group needs, and fundable:

1| Generate ideas with your group. What does the group want to get funding for?
2| Check in with your advisor. How workable are some of these ideas?
3| Look at past year's budgets. What does a successful budget look like?
4| Gather the materials listed on the budget request cover sheet. What is the Board looking for?
5| Write your budget proposal.
6| Meet with your advisor to review and sign off on the budget proposal.
7| Submit your budget to the S&A Board and await your hearing.

YOUR BOARD HEARING

The S&A Board office staff will be contacting you to schedule a hearing. Once your hearing is set, remember these tips for a stress-free and successful hearing:

- □ Invite your constituents to show their support.
- □ Meet a few minutes before your hearing time. The Board has a tight agenda so you must be on time.

- ☐ Have a copy of your budget and any supporting documentation you need in front of you while you present and answer questions.
- ☐ The Board has already read your proposal; focus on the key points in your presentation.
- ☐ Be prepared and gracious when the Board asks questions.
- ☐ Do not interrupt the Board during the Board's deliberation time.
- ☐ Debrief with your advisor- you may come out of the hearing with questions and they can be a helpful resource.

COMMUNITY FORUM

Once your budget has been awarded, you may find that there are unexpected expenses or additional components that need to be added to support the original award. The Board has a Community Forum time at the beginning of every meeting (usually the first 10 minutes) to address those needs. You will need to check in with your advisor before approaching the board with any additional proposals to your budget.

BUDGET CHANGES

It is inevitable that items your RSO budgeted for may change mid-year. With group consensus and support from your group advisor, you can make minor mid-year changes that are in the best interest of your RSO. However, funds cannot transfer between the three budget components (Learning Allotment, Good & Services, and Travel) without approval of the S&A Board. If your group desires to move money from one functional area to another within your budget you will need to speak with your advisor to construct a memo to appeal to the S&A Board.

S&A BOARD RESPONSIBILITIES

When approaching the S&A Board for funding, keep in mind that the S&A Board is managing a lot of responsibility regarding the funding of programs across campus. Below is a brief outline of the scope of the S&A Board and the structure in which it operates.

The Board deliberates on all requests, and makes decisions by consensus. Ideally, each Board member agrees with each decision made. Since each Board member has the ability to block consensus and stop a decision from being made, there is a vested interest in each board member participating fully. The Board works hard to distribute funds and make decisions that lead to a better campus life, while striving to make responsible decisions with student money.

The S&A Board is responsible for proposing program priorities and recommended allocation levels for college organizations funded by S&A Fees to the Board of Trustees. These are the types of college areas that currently receive S&A Fees:

1| **Tier I**: Campus Children's Center, Recreation & Athletics, KAOS-FM Community Radio, Student Activities Administration, The Flaming Eggplant Cafe, Office of Sexual Violence Prevention, Tacoma S&A Program, and Reservation-Based, Community-Determined

S&A Program. These fee-funded areas of the college are typically managed by permanent professional staff, and have their budgets reviewed biennially.

2| **Tier II**: Registered Student Organizations (RSOs) and the Cooper Point Journal. Tier II budgets are reviewed annually during Spring Quarter for the following Academic Year.

3| **Emergency Student Loan Program**: A portion of the S&A Fees support the college's Emergency Student Loan Program.

4| **Reserve and Debt-Service** accounts are maintained by the Board for insurance, emergencies, long-term planning and project management.

Governing Laws & Documents

In Washington State, services and activities fees (S&A Fees) are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged all students registering at the State colleges and universities." "Services and activities fees shall be used for the express purpose of funding student activities and programs." Policy Number Nine of The Evergreen State College Trustees provide the guidelines for the S&A Board. Additionally, the following laws provide a broader understanding of S&A Board policies at Evergreen and across the State of Washington.

1| RCW 28B.10.300 authorizes the expenditure of services and activities fees for the acquisition, construction, equipping and betterment of lands, buildings and facilities.

2| RCW 28B.10.825 allows for the allocation of one dollar per student, per quarter, towards an institutional loan fund. Evergreen participates in this program.

3| RCW 28B.15.069: Services & Activities Fees are limited to the same percentage increase as tuition.

4| Services and Activities Fee expenditures for programs devoted to political and economic philosophies will result in the presentation of a broad spectrum of ideas pursuant to RCW 28B.15.044.

FUNDRAISING

There are many options for groups to fundraise money for their group. Groups may choose to hold weekly bake sales, solicit donations from community businesses, or hold a special fundraising event like a film screening or dance party.

There are a few things to remember regarding fundraising rules:

- Proceeds must be deposited at the college into a "Special Revenue" account.
- Fundraising activities cannot be seeded by S&A funds. This means, that you cannot use any money from the budget you were given by the S&A Board to get more money. You can, however, use money in your Special Revenue or fundraising account to support other fundraising efforts.
- Money in your group's Special Revenue account does not expire, the money rolls over from year-to-year as long as the RSO remains active.
- Fundraising money CAN be used for the purchase of food and other items that S&A fees cannot be used for.

College policy clearly states Registered Student Organizations, including S&A governance groups are accountable to the policies and procedures of the Student Activities Office in reference to fundraising activities.

OTHER FUNDING SOURCES ON CAMPUS

There are a few other funding boards or committees on campus that allocate funding to activities that support a specific mission. Approach these boards in a similar way as outlined above with the S&A Board.

CLEAN ENERGY FUND

Every student pays a Clean Energy fee with their tuition. It is directed to the Clean Energy Committee to allocate those funds in a way that supports the success of energy efficiency, renewable energy, and resource conservation at Evergreen. Most of the allocations are dedicated to research, project implementation, and educational demonstrations. If your group's programming idea addresses the Clean Energy Committee's mission, visit their website for more information about applications and deadlines.

GREENER ORGANIZATION

The Greener Organization (GO) is a group of students dedicated to providing programming to the on-campus resident community at Evergreen. If your group's programming idea would benefit the on-campus residents, visit the GO website for more information about co-sponsorships and application process.

CO-SPONSORSHIPS

Student organizations can also co-sponsor other group events or projects. If an event or project meets another group's mission in addition to your own, it may be beneficial to co-sponsor the event to promote your group, reach a new audience, and increase the success of the event. If groups enter a co-sponsorship agreement, complete the Co-Sponsorship form that outlines the specifics of the agreement.

SPENDING THE BUDGET

STUDENT MONEY & STATE MONEY - TYPICAL EXPENSES

Though S&A Fees are often referred to as "student money", the way the state governs these funds is that each dollar is designated as a state resource and must be managed as such. What that means to RSOs is that there are legal and state policy constraints that regulate the "what, where and how" of spending S&A Fee money. As informed by state law and current allocation guidelines by the S&A Board, the following list will be helpful in understanding what a generally allowed use of state money is and what is not, but please if you are unsure please ask your advisor! Check out this list:

Expenses Generally ALLOWED

- ✓ Books & Pamphlets
- ✓ Subscriptions & Postage
- ✓ Rental Films
- ✓ Printing & Photocopying
- ✓ Client Services
- ✓ Coordinator Learning Allotments
- ✓ Education / Training
- ✓ Media Services (labor & equipment)
- ✓ Misc. Office Supplies (paper, etc.)
- ✓ RSO equipment and supplies

Expenses Generally NOT ALLOWED

- × Food
- × Gifts
- × Give-a-ways
- × Hiring students
- × Unethical purchases
- × Purchases that result in a benefit for the purchaser outside of the benefit that all students may receive

There are a number of ways in which your budget may be spent. Please see your advisor before purchasing for the first time. Each category or purchasing is covered briefly in the sections that follow:

- Learning Allotments
- Purchase Request
- Contracts & Honoraria
- Co-Sponsorships & Inter-Organization Transfer
- Personal Reimbursement
- Travel

COORDINATOR LEARNING ALLOTMENTS

The S&A Board awards Coordinator Learning Allotments in order to support all students in pursuing equitable access to extra-curricular activities at the college. Learning allotments are disbursed twice per quarter based on the calendar provided by the Student Activities Office. Because learning allotments are not considered "hourly employment", coordinators who work on campus can still work a full 19-hour student work schedule. However, learning allotments are considered "income" so it is required to have a current I-9 & W-4 (file in the Student Employment Office - LIB 1102) on file with the college and your income is typically subject to federal income tax withholding. Coordinators receiving a learning allotment must be enrolled for at least six undergraduate or four graduate credits to qualify. As outlined in earlier sections, learning allotments are typically awarded at three levels (see the Budget Section for more details):

If your RSO is eligible to receive a Learning Allotment, the student coordinators are responsible for submitting an updated Contact Sheet as well as a W-4 and I-9 (file in the Student Employment Office - LIB 1102) when they start the leadership position. Additionally, the coordinator must submit a Student Leadership Activity Report (SLAR) by the due date to generate the check. It is essential that you communicate with your advisor any leadership changes right away; otherwise the new coordinator may be delayed in receiving their Learning Allotment.

If the Coordinator Hiring Process seems confusing, please don't hesitate to ask the front desk or your advisor for help navigating the process.

PURCHASE REQUISITION & PURCHASING CARD

A Purchase Order and the Purchasing Card are two different ways of achieving the same goal - acquiring goods & services. Both the Purchase order and Purchasing card can be initiated by the Purchase Request Form. When this form is completed, it will be submitted to your RSO advisor. They will review the request and clarify any questions that may arise and then forward it for processing.

CONTRACTS & HONORARIA

A contract or honorarium is a legally binding contract entered into by the college (on behalf of your RSO) and another party, usually an individual, but may also be an organization, non-profit, or business. The purpose of the contract is to define the services to be provided by the contracted vendor (the term we use for any performer, workshop facilitator, lecturer, etc. you choose to pay to bring to campus) and the compensation to be provided by the college, through the RSO's budget, in return for those services. Within Student Activities, this process begins with the blank Client Services Worksheet. Please also see the Sample Worksheet for guidance. See Event Planning section (page 22) for more information. It's essential that Client Services Worksheets are turned in at least three weeks prior to your event.

Students should never under any circumstances

- Offer to provide transportation, lodging, or meals for a vendor
- Sign a contract or accept a vendor-created contract (State contracts generated by the college are they only documents that should be used).
- Try to initiate a contract after the service has been rendered

CO-SPONSORSHIPS & INTER-ORGANIZATION TRANSFERS (IOT)

It's also possible for RSOs and other areas of the college to co-sponsor events. Use the Co-Sponsorship Form. See more information on Co-Sponsorships in the Event Planning section (see page 23). If an RSO does not have the funds in the budget to cover the entire cost of the proposed event, a CPR will not be completed until the Co-Sponsorship Form (and any necessary supporting documents) is returned to the advisor and the co-sponsorship funds are verified as available. The minimum amount a group may co-sponsor is $50.00 and the budget and signatures must be complete to be considered valid. The co-sponsorship dollars should not be assumed until the form has the signature of the Account Manager or Budget Authority. In the case of an RSO budget, that will be the signature of the Assistant Director. Only RSO Coordinators can make Co-Sponsorship commitments. It is preferable to submit the Co-Sponsorship form before the event occurs. However, the completed form must be submitted no later than 48 hours after the date of the event.

If you are paying for services from another college department, the Inter-Organization Transfer is the method that will be used. The IOT, as this document is known, is the way your organization will be charged for services such as hanging a banner over the Library Building entry way, some purchases or rentals, Media Services charges, Building Services (custodial) charges and so on. IOTs have the potential of throwing your budget a curve ball. The reason for this is that not all college departments initiate these documents in a timely manner. So, we may not actually be charged for the service immediately after the service is rendered. In some cases we are only charged once a month or even once a quarter. These expenses are only posted to your financial record when the IOT is processed. Therefore, it's essential to keep track of your budget carefully, as expenses can post months after receiving the good or service.

PERSONAL REIMBURSEMENT

A Personal Reimbursement Form can be used to accommodate reimbursement when authorized goods are purchased out of pocket by an individual. There are a number of things to be considered when spending funds in anticipation of reimbursement. See your advisor before making any purchases that you expect to be reimbursed for. Warning, it's possible to make a purchase and NOT receive a reimbursement unless the purchase complies with the following:

- ☐ Assure that all purchases conform to your RSO's mission, objectives and approved S&A Board awarded budget.
- ☐ Your advisor must authorize your request prior to making the purchase.
- ☐ The **original receipt** must be itemized with each item clearly labeled itemizing each item purchased.
- ☐ Vendor information, such as name, address, and phone number should be clearly identified.
- ☐ Reimbursement is not being claimed for unauthorized purchases.
- ☐ No single reimbursement receipt should exceed $200.00.

Bring all receipts to your advisor for generating a Personal Reimbursement form.

Reimbursements over $100 will be processed in the form of a check that will be mailed to you or picked up by you in the TESC Cashier's Office five to seven working days after processing. For reimbursements under $100, you will need to pick up your reimbursement at the Cashier's Office. It will not be mailed to you.

TRAVEL EXPENSES

Because of the potential for misuse, using state funds for travel is a purposefully complicated process. It will be necessary for your organization to work closely with your advisor to make your organization's travel experience as problem-free as possible.

All students who are planning to travel will need to fill out a Tentative Travel Worksheet with estimated prices of all necessary components to your trip. You will need to work with your advisor to complete this form and then present it to the S&A Board for funding approval.

Please note that students may need to gain S&A Board approval for travel up to three months ahead of time depending on the complexity of the trip. Please review the RSO Travel Guidelines worksheet and work with your advisor in order to estimate how much time you will need. The S&A Board may ask the RSO to fundraise a certain percentage of the costs for your trip. The **RSO must have fundraised the full amount requested before traveling**.

Other notes on travel:

- All travel in connection with a RSO that is being funded with S&A Funds or Special Revenue, must be approved by the S&A Board.
- An Evergreen Travel Authority must be completed by your Advisor before any travel arrangements may be made; this includes van reservations or rental vehicle arrangements.
- Students are not authorized a travel advance.
- Individuals will not be reimbursed for air travel in excess of the state rate if one is available.
- An A-20 must be completed within three (3) working days of return from travel status. See your advisor for assistance.
- A Travel Evaluation must be submitted within five days of return from travel status.

POLICY APPENDIX

REGISTRATION POLICIES

MAINTAINING REGISTERED STATUS & RSO INACTIVITY

After an RSO is registered, it is the expectation of an RSO to communicate their activity to their Advisor and the Student Activities Office on a regular basis. As the Student Activities Office actively promotes all RSOs, it is important to identify which RSOs are active and which have gone inactive. This allows Student Activities to reallocate resources and ensure that all RSOs being promoted to students are fully active and serving the needs of their constituents.

An active RSO is defined as one that is meeting regularly and in which there is a trained and recognized student coordinator. The primary indicator of activity for an RSO is the regular filing of a Student Leadership Activities Report (SLAR) twice each quarter. After a period of suspected inactivity (two incomplete SLAR periods), the Student Activities Office will contact the group coordinators. At this time, the RSO can respond and continue active status. If the RSO does not provide communication of its activity within the following two SLAR periods (four SLARs at this point), the RSO will be removed from the active list. Being removed from the active list will result in the RSO being removed from publications and the coordinators removed from access lists. If the RSO returns after it has been formally removed from the active list, the RSO will be required to re-register with Student Activities by starting the registration process over again.

Funded RSOs are expected to remain active during any quarter for which that group has been funded by the S&A Board. If at any time the RSO becomes inactive and after notice is provided to the inactive RSO, the Assistant Director of Student Activities will submit a recommendation to the S&A Board that funds remaining in the RSO budget during the period of inactivity be reallocated to the Special Initiative Fund.

Non-funded RSOs are also expected to remain active during quarter of their registration through graduation at the end of Spring quarter. A non-funded RSO will be considered inactive if the following occur:

- Zero contact (in-person, email, or phone) between the group coordinators and their staff Advisor during a five week period (half an academic quarter)
- Zero space requests for a group meeting or event in a ten week period

If a non-funded group is found to be inactive, any workstation assignments and checked out keys will be forfeited. If the RSO wishes to become active once again, its members must attend another Getting Started workshop.

STUDENT ACTIVITIES NON-DISCRIMINATION AND ALL-COMERS

Student Activities interprets The Evergreen State College Non-Discrimination Policy, as it relates to a Registered Student Organization (RSO), to mandate acceptance of all comers. In practice this means RSOs must allow any currently enrolled Evergreen State College student to participate, become a member, or seek leadership positions in the organization, regardless of their status or beliefs.

RELIGIOUS ACTIVITIES

The following guide was compiled by members of the Washington State Council of Unions and Student Programs (CUSP). It is not intended to be legal advice nor is it a blanket policy statement for the state system. The guideline below should be considered alongside the advice of institutional legal counsel when formulating college policies and procedures. Please use this guide in conjunction with: Fischer, W.H., (2004). Church/state issues and students services, WA Attorney General.

RELIGIOUS STUDENT GROUPS CAN:

1| Religious student groups must be recognized the same as any other student groups. The religious nature of their activities or content of their speech is irrelevant.
2| S&A funds can be provided to religious student groups for non-religious purposes on the same basis such funds are provided to any other student group. In addition, the college can set up a trust account for funds intended for religious use.
3| Religious student groups may use campus facilities (meeting space, office space, etc) the same as any other student groups, even if the use is of religious nature.
4| The college can establish reasonable time, place, and manner restrictions on the use of its facilities. Therefore, if religious use is dominating the facility and impacting the use by others, such use may be limited.
5| Religious student groups and off-campus religious groups may post, vend, and distribute in the same manner as non-religious groups, per college WACs and practices regarding reasonable time, place, and manner restrictions on the use of its facilities. Application of such policies must be content-neutral and uniform.

RELIGIOUS STUDENT GROUPS CANNOT:

1| S&A funds cannot provide for, or be used as seed money to fundraise for, religious worship, exercise, or instruction.
2| Student groups may not share office space or materials with off campus religious groups.
3| Religious student groups may not use college letterhead.
4| College provision of non-secular time, supplies, and equipment to religious student groups for religious purpose.

PARTISAN POLITICAL ACTIVITIES

RECOGNITION

Student political groups should be given recognition on the same basis as other student groups, without regard to viewpoint. Allocation of funds to student political groups must be neutral with respect to the viewpoints of the groups.

RECOGNITION PROCEDURES

Funding may include fees for political speakers, travel expenses and other relevant club activities as deemed reasonable by the institution. Activities of clubs or student political groups should be approved or sanctioned by the student government association in advance of expenditures and off-campus speakers subjected to a college off-campus speaker policy. "Programs devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas." RCW 28B.15.044.

Political student clubs or groups may use college letterhead if officially sanctioned.

FACILITIES USE

Student political clubs or groups may use college facilities in the same manner as other officially recognized student clubs or groups even if the use is political in nature.

The college can establish reasonable time, place, and manner restrictions on the use of its facilities. Therefore, if political use is dominating the facility and impacting the use by others, such use may be limited.

Political student groups and off-campus political groups may post, vend, and distribute in the same manner as non-political groups, per college WACs and practices regarding reasonable time, place, and manner restrictions on the use of its facilities. Application of such policies must be content-neutral and uniform.

LOBBYING WITH PUBLIC FUNDS

"Lobbying" means to attempt to influence the passage or defeat of any state legislation. "Legislation" means matters pending or proposed in either house or matters that may be the subject of action. "Attempt to influence" includes legislative staff as well as legislators.

1| State agencies are prohibited from using, directly or indirectly, public funds for lobbying unless (a) expressly authorized by statute (rare); (b) officers, employees, or students are communicating with a member at that member's request; or (c) communicating a request for legislative action or appropriation through proper legislative channels. "Proper legislative channels" include contacting a legislator in person; attending a legislative hearing; or lobbying legislators on campus. Such activity should be included in the institution's quarterly report. Student government associations or its equivalent are an exception and are allowed to lobby per item #3 below.

2| State agencies are permitted to (a) provide information or communicate on matters related to official agency business to any elected official or officer or employee of a public agency, including the legislature; and (b) advocate the official position or interests of the agency. Again, these are reportable.

3| Use of S&A fees for lobbying by student government is now expressly authorized by statute. This is a significant change in the law. Student government associations must consult with the Student Life Office so any lobbying activity may be included in the institution's quarterly Public Disclosure Commission Report.

4| Voluntary student fees and services and activities fees may be used for lobbying by a student government association or its equivalent and may also be used to support a statewide or national student organization or its equivalent that may engage in lobbying.

USE OF FUNDS

1| S&A fees may be used to support political speakers, travel expenses and other relevant program or club activities as deemed reasonable by the institution.

2| Under no circumstances, may public funds be used as a gift (including entertainment) or campaign contribution to any elected official or officer or employee of a public agency. Nor may facilities (employees, stationary, postage, machines, etc.) be used for the purpose of assisting a campaign for election or for the promotion or opposition to any ballot proposition unless expressly used by the student government association or its equivalent utilizing services and activities fee funds or voluntary student fees.

3| Student orchestrated grassroots lobbying or other indirect forms of lobbying, i.e., mailing campaigns of postcards and letters; "call your legislature now" campaigns; mobilizing students and non-state employees to action; rallying public support; organizing rallies in Olympia; and creating citizen action groups, are allowable if done by the student government association and are to be reported to the college's student life administrator.

4| Use of S&A fees for lobbying by any other student group other than the student government association is still governed by the constraints on public agencies and reporting requirements in RCW 42.17.190.

CHANGING YOUR ORGANIZATION'S NAME

A RSOs name may be changed by calling and publicizing a special meeting to change the name of your organization. You must have agreement from your constituents to change the name. Written documentation of the organization's decision to change the name, and a list of those in attendance, should be submitted to your advisor after the meeting where this was determined.

Any name change in the organization goes into place at the beginning of the next quarter. Remember that changing a name can require a significant amount of outreach to educate the campus community on your new name. You may wish to consider only changing the name during the annual re-registration process or at the end of Spring Quarter.

TERMINATION OF LEADERSHIP POSITION

THE ROLE OF STUDENT ACTIVITIES

The role of the coordinator of an RSO is to conscientiously provide services and activities to Evergreen students according to the stated mission, goals and objectives of the organization.

There are two ways a coordinator may be terminated:

1| A coordinator may be terminated by the Assistant Director of Student Activities due to budgetary impropriety, malfeasance, failure to be a currently enrolled student, and other violations of the Student Activities Covenant (see page 4).

2| A coordinator may be asked to resign, or a vote of no confidence may be taken by constituents due to the following:

- □ The mission of the organization is not adhered to. The mission statement is evaluated each year by the organization before being submitted with the budget to the S&A Board for approval. Once the budget is approved, it is incumbent upon the coordinator to carry out this mission. The mission may also be updated during the RSO registration process.
- □ The goals and objectives of the organization are not followed. In conjunction with the budget proposal and mission statement, goals and objectives are set by the previous year coordinator(s) and constituents. It is the responsibility of the current coordinator to carry out and focus activities and events on the priorities set by the constituents. Remember the coordinator is the mouthpiece for the RSO, and is not the decider or dictator for the RSO. RSO decisions should be made by the members through the RSOs standard decision making process.
- □ Leadership duties are not being carried out. Leadership duties include: submitting a Student Leadership Activities Report (SLAR) of the RSOs activities; providing office hours, weekly meeting times, and the annual budget proposal; following up concerns via phone/email, in person or writing to constituents, students and the public; communicating with your organization's Student Activities advisor regarding budgetary and event plans; attending mandatory orientation and training sessions; being present at your organization's sponsored events; being responsible for college equipment and facilities during your organization's sponsored event; submitting Event Evaluations and maintaining high ethical standards when managing the budget of the organization. It is the responsibility of the coordinator to conscientiously carry out all of these leadership duties.

THE ROLE OF THE RSO

A discussion of leadership performance is to be conducted with the coordinator before termination. Discussion should center on the problem and suggested corrective actions. The discussion needs to take place at a regularly scheduled group meeting. Written documentation of such discussion is required and a copy given to the coordinator and the RSOs Student

Activities advisor. Your advisor can additionally connect your RSO to additional mediation services as needed.

If the problem persists, at least one written warning will be given two weeks before the actual call for resignation and the vote of no confidence. The organization's Student Activities advisor shall be given a copy of the written warning(s).

In instances where termination is initiated by the Assistant Director of Student Activities, the coordinator will be provided with a written warning. A written warning shall precede actual termination by two weeks; however, this two-week warning may be waived for incidents involving budgetary impropriety or malfeasance. Additionally, the warning period is waived if the coordinator is no longer an enrolled student.

COORDINATOR APPEALS PROCESS

In the event a coordinator feels unjustly treated with regard to termination, the coordinator may appeal the termination decision to the Assistant Director of Student Activities.

The Assistant Director of Student Activities will ask for:

1| A written summary of the complaint and the outcome that the coordinator seeks.
2| A meeting with the coordinator and the RSO either separately or together, depending on the coordinator's preference.

Based on the information presented by the coordinator and the constituents of the RSO, the Assistant Director will attempt to seek a mutually agreeable solution or will uphold the organization's decision to terminate. The coordinator may appeal the Assistant Director's decision to the Director of Student Activities Administration. In instances where termination is initiated by the Assistant Director of Student Activities, the termination is appealed immediately to the Director of Student Activities.

CORRECTIVE ACTION AGAINST A REGISTERED STUDENT ORGANIZATION

All Registered Student Organizations (RSO's) at The Evergreen State College are expected to: (a) abide by College rules and policies; (b) comply with local, state and federal laws; (c) comply with directives issued by a College official or Coordinator Review Board in the course of their authorized duties; and (d) meet financial obligations. Additionally, each registered student organization is expected to abide by and uphold all of the conditions which are stated in the Student Activities Covenant. Violation of any of these requirements may result in corrective action being taken against the student organization under this policy.

In determining whether a violation has occurred, consideration will be given, but not limited, to such factors as: whether student organization members were involved and to what number; whether the action(s) occurred at or in connection with an activity, meeting or event funded or sponsored by the student organization; whether the activity was announced or promoted by the organization and the role of coordinators, officers and members of the organization in the activity; whether members with knowledge of a forthcoming violation did anything to prevent the violation; and whether the student organization cooperated in any investigation by the College of a violation.

Alleged violations may be reported to the Assistant Director of Student Activities (which when referred to in this document shall include his or her designee) by a student, or member of the staff or faculty. The process for reviewing such violations shall be as set forth in this policy. Members of a student organization may also be individually subject to discipline under the College's Student Conduct Code for any prohibited conduct occurring while that person is engaged in activities of a student organization.

The extent and terms of corrective action taken by the Student Activities Office will depend upon the nature and severity of the infraction as well as any history or patterns of previous violations by the Registered Student Organization.

In attempting to resolve any violations, the primary interest of the process will be to educate members of the organization, while holding them accountable and responsible for any violations allegedly committed by the student organization. Furthermore, it is the desire of the Student Activities Office to promote critical decision making skills to encourage registered student organizations to prevent any possible future violations.

TYPES OF SANCTIONS

A violation will result in the imposition of one of the following sanctions by the Student Activities Director.

WARNING: A student organization receives a written warning of a violation. The student organization must take action to come into compliance regarding the warning immediately. Continued similar conduct will result in one of the more severe corrective actions.

PROBATION: A student organization receives a written notice of probation. The minimum duration of probation is one full quarter. Notification of violation may result in the loss of some privileges such as, but not limited to, the use of college facilities, use of work station, or the ability to apply for or spend S&A funding. As a condition of probation, a student organization may be required to complete additional requirements as part of the sanction during the probationary period that include, but are not limited to, the following:

1| Organization members may be required to attend a special training or orientation regarding their violation.
2| The Organization, and/or, individual group leader, and or, members will be responsible for payment of damages caused by the student organization or their sponsored guests.
3| An organization may be banned from using college facilities/services or other registered student organization benefits on campus for a minimum of one quarter and maximum one year.

4| The entire student organization may have to complete a determined community service project.
5| The student organization may lose all benefits of their registered status.
6| Any combination of the above sanctions.

SUSPENSION: A student organization receives written notice of suspension. The minimum duration of suspension is one full quarter. The notice may also require the student organization to complete additional requirements (including but not limited to those set forth under the heading "Probation") in order for privileges to be fully restored.

REVOCATION: A student organization receives written notice of revocation of its status as a Registered Student Organization with all privileges revoked. Revocation will occur in instances involving serious, intentional, or repeat violations.

An organization whose registration as a student organization has been revoked may apply for reinstatement after one academic year. Petitions for reinstatement are to be submitted to the Assistant Director of Student Activities.

The four coordinators of the organization may not serve in a leadership role of another student organization, and/or, establish a new student organization during the period the organization's registered status has been revoked.

All student organizations applying for reinstatement must be able to demonstrate that they have appropriately dealt with the problems that led to the revocation and that they are currently eligible for student organization status. The Assistant Director of Student Activities may impose conditions on an organization as a condition of reinstatement as a Registered Student Organization.

CORRECTIVE ACTION REVIEW PROCESS

If the Assistant Director of Student Activities becomes aware of an alleged violation, the matter will be resolved in the following manner.

1| The Assistant Director of Student Activities will notify the coordinators that a complaint has been brought against their organization and will investigate the alleged violation and may gather information from a variety of sources to inform their decision to find a violation by the Registered Student Organization
2| The Assistant Director of Student Activities will contact the coordinators of the student organization within three business days if they determine that a violation has occurred for the purpose of scheduling a meeting to discuss the violation.
3| At the initial meeting with the Assistant Director, the coordinators of the student organization will be informed of the violation found and the reason for such determination.
4| If the coordinators of the Registered Student Organization agree that a violation has occurred, they will work with the Assistant Director of Student Activities towards an Agreed Settlement in which the student organization takes responsibility for their actions and agrees to the imposition of a sanction. This is a negotiated process which allows

both parties to find solutions which will promote accountability and good decision making within the Registered Student Organization. At the end of the negotiation process, each party will sign the Agreed Settlement. A copy will be furnished to the coordinators of the Registered Student Organization and their advisor. Failure to uphold the terms of the Agreed Settlement will result in more severe sanctions being imposed.

5| If the coordinators of the student organization and the Assistant Director of Student Activities do not agree that a violation occurred or cannot reach resolution on an appropriate sanction the matter will be referred to the Coordinator Review Board (CRB).

6| The CRB will consist of three current coordinators of a Registered Student Organizations, one faculty, and one staff member. Members of the Coordinator Review Board (CRB) will be drawn from the currently registered student organization coordinators each fall through a lottery system. Members selected to serve on the CRB must have completed the required Student Activities Training for coordinators and have signed the Student Activities Covenant at the time of appointment to the panel. Six student organization coordinators will be selected and trained as potential panel members. The Director of Student Activities will select from this group three student coordinators to serve on the CRB when convened to decide a matter. Panel members may be asked to excuse themselves by the organization that has been identified as having violated student activities policies or the Assistant Director in cases where there may be a potential for conflict of interest or bias. In such cases another student coordinator will be selected from the pool of six. Faculty appointments will be through the faculty agenda committee and staff appointments will be made by the Vice President for Student Affairs. To avoid any conflict of interest or bias, Student Activities staff will not serve on the Coordinator Review Board.

7| The chair of the Coordinator Review Board will be selected by the members on the CRB. Decisions of the CRB will be by majority vote.

8| The CRB will be informal providing for all the parties to present information and respond to questions regarding the Assistant Director's finding of a violation by a student organization The CRB will issue its decision regarding whether a violation occurred and prescribing the appropriate sanction.

OPERATIONAL POLICIES

FACILITY USE, EXPECTATIONS & RESPONSIBILITY

As the coordinator and sponsor of an event, you are responsible for the condition of the facility that is being used. If damage occurs, even by the hands of others during a student group sponsored event, your organization will be held responsible. It is unlawful for an RSO to serve as a proxy for outside organizations. This means that an RSO cannot program or reserve space on behalf of that outside group in order to take advantage of the RSO status for use of college facilities. It is permitted to partner with outside organizations as long as the decision making process is contained within the RSO and consistent with the Mission of the RSO. Permission granted to an RSO for the use of college facilities carries the express understanding that the individual or organization assumes full responsibility for any loss or damage resulting from the use of college facilities.

AIR QUALITY

In a spirit of cooperation and caring for our fellow community members, College Policy requires a high-level of Air Quality be maintained on Campus.

These are the summarized sections for your review:

- The Evergreen State College supports the concept of a fragrance and pollutant-free environment on its properties and in its programs, please refrain from wearing any scented products.
- Selection of products for use on campus should reduce or limit exposure to air contaminants.
- Toxic markers (i.e. magnums) are not to be used in the Student Activities area. They stain the tables, and cause serious allergic reactions to persons in our community.

Additionally, College Policy limits smoking on campus to those areas specifically marked. There is no smoking on the 3rd floor Patios of the CAB.

POSTING BANNERS & FLYERS

Flyers, posters or other materials may not be attached to glass doors of college buildings. Flyers must always include the group name and contact information, date and location of event. Any flyers without this information are subject to removal.

Banners can be hung over the third floor library & CAB railings for the posting of college-sponsored information, meetings and events. These banners must not exceed seven feet in length and three feet in width. Posting time is for no more than two weeks, and the priority is for college-sponsored events. They must be removed in a timely manner after the event. BLUE painters tape, available from the Student Activities front desk must be used on the library railing.

Remember this is a shared space; hanging horizontal banners leaves less space for other banners. Banners hung that do not meet the above criteria may be removed. Banners may also be hung in select locations in the CAB, please see your advisor for more information. Facilities can hang a banner over the doors to the Library Building, or in other hard to reach locations. To have Facilities hang and remove a banner will cost approximately $75-$100 depending on location and size of the banner.

For flyering in RAD, you are allowed to post flyers on the covered bulletin board outside of A-Dorm. For flyering throughout the buildings, bring 40 copies to the RAD Front Office on the 3rd Floor of A-Dorm and the individual RAs will post the flyers in their areas.

For flyering in the City of Olympia, Olympia City Code, Section 09.40.100 prohibits the posting of handbills on publicly owned structures in Olympia. Those cited for violation of this article are subject to a $1,000.00 fine and restitution costs. RSOs are to use lawful posting methods ONLY.

TABLING POLICY

The Student Activities Office schedules tables in and outside the CAB, as well as on Red Square and in the lobby of the library building for promoting Registered Student Organizations (RSOs) and other college entities.

POLICIES

- All reservations are for a SINGLE TABLE.
- RSOs can reserve a table by having the RSO Coordinator visit the Student Activities front desk or by calling x6220.
- The day of the reservation, visit the Student Activities front desk to check out a folding table and chairs.
- Tables must be returned to the Student Activities office that same day. Failure to return tables/chairs will result in tabling privileges being suspended.
- Tables must remain in their assigned locations and cannot move without prior approval from the Student Activities office.
- Tabling is occasionally not available when large events are scheduled in the Library, the CAB, or on Red Square.

PROHIBITED TABLING ACTIVITIES

- Health screening, psychic reading, food sales (bake sales permitted) counseling services, selling new or used books, playing of amplified sound, including TVs, boom boxes or other electronic equipment, and the burning of candles or incense.
- It is unlawful to block entry and egress from or within the building.

BAKE SALES

- If you intend to run a bake sale, you MUST notify the Student Activities front desk in advance of the day you intend to sell.
- A Bake Sale Form must be completed and presented at the Student Activities front desk in order to check out tables/chairs and claim a space for a bake sale. A copy of this form must be posted at your table throughout the sale.
- RSOs should contact their advisor with questions.

LOADING AND UNLOADING OF SUPPLIES AND GOODS

- Loading and unloading of supplies and goods must be done in the CAB and Library loading dock only.
- Vehicles must be moved to one of the campus parking lots when loading/unloading is complete.
- DRIVING ONTO RED SQUARE FOR ANY REASON IS STRICTLY PROHIBITED without prior approval from Parking Services Office.
- RSOs are encouraged to see their advisor to discuss alternatives.

RED SQUARE USE WITH AMPLIFIED SOUND

RSOs planning to sponsor an event on Red Square using amplified sound are required to observe the following guidelines when reserving the Square:

1| Amplified events on Red Square are allowed only during college-recognized governance hours. These are Mondays, 3pm to 5pm and Wednesdays from 1pm to 5pm. Consideration will also be given to amplified events scheduled on Monday, Wednesday and Friday during the Noon to 1pm hour whenever there will be minimal impact on classes scheduled in buildings adjacent to Red Square. Prior approval must be received from the Space Scheduling Office for events during these times.

2| All amplified events on the Square must have monitors and internal sound checks conducted to ensure sound quality and consistency.

3| Amplified events will not be held on Red Square on Tuesdays and Thursdays without the prior approval of the Space Scheduling Office.

SIDEWALK CHALK

Using sidewalk chalk is another way of advertising your Registered Student Organization (RSO). Student Activities has sidewalk chalk available for checkout and can also provide students with buckets and other materials to assist in the cleaning process. If chalk is used on sidewalks around the Evergreen campus, the following guidelines must be followed. Chalking that does not follow the guidelines are subject to removal at the expense of the RSO.

Chalking Guidelines

1| Chalk is limited to standard non-toxic, water-soluble "sidewalk chalk." Other types of sidewalk marking, including liquid or spray-on chalk or sidewalk paint is not allowed. Using these substances make the markings difficult to remove and more permanent.
2| Sidewalk chalk advertising is limited to RSOs for the promotion of the group, meetings or events. The RSO is required to identify their name in or adjacent to the chalking. Chalking is not permitted by non-college sponsored organizations or individuals. When chalking for a date-specific event or activity, chalk should be removed by the next business day following the event or activity.
3| Chalking is for exterior sidewalks only and is not permitted on walls or any interior areas. Chalking should only take place on areas that can be rained on; areas under trees, overhangs or rooflines should be avoided. Under no circumstances is chalking permitted on organic materials such as trees, grass, or soil.
4| Chalking is limited to remain on sidewalks for no more than five days. The RSO is responsible for cleaning the chalk after five days if the chalking is not otherwise cleaned by rain or other acts of nature. Chalking that remains after five days will be cleaned by Facilities at the RSOs expense.

FOOD POLICY

Student organizations must abide by the campus Food Policy including the following Potluck Guidelines:

- Food and beverages may be prepared and consumed by individual campus departments or groups. Examples include students and faculty in an academic program, or members of a campus office or a student group.
- Many members of the group must bring food to qualify as a potluck.
- Sponsors of and participants in potlucks must follow food safety procedures to reduce the risk of food-borne illnesses.
- Potlucks that are publicly advertised or open to the public are not allowed.

Please reference the campus Food Policy for more details.

CAMPUS TECHNOLOGY

Computers can be one of the most effective tools an RSO can use. They can be used as a promotional and communication tool as well as an efficient way for archiving valuable organizational information for future use and reference. There are several options available to RSOs when it comes to computing resources. Read on to find out more about these options and how you and your RSO can access each of them. RSOs are required to follow the "Appropriate Use of Information Technology Resources" College Policy: "This appropriate use policy balances campus community needs for flexibility and exploration with Evergreen's need for secure and reliable IT systems. In order to ensure a reasonable and dependable level of service, it is essential that each member of the campus community exercise responsible, ethical behavior when using these resources."

TECHNOLOGY POLICY HIGHLIGHTS:

- □ Computing resources cannot be used for commercial or campaign work or for personal financial gain.
- □ The Evergreen State College reserves the right, without notice, to limit or restrict individual use and hours of operation; to inspect, copy, or remove data, files, or system resources; and to log and audit activities on computing systems.
- □ The Evergreen State College disclaims responsibility for loss of data, individual account data contents, and unauthorized activities.
- □ Computing resources are provided to currently enrolled students ONLY.
- □ A student's data, existing in an academic computer account, will be released to a third party only when required by law rather than not being released only when prohibited by law.
- □ No duplication of copyrighted material is permissible. (Under guidelines of Title 17 of the U.S. code). Violators may lose computing access privileges and be subject to further discipline. No copyrighted software may be placed on any hard disk system without written authorization from the copyright owner.
- □ Computing resource user or account holder agrees to abide by current rules and procedures for utilization of computing resources available through Academic computing; the resource user or account holder agrees to abide by all of the rules and policies established by The Evergreen State College and Computing & Communications. Further, the user or account holder will hold account or resource access and usage and not loan or authorize any other person usage of the resource or account through any means. Failure to comply will result in immediate termination of the account and contents and loss of computing access privileges.

EVENT PLANNING POLICIES

ACCOMMODATIONS & ACCESS

Student Activities at The Evergreen State College is strongly committed to providing all enrolled students access to student programs, meeting and events. Additionally, we are committed to accommodating access to all persons when the events are open to the public.

In keeping with that commitment, and the Americans with Disabilities Act (ADA / Section 504), reasonable accommodations are provided to individuals with disabilities. ADA accommodations may include sign language interpreters, alternative information formats, accessible facilities, alternate media, and other inclusion support. If accommodations and/or alternative information formats are needed in accordance with the ADA, please contact Student Activities with reasonable notice in advance of the registration deadline or event (whichever is earlier). Student Activities will make every attempt to provide reasonable accommodations; however, failure to request an accommodation with reasonable notice may limit our ability to accommodate the request.

HOW TO PROMOTE ACCOMMODATION REQUESTS

It is essential that those persons needing to request an accommodation have an easy way to request an accommodation or ask questions regarding the accessibility of the meeting or event. All RSOs and Coordinators are strongly encouraged to include the following text on promotion materials:

> *"If accommodation is needed for participation, please contact Student Activities with reasonable advance notice. Call 360-867-6220 | TTY 360-867-6834 | Email studentactivities@evergreen.edu"*

MEETING AND EVENT ACCESSIBILITY

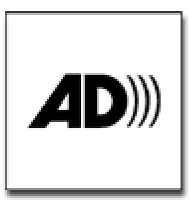
RSOs and Coordinators are encouraged to familiarize the many ways to make their events and meetings more accessible. Making small changes to your event can provide for the inclusion of all persons.

SYMBOLS

Events that include accessible modifications and other services are encouraged to advertise with the included symbols. These can be placed on flyers and other promotions to indicate particular services that are to be provided at the event.

UNIVERSAL ACCESS SYMBOL

The wheelchair access symbol should be used to indicate access for individuals with limited mobility including wheelchair users. For example, the symbol is used to indicate an accessible entrance, bathroom or other services that have been lowered for wheelchair users. Remember that not all ramps are accessible and the event is not accessible if it can only be reached via steps. Once inside the facility seating needs need to be taken into account. To find information regarding ADA seating needs for particular spaces, please consult the Occupancy Information. When programming in outdoor or older campus facilities, event planners need to be especially aware of accessibility needs. Download Hi-Res Positive. Download Hi-Res Negative.

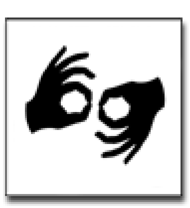


AUDIO DESCRIPTION

The Audio Description symbol indicates services for persons who are blind or have low vision that make the event more accessible. Descriptions of visual elements are provided through the Secondary Audio Program (SAP) of televisions and video equipment sound systems. For live Audio Description, a trained Audio Describer offers live commentary or narration (via headphones and a small transmitter) consisting of concise, objective descriptions of visual elements: i.e., a theater performance or a visual arts exhibition. Download Hi-Res Positive. Download Hi-Res Negative.

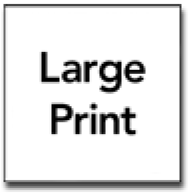
ASSISTIVE LISTENING SYSTEMS

These systems transmit amplified sound via hearing aids, headsets or other devices. They include infrared, loop and FM systems. Some classrooms are equipped with this technology. Download Hi-Res Positive. Download Hi-Res Negative.



SIGN LANGUAGE INTERPRETATION

The symbol indicates that Sign Language interpretation is provided for a lecture, tour, film, performance, conference or other event or program. Arrangements need to be made in advance to hire an available interpreter. Given the length of the event, you may be required to hire two persons to interpret. Download Hi-Res Positive. Download Hi-Res Negative.

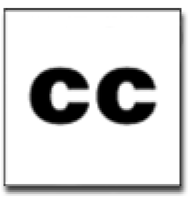


ACCESSIBLE PRINT (18 PT. FONT OR LARGER)

The symbol for large print is "Large Print" printed in 18 pt. or larger text. Specifically, programs and handouts are available. In addition to indicating that large print versions of books, pamphlets, and theater programs are available, you may use the symbol on conference or membership forms to indicate that print materials may be provided in large print. Sans serif or modified serif print with good contrast is important, and special attention should be paid to letter and word spacing. Download Hi-Res Positive. Download Hi-Res Negative.

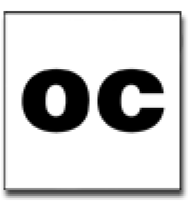
THE INFORMATION SYMBOL

The most valuable commodity to providing accessibility is information; to a person with a disability it is essential. For example, the symbol may be used on signage or on a floor plan to indicate the location of the information booth, where there is more specific information or materials concerning access accommodations and services such as "LARGE PRINT" materials, digital audio/video recordings of materials, check-out equipment, or sign interpreted events. Download Hi-Res Positive. Download Hi-Res Negative.



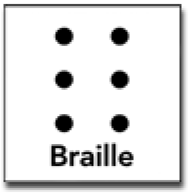
CLOSED CAPTIONING (CC)

This symbol indicates that captions for your presentation or video media are available. TV sets and projection equipment can have a built-in or separate decoder equipped to display dialogue for programs that are captioned when selected by the viewer. When setting a looped video presentation, RSOs are encouraged to have Captioning recorded and turned on. Please note that Captioning is different than "subtitles." Subtitles are typically for translating language when the listener can hear other associated sounds. Captioning is both dialogue spoken and describes other sounds present in the media. Download Hi-Res Positive. Download Hi-Res Negative.



OPENED CAPTIONING (OC)

This symbol indicates that captions, which translate dialogue and other sounds in print, are always displayed on the video media. This is similar to Closed Captioning (CC); in this case the Captioning is turned on by default. When setting a looped video presentation, RSOs are encouraged to have Captioning recorded and turned on. Please note that Captioning is different than "subtitles." Subtitles are typically for translating language when the listener can hear other associated sounds. Captioning is both dialogue spoken and describes other sounds present in the media. Download Hi-Res Positive. Download Hi-Res Negative.



BRAILLE SYMBOL

This symbol indicates that printed material is available in Braille, including labeling, publications and signage. Please plan in advance if you need to have handouts prepared in Braille. Download Hi-Res Positive. Download Hi-Res Negative.

ACCESS (OTHER THAN PRINT OR BRAILLE) FOR INDIVIDUALS WHO ARE BLIND OR HAVE LOW VISION

This symbol may be used to indicate access for people who are blind or have low vision, including: a guided tour, a path to a nature trail or a tactile exhibition that may be touched. Download Hi-Res Positive. Download Hi-Res Negative.

REQUIRED EVENT WARNINGS & LABELS

If your RSO is unsure whether a warning or posting is required or should be considered for your event, please consult your advisor. Please remember that it's best practice to notify attendees in advance in your promotional materials. If you only post on the venue door, you will be required to refund the ticket price for a patron. Also, consider letting the community know when an event is "Family Friendly," many Evergreen students may wish to bring their young children to events. Attendees to events have the right to be provided notice on the door of the venue when the event contains the following elements:

1| Smoking (Tobacco/Other)
2| Use of Fragrances
3| Nudity (Partial/Full)
4| Strobe Lights
5| Gun Shot or other similar sharp loud sounds.
6| Chemical Fog
7| Strong Language

ADVERTISING & COPYRIGHT

Prior to printing or copying of any materials to be used for advertising or announcing an event, the RSO advisor is available to help review the master document. All Purchase Requests for printing or copying must have the advisor's initials before the purchase will be arranged. Unauthorized printing may not be reimbursed.

It's important that your event has followed the Event Planning (see page 23) procedures and received approval prior to making advertisements. The purpose of this review is to ensure that all information needed for a campus event have been included and that your RSO has enough funds to purchase the services.

All items published by RSOs must be original work or used with permission of the designer or creator. Everything from zines, posters and anthologies created by RSOs carry with it the obligation that these creations are lawful. RSOs are encouraged to learn more about Libel (defamation) and Privacy Invasion and Copyright Law. RSOs should see their advisor for more information.

LICENSING FOR PUBLIC THEATER PERFORMANCE

RSOs can work with their advisor to secure licensing to perform copyrighted theatrical and musical works at Evergreen. The following policies apply to performing works not in the public domain:

- **Auditions**: Licensing must be secured prior to holding auditions. This means we must receive written permission either by the license holder or appropriate agent prior to advertising and holding auditions. This will require that you have the funding needed to do the production and that the performance location and dates are known and reserved.
- **Scripts**: We will need to rent or purchase as many scripts, libretti, and music scores as needed. We cannot make copies or edit a script without written permission from the license holder. Editing a script can include combining or editing characters or character names, changing locale, editing, removing or adding language or content.
- **Rehearsals**: These activities in most cases must remain closed to only college personnel, cast and crew. If we open a rehearsal, such as a final dress rehearsal to the public we typically must purchase an additional performance license for that event or receive written permission from the license holder.

PUBLIC FILM AND VIDEO SHOWING

A public performance license must be obtained when showing a film or video during non-classroom use. This requirement applies regardless of an admission fee charged to attendees or whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved. Neither the rental nor the purchase of a videocassette generally carries with it the right to show the tape outside of the home.

All film rentals and performance licenses take between four and six weeks to obtain. After your RSO have decided to show a film, please speak to your advisor to acquire film rights. Keep in mind that film rights generally cost between $50 and $600 for commercial films. Special films are available in the library collection and the President's Diversity library with rights already purchased. On some occasions we have been able to secure rights for local or smaller films by contacting the filmmaker directly. Please see your advisor if you have additional questions.

CONTACT STUDENT ACTIVITIES

Need to contact a Registered Student Organization (RSO) or the Student Activities Office? We can help you connect in the following ways:

WALK TO US FROM ON CAMPUS

- We are located in the College Activities Building (CAB) on the 3rd Floor.
- Most RSOs are located on-site on the 3rd floor.
- We can help provide directions to RSOs located off-site or answer additional questions in person during office hours.

CAMPUS MAIL

- Mailstop: Student Activities, CAB 313

PHONE

- From ON Campus: x6220
- From OFF Campus: 360-867-6220

EMAIL

- You can also email our staff individually.

FAX

- From On-Campus: x6697
- From Off-Campus: 360-867-6697

POSTAL MAIL

(No street address necessary)

Student Activities Office
The Evergreen State College
Olympia, WA 98505

Need to send mail to a particular RSO? Just add the name of the Organization. For example:

Women's Resource Center
Student Activities Office
The Evergreen State College
Olympia, WA, 98505