



Student Activities

Student



Organization

Handbook

Peru State College, Peru NE

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While this Handbook is intended to be a summary of certain matters of interest to student organizations, its readers should be aware that:

- It is not a complete statement of all procedures, rules and regulations of the College
- The College reserves the right to change without notice any procedure, policy, and/or program which appears in this handbook
- Divisions and departments may have their own procedures and policies, which apply to student organizations

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Purpose of Student Clubs/Organizations

The purpose of student clubs/organizations is to provide students with opportunities to participate in activities that develop their intellectual, emotional, spiritual, physical, and professional abilities. These organizations are important components of the academic life of the College. To meet the different developmental needs of students, Peru State College offers a multitude of student groups covering the following areas: academic, professional, religious, political, honor, service, cultural, special interest, club sports, and recreation. Every student is encouraged to become a member of those organizations that appeal to their personal interests.

Involvement in student clubs/organizations will:

- Improve students' interpersonal skills
- Give students a greater satisfaction with their college experience
- Provide useful experience in obtaining a job and providing job related skills
- Develop lifelong values of volunteerism and service to others
- Help in developing skills in leadership, communication, teamwork, organization, decision-making and planning

Requirements and Registration

In order to be officially registered and recognized by Peru State College, ALL student organizations must have:

- A clear purpose that does not duplicate the purpose or mission of an existing student organization and an approved constitution by the Student Senate.
- A current copy of the organization's constitution and bylaws emailed to the Student Activities Coordinator each year by the annual registration date.
- A Treasurer or elected position with similar duties normally applying to that of a Treasurer position listed on their roster.
- A college employee advisor.
- A minimum of three (3) officer positions and (3) general members.
- Representation at all scheduled student club/organization group meetings and trainings presented by the Student Activities Office.
- Official meetings, no fewer than two (2) times each semester.
- Submit a current roster and minutes from the first and last meeting of each semester to the Student Activities Office. Rosters must specify current officers.
- Fulfill a requirement of three (3) community service projects a year with photographic proof in your end-of-the-year report.

***All of this information must be submitted via the online registration form and emailed to the Director of Student Activities and Programs by the posted deadline. Failure to comply removes the organization's eligibility to use Student Senate funding, fundraise or host social events on campus.**

Communication Expectations

As a part of Student Senate's duty to help 3300 organizations improve and prosper, all organizations will be required to send representatives to one Student Senate meeting per semester. In the meeting, you have the opportunity to discuss past events and future plans for the current semester. Scheduling for these presentations will be worked out by Student Senate. A complete calendar of attendance shall be given to all 3300 organizations in the first quarter of each semester. Organizations can be represented by members who have positions within Senate, with up to four total representatives presenting before Student Senate. Organizations still may schedule additional meetings with Student Senate as they deem necessary.

Along with staying in touch with Student Senate, it is imperative to maintain communication with the Student Activities staff. It is required that you also meet with a member of the staff to keep them up-to-date while possibly bouncing ideas off of them as well. Your Student Activities contacts can be found in the Student Activities Office or on the Peru website. Your organization may easily invite a member of the Student Activities staff to an Executive Board meeting each semester or set up another time to meet in the Student Activities Office for this specific purpose.

Communication with both groups will help you foster success in being an influential organization on campus. With the help of Senate, you can interact with some of the most involved students on campus with connections in numerous clubs and organizations. With the help of the Student Activities staff, you will have a connection with College staff that has the prior know-how and experience to help your event ideas become reality. Make sure to stay in touch and use us as a resource!

Annual Registration

Existing student clubs/organizations are required to complete an annual registration with the Student Activities Office. Student organizations should follow the timeline shown below for re-registration:

AUGUST:

- First Friday of the month deadline to re-register and have a table at the Welcome Week Involvement Fair

OCTOBER:

- 10/1- deadline to re-register to remain an active student organization for the year.
-All clubs/organizations that miss this deadline will have to go through the club/organizational approval process with Student Senate
- Last Friday of the month- deadline to submit updated roster including Executive board list (clubs/orgs with Fall semester elections)

MAY:

- First Friday of the month- deadline to submit updated Executive board list (clubs/orgs with Spring semester elections)

*New student organizations please refer to New Organization manual.

All organizations are responsible for abiding by all federal, state, and local laws as well as Peru State College's rules and regulations. Additionally, student organizations are expected to follow and comply with the rules and regulations in the Board 3300 Policy and identified by Student Senate (academic, financial, etc.) that govern student organizations.

Expectations and Requirements to Maintain Student Organization Status

In order to stay in good standing as a Peru State College Student Organization, groups are expected and required to:

- Maintain a digital document containing the current roster from the first AND last meetings of each semester with three officer and three general member positions filled.
 - Shared with Student Senate and the Student Activities Coordinator
- Submit a brief end of the year report summarizing your student organization's year of activity
 - Report must contain reports of community service with photographic proof
- Follow College rules, regulations, policies, and procedures, and be in good standing with Student Senate and the Student Activities Office
- Be consistent with and considerate of the mission and values of Peru State College
- Appoint a Faculty/Staff Advisor who is a Peru State College employee and submit a completed advisor appointment form
- Create and Maintain a Bobcat Life account that manages the club/org's page
- Review constitution (and bylaws, if applicable) annually and update as needed
- Have representation at all club/organization meetings and training sponsored by the Student Activities Office
- Complete the annual registration process. Refer to page four (4) for more information
- Be respectful of College facilities and property
- Be considerate and (to the best of their ability) ensure the safety of those participating in their events and activities
- Be transparent with all organizational matters
- Use Student Activity Fee dollars for the purposes for which they were approved
 - Refer to page ten (10) for more information on the Student Activity Fee and funding
- Accept responsibility for damages resulting from events or activities organized by the student organization
- Respect assigned organizational space and storage
- Meet all financial deadlines and complete financial paperwork in accordance with policy
- Communicate regularly with the student organization advisor regarding all student organization matters

Privileges of Student Organizations

Student Clubs/Organizations work with the Student Activities Office to contribute to the intellectual and social growth and development of members of the Peru State College community. Given the unique role, purpose, and function of these organizations, Student Organizations enjoy certain privileges. A few of these privileges are:

- Funding eligibility from Student Senate
- Ability to reserve the College facilities for meetings, programs, and events
- Eligibility to receive support and services from the College's professional offices
- Ability to advertise meetings, programs, and events on campus
- Access to general organization advising and programmatic support
- Leadership training through the Student Activities Office
- Inclusion in the Fall Student Involvement Fair and Spring Student Org Fest
- Solicitation of membership on campus
- Access to fundraise on campus with completion and approval of mandatory forms
- Use of Bobcat Life App student organization page
- Ability to use the student organizations office and the student activities computer

Student Organization Classification

Academic & Pre-Professional	Organizations designed for students interested in a particular career or academic field who want to establish networks and further develop their skills in that area
Campus Ministry	Organizations advised by Campus Ministry that provide spiritual/religious development and support
Government	Organizations with responsibility to represent and advocate for Peru State College students
Honor Societies	Local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors
Intercultural	Organizations focused on providing support, knowledge, and awareness for various cultures, ethnicities, races, and nationalities represented among the student body
Leadership	Organizations which help students develop their leadership skills and understanding
Music	Organizations whose main purpose is to entertain and educate through vocal and music performances
Performance	Organizations whose main purpose is to entertain and educate through dance, drama and other performances
Political	Organizations that encourage expression, debate, and support of political issues, views, and/or candidates
Programming	Organizations focused on providing involvement opportunities for the campus community
Service	Organizations that provide volunteer opportunities which serve the campus and/or community
Specific Interest	Organizations that exist to enhance campus life and to provide support to students through a variety of programs and events

Student Organization Advisor(s)

Board Policy 3300 states that each recognized student organization shall have an advisor who is an employee of the College.

Advisors may be assigned by the College to assist a particular recognized student organization; or, advisors may work with the recognized student organization in a volunteer capacity as service to the College, community, and profession, if approved as a volunteer by the Vice President responsible for Student Affairs. Advisors are presumed to be working within the course and scope of their employment when performing the duties of an advisor, regardless of whether they are working in a volunteer capacity.

Why does a student organization need an advisor?

An advisor can prove to be a valuable asset to your organization by sharing their life experiences, wisdom, and providing continuity, organizational memory, and connections to resources. The key role of the advisor is to serve as a resource for the organization. Take some time to discuss reciprocal expectations with your advisor(s). Try to establish open lines of communication that will enable you to work together effectively.

What is the role of an advisor?

The role of an advisor is to communicate with, guide, and assist the organization; attend organization meetings, events, and fundraisers; be knowledgeable of all policies that may impact the organization; and monitor compliance with budgetary/financial guidelines established by the College and student government.

An advisor must sign the Advisor Agreement Form once they are chosen by a club/organization. If an advisor is replaced, the new advisor must complete the form before the organization will again be deemed active.

If student organizations have an overnight stay included with organizational travel, they must be accompanied by an advisor. All travel by an advisor must be approved pursuant to established Board and College rules and procedures.

Community Service

As official 3300 organizations, it is expected that your members stay involved. This involvement is intended to benefit not only campus itself, but the surrounding community as well. To satisfy this expectation, one (1) project outside of the two (2) mandatory community service projects are required by each 3300 organizations each academic year. All projects will need to be presented in your club's annually written report. To present your service projects, make sure to provide **photographic proof** and to **submit a brief summary** of the events. Your advisor's signature must be included with the summary. Both are needed to ensure the validity of your project. As listed below, there are numerous opportunities to benefit our beloved campus and community. However, the following list is not limited to the projects you may complete. Please ensure that the Director of Student Activities and Programs is notified of your form of community service prior to its completion.

Mandatory Projects

- Peru Giving Day Project
 - All organizations are required to have at least 2 members attend the assigned Giving Day activity. Giving Day is held on October 24th and consists of a variety of service projects on-campus and in the town of Peru.
- Campus Recycling
 - All 3300 organizations will be required to assist with recycling for a minimum of one week per academic year. Week assignments will be determined at the Student Organization Retreat which will be held the first Wednesday of the Fall semester. For additional information about campus recycling please contact the Director of Student Activities and Programs.

A few extra ideas for community service projects are as follows:

Optional Projects to meet 3 project minimum

- Adopt-A-Block
 - Clubs can choose to adopt a block to uphold in town. Jason Hogue is the college contact for this volunteer event. He can be reached at jhogue@peru.edu or in person on the third floor of the administration building.
- Charity Fundraisers
 - Pick a charity or organization that your organization would like to benefit and submit a fundraiser request form at <https://forms.peru.edu/eform/view.php?id=357778>.

Community Service (cont.)

- Feeding 44
 - A food packing program whose goal is to feed those in need in the Nemaha County area. A schedule for times is released in advance. Contact the Program Coordinator listed on the “Feeding 44” page on the Peru State College website if you are interested in involvement with this event.
- Adopt-A-Highway
 - Adopt-A-Highway is a national program based around keeping our Nation’s highways clean and free from the issues of roadside litter. For further information and registry, go to <https://dot.nebraska.gov/projects/get-involved/adopt-hwy/>.

Student Organization Finances

Student Senate Funding

All student organizations applying for funds through Student Senate must be registered by the Student Activities Office. Access to funding is dependent on the status of the student organization. No organization is guaranteed funding. To apply for funds student organizations must complete a fund request form located under “forms” on the Student Activities website: <https://forms.peru.edu/eform/view.php?id=42739> The student organization’s treasurer will be responsible for managing the groups finances. If you would like further information on guidelines to request funding contact Student Senate at studentsenate@campus.peru.edu or contact the Student Activities Coordinator

Fundraising

Student Organizations may conduct fundraising projects or campaigns in designated locations on the campus under the following guidelines:

- No portion of the proceeds of the project or campaign will be for the private gain of any individual company
- The proceeds will be used for recognized purposes of the organization

Using the Student Organization Funding Request Form, organizations can request permission to conduct fundraising projects. This e-form is available on the forms page on the Student Activities website. The request will be routed through the pertinent stakeholders for approval with the final determination made by the Vice President for Enrollment Management and Student Affairs. Fundraising activities cannot take place without first having been approved and, when applicable, the appropriate insurance coverage has been obtained. Space will be allotted on a “first come, first serve” basis. Final approval must be received one week before implementing

a fundraiser. Fundraisers at athletic events need approval a minimum of two weeks before the scheduled game. Space for the fundraiser must be reserved through PSC Reservation Calendar. (Please note this is a completely separate process from the fundraising request.)

Resources Available

Promotions

- **Dining Hall TV and Tables-** Submit posters and advertisements to Student Center, Room 111 to have your events advertised in the dining hall.
- **Posting in Residence Halls-** Have flyers approved by the Residence Life Office to post in the residence halls. *Please note: Only approved sticky putty can be used to hang flyers, do not post on windows or exterior doors*
- **Student Organization Bulletin Board-** Post your flyer on the designated bulletin board for student orgs in the Student Center. Please be sure to remove the flyer within 24 hours of the event's conclusion.
- **Student Activities and Campus Event Calendar-** email your upcoming events to the Student Activities Coordinator to have them added to the campus website calendar and Bobcat Life app calendar.
- **The Toilet Paper-** Student Organizations can submit events to the Toilet Paper. Deadline to submit is every Thursday at 5pm. The Toilet Paper will run from Monday to Sunday. Submit by emailing the Student Activities Coordinator.
- **Bobcat Life App-** Have a last minute reminder sent out about your event on the app. Only the first meeting of the semester will be eligible to be announced on the app all other general meetings will be denied.
- **Announcements-** Get approval from your teachers, coaches or advisors to announce your organization's upcoming events.
- **Student Center Lobby Table-** Reserve a table in the student center lobby to promote your organization. Contact the Student Activities Coordinator at least 2 weeks in advance to book the space.
- **Social Media-** Utilize the platforms where your peers can be found the most! Contact the Student Activities Office for a list of student organization social media accounts or if you have updates for your social media sites.
- **Other Organizations-** We all have similar goals in mind so WORK TOGETHER!!! Utilize your peers to produce more word of mouth marketing.

Printing

Student organizations have the ability to print material for their student orgs using their designated code. If your organization needs a printing code or has forgotten the code, please contact the Student Activities Coordinator at 402-872-2252.

Supplies

Student organizations have access to supplies in the designated common area in the resource room. If there is something that your organization would like to be provided in the general

supplies area contact the Student Activities Office. Student Organizations will also be allowed to store certain items in the resource room. To obtain storage space, contact the Student Activities Coordinator. Any items that are not located in the general supplies areas belong to another student organization and should not be utilized without their permission.

Recruiting

The Student Activities Office provides two formal opportunities to recruit members each year.

- Involvement Fair (Sunday of Welcome Weekend)
- Student Org Fest (Second week of the Spring semester)

In addition to participating in these events, student organizations are encouraged to continue recruiting new members by hosting events, meetings, fundraisers, volunteer opportunities etc. throughout the entire year. Recruiting is simply remaining visible and interesting to peers. Every opportunity the student organization has to be in the public eye is a form of recruiting.

Important Numbers

- Student Activities Office- 402-872-2252, studentactivities@peru.edu
- Security- 402-872-2411
- Residence Life- 402-872-2246
- CAB/Student Senate/Student Organizations Office- 402-872-2329

Organization Name _____

Printing Code _____

Student Activities Computer (in the Student Organizations Office)

Username: studentorgs

Password: 23@PsC#29

Annual Responsibility Timeline

AUGUST:

- First Friday of the month
 - Deadline to re-register and have a table at the Welcome Week Involvement Fair
- First Wednesday of Fall Semester
 - Expected participation in the Student Organization Retreat

OCTOBER:

- October 1st
 - Deadline to re-register to remain an active student organization for the year.
 - All clubs/organizations that miss this deadline will have to go through the entire club/organizational approval process with Student Senate
- October 24th
 - Giving Day – Required participation by two (2) members.
- Last Friday of the month
 - Deadline to submit an updated roster including an Executive board list (clubs/organizations with Fall semester elections)

DECEMBER:

- By the end of the Fall semester, you must have submitted the following to the Student Activities Coordinator:
 - The rosters and minutes from the first and last meetings of the semester
 - Rosters will be up kept through Google Sheets

FEBRUARY:

- Second Friday of the month
 - Deadline to submit plans (to Senate) to spend or have spent funds
 - Excess funds of other organizations are available to be requested through April 1st

MAY:

- First Friday of the month
 - Deadline to submit an updated roster including an Executive board list (clubs/organizations with Spring semester elections)
- By the end of the Spring semester, you must have submitted the following to the Student Activities Coordinator:
 - A year-end report summarizing your events and action you took throughout the year
 - **Must contain** community service project summaries as outlined in the “Community Service” section on page 9
 - The rosters and minutes from the first and last meetings of the semester
 - Rosters will be up kept through Google Sheets