Residence Hall Clubs
Activity Forms and Activity-Travel Forms Processes

Activity Forms

The Activity must be completed and submitted to the Office of the Dean of Students, Student Activities Organizations (SAO) SCHL, Room 250, two weeks prior to the activity then to BOSO, SCHL, Room 213. Larger activities may need more than two weeks to obtain all approvals. See: https://boilerlink.purdue.edu/

Most activities contained “within” the four walls of your residence hall DO NOT require an Activity Form.

Activity Forms are required if the following is part of your activity:

A speaker or instructor has been invited to present a program (i.e. Am Red Cross instructor; basket weaver; or speaker).

All contracts for Entertainment Groups, Rental Agreements, Professional Speakers or other services obtained for student organization functions must be approved by BOSO prior to incurring the obligation for these services. A majority of businesses and individuals will have their own contract. The contract received should be forwarded with the email it was received on directly to BOSO for processing upon receipt. Contact information should be included within the email to BOSO that designates who has the authority to amend and sign the contract by the contracted party. An IRS Form W-9 is required from the payee which will include the tax id and signature of the payee. The payee IRS Form W-9 should be faxed directly to BOSO 765-496-2208.

University Contracting Group, Risk Management and other departments will be involved in reviewing and approving the contract which may require additional time.

Student organizations may provide an honorarium to a speaker, guest lecturer, instructor, referees, DJ’s, & various service providers by submitting a payee certification. Information/Terms pertaining to the payee certification must be submitted by the organization and approved by the payee and BOSO.

International speakers/guests, etc.: A contract will be prepared by BOSO or University contracting group at least four (4) weeks prior to their arrival. An email address of the speaker/guest is required to be submitted to BOSO. BOSO will provide the speaker/guest access to Glacier for completion of the required tax documents. Payment may NOT be made by individuals in the organization directly to an International speaker.

A gift certificate is not an acceptable form of payment for services provided to the organization. Student organization funds may not be used to purchase gift certificates/cards.

Programs that include contests and/or prizes would require an Activity Form. See the BOSO Manual http://www.purdue.edu/business/uco/pdf/BOSO/Manual.pdf “Awards and Prizes.”

1. Prizes that are tangible items such as DVD’s, CD’s, etc. Tangible awards require a PUID for all Purdue students and staff. Tangible awards require an IRS Form W-9 if they EXCEED $100.00 for all non-Purdue students and staff. The completed IRS Form W-9 should be
personally delivered or US Mailed to BOSO by the winner. The IRS Form W-9 must be received by BOSO in order for the check to be processed. The form may be located online at www.irs.gov.

2. Prizes awarded in any **monetary** amount. The Awards and Prizes form requires the names of the winners and dollar amount to be paid. The monetary awards require a PUID for all Purdue students and staff. Monetary awards for non-Purdue recipients require a **completed IRS Form W-9**. All W9’s should be personally delivered, US Mailed, or faxed (765 496 2208) to BOSO by the winner. The IRS Form W-9 must be received by BOSO in order for the payment to the winner to be processed. The W-9 form may be located online at www.irs.gov.

**Gift Card/Gift Certificates may not be purchased with student organization funds for any reason.**

Student organizations under the fiscal supervision of BOSO may **not** conduct games of chance on or off campus. Games of chance include but are not limited to bingo games, raffles, charity games night, door prize events, or festivals that include prizes from pull tabs, punchboards or tip boards.

The **Indiana Gaming Commission** was established on 7/1/2007 by House Bill 1510. The Commission determined that “guessing the number of jelly beans or other items in a jar or container” was a game of chance. Therefore, that game is no longer approved for student organization events.

Activities held **outside** the four walls of your residence hall containing rented equipment; DJ’s; student bands; or large spring or fall social activities with other residence halls. These events may pose a risk to the students or the University and require additional departmental approvals.


**Activity-Travel Form**

**Who is paying the costs associated with this trip, the club, department or both?** If the department is paying all the costs and the club will **NOT** be reimbursing the Hall Department Account, then **NO** Activity-Travel Form is required through SAO and BOSO. The department will handle the approvals.

If the department is paying the entry fees and bus transportation and will **later request reimbursement**, an Activity-Travel Form is required to be submitted to SAO and BOSO.

If the club is paying all the costs related to the travel, then the Activity-Travel Form is required from the club. Payments related to a club sponsored trip should be paid directly from the club account if possible. Please communicate with BOSO and the RLM to determine the best method of payment.

**Is this trip a “social” or an “educational” activity?** Entry fees for social or education activities may be paid in full or partially. It is recommended that the entry fees collected be deposited into the club account in BOSO and the full amount paid directly to the vendor/location.

**University Vehicle Use for student organizations has been updated (May, 2012) to include social use along with business and educational. Programs coordinated and directed by RA’s will be able to utilize University Vehicles.**
Submit Activity-Travel Form a minimum of 2 weeks prior to the trip.

Student organizations are required to have two (2) approved drivers, per vehicle reserved. An approved RM01S is required. The name of the student driver must be listed on the Risk Management Website to be approved as a driver by BOSO. If you are driving a van, the van certification must also be completed on the Risk Management website.

The RM01S and General Release forms are due to BOSO five (5) days prior to a trip for processing. Students from any of the following states will require an additional document and additional processing time: Washington; Alaska; Georgia; Pennsylvania; and New Hampshire.

**Use of University Vehicles Policy** is located on the [Risk Management website](https://boilerlink.purdue.edu/). The RM01S and General Release forms are also located on the website.

Go to web link: [https://boilerlink.purdue.edu/](https://boilerlink.purdue.edu/) to complete Activity-Travel Form. Transportation links are provided on BoilerLink website for vehicle reservations.

**Students must be approved by Risk Management before they may drive, see the RM01S info.**

The **Business Office for Student Organizations** provides financial oversight to all recognized student organizations. The BOSO office should be contacted concerning Purdue University Policies and Procedures as they relate to student organization accounting procedures. Please review the website [http://www.purdue.edu/business/uco/BOSO/](http://www.purdue.edu/business/uco/BOSO/).

Resident Assistants must receive authorization and signature approval from the President, Treasurer and/or Advisor (Asst Director RL or Area Coordinator) for activities involving finances prior to seeking approval from BOSO.

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**Business Office for Student Organizations**
Schleman Hall, Room 213
475 Stadium Mall Drive
West Lafayette, IN 47907-2050
Phone: 765-494-6724
Fax: 765-496-2208
Website: [http://www.purdue.edu/business/uco/BOSO/](http://www.purdue.edu/business/uco/BOSO/)

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