

Residence Hall Clubs

Event Planning Forms and Travel Planning Forms Processes

Event Planning Forms

The EPF should be completed and submitted to the Office of the Dean of Students, 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. ODOS forms online:

<http://www.getinvolved.purdue.edu/Community?action=getDocumentList&docTypeID=29&orgID=2>

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

EPF’s 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).

If you speaker or instructor to present a program, a Service Contract is required to be completed (Form online @ <http://www.purdue.edu/business/uco/BOSO/forms.html>) and submitted to BOSO with a check request. A completed approved contract is the only way to pay the individual for their work.

Programs that include contests and/or prizes would require an EPF. See the BOSO Manual <http://www.purdue.edu/business/uco/pdf/BOSO/Manual.pdf> “Contests-Tournament Prize or Award.” An IRS Form W-9 is required from each individual that is receiving a “cash/check” prize of any dollar value. The IRS Form W-9 is required for individuals receiving a “tangible item” prize value of \$100.00 or more. If the value of the prize and any other payments the resident receives from Purdue equal \$600.00, the resident will receive a MISC 1099. If the winner is a nonresident alien, they will receive a IRS 1042-S form no matter the value.

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.

Fundraising or Charity Events require Event Planning Forms. See <http://www.purdue.edu/business/uco/BOSO/> Financial Procedures Manual and University Regulations http://www.purdue.edu/policies/pages/facilities_lands/i_4_4.html “Student Organizations - D.”

Travel Planning Forms

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** TPF is required through ODOS and BOSO. The department will handle the approvals.

If the department is paying the entry fees and bus transportation and **will later request reimbursement**, a **TPF is required to be submitted to ODOS and BOSO.**

If the club is paying all the costs related to the travel, then the TPF 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.

Use of University vehicles (i.e. cars, vans) will not be approved for “social” activities. Buses are approved for “social” activities. Submit TPF and forms 2 weeks prior to the trip.

Use of University vehicles is approved for business and educational uses.

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.

The RM01S and General Release forms are due to BOSO five (5) days prior to a trip for processing.

Use of University Vehicles Policy is located on the [Risk Management website](#). The RM01S and General Release forms are also located on the website.

Step 1: Go to web link

<http://www.getinvolved.purdue.edu/Community?action=getDocumentList&docTypeID=29&orgID=2> and print off the **Travel Planning Form (officer’s signatures required – President, Treasurer and Advisor).**

Step 2: Go online to obtain the **Student Organization Request for University Vehicle Form.**

<http://www.purdue.edu/transportation> Click on the following tabs: Transportation/Cars & Vans Reservations/Student Organization tabs. Complete the form and email it to Transportation. Once the form is received by Transportation, they will email you back a cost quote and notify BOSO on the same email.

Step 3: Transportation **Form 1 for the use of cars or vans (1 form per vehicle required);** or a **Form 1-B for the use of a bus(es) are also available online. Print and complete the form(s) to submit with the TPF to ODOS and BOSO for approval.**

Step 4: Submit all the forms obtained in **Steps 1-3** to the *Office of the Dean of Students, Schleman Hall, Room 250* for their signature approval.

Step 5: Submit all the forms now signed by ODOS to *BOSO, Schleman Hall, Room 213*. Norma J McGinnis, Fiscal Administrator must sign the forms.

Step 6: Completed forms must be delivered to Transportation within 48 hours of the request. BOSO will mail the forms directly to the Transportation office if at there is at least 3 business days prior to the trip.

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

Use of University vehicles by student organizations is an “exception” under the policies at Purdue University. This exception was made in order to provide transportation to business and educational events of student organizations.

Requests to use University vehicles for “leadership training” to Climb Time; Turkey Run State Park; Paintball Barn and others etc. are not automatically approved. **Those types of locations are viewed as “social” locations.** In order for those locations to be considered educational, a letter must be submitted indicating the entire agenda of the trip. There should be components indicating the educational experience, training, instructional leadership and final goal. The letter/email should be signed/sent by the RLM to BOSO.

Exceptions are reviewed and approved by Rick Shoaf, Manager of University Collections and may take additional time.

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/>.

Resident Assistants must receive authorization and signature approval from the President, Treasurer and/or Advisor (RLM or RGM) for activities involving finances prior to seeking approval from BOSO.

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/>

Norma J McGinnis, Fiscal Administrator
njmcginnis@purdue.edu
Kelly J High, Asst. Fiscal Administrator
kjhigh@purdue.edu
Suzanne M Suppinger, Clerk
smsuppinger@purdue.edu
Claudette H Thompson, Clerk
chthompson@purdue.edu