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ABOUT US:

Being a leader at Purdue University can mean many things, and leadership is not limited to just those with titles/positions. Student Organizations & Involvement, a department within the Student Activities and Organizations, works towards grooming the next set of leaders by encouraging students to start their own organization and providing them with the tools, training and resources to successfully manage their student organization at Purdue.

The information provided in the subsequent sections serves as a resource to help student leaders organize their clubs and plan events. The information is intended to be a summary of matters of interest; it is NOT a comprehensive listing of all rules and regulations pertaining to student organizations. The Student Activities and Organizations Area of the Office of the Dean of Students reserves the right to change any procedure or policy listed without prior notice.

STUDENT ORGANIZATION MANAGEMENT:

Ethics and Core Values for Purdue Student Organizations:

Purdue Recognized Student Organizations (RSO) work closely with the Student Activities and Organizations area, and are by association, linked to the goals and values of Purdue’s Office of the Vice President for Student Affairs. The Core Values of Student Focus, Success, Excellence, Integrity, Diversity, Accessibility, Professional Development and Collaboration can all be found in the expectations held for each and every RSO here at Purdue.

Expectations for all Organizations:

Every Recognized Purdue Student Organization will:

1. Be student led and managed by student officers
2. Have an advisor who is a full time faculty/staff
3. Adhere to the policies and procedures of Purdue University

4. Provide opportunities for student members to:
   a. Experience leadership and general student self-development
   b. Have high expectations in areas of responsibility and accountability
   c. Strive for excellence and professionalism in programs
   d. Understand integrity and value high standards of ethical behavior
   e. Honor traditions and culture of all members, nurturing diversity and the unique contributions of all individuals
   f. Promote accessibility by making sure every student can participate in programs or events sponsored by student organizations
   g. Develop professionally in visioning, strategic planning and budgeting
   h. Develop skills of collaboration, creative thinking and problem solving by utilizing teamwork, honest communication and support
Constitution:

Your organization’s constitution states the fundamental principles which govern its operation, but not specific procedures for operations. The Bylaws establish the specific rules surrounding processes like elections and you should be following those processes.

The purpose of the constitution is to provide current and potential members with information about:

- What the organization mission and purpose are and what the organization does.
- How to and who can become a member.
- How the organization is run, including the structure of elections, meetings, duties and more.

Bylaws detail the procedures your group must follow to conduct business in an orderly manner. They provide further definition to the Articles of the Constitution and usually can be changed as the needs of the organization change. Bylaws must not contradict provisions in the Constitution.

Bylaws generally contain specific information on the following topics:

- Membership (selection requirements, resignations, expulsion, rights and duties)
- Dues (collection procedures, any special fees, when payable)
- Duties of Officers, unless mentioned in the constitution (powers, responsibilities, specific job descriptions, removal and length of office)
- Executive Board, unless mentioned in the constitution (structure, composition, powers)
- Committees (chairpersons, meetings, powers, duties)
- Order of Business (agenda for conducting meetings)
- Parliamentary Authority (provisions for rules of order generally Roberts Rules of Order - Newly Revised)
- Amendment Procedures for your organization
- Other specific policies/procedures pertaining to your organizations operations

Making sure every member (including new members) has a copy of the organization constitution will help to unify and inform at the same time. This document is posted in your BoilerLink profile page for all members to access. They will clearly understand the purpose, and see possible opportunities for their involvement to grow as an active member. This is not something that should be kept only to officer transitions.
**Leadership Transitioning and Development:**

Every organization will have to transition with elections and new officers at least one time per school year. This transition is one of the *most critical times* for communication between the new and outgoing officers and/or advisor.

Every organization should build a transition process which accurately reflects the principles which are most important and the critical, role-specific duties of each officer. This transition should be built on a timeline, so elections are held and there is ample time to complete a thorough transition process. Being a successful leader involves sharing information in a manner which can have time to be digested and questions can be asked. Every organization needs to consider a transition plan that goes beyond the required processes for filing forms and signing documents. For help with developing this process for your organization, contact the [SAO Office](#) for a consultation appointment.

**Recruitment and Welcoming New Members:**

Every organization should have informed knowledge of the history of their organization, and part of that history should include how the organization recruits and trains their new members. At no time, and in no situation, is hazing ever an accepted method of training new members in any organization. Making sure the culture of hazing is not part of an organization, is the responsibility of every single member. New members should be educated on how to recognize hazing and how to report it. ([https://publicdocs.maxient.com/incidentreport.php?PurdueUniv](https://publicdocs.maxient.com/incidentreport.php?PurdueUniv))

Purdue offers several open opportunities for recruitment on a mass scale, including events such as the Boiler Gold Rush and Boilermaker B-Involved Fair at the start of the fall semester. These events, plus the Activities Bonanza and several other early year events will be free or low cost options for organizations to meet new and returning Purdue students by tabling, displays or exhibitions. In addition, every organization can have callouts or welcome new members at any time during the year, based on your organizations constitution or processes.

New Members, once you have them, need to feel welcome and involved as quickly and successfully as possible. On a campus of over 40,000, student organizations are usually a first step towards making Purdue feel like home to a new student. Every organization should make commitments to the following steps of this process, in order to be successful.

- Recruiting new members
- Orienting new members
- Running an effective new member meeting

Help with this structure and process is available from your advisor or from the [Student Activities and Organizations](#) staff through consultation appointments. Once your organization has found a good way to introduce your new members to the group, they will be one step
closer to retaining their members. The initial connection is important and it will be the first few meetings that will decide the level of commitment a student will make to the organization. Remember too, these new members, in a year, will be involved in recruiting other members, so proper planning at this stage will benefit the organization in the near future.

**Sponsoring Events as an Organization:**

For you as an organization member, an organization may spend a lot of time creating and implementing events. These events, which are sponsored by student organizations, will create a campus-wide image for the organization at Purdue. Every organization should make sure their events they run each year, are in line with the purpose of the organization, as written in the constitution. If you question if an event is appropriate for your organization, refer to the constitution.

Student organizations will transform and change during their time at Purdue. As the student membership will change, so will the group, to some extent. Constitutional amendments are allowed and should be considered if your organization finds a conflict between how the members of an organization currently function, and the existing approved constitution. The other option is to review and change events that this organization sponsors, to be more in line with the original intent of the group. There is no one correct way, and because organizations are student led, change is expected. Centering a group on the constitution is always a great way to focus in on the specific purpose and types of events an organization should sponsor.
Purdue University offers many varied opportunities for students wishing to explore what belonging to a cooperative housing or fraternity/sorority organization can offer to them. Each fraternity, sorority or cooperative has different options for students to explore:

- **Cooperative Housing:** Purdue has 12 cooperative houses which together forms the Purdue Cooperative Council (PCC). There are 7 men’s and 5 women’s organizations. Each organization manages their housing facility and is a recognized student organization.

- **Social Fraternity Organizations:** There are over 47 social fraternity organizations and 3 councils that govern these groups. Several of these organizations offer housing, and each organization manages their own recognized student organization.

- **Social Sorority Organizations:** There are over 30 social sorority organizations and 3 councils that govern these groups. Many of these organizations offer housing, and each organization manages their own recognized student organization.

Each chapter works with the Fraternity, Sorority and Cooperative Life staff within the Student Activities and Organizations office. The organizations file a registration report and use similar processes for starting new organizations as other student organizations. There are some additional requirements for achieving council approval when forming a new fraternity, sorority or cooperative organization, so please consult with the staff in this area. There is also a profile page in the BoilerLink system for our Fraternity, Sorority and Cooperative Life groups. In this section, there are forms and materials especially for these types of student organizations.

The councils for these organizations each have their own organization profiles and they are the coordinator for much of their own programming and events. The councils for the fraternity and sorority groups work collaboratively on the www.purduegreeks.com site. The cooperative organizations use their www.purduecooperatives.org site in the same collaborative manner. Each individual organization will have a separate profile page, which is maintained by the organization membership in addition to these group pages.
USING BOILERLINK:

BoilerLink Introduction and Logging in:

What is BoilerLink?
Purdue’s BoilerLink system is a database utilized by the Student Activities Office (SAO) and Purdue student organizations to organize organization information and to increase involvement opportunities for all students, faculty and staff.

BoilerLink provides tools for student organizations to manage their membership and provides a centralized place for sharing information. It can also be used by students interested in forming new organizations or locating an existing organization to join.

Logging in for the First Time:
Purdue’s BoilerLink site can be found at: http://boilerlink.purdue.edu/

The first time you visit the website, you will be required to update your personal profile. There will be a “Log In” icon located at the top, right corner of the main page. You will need use your Purdue career account information to log in. After logging in, you will be able to edit your profile.

Personal Profile Management:

After your first log in, your name will appear on the top bar of the home page, above the header, along with several other tabs. The other tabs should be labeled: “My Involvement”, “My Shortcuts”, and “Messages”. Each tab has a drop down menu of options. This area is individualized for each student, and settings are controlled by that student.
- **Name Tab:** This tab lets you view and/or change your profile and privacy settings. Profile control includes your name, @purdue.edu email, preferred email, and profile photo (NOTE: you can set BoilerLink to forward messages to your preferred email address; otherwise will need to log in to BoilerLink to keep updated on messages sent to you). This tab is also where you choose to have your name listed/not listed on public rosters in BoilerLink. By selecting “hide”, only users with administrative privileges will be able to see your involvement.

- **My Involvement:** This tab is for memberships, events, experiences, interests, service hours, submissions, downloads and your co-curricular transcript or involvement record.

- **My Shortcuts:** This tab is where links to organizations that you are affiliated with will be stored, for quick access. You click on the organization name to go to their page.

**Organizational Profile Management:**

The president, treasurer and advisor are the only members, who by default, will be able to manage an organization’s profile. When you view the home page of the organization, and have one of these positions, there will be **11 tabs** visible to you on the left side of the page. Other members may see only some of the tabs listed below. Access is assigned by your organization officers to any member, who by position, needs access to the options below:

- **Home:** Summary page of the organization, and hosts the “wall” and contact info.
- **News:** Articles can be posted about the organization.
- **Profile:** Allows for updates to the profile, public information about the organization.
- **Events:** Where the organization will fill out information about events/travel. This is also the tab to publicize flyers for events and to track attendance at events.
- **Roster:** The president will be able to update and manage the roster of the organization including inviting members or reviewing prospective members. This also allows utilization of messaging to parts of, or the whole roster, of your organization. Access for
this can be granted to other members who need to work with membership lists.

- **Photo Gallery**: Create and store photo albums for the organization
- **Documents**: The organization’s most current, approved constitution is kept as a document. This section can be utilized to post minutes (or other documents) for all members, or only specific groups of the organization to view. Access is assigned when a document is uploaded. This can become an easy and convenient digital binder for the organization.
- **Forms**: The system offers a robust form creation tool for the organization to use. Forms can be created with public access or for member only access. The tool allows for all types or forms and once published, will create a link to share, and exports that are very easy to use to work with the data.
- **Service Hours**: Track service hours as an organization.
- **Manage**: Customize the organization’s profile style and update interests. This info is utilized for involvement and interest matching to students searching for involvement.

**Events and Involvement Opportunities:**

The BoilerLink site ([http://boilerlink.purdue.edu/](http://boilerlink.purdue.edu/)) can be used by student organizations to promote their events and involve other students across campus. Students can search the calendar or flyer board for something to do, increasing involvement for all students.
BoilerLink flyer board: When an event is created, there is an option to upload a flyer. Once an event is fully approved, the flyer will be posted on the board and the calendar of events. Flyers will also be linked to PurdueBoard to then appear on My Purdue pages, and screens around campus (events without a flyer will have time, date, and place automatically placed onto a photo flyer in PurdueBoard.) However, the event will not appear on the board within BoilerLink. Flyers should be used whenever possible to promote your organization’s public or on campus events.

Organizations Tab: Students can locate organizations and search for personal involvement opportunities using the options below:

- **Directory**: Searchable, alphabetical listings of all organizations.
- **Search Box**: Tool that allows keyword searches. The keyword could be in the organization name, an acronym, or in the profile text on their page.
- **Categories**: There are approximately 20 categories that organizations can use to self-classify. Students looking for involvement can then look through listings of smaller groupings with specific interests.
- **Recommendations**: The user can enter their “interests” into their profile and then the system will use the data organizations supply to recommend “matches” of student organizations, which may appeal to the user. Students can then check into the recommended groups.

Events Tab: Students can browse upcoming events by date and select to add events to their personal, online calendars.

Campus Links Tab: Users can find links to commonly requested online information.

News: Organizations can post news articles about their group or activities. Clicking on any posting will take you to the profile of the organization who posted the article.

Purdue University Calendar or PurdueBoard: Events submitted directly to BoilerLink do not need to be submitted to the University calendar or PurdueBoard. However, these sites can be useful to students looking for campus activities or involvement opportunities.
ORGANIZATION RECOGNITION AND REGISTRATION

PROCESSES:

Recognized Student Organizations (RSOs) at Purdue University must fulfill certain requirements for recognition, in addition to completing the registration process.

- Each organization must have at least two student officers. These two students will become the “President” and “Treasurer” of the organization.
- Each organization must have a full-time faculty/staff advisor.
- Each student officer must not be on probation with the University during the term they hold their office.
- Each student officer must meet the minimum requirements for earned credit hours (officers must be at least second semester freshmen in status).
- Each organization’s constitution must have three required statements: non-discrimination, treasurer, and amendment statements (found in the constitution outline link in the “Forming a New Organization” section).

Forming a New Organization:

Creating a new organization at Purdue begins with searching BoilerLink to see if an organization already exists with the same purpose as the one you would like to start. Use the “search” option (found within the “Organizations” tab) to search key words that would be involved with your new organization. Students can also inquire about inactive organizations, which are not shown on the active BoilerLink directory listing. The SAO staff can assist with these questions. If you do not find a group that is substantially similar to the one you hope to initiate, you must follow these steps in forming your new organization:

1. Gather the interested students/faculty/staff to write the constitution. Make sure the required statements—shown in the constitution outline—are included.
2. Make decisions on who will be the inaugural president, treasurer, advisor, and any other officer positions that are required based on your constitution.

3. Review the requirements for filing and getting trained on becoming a new organization. If there are any issues or questions, please contact the SAO staff for a consultation.

4. Complete the new organization registration form on BoilerLink.

   **New Organization Online Registration Process:**
   a. The president must log in to the BoilerLink site. By making the submission, they will become the primary contact for the organization.
   b. On the home page, find the “Organization” tab. On the left sidebar, select the “Register” button under “Register a New Organization”.

![BoilerLink screenshot](image)
c. Read the instructions page to ensure you have all the information that will be required for the submission.
d. Enter the information of the new organization:
   i. Official Name
   ii. Short Description
   iii. Acronym (optional)
   iv. Contact email
   v. External URL (optional)
   vi. Website key (this is the club name as one word, no spaces)
   vii. In next seven boxes, provide any contact information for the organization.
e. Update the organization roster by adding the president, treasurer and advisor plus at least three additional members.
f. List at least the name and @purdue.edu email for each member.
g. The “Required Positions” box on the left must have three green check marks before you can continue to the next step.
h. Upload the .doc version of the constitution.
i. Once finished, select “Next” to complete the roster step.
j. Read through the completed information for your organization.
k. Select “Finish” to submit the new organization registration form.
l. The president will receive notification stating the submission is pending.
m. After the organization is approved, ensure that the officers have all responded to the email they receive to confirm their status in the organization (they must each log in to the site, and accept their position).

5. Once the organization has been approved and formed, they will need to open a Business Office for Student Organizations (BOSO) account, set passwords for the ITAP email and web space, and build their website. The president will be direct connected by ITAP to set controls for the web space and email assigned to the organization. That connection is found on Secure Purdue page (listed under additional items that student is connected to with ITAP.) Once reset, the president can share those passwords as needed to delegate so others may access email and web space to do organization work.

**Organization Re-Registration/ Maintaining Recognition:**

Every RSO must complete the annual fall re-registration process on BoilerLink. This will notify the SAO staff on who is serving as the president, treasurer, and advisor. Every organization must ALSO make sure to complete a registration within Three Weeks of any new officer elections. This is a minimum of two possible registrations per calendar year. If your election occurs within the open re-registration time, you may need to only submit one form to meet all requirements. This form is completed by the new/incoming president, and should be a part of the transitioning done with the outgoing president.
**Annual Fall Registration:** usually between the first day of fall classes through mid September

The registration process is completed in [BoilerLink](#), and can be accessed a few ways:

- Search for your organization’s name in the “**Organizations Directory**”. Click the “**Register this Organization**” button.
- On the profile page of the organization, select the “**Register**” button.

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**Changing/Transitioning Organization Officers:**

Organizations elect and transition their officers at different times during the school year. New officer information must be submitted to the Student Activities Office within three weeks of
any election (Univ. Regs.). This registration is done by filing a registration form on BoilerLink (follow the registration process outlined above).

Once the registration is complete, there are a few more steps to make the transition official:

- The roster of the organization must be updated to reflect the changes in officer titles.
- SAO staff will notify ITAP of the change in officers, and the incoming (new) president will be direct connected to any web space, email, or account online with ITAP (which is controlled by the student organization).
- SAO staff will share the registration information with BOSO to change financial account accesses for COOL.

**Constitution Revisions or Organization Name Changes:**

Revisions and/or changes to any part of the constitution must be submitted to SAO for review and approval. This also includes changing of an organization’s name.

An organization will revise and vote on the change to the organization constitution. The revised constitution must then be emailed or delivered to the SAO office for review. Once approved, a final copy will be submitted (in print form) with the signatures of the advisor and president. SAO staff will change the organization name (if applicable) and replace the original constitution with the newly approved version in the organization’s documents stored on BoilerLink. The paper copy will be kept in the organization file in the SAO office.
It is important for student organizations to plan activities throughout the year to provide their members with a sense of purpose. Organization and planning are key elements to making any event a success. A well-organized event will showcase the effectiveness of an organization and show others what membership in the group is all about. Planning should occur by the group, not just the leader. Members should feel they are contributing to the organization which will increase commitment and avoid misunderstandings.

**Steps to Planning Activities:**

1. **Identify what you want to do and what outcome you want.**
   - Does this activity align with the mission and purpose of the organization?
   - What is the outcome expected—knowledge, strengthen group ties, recruitment, accomplishment of a specific task?
   - Who is to participate—members only, invitees, campus community, open to the public?
   - What type of activity will help to achieve desired outcome of educational, social, recreational, service, and fundraising?
   - How will you measure event outcomes? Track RSVP, invitations or event actual attendance? (verify your goal attainment)

2. **Identify what arrangements may be necessary.**
   - What resources should be obtained—speakers, films, handouts?
   - What facilities should be secured—meeting room, auditorium, athletic facility, park shelter house, table at the Union?
   - What special arrangements are required—lighting, audio/visual requirements, catering, auxiliary services, and emergency preparations?

3. **Identify the University procedures to be observed.**
   - Will you need to fill out an Event/Activity form?
   - Does facilities/transportation need to be reserved with appropriate offices?
   - Is there anything in the activity which violates University Regulations? [www.purdue.edu/univregs](http://www.purdue.edu/univregs)
   - Have you allowed enough time to coordinate your plans with all of the departments involved?

4. **Identify the financial arrangements necessary.**
   - What is the cost?
What are the sources of funds? (Can we apply for a grant?)
Will the organization pay all expenses? Is this a co-sponsorship event?
Will participants be charged an admission?
What can you get donated?

5. **Arrange for publicity for the event.**
   - Will flyers be distributed: bulletin boards, residence halls, fraternities, sororities, cooperatives, and off-campus?
   - Will media be used? The Exponent, Journal and Courier, radio and television (advertisements, articles, calendar, or public service announcements)
   - Will social media be used? (Twitter, Instagram, Facebook) Will RSVPs be done via BoilerLink or otherwise to track attendance?
   - Post on [http://boilerlink.purdue.edu/](http://boilerlink.purdue.edu/) when you file your Event form

6. **Check out all arrangements PRIOR TO the actual time of the activity.**
   - Are the facilities and arrangements adequate for the number expected?
   - Are resources onsite & accessible? Overhead projector, DVD, etc.?
   - Movie showcasing guidelines followed?
   - Who is the member in charge during the activity?
   - Who is the member in charge of cleanup?

7. **Evaluate the activity after it is completed.**
   - Who participated and how did they respond?
   - Was planning adequate and were goals realized?
   - What recommendations are there for follow-up or a repeat next year?
Online Event/Activity Planning Processes:

**WHO CAN SUBMIT AN EVENT/ACTIVITY FORM?**

The PRESIDENT, TREASURER, & ADVIOR are the only people automatically selected in BoilerLink to create and submit Event/Activity forms.

HOWEVER, any of the previous mentioned can give Event Creation privileges to other organization members by using the organization’s ROSTER tab --> Managing Positions and assigning Full Events Access to members who will create events.

Event/Activity Forms: FILED AT LEAST TWO WEEKS IN ADVANCE OF THE EVENT!

**EVENT FORMS ARE NO LONGER REQUIRED FOR THE FOLLOWING TYPES OF EVENTS:**

*REGULAR MEETINGS, SUPPLIES, DUES, ACTIVATIONS, FREE SPEAKERS*

*CALLOUTS THAT HAVE CATERED OR PRE-PACKAGED FOODS*

*EVENTS WITHOUT COSTS, OR CONTRACTS; SKIP-A-MEAL ORG. FUNDRAISERS*

(Consider the risk factors, financial factors and submit the form if in doubt!!)

To complete the Event/Activity form, gather the following:

1. Detailed information regarding the event and description of the event’s purpose.
2. Name of the person in charge of the event, their name and contact information.
3. Reserve the space to be used in advance. It is the student’s responsibility to reserve room locations for events. Proof of reservation will be needed for the online event planning form. (It can be input by pasting or uploading when prompted)
4. Estimated costs of event, including Income and Expenses
5. Fill out the Event/Activity form on the organization’s BoilerLink profile page.
6. Remember that forms must be filed online at least two weeks prior to the event start date. The Student Activities Office, Business Office and others may need to that time to verify and clear all information and situations.

Most spaces, including memorial mall & outdoor spaces, are able to be reserved through Space Management at [https://www.smas.purdue.edu/](https://www.smas.purdue.edu/). Other campus areas are as follows:

- **Elliott Hall, Loeb Playhouse, Fowler Hall, or Slayter Center & Hill:** [http://www.housing.purdue.edu/HTML/HallOfMusic/Venues/Reservations.html](http://www.housing.purdue.edu/HTML/HallOfMusic/Venues/Reservations.html)
• **Krannert Auditorium and Drawing Room:**  
  Contact: Krannert Building ~ Room 483, 765-494-4434

• **Bike Lane by Stewart Center:**  
  [https://www.purdue.edu/police](https://www.purdue.edu/police)

• **Parking Lots or Garages (not Ross-Ade lot):**  
  [https://www.purdue.edu/pat/](https://www.purdue.edu/pat/)

• **Union or Stewart Center:** Table spaces and rooms  
  [https://boilerlink.purdue.edu/organization/PMUCateringandEvents](https://boilerlink.purdue.edu/organization/PMUCateringandEvents)

• **Squirrel Park, PU Village Community Center:**  
  Contact: Purdue Village Community Center ~ 765-496-3579

• **Recreational Sports Center:** (space, pool, outdoor field, ropes course, Picket Park etc.):  
  On reservation site, please refer to Purdue Affiliate notes on how reservations are answered. Submit space request on this site, then note in the box below any reply you have and move on through the form.  

• **Residence Halls, Lounges, and Dining Courts:**  
  Contact: The hall [Front Desks](#), or the University Residences main office at Smalley Center, 765-494-1000.

• **Ross-Ade Lot, Mackey Arena or other athletic dept. areas:**  
  Contact Dan Mason at demason@purdue.edu and follow directions he shares with you for the location you are requesting to use.

• **Ross-Ade Pavilion or Shively Center:**  
**EVENT POLICIES AND RISK MANAGEMENT PROCEDURES:**

**Alcoholic Beverages at Events:**

Student organizations may not serve or possess alcoholic beverages in any University student residence unit. Student organizations may seek approval from the Executive Vice President and Treasurer or his/her designee to have alcoholic beverages served at on-campus organizational functions in areas designated by the University and under the supervision of the Purdue Memorial Union or the Department of Hospitality and Tourism Management, subject to compliance with all University regulations and applicable Indiana state laws. Under no conditions may organizational funds maintained in the Business Office for Student Organizations be used to buy, sell, or provide alcoholic beverages on or off campus.

**Amplified Sound:**

In order to prevent disruption to businesses, offices, and classes, programs on campus activity involving amplified SOUND IS GENERALLY NOT PERMITTED. When it is permitted, (per University Regulations will be regulated to prevent interference with academic programs or other officially sponsored activities. Some permission is given to using the 10 minutes between class periods, but this is on a by case basis.

**Competitions/Hold Harmless Waiver Forms:**

The hold harmless general release waiver form allows participants in Purdue sponsored events to waive, release, and hold harmless the University for damages that may be sustained during their voluntary participation in a student organization activity. A waiver should be used primarily in conjunction with recreational programs that are voluntary in nature, or in other programs that are beyond the usual educational operation of the Institution. Completed waivers must be kept on file by the student organization for at least two years post event, plus one additional year.

**Concerts:**

Many student organizations aspire to have a concert on the West Lafayette campus. Although they are fun, there is a lot of advanced logistical planning and detail that should be considered before undertaking this huge responsibility. Additionally, there are certain guidelines and University regulations that must be followed in order for a concert to take place, and there will be a meeting with the Campus Safety Panel so planning a concert requires you to submit the online form at least 90 days in advance.
**Conferences:**

A conference would certainly be a special event that an organization could host and/or execute. Per University Regulations Part 7, Section IV, D this is an event that would need to be discussed, planned, and organized far in advance and in conjunction with [Conferences Division at Purdue University](#).  

**Demonstration, Rallies, Marches, Vigils, Protests and Parades:**

1. A basic general requirement for staging a demonstration, rally, march, protest, vigil or parade is that the activity must not interfere with academic programs or other scheduled functions of the University. Sound and amplifying equipment is generally not permitted and when permitted will be regulated to prevent interference with academic programs or other officially sponsored activities. This [document](#) outlines the process.

2. In order to insure availability of appropriate space, these types of events must be registered far enough in advance of the event so that all departments of the University involved with the scheduling of such events can be properly notified. To register an event, an event form must be submitted online and at least two weeks in advance of the date of the event. Each organization accesses this form from their BoilerLink page.

3. In the event that more than one demonstration or rally is planned for the same area, the one that is properly registered and is scheduled first will have priority.

4. The south end of Memorial Mall (area west of Stewart Center) is reserved for demonstrations and rallies. If a student group wishes to consider other areas of the campus for similar activities, the plans must be discussed with staff in the Office of the Dean of Students and the appropriate approval obtained.

5. Approval from the Office of the Dean of Students must be obtained if off-campus speakers are to address participants of demonstrations, rallies, marches, parades, protests or vigils held on campus. An event form may be used by a student organization to obtain such approval if they are the sponsor for this event.

**Event Timing:**

- Sunday - Thursday ending by MIDNIGHT
- Friday & Saturday ending by 3 am.

**Dates during Examinations:**

Schedule Limitations during Final Examination Period. It is strongly recommended that no extracurricular activity requiring student participation be scheduled by the
faculty and staff at the West Lafayette Campus during or immediately prior to periods in either semester or the summer session when final examinations are given. The purpose of such voluntary restriction of extracurricular activities is to protect and enhance the opportunities for preparation, review, and study as well as to minimize physical, emotional, and mental strain on students during such periods. In the event there is no alternative to scheduling extracurricular activities during the periods specified, student participation must be on a voluntary basis. A student who feels compelled to participate in an extracurricular activity at the expense of time needed for study and preparation for an exam is encouraged to carry his concern to any appropriate University agency (i.e., Office of the Dean of Students).

**Events with Speakers:**

1. There are three types of meetings at which recognized student organizations may sponsor outside speakers on the Purdue campus:
   a. Meetings closed to all but the student organization members or invitees
   b. Meetings restricted to members of the University community
   c. Meetings open to the general public

2. Meetings open only to organization members, callouts and several other types of events need not be registered on an Event/Activity Form. See the second page of the Event Form online for a full list of events that don’t require a form submission.

3. Members of student organizations planning to invite speakers to the campus should consult with staff members in the Office of the Dean of Students so that they follow the regulations set forth in the Student Organization Speaker Scheduling Procedures and the Regulations Governing the Use and Assignment of University Facilities.

4. If there is a contract to pay the speaker, BOSO will review and sign this contract. Submit all details on the Event/Activity form; upload any contract given to the organization by the speaker and BOSO will review and sign any contracts.

**Events with Students with Disabilities:**

Recognized student organizations at Purdue University must provide access to their programs and activities for qualified students and other participants with disabilities. The Office of the Dean of Students provides student organizations with information for obtaining auxiliary aids and services for students with disabilities who wish to participate in programs and activities. To obtain this information, the student organization:
1. Must submit an Event/Activity Planning form online at least two weeks in advance of the program or activity.

2. Describe the requested auxiliary aids and services.

3. Provide the name of each student for whom auxiliary aids and services are requested. If the preceding conditions are satisfied, any costs associated with the provision of auxiliary aids and services may be paid from the Student Organization Operating Fund. Student organizations are encouraged to cover the costs associated with the provision of auxiliary aids and services by building them into the overall fees of an event or by budgeting for projected expenses each year.

4. Student organizations may establish reasonable notification deadlines for requests for auxiliary aids and services by students with disabilities who wish to participate in a program or activity. To receive these auxiliary aids and services, a student with a disability must provide appropriate documentation in accordance with the Office of the Dean of Students’ policy, “Documentation of Disabling Conditions and Determination of Academic Adjustments.” A non-student with a disability who wishes to participate in a student organization’s program or activity should contact the organizer of the program or activity.

If a program or activity for which auxiliary aids and services are requested is canceled, postponed, or rescheduled, the student organization is required to pay any costs incurred to fill the request unless it has given 72 hours’ notice to the Office of the Dean of Students.

**Free Space:**

Purdue University is a public institution. As such there are public areas that are “free space” for demonstration, protest, performance, etc. without reservation needed. That space on campus is the area on the south end of the Memorial Mall, closest to State Street. However, while in this space the police have jurisdiction to serve and protect if there is any direct threat to a person or a group.

**Sales, Canvassing, Political Campaigning and Contributions Projects:**

Recognized nonprofit student organizations may, through filing an event form, conduct sales, canvassing, and contribution projects on campus. Such projects may include the selling of printed material on campus grounds. All projects involving the sale of any item, including tickets, must be registered in advance on an event form, and cleared through the Business Office for Student Organizations.
Student organizations who wish to canvas door-to-door in the University Residences should be approved through the Student Activities Office (SAO) via and Event/Activity online form. Full guidelines can be found on BoilerLink under the Campus Life, Documents section. Canvassing Guidelines and approval will be given for Residence Halls through the Smalley Center 494-1000.

**Security:**

All events sponsored by student organizations that are open to the public or that have high attendance may be subject to the requirements of having additional security required.

- All decisions regarding security requirements or security waivers for events will be at the discretion of PUPD in consultation with the Student Activities and Organizations Office and the host facility staff, NOT the student organization.
- PUPD’s presence does not relinquish the student organization’s responsibility in confronting potential problems. The student organization is responsible for primary intervention in the event of any problems or potentially confrontational situations. PUPD officer(s) will assist when needed.

**Special Events:**

University premises and facilities are available for use by individuals or organizations for purposes relating directly to the University’s regular educational or research programs. Any individual(s) or organization wishing to use University premises or facilities for any other purpose must obtain approval from the appropriate campus authorities. Questions relating to such usage should be directed to the Space Management & Academic Scheduling.

Campus authorities may grant permission to use University premises and facilities to these organizations when the use is generally compatible with the University’s teaching, research, and public service missions.

Many registered organizations sponsor events deemed to be “special events.” These are events that require extra set up, extra approval, may have risk associated with them, or have unusual circumstances. These events will be discussed with the Student Activities and Organization office staff, and then the organization may be invited to share plans with the Associate Dean and Dean of Students.
ADVERTISING EVENTS:

Student organizations often create promotional materials such as flyers, posters, handbills, newspaper ads, and banners to advertise themselves or market an event or activity they are sponsoring. Student organizations can submit an electronic copy of their flyer for distribution via BoilerLink. This will allow you to upload a flyer to be displayed on PurdueBoard and electronic boards all around campus. If you do not upload a flyer, the system will just fill in the pertinent information (who, what, when, where) and it will generate a flyer for you to be displayed every place except on the front page of the BoilerLink system.

Promotional Information:

The following information must be included on all marketing/advertising materials put out by a student organization, whether on- or off-campus.

- Full name of the student organization (not acronyms or abbreviations)
- Contact information (e.g., phone number, e-mail address, website)
- Time, date, and location of the event

Other Ways to Advertise Events on Campus:

Purdue Message Boards: Student organizations can take advantage of free advertising

Mortar Board Calendar: Student organizations can have their callouts and events advertised in the Mortar Board Calendar. Submissions are accepted towards the end of the spring semester for the following academic year. To submit information visit their BoilerLink profile page.

Websites: All student Organizations Must register events on BoilerLink. All events posted on BoilerLink are routed to PurdueBoard, MyPurdue, Boiler TV, Computer screens and digital signs on campus and in the dining courts and residence halls.

Boiler TV: Student organizations can have their event advertised through Boiler TV, which is broadcast throughout the residence halls. Artwork and pictures are allowed. Contact Smalley Center 765-494-1000. Please allow at least three business days prior to the day of broadcast.

Display case in Stewart Center: Work with Union Scheduling Office (PMU Room 160) to schedule use of a display case. Reservations are for 1-week intervals and it is first come-first serve. It is recommended to reserve space one semester in advance. The information may also be found online on the PMU Catering and Events page.

Table Talks: Students organizations are allowed to set up tables to promote the organization and/or its event at various locations on campus. Contact Space Management (SMAS) for more information.
Student organizations wishing to conduct table talks in the residence halls must submit their request to the Residence Hall Association (RHA). Contact the RHA in Smalley Center for more information. 765-494-1000

Tables Stewart Center /Tables by Food Courts in PMU: Students organizations are allowed to the set up tables to promote the organization and/or its event at various locations on campus. These are reserved for blocks of time through the PMU Catering and Events page on BoilerLink.

Data Request & Direct Student Email for Student Organizations: Request mailing addresses or have an email sent for your group, to a specific population of Purdue students. Every group can use this process up to two times per semester. Process takes about seven working days from submission to get data/have email sent so please plan ahead at least a week and a half from the date you need information sent. View the Data Request information located on BoilerLink.

Flyers/Chalking: Student organizations can post Flyers on kiosks, PurdueBoard, and on BoilerLink. Chalking on campus can be done on sidewalks that are exposed to natural elements, to advertise their event.

Boilermaker B-Involved Fair: Students organizations are encouraged to set up a booth at the Boilermaker B-Involved Fair. This is usually the Saturday before classes begin in the fall. This fair is put on by the Student Activities and Organizations office. Contact the office for more information 765-494-1231 or sao@purdue.edu

Activities Bonanza: Student organizations can set up a booth during the Activities Bonanza held at the beginning of both fall and spring semesters. Contact Purdue Student Union Board (PSUB) for more information contact: psub@purdue.edu.

TV/Radio/Newspaper: Student organizations can advertise their event through The Exponent, The Journal and Courier, TV Channel 18, or various local radio stations. A press release is the suggested format. Basically, what is important to cover is who, what, where, when, etc. Be sure to put the most important information first, as editing usually occurs at the bottom of a story.

Purdue News Service: The Purdue News Service is an excellent resource for everything officially Purdue; from academics, athletics, and even weather. Student organizations can utilize the news service to officially record and publicize their events happening on campus. The news service can be contacted at purduenews@purdue.edu or 765-494-2096 http://www.purdue.edu/newsroom/ or https://marketing.purdue.edu/

PRESS RELEASE SAMPLE ~

FOR IMMEDIATE RELEASE

Purdue rowing crew hosts Marietta College for 38th duel
WEST LAFAYETTE, Ind. – Purdue University’s nationally recognized Crew Club will host Marietta College for the 38th Annual Purdue-Marietta Duel on the Wabash River this Saturday, March 27. The first race will launch at 2:00 p.m., with subsequent launches at 2:10 p.m., 2:45 p.m., 2:50 p.m., 2:55 p.m., and 3:00 p.m. Each race will last approximately seven to ten minutes.

The Duel will offer a variety of men’s and women’s rowing teams. The route for the races will begin at the Purdue Rowing abutment (near the Merou Grotto, 1860 N. River Road) and will finish just north of the Pedestrian Bridge adjacent to the James F. Riehle Plaza downtown Lafayette.

Spectators are welcome to attend at no charge. Optimal viewing for the race will be from the Pedestrian Bridge or from the Heritage Trail foot/bike path along the race course.

CONTACT: Fall Summer, (765) 123-4567, name@email.com

NOTE: Radio advertisements should be used with caution. Since radio promotions reach a broad audience, it is inappropriate for use with events intended for Purdue students only.
TRAVELING AS A STUDENT ORGANIZATION:

General information and When to File an Event/Activity Form:

We seek to promote safe travel to events and activities occurring beyond the boundaries of University property by recognized student organizations. This policy applies to individual student and recognized student organization travel; both in cases where the travel is sponsored by a university student organization and in cases where the travel is independent of student organization sponsorship but where an individual student or recognized student organization travels on behalf of, or with the financial support of, one or more recognized student organizations of Purdue University. Travel is filed like events, at least two weeks in advance and filed through the Event tab found on each organization’s profile page.

All travel by recognized student organizations must relate to the purpose of the organization and comply with the policies of the Purdue University and applicable local, state, and national laws.

An Event/Activity form is needed if:
- A student or student organization is traveling outside of Tippecanoe County.
- When a University vehicle is being used in and outside of Tippecanoe county
- Traveling Abroad (including Canada and Mexico)
- Traveling with a Club Sports Team

All Travel forms should be completed at least two weeks in advance, except when traveling abroad or for extended periods of time, which can then take up to a month or longer. The request will require the following information:

- A list of all participants traveling
- If using drivers, the names of all drivers and RMO1 form for each driver is submitted to BOSO (RMO1 requires 5 day approval time and fee)
- Phone number and address of destination
- Estimated costs and income related to the trip
- If using, the University Vehicle request is entered into the online form

Driving Personal or University Vehicles:

Driving Private Vehicles:

- The owner’s insurance is the primary coverage, and each driver and owner must carry at least $100,000 dollars in liability coverage.
Driving University Vehicles:

- To drive a University van, drivers must be at least 20 years old, have a valid U.S. driver’s license, successfully complete the Motor Vehicle Records check, have two years of driving experience, and have completed the University’s on-line van driving training video. (login to WebCert to access passenger van training).
- To drive a university car, drivers must be at least 18 years old, have a valid U.S. driver’s license, successfully complete the Motor Vehicle Records check, and have one year of driving experience.
- To begin the process, the online Event/Activity form must be completed by a representative of the student organization, at least 14 days prior to trip departure date.
- Once Transportation Service staff has received the notice of the online BoilerLink submission, they will process and include their confirmation of the request and give the estimate in their comments, on the discussion of the event online.
- BOSO will use this information to verify and confirm fiscal approval on the cost of the rental.
- Two Risk Management approved drivers are required for each car or van, but more are recommended on longer trips. The RM01’s and USA General or specific state Release Form must be submitted to BOSO five (5) business days prior to departure for processing.
- The BOSO Office will notify your organization that your vehicle request has been approved, through the event discussion comments. Your group is ultimately responsible for making sure all drivers are certified.
- All of the approval will occur online, and the names of the person(s) picking up vehicles will be required to complete your travel request.
- If you have any questions, about university vehicles please contact:

Transportation Services
765-494-2114 (Phone)
transportation@purdue.edu
**Travel Guidelines:**

**Authorized Driver Certification (RMO1):**

- Student drivers must complete a [Request for Driver Authorization Form RM01](#) and deliver to BOSO if they will be:
  - Operating a University Vehicle, or Operating a Personal Vehicle on University Business or for any other University purpose and requires submission of the Event/Activity form online to verify trip.
- Form RM01 will be forward by BOSO to Risk Management, who will conduct an MVR review.
- Volunteers and Graduate Students are also required to complete an RM01D or RM01S if they are driving on a student organization approved trip.
- Student drivers are allowed to operate a Vehicle on University Business while within the United States or Canada only. Student drivers may not operate a Vehicle on University Business or for any other University purpose in any other country. Graduate Students traveling abroad on official University Business are an exception to this restriction.
- Any Student who operates a Vehicle without complying with the provisions or who otherwise fails to comply with this policy, may be deemed not to qualify for Indemnification from the University, and may be subject to disciplinary action as deemed appropriate.

**Rental Vehicles:**

- Student organizations whose members are personally renting vehicles are encouraged to purchase additional insurance (liability & loss damage insurance) when using rental vehicles.
- Individual students should confirm with their personal insurance carriers that they have insurance on rental vehicles.
- Drivers **may not** transport more than eight people (including the driver) in any 12- or 15-passenger size van for off-campus events. This policy applies to all vans including, but not limited to, those owned, borrowed, rented, or leased.

**Travel Distance:**

During organization trips, safety is the number one priority. Accordingly, prior to travel, each trip will be reviewed based on several factors including distance, route, departure times, weather, number of drivers, etc. Trip approval does not eliminate the responsibility of club members to make sound decisions during the trip and reduce their amount of travel for a given day if conditions dictate.
The following travel distance requirements are for travel in regular motor vehicles. Travel by bus, train, or airplane has no mileage restriction, but are still subject to all other travel policies and approval processes.

- Trips will not exceed 650 miles (one way or round trip) in a 24 hour period unless approved by SAO. A detailed travel itinerary will be required, and may require an overnight stay.
  - *Any trip deemed unsafe will require itinerary changes prior to approval.*
- On any trip with one or more passengers, one passenger should always be acting as the Vehicle navigator.
- Any trip (or trip segment) exceeding six hours must include at least one fifteen-minute rest stop.
- Any trip (or trip segment) exceeding ten hours must include at least one thirty-minute (or more) stop in addition to the 15-minute rest stop.
- It is recommended that, whenever possible, multiple Authorized Drivers be utilized for trips that exceed six hours, to avoid driver fatigue. In any case, no driver shall drive more than twelve hours during any 24-hour period. Driving time is inclusive of rest stops.

**Emergency Repair Procedures (for University Vehicles linked here):**

When emergency services are required, use only qualified professional service and the following guidelines:

For a minor condition — up to $200:

- Use the credit card supplied in the key case. If necessary, cash, personal check, or credit card can be used.
- Always obtain a receipt. Personal expenditures will be reimbursed at the Transportation Service Office upon return of vehicle.

For a major condition — over $200:

- Get vehicle off the road and to a safe location if possible.
- Call Transportation Service at (765) 494-2114, or 1(800) 213-3626 (day or night). Transportation Service staff will advise you of the necessary procedure to repair or replace the disabled unit.
- Most vehicles have Roadside Assistance. Look for a sticker in the window, key case, or owner’s manual in the glove box for information and phone numbers. Chevrolet Roadside Assistance 1-800-243-8872.
- If vehicle can be driven safely, continue on your trip as planned, and inform Transportation Service immediately upon returning to campus.
**Accident Procedures:**

If an accident occurs use the following **guidelines:**

- Notify area police immediately — before leaving the accident scene.
- Provide assistance at the accident scene. DO NOT RENDER FIRST AID UNLESS PROPERLY CERTIFIED.
- Exchange information with the other driver(s): by completing the red “In Case of an Accident” form provided in the vehicles glove box,
  - Gather the following items: driver’s name, address, city, state, zip code; driver’s license number, date of birth; license plate number, state, year; make, model, year, color of other vehicle.
- Get vehicle off the road and to a safe location if possible.
- All accidents are to be reported by the driver immediately to the Transportation Services Department and the University Police Dept.
- Call Transportation Service at (765) 494-2114, or 1(800) 213-3626 (day or night). Transportation Service staff will advise you of the necessary procedure to repair or replace the disabled unit.
- Most vehicles have Roadside Assistance. Look for a sticker in the window, key case, or owner’s manual in the glove box for information and phone numbers. Chevrolet Roadside Assistance 1-800-243-8872.
- If vehicle can be driven safely, continue on your trip as planned, and inform Transportation Service immediately upon returning to campus.

**Travel Abroad:**

Student organizations traveling to ANY country outside the United States will need to complete the submission of the Event/Activity form online through BoilerLink. Each organization will find this on their profile page, click Create Event. This form must be submitted online at least 30 days in advance or more depending on the country your group will be visiting.

- **Countries listed as having a travel warning** will need additional approval before travel is approved. Below is a link for the Current US Travel Warnings. This can take up to 90 days. [http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

- **REQUIRED International Medical Insurance** – Approx. **$32/month** per person must be purchased and cards obtained through Purdue Risk Management (student organization will be billed by Purdue Risk Management office); provides more extensive medical and evacuation coverage; The application form is available online from the [Purdue Risk](#)
Management office: It must be submitted two weeks prior to departure date; funds may be collected by organization and deposited into the student organization account in the Business Office for Student Organizations (BOSO); BOSO will process the payment to Risk Management from the student organization account. You must complete the **RM23** form (typed) and faxed or emailed to Rochelle Hines in the Risk Management Department at 765-496-1338.

- **Put together an Information Packet on each traveler:** This packet should accompany the group in the possession of the person in charge of the trip. A copy of this packet can be left with the advisor as an emergency contact. The Information Packet must include the following:
  
  - Vital Pages of the Student’s Passport
  - Emergency Contact Information Form
  - Statement of Responsibility and Assumption of Risk – for any student less than 18 years of age must also include signature of parent/guardian
  - Medical Information Form
  - Documentation of Study Abroad Insurance Coverage

**Suggested Activities to Prep for the trip:**

Plan/Arrange Orientation Activities – Orientation must include discussion of issues related to health/safety abroad in the country (ies) being visited; country and program-specific information should also be presented

**Travel and Packing**

- Travel arrangements (itinerary, times, etc.)
- Time to arrive at airport
- Check-in procedures (security, weight limits)
- U.S. Customs procedures upon return (no fruits, vegetables, meats)
- Packing list/tips (include discussion of appropriate clothes/dress)
- Prescription medicines, contacts, etc.
- Other medicines to pack (Imodium, headache medication, sun block, etc.)

**General Information:**

Communicating with family/friends back home (email access, phone cards)

Money matters (how much to take and in what form)

**Cultural Do’s / Don’ts**

**Health and Safety Issues:**

Brief discussion of insurance coverage

Water and food concerns
Traveling in taxis and on buses
How to avoid being a victim of crime
Where to go/not go
How to avoid being too American...
What to do if you get sick
How/where to contact group leader(s)
Attitudes toward alcohol
Sexual attitudes/norms
Sexually transmitted diseases
**RISK MANAGEMENT FOR STUDENT ORGANIZATIONS:**

**Accessibility**

Student organizations must provide access to their programs and activities for qualified students and other participants with accessibility needs.

**Alcoholic Beverages**

Organization funds maintained in the BOSO office cannot be utilized to buy, sell, or provide alcohol and tobacco products on or off campus, nor can these be items served/provided in any University student residence unit. Conversely, approval may be sought from the Executive Vice President and Treasurer (or designee) to have alcoholic beverages served at on-campus organizational functions in areas designated by the University and under the supervision of the Purdue Memorial Union (PMU) of the Department of Hospitality and Tourism Management (HTM). This is subject to compliance with all University regulations, and applicable Indiana state laws.

**Amplified Sound**

Organization activities must not interfere with academic programs or other scheduled functions of the University.

**Animals**

Sometimes animals are brought onto campus as part of organized events and activities. Below are some things to keep in mind during the brainstorming process:

- Individuals and members of organizations should refrain from bringing their own animals/pets.
- Student organizations should work with reputable, outside organizations that have experience with campus events involving animals.
- Outside organizations offering this service must provide proof of at least $1M of general liability insurance (see Certificate of Insurance (COI)).
- Student organizations must provide a full list of animals/breeds they would like to bring on campus in advance for review Risk Management. Additionally, they must describe how participants of their program will interact with the animals. Risk Management will make determinations on what animals/breeds are acceptable for the event and those that are not permitted on campus.
- Constant supervision of animals should always take place during an event.
It is important that groups make inquiries about bringing animals on campus to the SAO Staff (494-1231) and/or Risk Management (494-7695) prior to working with any outside organization or publicizing the event/activity.

**Certificate of Insurance Information:**

A liability policy covering the activities of student organizations is carried under the direct management of the University, and finances regarding this policy are under the jurisdiction of the BOSO office (specific details of this coverage may be obtained from this office).

A **COI** is an official document issued by an insurer or broker that demonstrates proof of insurance for an organization or business. It is also provided by the University’s insurance company to parties outside of Purdue pertaining to an event or activity. The creation of this document (if requested) usually culminates as a result of a contractual relationship.

If a student organization is sponsoring or participating in an official Purdue University off-campus activity (i.e. utilizing a building location for a meeting or dance, having an informational booth at a festival, taking a group of students on a site visit), they may be asked to provide proof of insurance for any liability resulting from the group’s actions (i.e. injury to, or damage to property of, a third party). This is a common request and enables the premises owner to establish that the organization has liability coverage which would respond in the event of a loss. **A certificate of insurance only needs to be issued when one is requested by the premises owner.**

Should an outside vendor require a COI FROM THE UNIVERSITY:

- The student organization must submit an online event form on BoilerLink.
- Secure an electronic copy of the contract or agreement requiring the COI. **NOTE: A copy of the contract may be requested prior to issuance.**
- Complete the **RM02 form (Request for Certificate of Insurance)** Online
- Follow the directions on the RM02; email it and the contract/agreement to lkiser@purdue.edu

Questions or problems regarding this process should be addressed to: 765-496-7440

If a student organization is sponsoring or participating in an official Purdue University on campus activity where there are plans to rent equipment (i.e. inflatable devices, rock walls, bounce houses, dunk tanks), or services provided to the organization are contract based (i.e. speakers, performers, displays, or interactive equipment setup), the University requires verification of the vendor’s insurance before considering and approving these events.

Should the University require a COI FROM A VENDOR:
The student organization must submit an online event form on BoilerLink.

Secure an electronic copy of the contract or agreement requiring the COI. Student organizations are not allowed to sign contracts on behalf of their organization or the University.

The COI must document general liability coverage in the amount of at least $1 million per occurrence.

The COI must list/be issued to the “Trustees of Purdue University” and the sponsoring organization (this information is usually provided in the lower, left hand corner of the document).

In order to see a sample copy of a COI, go to the Documents section Campus Life profile on the BoilerLink website and reference Sample COI.

The SAO office has a list of current COI’s on file for some vendors. Reference the Current COI Vendor List in the Documents tab of the BoilerLink website.

**Conduct:**

All student organizations are expected and required to abide by the rules and regulations of Purdue University, and the laws of the state of Indiana and of the United States of America. Additionally, groups are expected to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct that tends to obstruct the work of the University of to be injurious to the welfare and reputation of the University. Any student organization (or individuals of student organizations) violating general standards of conduct may be subject to administrative actions.

**Concerts:**

Many student organizations aspire to have a concert on the West Lafayette campus. Although they are fun, there is a lot of advanced logistical planning and detail that should be considered before undertaking this huge responsibility. Additionally, there are certain guidelines and University regulations that must be followed in order for a concert to take place. Furthermore, groups are required to have consultations with the Campus Safety Panel Committee to discuss the event in detail, and to receive feedback and recommendations before a concert is fully approved.

**Contracts:**

A contract is required for any service, performance, or production that is to be paid through University funds (i.e. musical artists, DJs, speakers, inflatable services). University funds may consist of: student organization funds, grants, state or university funds (or a combination of all). Contracts must be reviewed and approved by the Purdue University Contracting Group (PUCG). Representation for certain forms of entertainment may submit a contract to be reviewed and approved, or PUCG may develop a contract for the performance/service provided. All contract
information is required to be submitted to BOSO for assessment and processing. Student organizations and members acting on behalf of student organizations are prohibited from signing any contractual agreement. Longer planning time may be required by PUCG to review and create a contract for an event.

**Copyrights, Trademarks, and Licenses:**

Organizations interested in creating Purdue branded items for their events should reference the Marketing and Media website (accessed via the “Toolkit” tab) to view the trademarks and licensing guidelines.

**Date Auctions:**

Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person. The university fosters tolerance, sensitivity, understanding, and mutual respect among its members, and encourages each individual to strive to reach his or her own potential. SAO would like student organizations to keep this reflective statement in mind when considering a date auction as a form of fundraising. We encourage organizations to find alternate methods to raise philanthropy funds. Nonetheless, if an organization wants to move forward with a date auction, they should keep some thoughts and guidelines in mind.

**Decorations:**

Many groups aspire to have themed parties and events in residence halls, on-campus buildings, and Greek/Cooperative housing units that incorporate the use of festive decorations. Groups should review the approved decorating guidelines that ensure compliance with life safety codes and regulations.

**Demonstrations (assemblies, marching, picketing, rallies, parades, protests, vigils):**

Free speech, free expression, and peaceable assembly are protected by the First Amendment of the Constitution of the United States. Academic progress and academic freedom flourish when a University guards these rights; the educational process itself relies on the free exchange of ideas and opinions among members of the University community. Student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are always free to support causes by orderly means that do not disrupt the regular and essential operation of Purdue University. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students and student organizations speak only for themselves.
Conversely, the University must ensure that the educational process, as well as University functions and activities, are not disrupted or interrupted. University regulations prohibit obstruction or disruption of any University activity or inciting, aiding, or encouraging other persons to engage in such conduct. The responsibility to secure and respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The University accepts its duty to develop policies and procedures that safeguard this freedom.

**Emergency Preparedness (outdoor events, inclement weather, life safety procedures):**

During the planning stages of an event—especially if the event is outdoors and has an estimated attendance of 200+ attendance—student organizations should consider areas such as security, weather, fire safety, and potential risks. Events of this nature require a Special Event Emergency Planning Checklist. Page one of the checklist is required to be completed, while the remaining pages must be reviewed to ensure organizations understand what steps to take in case of an emergency or inclement weather.

Although the completed checklist does NOT have to be submitted back to SAO or PUPD, it must be physically on site for the duration of an event (if the event is more than one day, it must be on site each day), and presented to campus safety officials or other pertinent University staff upon request. Failure to have the completed checklist on site could result in the immediate cancellation of the event.

**Food at Public Events:**

Organizations planning to have self-prepared food are required to fill out a Student Event Temporary Food Application at least seven days prior to the event date, as well as set up a meeting with Radiological and Environmental Management (REM) to discuss the proposed menu. **NOTE:** Event/Activity forms must still be submitted online to BoilerLink at least two weeks in advance.

Certain foods—especially if they are potentially hazardous—require the presence of a certified ServSafe food handler to be on site for preparations and distribution. REM can provide information on where organization members can receive training and take the examination. **REM and the University do not provide this service on-campus. There is an out-of-pocket cost to obtain the certification.** If organizations have current members who are certified, or a certified food handler that is willing to be on site and responsible for ensuring preparation and distribution compliance guidelines during the proposed event, the name and copy of that individual’s certification must be uploaded with the submitted online activity form. If a certified food handler cannot be obtained, organizations should modify their menu.
Potentially hazardous foods include/contain the following:

- cream pies
- eggs
- garlic oil mixtures
- meat
- pasta
- potatoes
- raw seed sprouts
- rice
- sliced melons

At Members-Only Events:
If an organization plans to have self-prepared food for members and their immediate families ONLY, a food application and meeting with REM is not necessary. However, guidelines for proper food handling must be followed.

NOTE: Eating contests are strictly prohibited from taking place on or off campus for student organization events and activities.

Hazing:

Hazing forces or requires another person, regardless of that person's consent, to perform an act that:

- Creates a substantial risk of physical harm
- Substantially or seriously demeans or degrades any person; or
- Interferes with any person’s scholastic activities

Hazing is prohibited by Purdue University (on or off campus) and certain forms are considered criminal offenses. Any allegation against a student organization will be thoroughly investigated by the University, regardless of civil or criminal action taking place. In addition to action taken against a student organization, the University may take action against individual students for hazing. Any person involved with or witnessing a hazing activity is strongly encouraged to report the incident to ODOS. All student organizations are responsible for informing new members (pledges), affiliates, initiated members, and guests of this policy.

Inflatables (bounce houses, climbing walls, slides, dunk tanks, etc.):

Inflatables carry a great deal of risk, especially if they are not maintained and supervised by reputable vendors. It is imperative for student organizations to take safety measures into consideration:
• Organization’s reserve (and are approved for) locations where there is ample space.
• Inflatables should be rented from vendors who are members of the Safe Inflatable Trainer’s Organization (SIOTO).
• Vendors and organizations should ensure safe practices for event attendees by:
  o having all participants read/sign the hold harmless waiver
  o having the special event emergency planning checklist on site in case announcements have to be made about inclement weather
  o explaining the rules and risks involved in the activity
The BOSO office will review the vendor’s contract, and Risk Management will review the COI to confirm language that clearly defines the responsibilities of the organization and the vendor in regards to set-up, maintenance, and supervision.

**Non-Discrimination:**

Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Purdue’s Equal Opportunity, Equal Access and Affirmative Action policy which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities and veterans through its affirmative action program.

Any question of interpretation regarding this statement shall be referred to the Vice President for Ethics and Compliance for final determination. To report an incident of hate or bias, visit Not in Our House.

**Non-Purdue Student Participation:**

There may be times where non-Purdue individuals would like to participate/volunteer in your events with or on behalf of the organization. If these individuals are:
• interacting with minors: their names must be included on the z-law list that is submitted, and noted as being a non-Purdue student.
• traveling with the organization: they are not permitted to serve as a driver in any capacity (whether in a University vehicle, or driving with Purdue students as
passengers); they must abide by all University guidelines regarding travel and conduct for student organizations; they will need to sign a hold harmless waiver; they will need to complete an Extended Travel Packet like a regular member will complete.

**Public Viewings (movies, films, webinars, streaming):**

Under federal law, the holder of a copyright for a movie has the exclusive right to control performances of that movie – including showings of a videotape or digital copy. An individual student, staff person, faculty member, or student organization that wants to show a film on campus must obtain permission for the showing from the copyright holder. Pre-recorded home videocassettes and DVDs that are available for personal rental or retail purchase provide the renter or buyer the right to exhibit the movie for home use only, and these movies cannot be shown in campus public spaces without first obtaining the film rights for public showings.

Even personally owned copies and “home use” versions of films obtained from video retailers are not cleared for public performance use because proper licensing fees to the copyright owners have not been paid for such use. The complete law on film copyrights is in the U.S. Copyright code, title 17, and may be found at [www.copyright.gov/title17](http://www.copyright.gov/title17).

Below are the guidelines to keep in mind for public viewings on campus:

- Student organizations may show a movie to its members only without purchasing a public viewing license.
- If an organization wishes to show a movie to non-members (the public), they are required to purchase a public viewing license (if available) in order to do so.
- To determine if a license is required for the film, refer to the list of vendors below to search for the film. This could take several days to several weeks to obtain, so please plan accordingly. Fees for licenses can range from $300-600 for a single day showing.
- Some films come with an educational license that grants groups permission to show the film to educate the audience about particular topics. Documentation must be provided stating that there are no fees attached to the film before the event can be approved. This could take several weeks to obtain, so please plan accordingly.

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<tr>
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<th>Type</th>
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<td>Independent film licensing</td>
<td><a href="http://www.zeitgeistfilms.com">www.zeitgeistfilms.com</a></td>
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</tbody>
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**Recreational Fire:**

From time to time, student organizations may aspire to have traditional/spirit events that include the utilization of fire. Organizations are permitted to have a recreational fire (as opposed to a bonfire) on the West Lafayette campus, which is completely enclosed in a commercially manufactured outdoor fire pit appliance.

**Risk Management Matrix:**

The Risk Management Matrix was developed to serve as an educational tool for organizations to identify potential risk issues associated with planning large scale and high-risk activities, and as a supplement for discussion amongst members of safety practices to utilize for these events. Depending on your event, the matrix may be required to be completed and submitted for review along with the EPF.

**Road Races (5K, Fun Runs, etc.):**

Pre-event planning is essential to a successful road race. Depending on the size and scope of a road race, a meeting may be scheduled by the Safety and Compliance administrator with campus safety departments and the organization to assess the specific logistics for the event. A road race checklist serves as a guide for groups to think about during their planning process. An EPF should be submitted online well in advance of the event date to allow for processing and review by pertinent campus and safety departments.

**Scavenger Hunts (amazing race style events):**

Scavenger hunts have value, if properly conducted as educational experiences. Staff members and student organizations should adhere to the recommendations below. However, organizations need to ensure that activities of this nature are safe and useful for students who participate in them.

Scavenger hunts must ensure positive experiences for the students involved, save resources, be safe, enhance participants’ learning, and cast Purdue University in a positive light. Scavenger hunts that are not within these recommendations may violate University policies on hazing. Groups whose parent organizations (i.e. national sorority or fraternity) ban or discourage scavenger hunts may not have them at all.

**Security:**

Student organizations anticipating a substantial turnout at their event (200+ participants) may be contacted by PUPD and required to supply additional security services (depending on the
type, location, time of event). If this is the case, a work order for police support will need to be submitted by the organization to the BOSO office). **NOTE:** Additional security services are provided for a fee. All decisions regarding security detail are solely at the discretion of PUPD in conjunction with SAO and BOSO.

**Simulated/Facsimile Weapons and Firearms:**

Any use of simulated/facsimile weapons and firearms for student organization events must follow specific guidelines. PUPD, SAO and/or the University can impose reasonable limits on time, manner, and place involving the utilization simulated/facsimile weapons at any point during an event. All student organizations and participants in their activities are expected to comply.

**Skydiving:**

Because skydiving is considered an extremely high risk activity, there are specific guidelines that must be adhered to for groups than want to plan an event of this nature:

- Student organizations are permitted to schedule/reserve time with a skydiving facility.
- Organizations **cannot** sponsor or pay for any participant fee(s), or collect money from participants for a “lump sum” payment towards any fee(s) associated with the activity.
- Money can be collected from participants to cover transportation costs (if applicable).
- Participants are individually responsible for covering the cost of all fees associated with the event.
- A detailed hold harmless waiver—which differs from the standard waiver— is required to be signed by all participants.

Contact the SAO Staff (494-1231) for more information regarding skydiving activities.

**Smashes (car, computer):**

Student interested in having a **car** or **computer** smash must schedule a meeting with a representative from Fire Protection & Special Services (FPSS) at 494-1424 at least 2 weeks in advance to discuss guidelines, logistics, and preparations that must be made to these items prior to an event.

**Smoking:**

Smoking (i.e. cigarettes, cigars, pipes or any other device used to burn tobacco or other like substances) in enclosed University facilities or within 30 feet of a building’s entrance is prohibited on the West Lafayette campus. However, there are several designated smoking
areas on campus where smoking is permissible. Student organizations should keep these guidelines in mind when deciding on a location for the general public to assemble to participate or witness their program, event, or activity.

**Social Networking:**

Many organizations utilize social media as an avenue to keep the University community updated on events, activities, and updates. Keep in mind what is shared through social media and how that impacts the reputation of the University and those who represent it. In an effort to manage this impact, Purdue University requires that all University-Sponsored Social Media Outlets be used in accordance with the University’s [social media policy](#) and utilize Marketing and Media’s “Guide to Social Media” to learn strategies to have an effective online presence that presents the organization in a positive light.

**Vehicles:**

Student organization members who aspire to drive for their events must submit a [RMO1 form](#). Members should plan ahead as the approval authorization process takes at least 5 business days. Vehicles that are built and/or owned by organizations that are utilized for on-campus events must be inspected and approved in advance by [Tom Cooper](#) in Fire Protection and Special Services (494-1432). In some instances, students operating the vehicle may have to sign a hold harmless waiver agreement.

**Violation of policies:**

Members of student organizations are required to abide by the laws of the state of Indiana, the United States of America, and/or the community, state, or country in which the organization’s activities occur. Additionally, a violation of any University rules and regulations by any member of a student organization may subject that organization and/or its members to corrective action.

**Waivers:**

The [hold harmless general release waiver form](#) allows participants in Purdue sponsored events to waive, release, and hold harmless the University for damages that may be sustained during their voluntary participation in a student organization activity. A waiver should be used primarily in conjunction with recreational programs that are voluntary in nature, or in other programs that are beyond the usual educational operation of the Institution. Completed waivers must be kept on file by the student organization for at least 2 years post event, plus 1 additional year.
Z-law:

Zachary’s Law was passed in 1994 in honor of Zachary Snider, a 10-year-old from Cloverdale, IN who was molested and murdered by a neighbor previously convicted of child molesting. Under this law, convicted sex offenders are required to register with the local law enforcement authority in any county where they live, work and volunteer, attend school, or own property. Organizations that plan or attend events where minors will be present (regardless of the event taking place on or off campus) are required to submit a list of organization members along with their submitted online EPF. If non-Purdue individuals are assisting or participating on behalf of the organization, the names of these individuals must also be submitted on a Word or Excel document in alphabetical order.

RESOURCES:

Business Office for Student Organizations Manual:

This needs to be linked to BOSO MANUAL

SAO Leadership Resource Center

The SAO Leadership Resource Center (SCHL 250) is an area within the office with numerous types of materials that can be borrowed by student organization members. These items include games and as well as:

- **Icebreakers**: The office has books filled with hundreds of group energizers for various occasions. Consultations can be scheduled for your specific needs with SAO staff.

- **Team Building**: The library offers many books about team building activities that students can incorporate within their own organizations yearly plan. Consultations can be scheduled for your specific team building needs.

- **Retreat Planning**: Office staff can make suggestions for locations that have been utilized by other groups, and assist with retreat planning and other retreat based ideas.

SAO Workshop Webinars:

The official [YouTube](https://www.youtube.com) channel of SAO has repository of all the Student Leadership Development Workshops carried out till date. Whether you are a President, Treasurer, or an Executive Board Member, these workshops will help you in leading and managing an organization.

Civic Engagement and Leadership Development:

The mission of this section of SAO is to strengthen partnerships between Purdue University and the Greater Lafayette communities by facilitating intentional, meaningful community service
and learning opportunities that meet societal needs. This area can coordinate individual and organizational service learning events, along with allowing organizations to participate as a group in the larger, campus wide initiatives (such as the Martin Luther King Jr. Day of Service). The office is located in STEW G4 or can be reached at 765-496-2450.

**Purdue Student Union Board (PSUB):**

PSUB provides a variety of programs and services that enrich and entertain, and is helpful in many functions with other student organizations. They facilitate the allocation of office space and mailboxes, which are available to student organizations inside of the Purdue Memorial Union and Stewart Center. They also offer student organizations the opportunity to place ads during their movie events. Another option is involvement with PSUB as a student organization, which provide students with leadership development, and serves as the voice of Purdue students in cooperative management to the Purdue Memorial Union. The office is located in PMU 263.

**Purdue Recreational Sports:**

The Division of Recreational Sports offers many assets and special offerings that can benefit student organizations. They have low and high ropes courses, rooms that can be reserved, and space for training on specialized required skills (such as water survival for clubs requiring certifications). In addition to facilities, trained staff members can travel to your organization’s meetings to give classes in fitness areas. Consider these special offerings as part of your organizations toolbox for the group’s development or retreats.

**Club Sports:**

Club Sports is a vibrant program of events run through the Division of Recreational Sports. They offer a unique blend of team and individual sports with intercollegiate opportunities for club members. Each accepted club sport group receives professional guidance, facility usage, and some financial support. Members assist with their own expenses through payment of individual semester and/or annual dues, fundraising projects, and special assessments. There is a category specific to club sports, and this is searchable through BoilerLink. Visit Rec Sports Club Sports online for additional information on these organizations and this program.
**FUNDING OPPORTUNITIES:**

Purdue student activities & organizations are not funded through a University-wide activities fee. Only the Purdue Student Government receives a direct subsidy from the University budget. Most student organizations are funded through membership dues and/or fund-raising activities.

Looking for other funding options? See additional sources below:

- **SOGA** - The Student Organization Grant Allocation Board distributes funds to student organizations recognized through the Student Activities & Organizations area of the Office of the Dean of Students, supporting their activities, events, travel, and services. SOGA is a Student Resource initiative supported by Purdue Student Government. Learn more and apply here.

- **FSBIT** - For Small But Important Things provides limited, one-time financial support to recognized student organizations pursuing worthy projects for which there are no other funds. The maximum award is $500. Learn more and apply here.

- **Grand Alternative Grant** - Grand Alternative provides fun and substance-free events as an alternative during the annual Grand Prix week. This grant offers funding through various donors and Purdue University. Student organizations are eligible to receive funding, provided they host a substance-free activity or event during the celebration week. Learn more about Grand Alternative.

- **Community Service Student Grant** - Facilitated by the Office of Engagement, this program provides grants to Purdue students or student organizations for community service projects. Grant amounts range from $100-$1500. Learn more and apply here.

- **Co-Sponsorships** - Organizations can collaborate and co-sponsor events with another student organization, including Purdue Student Government and Purdue Student Union Board.

- **Indiana Campus Campact Community Service Mini-Grants** - Each grant offers students the opportunity to gain funding for service projects designed in collaboration with community organizations to meet real community needs. $100-$1000 is awarded for project supplies, materials, and some transportation and food costs. Applications are considered on a rolling basis and are due the 15th of each month. Learn more and apply here.

**STAFF DIRECTORY:**

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<th>Email</th>
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