

# CLUBS & ORGANIZATIONS

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## INTRODUCTION

The Office of Student Activities guides students in creating and maintaining successful organizations that are socially responsible, representative of the student body, and reflective of the mission of University of New Hampshire at Manchester. The office serves as a key resource for student groups by advising them in organizational development and event programming. We also provides leadership training through experience which enables students to complement their academic experience by developing critical thinking, decision making, and problem solving skills.

Student leadership prepares undergraduates for active community involvement on all levels. Experience with student activities aids the development of skills and competencies necessary to becoming responsible leaders and provides for clarification of essential values. Our office assists in event planning and policy making to enable students to raise one another to higher levels of motivation and accomplishment.

On behalf of the Office of Student Activities, we would like to thank you for the time and energy you devote to student clubs and organizations at UNH Manchester. Your efforts provide opportunities for our students to develop the leadership skills necessary to lead lives of balance, generosity and integrity.

This guide is designed to provide advisors with information regarding advising roles, expectations, and policies and procedures for student organization operation.

## ADVISING STUDENT ORGANIZATIONS

Any student organization seeking recognition from the University of New Hampshire at Manchester must have an advisor. This person must be a member of the College faculty or staff and agree to act in this role on a volunteer basis. The organization cannot participate in and/or conduct activities without the guidance of an advisor.

In addition, student club and organization advisors:

1. Offer guidance by reviewing goals, objectives, and the progress of the organization.
2. Act as a resource person for the organization. Advisors may have access to internal and external networks and information which may be helpful to student groups.
3. Provide continuity from year to year. As the leadership of the organization changes, new leaders are often left without a sense of organizational history. Advisors provide for a smoother leadership transition.
4. Offer experience and/or expertise in a particular area related to the group's purpose.
5. Translate college policy for the organization when issues arise.
6. Support, motivate, and encourage the organization's leaders and members as they take risks and face challenges.

7. Develop and refine leadership skills with the organization's members.

## ANNUAL PROCEDURES & TIMELINE

The following procedures and timeline should be followed by the leadership of all recognized student organizations. This monthly list will assist with student organization planning and scheduling.

### September

- Attend mandatory information meeting for organization leaders and advisors
- Participate in Welcome/Student Activities Week
- Submit updated membership roster to Student Activities Office
- Register fall semester fund-raiser dates at Student Activities Office

### October

- Additional funding requests for fall semester accepted by Student Activity Fee Allocation Council (SAFAC)
- Find ways to include new freshmen in organization

### November

- Start wrapping up events for first semester
- Additional funding requests for spring semester accepted by SAFAC

### January

- Register spring semester fundraiser dates at Student Activities Office

### February

- Submit updated membership roster to the Student Activities Office

### March

- New officers elected for following year
- New officers trained by outgoing officers
- Submit names of new officers and any advisor changes to Student Activities

### April

- Appropriations process ends (SAFAC)
- Begin planning for fall semester programs

### May

- Participate in the End of the Year Activities
- Verify that all organizational bills have been processed before semester ends (With SAFAC)
- Evaluate year and celebrate accomplishments

Remember to submit all monetary proposals to SAFAC early and before you need the money! An emergency on your part does not constitute an emergency for someone else!

## GENERAL EXPECTATIONS

Organization advisors have a responsibility to exercise reasonable care and integrity with respect to organization finances, events, and student relationships. Being diligent about meeting with organization leaders, attending planning and committee meetings, and developing a strong rapport with students are all ways to develop an interdependent relationship with the organization's members.

Various policies govern the activities of UNH Manchester student organizations and it is necessary that advisors know these policies and be able to articulate, support, and apply them with consistency when appropriate. Student organization advisors should also be aware of and actively support an organization's activities.

The University also requires organization advisors to be in attendance for the duration of any off-campus event sponsored and promoted by an organization at which alcohol is served.

Inasmuch as the advisor is the person of responsibility and the one students look to for guidance, it is expected that the advisor will not consume any alcohol immediately prior to or during the organization's event or activity. Specific expectations should be discussed and negotiated with the leaders of the organization as soon as possible.

## LIABILITY ISSUES

Higher education and particularly Student Activities has seen an increase in liability suits in recent years. UNH Manchester is careful to ensure the safety of its students who participate in student activities. According to Dr. Frank Julian in *The Law and Campus Life* (1997), "Despite the many opportunities for potential liability, the majority of suits brought against institutions and campus life officials are based on some type of negligence. The courts define negligence simply as the failure to meet standards of conduct that society expects of reasonable, prudent human beings who are faced with similar circumstances. Negligence requires duty, a breach of that duty, reasonable foreseeability of injury or loss, an actual injury or loss, and a direct connection between the breach of duty and the injury or loss."

This section briefly describes some of the more common concerns regarding liability. Common sense, prudence, and thoughtful event planning collectively share in preventing unfortunate situations. Here are some thoughts:

### Alcohol

Advisors should be aware of the potential for personal liability when serving alcohol to students of any age. Under no circumstance will alcohol be served when people under 21 are present. Social host laws are applicable if, after being served alcohol, your guest is physically injured or injures another. Any event sponsored by an organization at which alcohol is served must be approved by the University at least four weeks in advance of the event. Please refer to the Students, Rights, Rules and Responsibilities section dedicated to Alcohol for clarification.

### Injury

Personal liability for injury due to negligence may exist for an advisor if they (1) actually performed the negligent act or failed to take required action; (2) participated in the act; or (3) directed others to perform the negligent act or to not take required action.

Although the college requires a student to sign a waiver or release of liability in certain cases, this does not release or waive negligence. If you sense that an unwarranted degree of risk accompanies any activity undertaken by the organization you advise please consult the Office of Student Activities to discuss the situation. Also, club sport organization advisors should be aware of the deteriorating condition of any sporting equipment and report such information to the University immediately. Please contact the Office of Student Activities if you have specific questions about insurance coverage, waivers, and advisor liability.

### Contracts

If a student organization is doing business with off-campus organizations for goods and services, chances are the business is dealing, or should be dealing, with a contract. Students are not authorized to sign contracts or otherwise enter into agreements on behalf of UNH Manchester. Advisors should consult the Office of Student Activities with specific questions about University policy with respect to contracts.

### Hazing

An advisor who is aware of hazing activities is legally obligated to report such information to the Director of Academic Counseling or by calling the hazing hotline 862-3686. The State of New Hampshire's Criminal Code defines hazing as: "Any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when (1) such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) such act is a condition of initiation into, admission into, continued membership in or association with any organization." Hazing has come to be defined in the educational community as any behavior by an individual or group of individuals towards another individual or individuals which is physically, emotionally, or psychologically harmful. As always refer to the Students Rights Rules and Responsibilities Handbook.

## RESOURCES

Among other functions, the Office of Student Activities was established to assist student groups and advisors in planning programs, developing stronger organizations, and providing training in various areas of student leadership development. Students and advisors are encouraged to contact the office with any questions regarding the operation of a student organization. The office is staffed

at room 108 and may be reached at 641-4395. In addition, the office offers the following resource materials which may be of interest.

- Negotiating Contracts
- Critical Thinking
- Publicity & Design
- Fund-raising Ideas
- Planning a Successful Program

#### **Other Office Publications**

Table Tent  
Toilet Paper  
Advertising Guide

#### **Other Publications of Interest**

The Leadership Challenge  
Mastering Critical Thinking  
Journal of College Student Development  
About Campus Magazines  
A Legal Guide for Student Affairs Professionals  
A Beginner's Guide to Leadership Training Programs  
Financing Campus Activities  
The Law and Campus Life

#### **Programs and Event Planning Resources**

Campus Activities Programming Magazine  
Campus Activities Today  
National Association of College Activities Newsletters  
Tips for Campus Events Planners

The Office also receives advertisements and promotions daily for entertainers, lecture management agencies, film distributors, fund-raising companies, poster designs, and novelty items.

## **FUNDING STUDENT ORGANIZATIONS**

### **Student Activity Fee Allocation Council**

Every matriculated undergraduate degree student at UNH Manchester student pays an activities fee. From this fund, the SAFAC grants appropriations to student organizations that have been recognized. To apply for funding, stop by the Student Activities Office and fill out some paperwork. Recognition and funding processes happen every year. Make sure your organization stays on top of all processes. Contact the Student Activities Office for any guidance or questions that might occur.

### **Other Sources of Income**

Student organizations may also hold fund-raisers, collect dues, and charge admission to events. Any and all money collected by an organization must be kept in a UNH Manchester deposit account maintained by the Business Office.

## **POLICIES AND PROCEDURES**

### **Contracts**

For goods and services, contracts must be signed by the Dean. Standard agreements and performance contracts are available in the Office of Student Activities or the Business Office.

### **Co-Sponsorship**

Of events with other organizations is encouraged. Make all arrangements for division of human and financial resources in advance.

### **Fundraisers**

Must be registered with the Office of Student Activities at least three weeks in advance. They are generally allowed at any time during the year. To avoid duplication priority is given to organizations for event type, time, and location on a first-come, first-serve basis. Check with the Office of Student Activities for additional fundraising information.

### **Mail**

Mail should be sent to:

Group's Name  
c/o Office of Student Activities Room 108  
400 Commercial St  
Manchester, NH 03101

You may pick up your mail at any time, please see the Student Activities Office for a code.

### **Media**

Equipment must be reserved by completing the facility reservation process. Contact the Jamy Cote (641-4102) personally to reserve TVs, VCRs, slide equipment, sound systems, film projectors, podiums, etc. Reservations must be made at least two weeks in advance. (also online)

### **Facility Reservation**

Check out :

[http://www.unhm.unh.edu/room\\_rentals/roomreserv.html](http://www.unhm.unh.edu/room_rentals/roomreserv.html)

### **Parking Privileges**

Granted to speakers, performers, and special guests of student organizations. To obtain a visitor's pass, please coordinate with the security office.

### **Check Requests**

For payment of goods and services may be submitted to the Business Office. Please allow one week for processing. A social security number or Federal ID number must be submitted with any request that is considered income to an individual or business.

### **Purchase Orders**

To obtain a purchase order contact the Business Office. You will need to know what will be purchased, an estimate of the price, and the full name and address of the vendor.

### **Posted Information**

Any bulletin boards that have a header with green lettering are available for student organization posting. Please also submit all information for events to the Office of Student Activities, so they can help in advertising. Make sure you pick up an Advertising Guide in the Office of Student Activities Room 108.

## STUDENT-ADVISOR PARTNERSHIPS CONTACT

The student/staff partnership is a vital part of student activities. There are numerous variables involved in this partnership which make each relationship different from the next. Each individual must be cognizant of their role in the relationship in order to be effective. The parameters for action by each participant should be clearly defined for all participants.

There are several common factors in the student/staff partnership which are defined below. Individual action differs with personalities, but listed here are common functions and responsibilities that will define and perpetuate strong, effective relationships. By signing this contract the involved parties accept the responsibilities listed below.

### Student Roles

- Keep advisor informed of group plans, problems, success, etc.
- Be willing to share responsibility with other group members.
- Utilize advisor's experience and wisdom—carefully consider the advisor's advice.
- Give positive and negative feedback to advisor.
- Be open to criticism and evaluation. Be willing to take risks.
- Revise or otherwise change group policies or procedures when necessary.
- Document group activities.
- Help create group identity.

### Advisor Roles

- Assist in role negotiation for each group member.
- Be open to criticism and evaluation. Be willing to take risks.
- Be willing to allow the group to act on its own, to make mistakes.
- Give positive and negative feedback to the group on how things are going.
- Assist the group in adhering to procedures and regulations affecting their position.
- Encourage the group to maintain records.
- Encourage the division of labor among group members to sustain member interest.
- Use available tools to keep the group dynamic and productive.

The Student Organization will indemnify, defend, and hold harmless The University of New Hampshire at Manchester, its trustees, directors, employees, agents, subcontractors, and students (“Indemnitees”) from any liability, damage, loss, or expense (including reasonable attorneys’ fees and expenses of litigation) incurred by or imposed upon the Indemnitees or any one of them in connection with any claims, suits, actions, demands, or judgments arising out of or connected with this Agreement or the research done under this Agreement, except to the extent that the liability is due to the gross negligence and willful misconduct of UNH Manchester. UNH Manchester will promptly notify the Student Organization of any claim and will cooperate with Sponsor in the defense of the claim. The Student Organization will, at its own expense; provide attorneys reasonably acceptable to UNH Manchester to defend against any claim with respect to which the Student Organization has agreed to indemnify UNH Manchester. This indemnity will not be deemed excess coverage to any insurance or self-insurance UNH Manchester may have covering a claim. The Student Organization’s indemnity will not be limited by the amount of the Student Organization’s insurance. The provisions of this clause will survive termination of this Agreement.

Your signatures on this partnership contract indicates that you understand and accept the above roles and responsibilities.

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Advisor

Date

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Student Organization Leader

Date