# Table of Contents

Center for Student Leadership and Engagement ................................................................. 3  
About SGA and its divisions ........................................................................................... 6  
The Role of Student Organization Advisors ......................................................................... 8  

## Programming Handbook

**Organizing a Successful Event** ....................................................................................... 9  
  - Event Planning Checklist ................................................................................................. 11  
  - Program Evaluation ......................................................................................................... 12  
  - Campus Resources Contact Information ........................................................................ 13  

**Reserving a Space on Campus**  
  - Facility Reservations .................................................................................................... 15  
  - Meeting Rooms Capacities .......................................................................................... 16  
  - Reservation Forms ........................................................................................................ 17-18  
  - DUC Cancellation and No Show Policy .......................................................................... 19  
  - DUC Late Night Party Policy ........................................................................................ 20  
  - On Campus Food Guidelines ........................................................................................ 21  
  - WoodPEC Reservation Policy ....................................................................................... 22  

**Advertising Your Event**  
  - Banner Policies ............................................................................................................ 24  
  - Banner Reservation Form ............................................................................................. 25  
  - DUC Publicity Policy .................................................................................................... 26  
  - Balloons/Chalking Reservation Form ............................................................................ 27  

**DUC Cosponsorship Information** .................................................................................. 28  

**Getting Your Organization Webspace or a Learnlink Conference** ............................... 31  

**Speakers and Contracts**  
  - Speaker’s Policy ............................................................................................................. 33  
  - Contracts .......................................................................................................................... 35  
  - Sample Contract Form .................................................................................................... 37  

**Ticketed Events**  
  - Ticket Sale Policy .......................................................................................................... 43  
  - DUC Ticket Acceptance Form ....................................................................................... 44
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Policies</td>
<td>45, 47, 48</td>
</tr>
<tr>
<td>University Policy</td>
<td></td>
</tr>
<tr>
<td>Medical Amnesty</td>
<td></td>
</tr>
<tr>
<td>DUC Permit to Serve Alcohol Application</td>
<td></td>
</tr>
<tr>
<td>Using University Vehicles</td>
<td>49, 51-52, 54</td>
</tr>
<tr>
<td>Guidelines for use of University Vehicles</td>
<td></td>
</tr>
<tr>
<td>Safe Driver Enrollment Forms</td>
<td></td>
</tr>
<tr>
<td>Enterprise Vehicle Returns</td>
<td></td>
</tr>
<tr>
<td>Treasurer’s Handbook</td>
<td>55, 56, 57</td>
</tr>
<tr>
<td>The Basics</td>
<td></td>
</tr>
<tr>
<td>Duties of an Organizational Treasurer</td>
<td>55</td>
</tr>
<tr>
<td>Duties of A Divisional Treasurer</td>
<td>55</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>55</td>
</tr>
<tr>
<td>Your Accounts</td>
<td>56</td>
</tr>
<tr>
<td>What are Sub-Accounts?</td>
<td>57</td>
</tr>
<tr>
<td>Deposits, Reimbursements and Payments</td>
<td>58, 59, 65, 66, 67</td>
</tr>
<tr>
<td>How to Make Deposits</td>
<td>58</td>
</tr>
<tr>
<td>How to Submit an Online Reimbursement</td>
<td>59</td>
</tr>
<tr>
<td>Paying Vendors Through Your SGA Account</td>
<td>65</td>
</tr>
<tr>
<td>Paying Someone for Services Rendered</td>
<td>66</td>
</tr>
<tr>
<td>W-9 Form</td>
<td>67</td>
</tr>
<tr>
<td>Using SAF Funds</td>
<td>68</td>
</tr>
<tr>
<td>Where May I Charge with My Account?</td>
<td>68</td>
</tr>
<tr>
<td>Van Rentals</td>
<td>68</td>
</tr>
<tr>
<td>Purchasing Policy For Gifts, Flowers, and Prizes</td>
<td>69</td>
</tr>
<tr>
<td>Audiovisual Equipment Rental</td>
<td>69</td>
</tr>
<tr>
<td>Video Rental (not allowed)</td>
<td>69</td>
</tr>
<tr>
<td>Travel Policy</td>
<td>69</td>
</tr>
<tr>
<td>Managing Your Money</td>
<td>70, 71, 72</td>
</tr>
<tr>
<td>Supplemental Funding</td>
<td>70</td>
</tr>
<tr>
<td>Relines, Rush Checks &amp; Going in the RED</td>
<td>70</td>
</tr>
<tr>
<td>SGA Financial Action Form for Relines</td>
<td>71</td>
</tr>
<tr>
<td>Internal Transfer Form</td>
<td>72</td>
</tr>
<tr>
<td>Fund Raising Issues</td>
<td>73</td>
</tr>
<tr>
<td>Using names and symbols &amp; Corporate Sponsorship</td>
<td>73</td>
</tr>
<tr>
<td>Raffles and Other Contests Giveaways</td>
<td>74</td>
</tr>
</tbody>
</table>
your generation…
your needs…
your center…

Center for Student Leadership & Engagement

THE CENTER FOR STUDENT LEADERSHIP
AND ENGAGEMENT
425 E Dobbs University Center, Drawer C
727-6169 phone    727-2066 fax
www.lead.emory.edu

NEW STUDENT ORIENTATION
The Center for Student Leadership and Engagement is responsible for the Orientation Leader, Transfer Peer and Oxford Mentor programs, which are extremely rewarding leadership opportunities for undergraduates. An upper-class student is able to give back to the University and gain valuable leadership skills through a series of training workshops. The role is viewed by staff members as an incredible opportunity to meet other students and have a great deal of fun.

STUDENT ACTIVITIES FAIR
Each fall the Fair is scheduled to give students an opportunity to learn about all the student organizations on campus. Information tables are set up, and organization officers are available to answer questions and recruit new membership.

FRIDAYS @ 10
Free. Fun. Fridays. A series of engaging and entertaining programs on campus at 10pm on Friday Nights. It is the place to be, and remember, they are FREE!
The Center for Student Leadership and Engagement Team

Karen M. Salisbury
Karen is the Assistant Dean of Campus Life and Director of the Center for Student Leadership and Engagement (CSLE). She leads a team of extremely capable individuals who together make up the Center for Student Leadership and Engagement. Karen is the chair of the Campus Life Emergency Task Force, the Campus Life Alcohol Policy, and coordinates the annual Humanitarian Awards program.

Selene Jones
Selene is the Associate Director of CSLE. She advises the Student Government Association, College Council, and the Graduate Senate. Selene also coordinates the Safe Driver Training, the contract negotiation process, as well as the Emerging Leaders’ Retreat and our leadership development programs and initiatives.

Corey Dortch
Corey is an Assistant Director of CSLE. He advises the Student Programming Council and coordinates Lullwater Day, Family Weekend, Study Breaks, and the Senior Dessert Reception.

Tanya Willard
Tanya is the Coordinator of the New Student Orientation Program and an Assistant Director of CSLE. In addition to advising the Orientation Staff, she coordinates Carter Town Hall, the DUC Art Gallery, Charter Week, and Fridays @ 10 late night programming.

Victoria Wimberley
Victoria is the Senior Secretary for the Center for Student Leadership and Engagement. She can assist you with the services that CSLE provides. She is your first contact in the process of submitting your organization’s event contracts and safe driver training forms. You may also contact her with questions about listing your event on the university calendar, events@emory.edu. Call Victoria at 727-6169 or visit CSLE in DUC 425.

TBA
The General Manager of Emory's twice-weekly newspaper, The Wheel. The staff person assists the Editor and Business Manager in the fiscal operations of this award-winning publication.

Meredith Honeycutt
Meredith is the Business Manager for the Student Government Association. She handles SGA’s 530 student organization accounts. She is the liaison between SGA and the University on all accounting issues. She can answer any questions concerning accounts.

Laura Rogers Reece
Laura is the Administrative Assistant for the Student Government Association. She can answer all questions concerning SGA, student organizations, chartering new student organizations, and procedures for obtaining meeting space. She can also answer questions concerning organization account balances, help individuals get reimbursement for expenses, and provide monthly account statements. Student groups interested in setting up a website, LearnLink conference, listserv or e-mail alias should contact Laura in DUC 515E or at 727-6179.
ADDITIONAL SERVICES
How may we help you?

Fax Machine
Real World Workshops

**Contract Review and Signing**

**Helium Tank**

Eagle Source Programming Handbook
Strategy Sessions offered by The Princeton Review
Leadership Ledger Newsletter

**Typewriter**

Individualized Leadership & Event Planning Assistance

**Banner Paper and Markers**

Free Stuff like candy & movie passes
Leadership Lifesavers

Events at Emory Calendar

(http://events.cc.emory.edu)
The Student Government Association is the university-wide governing body representing the students within each divisions of the University. The SGA consist of executive, legislative and judicial branches.

1. Executive Board is made up of elected and appointed officers. The SGA President is the elected emissary between the students and the administration.
2. Administrative Committee reviews matters pertaining to the structure of SGA.
3. Budget Committee distributes the roughly $1.7 million collected from the student activity fee to divisional councils and chartered student organizations.
4. Contracted Services Committee works with the different contracted services on campus including food services, mail, and laundry.
5. Fee Interest Committee uses the interest earned on the student activity fee for long-term improvements to the University. Projects have included First Responder vehicles, Blue Lights on Campus, a PA system for the WoodPEC, and Lights on McDonough Field.
6. Student Concerns Committee has addressed financial aid budget cuts, campus parking, construction on campus, questions of multiculturalism and diversity, and campus safety.
7. Student Legislature: Chaired by the vice-president and composed of legislators from every division. The legislative meetings are at 7 pm every other Monday.
8. Judicial branch: Constitutional Council, which functions as the Supreme Court of the student body, hears appeals from groups or individuals on such issues as violation of student rights and improper procedures.

Student Government Association Officers

**President**  Ryan Paddock
**Vice President**  Andrew Lugerner
**Secretary**  Jess Carbino
**Treasurer**  Suhas Sridharan
**Attorney General**  Larry Reicher
**Chiefs of Staff**  Lance Henry & Ally Kluger
**VP for Academic Affairs**  Alex Horstmann
**VP for Student Life**  Jonathan Taylor
**Graduate Student Liaison**  Winifred Cisar
**Business Manager**  Meredith Honeycutt
**Administrative Assistant**  Laura Reece
**Advisor**  Selene Jones
**VP for Alumni Relations**  Emily Allen & Pete Sherlock
**Coordinators for Community Affairs**  Jordan Henry & Amrit Kapai
The Student Programming Council is the programming branch of the Student Government Association. Funded by the Student Activity Fee, the SPC provides entertainment and university-wide events open to the entire Emory community. Members are selected through an application and interview process. New members are usually during the fall and spring semesters. Membership consists of committee chairs for each event, members at large, and the executive board officers. SPC is responsible for programming activities for Dooley’s Week, Heritage Homecoming, and the Fall and Spring Band Parties.

Student Programming Council Officers

President Greg Cohen
Vice President Jeff Ader
Secretary Ilyse Fishman
Liaison to the Department Erica Breese
Publicity Chair- Advertising Jaclyn Freeman
Publicity Chair- Graphic Design David Feldman
Dooley’s Week Heather Greenfield & Badri Modi
Homecoming LeTiffany Obozele & Justine Phifer
Cosponsorship & Special Activities (Lullwater Day) Lauren Anderson & Adam Dunstone

Treasurer Lov Goel
Speakers Chair Margo Aaron
Advisor Corey Dortch
Band Parties & Concerts Charlie Hughes
Production Manager Bill Miner

COLLEGE COUNCIL

The College Council is the student governing body of Emory College. Its main responsibilities include representing students' concerns, allocating funds to more than 100 college organizations, and planning some of the largest events to take place on Emory's campus each year. College Council meetings are open to the public and all students are encouraged to attend. The Council meets on Wednesdays at 7:00pm in the faculty dining room, located across from the post office in the DUC. Other services include the free shuttle to Lenox Mall, State of Race Debate, Great Debate Series, and Screen on The Green. For more information, you can visit our website at emory.edu/collegecouncil or contact one of our officers.

College Council Officers

President Bryan Mashioff
Vice President Jason Bradford
Secretary Natasha Shahdadpuri
Vice President of Programming Elizabeth Farrar
Vice President of Communications Christina (Nina) Lieu
Chiefs of Staff Jennifer Lin & Rohit Malhotra

Student Concerns Chair Mara Adelson
Treasurer TBA
Advisor Selene Jones
The Graduate Senate serves as a representative and advocacy body for all of the University’s graduate and professional students. Its primary function is to represent graduate and professional students in student government and to bring the concerns of those students to the attention of both student government and University administration leaders. The Graduate Senate also serves as a vehicle for promoting communication and interaction among students from the various graduate and professional divisions.

President Kovarik Glasco
Advisor Selene Jones

STUDENT ORGANIZATION ADVISORS

All student organizations are required to have a faculty or staff advisor. Student organization advisors seek to help students’ individual growth and development. They are interested in student development and in maximizing student’s life and campus experiences. They also encourage students to become accountable and responsible for their actions within an organization. Advisors attempt to educate students in the area of programming with regard to planning, evaluating, and developing activities. They also advise student groups about University procedures.

Advisors help organizations to formulate long-range goals and to plan short term projects. For example, they can suggest ways to improve officers’ leadership skills and assess the organizations’ progress and performance. In addition, student organization advisors may provide workshops and retreats to assist organizations with their internal development efforts.

While advisors are available and willing to help student organizations, the management of the group remains with the student leaders. Advisors will offer suggestions, make recommendations, provide students with resources, and act as consultants in their specialized areas, but they should not be responsible for doing work for the students or signing contracts for the organization. They work with students to maximize students’ involvement, experiences and development.

Each semester, the Center for Student Leadership and Engagement sponsors a workshop for Advisors. This is simply to help them understand their role and the resources that are available. We also have a resource booklet for them. If you need help working with your advisor or help finding an advisor, please contact the SGA office at 727-6179 or check the CSLE website at www.lead.emory.edu/
ORGANIZING A SUCCESSFUL EVENT

The Center for Student Leadership and Engagement highly recommends that organizations plan and make reservations for meetings and events as far in advance as possible. Following is a step-by-step approach to organizing a program that will accomplish what you want and will make things less stressful for everyone. For the best resources in programming please stop by the office to use the resource library and talk with the staff. Before you begin planning your program be sure the PURPOSE of the program is clear and that your organization has all of the resources that it needs to pull it off, including people power, money, time and motivation. Try to avoid duplication of programs already being provided on campus. BE CREATIVE!

Date and Time
Remember to be mindful of others programs. Check the Emory calendar at http://calendar.Emory.edu or click on the Emory calendar icon on the public conferences site through Learnlink, to find out what else is going on that day and program accordingly. Also remember to input your program information into the calendar so others can be aware of your event as well. Organizations should also take care not to schedule events on major religious holidays. Make sure your advisor is aware of the program and encourage their attendance.

Location, Location, Location!
When you have selected a date and time for your program, reserve a facility through the appropriate office (see page 15). If your program is outdoors it is recommended that you also reserve an indoor site as a rain location.

Off Campus Facilities
If your organization decides to have an event off campus many of the same policies apply as well as additional ones. For information about off campus facilities, please contact the Center for Student Leadership and Engagement. Please consider transportation and parking when planning to go off campus.

Security
Security may be required for certain events. To receive information on hiring security, please contact the Center for Student Leadership and Engagement.

Lodging and Accommodations
You may be required to provide lodging for your speaker or performer. One night’s lodging is all you should provide for your guest. On occasion there are exceptions. We encourage you to use the Emory Conference Center Hotel. If you are unable to use their services, please go to the Center for Student Leadership and Engagement and they will assist you in finding appropriate accommodations.
Catering and Food
Some facilities do not allow food, and others require that if food is served (e.g., Cox Hall) it must be served by Campus Dining Services. When reserving your facility, be sure to inquire about specific guidelines for food. Campus Dining Services would prefer at least ten days advance notice for your food order. They can be reached at 712-8948. With any food service you should request a written quote for the order prior to the event. If you buy your own food and drinks, make sure to keep your receipts so you can be reimbursed by your organization. Also, be sure to follow the Food Guidelines (see page 21).

Searching For Talent
For suggestions about contacting speakers, performers, D.J.’s, bands, or other types of entertainment, contact the Center for Student Leadership and Engagement or visit the resource library located in the office lobby. Remember student organizations and their faculty or staff advisors ARE NOT authorized to sign contracts! All contracts for performers, speakers, or other types of entertainment must be approved and signed by the CSLE staff and select colleagues in Campus Life. (See section on Contracts, p.35)

Electrical and Staging Needs
It is important to determine your electrical and staging needs when creating your event budget. A performer’s contract should outline what is required in terms of stage equipment and power requirements. For assistance with these requests please contact facilities management at 7-7463 (see p. 68). For information concerning off campus sound and lighting companies contact the Center for Student Leadership and Engagement.

Tickets
You may be required to distribute tickets for your event. Please be mindful of DUC Ticketing policies (see page 43) as well as SGA policies for selling tickets. Most events on campus are free so keep this in mind while planning your program. You must also fill out a DUC ticket acceptance form (see page 44).

Clean Up
Your organization is responsible for set-up and clean-up before and after the event. If assistance with clean up is needed you will need to contact FMD at 7-7468.

Last Chance
A few days before the event, run a last check with your committee. Confirm all reservations and set up needs, especially food, lodging, transportation, technical and room arrangements. Organize yourself and your committee by creating a schedule and acquiring all necessary supplies. Make sure all promotion is out and or ready to be implemented as scheduled. DON’T FORGET TO PICK UP THE CHECK! We all like to get paid on time. Never pay a performer until after they have completed their performance. NEVER!
Event Planning Checklist

Evaluate your budget to determine how you can spend your money.

Select a date and time for your event.

Select a location and reserve the necessary rooms or other venues. Get a written confirmation for your reservation.

Contact the Center for Student Leadership and Engagement (CSLE) for suggestions on how to contact a band-group, speakers, performers, DJs, and/or other entertainers.

Determine staging and sound requirements and make arrangements (discuss all possible options with CSLE or Meeting Services).

Give all contracts to the CSLE office at least four weeks in advance.

Request security if necessary for the event.

Inquire with your venue regarding food guidelines (if you have to use their service, or if you can bring in outside food). Order food from the campus dining at least 10 days in advance.

If using tickets, review the DUC ticketing guidelines and the SGA guidelines for selling tickets.

If your speaker or performer requires lodging they may only stay one night. Emory Inn or Emory Conference Center Hotels are recommended for hosting these people for an Emory discount. Also, contact CSLE for additional questions.

Contact FMD (7-7468) for setting up and cleaning up needs. The organization is responsible for all set-ups and clean-ups.

Before the event, confirm all plans for your event.
Program Evaluation

This evaluation is designed to record important information about your event. It is important to fill out an evaluation after each program so that improvements and changes can constantly be made. In addition, it would be beneficial to your organization to keep evaluations of programs in a file so that future members and officers may refer to the evaluation as a resource for their planning.

Date: ___________________                  Name of Organization:____________________________
Title of Event:___________________________________
People Involved In Planning Event:_______________________________________________________________
___________________________________________________________________________________________
Attendance at Event:________________
Planned Cost for the Event:____________                       Actual Cost for Event__________________
Overall Rating of Event (1 the lowest and 10 the highest):_______________
Brief Description of Event:______________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
Brief Description of Goals of Program:_____________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
Were the Goals of the Program Met? What would you do to improve the event for the next year?
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
Did you have Co-Sponsors for Event? If yes, who?__________________________________________________
___________________________________________________________________________________________
What type of publicity did you use for this event? What was successful_________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
What vendors did you work with (Aramark, sound companies, printers)? Would you work with them again?
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
Would you do this event again? Why or Why not? ___________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
Campus Resource Short Cuts

Meetings and Event Locations Reservations

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Location/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Romestant</td>
<td>7-2436</td>
<td>SAAC, Pool, Tennis Courts, SAAC reservations</td>
</tr>
<tr>
<td>Jeff Martin</td>
<td>7-5355</td>
<td>DUC, DUC/Cox Dining rooms, Glenn reservations, AV</td>
</tr>
<tr>
<td>Linda Crawford</td>
<td>7-1706</td>
<td>DUC, DUC meeting rooms</td>
</tr>
<tr>
<td>Sally O'Donoghue</td>
<td>7-5354</td>
<td>DUC, Academic Bldg. Reservations, AV</td>
</tr>
<tr>
<td>Gladis Hooks</td>
<td>7-4144</td>
<td>Res Life, Residence Hall Common Areas</td>
</tr>
<tr>
<td>CSLE</td>
<td>7-6169</td>
<td>DUC, Hotels, Banquet Halls, Retreat, Centers</td>
</tr>
<tr>
<td>Myra Sims</td>
<td>7-6560</td>
<td>WoodPEC, McDonough, PE Center Reservations</td>
</tr>
<tr>
<td>Lyn Nester</td>
<td>7-6394</td>
<td>WoodPEC, Recreational Sports Events</td>
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</tbody>
</table>

Computer Resources

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Location/Details</th>
</tr>
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<tbody>
<tr>
<td>Helpdesk</td>
<td>7-7777</td>
<td>ITD, North Decatur Building</td>
</tr>
<tr>
<td>Computing Center</td>
<td>7-7549</td>
<td>Cox Hall, Scanners, Video Editing</td>
</tr>
<tr>
<td>LearnLink Help</td>
<td>7-7777</td>
<td>or e-mail <a href="mailto:info@learnlink.emory.edu">info@learnlink.emory.edu</a></td>
</tr>
<tr>
<td>Student Organization’s Websites</td>
<td></td>
<td><a href="mailto:studentwww@listserv.emory.edu">studentwww@listserv.emory.edu</a></td>
</tr>
</tbody>
</table>

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<td><a href="mailto:studentwww@listserv.emory.edu">studentwww@listserv.emory.edu</a></td>
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Printing and Copying

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Location/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toco Instant Printing</td>
<td>(404) 321-5677</td>
<td>(Two different locations)</td>
</tr>
<tr>
<td>Kinko’s Printing</td>
<td>(404) 377-4639</td>
<td></td>
</tr>
<tr>
<td>Campus Printing</td>
<td>7-6859, 7-5905, 7-6075</td>
<td>(Two different locations)</td>
</tr>
<tr>
<td>Campus Marketing</td>
<td>7-6075</td>
<td>Frisbees, Giveaways, Imprinted Logos, Promotional Items (pens, notepads, etc.)</td>
</tr>
<tr>
<td>Bookstore</td>
<td>7-2222</td>
<td></td>
</tr>
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</table>

Catering and Food

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Location/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sodexho (Campus Catering)</td>
<td>(404) 712-8948</td>
<td>Lavista Road, Toco Hills</td>
</tr>
<tr>
<td>Kroger</td>
<td>(404) 633-8694</td>
<td>North Decatur Road</td>
</tr>
<tr>
<td>Publix</td>
<td>(404) 638-6015</td>
<td></td>
</tr>
<tr>
<td>Dusty’s BBQ</td>
<td>(404) 636-3366</td>
<td></td>
</tr>
<tr>
<td>Smoothie King</td>
<td>(404) 569-4865</td>
<td></td>
</tr>
<tr>
<td>Papa John’s Pizza</td>
<td>(404) 315-8282</td>
<td></td>
</tr>
<tr>
<td>Domino’s Pizza</td>
<td>(404) 370-3030</td>
<td></td>
</tr>
<tr>
<td>Carole Parks Catering</td>
<td>(404) 872-1999</td>
<td>Briarcliff Rd</td>
</tr>
<tr>
<td>Moe’s Southwestern Grill</td>
<td>(404) 248-9399</td>
<td></td>
</tr>
<tr>
<td>Chipotle</td>
<td>(404) 929-9907</td>
<td>N.Druid Hills Rd, Toco Hills</td>
</tr>
<tr>
<td>Epicurean</td>
<td>(404) 321-6530</td>
<td></td>
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T-Shirts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Location/Details</th>
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<tbody>
<tr>
<td>Greek 101</td>
<td>(888) 473-3550</td>
<td>T-Shirts</td>
</tr>
<tr>
<td>Peachfuzz Designs</td>
<td>(770) 760-7771</td>
<td>T-Shirts</td>
</tr>
<tr>
<td>A+ Promotions</td>
<td>(770) 426-5419</td>
<td>T-shirts, Frisbees, cups, etc</td>
</tr>
<tr>
<td>Metro Sportswear</td>
<td>(770) 929-8198</td>
<td>T-Shirts, caps, banners, etc.</td>
</tr>
<tr>
<td>The Graphic Cow</td>
<td>(800)grafcow</td>
<td></td>
</tr>
</tbody>
</table>

Transportation

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Location/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wanda Tiechert</td>
<td>7-1829</td>
<td>Renting Campus Shuttles</td>
</tr>
<tr>
<td>Brenda Wilson</td>
<td>7-8740</td>
<td>Vendor Access Thru Gates</td>
</tr>
<tr>
<td>Atlantic Limousine</td>
<td>(770) 751-7078</td>
<td>Ask for Clarence</td>
</tr>
<tr>
<td>Action Limo</td>
<td>(770) 507-1727</td>
<td></td>
</tr>
</tbody>
</table>
Entertainment & AudioVisual Needs

CSLE        7-6169  Planning help, helium hank
Steve Calloway  7-9200  Glenn Memorial Sound, AV needs
Mike Glennon (404) 577-9100  Group Sales, Atlanta Braves Tickets
Atlanta Music Machine (770) 517-3150  DJ, Sound Equipment
Corey Entertainment (800) 772.6739  DJ, Sound Equipment
Spectrum Entertainment (770) 492-1266  DJ, Sound Equipment
Event Xtras (Kent) (800) 239-4677  Inflatable Games
J & S Funtastic (Jim) (770) 433-8008  Carnival Rentals (food and games)
Interactive Attractions 888-458-1094  Inflatable Games & carnival games

Security

Campus Police Security/Lt. Finley  7-8005

Flowers and Gifts

Emory Village Flowers & Gifts (404) 378-3900  Frames, Trophies
Emory Bookstore  7-6222  Trophies, Frames
Suburban Engraving (404) 873-3257  Plaques, Trophies, etc..
Briarcliff Frame Shop (404) 373-3544  Frames, Trophies
Unique Trophy (Troy) (800) 316-4138  Trophies, Frames, etc..
Rapid Sign (404) 874-0010  Nylon Banners

Hotels

Emory Inn (404) 634-7327  Clifton Road
Holiday Inn Express (404) 320-0888  North Decatur Rd. at Clairmont Rd.
Holiday Inn (404) 371-0204  Downtown Decatur
Emory Conference Center (404) 712-6000  Clifton Road
University Inn (404) 634-7327  North Decatur Road

General

Facilities Management (FMD)  7-7463  Staging (Tables, chairs, etc..)
SGA Treasurer  7-6196  SGA Budget questions
Meredith Honeycutt  7-3513  Student account information
CSLE  7-6169  General information
SGA Office
Laura Rogers Reece  7-6179  SGA meetings, committees, questions
List of Organizational Presidents
Eagle Source, listserv and alias info.
FACILITY RESERVATIONS

Many buildings on campus have conference rooms and auditoriums available for meeting and programs. Following is a list of phone numbers where one can reserve these facilities and ask questions regarding reservation policies, room capacity and special equipment available.

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atwood Hall*</td>
<td>727-5354</td>
</tr>
<tr>
<td>Bishops Hall*</td>
<td>727-0792</td>
</tr>
<tr>
<td>Callaway Center*</td>
<td>727-5354</td>
</tr>
<tr>
<td>Candler Library*</td>
<td>727-5354</td>
</tr>
<tr>
<td>Carter Center</td>
<td>420-5111</td>
</tr>
<tr>
<td>Church School*</td>
<td>727-5354</td>
</tr>
<tr>
<td>Cox Hall</td>
<td>727-5355</td>
</tr>
<tr>
<td>Computing Center at Cox Hall</td>
<td>727-7549</td>
</tr>
<tr>
<td>Dobbs University Center</td>
<td>727-5355</td>
</tr>
<tr>
<td>Emory Conference Center Hotel</td>
<td>712-6712</td>
</tr>
<tr>
<td>Geosciences*</td>
<td>727-5354</td>
</tr>
<tr>
<td>Glenn Memorial</td>
<td>727-5354</td>
</tr>
<tr>
<td>Goizuetta Business School</td>
<td>727-8099</td>
</tr>
<tr>
<td>Houston Mill House</td>
<td>727-8311</td>
</tr>
<tr>
<td></td>
<td>727-3498</td>
</tr>
<tr>
<td>Hospital Auditorium &amp; Classrooms</td>
<td>712-7124</td>
</tr>
<tr>
<td>Lullwater</td>
<td>727-5355</td>
</tr>
<tr>
<td>McDonough Field</td>
<td>727-6560</td>
</tr>
<tr>
<td>Michael Carlos Museum Reception Hall</td>
<td>727-0516</td>
</tr>
<tr>
<td>Nursing School</td>
<td>727-2630</td>
</tr>
<tr>
<td>Quadrangle</td>
<td>727-5355</td>
</tr>
<tr>
<td>Rehabilitation Medicine</td>
<td>712-5507</td>
</tr>
<tr>
<td>SAAC</td>
<td>727-2436</td>
</tr>
<tr>
<td>Tull Auditorium</td>
<td>727-6827</td>
</tr>
<tr>
<td>Tull Plaza</td>
<td>727-5355</td>
</tr>
<tr>
<td>White Hall*</td>
<td>727-5354</td>
</tr>
<tr>
<td>Woodruff Medical Center Administration Bldg</td>
<td>727-5658</td>
</tr>
<tr>
<td>Woodruff PE Center</td>
<td>727-6560</td>
</tr>
</tbody>
</table>

*Reservations taken for M-F 6pm-12am; Sat. & Sun. 8am-12am
in DUC 220* or filled out on the web at [http://www.emory.edu/DUC](http://www.emory.edu/DUC) then click on Meeting Services.

**Reservations should be made at least 7 days before the event**
DUC Room Capacities

<table>
<thead>
<tr>
<th>ROOM</th>
<th>SERVED MEAL</th>
<th>BUFFET</th>
<th>RECEPTION</th>
<th>MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trustee Room</td>
<td>18</td>
<td>16</td>
<td>23</td>
<td>20</td>
</tr>
<tr>
<td>Alumni Room</td>
<td>18</td>
<td>16</td>
<td>23</td>
<td>20</td>
</tr>
<tr>
<td>Faculty Room</td>
<td>92</td>
<td>80</td>
<td>100</td>
<td>Subject to setup</td>
</tr>
<tr>
<td>Winship Ballroom</td>
<td>210</td>
<td>210</td>
<td>400</td>
<td>Subject to setup</td>
</tr>
<tr>
<td>Coca Cola Commons</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Outside Terraces</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Harland Cinema</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>198*</td>
</tr>
<tr>
<td><strong>250E</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>18</td>
</tr>
<tr>
<td>251E</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>10</td>
</tr>
<tr>
<td>362E</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>25</td>
</tr>
<tr>
<td>363E</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>35</td>
</tr>
<tr>
<td>355E</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>45</td>
</tr>
<tr>
<td>544E</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>16</td>
</tr>
</tbody>
</table>

* Cinema seating has 198 fixed chairs and 2 wheelchair spaces.
** Room 251 may be used as serving area for room 250, and must be reserved.

All events scheduled in the Alumni Dining Room, the Trustee Dining Room, and the Faculty Dining Room, must be catered by the Campus Dining Service. Menu arrangements should be made at least 14 days in advance. Contact Campus Dining Service at 712-8948. Any event in Winship Ballroom requesting outside food service requires prior written permission of Meeting Services.

AUDIO-VISUAL EQUIPMENT

Podiums, microphones, and other A/V equipment can be supplied for your use in the DUC if requested in advance. There is a $75 fee for the use of a data projector.

DEADLINES

All reservation requests are processed as quickly as possible. However, at many times of the year the volume of requests is so great that the Meeting Services Manager is unable to respond to all requests on the same day they are submitted. Please give as much advance notice as possible to allow for complete processing of your request. Arrangements planned well in advance have a greater certainty of complete success.

----- It is recommended that all events requiring Campus Dining Service be made at least 2 weeks in advance.

----- Applications for a permit to serve alcohol must be made at least 2 weeks in advance.

----- Scheduling of and Audio-Visual Technician be made 2 weeks in advance.

----- Requests for use of all other reservable space must be made at least 1 week in advance.
Space Reservation Request

☐ Dobbs University Center / ☐ Cox Hall

(Check one)

Room reservations must be made in writing at least seven (7) days in advance. Order food directly from Campus Dining Service at 712-8948. Please notify the Meeting Services Office (727-5355) AND the Campus Dining Service (712-8948) with any changes (including head counts) or cancellations.* Late cancellation fee may be charged. *In Cox Hall, Campus Dining Service reserves the right to assign an alternative room in the event the room originally designated shall be unavailable or inappropriate. **If special accommodations are needed due to a disability or chronic medical condition, contact the Disability Services Office @ 404/727-6016 voice or 404/712-2049 TDD.**

Today’s date__________________________

Organization____________________________________ Account Number__________________________

Individual in Charge_________________________ Box #_____ Phone #________________ Email_____________

Advisor_____________________ Department Address____________________ Phone #__________

Space requested___________________________________________________________________________

Day(s) of the Week ______________ Date(s) _______________ Start Time of Event____________________

Estimated Attendance_________________________________ End Time of Event___________________

Nature of Event (speaker, performance, off-campus guest, publicity, etc.)___________________________

**If Movie see below

Event Title For Worldwide Web_______________________________________________________________

Will refreshments be served?__________ If so, what?____________________________________________

Will Campus Dining Service (CDS) cater all food and beverages? Yes______________ No______________
(All food service in private dining rooms must be catered by CDS.)

Please check one of the following: _____ self-served/buffet _____ served

Will alcohol be present? Yes___________________________ No_______________________________
(If alcohol will be present, please complete the application form on the back of this request.)

Please fully describe room SETUP desired: ______________________________________________________

________________________________________________________________________________________

**DUC ONLY: Audio-visual (check all that apply):

Overhead ____ Slide Proj. ____ Data Proj. ____ TV/VCR ____ DVD ____ Mic ____ CD player ____ Other ______

**Moving Showing Time _____________ - _____________ **

**To show a movie (or use booth) YOU MUST contact Ashley Hattaway @ 727-1033 or aehatta@emory.edu to schedule a technician. This must be done at least 7 days prior to your event. DVD ____ VHS ____ or other ______

Signature_______________________________ Title____________________________________________

(Signature indicates responsibility for event)

Please return form to: Meeting Services Office, Emory University 404/727-5355 or (FAX) 404/727-0277
P O Drawer AAA Atlanta, GA 30322
Academic Building Room Reservation Request
(BUILDINGS: WEEKDAYS 6PM-MIDNIGHT, WEEKENDS 8AM-MIDNIGHT)

PLEASE CHECK ONE

MATH & SCIENCE____ CANDLER LIBRARY____ RICH BUILDING____
ANTHROPOLOGY____ WHITE HALL____ CALLAWAY CENTER____
EMERSON HALL_____ N. DECATUR____

Today’s Date________________________ Account Number________________________
Organization________________________ Individual in Charge________________________
Dept Address/Box #__________________ Phone Number (      )________________________
Day(s) of week________________ Date(s)________________ Estimated Attendance____
Room Requested________________________ Start Time_________ End Time________________
Nature of event (be specific...event name, lecture, speaker, etc. Be specific)____________________
____________________________________________________________________________
Please briefly describe any A/V needs (See Below) * ______________________________
____________________________________________________________________________

Signature______________________________________Title____________________________

PLEASE REPORT ANY CHANGES OR CANCELLATIONS TO THIS OFFICE IMMEDIATELY

SPECIAL ARRANGEMENTS:
For equipment and custodial services such as: electrical equipment, extra chairs, tables, platforms/staging, special chair arrangements, etc.

Call 4/727-7463
Provide account number at time of request.

Media scheduling and audio-visual equipment:
You MUST make a request at least seven (7) days in advance by calling 4/727-6853.
Provide account number at time of request.

Special parking: Call 4/727-PARK.

PLEASE RETURN THIS FORM TO:
Meeting Services Office
Dobbs University Center, Room 202E
Emory University
P O Box AAA
Atlanta, GA 30322
404/727-5354 or (FAX) 404/727-0277
DUC Room Cancellation and No Show Policy

The Dobbs University Center and Cox Hall provide facilities and services for SGA chartered organizations, university departments and organizations, and certain sponsored programs. The space for which you have committed is difficult to reschedule without sufficient advance notice. Should it be necessary for you to cancel some or all of your reservations within the agreed upon period, you will be charged for the space under circumstances described below.

R. Howard Dobbs University Center

In the event that you must cancel an event, you may do so without charge if you cancel meeting rooms more than 48 hours before the event is scheduled. In the case of dining rooms, the Commons, the Faculty Dining Room, the Winship Ballroom, or the Harland Cinema, you must cancel your event more than 14 days before its scheduled date. If you cancel closer to the event, charges will apply as follows:

1. Cancellation of Winship Ballroom, Faculty Dining Room, Alumni Dining Room, Trustee Dining Room, Harland Cinema, and Coca Cola Commons less than 14 days from the date of the event
2. Cancellation of meeting rooms less than 48 hours (or if an evening meeting, the end of business 48+) hours before an event
3. No shows

CANCELLATIONS / NO SHOW CHARGES

a. Meeting Rooms $20
b. Alumni Dining Room $25
c. Trustee Dining Room $25
d. Winship Ballroom $75
e. Harland Cinema $75
f. Coca Cola Commons $75
g. Faculty Dining Room $75

Cox Hall

There will be no charge to cancel an event at Cox Hall if the event is cancelled more than 14 days before it is scheduled. Cancellation of any room in Cox Hall less than 14 days before the scheduled event will result in the following charges:

CANCELLATION / NO SHOW CHARGES

1. Cox Banquet Room $75
2. Cox Room 1 $25
3. Cox Room 2 $25
4. Cox Room 3 $25
5. Cox Room 4 $50
6. Decatur Room $25
7. Dekalb Room $25

Meeting Services will has changing its policy regarding the use of the Cox Hall Amphitheater space adjacent to the Cox Hall Bell Tower and elevator. Students organizations are no longer allowed to table in this area. Any use of the Cox Hall Amphitheater area will be restricted to the use of the concrete step area only. No tables, chairs, trash cans, or other assorted equipment (with the possible exception of sound equipment) will be allowed in this area.
DUC Late Night Policy

To accommodate officially recognized campus groups’ needs for social and recreational programs, the Dobbs University Center staff will observe late closing procedures provided the following conditions prevail:

1. The space requested in the Dobbs University Center is the most appropriate, available space on the campus.
2. Current overtime charges for University Center staff scheduled to work late will be charged.
3. The late closing privilege is extended on a limited basis, due to late-hour staffing considerations.
4. Approval of any late closing request will be subject to other scheduling in the Dobbs University Center (for example, an early breakfast set-up in the Ballroom may preclude an event in the Ballroom in the preceding evening.)
5. Reservation requests for late use must be made a minimum of two weeks prior to the date of the event (so that appropriate staff schedules may be reasonably arranged in advance.)
6. All other standing policies of DUC usage will prevail (ie. alcohol use, catering, etc.)
7. The policy applies to Publications late night use to the extent that the Meeting Services Office must be notified in writing 7 days prior to their late night use of the DUC. The names of those authorized to be in the building must be included in the request. Meeting Services will take a semester-long late night privilege request from Emory student publications.

Any questions regarding this policy may be directed to Meeting Services at 7-5355.
Emory University

GENERAL STANDARDS FOR GROUPS SERVING FOOD ON CAMPUS:

1. Any food being served must be covered and/or protected from contamination. i.e. the use of sneezeguards or individually wrapped food items.

2. The serving area must be clean, free of clutter and trash, and wiped clean as spills occur.

3. Trash receptacles must be provided nearby.

4. Foods MUST be kept at the proper temperature. Cold below 40 degrees F; hot foods above 145 degrees F.

5. All servers must wash hands before working with food. Disposable gloves must be worn in serving/handling unwrapped food.

6. Must use tongs, forks or spoons to serve food. No hands!

7. Must have different people handling money than those handling the food, unless items are individually wrapped.

8. Food must be high quality and clean, and purchased from a licensed food distributor (i.e. Kroger, Publix, SAMS, etc.)

9. Student groups must meet with the Food Service Liaison to address specific requirements of serving eggs, fish, poultry, meat or other food combinations unless the following criteria are met:
   
   a. Food is prepared by Emory Merchant Vendors.
   b. Food is prepared by a contracted food provider:
      i. Sodexho
      ii. Old Fashioned Foods

   Food prepared by any other vendor must have a current health score of 95 or better, and have a current business license to serve food. (Documentation required.)

Note: You are advised to check the individual facility policy on serving food to be sure all stated guidelines for food use within that building or space are followed. These may be different from one location to the next.

Revised July 10, 2006
The WPEC facilities are available for Emory organizations to reserve for parties, tournaments, charity events and other types of functions. However, these types of events are secondary to the primary function of the WPEC, which is housing the Department of Physical Education in Emory College and the Department of Athletics & Recreation in the Division of Campus Life. In other words, PE classes, varsity games, varsity practice, intramural sport events, club sport contests and practices, and other activities associated with the two departments have priority in scheduling WPEC spaces.

Student organizations must submit requests to the WPEC Facilities Coordinator at least one month prior to their event. We strongly suggest that organizations sponsoring a large event, an event with a band, or an event with food, drinks or games, should submit the request much further in advance. All organizations must get approval from the WPEC Facilities Coordinator PRIOR to advertising the event. Cancellations must be received in the office of the WPEC Facilities Coordinator at least two weeks prior to the first date of the event or the sponsoring organization will be responsible for paying a processing fee.

Events will be classified as either Category A or Category B events.

### Category A Events
1. Fewer than 50 participants
2. Serve no food or beverages (other than water)
3. No music deejay
4. No live band
5. Require no deliveries by outside vendors

### Category B Events
1. More than 50 participants
2. Serve any type of food or beverages (restrictions apply on type of food/beverage allowed)
3. Provide any type of music (deejay or band)
4. Provide any type of games, booths, etc. that require deliveries by outside vendors

Category A events do not require the sponsoring organization to pay for a WPEC Building Supervisor to be on duty during the event. Category A events that are cancelled or changed inside of the two week period will be charged a processing fee of $50.

Category B events will require the sponsoring organization to pay for a WPEC Building Supervisor to be on duty ($15 per hour) during the set-up, the event itself, and until all clean-up is concluded. Category B events that are cancelled or changed inside the two week period must pay a processing fee of $100.

Student organizations must provide an Emory account number at the time they request a reservation. Request forms without an account number or request forms without complete information will not be processed and the sponsoring organization will be notified by e-mail if their form is incomplete. Request forms are available at the WPEC on Level 2 just outside the Recreational Services office. Completed forms should be put in the plastic holder on the door of Room 208K that is located in the office suite behind the Recreational Services office. The sponsoring organization should submit the white (front) copy and keep the back (yellow) copy for their records.

As of fall semester, 2004.

1) All requests must be received by the WPEC Facilities Coordinator’s Office (room 208K) at least one month prior to the first day of the event in order to be given consideration. Forms will not be considered until complete information is provided.

2) The Coordinator will notify the sponsoring organization’s representative within one week by e-mail if the date is open and may be tentatively scheduled for the group’s event. The group does not get final confirmation of approval for the event until they meet with the Assistant Facilities Coordinator to review the details of the event. The WPEC Facilities
Coordinator has the right to rescind the tentative approval if the group does not fulfill any of the obligations set forth here.

3) The sponsoring organization must provide confirmation to the Facilities Office that they have made appropriate arrangements with Emory Customer Service (727-7463) for things such as tables, chairs, trashcans, and trash pick-up. Also, any deliveries from outside vendors must be planned in advance and delivery times communicated to the Facilities Office. All deliveries must be approved by the WPEC Facilities Staff.

4) Facilities Office reserves the right to limit the amount of time provided to the sponsoring organization for set-up and cleanup. In general, a time period of 2 hours is granted to groups for their set-up and 2 hours for the cleanup. Special circumstances that require more time for set-up or cleanup will be considered on an individual basis.

5) The sponsoring organization will be responsible for canceling the event at least two weeks prior to the first date of the event or pay the appropriate processing fee. The processing fee for a cancelled Category A event is $50 and the processing fee for a cancelled Category B event is $100. The account number of the sponsoring organization will be billed for the appropriate processing fee in the event of cancellation inside the two-week window.

6) The sponsoring organization will also be charged the processing fee if they request any changes to the reservation inside the two week period. These changes could be, but are not limited to, changes in date, times, or event location. The same processing fees will apply in the event of changes as apply to cancellations.

7) The WPEC staff has the right to cancel the event due to inclement weather, or if the facility is deemed unsuitable for occupancy for any reason. In the event that WPEC staff cancels the event, the sponsoring organization will not be liable for the processing/cancellation fee. The WPEC is not responsible for any lost fees, deposits, etc. paid to any outside vendor or organization, or to another Emory department. The WPEC is only responsible to refund any monies paid directly to the WPEC if an event is cancelled by WPEC under these circumstances.

8) The sponsoring organization of a Category B event is responsible to pay for a WPEC building supervisor to be on duty from the beginning of their set-up, through-out the event, to the conclusion of all cleanup. The fee will be $15 per hour and the organization’s account will be billed at the conclusion of the event. The building supervisor is on hand to oversee the set-up and cleanup, to monitor the area for safety or liability concerns, to initiate proper procedures in the event of an emergency and to offer general assistance to the sponsoring organization and to other Emory departments assisting with the event.

9) The WPEC also has the right to bill the sponsoring organization’s account for any damages to WPEC facilities or equipment, or if any additional staffing or additional cleanup is required.

10) All Greek organizations must first contact the Office of Fraternity/Sorority Life for approval for their event PRIOR to completing the WPEC Facility Reservation Request form. Contact Victor Felts in DUC 416E or at 404-727-4142.

11) WPEC will not host events for the purpose of raising money for an individual or group of individuals. WPEC will not host events that raise money for an organization unless the money is to be donated to a specific charity. If an event is organized to raise money (eg. tickets will be sold, entry fees charged or food/beverages sold), the sponsoring organization must have a prior arrangement with a charity or service organization and all profits (other than any operating costs) must be donated to the charity.

12) If an event will have participants who are not current Emory students; or faculty/ staff or alumni with paid WPEC memberships, then those participants are required to purchase WPEC guest passes. WPEC guest passes are $5 each or 14 passes for $40. Purchase of the guest passes should be arranged thru the WPEC Facilities Staff prior to the event and these guests will be required to present the passes upon entry to the facility.

PUBLICITY POLICIES
Banner Policy

1. Banner reservations can be made in the Center for Student Leadership and Engagement.
2. Banners may be used as promotional means by Emory University recognized organizations, departments and offices. All banners are scheduled on a first come first serve basis.
3. A banner may hang for 3 days prior to the event and the day of the event. It is to be removed by the sponsoring organization the morning after the event.
4. Banners may be hung horizontally on the railing of the Dining Terraces and vertically on the spiral staircase of the DUC atrium. The length of these banners should not exceed 6 ft. The width should not exceed 3.5 ft.
5. Banners may be hung with string ONLY and may not be secured with tape or any kind of adhesive. Any banners using tape/adhesive will be immediately removed and recycled--no exceptions!
6. Banners for events at which alcoholic beverages will be served shall not use the availability of alcohol as an incentive for attendance. Direct reference to alcoholic beverages may not be included. Emory University’s name shall not be used in conjunction with any commercial co-sponsorship relating to alcohol. If you have questions, please contact the CSLE Director, in room 425-DUC. CSLE reserves the right to remove any banner in conflict with this policy.
7. In order to conserve both paper and space, organizations that are sponsoring two or more activities within a time span of a week should use one piece of banner paper to publicize these events.
8. Banner materials are available in the Center for Student Leadership and Engagement, room 425-DUC, only with an Emory ID. The Office closes promptly at 5 pm and if the materials are not returned then we reserve the right to hold the ID until they are returned.
9. Any recognized organization, department, or office wanting to hang a banner for an entire semester must come to the Center for Student Leadership and Engagement for permission. CSLE will review each individual request and inform the group within one week. In the event other groups are not able to hang their banner due to limited space, we reserve the right to take down the banner.
10. All banners must be stamped with the CSLE stamp or it may be taken down.
11. Any banner not complying with the above regulations will be removed and the sponsoring organization penalized by a suspension of privileges.
Please choose either:

Horizontal banners only in Coke commons  Vertical banners only in stairwell

Today’s Date: _____ / _____ / ______

Organization: __________________________________________________________

Contact person: ________________________________________________________

Po Box #: _________________  Phone #: (      ) _____ - ________

Advisor: ______________________________  Department : _____________________

Dept. Address: _________________________  Dept phone #: (      ) _____ - ________

**Banner display dates**: A banner may hang for 3 days prior to the event, as well as the day of the event. No semester long reservations will be accepted.

Program to be advertised: ______________________________________________

Date banner is to be hung: _____________________________

Date banner is to be taken down: ________________________

Signature: ___________________________  Date: ________________________

My signature indicates that I have read the policies concerning banner space and take responsibility for complying with those policies.

Please put your organization’s name and the event name on the front of the banner.

Please bring your banner to the CSLE Office for stamped approval prior to hanging your banner.

YOU are responsible for taking down your banner!
DUC Publicity Policy
1. Bulletin Boards are available on a first come first serve basis and open to all university events. Please assist us by removing your fliers when your event is over.
2. Posting of fliers is not permitted on windows and doors.
3. Posting of fliers is not permitted on any walls. Repair charges for damage of wall surface caused by tape removal will be charged to the organization.
4. Posting of fliers in the Post Office must be cleared by Carol Duncan in room 222-DUC.
5. Balloons, table tents and display grids may be used as promotional means and may be reserved in the Meeting Services Office, room 222.
6. Questions concerning the DUC policies may be addressed by the Director of the DUC, room 222

Flyers and Chalking
1. Flyers/posters are not permitted on any sidewalks, streets or building exteriors.
2. Chalk is allowed on sidewalks and streets, as long as it is open to the elements, (no covered walkways, etc.). No chalking is allowed on building exteriors, or other vertical surfaces. (Please refer to specific DUC policies regarding chalking).

Reservation forms can be filled out in DUC 220 or on the web at http://www.emory.edu/DUC

Outdoor Kiosks
As part of the University's Master Plan, there are several outdoor kiosks located throughout the campus. You are welcome to post fliers on them. Posting on kiosks is for official University communications only. No commercial posting. Also, please note that the kiosks will be cleaned every Monday by 9pm so plan your postings accordingly.
Dobbs University Center  
Balloons/Chalking/TableTents/Grids  
Reservation Request

Balloons, chalking, and table tents may be used for promotional means by Emory University SGA-Chartered organizations, departments and offices. All are scheduled on a first come, first served basis.

**Balloons:** may be suspended from the banisters of the staircases leading to the Dining Terraces. Balloons are to be secured using ribbon or string only. No Tape. The group is responsible for removal at the end of the day for which they are scheduled.

**Chalking:** allowed on ground surfaces only. *No chalking will be allowed on vertical surfaces such as walls or exterior pillars.* Chalk must be washable. It may remain for 48 hours, after which another group will be allowed to chalk.

**Grids:** must be reserved in advance. These may be used in the Coca-Cola Commons area only.

- **INCLUDE YOUR ORGANIZATION AND EVENT NAMES IN THE ADVERTISING MEDIUM YOU USE**
- **TO AVOID CUSTODIAL FEES, FOLLOW THE RULES AND REMOVE YOUR ADVERTISEMENTS WHEN YOUR RESERVATION IS FINISHED!!**

Today's Date: __________ Organization: ____________________ Acc’t #: __________

Requestor: ________________ Email: __________ Phone #: __________ PO Box: __________

Advisor: ________________ Address: ______________________________________________

Check one: Balloons____ Chalking____ Table Tents____ Grids ____ (indicates 1 set of 4)

Program to be advertised: ______________________________________________________

*Start Date: __________________________ *End Date: _________________________________

*NOTE: TABLE TENTS MAY ONLY BE RESERVED FOR 3 CONSECUTIVE DAYS AND CHALKING FOR 2 DAYS PER RESERVATION REQUEST.*

Signature: ________________________________ Date: __________

***INDICATES YOU HAVE READ AND WILL COMPLY WITH DUC PUBLICITY POLICIES***

Meeting Services  
Dobbs University Center  
Suite 220E  
Phone:(404) 727-5355 Fax:(404) 727-0277
**DUC PROGRAM CO-SPONSORSHIPS**

Through productive partnerships, the Dobbs University Center (DUC) will strive to be the primary student-focused center on Emory’s campus. In keeping with this vision, we encourage student groups to bring programs to the DUC which are open to all Emory students. The following information is offered to help you decide whether to request a co-sponsorship.

**RESOURCES PROVIDED BY THE DUC**

Because we hope to effectively leverage our limited resources to create programs, the DUC will share in the costs associated with events. The current limits for funding to cover food costs or performer’s fees are listed on the Request for Co-Sponsorship with the DUC. It is possible that non-cash support (audio-visual and other equipment, marketing, support, etc.) may equal actual funding provided. Potential resources include:

- Technical equipment and support
- Logistical support/staffing
- Marketing and outreach assistance
- Financial support for food and/or fees

**CRITERIA FOR CO-SPONSORSHIP**

1. **How does the program contribute to the DUC’s vision?**

   The sponsor must be offering a program contributing to community-building, and which could be deemed to be of general interest and open to all (we will not support a recruitment party for a group, for example). Most groups approved have been chartered student organizations; however, programs proposed by other groups may be considered.

2. **Has the group received co-sponsorships support previously, and with good results?**

   Typically, the DUC will consider no more than one co-sponsorship request per month. Attendance figures and other evaluative data are likely to be requested.

3. **Does the group demonstrate effective program management expertise?**
Advance planning and time management skills (for logistical and marketing plans) are of particular interest. We expect to have sufficient lead time to effectively market events resulting from co-sponsorships.

4. *What is the amount of funding being requested and how will it be used?*
   
   *How are the requesting groups’ resources being used?*
   
   We anticipate that the requesting group will provide the majority of funds required.

**DUC STAFF ASSISTANCE WITH THE EVENT**

**Marketing:** DUC staff may assist with posters, table tents, banners, and/or video board messages. We prefer that groups forward jpg files containing promotional material. Given sufficient advance planning, we can place a link on the DUC’s website for the program.

**Logistical/event support:** Special assistance in obtaining the appropriate space, distributing event tickets, and providing one or more staff to help on-site in managing the event are possible.

**What DUC Co-Sponsorship Does NOT Entail:**

1. Leadership in the planning of the event/program.
2. Printed materials (event programs, name tags, etc.).
3. Handling of invitations or R.S.V.P.s for the event.

**PROCEDURES FOR REQUESTING CO-SPONSORSHIP**

We ask that you submit your request no later than one month before the event date. The following is the procedure to request co-sponsorship:

1. Review this document carefully, then complete the Request for Co-Sponsorship with the DUC form and return it to Ashley Hattaway; DUC Operations Manager, via e-mail (aehatta@emory.edu), fax (404 727-5318) or inter-office mail (Drawer AAA).
2. The departmental team will review your request and communicate with you within seven to ten days of our decision.

Thank you for your interest in partnering with the DUC. If you have any further questions about co-sponsorship opportunities, please contact Ashley Hattaway at 404 727-1033 or aehatta@emory.edu.

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*Co-Sponsorship Info*

*08/24/06*
Dobbs University Center (D.U.C.) Programming
Request for Co-Sponsorship with the D.U.C.

Please complete this form and return it to: Ashley Hattaway, Operations Manager, D.U.C.
E-mail: aehatta@emory.edu Fax: 404 727-5318

1. Name of Department or Student Organization ___________________________________________

2. Contact Person: Name_________________________ Phone____________________
                   E-mail ________________________ Fax _____________________

3. Name of program or event you wish to co-sponsor with the D.U.C.________________________

4. Date(s) of the program or event _________ Proposed D.U.C. space______________

5. Number of participants/attendees anticipated __________________________________________

6. Please indicate which of the following resources you request:
   ___ Use of D.U.C. audio-visual (though value is indicated, no fee will be charged)
   ___ Portable sound system ($90 value)      ___ Data Projector ($75 value)
   ___ Karaoke machine ($50 value)            ___ TV/VCR/DVD ($30 value)
   ___ Other (slide projector, overhead, laptop-$10 value each)
   ___ Payment of performers’ fees (D.U.C. will pay up to $200)
   ___ Payment toward food costs (D.U.C. will pay up to $150)
      Proposed type of food ________________________________
   ___ Marketing and outreach assistance
      ___ D.U.C. video messenger ___ Table tents
      ___ Banner(s) ___ Website links
      ___ Ticket distribution at D.U.C. Ticket Desk

NOTE: Expectations of Co-Sponsors
1. The co-sponsor will advertise the program or event broadly, making it open to all Emory students.
2. Any food served will be planned in compliance with health code regulations.
3. The event will be held at the D.U.C. and D.U.C. policies will be observed.
4. Dobbs University Center will be named as a co-sponsor on all printed materials. A copy of these materials should be provided to D.U.C. staff five days in advance of the event.

The D.U.C. retains the right to accept or dismiss a request for co-sponsorship based on our departmental team’s evaluation.

__________________________________________              ____________
Signature of person requesting co-sponsorship                  Today’s date

__________________________________________      ____________
Accepted/rejected (circle one) by D.U.C. Staff (print name)       Date of action
How do I request a website for my student organization?

Student organizations that are 1) perpetually-chartered by the Student Government Association (SGA); 2) active fraternities or sororities, or 3) departmentally-sponsored with a faculty or staff advisor are eligible to receive server space on www.students.emory.edu to host web pages related to the organization.

If your organization meets the eligibility requirements listed above, you may be granted an account and directory on the student web server which will be accessible to web browsers as

http://students.emory.edu/your organization name

This web server uses WebDAV technology to allow you 1) to upload and download files from a web browser interface; 2) have more than one person able to modify files or directories; and 3) not worry about case-sensitivity in your URL.

Server Access

For complete information on using the student web service for your website, please view http://www.web.emory.edu/services/web_hosting/

Applicable Policies

Use of this web service is limited to the same guidelines and policies governing all use of Information Technology at Emory. While there is no established limit to how much space you can use on this web server, files must be directly related to your organization and should be currently included on your site. If you wish to include multimedia, such as audio or video files (QuickTime, AVI, MPEG, RealAudio, etc.), it's a good idea to consult with the Emory Center for Interactive Teaching (ECIT) beforehand. They can assist with issues concerning copyright, file size, and compression, as well as provide resources and support digitizing and creating digital media.

Requesting the Website

To request an account and directory, send email to studentweb@emory.edu and include the following information:

- Proposed Name of Web Directory (don't use spaces in between words)
- Full Name of the Website Owner
- Network ID of the Website Owner (i.e. your login id, the part of your Emory email address that is in front of @emory.edu)
- Preferred Email Address of Website Owner
- Full Name of Organization
- Full Name of the Organization’s Faculty or Staff Advisor
- Email Address of the Organization’s Faculty or Staff Advisor
- Name of Organization President
- Email Address of Organization President
- Any additional information about the affiliation or sponsorship of the organization.

Linking the Website

Once your organization's web site is up, you probably want to have other websites link to it. If you wish to request a link, send email to studentweb@emory.edu stating both the URL of your web site and the URL of any pages from which you wish a link to be placed to your site.

Changing ownership of the website

You probably want to have other people add content to your site or you may leave the group and want to assign another or several other web publishers. You can share your directory with people by giving them either edit or read access. These controls are accessible from the publishing site you will be sent upon creation of your directory. You will need to know the users NETWORK ID to share the site with them. You must log in via the url above and click on the ACCESS
link. Click on Edit Modify on the left hand menu to give another write and delete privileges to the web page and click on Edit Admins to give someone the ability (that you now have) to add more editors to the site. You will need to do both to turn ownership over. You will not need to remove your name.

What is the purpose of a listserv?
A listserv facilitates the functions of electronic distribution lists. These mailing lists can focus on any type of discussion, for example one list may be dedicated to discuss a particular software package or a list can enable electronic discussion of a particular group or committee. Members of a listserv generally subscribe by sending an electronic mail message to a special account name. Correspondence is generated by sending mail to the listserv address and it is then redistributed as an individual E-mail message to all list members. A listserv can be set up for local use at Emory, or global use, across the Internet. Any listservs on the Emory listserver will have the address: <groupname>@listserv.emory.edu

Can a request a listserv for my student group?
Yes, most any group can request a list at Emory. Simply go to http://listserv.service.emory.edu and fill out the “Request a New List” form. A student requestor is required to 'own' the list. The student must maintain the list subscription and settings and transfer ownership or remove the list if the former owner is no longer able to fulfill the duties of list owner. Ownership duties include but are not limited to: maintaining the list subscription, deciding on, changing list settings as needed and controlling commercial spam sent to the list. ITD reserves the right to close the list if any of the above or other IT Policies are breached. You MAY add addresses outside of the emory.edu domain to a list.

LEARNLINK CONFERENCES

I would like to set up a conference. Whom should I contact to get started?
In general, anybody who would like to have a conference on LearnLink may have one. Only conferences for specific courses, departments or formal student organizations (see website request criteria above), may request a conference that gets created against the public server quota. Informal conversation groups NOT associated with an organization may create and maintain a conference on an individual users desktop. If a conference is created on a users account, all content will count against the users quota and the conference will be permanently deleted when the users account is deleted (upon graduation or otherwise leaving the University). Chartered or sponsored student groups should NOT create conferences on a user desktop but should fill out a conference request form under LearnLink Help and Info-->Getting Started as a Controller.

Customizing your Conference
Once you are the controller of a conference, you may choose to customize it by creating sub-conferences, restricting access, choosing background images, etc. These functions are explained within the Controller's Guide, located within LearnLink Help and Info-->Getting Started as a Controller.
SPEAKERS POLICY AND GUIDELINES

Emory University, as a staunch upholder of academic freedom, supports and encourages the exchange of ideas within the University community, including ideas that may be unpopular or controversial. At the same time, the University encourages civility and has the obligation to address issues of safety and disruptive conduct.

Because student-sponsored speaker events* are the shared responsibility of the University and the inviting student organization, the University will make every effort to meet reasonable needs for security and facilities. The inviting student organization has the obligation to advise the Emory Police Department of any security or safety issues it anticipates at the speaker event. In such cases, notice must be provided to the Emory Police Department as soon as possible, but no less than one week in advance of the event.

The University is committed to providing a forum for divergent points of view at speaker events but is obligated to address issues of campus safety. The President, or his/her designee(s), reserve(s) the right to modify the circumstances or withdraw the invitation to speak in those cases where he/she foresees a reasonable risk of violence or substantial disruption of the operation of the University.

*A student-sponsored speaker event is any event at which a Student Government Association-chartered student organization or any other student-controlled group invites a speaker who is not a member of the University community to speak on the property of the University.

GUIDELINES

On many occasions, inviting members of the general public to a program involving an invited speaker is beneficial for the entire Emory Community. (“General public” is defined as people who do not attend or are not employed by Emory University). We would like you to consider the following, as you plan your program:

1. Who will you invite?
2. Is there likely to be considerable interest from the general public?
3. How will the invitation, poster, Wheel advertisement, etc. specify who is and who is not invited? Remember that any form of announcement you make is subject to rapid dissemination via e-mail. Some groups or individuals may be opposed to your speaker or his/her topic and may attend even if uninvited.
4. How will you accommodate uninvited guests?
   a. How will the Emory Police Department be asked to assist? (They should be contacted early in the process of planning any event likely to prove controversial).
   b. How will the organization leadership respond to uninvited guests or hecklers?
   c. If you anticipate a large public interest, how will you manage a fair and efficient system of ticket distribution?
5. How will you make it clear that your program is principally for the Emory community, and is likely to be paid for from student activity fees? The primary purpose of the occasion should be educational value to this community.

What if the speaker or topic is controversial?

The University places a very high value on freedom of speech, and on the opportunity for intellectual stimulation that can be a product of controversial content. The University also recognizes its responsibility to care about the well-being of the entire Emory community. If you are bringing a speaker who may be controversial, please consider the following:

1. Make contact with the Unity Task Force Executive Board, National Coalition Building Institute (NCBI), or the Ethics Center to let them know that the speaker with whom you are contracting may be controversial. The Center for Student Leadership and Engagement can assist you in getting in touch with these organizations.
2. Work closely with your organizational advisor, the Center for Student Leadership and Engagement or the Office of Multicultural Programs and Services to seek guidance on managing your program.

3. If you are not sure if your program will be controversial, discuss it with one of the above mentioned staff for advice.

4. Consider announcing the format for the program, prior to the introduction of your speaker. Tell the audience what they can expect, such as how questions will be handled and if follow-up questions will be allowed.

5. Will you make explicit your expectations about the kind of behavior appropriate to the occasion?

**Issues of Student Conduct**
If you would like to read a statement about civility at the occasion, the Center for Student Leadership and Engagement and the Office of Multicultural Programs and Services would be happy to assist in drafting one specifically for your program. Here is an example of such a statement:

“Emory University is committed to creating public spaces and campus conversations within the University where we can talk with passion, but with a serious effort to understand each other, our commonalities and our differences on issues that affect the common good on this campus and in the larger society.

We invite you to learn the discipline of civil conversation. Civility calls us to move beyond caricatures, stereotypes and demonization of those with whom we differ. Civility calls us to be respectful of other opinions, viewpoints and beliefs.

I would now like to present our guest speaker...............”

Please note that there are several provisions of prohibited conduct that would apply to students which could result in a conduct violation. Details of this provision are given in the University Policies, as stated in the Campus Life Handbook. They relate to: a. “disorderly or indecent behavior” b. “substantially interfering with the freedom of expression of others” c. and/or “interfering with normal University functions” (which explicitly includes public speaking).
The Center for Student Leadership and Engagement, in partnership with Residence Life, the Office of Fraternity & Sorority Life and the Office of Multicultural Programs, is responsible for reviewing, negotiating and approving the contracts and agreements required for the majority of student organization programming or group activities. **Contracts must be dropped off at least 4-6 weeks prior to your event.** We usually consult with the University's General Counsel for legal support and guidance pertaining to these documents.

**PLEASE NOTE:**

The following organizations may work with our office or the staff member listed below:

- For fraternity or sorority contracts, you may contact Victor Felts in the Office of Fraternity and Sorority Life (Room 416, DUC).
- For residence halls or RHA contracts, contact Kayla Hamilton in Residence Life (Alabama Hall).
- Organizations that belong to the Multicultural Council may contact Vera Rorie in the Office of Multicultural Services and Programs (Room 348 Woodruff Residence Hall).
- All organizations, regardless of affiliation may contact the Center for Student Leadership and Engagement (Room 425 DUC).

**HOW TO GET A CONTRACT APPROVED**

**STEPS FOR SUCCESS**

1. Contact the speaker/performer/facility/company you are interested in using. Ask them to send you a contract. If they do not have a contract, pick up a standard agreement available in the Center for Student Leadership and Engagement (DUC 425E). You may use this in lieu of a contract. The form can also be found on their website at: www.lead.emory.edu/

2. Organization Treasurer prepares online reimbursement request form and W-9 tax form. (If the check will be payable to an individual and not a company).

3. Take completed forms and any paperwork (including contract, rider, etc...) received from the speaker/performer/facility/company to one of the approved offices, mentioned above for contract review.

**NOTE:** If the contract seems complex (several pages long, many clauses, a complicated rider, etc...), it is likely that University Legal Counsel will need to review it. This may take several weeks. (Most contracts for comedians, bands, etc... will need to be reviewed by Legal Counsel.) For this reason, bring contracts to any of the approved offices listed above for review as soon as possible (At least 4-6 weeks prior to the event).

**Remember:** Online Payment Requests are only good for 10 days before they are deleted from the system.
4. You will be contacted by the office that you chose to work with when the contract has been reviewed. It is the organization’s responsibility (usually the treasurer) to pick up the contract and have the divisional treasurer sign off on the request before taking it to the SGA office (5th Floor of DUC) to have the contract processed for payment. It generally takes two weeks from the time the paperwork is processed for a check to be cut and available. Therefore, plan in advance!

5. Pick up the check at Payment Services in the Human Resources building (1762 Clifton Road). The organization is responsible for picking up the check and delivering it to the speaker/performer/facility/company.

**WHY DO I HAVE TO GET MY CONTRACT APPROVED?**

1. Students are not authorized to enter Emory University into contractual agreements. If you sign the contract, you may be held personally responsible. The same warning applies to faculty & staff advisors.

2. The offices mentioned have experience negotiating contracts. They are familiar with University legal policy. They can help iron out the details.

3. If you want to pay with a University check (highly recommended- see #1), you must have your contract signed by the appropriate person, listed on the previous page.

**To obtain a blank university contract for your organization, please visit the Center for Student Leadership & Engagement’s website at:**

[www.lead.emory.edu](http://www.lead.emory.edu)
PERFORMANCE EVENT CONTRACT

Please type or print legibly.

THIS CONTRACT IS TO BE SUBMITTED AT LEAST FOUR WEEKS PRIOR TO THE EVENT. THIS CONTRACT SHOULD BE COMPLETELY FILLED OUT AND MUST BE SIGNED BY AN AUTHORIZED SIGNER, BOTH ON BEHALF OF THE ARTIST AND EMORY UNIVERSITY.

This Contract for the services of the Artist described below is made this _____ day of _____, 20____ by and between Emory University, a nonprofit corporation located in DeKalb County, Georgia, ("Emory") and the Artist named below.

In consideration of the mutual promises contained herein, the parties hereby agree that Artist shall timely and competently perform the event at the time and place stated below, as follows:

I. PARTIES

EMORY:
CONTACT NAME: _____________________________

STUDENT ORGANIZATION OR DEPARTMENT: __________________________________________
________________________________________
________________________________________

TELE: ____________
FAX: ____________
EMAIL:_____________________________

ARTIST:
FULL LEGAL NAME OF ARTIST: __________________________________________

TYPE OF BUSINESS: select one

STATE OF BUSINESS REGISTRATION: ___

BUSINESS ADDRESS:
________________________________________

CITY, STATE, ZIP:________________________

FEIN or TAX ID#: _________________________

CONTACT NAME:
________________________________________

TELE:____________
FAX: ____________
EMAIL:___________________________

Initials
______
II. PERFORMANCE.

Place of Performance:

_______________________________

Rain Location (if applicable):

_________________________

Date(s): Beginning on ____________ and ending on ____________. 

Set up and ready to perform at (time): ________  

Time of engagement: From _________ to ___________.

Number of sets (if applicable):

_______________________________

Type of engagement:


III. PAYMENT TERMS.

1. Payment for all services under this Contract shall be in the sum of ________ payable by Emory University check after satisfactory completion of the performance described in Section II above.

2. Emory University check to be made payable to: _______________________

Social Security/Federal Tax ID# (required): ___________. Attached W-9 must be completed and returned in order for payment to be processed.

3. Any additional payment terms are as stated in Attachment A, which is attached hereto and hereby incorporated as if fully set forth herein.

IV. GENERAL TERMS AND CONDITIONS.

1. Recording. Emory shall not, and shall not permit any person to, record, broadcast or digitally stream in any manner whatsoever, Artist’s performance without the Artist’s prior express written consent. Notwithstanding the foregoing, Emory retains the right to photograph the Artist’s performance for publications, including but not limited to, yearbooks, school newspapers and Campus Life publications.

2. Cancellation.

a. This Contract may be canceled by either party without obligation upon thirty (30) days prior written notice. In the event of such cancellation, any funds paid in advance of the performance shall be returned promptly to Emory. If Emory cancels the performance less than thirty (30) days before the performance, any funds paid in advance of the performance shall be returned promptly to Emory. The parties agree that such payments are reasonable in light of anticipated or actual harm caused by the cancellation and the difficulties of proving the actual damages to the Artist or Emory.

b. Notwithstanding the foregoing, in the event that either of the parties is unable to fulfill the terms of this Contract due to an act of God, physical disability, act or regulations of public authorities or labor unions, labor difficulties, strike, civil tumult, war, epidemic, interruption of transportation, or any other event proven beyond their control, the Artist and Emory shall respectively be relieved of their obligations stated in this Contract. Any funds paid in advance of the performance shall be immediately repaid to Emory in full unless otherwise stated in Attachment A.

3. Breach of Contract. Any deviation from the conditions set forth in this Contract, without prior written consent of both parties, constitutes a breach of contract. If such a breach occurs, payment will be held pending an equitable adjustment between the Artist and Emory.

4. Insurance. The Artist shall obtain, and shall maintain at all times during the term of this Contract, insurance in the following kinds and amounts:

a. Worker's Compensation and Employer Liability as required by State statute;

b. General, Personal Injury, and Automobile Liability (including bodily injury, personal injury, and property damage) minimum coverage of $1,000,000 Aggregate limit;

c. The Artist shall furnish certificates showing adequate insurance coverage to Emory at the time of execution of this Contract and, thereafter, whenever such insurance is renewed or a change in coverage is effected, or upon request by Emory, at any time upon reasonable notice.

d. The Artist shall promptly upon demand reimburse Emory for any loss of any, or the expense of any repairs or damages to, Emory property resulting from Artist’s use of such property.

5. Indemnification. Notwithstanding anything to the contrary herein, in no event shall Emory be responsible for any loss or damage to any person or property caused by the Artist, its agents, employees or contractors. The Artist agrees to hold harmless
and indemnify Emory, its trustees, officers, agents, students and employees, from and against any and all claims, liability and expenses, including court cost and attorney fees arising from any negligence or willful misconduct or breach of this Contract on the part of the Artist, its agents, employees or contractors. Notwithstanding anything to the contrary herein, in no event shall the Artist be responsible for any loss or damage to any person or property caused by Emory, its agents, employee or contractors. Emory agrees to hold harmless and indemnify the Artist its officers, agents and employee, from and against all claims, liability and expenses, including court costs and attorney fees, arising from any gross negligence or willful misconduct or breach of this Contract on the part of Emory, its agents, employees or contractors.

6. **Notices.** All notices required to be given under this Contract shall be deemed given when delivered by certified mail, return receipt, or on the next business day following delivery by facsimile transmission if a facsimile telephone number is shown below, to the designated representatives of the parties. A party may change its designated representative or address at any time by written notice in the same manner as for any other notice. The initial representatives of the parties are as follows:

**If to Emory:**
Name: __________________________
Org/Dept: ________________________
Address: _________________________
Telephone: _______________
Fax: _______________

**If to Artist:**
Name: __________________________
Bus. Name: ______________________
Address: _________________________
City, State, Zip: ___________________
Telephone: _______________
Fax: _______________

7. **Legal Authority.** The Artist warrants that it possesses the legal authority to enter into this Contract and that it has taken all actions required by its procedures, bylaws, and/or applicable law to exercise that authority, and to lawfully authorize its undersigned signatory to execute this Contract and to bind the Artist to its terms. Any person(s) executing this Contract on behalf of the Artist warrant(s) that such person(s) have full authorization to execute this Contract.

8. **Independent Contractor.** The parties hereto specifically state and agree that the Artist is an independent contractor and not an employee of Emory. The Artist assumes full responsibility for payment of all taxes, including federal, state and local taxes, arising out of the Artist’s activities under this Contract. Except as provided to the contrary in this Contract, nothing herein will be deemed to create any other relationship between the parties including, without limitation, a partnership relation, an agency relation or an employer/employee relation. Accordingly, personnel supplied by either party will be deemed employees of such party and will not, for any purpose, be considered employees or agents of the other party or have any authority to act on behalf of the other party. The Artist expressly releases Emory from any liability arising from the Artist’s failure to withhold such taxes, and the Artist shall indemnify, defend and hold Emory harmless from all liability it may incur as a result of any such failure.

9. **Non-Assignment.** Artist shall not assign or subcontract any of its obligations under this Contract without the advance written consent of Emory. Any unauthorized assignment shall be void. Emory shall have the right, but not the obligation, to terminate this Contract, without waiver of any other right or remedy, upon notice of Artist’s assignment in violation of this section.

10. **Binding effect.** This Contract is binding upon the heirs, personal representatives, successors, and permitted assigns of both parties.

11. **Entire Agreement.** This Contract constitutes the entire agreement between the parties, and supersedes any previous contracts, understandings, or agreements of the parties, whether verbal or written, concerning the subject matter of this Contract.

12. **Amendment.** No amendment to this Contract shall be valid unless it is made in a writing signed by the authorized representatives of the parties.

13. **Waiver.** The waiver by either party of a breach or violation of any provision of this Contract shall not operate as or be construed to be a waiver of any subsequent breach of the same or other provision hereof.

14. **Severability.** In the event that any provision of this Contract is held unenforceable for any reason, the remaining provisions of this Contract shall remain in full force and effect.

Initials
_____
15. **Governing Law.** This contract shall be interpreted and enforced under the laws of the state of Georgia, without regard to its choice of law rules.

16. **Additional Provisions.** Any additional provisions to this Contract are set forth in Attachment B, which if attached and initialed by the parties, is hereby incorporated as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the date first written above.

**ARTIST:**

_______________________________________   By: ______________________________
Legal Name of Contracting Entity

_______________________________________
Social Security Number or FEIN

_______________________________________
Signature of Authorized Officer

_______________________________________
Printed Name & Title of Authorized Officer

**Emory University:**

By: ______________________________

Printed Name: _______________________

Title: ______________________________

EXHIBIT A
PERFORMANCE EVENT CONTRACT

40
PAYMENT – ADDITIONAL TERMS

The following additional terms and conditions shall be added to Contract Article III, Payment Terms (set for any additional payment terms, including dates and amounts of any payments due and method of calculation):
EXHIBIT B
PERFORMANCE EVENT CONTRACT
ADDITIONAL TERMS AND CONDITIONS

The following additional terms and conditions shall be added to Contract Article IV, General Terms and Conditions (set forth all additional agreement terms and understandings to be performed or observed under this Contract):
TICKET SALE POLICY

In order to charge admission or sell tickets to an event, permission must be obtained from the SGA Budget committee during the budgeting process or well in advance of the event. The penalty for failing to gain approval is the same as the penalty for holding an outside account.

Tickets can be sold at the DUC ticket desk. Dobbs University Center Ticket Distribution guidelines are as follows:

THE DUC TICKET OFFICE STRICTLY ABIDES BY A NO REFUND POLICY.

Distribution/sales of tickets to Emory-sponsored events will be done free of charge. There will be a service charge added to non-Emory sponsored events. Proceeds from sales for Emory sponsored events, will be transferred to the sponsor’s FAS account #. This number should be provided on the Ticket Acceptance form.

The DUC will safeguard tickets and make them available to the Ticket Desk in reasonable quantities.

Failure to comply with ticket policies may be cause for refusing ticket services to a group.

Appearance of Tickets
1. Tickets should be printed on card stock. Paper tickets will not be accepted.
2. Tickets should be numbered sequentially.
3. Tickets should be grouped in bundles of no more than 50.
4. The following information should be printed on the face of the ticket:
   - Event name, time, location, price, ticket type (if there are categories, i.e., students, general public
5. Tickets for multiple performances, categories, or prices should be printed on different color card stock.

Putting Tickets on Sale
1. A completed Ticket Acceptance Form should be submitted to the Operations Office at least one week in advance of the ticket sale date.
2. Tickets should be turned over to the Operations Office no less than 48 hours prior to the beginning of sales.

Note: Please make an appointment with the Operations Manager, DUC (7-1033) to review your Ticket Acceptance Form if this is your first time putting tickets on sale.

Closing Out Ticket Sales
1. Funds from the sale of tickets will be transferred directly to the organization’s FAS account. Please be certain this account number is provided on the Ticket Acceptance Form.
2. Unsold tickets will be discarded. An appointment should be set up if the organization needs to collect leftover tickets.

* If tickets are being sold for an event that is paid for with Student Activity Fee Money, then deposits MUST go into the allocated account.
The D.U.C. Ticket Desk will distribute/sell tickets to events sponsored by Emory organizations free of charge. A nominal fee will be applied to all other organizations and events.

<table>
<thead>
<tr>
<th>EVENT NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT LOCATION</td>
<td></td>
</tr>
<tr>
<td>EVENT DATE</td>
<td>EVENT TIME</td>
</tr>
<tr>
<td>SPONSORING ORGANIZATION</td>
<td></td>
</tr>
<tr>
<td>CONTACT NAME AND PHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>ADVISOR NAME AND PHONE NUMBER</td>
<td></td>
</tr>
</tbody>
</table>

Date ticket sales begin: ________________  Date ticket sales end: ________________

Tickets received by Ticket Desk: __________
Student_____ Fac/Staff_____ General_____
Received by: ____________________________

Tickets returned to event sponsor: __________
Student_____ Fac/Staff_____ General_____
Returned by: ____________________________

FAS account for ticket proceeds: ______________
Total proceeds to be transferred: $ __________

THE DUC TICKET OFFICE STRICTLY ABIDES BY A NO REFUND POLICY
EMORY UNIVERSITY ALCOHOL POLICY
Division of Campus Life
Revised July 2005*

I. Alcohol Policy Statement

Emory University is committed to the health and well being of the members of its staff, faculty, and student body. As part of this commitment, Emory University complies with and upholds all federal, state, and local laws that regulate or prohibit the possession, use or distribution of alcoholic beverages or illicit drugs. Violations of such laws that come to the attention of University officials will be addressed within the University or through prosecution in the courts, or both.

As a recipient of federal grants and contracts, Emory University adheres to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Also, as administrator of certain state-funded financial aid programs for students, Emory University adheres to Georgia’s Drug-Free Post Secondary Educational Act of 1990.

All Emory University full-time, part-time and temporary faculty, staff, students and employees are hereby notified that the Standards of Conduct as set forth in the University statement on Faculty, Staff and Student Responsibilities Regarding Alcohol and Drug Abuse will apply to all activities conducted on University-owned property and to all other University-sponsored events. This statement is distributed annually to all students and employees.

II. Summary of State of Georgia and DeKalb County Laws on Alcohol

A. Possession or use of alcoholic beverages by persons under 21 years of age, or distribution of alcoholic beverages to persons under 21 years of age, is prohibited;
B. Furnishing alcoholic beverages to persons who are underage or intoxicated is prohibited;
C. The sale of alcoholic beverages without a license is prohibited. The sale of alcoholic beverages within 200 yards of a college campus is also prohibited, regardless of the existence of a license. “Sale” includes charging admission to any activity where alcoholic beverages are served, even if the beverage is “free” to those who have gained admission;
D. Being intoxicated in public is prohibited;
E. Possessing an open container of an alcoholic beverage in a public area is prohibited;
F. Providing or possessing false name, address or date of birth is prohibited; and
G. Violation of these or other laws concerned with possessing, using or furnishing alcoholic beverages may result in issuance of a court summons, arrest, referral to the Office of Student Conduct or any other hearing body, or any combination of the above. Regardless of referral to any hearing body, violations involving the operation of a motor vehicle while under the influence of alcoholic beverages will be prosecuted in the criminal courts.

Campus Life Regulations

This Campus Life Policy supplements the above mentioned federal law and statement, and provides specific requirements that student organizations must follow.

A. Location for Consumption: Those of legal drinking age may possess, consume, or serve alcoholic beverages to others of legal drinking age in the following locations:
   1. Inside individual rooms of residence halls and private apartments;
   2. Inside fraternity and sorority facilities, in accordance with respective national organizational policies and university and IFC guidelines; and
   3. In other areas, by permission only of the offices reserving the respective spaces.
B. Guidelines for Social Events: Where applicable, please note that this policy applies to the expenditure of both allocated funds and self-generated funds. It also applies to on-campus events and events held off-campus through a third-party vendor.

* This policy is under review. The most current policy can be found online at http://www.lead.emory.edu under ‘Printable Forms’ or by contacting the Center for Student Leadership and Engagement at 404-727-6169.
C. Hard Liquor: Hard liquor is not permitted to be served at events in any Campus Life Facilities. Such facilities include, but are not limited to, the R. Howard Dobbs University Center, Cox Hall, The Student Academic and Activity Center, and the Woodruff P.E. Center.

D. Non-Registered Events: Certain events at which alcoholic beverages are present do not have to be registered. Such events involve only the sponsoring groups’ members and their individually invited guests and are functions at which the total number of invited guests is limited to three times the membership total of the sponsoring group. (New members of fraternities and sororities are counted as part of their groups’ total membership). All events must comply with state and local laws and university policies. Additionally, at all events where alcoholic beverages are present an amount (volume) of non-alcoholic beverages, which is equivalent to the amount of alcoholic beverages being served, must be provided. At all times during which alcoholic beverages are served, such non-alcoholic beverages and food must be available.

E. Registered Events: Non-Greek student-organization-sponsored events at which alcoholic beverages will be served must be registered two weeks prior to the event. Those student organizations must register events through the Center for Student Leadership and Engagement. Fraternities and Sororities must register all appropriate events with alcoholic beverages through the Office of Sorority and Fraternity Life and comply with such policies. Requirements for registered events are as follows:
1. Individuals sponsoring the event must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.
2. In most cases, the Emory Card readers will be required to verify age. Cost for this service will be borne by the sponsoring organization, and must be reserved through the Center for Student Leadership and Engagement at least two weeks prior to the event.
3. Security personnel will be required at registered campus events when alcoholic beverages are present, and must be present where ID's are being checked. The sponsoring group(s) will be responsible for all security-related costs. Arrangements for security personnel will be determined through consultation with the Center for Student Leadership and Engagement and/or the proprietor of the facility in which the event is to be held.
4. At social functions where alcoholic beverages are provided by the sponsoring organization, direct access to alcoholic beverages must be limited to a person(s) designated as the server(s). Approved, trained servers must be used for serving alcoholic beverages at all events.
5. Consumption of alcoholic beverages is permitted only within the approved area designated for the event.
6. An amount (volume) of non-alcoholic beverages equivalent to the amount of alcoholic beverages being served must be provided. All times during which alcoholic beverages are served, such non-alcoholic beverages and food must be available.
7. No social event shall include any form of “drinking contest” in its activities or promotion.
8. Unless the event is BYOB, no reference to alcoholic beverages may be made by the sponsoring group(s) in their promotional material.
9. For all registered events, the number in attendance is limited to the number of persons that may safely and reasonably be accommodated in the facility where the event is to be held, in compliance with local fire regulations and other considerations of safety.

F. Athletic Events: Alcoholic beverages may not be possessed, consumed or served at University intramural sports contests or University intercollegiate athletic contests. Enforcement will be under the authority of the Director of Athletics or his/her staff, as appropriate.

G. Commercial Sponsorship: Neither Emory University’s name nor the names of its organizations may be used with any commercial sponsorship relating to alcoholic beverages; e.g. beer distributors, beverage companies.
H. Policy Violations

1. Violations Referral: Depending on the nature of the infraction, alleged violations of this policy by an individual student shall be referred to the Office of Student Conduct, the Counseling Center or other appropriate programs.

2. Sanctions: The Office of Student Conduct shall have the authority to make appropriate referrals and to impose on students and student organizations such sanctions for violations of the Alcohol Policy as it may deem appropriate, including but not limited to participating in educational programs and/or loss of privileges.

Additional Policies Regarding Alcohol

In addition to this Campus Life Alcohol Policy:

A. All student organizations chartered by the Student Government Association are under the jurisdiction of the Student Government Association and its policies. www.emory.edu/SGA.

B. Fraternities and sororities must comply with their respective national organizations’ alcohol policies, the IFC and ISC policies and the policies of the Office of Sorority and Fraternity Life. www.emory.edu/greeks. Click on Forms and Publications; IFC Social Policy.

C. Residence Hall events must comply with the Office of Residence Life policies. www.emory.edu/housing. Click on Forms and Publications; Undergraduate Students; Residence Life and Housing policies.

For further information and assistance, please contact the following:
Center for Student Leadership and Engagement
425 DUC 7-6169
Office of Sorority Fraternity Life
416 DUC 7-4142
Office of Residence Life
1st Floor Alabama Hall 7-4144

Medical Amnesty Policy

The Division of Campus Life recognizes that the potential for judicial action by the Office of Student Conduct may act as a barrier to students seeking medical assistance for themselves or other students in alcohol or other drug-related emergencies; therefore, the Division of Campus Life maintains a medical amnesty protocol. In these incidents, the primary concern is the well-being, health, and safety of students.

Undergraduate students needing medical assistance during an alcohol or other drug-related emergency will not face formal judicial action by the Office of Student Conduct for the mere possession or use of alcohol or drugs. The recipients of medical attention will avoid formal judicial action through the undergraduate nonacademic conduct process if they participate in a referral with the Office of the Sr. Vice President for Campus Life within 5 days of the incident and comply with any recommendations prescribed by this office.

Additionally, undergraduate student(s) or a student organization seeking medical assistance for another person during an alcohol or other drug-related emergency will not face formal judicial action by the Office of Student Conduct for the mere possession or use of alcohol or drugs. In order to acquire medical amnesty, these individuals or representatives from organizations may need to meet with a representative from the Office of the Sr. Vice President for Campus Life within 5 days of the incident and comply with any recommendations prescribed by this office.

Medical amnesty applies only to alcohol or other drug-related medical emergencies but does not apply to other prohibited conduct such as assault, property damage or distribution of illicit substances. In cases where an individual or organization fails to seek emergency medical assistance when it is clearly indicated, formal judicial action will be taken against the individual(s) or organization.
APPLICATION FOR PERMIT TO SERVE ALCOHOL

Sponsoring Organization______________________________________________________________

Office Phone#____________________________ Account #________________________________

Individual Sponsor____________________________ P O Box/Address________________________________

Home Phone#____________________________ Date(s) of Event________________________________

Description of Event________________________________________________________________________

Location of Event______________________________________ Attendance:_________________________

Time Event Begins__________________________ Time Event Ends_________________________________

***Kegs are not permitted.

SPECIFY AMOUNT IN OUNCES AND KIND OF ALCOHOL BEVERAGE TO BE SERVED (B.Y.O.B. IS NOT PERMITTED)
(2 4oz. Portions wine or 2 12 oz. Beer per person over 21.)

SPECIFY AMOUNT IN OUNCES OF ALTERNATIVE BEVERAGE TO BE SERVED (I.E.: COKE PRODUCT, PUNCH, ETC.)

Specify amount and kind of food available______________________________________________________

Will all participants be over 21? Yes______________________ No_______________________________

Server(s) must be 21 or older. Serve(s) only to persons 21 or older, does not serve to individuals who appear to be intoxicated.

NAME Emory ID NAME Emory ID
_______________________ ___________ _________________________________ ___________
_______________________ ___________ _________________________________ ___________

Monitor(s) check(s) to see that only people with appropriate hand stamp/bracelet are drinking, enforces policy appropriate to event on bringing alcoholic beverages into and out of the reserved area, and remains on duty throughout the event.

NAME Emory ID NAME Emory ID
_______________________ ___________ _________________________________ ___________
_______________________ ___________ _________________________________ ___________

*Mandatory Field: Sponsor’s Signature

*Signature indicates that you understand the alcohol policies and agree to take responsibility for compliance with all guidelines contained herein.

Staff approval required: Approved_____ Rejected_____ Staff signature____________________________________

48
Use of University Vehicles

The requirements for students using university owned or leased vehicles has changed for this year. Please note that only students who have received written permission from Emory University will be allowed to drive vehicles owned or leased by the University. All vehicles shall be operated in a safe manner by duly qualified and licensed students in compliance with all laws applicable to the operation of motor vehicles. Expenses related to renting University owned or leased vehicles will only be reimbursed for individuals who complete this process.

How to receive written permission to use a university owned or leased vehicle:

Before driving a University owned or leased vehicle, a student must obtain written approval from the University. The following conditions must be met in order to obtain written approval:

- **Age & Driving Experience.** Approval will only be granted to those persons who are at least 18 years of age, have at least two years of driving experience, and possess a valid driver’s license for the class of vehicle to be driven. Rental company policies may vary, and if different from the requirements outlined in this policy, supercede these requirements.

- **Completion of Safe Driver Course.** Approval will only be granted to those who have completed a Safe Driver Course through the National Safety Council. The National Safety Council will certify students who successfully complete the course. The cost of this course is $40, due at the time of application. The course will be given using an instructor. However, an online course will be available when attendance of an instructor-led course is impractical for the registrant.

  Students who do not successfully complete the Safe Driver Course will be provided an opportunity to repeat the course and successfully complete it.

- **Driving Record Check.** Approval will only be granted to those who have had their driving record reviewed and accepted by the University. Persons seeking approval will be required to sign a form authorizing Emory to check their driving records, both personal and business. Anyone who does not sign the authorization form will not be considered for approval to operate a vehicle.

The travel to take place in the vehicle cannot be for personal use, only as required by the organization(s) activity. To initiate this process, each individual will need to complete the, “Request to Enroll in Safe Driver Course” form and a consent form that authorizes Emory University to check your driving record, both of which can be found on pages 51 and 52 of the Eagle Source, respectively.
**Denial of Approval**

There may be instances when an individual’s driving record may be deemed unacceptable. Such an instance would require that approval to drive a university or leased vehicle will be withheld. The most common reasons are stated below. This list is **not** meant to be all inclusive.

A student’s approval to operate an Emory owned or leased vehicle may be revoked, at Emory’s sole discretion, including but not limited to the following circumstances:

- a. expired or suspended license
- b. any observation of or conviction or nolo contendere plea for driving under the influence (DUI) of alcohol or drugs
- c. any conviction for vehicular homicide or manslaughter
- d. any incident resulting in injury to another party
- e. 3 moving violations within the past year
- f. one or more chargeable vehicle accidents within 12 months
- g. any observed carelessness, including convictions and nolo contendere pleas for reckless driving or willful disregard for safety
- h. non-attainment of a passing score following a repeat of the Safe Driver Course when the department head, in consultation with the Human Resources Division and University Risk Management, determines that a student should no longer operate Emory vehicles.

- For a more inclusive list, please contact the Center for Student Leadership and Engagement, room 425 in the DUC or at 727-6169
- Revised August 2004
Emory University
Safe Driver Enrollment Form

This form is to be completed by students at Emory University who are or will be required by their student organization(s) to drive vehicles which are owned or leased by Emory University. Please complete both forms (Enrollment and Consent) in their entirety and print all information legibly.

Date of Request: ______________________

**Driver Information**

Name of Driver: Emory ID Number: ____________________________________________

Driver’s License State & Number: ____________________________________________

Expiration Date: ___________________________________________________________

Current Phone Number: _____________ Current Email Address: _________________

Current Mailing Address: ____________________________________________________

Organization(s) you are associated with: ______________________________________

**Payment Information**

In order to be approved to drive a vehicle through Emory University, you must complete a Safe Driver Course through the National Safety Council. The course is administered through Emory University and costs $40. This fee will include course registration and the driving record check.

Acceptable forms of payment include personal check or direct transfer of funds from your student organization. If paying through your organization, please provide the account number & have the organization’s Treasurer sign in approval of the $40 withdrawal from the organization’s account.

| Account Number: | ______________________ |
| Organization Name: | ______________________ |
| Treasurer (print name): | ______________________ |
| Treasurer Signature: | ______________________ |
| Date Approved: | ______________________ |

If paying via personal check, please attach payment in the space below:

Once competed, please submit the form to your Student Driver Coordinator for processing
EMORY UNIVERSITY
CONSENT FORM

I hereby authorize Emory University to receive information limited to my driving record from state or local motor vehicle agencies. I understand that this information is for the specific purpose of determining eligibility to drive vehicles for Emory University during functions that require travel. This information will be kept confidential.

__________________________
FULL NAME, PRINTED IN INK

__________________________
STREET ADDRESS

__________________________
CITY, STATE & ZIP

__________________________
DRIVER’S LICENSE NUMBER

__________________________
STATE OR COUNTRY OF ISSUE

__________________________
DATE OF BIRTH

__________________________
SOCIAL SECURITY NUMBER

__________________________
WITNESS SIGNATURE

__________________________
DRIVER SIGNATURE

__________________________
DATE

PLEASE RETURN RESULTS OF RECORD CHECK TO:

__________________________
NAME

__________________________
PHONE NUMBER

__________________________
E-MAIL ADDRESS
Driver Responsibilities

While driving a University owned or leased vehicle, it is important to take certain safety precautions. We want you to have a safe trip. Below are guidelines you must abide by when using a University vehicle.

- Drivers must be in possession of a valid drivers license whenever driving a University vehicle. Drivers must report any change in status of their driving record to the Office of Risk Management, to their supervisor/advisor, and/or their department head.

- Drivers are responsible for ensuring that no alcohol or drug use occurs prior to or during operation of the vehicle. This includes prescription and non-prescription drugs that may impair a driver's judgment or other faculties.

- Drivers are responsible for ensuring that no smoking occurs in the vehicle. Vehicles are considered no smoking areas.

- Drivers are responsible for ensuring that the vehicle is used only for University business. Personal use of Emory vehicles is prohibited at all times. Drivers shall not pick up or transport family members, hitchhikers, friends, or any other person not on official University business.

- Drivers shall not operate a vehicle that the driver suspects is not operating properly. The driver shall park the vehicle and call his or her supervisor/advisor to make appropriate arrangements so that the vehicle can be operated safely.

- Drivers must only transport the number of persons for which there are seatbelts in the vehicle. All persons must wear their seatbelts.

- Drivers must observe all traffic regulations. Drivers are personally responsible for any traffic citations (tickets) that may be issued as a result of operating a University vehicle.

- Drivers must avoid driving when conditions are hazardous.

- Drivers are responsible for the security and safety of the vehicle until it is returned to the designated location at the University.

- Drivers may not drive more than eight hours in a day and no more than four consecutive hours. All trips over four hours require at least two approved drivers.

- Drivers must report all incidents, including collisions, citations, or other accidents, to his/her supervisor/advisor and to the Risk Management Department within 24 hours. Any accidents that result in any personal injury or any vehicles requiring towing must be called in to the Risk Management Department immediately.¹

- If the vehicle is a rental vehicle, the driver must abide by all policies of the rental company.

¹ It may be more effective to have another office or person serve as the contact person in case of accidents or injuries, who can then in turn relay the information to Risk Management or CSLE.
Policy for After Hours and Weekend Enterprise Vehicle Return

1. All vehicles must still be picked up at the Enterprise office behind the Emory Inn on Clifton Road.

2. Vehicles scheduled to return during regular business hours, Monday through Friday 8:00am – 6:00pm, must still be returned to the Enterprise parking lot off Clifton Road.

3. Vehicles that are scheduled to return after 6:00pm on weekdays, or any time on Saturday or Sunday, are permitted to return the vehicles to the Peavine Visitor Lot (Peavine surface lot) at the corner of Fraternity Row and Pierce Drive.

4. Returned vehicles must be parked along the far back row, closest to Peavine 1 Deck.

5. There will be a key drop box on the attendant’s building just as you enter the parking lot. Simply park the vehicle, lock it, and walk keys to the drop box. For your added safety, there is an emergency blue light phone just 10 yards from the drop box location.

6. After returning the vehicle to the Peavine Visitor Lot, you MUST call enterprise at 404-727-8267 and leave them a message with the date and time of the return. Failure to do this may result in additional fines being assessed.

7. There are NO provisions made in this policy for you to park your personal vehicle in the Visitor Lot without charge. Regular fees will be assessed when the lot is attended.

8. If vehicles are returned to the Peavine surface lot during regular business hours, a fee of $50.00 may be added to your bill.

9. We are happy to make this location available for our evening and weekend renters. Your adherence to the guidelines above will ensure that we can continue this service to you. Thank you!

If you have additional questions, you may contact Kari Hunt, 7-6394, Rec Services; Karen Salisbury, 7-6169, CSLE; or Joanne Brizinski, 7-6140, Undergraduate Education.
DUTIES OF AN ORGANIZATIONAL TREASURER

1. Liaison for your organization to the Divisional treasurer
2. Responsible for submitting reimbursements and payments on behalf of the organization
3. Responsible for obtaining all budget material (relines, supplemental funding forms, transfers) for your organization from the divisional treasurer
4. Keep all accounts positive and balanced with the SGA ledger
5. Obtain copies of your account ledgers from the SGA Treasurer or the SGA Administrative Assistant
6. Make sure all expenditures within your organization adhere to the SGA Monetary Code.
7. Make sure all deposits are brought to the SGA Administrative Assistant within 48 hours of the fundraiser.

DUTIES OF A DIVISIONAL TREASURER

1. Liaison for your division to the SGA Treasurer
2. Approve reimbursements, relines, supplemental funding, transfers, and budgeting within your division
3. Organizational treasurer for your division
4. Representative to the SGA Budget Committee for your divisional council
5. Enforce the SGA monetary code among the organizations in your division
6. Approve fund-raisers for organizations within your division

THE STUDENT ACTIVITY FEE

In 1983, the Student Government Association established the Student Activity Fee (SAF) in order to give students a more active voice in programming. The fee is collected with tuition and is split between the divisions of the University. A percentage of this is given to a University wide account and divided between University wide organizations (SGA, the Student Programming Council, Graduate Division [only graduates contribute], the Sports Council, and Publications). At present, the SAF is $71 per semester.

All SGA perpetually chartered organizations have the privilege to request SAF funds, but the funds can not be exclusive to your organization. Any event held using SAF money must be open to the entire student body. The only exception events with alcohol and minors.
YOUR ACCOUNTS

Your organization may have one or more accounts, based on your charter, and these will be either allocated or self generated.

Allocated Accounts
1. Account numbers start with 2-5
2. Only for perpetually chartered organizations
3. Funds are granted by the division
4. Budgeting takes place in the middle of the Spring semester
5. Funds can be used between September and May, and with special approval (usually graduate divisions) through July of the following year. Funds DO NOT roll-over for use the following school year.
6. All purchases and outlays must adhere to monetary code
7. Supplemental funding must be placed in allocated accounts

Self-Generated Accounts
1. Account numbers start with 2-3 or 2-6
2. Given to temporary, enduring and perpetual organizations only when your organization has funds to be deposited. Self-Generated Accounts are not automatically issued.
3. All funds collected by an organization are deposited here (dues and self-generating events)
4. Funds roll over every year
5. Funds can be used freely by the organizations as long as spending complies with University and SGA rules and policies

As treasurer, it is important to keep accurate ledgers of your accounts and to make sure your ledgers balance with the ledgers in the SGA office which can be obtained from the SGA Treasurer or Administrative assistant. Keep in mind that some charges made on campus, such as photo-copies, phone and bookstore purchases will be debited on the SGA ledger and you may not have record of these purchases. The University does NOT allow off campus bank accounts. If your group has one, you will lose your charter.
**SUB ACCOUNTS**

Sub-accounts indicate to accounts payable of Emory University the type of purchases that your organization makes. Sub-account codes are added to all reimbursement forms following your account number. The following are the most frequently use sub-accounts. If, for some reason, you are unable to find a sub-account category, call the SGA Business Manager at 727-3513.

<table>
<thead>
<tr>
<th>Sub Accounts</th>
<th>Code</th>
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<tbody>
<tr>
<td>ADVERTISING (Wheel Ads &amp; T-Shirts Only)</td>
<td>2490</td>
</tr>
<tr>
<td>ALCOHOL</td>
<td>6510</td>
</tr>
<tr>
<td>AUDIO VISUAL SERVICES</td>
<td>2620</td>
</tr>
<tr>
<td>BOOKS &amp; PERIODICALS</td>
<td>3400</td>
</tr>
<tr>
<td>CAMERA/ DEVELOPING/PRINTING</td>
<td>2470</td>
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<tr>
<td>COPIES</td>
<td>2460</td>
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<td>DEPOSITS</td>
<td>0451</td>
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<tr>
<td>DONATIONS &amp; CONTRIBUTIONS</td>
<td>8370</td>
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<td>DUPLICATING</td>
<td>2460</td>
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<tr>
<td>ENTERTAINMENT</td>
<td>6500</td>
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<td>EQUIPMENT (each piece costs $500 or more)</td>
<td>5200</td>
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<tr>
<td>EQUIPMENT UNDER $500</td>
<td>3800</td>
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<td>FOOD &amp; CATERING</td>
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<tr>
<td>HONORARIA &amp; PROFESSIONAL FEES</td>
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<td>MEMBERSHIP DUES</td>
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<tr>
<td>MISCELLANEOUS SUPPLIES (and flowers)</td>
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<td>OFFICE SUPPLIES</td>
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<td>PHONE SERVICES</td>
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<td>LONG DISTANCE PHONE CHARGES</td>
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<td>WORK STUDY STUDENTS</td>
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</tbody>
</table>
HOW TO DO DEPOSITS

To deposit money into your self-generated account fill out a deposit form, available in the office of the SGA Office in DUC 515. This is to be filled out by writing in your originating office which is your organization's name as well as your self-generated account number with the sub-code 0451 in the indicated space. Sign your name above the prepared by line and date above the date line.

Remember, we can only accept cash and checks; we cannot accept credit cards.

Brinks Security Service picks deposits up from the SGA Administrative Assistant every Wednesday morning, so deposits must be in the office by Tuesday at noon (12:00 p.m.). If you are charging students to attend an event and you have paid for the event with Student Activity Fee funds, deposits have to be made into your allocated account. You CANNOT make money off of the Student Activity Fee.

EXAMPLE DEPOSIT FORM
Online Reimbursements

Step 1: Go to: http://www.finance.emory.edu
Click on “Sign In”

Step 2: Login Using Your Emory Network ID and Password
Step 3: Click on “Payment Request”

Step 4: Click the Plus Sign (“+”) to Create a New Reimbursement

Note: You can also check the status of previous requests or modify existing requests, but DO NOT modify a request after submitting the paperwork, unless instructed to do so by your divisional treasurer or the SGA Treasurer.
Step 5: Enter the name (or part of the name) of the vendor or person you want to pay

Name and Address of Recipient Appears Automatically

You Must Put in a Mailing Address, Even if you Code it for Pick-up @ B. Jones
Step 6: Verify Recipient’s Name and Address and Choose Disposition Instructions
Note: Use “Return to Department Via Campus Mail” for an Emory P.O. Box, but DO NOT include self-addressed envelope.

Step 7: Select “1900 – STUDENT ACTIVITIES” and Enter the Payment Description (Appears on Check)
Note: If submitting a Vendor Payment Request, type the invoice number in the Payment Description field.

Step 8: Enter Description in the “Business Purpose of Payment” Field
Step 9: Enter Your Organization’s Name and Your Phone Number in the “Special Instructions” Field
Step 10: SELECT “HONEYCUTT, MELINDA M.” AS THE AUTHORIZED SIGNER

Step 11: ENTER THE DATE FOR THE EARLIEST EXPENSE OF THE REIMBURSEMENT
Step 12: Enter Account Number, Subaccount Number, and Dollar Amount

Note: Subtotal all items for each subaccount (i.e. two separate food purchases would be added together)

Step 13: Confirm Entry and Continue Adding New Subaccounts
Step 14: Click “COMPLETE” When Finished
Step 15: Print, SIGN and DATE the Original and One Copy

The Final Steps...

- **TAPE** (DO NOT STAPLE!!!) original, itemized receipts to an 8 ½ X 11 sheet of paper
- **PAPERCLIP** together (DO NOT STAPLE!!!) in this order:
  1. Original Form
  2. Original Receipts
  3. Copy of Form
  4. Copy of Receipts

Submit to your Divisional Treasurer
You CANNOT reimburse yourself! (Organization President Must Sign)

ALL REIMBURSEMENTS **MUST** BE SUBMITTED WITHIN 3 WEEKS OF DATE ON RECEIPT AND ALL RECEIPTS MUST BE ITEMIZED.

VENDOR PAYMENT INFORMATION

1. At Step 5, enter the vendor’s name
2. Follow Steps 7 – 14, as outlined above
3. Print, Sign and Date Original and one copy
4. Include an Itemized Invoice and One Copy
5. **Paperclip** in the following order:
   a. Original Form
   b. Original Invoice
   c. Copy of Form
   d. Copy of Invoice
6. Submit to Divisional Treasurer

* If the vendor’s name does not appear, go to the bottom of the page and click on “enter manually”
HOW TO PAY SOMEONE FOR SERVICE RENDERED

If you want to pay an unincorporated company or individual for services rendered (e.g. Party D.J., speaker at an event), please do the following:

1. At Step 6, check the “IRS Form 1099” box
2. Follow Steps 7 – 14, as outlined above
3. Print, Sign and Date the Original and one copy
4. Include a W-9 tax form and One Copy
5. Include a contract signed by the payee and the appropriate Emory representative*
   and one copy
6. Paperclip in the following order (if all 6 forms are not properly filled out and attached, we will not be able to process your reimbursement):
   a. Original Form
   b. Original W-9
   c. Original Contract
   d. Copy of Form
   e. Copy of W-9
   f. Copy of Contract
7. Submit to Divisional Treasurer

*NOTE: Students are NOT allowed to sign contracts (If you do, YOU are liable for any additional expenses that may be incurred). The staff of the Center for Student Leadership and Engagement (DUC 425) must negotiate and sign all contracts. Selene Jones is the primary contact for student organizations.

Please do NOT pay an individual yourself. Accounts Payable will not be able to reimburse you. They have to pay the person whose name is on the contact. This is for IRS and Income Tax Purposes

Please see the Example
Of the W-9 Forms
On the next page
WHERE MAY I CHARGE WITH MY ACCOUNT?
Charging is allowed at Facilities Management, Campus Printing, Emory University Bookstore, The Computer Store at Emory, Emory Post Office, Worldwide Travel, Network Communications, and Campus Dining Services.

FACILITIES MANAGEMENT
Work done by Facilities Management during normal business hours (Monday-Friday, 9am-5pm) will not be charged if you identify yourself as an organization. Work done on weekends and after hours will be charged to your account after you fill out a Request for FMD Support, which can be found at Facilities Management or on the web at http://www.emory.edu/FMD/

CAMPUS PRINTING
Emory's Campus Printing offers a full range of services including fast photocopying in black and white or color up to 11x17 in size, Letterhead, Business Cards, Stuffing, Labels and Labeling, Flyers, and many other specialty jobs. Contact them at 404-727-6859 (Woodruff Library) or 404-727-5905 (Rollins Research Building)

EMORY UNIVERSITY BOOKSTORE/ THE COMPUTER STORE AT EMORY
Take purchases to the register and tell the clerk that it is a departmental charge. They will give you a form to fill out which includes the organization's name and account number. You MUST take your Emory ID with you.

EMORY POST OFFICE
In order to charge at the Post Office, you must fill out a postal charge form that can be found at the Post Office window. The SGA Business Manager must sign this.

WORLDWIDE TRAVEL
For those accounts with travel funds, tickets can be charged at Worldwide Travel (727-3000) by either the president or the treasurer. The purchaser must also pick up the tickets.

NETWORK COMMUNICATIONS
Phone lines, voice-mail, data connections, and other services provided by Network Communications can be charged directly to student organization accounts.
*Please be aware that your club may have an ongoing network communications charge. Many groups are not aware that they have services through NetCom (i.e. voice-mail) or that they are being charged for them (even in the summer).

CAMPUS DINING SERVICES
Food may be charged through Campus Dining if it is ordered in person at Campus Dining Services in Cox Hall 24 hours in advance. Food from Dooley's Snack Bar may also be charged.

VAN RENTAL
Emory University has a contract with Enterprise. Enterprise will have 15 passenger vans on site at Emory West on Briarcliff Road. Their office is located at the Emory Conference Center. The hours of operation are 7:30am-6pm Monday-Friday and 9am-noon on Saturday. If you have questions or wish to reserve a vehicle please contact 727-8267.
Remember, Emory Purchasing Cards are an easy way to pay for your van rental. Cards are available for use by student organizations through SGA, CSLE, the WOODPEC, and individual schools (depending on where your organization falls within the system and what you are using the vans for).

Also see the section on Weekend- Weeknight Returns and using University Vehicles (pages 49-54).

OTHER PURCHASE and RENTAL ISSUES

GIFTS, FLOWERS AND PRIZES
The Divisional and SGA Treasurer must approve the purchase of flowers and gifts with the student activity fee. Self-generated money may be used without permission for these purposes. If permission is not issued, money will be automatically deducted from the self-generated accounts. Flowers may be purchased for decoration and prizes may be purchased for contests.

AUDIOVISUAL EQUIPMENT RENTAL
To rent audiovisual equipment contact the Multimedia Center at 727-6886. Reservations are subject to valid account numbers and all equipment must be picked up and returned by the organization. Equipment is rented on a first-come first-serve basis and can only be used for academic and non-commercial activities.

VIDEO RENTAL
It is illegal to show a rented movie in a public setting. Because of this, films can not be rented with University money and will not be reimbursed. This means that we can not reimburse you for a Blockbuster Rental. To receive assistance in renting films, contact the Center for Student Leadership and Engagement at 727-6169.

TRAVEL POLICY

Rules For Travel:
1. Only two people may travel with SAF money unless your divisional council approves otherwise.
2. Reimbursement requests must be submitted within 10 days of travel.
3. Original itemized receipts for all expenses must be included with reimbursement forms.
4. Meals may only be reimbursed by self-generated accounts.
5. Costs from failure to complete plans will not be reimbursed.
6. In order to pay registration fees in advance, an itemized invoice must be submitted via on-line vendor request and turned into your divisional treasurer. No reimbursements will be made until travel occurs.
7. Travel in a private car will be reimbursed at $0.36 per mile as determined by an atlas or Internet mapping program. This must be submitted on a travel expense form.
8. If your travel will require using university owned or leased vehicles, please see the section entitled Use of University Vehicles on page 49.

FUNDING AND BOOKKEEPING ISSUES

SUPPLEMENTAL FUNDING
Supplemental funding occurs when an organization approaches its division or SGA for additional funds. The two most common reasons for this are inadequate funding and new programs. All monetary codes apply to supplemental funding. Consult your division about supplemental funding.

RELINES
Relines reallocate money that had been dedicated for one purpose to another. The divisional treasurers and the SGA coordinate relines. See page 71.

CO-SPONSORSHIP
Co-sponsorship is when multiple organizations program and sponsor an event. All organizations retain autonomy over their funds in this instance.

TRANSFERS
Transfers occur when one organization agrees to pay an expense of another organization. Transfers move money from one account to another. Internal Transfer forms must be filled out in order to transfer money. See page 72 for an example of this form.

RUSH CHECKS
Rushing a check is a privilege and is to be treated as such. Rushed checks will be held to an absolute minimum and a sufficient reason must be provided for the rush. If the SGA Treasurer or SGA Business Manager feels you have abused this privilege, they maintain the authority to deny any rush request. To rush a check, this is what you need:

- A complete and correct reimbursement request
- A reason explaining the need for the check to be rushed
- YOU must obtain all necessary signatures
  
  Receive permission to rush the check from the SGA Treasurer
  
  Bring all forms directly to the Business Manager

  If the SGA Treasurer and the SGA Business Manager approve the rush check, it is YOUR responsibility to get the forms to Payment Services.

GOING IN THE RED
If your organization goes into debt at the end of the academic year, it will be required to self-generate all overused funds by the end of the following fall semester. If the refund is not met, the organization’s status will be reduced to enduring status and its allocated budget will be returned to its division. DO NOT EVER GO INTO THE RED!
FINANCIAL ACTION FORM FOR RELINES

Organization Name____________________________________Account #____________

Name and Title of Person Representing________________________________________

PO Box #____________________________Phone #_____________________________

Date________________________________Total Amount________________________

To Account#  ___________________From Account # ___________________

Amount to Reline ___________________

To Account#  ___________________From Account # ___________________

Amount to Reline ___________________

Reason for Reline:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Divisional Treasurer________________________________Date_________

Signature of SGA Treasurer____________________________________Date_________
## Internal Transfer Form

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requesting Organization</td>
<td></td>
</tr>
<tr>
<td>Account Number to Debit</td>
<td></td>
</tr>
<tr>
<td>Administrator of Debiting Account</td>
<td></td>
</tr>
<tr>
<td>Receiving Organization</td>
<td></td>
</tr>
<tr>
<td>Account Number to Credit</td>
<td></td>
</tr>
<tr>
<td>Administrator of Receiving Account</td>
<td></td>
</tr>
<tr>
<td>Amount of Transfer</td>
<td>$</td>
</tr>
<tr>
<td>Organizational Treasurer’s Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Divisional Treasurer’s Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>SGA Treasurer’s Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>SGA Business Manager’s Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

**Reason For Transfer** [Print Below]: *Please be specific. If charges are to offset another organizational or departmental account, we will need financial data from their ledgers.*

Date on Excel __________  Date on FAS __________

*Emory University Student Government Association*
FUNDRAISING ISSUES

Raffles (including casino nights) in which prizes are offered are forbidden for student organizations!

- Your divisional treasurer must approve all fund raising events.
- Proceeds from fund raisers must be deposited into your self-generated account by bringing the money to the SGA Administrative Assistant during business hours within 24 hours of the fund raiser (please see page 58). Any money used to run a fund raiser from your allocated account will first be replaced by generated funds before money is placed in your self-generated account.
- For fund raising activities off-campus approval from the Development Office is required. They may be contacted at 727-6056.

NAMES AND SYMBOLS
Because of trademark laws, you are required to get permission from the Center for Student Leadership and Engagement in order to use some names and symbols of Emory University. Using the letter E.U. or the depiction of Dooley does not require permission.

CORPORATE SPONSORSHIP
Corporate sponsorship for events is encouraged, however approval need to be secured. If you are interested in seeking sponsorship from local businesses, you must set up a meeting with the Director of CSLE prior to initiating any fundraising activities.