Student Organization Advisor
Handbook
2020-2021
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Privileges of Registered Student Organizations

- Recognition from MTSU which allows you to participate in events like Student Organization Fair, Connection Point, CUSTOMS, etc.
- Use of Middle Tennessee State University or MTSU in the organization’s name and materials.
- Ability to apply for Student Activity Fee funding.
- Permission to hold events, meetings, and other activities on campus.
- Listing in university publications

Updating Your Student Organization

In order to update a student organization, you need to submit the following information on myMT (www.mtsu.edu/mymt).

1. Log into myMT using your pipeline credentials. Click on the “Organizations” tab. Then select the “Register an Organization” button on the left menu. Find your organization’s name and select “Re-Register”. The deadline to submit is September 11th, 2020 at 4:30 pm.
2. Submit any new by-laws or changes to the constitution.
3. Attend the Presidium Retreat or a Student Organization Orientation session.
4. Once these steps are taken, we will verify enrollment, wait for the advisor’s approval to serve, and complete the background checks for any outside consultants before approval will be given.

Post Office Box

Student Organizations are encouraged to purchase a post office box. This should be in the organization’s name and helps with the transition from year to year. The cost of the post office rental is $15 per semester. You will need a letter from the Office of Student Organizations & Service in order to rent a post office box.
Portable Sound System

2 portable Fender amplifiers, 2 sets of speaker stands, and four microphones are available for rent. There will be a $25 non-refundable fee for their use. You must submit the Request for PA System form to reserve the speakers.

Virtual Student Involvement Fair

Each fall, all registered student organizations have the opportunity to participate in the Student Involvement Fair. The fair is an ideal recruitment tool for organizations in that it provides a way to meet and interact with potential members. In years past, organizations have set up displays, distributed literature, and met and answered questions for students wishing to know more information. This year, the Student Organization Fair will be held virtually through Zoom on Wednesday, August 26th from 2:00PM – 6:00PM and Tuesday, September 1 from 2:00 PM – 6:00 PM. Student organizations that wish to participate should log into myMT and visit their organizations page. From there you can join the virtual Student Involvement Fair.

Student Organization Resource Lab

All registered student organizations are provided access to the Student Organization Resource Lab located in the Student Union Building room 330 (CSIL Suite). For your convenience, the Resource Lab has been updated and is equipped with 7 Dell ® computers and 1 Apple iMacs. All computers have internet access and word-processing software, not to mention that half of them are equipped with graphic design software. Included in the space is a color copy machine for your organization’s business use.

Each organization is allotted 1,000 prints each semester for organization use. This equates to 500 black and white copies and 500 color. It is important to note that once a student organization uses their allotment each semester, we will NOT be able to add more copies until the next semester.

This Resource Lab is for student organization business only. Anyone found using the equipment for any other reason not meeting the specifications set forth by the Director of Student Organizations and Service or the Assistant Vice President of Student Affairs will lose privileges for themselves and their organization.

**Space is limited to 4 people using the computers at one time.**
Leadership Library

Organizations will be able to check-out books on icebreakers, group activities, recognizing leaders, community development programs, and more. The Leadership Library is housed in the graduate assistant office in SU 330. You are encouraged to look through the items and make copies of activities that are of interest to you. *Please do not remove books from the office.*

Student Activity Fee Deadlines

**Application Dates**

Student Activity Fee Applications are available 3 times per year. You may only request funds in the semester in which the program/event takes place. All applications must be typed and submitted by the deadline in order to be considered for funding. Please visit [http://mtsu.edu/sos/SAF.php](http://mtsu.edu/sos/SAF.php) for more information about Student Activity Fee funding.

- **Fall Applications Available** ................................................................. **August 24, 2020**
- **Fall Applications due** ........................................................................ **September 11, 2020**
- **Spring Applications Available** ............................................................. **November 2, 2020**
- **Spring Applications due** ...................................................................... **December 2, 2020**
- **Summer/Early Fall Applications Available** ......................................... **March 15, 2021**
- **Summer/Early Fall Applications due** ...................................................... **April 15, 2021**

**Reimbursement Dates**

Student Activity Fee money is by reimbursement only. All reimbursements must be submitted by the deadline of each semester in order to guaranteed reimbursement. Make sure you attach all receipts to the completed Reimbursement Request Form.

- **Summer/Early Fall Reimbursements due** ........................................... **September 11, 2020**
- **Fall Reimbursement Deadline due** ...................................................... **December 11, 2020**
- **Spring Reimbursement Deadline due** .................................................. **May 8, 2021**
Student Organization Finances

Student Organizations who plan to collect money for dues, fundraising efforts, or through sponsorship will need some type of financial record keeping system.

Bank Accounts
In the event a registered student organization maintains a bank account, at least two (2) signatories will be required for withdrawal or payment of funds from the account. *Debit cards are prohibited.* Student Organizations who maintain a bank account will need to complete a W-9 form (see appendix) in order to seek student activity fee reimbursements.

The University will no longer issue checks to student organizations. Any student organization with an off campus bank account must be set up for Direct Deposit.

MTSU Agency Accounts
Registered Student Organizations are able to open an MTSU agency accounts through the Business Office. This account operates very similar to a bank account in that it too requires dual signatures for expenditure of funds. You may contact the MTSU Business Office by calling (615) 898-2940, visiting our offices in Cope Administration Building, or emailing boffice@mtsu.edu.

Financial Reports
All University approved student organizations must be prepared to submit a financial statement and/or reports concerning programs and activities upon request to the associate dean of Student Life. The University reserves the right to place on probation or withdraw its approval from organizations which operate outside the bounds of sound financial procedure or show other evidence of financial irresponsibility. The University assumes no responsibility for indebtedness incurred by student organizations. Every University-approved organization must submit a statement of fees, dues, and assessments to Assistant Vice President of Student Affairs upon request.
**Due to COVID-19, Student Organizations are not able to travel during the Fall 2020 semester.**

Student Organizations who travel must complete in its entirety the notification to travel form before traveling.

Travel Policy
The goal of the MTSU travel policy is to ensure that student organizations effectively prepare for and plan travel so that everyone involved has a safe and fun experience. The travel policy applies when the intended travel is to an activity or event located more than 50 miles from the university. MTSU will provide education about safety, crisis response, and trip preparation in the travel manual to assist organizations when traveling. All registered student organizations are required to complete and submit the “Notification of Student Travel” form to the Office of Student Organizations and Service five (5) business days prior to the departure date. Additionally, all student organizations are required to have a travel liaison whose primary responsibility will be to coordinate the groups travel and communicate the travel plans to the Office of Student Organizations and Service. The travel liaison may be the same student for the entire academic year or may change with each trip. Failure to comply with this requirement may result in the immediate suspension of the organization pending investigation by the Office of Judicial Affairs and Mediation Services.

Travel Liaison
An approved travel liaison will be a current Middle Tennessee State University student, member of registered MTSU student organization. Travel Liaison will be responsible for submitting the travel notification form five (5) business days prior to travel; collecting emergency contact information for each individual traveling five (5) business days prior to departure; serving as the primary contact with the organization advisor; and submitting copies of all information to the organization’s advisor and Director of Student Organizations and Service. See appendix for travel form example.

Visit [http://mtsu.edu/sos/docs/travel.pdf](http://mtsu.edu/sos/docs/travel.pdf) to access the Travel Policy forms.
Marketing & Advertising Events

Student Organizations are able to request announcements to be made via various technology resources on campus.

**myMT Events**
Student organizations have the option to create a myMT event that will be posted to the myMT home page. This will allow students registered on myMT to see the flyer and details of the event. Create these events from your student organization’s homepage.

**Office of Student Organizations and Service Announcements**
Student Organizations can request announcements to be posted on the Student Organizations and Service announcements. Requests should be made to camporgs@mtsu.edu by Friday at noon for the following week!

**Digital Promotions**
Student organizations are encouraged to use digital promotional options such as myMT. For more information on these advertising options, please contact camporgs@mtsu.edu.

**Flyer Postings**
Student organizations, MTSU departments and individuals may post flyers on designated bulletin boards in the Student Union, Keathley University Center, and James Union Building. No reservation is required, but each posting must be approved and stamped by the Student Unions department. Approval may be acquired at the Student Union Information Desk or the Keathley University Center Information Desk when an attendant is on duty. The Student Unions department reserves the right to decline any posting that is deemed inappropriate.

**Handbills, Pamphlets, & Table tents**
Registered student organizations and MTSU departments may request permission from the Student Unions department to distribute printed materials such as handbills, pamphlets, etc. Details on where and when these items may be disseminated will be determined on a case-by-case basis, according to the nature of the advertisement and the intended audience. Printed materials found around the buildings and grounds in areas not explicitly approved by Student Unions staff will be discarded. Unapproved printed materials found around the buildings and grounds will be discarded and promoters will be asked to leave campus.

**Yard Signs**
Yard signs advertising or promoting products, events, or services by unaffiliated groups or individuals or by commercial enterprises are prohibited. Only registered student organizations and departments are authorized to post yard signs. No reservation is required, and yard signs
are allowed in most locations on campus, with the exception of all campus roundabouts and the President's Lawn. Yard signs must not block or protrude onto any sidewalk or impede accessibility to any walkway on campus. They must be removed by sponsoring organization promptly after event concludes.

**Chalk**
Sidewalk chalk is **NOT** permitted on campus grounds. Chalking is treated as a police offense for Destruction of Public Property.

**Banner Space**
The Student Unions department offers designated spaces inside the Student Union building and outside the Keathley University Center where student organizations and MTSU departments may display banners. Requestors may submit a reservation application to hang banners on the patio railings outside the KUC Grill, on the KUC columns (charges apply for this area, as Facilities Services must be enlisted to hang these banners) and/or in the Student Union Atrium on the 2nd floor railing. The newly updated banner reservation application outlines specific guidelines on the size and type of banner that may be displayed in each area. Please read these details carefully to ensure that your organization/department does not waste time and money on a banner that does not meet the requirements.

**PLEASE NOTE:** Bed sheets are no longer permissible in any area, but canvas cloth is an inexpensive alternative for handmade banners. Banner reservation applications: [https://itdwebapps.mtsu.edu/DFPassThrough/DFCasAuth?TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/8df23029-70a6-4829-8354-84a6bcac9fc8](https://itdwebapps.mtsu.edu/DFPassThrough/DFCasAuth?TargetResource=https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/8df23029-70a6-4829-8354-84a6bcac9fc8)

The following conditions must be met in order to receive banner approval:

- Banner space applications must be submitted a minimum of 5 - 7 business days prior to reservation date, though more lead time is appreciated.
- Banner space may be utilized only by registered student organizations or MTSU departments for the purpose of advertising events and/or promoting their organization.
- Banners may be displayed up to two (2) consecutive weeks unless approved by the Dean of Student Life or his/her designee for a longer period of time.
- Banners are limited to one per organization unless approved by the Dean of Student Life or his/her designee.
- Banners must be retrieved from the Information Desk of the building where they were hung (KUC or Student Union) no later than five (5) business days following the removal date, after which they will be discarded. **The Student Unions department is not responsible for the loss or damage to any banner.**
- **Banner space is available on a first-come, first-served basis. Placement will be determined by available space in the requested location at the time of the reservation.**
Student Organization Office Space

The purpose of this policy is to outline the guidelines for use of designated rooms or office space within the Student Union by a Student Organization.

1. Use of space within the Student Union is a privilege which will be extended to certain MTSU registered student organizations on an annual basis or at discretion of the Director of Student Organizations and Service.
2. The Office of Student Organizations and Service reserves the right to terminate an organization’s use of space at the end of the designated occupancy period or due to a violation of the terms of use for the space. They also reserve the right to refuse to accommodate any organization’s request for space.

Terms of Use:

1. The Office of Student Organizations and Service shall determine the length of use for each space. Typical length to use will follow an academic year calendar. Each space occupancy agreement will be reviewed on an annual basis with each group submitting a new request to utilize the space for the next academic year. Renewals are not guaranteed and may be contingent on allowing other student groups an opportunity to occupy office space.
2. Requests for space occupancy and renewal of space will be in April each year and will be reviewed by the Student Organizations and Service Director or designee. Decisions will be made by the end of the spring semester.

Criteria for Student Organization Office Space:

- A registered student organization with the Office of Student Organizations and Service (LS) a minimum of one year, attended Presidium (President’s Retreat), completed all necessary reports through myMT, and in good standing with the University.
- Documented activities/programs that serve the MTSU student body (e.g. number of programs, numbers of student participation in meetings and events; co-sponsorship, open engagement with the University and greater community)
- Demonstration that the organization’s activities reflect its stated mission, goals, and objectives.
- Suitability of organization functions and needs for available space.
Priority given to groups who can demonstrate:

- A student organization that has been registered with Student Organizations and Service for at least one year.
- Affiliation with the Center for Student Involvement and Leadership
- Ability to share space with other groups
- Willingness to maintain office hours (10 hours per week)
- Lack of other designated space on campus

Guidelines for Use of Space:

1. The Office space is to be utilized for legitimate activities, meetings, gatherings, and functions consistent with the registered purpose of the organization and the curricular and co-curricular mission of the University, and shall be compliant with all terms of this Agreement and University policies (MTSU Rights and Responsibilities, TBR Policies, Student Union Policies).
2. It is expected that all groups and guests of the organization utilizing the space maintain an attitude of respect and civility and respond in a professional manner to Center for Student Involvement and Leadership (CSIL) requests.
3. Organizations must maintain a minimum of 10 office hours each week. All office hours must be posted on the door so that guests will know when they can reach you.
4. Sleeping, overnight stays, or using the office space as a place of residence in any way by any individual is absolutely prohibited and will automatically subject guilty persons to University disciplinary action and may result in immediate loss of office space privileges for the organization.
5. The designated office space must be kept clean and organized. Any shared common space should be kept clean of trash and other items at all times. Any changes in office appearance must be submitted to and approved by the Director of Student Organizations and Service. This includes changes of paint, hanging items on the wall, etc.
6. All furniture assigned to the office/space must remain in the office. All common area furniture must remain in the common area space and should not be placed in offices.
7. All damages to the space (carpet, furniture, walls, equipment, locks) are the responsibility of the organization, which may be assessed the cost of repairs, replacement and/or fines for the damage.
8. Guest Policy: An MTSU Student Organization member must accompany visitors who are not MTSU students or organization members. Organizations are responsible for guests’ behaviors and actions.
9. MTSU assumes no responsibility for materials placed in or missing from the allocated spaces. No cash should be left in offices; deposits should be made within 24 hours following any collections.

10. Any general maintenance concerns should be reported to the Office of Student Organizations and Service.

11. Organizations that lose recognition by MTSU or the Office of Student Organizations and Service will automatically forfeit their allocated space.

12. Allocated space will be checked weekly to ensure appropriate use and safety.

13. If it is determined that an organization is not utilizing their designated space or is using it inappropriately the Student Organizations and Service Director has the right to terminate the organization’s use of the space.
Student Organization Handbook

Student Organization Awards

The Office of Student Organizations and Service sponsors an annual awards recognition program during the spring semester. All organizations are encouraged to apply for awards so that you may be properly recognized for all of your hard work and dedication to the University. Award applications will be available in January 2021.

Student Organization President of the Year Award
This award is given to the President or primary officer of a registered student organization who displays outstanding organization leadership and involvement, based on the following criteria:
1. Contribution to nominating student organization and its individual members
2. Contribution to the overall MTSU community (i.e., students, staff, faculty, programs)
3. Extensive involvement in campus, other organization, or community programs
4. Demonstrated commitment to the organization’s purpose and those served by it
5. Relations with members and officers of the nominating student organization

Student Organization Silent Inspiration Award
This award recognizes a member of a registered student organization who has made significant contributions to his/her organization, but not within an officially recognized leadership capacity for that student organization, based on the following criteria:
1. Contribution to nominating student organization and its individual members that is not expected as a part of the student’s membership responsibilities
2. Demonstrated commitment to the organization’s purpose and those served by it
3. Demonstration of going above and beyond expectations of membership responsibilities

Student Organization Advisor of the Year Award
This award is given to the advisor of a registered student organization who displays outstanding leadership, dedication and involvement, based on the following criteria:
1. Contribution as an advisor to nominating student organization, MTSU and community
2. Effective advising within the standards and expectations of the organization, any affiliated national/regional offices and all applicable university policies
3. Excellent student relations, aptitude in challenging and empowering the organization to thrive, and providing support to assist the organization with meeting its goals
4. Dedication to consistently advising the organization

Organization of the Year Award
This award is given to a registered student organization that displays outstanding effort based on the following criteria:
1. Contribution to the overall MTSU community (i.e., students, staff, faculty, programs)
2. Contribution to the Murfreesboro community
3. Contribution to the development of its members
4. Demonstrated commitment to the organization’s purpose and those served by it
5. Communication with related MTSU departments and other student organizations

**Food Policy**

**Due to COVID-19 bake sales and/or food sales are not permitted by registered student organizations for the fall 2020 semester.**

**Due to COVID-19 food giveaways are not permitted to the general public. Food will be permitted for members and their guests at events as long as they are pre-packaged and/or pre-prepared food items from a licensed business. Examples include: wrapped biscuit from McDonald’s, hamburger from Wendy’s, etc. The policy still stands that food costs must not exceed $500 per event.**

Effective July 1, 2019, MTSU entered into a new food service management agreement with Aramark Educational Services, LLC. Under the new agreement, Aramark has exclusive catering rights for all events on campus when the total food costs exceeds $500, unless Aramark declines to cater the event. Should Aramark decline to cater an event, or if the total food cost for an individual event is less than $500, University departments may obtain such service for that event from other sources, including food service competitors of Aramark.

The foregoing does not apply to events held in the JUB dining rooms, Student Union Building, or other facilities that are dedicated exclusively to Aramark for food services use.

**MTSU Policy 661 Food and Beverages**

Approved by President
Effective Date: September 9, 2019
Responsible Division: Business and Finance
Responsible Office: Business and Finance
Responsible Officer: Associate Vice President, Business and Finance

I. Purpose
All Middle Tennessee State University (MTSU or University) funds, regardless of their source of origin, are considered to be public funds, and, as such, must withstand the test of public scrutiny. University officials authorized to approve the purchase of meals should exercise prudent judgment when determining whether the expenditure is appropriate. The following principles should be used as a guide when determining the appropriateness of the expenditure:

A. The expenditure must support the mission and purpose of the University.

B. If for an event, the event must be an authorized official University event.

C. The expenditure should not be personal in nature.

D. It should be apparent to the Internal Revenue Service (IRS) that the expenditure is not additional compensation to the claimant.

E. The amount expended should be reasonable.

F. State funds may never be used for the purchase of alcoholic beverages.

II. Scope

Provisions of this policy apply to all purchases of food and beverages. Under no circumstances will the purchase of alcohol be permitted. Food and beverage purchases should not be self-serving for the sole enjoyment of department personnel.

III. Provisions

A. The Food Purchase Authorization form must be used for the purchase of all food and beverages being purchased with University funds. It is required that the Food Purchase Authorization be completed prior to the event. If the purchase is not approved prior to the event, the employee may be held personally responsible for all related costs. Requests for reimbursement must be submitted on a timely basis. Requests submitted more than sixty (60) days from the date of the event are subject to being made to the employee on a taxable basis and added to the employee’s Form W-2 compensation.

B. The University's food service contractor has the exclusive right to provide on-campus meals, pursuant to the terms contained in the University's food service contract. All departments are required to utilize the University food service contractor when the total food cost for an event exceeds $500.00 unless the contractor declines to provide services for the requested event. If the food service contractor declines to cater the event, written documentation of the contractor’s decision must be attached to the Food Purchase Authorization form.
C. Food and beverage purchases may be paid, or reimbursed, with proper documentation and when the primary purpose of the meal is business related. Business meals are those taken with outside business associates, University guests, job applicants, or donors during which University business discussions take place or hospitality is extended to distinguished guests. Expenses may be incurred only for those individuals whose presence is necessary to the business discussion.

In addition to an itemized receipt, IRS rules of substantiation of business expenses require documentation of the time, date, place, specific topic of discussion, and attendees at the meals. Please note that the documentation requirements apply to all on-campus or off-campus business meals, regardless of payment method. Accordingly, all on-campus dining facilities require this documentation for all meals charged to departmental accounts.

If guest meals are purchased while in travel status, the reimbursement of the guest meal (including the employee's meal) will be made subject to this policy. The request for reimbursement of guest meal(s) should be submitted separately on the Food Purchase Authorization, but must be submitted at the same time as the Travel Expenses Claim. If more than one (1) University employee in travel status was included in the guest meal party, travel claims for all University employees must be submitted with the guest meal reimbursement request.

The University will deny reimbursement for meal expenses that lack documentation or a clear business purpose. Gatherings that are primarily social in nature, such as holiday events, do not qualify for payment or reimbursement as business meals.

D. Food and beverage expenditures associated with banquets, receptions, and ceremonies may be paid or reimbursed only within the following guidelines:

1. Food and beverage consumed by a visiting lecturer, entertainer, or guest of the University.

2. Food and beverage which may be an essential part of a program, such as, but not limited to, that needed for day care locations, science laboratories, and those events that promote or provide cultural awareness.

3. Food and beverage costs associated with meal, breaks, or receptions for MTSU sponsored/hosted conference-type events such as, but not limited to, approved conferences, extended training sessions, seminars, and outreach efforts between the University and other outside groups, communities, organizations, or associations.

4. University funds may be used to purchase food and non-alcoholic beverages for recognition, appreciation, and/or retirement events. Events should be reasonable in their number and occurrence per fiscal year, as well as the amount spent. Events must be institutional rather than departmental, with attendance open to all University employees. Payment for departmental recognition, appreciation, and/or retirement events are not allowed from University funds.
E. Food Purchases for Students. The University hosts a variety of student-oriented functions that are designed to enhance campus life and a sense of community, in addition to furthering student education. Meals may be provided to students attending University events, including student recognition or outreach events, programmatic activities, or other events with a documented business purpose which are intended to further the University’s mission. The frequency and related costs of these events must be appropriate to the situation(s) and the nature of business conducted by the University. A statement of the reason or purpose, including the benefits of the program to the University, must be clearly indicated and understood by anyone outside the department reviewing the payment request. The events cannot be purely social in nature. Examples of official student functions are as follows:

1. Sanctioned Student Events. Functions and receptions sponsored by recognized student groups and other campus events, open to the general student body, and designed to further the development and education of students.

2. Official University Events. Functions and receptions for students and their families, in conjunction with academic achievements or recruiting.

3. Housing Functions. The University recognizes that student-housing residents have needs beyond those of commuter students. To support their needs, Housing and Residential Life may provide funds aimed at the development of the whole student. Food purchases for residence hall functions that address this goal are allowable, provided documentation explains the relationship between the expenses and the criteria established for the development of the whole student and student retention.

4. Athletic Teams. Including training-table meals, game-related meals, and occasional meals provided in accordance with the rules of the National Collegiate Athletic Association (NCAA).

F. Reimbursement of actual expenses for meals and related costs shall be allowable when the University is acting as designated host(s) to guests of the University or other official business functions. The University official requesting reimbursement must have been present when the meal was purchased or refreshments occurred. Reimbursement shall not exceed amounts that are reasonable and appropriate for the location and circumstance. In determining reasonableness, consider the type of function being hosted and the per diem meal allowance allowed for travel within the same location.

G. The request for reimbursement or payment should include identification of the function and the identification of all persons being served. However, it need not necessarily include specific names. Those served can be identified, for example, as 34 registered conference participants and guests, subject to there being available for audit a roster, registration list, or other information which could be used to identify the persons being served. The approving official is responsible for seeing that adequate documentation exists to support payment under this provision.
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H. The **Food Purchase Authorization** must be completed for each meal or event. A description of the event, and a statement of purpose, must be included on the form together with original receipts. The statement of purpose should be more descriptive than “Business”. Credit card receipts will be accepted as documentation for reimbursement, providing the vendor name is legible and the receipt is itemized. The form must be signed by the claimant and approved by the department head or next level of approving authority.

I. The department head, or next level of approving authority, is responsible for insuring the reasonableness of the meal costs and the legitimacy of the business purpose. Departments should clearly communicate to employees the acceptable business purposes that will be approved.

**IV. Guidelines for Self-Catered or Off-Campus Vendor**

A. University Event. If the total food cost for a University planned event or activity is less than $500.00, then such service may be obtained from other sources including off-campus caterers. For events costing over $500.00, the University food service contractor must be used unless they decline to provide services for the requested event. If the food service contractor declines to cater the event, written documentation of the contractor’s decision must be attached to the **Food Purchase Authorization form**.

B. Co-sponsored Groups. If the total food cost for an organized co-sponsored activity is less than $500.00, then such service may be obtained from other sources including off-campus caterers. For events costing over $500.00, the University food service contractor must be used unless they decline to provide services for the requested event. If the food service contractor declines to cater the event, written documentation of the contractor’s decision must be attached and submitted with the **Application for Use of Facilities form**.

C. External Groups. External, non-University affiliated groups or organizations holding events on campus where food is being served must utilize the University food service contractor unless the contractor declines to provide services for the event.

D. University funds may not be used to purchase beverages that compete with products supplied under the University’s exclusive on-campus beverage distribution and pouring rights contract.

E. When an organization/activity is allowed to bring/serve food on campus, or the food service is provided by an off-campus caterer, no food service equipment belonging to either the University and/or the food service contractor may be utilized. It should be understood that the University food service contractor is responsible for the care and protection of the University-owned food service equipment.
F. Unless otherwise approved by the Vice President for Business and Finance, assigned food service space may not be utilized. It should be understood that the University food service contractor is responsible for the cleanliness and care of assigned food service space.

G. If an off-campus caterer fails to provide supplies for an event (i.e., paper products, serving utensils, linens, etc.), the University food service contractor is not expected to provide additional services or supplies.

H. The following are exempt from this policy and may not be purchased or reimbursed using University funds:

1. individuals bringing food on campus for personal, individual consumption or having same delivered to their office or residence hall room for personal, individual consumption; or

2. office/department parties, i.e., retirement, holidays, birthdays, etc., as long as the food is being brought from home, or personally purchased off-campus, and the party is not being catered by an outside vendor.

I. This policy requires that all health requirements are met and that food is properly handled.

V. Student Fundraising Activities

A. Sale of food for fund-raising activities must meet all fund-raising approval requirements and is limited to bake sales, candy sales, and group dinners not open to the public. The fund-raising sale of candy, etc., may not be solicited door-to-door in office facilities or solicited in classroom buildings.

B. The Vice President for Student Affairs or designee will permit registered student organizations to conduct a fund-raising bake sale or candy sale, once per semester, in a designated student programming area. No branded concepts (i.e., Chic-Fil-A, Jersey Mike’s, Domino’s Pizza, etc.) or licensed products may be sold. Departments or registered student organizations desiring to engage in the sale of food for fund-raising shall submit requests on the Student Affairs Facility Request form when requesting space.

C. As appropriate, authorization to utilize non-student programming space, i.e., Alumni House, Foundation Reception House, Tennessee Miller Coliseum, etc., must be secured in accordance with Policy 100 Use of Campus Property and Facilities Scheduling.

VI. Exceptions

A. Only on-campus University departments, University-sponsored activities, and registered student organizations may request an exception to bring/serve food on campus. Exceptions may only be granted for single, non-regular events (functions), and will not be granted in food
service venues, including the James Union Building (JUB) Tennessee Room and the Student 
Union ballroom.

B. Only the President or designee may approve written requests for exception consistent with 
this policy. The request should include explanation for the necessity of an exception. The cost of 
an event alone may not justify an exception. If an exception is granted, documentation of the 
approval must be sent to the University food service contractor and facility manager when 
application is made for use of the facility.

Best Practices for Reserving Space

DO:

• Plan ahead...Minimum time parameters for space requests are FIVE business days 
  for conference room or tabling reservations and at least TWENTY business days for 
  programs in our event venues.
• Check room availability in 25Live before submitting a space request
• Review timelines and policies
• Talk to your advisor, a CSIL staff member and facility Scheduler/Coordinator
• Have a backup plan
• Secure a budget plan, as needed
• Submit completed and accurate forms
• Correct MTSU affiliated (student) organizational name
• Include accurate expected head count
• Include event dates and alternative dates
• Specify event description and needs
• MTSU email contact information
• Expect to receive communication from scheduler within three business days after 
  approval process is complete
• Verify reservation confirmation email for accuracy
• Advertise on myMT and check the University Master Calendar (mtsu.edu/calendar)

DON’T:

• Wait until the last minute to check venue options (even for a small meeting)
• Submit late forms
• Advertise a meeting or event prior to receiving a reservation confirmation
• Assume facilities include additional resources without confirming with the scheduler
• Expect to get in rooms early or stay late without confirming times with the scheduler

All student organizations (including FSL organizations), except those with a 
direct academic affiliation, will submit space requests through the MT
Unions online dynamic form process outlined below. If conference room space is not available within Unions’ facilities, MT Unions staff will reach out to other campus schedulers to secure an alternative location for those meetings. If event space (i.e. ballroom) is unavailable in MT Unions’ facilities, student organization event organizers will need to seek out alternative locations by contacting designated schedulers in other venues (listed below).

Reserving MT Unions Spaces

The Student Union Building, Keathley University Center, and James Union building are the three facilities within the purview of the MT Unions department. These buildings offer an array of venues, including various sizes of conference rooms, tiered rooms with fixed seating, ballrooms, and other versatile event spaces. Several outdoor green spaces are also managed by MT Unions, including the Student Union Commons, KUC Knoll, Quad, and Walnut Grove. MT Unions’ spaces are requested by submitting an online dynamic form, rather than a paper Application for Use of Facilities, as is the case for reservable spaces in other departments, such as Event Coordination.

*NOTE: All requests for conference room meeting space submitted prior to the start of a new semester will be held until the Thursday before classes begin. At that time, MT Unions schedulers will assign locations based on the expected head count, amenities, and times outlined on each request form, in order to fairly distribute conference rooms and maximize usage.

Requesting Space in MT Unions Facilities

1. Before submitting a space request, please visit www.mtsu.edu/25Live to check room availability for the dates and locations you have in mind for your event or meeting.
2. MT Unions’ digital space request form can be found at www.mtsu.edu/mtunions. This dynamic form requires no printing and can be completed on a computer, handheld, or tablet device, using your PipelineMT username and password.
3. You will indicate your faculty advisor’s name and email on the form to obtain their electronic approval. The email MUST be an MTSU account. If the email is entered
incorrectly, your form will not be successfully processed, so please consult the directory to ensure accurate spelling.

4. If your faculty advisor supplies approval via electronic signature, the dynamic form will automatically route to the appropriate office in the Center for Student Involvement and Leadership (CSIL). If your advisor does not take action, the form will not advance in the process, so please check with him/her first when inquiring about the status of your request. In cases where the faculty advisor rejects the space request, you will receive an email to this effect. You will need to log in with your username and password to acknowledge the rejection, or you will continue to receive daily emails until you take this action.

5. Forms approved by advisors will route to the CSIL Office, who will review your form and approve or deny your request, as well. Again, you will receive an email notifying you once your form has reached this step in the process.

6. Once your request form has received all necessary approvals, it will route to the MT Unions department for scheduling.

7. In the case of conference room or tabling requests, you will receive a confirmation within three business days.

8. For events, a student event manager will reach out to discuss the details of your request and then follow up with an email confirmation of your reservation. Event planning meetings will be scheduled if necessary approximately 30 days prior to your event date. All event services will route through your event manager, including production, parking, etc.

Questions

Please contact the following MT Unions staff with questions:

<table>
<thead>
<tr>
<th>Conference Room (basic meetings)</th>
<th>Jennie Bryan, Assistant Director</th>
<th><a href="mailto:jennie.bryan@mtsu.edu">jennie.bryan@mtsu.edu</a></th>
<th>615-898-2689</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabling Requests</td>
<td>Jennie Bryan, Assistant Director</td>
<td><a href="mailto:jennie.bryan@mtsu.edu">jennie.bryan@mtsu.edu</a></td>
<td>615-898-8689</td>
</tr>
<tr>
<td>Events and Conferences</td>
<td>Tiffany Fantine, Events Coordinator</td>
<td><a href="mailto:tiffany.fantine@mtsu.edu">tiffany.fantine@mtsu.edu</a></td>
<td>615-494-7887</td>
</tr>
</tbody>
</table>

Event Fee Structure

*Effective July 1, 2019*
Service fees are applicable for gatherings in event venues and/or those which require setup and support.

For Ballrooms, KUC Theatre, and Tennessee Room (including AV, event staff, and cleaning)

- Student Sponsored – $100.00 per hour
- University Sponsored – $150.00 per hour
- University Co-Sponsored – $200.00 per hour
- University Related – $250.00 per hour
- 1/6 Ballroom, Hazlewood, Dining C, Parliamentary Room – ½ service fee rate
- Conference Rooms – FREE for single-room meetings without services (groups are expected to clean and return room to original condition)

Setup Fees
- General Setup, Theatre style – $200.00
- Banquet Rounds, Fair Style – $300.00
- 1/3 ballroom, 1/6 Ballroom, Hazlewood, Dining Room C – ½ setup fees

Penalty Fees
- Cleaning charges – $100.00
- Damage fees – price of repair
- Over-crowded capacity – $150.00

Additional Services
- Audio-visual support for conference room meeting – ½ service fee rate
- Registration - $150.00
- Coat Check – $250.00 (includes staffing and equipment)
- Extra Staff – $22.00 – $45.00 per hour
- Box Office Services/Parking/Shuttle – Varies based on need

*Additional fees may be assessed for cleaning and large production.

Reserving Academic Space

Instructions for academic student organizations to request facilities:

1. Check 25Live (mtsu.edu/25live) and properties available for student usage (https://mtsu.edu/eventcoordination/forms.php) for appropriate facility and/or available space.
2. Contact the correct scheduler to get more information (see list below).

   1. Obtain the student organization advisor signature
   2. Turn the completed form into the CSIL office (SU 330) and their office will forward the form to the appropriate scheduler.

3. All paperwork must be approved, finalized and received by the scheduler at least 5 business days (Mon.-Fri.) prior to the event or meeting. Larger events require paperwork to be submitted at least 20 business days prior, in order to secure venues and resources in a timely manner. Please note that University Holidays are not considered business days.

4. See event check list (mtsu.edu/eventcoordination/eventservices.php) for additional services, if needed.

5. Check the University Master Calendar (mtsu.edu/calendar) for event information displays.

<table>
<thead>
<tr>
<th>Academic Classrooms</th>
<th>Quintina Burton (<a href="mailto:Quintina.Burton@mtsu.edu">Quintina.Burton@mtsu.edu</a>)</th>
<th>615-898-5143</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Jackson</td>
<td>Debbie Londre (<a href="mailto:Debbie.Londre@mtsu.edu">Debbie.Londre@mtsu.edu</a>)</td>
<td>615-904-8240</td>
</tr>
<tr>
<td>Tucker Theater</td>
<td>John Underwood (<a href="mailto:John.Underwood@mtsu.edu">John.Underwood@mtsu.edu</a>)</td>
<td>615-904-8230</td>
</tr>
<tr>
<td>Wright Music Hall</td>
<td>Tim Musselman (<a href="mailto:Tim.Musselman@mtsu.edu">Tim.Musselman@mtsu.edu</a>)</td>
<td>615-898-2493</td>
</tr>
</tbody>
</table>

All schedulers have the right to refuse facility space to any group. Reasons include, but are not limited to: previous cancellations without notice, outstanding debt/non-payment or inappropriate use of facilities. Please check with facility schedulers for regulations and building hours.

Fees are based on event needs. (https://www.mtsu.edu/eventcoordination/forms.php)
Student Government Association

The Student Government Association at Middle Tennessee State University is the voice of more than 22,000 students. The SGA consists of three branches of government and The Freshman Council. The legislative branch is consisted of the Senate, which provides a voice for students by effectively serving their concerns and needs while striving to increase the quality of student life at MTSU. The Senate consists of senators from each of the 8 colleges including Basic and Applied Sciences, Behavioral and Health Sciences, Business, Liberal Arts, Mass Communications, Education, University College, and Graduate Studies, as well as 7 Senators at Large. The Freshman Council is comprised of 40 first-year freshmen. They are responsible for representing the opinions and ideas of our freshman student body. The primary purpose of the Senate is to submit and present legislation that will directly or indirectly better student life. Along with legislation, the senators and Freshman Council are involved in various other areas of Student Government such as community service, University Standing Committees, and campus wide events.

The Student Government Association also consists of the Judicial Branch, which is made up by the Student Judicial Board. The Student Judicial Board holds hearings regarding campus disciplinary measures and campus parking citations. The SGA also consists of the Executive Branch which consists of the Student Body President, Executive Vice President, Vice President of Marketing, Vice President of Campus Relations, Philanthropic Coordinator, Homecoming Director, and Attorney General.

The Student Government Association also serves the student body by planning campus wide activities and events, some of which include Homecoming, Road Rallies, serve on University Standing Committees, and represents the entire student body to the administration of the University. The purpose of these activities and events sponsored by SGA is to give all students the opportunity to become involved as well as instill the True Blue pride and tradition into our university and community. To learn more about these events, please visit the SGA website at www.mtsu.edu/sga.

The SGA’s goal is to work cooperatively with all organizations, faculty, staff, and administrators to achieve the goal of making student life better for you. The door to becoming involved in SGA is always open and will never be closed. The SGA is here to represent the student body, and are always looking for new ideas and ways to improve MTSU!
2020 SGA Executive Board and Senators Elections

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>September 15</td>
<td>Mandatory meeting for qualified candidates will take place at 6:00 p.m. via zoom</td>
</tr>
<tr>
<td>September 16</td>
<td>Candidate banners due by 4:00 p.m. to Student Union 330.</td>
</tr>
<tr>
<td>September 17</td>
<td>Candidate campaigning can commence starting at 12:01 a.m.</td>
</tr>
<tr>
<td>September 28</td>
<td>Voting opens on MyMT at 10:00 a.m.</td>
</tr>
<tr>
<td>October 1</td>
<td>Voting closes at 11:45 p.m.</td>
</tr>
<tr>
<td>October 2</td>
<td>Election Results posted by NOON outside of Student Union 306 and 330 and on the SGA website</td>
</tr>
</tbody>
</table>
Student Programming and Raider Entertainment (SPARE)

SPARE is a student group advised by the MTSU Student Programming & Activities Office. It is SPARE’s mission to provide quality, low-cost entertainment for students throughout the year. SPARE focuses its efforts on providing various types of entertainment to the student body: Concerts, Films, Games, Social Awareness, Spirit Activities, and Variety.

Students involved with SPARE will have opportunities to get event planning and coordination experience, paid employment, and network through meeting new friends and getting involved. Events held throughout the school year include concerts, trivia nights, movie screenings, and much more! More information on how to get involved is found at mtsu.edu/events

SPARE operates under the MTSU Student Programming & Activities Office and is funded through student activities fees. In return, we put the money back into the students' hands through our programming councils. Events are planned, promoted, and implemented by MTSU students with the goal of providing the best entertainment at the lowest cost.

We understand that collegiate education outside of the classroom is essential to the well-rounded college student. We know that providing students with individual opportunities to learn and grow experientially complements the great education that students at MTSU receive resulting in well-rounded and successful graduates. We believe that all programs and experiences we offer are structured to help students make the most of their education at Middle Tennessee State University.

The Student Programming & Activities Office is located in MTSU Student Union Room 340. The staff welcomes your comments, questions and suggestions. You may contact us at (615) 898-2551.