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Student Activities

Office of Student Activities
University Center, Suite 103
5000 Forbes Avenue
Pittsburgh, PA 15213
(412)268-8704
<http://www.cmu.edu/enrollment/sa>

Hours: Monday - Friday 8:30 a.m. - 5 p.m.

Anne Witchner, Director
Denise Fazio, Coordinator
Lisa DeFrank-Cole, Coordinator
Marilyn Pipes, Accounts Director/Office Staff

What We Do:

Support to Student Organizations
Liaison to Interfaith Council
International Festival
Madrigal Dinner
University Center Art Gallery
Liaison to Homecoming
Senior Week Activities
Support to Graduate Students
Activities Fair
Event Pub
Web Calendar of Events
Leadership Programs
Almost Midnight Breakfast
Pittsburgh Horizons
Summer Activities
Fifth Year Scholars
Fridays in the University Center
Pittsburgh Arts and Entertainment Fair
Finals Muffins
Cutting Edge Cafe
Soup and Substance
University Forum
Last Lecture

Student Organization Recognition

In order to establish a new student club or organization at Carnegie Mellon, please read the following information. This information is taken directly from the Carnegie Mellon University Bylaws of the Student Body. Submit the necessary written materials to the Funding and Recognition Committee in the Student Government mailbox. Please direct any questions to the Funding and Recognition Committee (funding-recognition@andrew.cmu.edu).

The Student Government of Carnegie Mellon University does not permit recognition of organizations that discriminate in membership on the basis of race, creed, color, religion, sex, sexual orientation or national origins, except in the case of social fraternities, which may do so only on the basis of sex.

No organization funded by the Student Government has the right to refuse membership to any member of the Student Government.

Types of Organizations

There shall be two types of Student Government recognition:

1. Non-Funded Recognition

Any educational, scientific, cultural, social, political or religious organization may be recognized as non-funded. Non-funded recognition entitles the holder to solicit meetingplaces on campus and set up displays in the various campus buildings subject to the university regulations. It also allows the organization to use the university accounting system, have a University Center mailbox, obtain an email account, and petition for office/storage space in the University Center. The organization may not discriminate as stated in the university statement of assurance.

2. Funded Recognition

Only an educational, scientific or cultural organization may be recognized as funded. A funded organization has all the privileges discussed in the previous section. It has the right to solicit funds from the Student Government as restricted by the current fiscal policy. The organization may be required to provide income other than the Student Government subsidy and may not discriminate as stated in the university statement of assurance.

The Student Government reserves the right to:

- Determine the qualifications for recognition.
- Revoke recognition.
- Determine whether or not recognition is granted.
- Review recognition of any organizations.

Qualifications for Recognition

To become recognized as an organization, a petition must be presented to the Funding & Recognition Committee containing the following information:

- Statement of purpose
- A constitution or set of operating rules, including membership qualifications (guidelines for writing a constitution can be found on the Senate Web site)
- List of officers and complete contact information
- Organizational office/mailbox/phone numbers, if applicable
- Number of active members
- Name of advisor and contact info, if applicable
- Authorized signature for accounts
- Source of funds, including membership dues, if applicable
- Information on past events (event description, attendance, etc.), and planned future events

To remain recognized, an organization must submit to a review by the Funding & Recognition Committee. Recognition of any organization shall be in effect unless revoked by a majority of the Student Senate.

Funding

Fund Raising

Raising money is always an important topic to student organizations! Many student organizations collect dues or have fund raisers to support their activities. Funds raisers range from simple (e.g., car washes and bake sales) to sophisticated (e.g., raffle and soliciting local businesses). In addition, the Student Government Association funds dozens of student organizations each year, providing annual operating budgets, special activity funds or access to philanthropy funds.

When embarking on fund-raising projects here are your options:

1. Raising money on campus

Examples:

- bake sales
- selling merchandise (flowers, doughnuts, candy, etc.)
- selling services (housekeeping, yard work, car washes)
- rummage sales
- raffles
- events where admission is charged
- selling concessions at events

2. Raising money off campus

Examples:

- asking businesses for goods to resell, use as prizes, or to directly support your organization's programs (such as donated pizza for an activity)
- asking for fiscal donations

3. Asking Student Senate for funds

Examples:

- Student Senate operational budgets
- Special Allocation

4. Collecting dues from members

5. Co-sponsoring programs with other organizations is another option. Look for university departments or other student organizations with a similar mission and pool resources to co-sponsor events!

Once funds have been raised, student organizations should have an on-campus account to ensure proper handling of funds.

Off-Campus Accounts

If the organization receives university funds, an on-campus account is required. Student organizations not funded by the university may also choose to establish an on-campus account for depositing their funds and making purchases. Having an on-campus account allows students to work directly with such university services as Entropy, Bookstore, Printing and Publications. On-campus accounts are available through the Student Activities Office in the University Center Suite 103.

Funding through the Student Government

There are two sources of funding from the Student Government: annual operational budgets and special allocation funds.

Operational Budgets

Operational budgets may be allotted to organizations to help supplement costs that were not met through fund raising. The Joint Funding Committee (JFC) holds budget hearings near the end of each spring semester.

1. The following guidelines are used by Student Government (SG) to determine if an organization is eligible for an operational budget:
 - Only recognized organizations may apply for an operational budget.
 - Funded organizations must have an open membership, whereby any enrolled student may be a member without a selection policy or process.
 - SG shall not fund any activities, events, or organizations that do not adhere to university policies or procedures.
 - SG shall not fund organizations that affiliate with or endorse any political parties, or political legislation or religion/religious endorsements.
 - All funded organizations must put “Funded by Student Senate” on all promotions.
 - An organization being funded for the first time shall be eligible for a maximum \$500 seed account.

2. The process for receiving an operational budget is as follows:
 - Organization must first obtain a budget worksheet from the Senate Web site (www.andrew.cmu.edu/user/ss2p/) before the deadline set by the JFC during the spring semester.
 - Budget worksheets must be completed during a scheduled workshop with each individual organization and a JFC member.
 - The JFC will review budgets and make appropriate allocation proposals to the Senate. If the committee has any questions regarding an organization’s budget, they reserve the right to schedule a meeting with a representative from the organization.
 - An organization has the right to appeal the committee’s decision to the Senate.
 - Upon approval, each funded organization is required to attend a procedure workshop.

Special Allocations

A special allocation request may be made to obtain money to attend a conference, purchase equipment, or for any one-time or first-time project or activity. Funded and non-funded organizations are eligible for special allocations. Worksheet for Special Allocations requests are available on Student Senate Web page <http://www.andrew.cmu.edu/user/ss2p/>

Along with the special allocation worksheet, organizations requesting funds must provide the following information:

1. An itemized budget of expenditures or an itemized agenda of scheduled events.
2. A list of all funding sources including, but not limited to:
 - membership dues
 - funds from departments or divisions
 - fund raising activities

Student Senate Fiscal Policy

The Student Senate shall possess the sole authority to allocate its designated portion of the Undergraduate Activities Fees, as specified in the *Constitution of the Student Body and the Student Senate Bylaws*.

Funding Restrictions

- A. Organizations may not request funds in the following categories:
 - 1. Student Salaries
 - 2. Alcohol
- B. Organizations may spend money in the following categories only with the approval of a three-fourths (3/4) vote of the Student Senate:
 - 1. Transportation
 - 2. Travel expenses
 - 3. Outside-organization membership dues
 - 4. Taxes
 - 5. Coaching expenses
 - 6. Management and consulting fees
 - 7. Subscriptions
 - 8. Food and non-alcoholic beverages
 - 9. Leasing of off-campus facilities.
- C. All groups may be required to finance a portion of their budgets by supplementary income.
- D. All of an organization's events that are financed by the Activities Fee must be germane to the primary purpose of the group.

Senate Contingency Fund

In order to protect itself from financial loss, Student Senate is to keep an amount of its budget on reserve in a separate account. This contingency fund may only be used for covering a net deficit in the Student Senate account. This figure should be appropriately adjusted annually by the Funding and Recognition Committee to protect against any financial loss. The Funding and Recognition Committee reserves the right to remove the excess funds of an organization if the committee deems it necessary. The excess amount that can be removed shall not exceed the amount of any allocation granted by Student Senate. For all organizations incurring a deficit, Student Senate shall bear financial responsibility only for the amount of money originally apportioned to the organization by Student Senate.

Funding Disclosure Rule

- A. If one hundred (100) percent of an organization's or event's budget is financed by the Activities Fee, then all advertising and printed material of that organization must include the phrase: "Funded by your Activities Fee."
- B. If less than one hundred (100) percent of an organization's or event's budget is financed by the Activities Fee, then all advertising and printed material of that organization must include the phrase: "Funded in part by your Activities Fee."

Loans for Charity Events

- A. All money up to and including the amount borrowed must be paid back before any donation can be made.
- B. If an organization does not raise enough money to cover the amount borrowed, it shall be required to repay the remainder of the amount it borrowed through supplementary income.
- C. Student Senate shall not grant a loan request if there is not reasonable assurance that the event shall raise enough money to repay the loan.
- D. Student Senate shall decide upon a loan request only upon recommendation of the Funding and Recognition Committee.
- E. Events that are discriminatory shall not receive funding.

Reimbursements

No reimbursements to organizations for expenses incurred shall be made in excess of \$50 and no organization may receive such a reimbursement more than five (5) times in one academic year except at the discretion of the Funding and Recognition Committee.

Policy Violations

Violations of Student Senate Fiscal Policy shall result in at least one of the following:

- A. The immediate impoundment by the Funding and Recognition Committee of an organization's Student Senate-allocated funds and equipment, purchased by said funds, pending an investigation.
- B. Probation. Groups on probation must submit to the following probation regulations:
 - 1. Approval of Events
 - a) All of the organization's events must be approved by the Executive Committee of Student Senate.
 - b) Multiple events may be approved one time.
 - c) This approval requirement applies to all postering, meetings, practices or any other event conducted by the organization.
 - 2. The Executive Committee of Student Senate reserves the right to commission an audit of the organization's financial records without notice.
 - 3. Membership Information
 - a) The organization shall routinely report the number of Carnegie Mellon students maintaining active membership in the organization to the Executive Committee of Student Senate. Routine reporting shall be defined as issuing a report at the time any change in the number of Carnegie Mellon students maintaining active membership status occurs.
 - b) The organization shall keep the Executive Committee of Student Senate supplied with a current list of names of all members of the organization who are not Carnegie Mellon students.
 - 4. Violation of Probation Regulations
 - a) If the Executive Committee of Student Senate finds that an organization on probation violates these regulations, the Executive Committee shall suspend the recognition of that organization pending an investigation.
 - b) Within four (4) weeks of suspending recognition of an organization, the Executive Organization of Student Senate shall make a recommendation to Student Senate concerning said organization. If Student Senate fails to concur with the suspension of the recognition, the organization shall have its recognition reinstated.

- C. Suspension of recognition
- D. Change in recognition status
- E. Warning, upon the first or a minor offense only

Selling of Equipment

- A. Any plans to sell equipment purchased through an allocation by the Student Senate must be approved by the Funding and Recognition Committee and Student Senate.
- B. All money collected through the sale of equipment purchased through an allocation of Student Senate shall be returned to the Student Senate account unless otherwise redirected by Student Senate.
- C. Student Senate shall accept the loss caused by depreciation on all equipment purchased through allocations of Student Senate.

Loss of Equipment

Student Senate shall neither be financially responsible nor required to reimburse an organization for loss of or damage to any property in the possession or care of any organization.

Policy Changes

Student Senate can override or amend Student Senate Fiscal Policy, or any portion therein, with a two-thirds (2/3) vote, provided at least one (1) week's notice has been given of the proposed override or amendment.

Fiscal Guidelines for Organizations

Money Matters

Managing the financial aspects of your organization can be a very trying experience. But with a little preparation and organization, deficit does not have to be in your future. Not only will healthy finances help you sleep better, but they also make your organization stronger. An organization with debts has many problems:

- the inability to pay off debts will affect your privileges granted by Student Senate
- large debts scare away old and potential members
- very limited or negative funds affects your ability to plan activities
- debts can affect your budget for the following year

All of the above threaten your existence as a recognized organization.

Budgets

A budget must be developed during the spring semester if you are requesting Student Senate funding for the following academic year. It is best to have all members of your executive board work together to develop this budget, thus limiting the possibility of missing revenue sources or possible expenditures. It is also good to have copies of your past budgets. Your organization's history of income and spending is indicative of what you will do next year. When developing your budget, remember to be realistic and conservative.

The first part of your budget (income) includes planned sources of income. These could include monies allocated by Student Senate, fundraiser revenue, accounts receivable (does anyone owe your organization money?) and any other planned sources.

Once you have listed your projected income, you should subtract 10 percent from your gross income to serve as a buffer. This will help you stay within your financial limits and provide you with a net income to meet your expenses.

The second part of your budget (expenses) includes all money you plan to spend throughout the course of the year. There always seems to be a never-ending list of activities that will suck up your money. Examples are national membership dues, social activities, supplies, promotional materials and conferences.

Managing the Budget

Once you have your budget, refer to it often and update it as needed. While all organizations use a treasurer to manage financial matters, it is important that more than one person understand the financial operations of the group. Even the best of treasurers needs assistance in monitoring your funds. Requiring monthly financial reports and documentation could help divert a financial disaster. Your treasurer should keep a record of all deposits and expenses for comparison to the reports provided by the Student Activities Office.

It is also important that your members understand your financial operations. A lack of understanding leads to disregard for paying bills and controlling expenditures. The more your members understand the revenue potential and expenditure constraints, the more they are willing to work within them.

Having an On-Campus Account

If your organization has an on-campus account you will receive monthly accounting sheets in your mailbox. Please check to make sure all expenditures are correct on the budget sheets. If there are any discrepancies, please contact the Student Activities Accounts Director.

Accessing Your Account

Authorized Signer Forms are available in the Student Activities Office and by attending a Money Talks Session. This form serves as the authorization record for accessing your organization's account. The Authorized Signer form must be submitted before you have access to your account. Any time during the year that there is a change among the officers or advisor, a new Authorized Signer Form must be filled out.

Purchasing of Items and Services

All university funds used to purchase items or services must be dispensed via the *Student Organization Expense Request Form*. All funds deposited with the university, regardless of source, are university funds and must be handled in accordance with policy. When filling out the Student Organization Expense Request Form, please fill in all the appropriate information and check off what type of request you are seeking (purchase order, special check, book/art/computer/Entropy store requisition, reimbursement, etc.)

Steps to Completing the Purchasing Process:

1. Do NOT order anything over the telephone before filling out the Student Organization Expense Request Form. Call for prices and details, but do not commit to an order. Keep in mind that you are merely requisitioning funds and until you have received confirmation of your method of payment, no commitments should be made.
2. Student Organization Expense Request Forms may be obtained in the Student Activities Office, University Center, Suite 103.
3. Please make sure to type in (or supply) the appropriate information on the Student Organization Expense Request Form:
 - Person or vendor to whom the payment should be made out
 - Person or vendor's phone number including area code
 - Person or vendor's social security number or tax identification when appropriate
 - Complete description of the material or service desired
 - Total price including shipping and handling
 - Full name of person requesting material or service and email address
 - Organization name
 - For reimbursement, original receipt or invoice (no reimbursement on tax)
4. Be sure to send relevant information along with invoices. For example, contracts for performers must be signed by the proper university official and must accompany the Student Organization Expense Form.
5. All items over \$2,000 must be accompanied by a record of bids by three different vendors.

6. The appropriate person must sign the Student Organization Expense Form.
7. Drop off completed Student Organization Expense Forms to the Student Activities Accounts Director.
8. Special checks take 5-7 business days to order, requester will be emailed once the check is ready to be picked up.
9. Purchase Orders, book/art/computer/Entropy store requisitions will be placed in your organization mailbox by noon the day after it's requested.

Facilities for Meetings and Programs

The following spaces are available for all recognized student organizations:

Most Academic Building Spaces

Nancy Mastraieni, 268-4048 or send email to regrooms@andrew.cmu.edu

Alumni Concert Hall in CFA

Kelly Brown, 268-2372

Cyert Hall Atrium and Cyert 101

Diana Pawlowski, 268-2638

GSIA

Stacey Beadling, 268-1632

Hamburg Hall Lobby Area

Nancy Dewalt, 268-2160

Mellon Institute

Francine Pugsley, 268-7699 or Eileen Bullister, 268-2433

Residence Halls Common Areas

Meeting rooms in residence halls are available for use by recognized student organizations by contacting http://www/as.cmu.edu/student_affairs/student-life/

Robert Hall (Singleton Room)

Kim Raveling, 268-2483

Student Center Drill Deck

Music Department, 268-2372

Warner Hall 4th Floor Conference Room

Jackie Cushion, 268-6758

Whitfield Hall Clubroom

Carnegie Mellon Catering Department, 268-2129

University Center

Rooms in the University Center accommodate from 6 to 600 people. These rooms can be set up for several different kinds of meetings and programs with an array of technical services. For reservations and more information, contact the UC Administration Office, University Center, Suite 103 or email Carolyn Manley, University Center Events Coordinator, cm3d@andrew.cmu.edu.

Poster Policy

In order to more effectively communicate when events and programs are happening on campus, the following poster policy has been established. The intent of this policy is to curtail abuse and ensure that everyone has equal access to the bulletin board locations.

An **active poster** is defined as a poster that either lists an upcoming event or one with no effective event date.

A **bulletin board** location is defined as any bulletin board or set of adjacent bulletin boards.

Postering Guidelines

1. Notices posted on bulletin board locations shall not exceed 11x17 inches in size.
2. The name of the sponsoring organization must be clearly indicated on the poster.
3. Only Carnegie Mellon recognized groups, organizations, departments and administration are permitted to post on Carnegie Mellon bulletin boards. Any outside groups, corporations or organizations of any kind will have their posters removed unless they are sponsored by Student Government or a Carnegie Mellon recognized group and comply with guideline 2 above. Outside organizations are responsible for finding a recognized sponsoring organization. The Campus Affairs committee of the Student Senate may assist in this process if so requested by the outside organization.
4. Only one active poster per event per bulletin board location is permitted.
5. Postering is allowed only on bulletin board locations. Posters hanging randomly on doors, walls and windows are not permitted.
6. Postering over other active posters *is not* permitted.
7. Active posters shall not be removed by anyone other than the sponsoring organization.
8. Banners may be hung outside of Doherty Hall *with prior permission of the Office of Student Activities with the Campus Affairs Committee* and must be removed within 48 hours after the announced event.
9. Banners and other posters *shall not* be posted on the glass above the main entrances to Doherty and Baker Halls.
10. If one hundred (100) percent of an organization's or event's budget is financed by the Activities Fee, then all advertising and printed material of that organization must include the words: "Funded by your Activities Fee." If the Activities Fee finances less than one hundred (100) percent of an organization's or event's budget, then all advertising and printed material of that organization must include the words: "Funded in part by your Activities Fee."
11. Those who want their poster to appear on the bulletin board location near the University Center Information Desk shall submit two posters per event to the Information Desk. This board is maintained by University Center administration and only posters submitted to the desk will be displayed; all others will be removed. All other bulletin boards in the University Center are subject to the regulations set forth by the University Center administration.

A weekly purge of the bulletin board locations will remove all posters that violate this policy, any posters whose dates have passed, any active posters with no effective event date and any posters that advertise events more than one month in advance.

Failure to comply with these guidelines will result in a minimum \$10 fine for each poster or banner improperly posted. In addition, if banners are not removed, organizations will be charged with removal costs. At the discretion of the Campus Affairs committee or Student Activities, fines may be waived or adjusted. If fines are not paid within 30 days, the student organization's account shall be frozen. Groups who fail to pay fines risk penalties including, but not limited to, loss of postering privileges, loss of funding and loss of recognition. Any fines collected will be used to offset the costs of this program. Any exceptions to these guidelines must be made by the Campus Affairs or the Student Activities committee prior to the hanging of the banners or posters in question.

Painting of the Trees

Painting of the trees is a very serious offense as the paint will kill the trees. Although there is little we can do to remedy the damage already inflicted upon the trees other than to wait for the paint to weather, please inform the students in your organization that painting the trees is prohibited and action will be taken against individuals or organizations who engage in this activity.

Bulletin Board Locations

The Campus Affairs Committee of Student Senate, in conjunction with the Office of Student Activities, monitors the bulletin boards in the following locations. Each bullet constitutes one bulletin board location as described in the Poster Policy.

Doherty Hall

- first floor main entrance
- next to 1209
- inside 1212
- between 1320 and 1321
- bottom of the stairwell on the first floor below 2315
- next to 2100
- outside 2210
- across from 2313
- outside 2315

Margaret Morrison

- on the left and right stairwells off the entrance
- outside of room 212A
- near room 307 by main stairwell
- entire 3rd floor on left side

Wean Hall

- to the right of the elevators on the 4th, 5th and 7th floors
- in 5th-floor lobby
- 5200 corridor
- nook in 6200

Baker Hall

- main entrance
- next to 140 and next to 143
- next to the Department of Statistics 1st floor
- next to the Department of Statistics 2nd floor

Porter Hall

- both sides of the hall near 125C and 126C
- both sides of the hall near 225C and 226C
- outside of Porter 100
- near bottom of main stairs on A level

CFA

- outside on the basement level entrance near Hunt Library

Hunt Library

- first floor stairwell

Hamburg Hall

- left of main entrance

Hamerschlag Hall

- main hallway on B level

All bulletin boards in residence halls are subject to policies set forth by the Student Life Office and the Housing Office.

All bulletin boards in the University Center are subject to the regulations set forth by University Center Administration.

All bulletin boards not mentioned above are to be considered private bulletin boards for the sole use of the department or organization that maintains them.

Guidelines for Use of Carnegie Mellon Identity Marks

Purpose of this policy

In order to comply with and assure protection under federal trademark law, Carnegie Mellon is required to monitor all uses of its identity marks. The purpose of this policy is to provide information to the university community regarding the use of Carnegie Mellon's identity marks.

Who should use this policy?

This policy applies to students, faculty, staff, recognized student organizations, non-recognized student organizations, academic departments, administrative divisions/departments, individuals, clubs, informal groups and ad hoc groups. Also, this policy applies to students working on class projects in which Carnegie Mellon identity marks are portrayed.

Definitions

Identity marks

Identity marks include, but are not limited to: the words "Carnegie Mellon," the words "Carnegie Institute of Technology," the words "Carnegie Tech," the word(s) "(The) Tartan(s)," the official seals of Carnegie Mellon University and Carnegie Institute of Technology, the Carnegie Mellon wordmark and accompanying tilted square design, the use of a scottie dog design when used in reference to Carnegie Mellon, and all current and future trademarks, service marks and logos used by Carnegie Mellon. Carnegie Mellon asserts ownership over its name and any other mark, logo, insignia, seal, crest, design, symbol or any combination of these, which have come to be associated with Carnegie Mellon.

Licensing

Licensing is the process of contracting for the rights to use a trademark, copyright or patent.

Items covered by these guidelines

These guidelines refer to any commercial or non-commercial product provided by a supplier to Carnegie Mellon and any product produced by Carnegie Mellon. Items include, but are not limited to, brochures, binders, Web sites, T-shirts, coffee mugs, tickets, balloons, uniforms, booths and exhibits.

Policy

Use of marks

The use of any Carnegie Mellon identity mark on any printed materials and imprinted/embroidered items must be approved in writing by the Trademark Licensing Office prior to the production of each item.

Approvals

Written approval is required for each specific use; prior approval of the use of the mark on a printed or imprinted/embroidered item does not constitute or guarantee approval of the same mark on another item in the future.

Selecting suppliers

The Trademark Licensing Office has established Licensing Agreements with a number of suppliers who provide a variety of products. Individuals or groups seeking a supplier should review the list of licensed suppliers (Licensees) first to determine if the required items may be obtained from one of the current Licensees. If it is necessary to use a supplier that is not licensed, consult the Trademark Licensing Office.

Class projects

Items using Carnegie Mellon's identity marks in conjunction with each item/artwork/project produced as part of a course project will not require a license and are royalty exempt; however, the student or team leader must obtain written approval from the Trademark Licensing Office prior to production of such items.

Royalties

Royalties are collected from a supplier for the use of Carnegie Mellon's identity marks; however, royalties are not collected when the supplier provides items to the University Shoppe, academic departments and administrative divisions/departments. Items purchased by recognized student organizations for their sole use or for fund-raising purposes consistent with the groups' mission are also exempt from royalty collection.

The Trademark Licensing Office

Established in 1994, the Trademark Licensing Office welcomes any questions you have regarding this policy or the proper use of our university trademarks. Please contact us at 268-3904 or contact Jay Marano at marano@andrew.cmu.edu.

Film and Video Copyrights

If you plan to show a movie or video on campus, please read the below information. It is taken with permission from the brochure “Film & Video Piracy” by the Motion Picture Association of America.

What Are “Public Performances”?

Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from the local video store and view the film in your home that night. Have you violated the copyright law by illegally “publicly performing” the movie? Probably not.

But suppose you took the same videocassette and showed it at a club or bar you happen to manage. In this case you have infringed the copyright of the movie. Simply put, videocassettes obtained through a video store are not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends.

What the Law Says

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home.

In some instances no license is required to view a videotape, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities.

Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or nonprofit, or whether a federal or state agency is involved.

Penalties for Copyright Infringement

“Willful” infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

How to Obtain a Public Performance License

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licensing fees are based on a particular performance or set of performances for specified films.

The major firms that handle these licenses include:

Films, Inc., 1-800-323-4222

Swank Motion Pictures, Inc., 1-800-876-5577

Motion Picture Licensing Corp. (MPLC) 1-800-338-3870

In other specialized markets, such as hotels and motels, many Hollywood studios may handle licensing arrangements directly.

Why is Hollywood Concerned About Such Performances?

The concept of “public performance” is central to copyright and the issue of protection for “intellectual property.” If a movie producer, author, computer programmer or musician does not retain ownership of his or her “work,” there would be little incentive for them to continue and little chance of recouping the enormous investment in research and development, much less profits for future endeavors.

Unauthorized public performances in the U.S. are estimated to rob the movie industry of between \$1.5-\$2 million each year. Unfortunately, unauthorized public performances are just the tip of the iceberg. The movie studios lose more than \$150 million annually due to pirated videotapes and several hundred million more dollars because of illegal satellite and cable TV receptions.

Copyright Infringers are Prosecuted

The MPAA and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated. Lawsuits, for example, have been filed against cruise ships and bus companies for unauthorized on-board exhibitions.

If you are uncertain about your responsibilities under the copyright law, contact the MPAA, firms that handle public performance licenses or the studios directly. Avoid the possibility of punitive action.

Promotion and Publicity

Calendar on the Web

Please make use of the calendar on the Web that has been in operation since August 1998

<http://calendar.web.cmu.edu/> This site contains both on- and off-campus events, meetings and activities that are useful to you. This is the largest database of event information on campus, and we want you to use it to publicize your event as well as use it to see what is happening in Pittsburgh and at Carnegie Mellon.

Student Senate Poster Policy

The Poster Policy will be in effect as of September 1. The policy can be found at

<http://www.andrew.cmu.edu/~ss2p/documents/poster.policy.html>

Or see page 15 of this handbook. Organizations must comply with this policy.

Carnegie Mellon Public Relations B-Board & 8 1/2 x 11 News

To post your information in the weekly 8 1/2 x 11 News or on the daily b-board, please mail your information to Ed Delaney, ed47@andrew.cmu.edu.

Tartan Newspaper

Please call 268-2111 or email tartan@andrew.cmu.edu to place an ad. Ads should be placed 2-3 weeks before event.

WRCT

Please contact WRCT at wrct@andrew.cmu.edu for “commercial” spots.

Bboards

Email bboards 5-7 days before event.

For posters, flyers, table tents, overheads, etc., please contact University Printing at 268-2970. Printing is open 8:30 a.m. - 5 p.m., Monday - Friday and is located in the Publications and Printing Building, room 303C.

Campus Postal Services

Campus Mail

Recognized student organizations may use the student campus mailboxes for organization business at no cost. Mailings must be delivered to Postal Services in box number order and must display the organization's name as a return address.

Organization mail distributed to student boxes may be inspected and postage charges levied if mail is deemed to be of personal nature.

Student Organization Mail Boxes

Student organization mailboxes are located in the University Center.

Please check mailboxes on a weekly basis. Mail not collected after one month will be returned to sender.

Campus and off-campus mail can be sent to your organization mailbox by using the organization mailbox number and organization name.

For example:

Organization Name
Organization Box Number
UC, Suite 103
5000 Forbes Avenue
Pittsburgh, PA 15213

Keys and Key Cards

Organizations who have office space in the University Center or other designated space may request keys and/or key cards at the Student Activities Office. Keys and key cards must be requested by the president or main contact of the organization. Once the president has filled out the request form and provided email addresses for all members listed, Student Activities can process the request. Keys may take 3-5 business days to come in and a fee will be charged to the organization. Key cards may take 1-2 days to process and no fee is assessed. Students will be contacted directly via email once their keys or key card is ready to be picked up. Upon picking up a key or key card a contract must be signed.

Key cards are valid for one semester only and will need to be re-requested at the beginning of each semester. Keys are valid for the academic year and must be returned to Student Activities no later than May 16, 2000 or a fee will be assessed to the individual student's Carnegie Mellon account.

If a key is lost or stolen, report it immediately to Student Activities. Should the locks need to be changed, the organization may be charged.

Guide to Effective Student Organizations

Goal Setting

Goals are statements that describe what your organization wants to accomplish. Goals provide the organization with direction and enables them to make plans.

Goals can come from several places. You should ask the following questions:

- What does our organization need to do to fulfill its basic purpose?
- What problems do we need to solve?
- What can we do to make our organization even better?

Once you answer these questions, ask the following questions about your goals:

- Is it achievable? Do we have enough time, skill, strength and resources to accomplish it?
- Is it realistic and believable for us? Do we believe we can achieve it?
- Is it specific and measurable? Is it concrete, specific and understandable? Do we know what we have to do to achieve it? Does it have a target date for achievement?
- Do we all want to achieve it?
- Does it fit in with the purpose of our organization? Do we feel it will make a difference?

Finally, set high goals but don't overextend yourselves. Most organizations can only accomplish three to seven goals each year.

Group Decision Making

Student organization members make decisions on a daily basis. There are several types of group decisions:

Unilateral – a decision made by one person without consultation with other group members.

Handclasp – a decision made by two members. One member makes a decision and the other supports it without adequate discussion by the group.

Baiting – a technique that reduces discussion about group decisions (“now we are all agreed...right?”)

Majority Rule – a larger segment of the group makes the decisions. It is usually two-thirds of the group or 50 percent plus one of the group.

Consensus – after much discussion, everyone agrees to support the decision. It takes longer, but the quality of the decision.

Effective groups produce more ideas than individuals produce independently. Group decision-making produces a higher level of participation and a more relaxed and open climate.

Conflict Management

Unfortunately, conflict situations are sometimes unavoidable because people do not always share the same opinions or goals. Below are definitions adapted from Kenneth W. Thomas and Ralph H. Kilmann which suggest five logical approaches for coping with conflict.

Competing

Advantages: Competition can be a very effective tool for resolving conflict, as well as a healthy way of measuring one's dedication to an issue. Creative thinking is stimulated and people tend to respond well if their work is going to be rewarded. Competition is best utilized if the relationship between the parties is going to be short-lived and the end results are the main goal.

Disadvantages: Competition limits the resolution of conflict to the roles of "winning" or "losing." Depending on the aggressiveness of the competitors, relationships can be altered or even terminated.

Collaborating

Advantages: Collaboration builds a mutual feeling of unity among parties while working to resolve conflict. Collaboration calls for mutual respect, a commitment to find a solution from group members and new, innovative ideas.

Disadvantages: Collaboration takes 100 percent effort from all the included parties. If there is the least amount of resistance, the effort that collaboration requires may not be worth the time. Beware of false collaboration efforts! Sometimes people can manipulate peace talks to achieve power. Remember collaboration requires equal effort from all members.

Compromising

Advantages: Compromise is a mutual agreement reached between parties through a "give and take" method. It is a popular method when time is a factor because the outcome is acceptable for all parties or when other alternatives fail.

Disadvantages: Because compromise can normally be achieved with both parties reaching some initial goals, creativity can be stifled and the whole purpose of the initial conflict can be forgotten. Methods such as flipping a coin are not compromises, they are merely forms of chance used to avoid the issue at hand.

Avoiding

Advantages: Avoidance provides people faced with conflict the time to sort through the situation and their proposed resolution to see if it is profitable for them to even try to resolve the conflict. If avoidance will keep you from being in contact with a negative person who could influence your decision, it is the best approach to take.

Disadvantages: Avoidance tends to give the impression that you do not care, or are afraid of confrontation. In some situations, conflict can intensify if left unattended making the situation worse.

Accommodating

Advantages: If you discover you are wrong, or in situations of little or no importance to you, accommodation demonstrates your ability to reason. It also prevents overt conflict by maintaining harmony.

Disadvantages: If not careful, accommodation can be synonymous with a loss of power. Accommodation can also turn into a competition for who can be the nicest and sometimes cause long term resentment.

Though every person has probably utilized each of the responses at some point, one's dominance will be based upon the degree of aggression in one's personality.

Meeting Management

Student organization meetings serve several purposes: (1) They allow members to discuss and evaluate goals and objectives; (2) They provide updated information on current events; and (3) They provide a chance to communicate and maintain group cohesiveness.

The following are some helpful tips on conducting a successful meeting:

Prior to the Meeting:

- Define the purpose of the meeting.
- Develop an agenda and distribute copies.
- Choose an appropriate meeting time and location.

During the Meeting:

- Start and end the meeting on time.
- Adhere to the agenda.
- Encourage group discussion and feedback.
- Record minutes and distribute them within 3-4 days after the meeting.
- Summarize agreements.
- Establish time, date and place for the next meeting.

Parliamentary Procedure

Parliamentary procedure is a set of rules that is used to conduct meetings. Organizations usually follow the agenda below:

1. Call to order
2. Roll call
3. Reading and approval of minutes
4. Reports from officers and standing committees
5. Special orders
6. Unfinished business
7. New business
8. Announcements
9. Adjournment

Individuals may propose that the organization take certain actions by “making a motion.” You may make a motion by doing the following:

- Obtain the floor
- Make your motion
- Wait for a second
- Chair states your motion
- Expand your motion
- Call for a vote

**Taken from “UNCW Handbook for Student Organizations and Advisors,” by the UNCW Leadership Center.*

Event Planning Check List

In order to hold an event and allow for successful planning and follow-thru, you should ideally have at least 6-9 weeks lead-time. More lead-time is even better!! This allows for the promotional campaign, sale of tickets, contract negotiation, determination of logistics of the contract, payment requests, arrangement for hospitality, technical and legal details, etc.

Budget

First determine how much money you have to spend on the event. Factor in potential income.

Expenditures

- Music Hall/Venue Rental
- Security Personnel
- Technical Needs/Rentals
- Printed Tickets
- Posters
- Advertisements/Radio Spots
- City Amusement Tax(s)
- Payment to band/performer/speaker
- Payment to agency
- Hospitality - Hotel
- Food for band
- Rentals
- T-shirts for student security
- Payment to technical crew
- Others

Income

- Ticket sales
- Subsidies from other sources

Planning

Logistics

- Reserve space for event before offer is made. Verify that you have necessary space including any rooms for hospitality, rehearsal, storage, etc.
- Reserve venue space for adequate time to load-in and load-out and cleanup.
- Contract needs to be returned, signed by university staff (Student Activities or advisor) and all details specified and clarified at least 3-4 weeks prior to event.
- Clarify in writing all changes, deletions and special needs with agent and artist.
- Clarify well in advance the transportation details: directions, drivers, etc.
- Meet with venue staff to clarify what you can and cannot do: union issues, student help, access to and from venue, etc.
- Work with university insurance office to make sure insurance requirements are met.

Promotion

- Determine timeline for all advertising.
- Check that posters and all advertising have accurate information: ticket info, pricing, sponsor, location, etc.
- Send articles in advance to various on- and off-campus publications.
- Clarify all artwork with agent/artist.
- Get posters across campus including Student Life.
- Use on-campus free promo: Web calendar; 8 1/2 x 11 news, Tartan calendar.
Web calendar <http://calendar.web.cmu.edu/>

Tickets

- Arrange details with University Center Information Desk Staff at least 3 weeks in advance of sale.
- Order tickets from professional ticket agency.
- Arrange for safe storage of tickets.
- Order any needed alpha student rosters from registrar.
- Determine complimentary tickets; take out tickets for soundboard and other equipment; handicap access; take out and stamp “complimentary.”
- Specify system for different price tickets: punch less expensive ticket; use different colors, etc.
- Have plan to sell tickets the night of event at the venue if possible: cash box, staff, etc.

Hospitality

- Determine your responsibility regarding food and hotel.
- Make arrangements as soon as possible.
- Have room(s) for food and make arrangements to clean afterwards.
- Have plenty of towels and garbage bags.
- Determine if you need security to monitor space.
- Arrange for parking permits, keys, guest lists, etc.

Post Event

- Make sure venue is cleared out immediately after event.
- Evaluate positives and negatives.
- Send appropriate thank-yous.
- Let agent know how show worked.

General

- Be flexible.
- Allow enough time to get what needs to be done accomplished.
- Delegate to others with clear delineation of what is to be done.
- Create “To Do” lists so that you are on top of things.
- Meet regularly with Student Activities Staff/Advisor and committee.
- Arrange for parking permits, keys, guest lists, etc.
- Create timeline for “Day of Show”: What Happens When, Who Arrives When, Who Does What, etc.

Carnegie Mellon Department of Student Activities; Fall 1999

Telephone Resource Guide

Activities Board	268-2105
Activities Board Technical	268-2105
Alumni Relations	268-2060
Athletic Department	268-8054
Campus Police	268-2323
Catering Services	268-2129
Entropy	268-2117
Graduate Student Association	268-8690
Greek Advisor	268-2142
Housing	268-2139
Hunt Library	268-2444
Instructional Technology	268-2430
Insurance/Risk Management	268-3790
Interfaith Council/Convenor: Father Bryan Summers	621-3181
Office of the Dean of Student Affairs	268-2075
Parking	268-2052
Public Relations	268-2900
Student Activities	268-8704
Student Dormitory Council	268-2114
Student Government	268-2115
Student Health	268-2157
Student Life	268-2142
Tartan Newspaper	268-2111
Trademark Licensing	268-3904
http://retail.pc.cc.cmu.edu/licensing	
University Center Administration	268-2110
University Center Information Desk	268-2107
University of Pittsburgh Telefact	624-3228
University Operator	268-2000
University Printing	268-2970
University Shoppe	268-2964

Campus Contacts

Alcohol Policy:

Paul Fowler, Associate Dean of Students, 268-2075

There are special requirements for serving alcohol on campus. A Social Host form must be completed.

Central Property Services:

Carol Busch, ABM Project Manager, 268-2036

CPS is a division of physical plant that is responsible for custodial duties. Work orders are needed for special events.

Athletic Facilities and Recreational Activities:

Tony Wingen, Basketball Coach and Facilities Manager, 268-2218

Please contact for rental of athletic facilities or to borrow equipment.

Catering:

Pat Forster, Betty Detillo, Kate Robertson, 268-2129

To reserve catering rooms or Whitfield Hall, or to plan any food or beverage function call the Catering Office. A meeting with representatives regarding your event may be necessary.

Campus Police:

Jim LaPaglia, Director of Campus Police, 268-2323

Contact Campus Police regarding your event to ensure that rooms are unlocked and that the department is aware of your event should an emergency arise or if special assistance is required.

Computer Clusters:

Pomona Valero, Cluster Services Manager, 268-6699

The campus is equipped with several computer clusters stationed in various buildings. Clusters can be reserved and special software packages can be installed.

Facilities Management Services:

Larry Young, Director of Work Management, FMS, 268-3415

All work orders should be submitted to FMS. Appropriate trades will then be assigned to handle all needs.

Important Dates

<u>Event</u>	<u>Date</u>	<u>Location</u>
Fall Activities Fair	September 2, 1999	Tent and CFA Lawn
Homecoming	October 1-3, 1999	University Center and tba
International Festival (Asia)	October 14-17, 1999	University Center
Family Weekend	October 15-16, 1999	University Center
Madrigal Dinner	December 3 and 4, 1999	University Center
Almost Midnight Breakfast	December 7, 1999	Highlander Cafe
Winter Conference	January 23, 2000	University Center
Martin Luther King Jr. Day	January 17, 2000	University Center
Winter Activities Fair	January 27, 2000	University Center
Mosaic	February 27, 2000	University Center
Spring Break	March 27-31, 2000	
Spring Carnival	April 13-15, 2000	Morewood Parking Lot
Fiesta de Primavera	May 5, 2000	tba
Almost Midnight Breakfast	May 9, 2000	Highlander Cafe

