

2009-2010  
Luther College  
Student Organization  
Leader & Advisor  
Guidebook

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Student Activities Office  
Dahl Centennial Union 106  
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## Student Activities Office Mission Statement

The student activities program provides students with opportunities to engage in cultural, education, social and recreational activities, which are an integral part of the living-learning community at Luther. Students develop their talents and abilities in leadership and teamwork through their participation in:

- Student Activities Council (SAC).
- Numerous student organizations, including interest-based, academic and service-oriented groups.
- The production of the annual yearbook (*Pioneer*).

The staff, student leaders and student volunteers within the student activities program take pride in creating programming responsive to the needs and interests of the student population.

## Luther College Mission Statement

In the reforming spirit of Martin Luther, Luther College affirms the liberating power of faith and learning. As people of all backgrounds, we embrace diversity and challenge one another to learn in community, to discern our callings, and to serve with distinction for the common good.

As a college of the church, Luther is rooted in an understanding of grace and freedom that emboldens us in worship, study, and service to seek truth, examine our faith, and care for all God's people.

As a liberal arts college, Luther is committed to a way of learning that moves us beyond immediate interests and present knowledge into a larger world—an education that disciplines minds and develops whole persons equipped to understand and confront a changing society.

As a residential college, Luther is a place of intersection. Founded where river, woodland, and prairie meet, we practice joyful stewardship of the resources that surround us, and we strive to be a community where students, faculty, and staff are enlivened and transformed by encounters with one another, by the exchange of ideas, and by the life of faith and learning.

## 2009-2010 Important Dates

September 2	Fall Term Classes Begin
September 3	Opening Convocation
September 18-20	Family Weekend
October 2-4	Homecoming
October 17-21	Fall Break
November 24	Senior projects due by 5pm
November 25-29	Thanksgiving Break
December 3-6	Christmas at Luther
December 11	Last day of classes
December 14-17	Final Exams
January 4	January Term Begins
January 27	January Term Ends
February 3	Spring Semester Begins
February 4	Spring Convocation
March 20-28	Spring Break
April 2-5	Easter Break
April 28	Senior projects due by 5pm
May 11	Senior Recognition Convocation
May 13	Last day of classes
May 15-19	Final Exams
May 23	Commencement

## Recognized Student Organizations

### Academic

Active Minds  
Art Scan  
Biology Club  
Chemistry Club  
Entrepreneurship Club  
Future Music Educators Association  
Health Sciences Club  
Luther Artists Collective  
Luther Student Education Association  
Math Club  
Mock Trial  
Pre-Registered Nurses  
Philosophy Society  
Psychology Club  
Social Work Association

### Athletic

Athletic Trainers  
Luther Cheerleading  
Luther Dance Team  
Student Athlete Advisory Committee  
Taekwondo Club

### Club Sports

Men's Rugby  
Men's Ultimate Frisbee  
Women's Rugby  
Women's Ultimate Frisbee

### Communication

KWLC Radio

### Diversity

Asian Student Association and Allies  
Black Student Union  
Enlaces-Spanish Club  
HOLA  
International Student Association and Allies  
Muslim Student Association and Allies  
PRIDE

### Greek

Alpha Beta Psi (women)  
Chi Theta Rho (women)  
Inter-Greek Council  
Tau Delta Gamma (women)  
Zeta Tau Psi (men)

### Honorary

Beta Beta Beta  
Lambda Alpha  
Phi Alpha Lambda Theta  
Phi Alpha Theta  
Pi Kappa Lambda  
Psi Chi  
Sigma Tau Delta

### Leadership

Beta Theta Omega  
Student Senate

### Ministry

Catholic Student Community  
Congregational Council

Ministry (continued)

Fellowship of Christian Athletes  
Habitat for Humanity  
Hunger Concerns/The ONE Campaign  
Luther Feminists  
Luther Students for Life  
Lutheran Student Fellowship  
Student Global AIDS Campaign

Music

Luther Pep Band

Political

Amnesty International  
Luther Democrats  
Luther Model United Nations  
Luther Republicans

Programming

Performing Arts Committee  
Student Activities Council

Publications

Chips  
Oneota Review  
Pioneer Yearbook  
The Gadfly

Recreation

Backyard Wilderness Pursuits  
Luther College Running Club

Service

Alpha Phi Omega (APO)  
Environmental Concerns Organization  
Outreach teams  
PALS  
SEEDS  
Student Council for Exceptional Children

Social

Luther Association of Gamers  
Luther Computer Users Group  
Social & Competitive Ballroom Dance Club

Theatre/Dance

Eclipse Hip-Hop Club  
Ethnic Beats  
SPIN Theatre

Provisionally recognized (as of 10/26/09)

Luther College UNICEF  
Believing and Achieving  
Arashi Yosakoi  
Luther Athletes Serving Others (LASO)

The list of student organizations does not include music ensembles or intercollegiate athletic teams. Contact information for each organization is available in the Student Activities Office. The category classifications listed were self-reported by the organizations. To change classifications or leader/advisor information for your student organization please contact Emily Schumacher in the Student Activities Office.

## Campus Who's Who

Area	Location	Extension	Email
Book Shop	Union 103	1036	bookshop
Bulletin			petersu
Campus Programming	CFL 101	1291	programming
Center for the Arts	CFA 103	1115	palmeral
Center for Faith & Life	CFL 101	1291	programming
Chips		1044	chipsedt
College Ministries	CFL 106	1040	ministry
Dining Services	Union 008	1030	diningservices
Diversity Center	Union 113	1014	diversity
Document Center	Main 16	1631	printshop
Driveit		1010	driveit
Facilities Services	Facilities	1146	
Financial Services (OFS)	Main 118	1015	finserv
Helpdesk	Library	1000	helpdesk
Jensen-Noble	Jensen-Noble 210	1208	patterdo
Koren	Koren 323	1806	meyerche
Mail Center/SPO	Union 144	1230	mailcenter
Marty's	Union 003	1337	lesterda
Olin	Olin 327	1340	bernatzd
Oneota Market	Union 109	1341	askede01
Photo Bureau	Union 213	1865	shocju01
Pioneer Yearbook		1027	pioneer
Preus Library	Library	1166	
Public Information	Union 213	1865	news
Publications	Union 263	1350	vanneygr
Recreational Sports	Union/Legends	2115/1360	jaegervi
Regents Center	Regents Center	2177	
Residence Life	Union 124	1330	reslife
Sampson Hoffland	SHL 231	1117	willialy
Security	Union 129	2111	security
Student Activities Office	Union 106	1023	sac
Student Life Office	Union 266	1020	students
Tuesday			tuesday
Union	Union 106	1023	neubautr
Valders	SHL 231	1117	willialy
Welcome Center	Union Main Level	2000 or 1111	infodesk

## Officer and Advisor Responsibilities

Officer	Role in the Organization
President	<ul style="list-style-type: none"> <li>Leads the organizational meetings</li> </ul>
	<ul style="list-style-type: none"> <li>Meets with advisor often</li> </ul>
	<ul style="list-style-type: none"> <li>Appoints jobs to other officers</li> </ul>
	<ul style="list-style-type: none"> <li>Aware of what is going on around campus in other organizations</li> </ul>
	<ul style="list-style-type: none"> <li>Maintains contact with Student Activities Office on behalf of the organization. Completes yearly update form.</li> </ul>
Vice-President	<ul style="list-style-type: none"> <li>Assists the President</li> </ul>
	<ul style="list-style-type: none"> <li>If the President cannot perform his/her duties, the Vice-President steps in</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>Keeps all records for the organization</li> </ul>
	<ul style="list-style-type: none"> <li>Takes minutes during the meeting and distributes them accordingly</li> </ul>
	<ul style="list-style-type: none"> <li>Files all organizational documents</li> </ul>
	<ul style="list-style-type: none"> <li>Summarizes all events or activities the organization takes part in</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>In charge of all organization funds</li> </ul>
	<ul style="list-style-type: none"> <li>Handles money at events/activities</li> </ul>
	<ul style="list-style-type: none"> <li>Gives Treasurer's report at meetings</li> </ul>
	<ul style="list-style-type: none"> <li>Not required to hold funds</li> </ul>
	<ul style="list-style-type: none"> <li>Works with advisor to keep track of funds</li> </ul>
Advisor	<ul style="list-style-type: none"> <li>Maintains an awareness of activities and programs sponsored by the organization</li> </ul>
	<ul style="list-style-type: none"> <li>Meets regularly with organization leaders</li> </ul>
	<ul style="list-style-type: none"> <li>Explains and clarifies campus policies and procedures for the organization</li> </ul>
	<ul style="list-style-type: none"> <li>Works with organization budget, purchasing, and financial matters</li> </ul>

*-Adapted from Wartburg College Student Organization Resource Guide*

All student organizations are required to update officer and advisor information each spring by filling out the yearly update form sent to the leader on file by the Student Activities Office. Failure to complete the update in a timely manner may impact an organization's recognition status.

## Tips for Being a Successful Officer

- Know the purpose and the mission of the organization
- Keep the organization's members informed of the purpose and mission
- Involve organization members in each activity
- Know the members of the organization by name
- Help members with problem areas
- Accept and support decisions made by the organization's membership
- Delegate responsibility according to member's interests
- Write an evaluation of the work completed at the conclusion of each group activity
- Don't force ideas upon the organization's members
- Set a consistent time and place for meetings

## Roles of a Successful Advisor

Every student organization is required to have at least one faculty or staff member as its advisor. The advisor plays an important role in guiding the student organization. The responsibilities of the advisor will vary according to group needs. Listed below are some of the roles that an advisor may play within the organization.

- Teacher and/or coach
- Consultant
- Continuity provider
- Counselor
- Interpreter of college policy
- Supervisor
- Financial manager

## Effective Meetings

Plan ahead! Successful organizations keep members interested by having well thought out meetings. Have an officer meeting ahead of your regular meeting so that each officer knows what his/her role will be at the meeting. Be sure to keep your advisor informed. Meet regularly with your advisor and encourage him/her to come to your meeting or activity. Make sure to publicize your meeting well in advance. Include location, date, and time as well as possible topics to be covered on all publicity. Remember to have your advertising approved before posting it. Don't forget to reserve the location for the meeting. An icebreaker can be a good way to start a meeting, especially early in the semester when members may not know each other well. Student organizations should meet at least once a month to keep members interested and involved. Many organizations choose to meet more frequently depending on their purpose.

## Student Organization Recognition Process

Thinking of starting a new student organization on campus? There are many great reasons to become formally recognized. Recognized organizations have the ability to reserve space on campus for meetings and events, advertise on campus, use the Student Organization Suite (SOS) resources, and utilize the Office of Financial Services to monitor funds.

### Steps for Organization Recognition

1. Review Article VIII of the student handbook, Greeks and Other Campus Organizations.
2. Seek out other students who are interested in being part of the group
3. Find a faculty or staff member to serve as the advisor to the group. All recognized student organizations must have an advisor.
4. Stop by the Student Activities Office, Union 106, and speak with Emily Schumacher regarding the planned group. At that time you will receive the "Becoming a Recognized Student Organization" packet.
5. Complete the Intent to Organize form and return it to the Student Activities Office. Upon receipt of this form the group will be provisionally recognized\*.
6. Provisionally recognized groups should meet with interested students and complete the Potential Officer List and a constitution as soon as possible. These items should be submitted to the Student Activities Office.
7. Once the initial paperwork (Intent to Organize, Potential Officer List, and constitution) is complete, it will be forwarded to the Co-Curricular Committee of Student Senate for review.
8. The Co-Curricular Committee will vote to approve or reject the submitted materials. If approved, the committee will present the organization's information to Student Senate. The full senate will then vote to approve the new organization. If approved by Student Senate, the organization's information will then be sent to Community Assembly for final approval. Community Assembly only meets once a month during certain months of the year; therefore it may take several weeks for an organization to become officially recognized. Rejected submissions will be returned to the organization for revision.
9. Recognized student organizations are required to annually update their officer and advisor information with the Student Activities Office or risk losing their recognition status.

\*Student organizations may be provisionally recognized prior to Co-Curricular Committee, Student Senate, and Community Assembly approval. The purpose of provisional recognition is to allow for advertising of organizational meetings and securing a room on campus for those meetings. A provisionally recognized group is not allowed to hold any events on campus or advertise on campus for anything other than meetings pertaining to the formation of the organization.

## Elections and Reporting of Organization Leaders

The Student Activities Office needs to be notified any time a student organization holds officer elections or makes a change in leadership. Most organizations will be required to update contact information in the Spring. Groups that hold December elections are asked to update in January. The office also needs to be notified of any potential change of advisor.

Beginning in Spring 2010 all student organizations will have access to the Symplicity Student Group Management System (SGMS) software. Students group leaders will be able to manage their organization on-line at their discretion.

## Scheduling a Campus Event

All events held on campus must be communicated to Campus Programming and entered into AdAstra, the campus room scheduler.

Most spaces on campus are reserved through the Campus Programming Office located on the main level of the CFL. You may request a space online by going to the event scheduling website <http://www.luther.edu/programming/schedule/index.html>. Susan Peterson is the contact person for room scheduling. Due to a busy campus calendar it is helpful to have a primary and alternate date and time in mind for an event. Reserving some areas will require additional approval, please plan several weeks ahead of your target date.

In the Dahl Centennial Union, the Student Activities Office reserves the Williams Lounge and the lobby area outside of Marty's near the elevator. Stop by the Student Activities Office, Union 106 at least two weeks prior to the event to request either of these spaces. There is a form that needs to be completed and signed by the organization's advisor.

Keep in mind that special permission is needed for any activities held during the following events: Family Weekend, Homecoming, or Christmas at Luther. Events cannot be scheduled during daily chapel, Sunday Eucharist, Monday nights from 6-9pm, or during Distinguished Lecture Series. Organizations are not allowed to plan events during the week prior to final exams.

## Student Organization Suite (SOS)

The Student Organization Suite (SOS) is Room 102 of the Dahl Centennial Union. The SOS is not a computer lab. The space contains several computers, a printer, large rolls of colored paper, a variety of 8.5x11" colored paper, the dye cut machine, a paper cutter, and other supplies for use by student organizations. There are several large cabinets, small cabinets, and drawers that student organizations can

check out on an annual basis. To reserve a cabinet or drawer contact the Student Activities Office, Union 106 and complete an SOS Request for Space form. Tables, chairs, and couches are available for student organizations to use for meetings or informal gatherings. The SOS is not a reservable space. It is open to all student organization members during regular building hours.

## Marty's Events

Is your organization planning an event in Marty's? If so, there are several steps involved. First, stop by the Campus Programming Office and speak with Susan Peterson regarding available dates and to pick up a Marty's Reservation Form. David Lester in Dining Services oversees Marty's events and will need to sign the reservation form. You will also need the signature of your organization's advisor. If you require assistance with sound or lights, contact Emily Schumacher in the Student Activities Office to arrange for a student technician. Technicians should be requested at least 2 weeks prior to the event.

## Advertising Guidelines

The Student Handbook offers specific details pertaining to advertising on campus in the Miscellaneous Campus Policies section. Please refer to this section of the handbook as needed.

A few things to keep in mind regarding advertising:

- Either the Student Activities Office or Residence Life Office must approve all advertising prior to posting. Once approved, the advertising piece will be stamped. Any questionable advertising will be referred to the Student Life Office.
- Any advertising that is not stamped will be removed immediately.
- You may have your advertising stamped prior to photocopying.
- Post your advertising on the approved bulletin board(s) in each building. Only one advertisement per group, per board is allowed.
- Advertising is not permitted in stairwells, on walls, or on glass doors or windows.
- The Dining Services Office must approve any table advertisements. *No bright pink paper!*
- Permission is needed to post advertising in the following buildings:
  - CFA – Alice Palmer
  - CFL – Susan Peterson
  - Jensen-Noble – Doris Patterson
  - Koren – Chelle Meyer
  - Main – Stamped items may be placed on “open” boards
  - Olin – Stamped items may be placed on “open” boards
  - Preus Library – Stamped items may be placed on bulletin boards outside of entrance
  - Residence Halls – Residence Life Office or Student Activities Office

Sampson Hoffland Laboratories or Valders– Lynn Williams  
Union – Student Activities Office or Residence Life Office

Ideas for advertising your event

- Fliers for bulletin boards
- Table tents or small fliers in the cafeteria
- SPO stuffers. In the interest of saving paper, print 4 per page. Check with the Mail Center/SPO for additional guidelines prior to printing.
- Create a Facebook event
- Advertise in the Bulletin, Tuesday, or Chips
- Reserve one of several display cases in Dahl Centennial Union. Check with the Student Activities Office for availability.
- Create a large poster and place it on an easel. Easels are available for check out in Student Activities Office.

## Campus Publications

The Bulletin is published on Monday, Wednesday, and Friday during the academic year. Requests may be sent to Susan Peterson in the Campus Programming Office, [peterssu@luther.edu](mailto:peterssu@luther.edu), prior to the event. Deadline is noon the day before publication. (Friday for Monday's issue) Events may be run for a limit of two consecutive issues. Announcements are limited to 75 words or less.

The Tuesday is published every Tuesday by the Public Information Office. Requests may be sent to [tuesday@luther.edu](mailto:tuesday@luther.edu). Submission deadline is 3pm on the Friday prior to publication. Announcements are limited to 75 words or less.

Chips is the weekly campus newspaper. Advertising rates vary. Contact [chipsads@luther.edu](mailto:chipsads@luther.edu) for more information.

## Document Center

The Luther Document Center is located on the ground level of Main and offers a wide variety of services. Student organizations may want to utilize the Document Center for fliers, table tents, brochures, posters, color printing, or laminating. Students must either pay cash or use their organization's CBORD number for transactions. Remember if you are making copies of advertising pieces to have the original(s) approved in the Student Activities Office or Residence Life Office prior to copying.

## Co-Sponsoring Events

Is your group interested in holding a particular event but unsure about how to pay for it? Are you planning an event that might be of interest to other student organizations? Do you want to have a large event and need extra help? Consider co-sponsoring an event with another student organization. A list of all student organization leaders is available in the Student Activities Office. The Student Activities Council (SAC) and the Luther Diversity Center are two areas who regularly co-sponsor activities.

## Promotional Tables

In the Dahl Centennial Union tables are available on a first-come, first-served basis for student organizations wishing to promote an event or present information in either the Williams Lounge or Marty's lobby area. At least two weeks prior to the event stop by the Student Activities Office for a reservation form. The form will require information on the promotion as well as an advisor signature. Table reservations will not be granted until the completed form is returned to the Student Activities Office.

## Fund-Raising

Most student organizations are responsible for raising their own funds. Organizations may contact Student Senate for a limited amount of funding. Co-sponsoring events is also encouraged as a way to pool resources.

Student organizations wishing to promote a fund-raising event in either the Williams Lounge or Marty's Lobby must complete a fund-raising table form at least 2-3 weeks prior to the event. Several signatures may be needed before the request is approved. Fund-raising that competes with Dahl Centennial Union services (Book Shop, Dining Services, etc.) must be approved by the department administrator.

Raffles are not permitted at Luther College because the college does not have the required gambling license from the State of Iowa.

## On-campus accounts

Recognized student organizations are eligible for an on-campus account pending approval from the Office of Financial Services (OFS). Student organization advisors and officers will need to complete the Request for Student Agency Account form which is available in the Office of Financial Services. Advisors will be able to request funds from the account and will receive all budget reports for the account.

There are two types of account numbers on the Luther Campus, the Datatel number and the CBORD number. The Datatel number (xx-xxx-xxxx-xxxx) is created by the Office of Financial Services. The CBORD (xxx-xxxx) number is created by the Dining Services Office. Use the CBORD number in the

Document Center, Book Shop, or any dining services facility. The Datatel number is used for items such as check requests or petty cash boxes. Questions on which number to use can be directed to OFS or the area where the transaction is taking place.

## Petty Cash Boxes

Cash boxes are available to student organizations with a department or agency account. Student organization advisors will need to complete the Petty Cash Box Request found on the Office of Financial Services website, <http://financialservices.luther.edu/FacultyStaffInfo.html>. Questions regarding petty cash may be directed to the cashiers in the Office of Financial Services.

## Christmas Cheer Policy

College funds cannot be used to purchase Christmas Cheer gifts, nor can purchases be charged at local vendors and paid through Luther's accounts payable system. Christmas Cheer purchases are not for educational purposes and use of Luther funds for Christmas Cheer could jeopardize Luther's nonprofit status. In addition, purchasing items through Luther's accounts payable system and avoiding sales tax is a misuse of Luther's sales tax exemption status. The Office of Financial Services can assist the sponsoring group in the safekeeping of monetary contributions by allowing the deposit of funds into a student bank account until the money is needed to purchase gifts. Christmas Cheer funds cannot be deposited in Luther budget or designated general ledger accounts nor can those accounts be used to make Christmas Cheer purchases. If a student organization has an approved agency account (general ledger account beginning with 10-711) with the Office for Financial Services, they may utilize these funds for purchasing Christmas Cheer gifts. Contact the Office of Financial Services or the Student Activities Office for the complete policy guidelines.

## Audio/Visual Equipment

Does your organization require sound or audio/visual equipment for an event? Marty's has its own sound and light system. Many classrooms and some meeting rooms already contain computers, projectors, or other equipment. If the room you are reserving does not have the equipment you need or you are doing an event in an outside space such as the library lawn, contact the LIS Helpdesk with your audio/visual request. The Helpdesk is available by calling x1000 or email [helpdesk@luther.edu](mailto:helpdesk@luther.edu).

## Movie Licensing

The Motion Picture Association of America (MPAA) allows for public showings of movies for free only in narrowly defined classroom settings. Visit [www.mpa.org](http://www.mpa.org) for more information on public performances or stop by the Student Activities Office with questions. If your student organization is interested in showing a

movie on campus you must obtain a license from an authorized licensing agency. The SAC Cinema committee frequently works with Swank Motion Pictures, Inc. 1-800-876-5577 or [www.swank.com](http://www.swank.com).

## Use of College Owned Vehicles

The Luther College fleet contains a number of vehicles that are available for use on college related business. Students are allowed to travel without an advisor on trips that are less than 200 miles long. An advisor must accompany any trip over 200 miles in length. The student organization advisor needs to request the vehicle on behalf of the organization regardless of destination. Vehicle requests should be emailed to [driveit@luther.edu](mailto:driveit@luther.edu) with the following information: type of vehicle requested, departure date and time, return date and time, department making request, person making request, name of driver and all other passengers, department account to be charged for vehicle.

All drivers must complete the driver application annually. The driver application is available on the Facilities Services website, <http://facilities.luther.edu>. Read over the Vehicle Use Handbook and complete the Driver Application and Agreement at the end. Complete the defensive driving test online. Return all paperwork to Facilities Services. Driving a 10 or 12 passenger van may also require an additional road test.

## Activities Fair

The annual Activities Fair sponsored by the Student Activities Council takes place during Orientation Week in September. All provisional and recognized student organizations are encouraged to participate. The sign-up form for the fair is sent to all student organization leaders in the spring. The Activities Fair is a great way to recruit both first-year students and upperclassmen to become members of your organization.

## Questions? Comments?

Please contact the Student Activities Office.