2018-2019 Luther College Student Organization Leader & Adviser Guidebook

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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 the 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 of 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 whose 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.

Student Activities Office Mission Statement

The student activities program provides students with opportunities to engage in cultural, educational, 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 following:

- Student Activities Council (SAC)
- Numerous student organizations, including interest-based, academic and service-oriented groups

The purpose of SAC will be to offer a variety of quality on-campus and off-campus activities enriching the social, cultural and educational growth of all students at Luther College, in support of the College’s mission statement.
2018-2019 Academic Year

FALL SEMESTER 2018
Monday–Friday, August 21-24 .......................... Orientation of new international students
Saturday, August 25 ...................................... First year students arrive
Saturday–Tuesday, August 25-28 ...................... Orientation of new students
Sunday, August 27 ..................................... Returning students arrive
Wednesday, August 29 ................................. Fall semester classes begin
Friday, September 7 .................................... Last day to add full semester classes
Friday–Sunday, September 21–23 ..................... Family Weekend
Tuesday, September 25 ............................... Last day to withdraw from class without record
Friday–Sunday, October 5-7 ......................... Homecoming
Thursday, October 11 ................................. End of first half of semester
Friday–Tuesday, October 12–16 ....................... Fall vacation
Friday, October 26 ..................................... Last day to w/d from semester classes with “W”
Tuesday, October 30 ............................... Reformation Commemoration (No Classes)
Monday, November 19 ............................. Senior projects due by 5 p.m.
Wednesday–Sunday, November 21–25 ............ Thanksgiving vacation
Thursday–Sunday, November 29–December 2 .... Christmas at Luther
Friday, December 7 ................................... Last day of classes
Saturday, December 8 .............................. Reading day
Monday–Thursday, December 10–13 ............. Final examinations

JANUARY TERM 2019
Tuesday, January 7 ................................. Classes begin
Thursday, January 30 ............................... End of term

SPRING SEMESTER 2019
Wednesday, February 6 ............................. Spring semester classes begin
Friday, February 15 ................................... Last day to add full semester classes
Tuesday, March 5 ................................. Last day to w/d from class without record
Friday, March 22 ................................. End of first half of semester
Saturday–Monday, March 23–March 31 ......... Spring/Easter Vacation
Tuesday, April 9 ..................................... Last day to withdraw from class w/a "W"
Monday, April 29 .................................... Last day to withdraw from Senior Projects w/a “W”
Friday, May 10 ....................................... Student Research Symposium
Friday, May 17 ................................. Last day of classes
Saturday, May 18 ................................. Reading day
Monday–Thursday, May 20–23 ...................... Final examinations
Sunday, May 27 ....................................... Commencement

SUMMER 2019
Monday, June 3 ................................. Summer Session I begins
Friday, June 28 .................................. Summer Session I ends
Monday, July 1 .................................. Summer Session II begins
Friday, July 26 .................................. Summer Session II ends
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Recognized Student Organizations

**ACADEMIC**
- Alternative Medicine Club
- Chemistry Club
- Entrepreneurship Club (E-Club)
- Future Music Educators Association (FMEA)
- Health Sciences Club
- Luther Artists Collective (LAC)
- Luther College American Marketing Association (AMA)
- Luther College Classical Society
- Luther College Student Education Association (LSEA)
- Luther College Student Nurses Association (LSNA)
- Mock Trial
- Philosophy Society
- Pre-Dental Club
- Psychology Club
- Society of Physics
- Write On

**ATHLETIC**
- Luther College Athletic Trainers Organization (LCATO)
- Student Athlete Advisory Committee (SAAC)

**CLUB SPORTS**
- Luther College Football Cheerleading
- Men’s Ultimate Frisbee (LUFDA & POUND)
- Mens Rugby
- Women’s Lacrosse
- Women’s Rugby
- Women’s Ultimate Frisbee (FREYA)
COMMUNICATION
Luther Forensic Speech & Debate Team
KWLC Radio

Identity/Interest Groups
Asian Student Association & Allies (ASAA)
Black Student Union (BSU)
HOLA-Enlaces
International Student Association & Allies (ISAA)
NorskKlubb (Norwegian club)
PRIDE (LGBTQ students & allies)

Inter-Greek Council (IGC)
Alpha Beta Psi (ABY-female)
Chi Theta Rho (XOP-female-)
Omega Omega Omega (Tri O’s-male)
Sigma Chi Theta (EXO-male)
Tau Delta Gamma (TDG-female)
Zeta Tau Psi (ZTY-male)

LEADERSHIP
Beta Theta Omega (BTQ-female)
Food Council
Student Philanthropy Council
Student Senate

MINISTRY
Catholic Student Community (CSC)
Congregational Council
Fellowship of Christian Athletes (FCA)
Habitat for Humanity (HFH)
InterFaith Student Association (IFSA)
Lutheran Student Fellowship
Muslim Student Association & Allies (MSAA)

POLITICAL
Luther Democrats
Model United Nations
Young Democratic Socialists (LCYDS)

PROGRAMMING
Performing Arts Committee (PAC)
Student Activities Council (SAC)

PUBLICATIONS
Chips
Oneota Review

RECREATIONAL SERVICES
Adventure Crew (LCAC)
Recreational & Outdoor Services
SERVICE
Alpha Phi Omega (APO)
Animal Allies
Believing and Achieving
Council for Exceptional Children (CEC)
GrandPALS
Love Your Melon
Luther Athletes Serving Others (LASO)
Luther College Dance Marathon (LCDM)
Luther Refurbishing Club
PALS
Social Work Association (SWA)
Students Helping Our Community (SHOC)

SOCIAL
Active Minds
LiTardis
Luther Association of Gamers (LAG)
Luther College Chess Club
Norse Against Sexual Assault
Norse Knitters

THEATRE/DANCE/MUSIC
Bromatic Progression
Eklipse Hip-Hop Club
Ethnic Beats
Fermata Nowhere
Jubilus
Luther Ballroom/Swing Dance Club
Luther Pep Band
Orchesis
SPIN
Sugar Foot Tap
Top Banana
Undeclared

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 or the Student Life: http://www.luther.edu/studentlife/. The category classifications listed were self-reported by the organizations. To change classifications or leader/adviser information for your student organization, please contact the Student Activities Office.
### Officer and Adviser Responsibilities

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<th>Role in the Organization</th>
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| President |  ● Leads the organizational meetings.  
  ● Meets regularly with adviser.  
  ● Appoints tasks to other officers. |
| President |  ● Is aware of what is going on around campus in other organizations, especially with campus policies & procedures.  
  ● Maintains contact with Coordinator of Student Organizations on behalf of the organization.  
  ● Responsible for completing Yearly Update form, with leader, membership information along with maintaining organizational records. |
| Vice-President |  ● Assists the President.  
  ● If the President cannot perform his/her duties, the Vice-President steps in. |
| Recorder |  ● Keeps all records for the organization.  
  ● Takes minutes during the meeting and distributes them accordingly.  
  ● Files all organizational documents.  
  ● Summarizes all events or activities the organization takes part in. |
| Treasurer |  ● Is responsible for all organization funds.  
  ● Handles money at events/activities.  
  ● Shares Treasurer’s report at meetings.  
  ● Works with adviser to oversee accounts, and communicates with Karen Dallenbach, OFS. |
| Adviser |  ● Maintains an awareness of activities and programs sponsored by the organization.  
  ● Meets regularly with organization leaders.  
  ● Explains and clarifies campus policies and procedures for the organization.  
  ● Oversees organization’s budget, purchasing, and all financial matters. |

(Adapted from Wartburg College Student Organization Resource Guide 2009)

All student organizations are required to update officer and advisor information on the Yearly Update Form, found online: [https://www.luther.edu/studentlife/activities/resources/forms/update/](https://www.luther.edu/studentlife/activities/resources/forms/update/). Failure to complete the update in a timely manner may impact an organization’s recognition status.

### Elections and Reporting of Organization Leaders
The Interim Assistant Director of Student Activities, Jake Dyer, must be notified whenever a student organization elects officers 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 report their new leaders’ information by the end of January. The office also needs to be notified of any potential changes of adviser.

**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 organizational 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
- Encourage new ideas upon the organization’s members
- Set a consistent time and place for meetings

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

- Teacher and/or coach
- Consultant
- Continuity provider
- Counselor
- Interpreter of college policy
- 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 adviser and encourage him/her to attend to your meeting or activity. Be 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. Remember 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’ members should meet at least once a month to keep your group interested and involved. Many organizations choose to meet more frequently depending on their purpose.

**Student Organization Recognition Process**
Thinking of starting a new student or 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, fundraise, and utilize the Office of Financial Services (OFS) to monitor funds.

1. Review Article VIII (Greeks and Other Campus Organizations) of the Student Handbook that speaks to the advantages and guidelines of becoming a recognized organization. The Student Handbook is available in hard copy from the Student Life Office or online at the link above.
2. Seek a faculty or staff advisor. All recognized student organizations must have an advisor! For social (Greek) organizations see advisor restrictions as outlined in the Student Handbook.
3. Complete the Intent to Organize Form, submit a Potential Member List (via the Intent to Organize Form or by emailing), and email/share an electronic version (word or google doc) of a constitution to stuorgs@luther.edu (Sample Constitution). If you are planning an organization with a national affiliation or that might be popular on other campuses you can search online for related examples. Upon receipt of these forms the group will be provisionally recognized.*
4. Once the initial paperwork (Intent to Organize Form, Potential Member List, and constitution) is submitted, it will be forwarded to the Leadership Committee of Student Senate for review.

5. If the Leadership Committee approves your organization, they will forward their recommendation to Student Senate. Student Senate will then discuss the organization and vote whether or not to approve it. Once Student Senate approves an organization it will be sent to the Campus Life Committee for official recognition. Due to meeting schedules, it may take several weeks to get your proposal through the approval process.

6. Upon recognition the Student Activities Office will ask for additional information from your organization. The organization will be required to update its information yearly with the Student Activities Office or risk losing their recognition status.

Student organizations may be provisionally recognized prior to Leadership Committee, Student Senate, and Campus Life 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.

**Student Organization Suite (SOS)**

The Student Organization Suite (SOS) is located in the Dahl Centennial Union, #102. The space also houses the office of Student Senate. The students involved in Student Senate volunteer their time in order to enhance the student community and recognize that the responsibility of organized student government rests within Student Senate.

The SOS contains several computers, printer, large rolls of colored paper, a variety of 8.5" x 11" colored paper, scanner, flat screen monitors for use in presentations, die-cut machine, 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. In order to reserve a cabinet or drawer, contact the Assistant Director of Student Activities and complete an SOS Request for Space form, which can be found online here: https://www.luther.edu/studentlife/activities/organizations/suite/space/.

Tables, chairs, and couches are available for student organizations to use for meetings or informal gatherings. The SOS is open to everyone during regular building hours. Please check with the Assistant Director of Student Activities before scheduling a meeting for your organization.

**Activities Fair**

The annual Activities Fair is sponsored by the Student Activities Council (SAC), and takes place during Orientation Week. This year, the Fair was held on **Tues., August 28, 11:00am-12:30pm.** The Activities Fair is a great way to recruit both new and returning students and upperclassmen to become members of your organization.

All recognized student organizations are encouraged to participate. In order to participate in the Activities Fair, completion of the registration form is required. This form needs to be completed a week before classes begin and can be found online: https://www.luther.edu/studentlife/activities/organizations/forms/activities-fair/

**Scheduling a Campus Event**

All rooms and buildings where events will be held on campus, must be reserved through the Campus Programming Office. The office is located on the main level of the Center for Faith & Life. You may request a space online by going to the event scheduling website https://www.luther.edu/programming/scheduleanevent/.

It is recommended that you have a primary and alternate date and time in mind for an event. Reserving some areas will require additional approval, so please plan several weeks ahead of your target date.

Keep in mind that special permission is needed for any activities held during the following events: Orientation, Family Weekend, Homecoming, Admissions Visit Days, and Christmas at Luther. Events cannot be scheduled during Sunday Focus, chapel, Monday class nights from 6-9pm, or during Distinguished
Lecture Series. **Organizations are not allowed to schedule events the week prior to final exams, unless they have been previously “grandfathered-in”.**

In the Dahl Centennial Union, the Student Activities Office reserves the Williams Lounge and the lobby area outside of Marty’s near the elevator. Go the Student Activities and Organizations page for all online reservations forms, [https://www.luther.edu/studentlife/activities/organizations/forms/](https://www.luther.edu/studentlife/activities/organizations/forms/) at least two weeks prior to the event to request either of these spaces.

**Marty’s Events**

Is your organization planning an event in Marty’s? If so, there are steps involved in order to use the space. Go to [https://luther.edu/programming/schedule-an-event/reservation-form/public/](https://luther.edu/programming/schedule-an-event/reservation-form/public/). Or, stop by the Campus Programming Office and speak with Susan Peterson and/or pick up a Marty’s Reservation Form. You will also need the signature of your organization’s advisor. If you require technical assistance you will also need to complete a **Marty’s Technician Request Form.** This Form must be completed a minimum of 2 weeks prior to the event. The Student Activities Office will arrange for a student technician and send you an email to confirm who will be assigned to the event.

**Advertising Guidelines**

*From Luther College Student Life/Student Handbook*

**I. General guidelines:**

A. Any advertising that suggest, refers to, or explicitly invites, people to alcohol-related events is prohibited. Questionable advertising will be reviewed by the Dean of Student Life, prior to approval.

B. Any publicity (flyers, posters, etc.) must be approved by the hall director and/or Residence Life Office, for advertising in the residence halls; or the Student Activities Office, for advertising in the Dahl Centennial Union, before posting and/or distributing.

C. Any religious advertising must be approved first by the office for College Ministries before receiving a stamp from other locations on campus.

D. Website advertising must follow all advertising guidelines.

E. Infractions of this policy are cause for disciplinary action (i.e., loss of advertising privileges, probation, etc.).

**II. Approved locations of advertisements:**

A. Advertisements which imply that alcohol is available are not allowed in any campus building.

B. All publicity materials to be posted in the Dahl Centennial Union or residence halls must be approved (stamped) by a staff member in the office of Student Activities and/or Residence Life.

C. Ads may be posted on Dahl Centennial Union or residence hall bulletin boards ONLY! No advertising along wall or hallway outside of cafeteria without special permission. Advertising is not permitted in stairwells or landings due to fire code regulations. Ads placed in other non-designated areas, including windows and doors, will be removed. Advertising is limited to one poster per bulletin board.

D. Posters to be displayed on public bulletin boards are subject to the approval of the appropriate office - for Dahl Centennial Union bulletin boards, the kiosk in the Center for Faith & Life, the Campus Programming Office for other locations, contact the supervisory office for that specific building area, or inquire at the Student Activities Office. Supervision of each residence hall bulletin board is the responsibility of the Hall Director.

E. Chalking must abide by the above advertising guidelines and is not permitted under overhangs and entrances to the buildings.

**III. Who is permitted to advertise:**

A. Recognized student organizations.

B. Churches and nonprofit organizations may publicize events located off campus.

C. Businesses may not advertise unless a recognized campus organization is sponsoring the activity. However, they may post one flyer on the "Free Market" bulletin board in the Dahl Centennial Union if the advertisement complies with the policies of Luther College.

**IV. Specifics on advertising:**

A. Allowable

1. In accordance with the policy stated in I above, advertisements are restricted to the following guidelines:

   a. Advertising must describe the event.
b. Advertisements must give the location of the event.
c. Advertisements should list the time of the event.
d. All advertisements must state the name of the organization sponsoring the event.

B. Non-Allowable
1. Any event or advertisement which is an affront to personal dignity, violates individual rights, reflects an ethnic or racial prejudice, or causes personal offense.
2. Any graphics depicting alcoholic beverage containers, persons consuming beverages, illegal drugs, or obscene acts.
3. Advertisements calling the event an “all-campus party.”

C. General
1. To assist advertisers and to help comply with the guidelines above, we recommend that all advertisements be approved by either the Director for Student Activities and the Dahl Centennial Union or the Associate Dean for Student Life.
2. The Document Center will not print ads without notification of approval.
3. To enhance your event, we recommend you have a theme. This will help with identification of the event and advertising.
4. The word party may only be used when it is used as part of the theme or used as a noun in the advertisement (i.e., Halloween Party, Christmas Party, Beach Party).
5. The Luther Mail Center also abides by the above guidelines.
6. Final decision on acceptable advertisements is up to the discretion of the Director of Student Activities and the Dahl Centennial Union and/or the Vice President and Dean for Student Life.

Please refer to this section of the Student Activities handbook as needed.

- 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.
- Permission is needed to post advertising in the following buildings:
  - Center for the Arts – Eunie Biel
  - Center for Faith & Life – Susan Peterson
  - Dahl Centennial Union – Student Activities Office
  - Jensen-Noble – Tara Quass
  - Koren – Renee Gundersen
  - 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 outside bulletin boards
  - Regents Center – Jan Koenig
  - Residence Halls – Residence Life Office
  - Sampson Hoffland Laboratories or Valders – Michelle Einck

Ideas for advertising your event:
- Place fliers on bulletin boards
- Create a Facebook event or Twitter.
- SPO stuffers. In the interest of saving paper, print 4 or 6 per page. Check with the Mail Center/SPO for additional guidelines prior to printing.
- Advertise in The Bulletin, Tuesday, Chips and/or on the digital signage boards located in Regents Center, entrance to the cafeteria and to Preus Library.
- Reserve a glass display case on the main floor of Dahl Centennial Union, check with the Student Activities office for more details.
- Reserve a table in Marty’s lobby or Williams lounge in Dahl Centennial Union. Reservation forms can be found on the Student Life/Activities & Organizations/Forms page.
- Create a poster and place it on an easel. Easels are available for use in the Student Activities Office.
Dahl Centennial Union Easel Policy

Please note, due to the increasing popularity of easel advertisements, your organization will be expected to follow and adhere to the following guidelines:

All easel placements in the Dahl Centennial Union must be approved by the Student Activities Office. This form can be found under the Student Life tab, https://www.luther.edu/studentlife/activities/organizations/forms/easel/

An easel request must be received at least one week prior to the display. If requested, aluminum easels may be picked up in the Student Activities Office on the first day of the reservation.

Easels may be placed in the following locations of the Dahl Centennial Union: main entry area near the Student Organization Suite (SOS), gallery wall in the Williams lounge, or lobby area outside of Marty’s. Easels may only be displayed for up to one week unless special permission is granted from the Student Activities Office.

Due to the high traffic area of the main entrance of Dahl Centennial Union, only one (1) easel with a width of 36” or less may be displayed. The easel will be placed along the wall between the elevator and the Student Organization Suite (SOS). The easel display must have a professional and neat appearance. Please return the easel to either the Student Activities Office or the Student Organization Suite.

If a student organization or department wishes to place a foam board on an easel with dimensions greater than 36” square, the easel will be considered as a table reservation.

In that event, a promotional request form must be completed. Tabling will only be allowed along the gallery wall in the Williams Lounge or the lobby area outside of Marty’s. Please avoid setting up tables in the flow of traffic.

The Student Activities Office reserves the right to reject an easel request due to space limitations, special functions going on in the Dahl Centennial Union, or subject matter of the easel and to take down an easel during times of high traffic. All easel displays must conform to campus advertising guidelines.

Campus Publications

The Bulletin is published on Tuesday and Friday during the academic year. Requests may be sent to Susan Peterson in the Campus Programming Office, bulletin@luther.edu prior to the event. The deadline is noon the day before publication. (Friday for Monday’s issue) Events may run for a maximum of two consecutive issues. Announcements are limited to 75 words or less.

The Tuesday is published every Tuesday for faculty & staff by the Public Information Office. Requests may be sent to tuesday@luther.edu. Submission deadline is 3:00 pm 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 for more information.

Document Center

The Document Center is located on the ground level of Main, and offers a wide variety of services. Student organizations utilize the Document Center for fliers, brochures, posters, color printing, or lamination. Students must either pay cash or use their organization’s CBORD number for transactions. Please be sure to have the original(s) approved in the Student Activities Office or Residence Life Office prior to copying and/or advertising.

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), Wellness, and the Center for Intercultural Engagement & Student Success (CIES) are areas who regularly co-sponsor activities. Student Senate also has applications available for funding purposes, especially for leadership related activities.

Promotional Tabling

Tables will be placed in both Dahl Centennial Union and Marty’s locations. Your organization will be responsible to set up and take down the tables. The tables in the Dahl Centennial Union will be found along
the South wall by the exit door. In Marty’s lobby, they will be located in the lower stairwell across from Nordic Brew.

Due to the high traffic area of Marty’s lobby, there is a limit of (3). At least one week prior to the event, complete the online form found at http://www.luther.edu/studentlife/activities/forms/promotion/. The form will require information on the promotion as well approval by your adviser. Table reservations will not be granted until the completed form is reviewed by the Student Activities Office. Keep in mind the special events that may require additional signatures. Tables must be placed at least 6 feet from elevators.

- **Please note: Promotional & Fundraising events** taking place during the following events will need approval from the administrator in charge at least two weeks prior to the event:
  - Orientation Week (Sue Halverson/Kasey Nikkel)
  - Homecoming (Sherry Alcock)
  - Family Weekend (Sue Drilling)
  - Christmas at Luther (Susan Potvin)
  - Admissions Visits (Kristin Padilla)

**Fundraising Tabling**

Most student organizations are responsible for raising their own funds. Organizations may contact Student Senate, Wellness, SAC and the Center for Intercultural Engagement & Student Success (CEWS) for funding assistance. Co-sponsoring events is also encouraged as a way to pool resources. Student organizations wishing to promote a fundraising event in either the Williams Lounge or Marty’s lobby must complete the online form found at http://www.luther.edu/studentlife/activities/forms/fundraising/ at least one week prior to the event. Several signatures may be needed before the request is approved. Fundraising that competes with Dahl Centennial Union services (Deanna Casterton, Director of the Book Shop, Wayne Tudor, Director of Dining Services, etc.) must be approved by the department administrator.

- **Please note: Promotional & Fundraising events** taking place during the following events will need approval from the administrator in charge at least two weeks prior to the event:
  - Orientation Week (Sue Halverson/Kasey Nikkel)
  - Homecoming (Sherry Alcock)
  - Family Weekend (Sue Drilling)
  - Christmas at Luther (Susan Potvin)
  - Admissions Visits (Kristin Padilla)

- **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. Advisers 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-xxxxx-xxxxx) is created by the Office of Financial Services. The CBORD (xxx-xxxxx) 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, the Luther Mail Center (SPO) and for payment within the Facilities Dept. 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. Your group and adviser, must determine a safe, lockable location for the box to be stored;
and when/how the cash will be deposited in the Dahl Centennial Union depository or OFS. Questions regarding petty cash may be directed to the cashiers in the Office of Financial Services.

**PaperCut**

PaperCut is Luther’s print management solution deployed by Information Technology Services (ITS) in 2016. Print management services allow us to more accurately track individual usage and allocate costs in providing print services on campus. They are part of our effort to help cut down on waste and encourage better management of printing resources. All print jobs go through the PaperCut server, allowing it to track usage based on the username. The software determines the cost and makes that known to the user prior to printing. The user can then accept and print the job or cancel it.

Students can check their printing balance at: [https://papercut.lc.luther.edu/](https://papercut.lc.luther.edu/)

**Allowances, Costs & Refunds**

Luther students are given an allowance of 400 pages ($20.00) of printing for Fall & Spring Semester, 140 pages ($7.00 for J-Term semester and 100 pages ($5.00) for the Summer Sessions. Printing is tracked by the student’s Norse Key. Once the printing allowance has been emptied, students will have the option to charge print jobs to their Nordic Cash. Unused pages are **not** carried over from semester to semester.

**How to Use PaperCut:**

1. Print one or more jobs. Note: Labs, Residence Halls, and Computer Classrooms will be set to print through PaperCut by the start of the Fall 2016 Semester. Students’ personally-owned computers can also be set to print through PaperCut.
2. Log into at [https://papercut.lc.luther.edu/](https://papercut.lc.luther.edu/)
3. Navigate to the "Jobs Pending Release" section. Release or cancel individual jobs by clicking "print" or "cancel" next to the job. You can also use the Release All or Cancel All buttons to work with all pending print jobs at once.
4. The job(s) will be released and your account charged.

**SAC Service Christmas Giving Policy**

College funds cannot be used to purchase Christmas gifts, nor can purchases be charged at local vendors and paid through Luther’s accounts payable system. Christmas gift purchases are not for educational purposes and use of Luther funds.

SAC Service 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 providing a student bank account for the deposits until the money is needed to purchase gifts. SAC Service funds cannot be deposited in Luther budget or designated general ledger accounts nor can those accounts be used to make Christmas gift 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 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? Many classrooms and meeting rooms already contain computers, projectors, or other equipment. If the room you are reserving does not have the necessary equipment, or you plan to sponsor an event on the library lawn, contact the LIS Helpdesk with your audio/visual request. The Helpdesk is available by calling ext. 1000 or email helpdesk@luther.edu.

- See [http://lis.luther.edu/event/setup](http://lis.luther.edu/event/setup) for additional reservation information.

**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.mpaa.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. For more information contact: 1-800-876-5577 or 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. An advisor must accompany any trip over 200 miles. The student organization advisor needs to request the vehicle on behalf of the organization, regardless of destination. Vehicle requests should be emailed to www.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 section, take the defensive driving test, and complete the Driver Application and Agreement. Return all paperwork to Facilities Services. Driving a 10 or 12 passenger van may also require an additional road test.