



PURDUE UNIVERSITY NORTHWEST

Office of Student Life

STUDENT ORGANIZATION HANDBOOK



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Office of Student Life Contact Information

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The Mane Zone
CLO 119

Westville Campus
DSAC 1021



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219-989-2148

Information on the Office of Student Life

Mission

The Office of Student Life works to connect members of the diverse PNW Campus Community by creating opportunities and programs that enhance the cultural, leadership, and social experience at PNW, fostering belonging and inclusivity, developing the student as a whole.



MOTTO

**CONNECT
ENGAGE
ROAR**

Disclaimer

The Office of Student Life reserves the right to make changes and announce updates at their discretion and without prior notice. They also invite student organization feedback and collaboration in making improvements to the student organization procedures and guidelines, support and resources, and the overall student organization experience.

Introduction

Welcome to the Purdue University Northwest Student Organization Handbook! This is a guide designed to help student organizations maintain university recognition and access to resources, grow and operate efficiently and effectively, and contribute toward the creation of a vibrant and diverse campus community where every student feels valued and respected. Purdue University Northwest student organizations provide opportunities for education outside of the classroom, personal growth, leadership development, and community engagement, while promoting a sense of belonging among all members.

Student organizations can have a range of purposes including, but not limited to, gaining experience in a particular field of interest, providing an outlet to socialize or giving students access to volunteer and service opportunities. Student organizations also vary in the size of their membership, some have a few members while others may have hundreds. Regardless of their mission or size, all student organizations offer students the opportunity to develop tangible skills that will benefit them throughout college and after they leave campus. The Office of Student Life is here to help your student organization achieve its goals.

Student Organization Benefits

Officially registered student organizations (RSOs) are entitled to unique benefits and receive support from the Office of Student Life in navigating university policies, planning events, and negotiating contracts. The Office of Student Life provides opportunities for RSO leadership training and works with officers and advisors to ensure optimal operations, accountability, and sustainability.

In addition, RSOs gain access to the following:

- Assigned a MyPNWLife group page to help their student organization connect with potential members, publicize information about meetings and events, and to help keep all their information in a centralized location through transitions in leadership.
- RSO information listed on the PNW Student Life website.
- Annual university Student Service Funds (SSF) (for eligible RSOs).
- University COOL account; Off-Campus Bank Accounts are not permitted.
- Office of Student Life Procurements Card (P-Card/Credit Card) usage with tax exempt status.
- Storage: RSO's are allowed to store prominently labeled items or a clear plastic storage bin under 72qt within the Office of Student Life's storage closet currently located in SULB 324B.
- University facilities: RSOs can reserve certain university facilities free of charge for approved organization meetings, events, and activities.
- Participate in RSO Leadership Training
 - RSO Leadership Training is designed to give you the tools you need to have a successful year as an RSO! Training will provide officers with an understanding of key procedures and policies. It will also provide information about services and resources available to RSOs, and tips to promote growth and success.
 - Orientation is mandatory for all RSO officers.
 - SSF Training is mandatory for every President and Treasurer.
 - All other RSO Leadership Trainings must be attended by all officers from each RSO. If a member is unable to attend, they must watch the recorded training and complete quiz to remain in good standing.

Registering a New Student Organization

Student Organization Registration is completed on MyPNWLife annually during the spring semester, while a new RSO may register anytime.

- Read and acknowledge the RSO Handbook
- Schedule an appointment with the Office of Student Life to see if a similar RSO already exists, has existed, and to get other tips for starting a new student org successfully.
- Identify students to serve as founding officers: President, Vice President, and Treasurer. Additional founding officers are allowable, but these three are required.
- Select a full-time faculty or staff as an advisor and complete the advisor acknowledgement form.
- Schedule your second appointment with the Office of Student Life to build a constitution, mission, vision, goals, name, logo, and complete registration.
- A sample constitution can be found on MyPNWLife > Office of Student Life Group > Forums > General > Sample Constitution. If you are unable to access the sample constitution online, email studentlife@pnw.edu for a copy.
- Once the registration is approved, Student Life will provide the RSO officer information to the PNW Business Office and Bursar Office. Each RSO will be provided with a financial account on campus (COOL account). Off Campus Bank Accounts are not permitted for PNW RSOs

Re-Registering a Student Organization

Student Organization Registration is completed on MyPNWLife annually during the spring semester

- **New Officers:**
 - Must submit all of your new officers for the upcoming year. Please note that this means that elections are typically held in early Spring Semester to prepare for Re-Registration. You must have three officers to re-register: President, Vice President, and Treasurer.
- **Student Organization Constitution:**
 - Every organization must have a submitted and approved constitution to become an RSO. A copy of the organization's constitution, including amendments and by-laws, must be on file with the Office of Student Life through MyPNWLife on the RSO's group page. RSOs must update their constitution as changes are made or every 2 years, with these revisions being submitted and presented to the Office of Student Life for approval. Revisions to the Constitution must be voted upon by the current RSO members. Changes are allowed and should be considered if your organization finds a conflict with the existing approved constitution, including the RSO name. The student organization operates on the most recently approved constitution.
- **Abandoned Items/Items belonging to RSOs that no longer exist:**
 - Student Life has the right to items abandoned or left behind in storage by student organizations that no longer exist in active registered status at the university

RSO Officer Roles & Responsibilities

RSO officers and members must be registered PNW students, and all officers must be enrolled in at least one PNW class per the current semester. Officers must be and maintain good academic and judicial standing with an overall GPA over 2.5.

- **President:**

- Ensures the RSO registration status remains current, including completion of annual constitution review, re-registration, and mandatory trainings
- Ensures all events, meetings, and other club activities are requested, approved, and managed by an officer or officers via MyPNWLife, including completion or collection of any additional required paperwork for an activity to be approved
- Ensures RSO regularly sets bi-weekly/monthly RSO meetings.
- Remains in contact with the Office of Student Life and keeps Student Life informed of organization needs, activities, and updates
- Ensures the RSO and its members follow University regulations, procedures, and guidelines
- Ensure that RSO operations continue through officer changes, and that new officers are transitioned into their positions before a term has ended

- **Vice President:**

- Responsible for duties of the President in their absence
- Supports the President but sharing or taking on some of their duties as needed
- Ensures that everyone attends RSO leadership trainings

- **Treasurer:**

- Responsible for all RSO financial matters and records with the advisor
- Ensures timely spending requests, receipt submissions, and reconciliation of purchases
- Responsible for any contract requests and details associated with an activity that involves contracts of any kind
- Ensures proper handling of the Student Life credit cards, that are only used by approved and trained members of the RSO
- Ensures all RSO in-store and online purchases are tax exempt
- Prepares budgets and expense records for each RSO event or activity
- Ensures that the RSO account balances remain in good standing (do not go into negative or deficit)

- **Secretary:**

- Monitors, updates, and maintains Membership roster on MyPNWLife each semester
- Compiles minutes for all RSO meetings and uploads to MyPNWLife files
- Uploads and maintains all RSO records, documents, and files into the Files section of your MyPNWLife group
- Maintains RSO group information on MyPNWLife
- Monitors and responds to RSO communications

RSO Officer Roles & Responsibilities

- **Advisor:**
 - **Supervise the Organization**
 - **Become familiar with the policies, bylaws, and constitution**
 - **Become familiar with student organization rules, policies, and procedures**
 - **Attend advisor training**
 - **Monitor student organization budgets**
 - **Build Relationships**
 - **Attend meetings, programs and events**
 - **Provide suggestions, ideas and support**
 - **Create opportunity for connection to the students**
 - **Connect with Student Life staff**
 - **Be responsive to student members and officers, and to Student Life staff**
 - **Advisors are NOT:**
 - **Responsible for running the organization**
 - **Using the organization to assist with their full time work responsibilities**
 - **Using the organizations budgets to “collaborate” on programming**

RSO Officers are fully responsible for keeping up to date with policy changes and any advisements from the university and the Office of Student Life. Officers should monitor the RSO Groups page on MyPNWLife and the Office of Student Life emails for access to trainings, announcements, and resources. Collectively, RSO officers should work together to keep their Advisor informed of plans and activities at all times, invite your Advisor to attend meetings and events, and request your Advisor’s input if you have questions about University policy.

RSO officers are collectively responsible for conducting the overall business of the organization. This includes but is not limited to:

- **Completing accurate and timely activity requests on MyPNWLife for all tabling activities, meetings, events, fundraising, catering, contracting, advertising, spending, and travel**
- **Maintaining the organization’s MyPNWLife group page and utilizing its group account to manage files and communication**
- **Checking and following up on emails to your organization’s account**
- **Attending RSO leadership training and meetings, staying current on University policies, and educating fellow members about those policies.**

Self-Care & The Student

Some student leaders have a tendency to become overwhelmed if they take on too many commitments or leadership roles, and struggle with time management. This includes student organizations, committees, employment, academic-related programs, and other activities. Being too involved also could result in behavioral changes, personal and mental health concerns. The Office of Student Life recognizes the importance of academic, personal, and student life balance. Due to this, students **may only hold a maximum of two RSO officer positions.**

Officer Transitions

At the end of each academic year, there are usually some officers that are graduating or need to step down from RSO leadership for other reasons. It is important to start the transition to new officer leadership early. Make sure members know how they can move into a leadership role and what the officer expectations are for each role.

When transitioning, RSO Officers must complete the RSO Leadership Transition form and guide. The Form and Guide can be found in MyPNWLife. This documentation will ensure that all RSO Officers are prepared for their role and have access to resources such as the COOL account and RSO Officers page on MyPNWLife.

RSO leaders should be working to develop and recognize officer potential in their members for steady and prosperous continuation of the org. Successful officer transitions could take several weeks, so be sure to plan ahead. Outgoing officers should meet with their successors to discuss expectations and responsibilities as well as other key information that pertains to the organization.

All RSOs must have at least one advisor at all times. RSO officers may choose a full time PNW employee (faculty or staff) as an RSO advisor. RSO officers have the option to transition to a new advisor or keep their current advisor as needed. Any changes in RSO Advisors shall be decided on by the RSO Officers must be emailed directly and with direction provided by The Office of Student Life.

Student Organization Membership

An organization member is defined as a currently enrolled Purdue University Northwest or an Ivy Tech Dual Admissions student who attends regular meetings, assists with/attends organization events on a regular basis, and/or has paid yearly dues. The operation of student organizations must remain with the student members. Full voting privileges may only be granted to Purdue University Northwest Students. Students must be free to join or leave an organization without being subjected to pressure, harassment or intimidation. Hazing is prohibited by university policy for all student organizations.

Individual student organizations can impose special eligibility requirements for their members. In these instances, the student organization should outline those requirements in its constitution, and these requirements must adhere to university policies. RSOs not open to all PNW students are not eligible for SSF funding.

Retention Advice for Growing a Successful RSO

Once an organization recruits members it is important to keep them involved and engaged.

- Communication is important and a key to retention of members. Make sure members know what is going on in your club or organization. Post meeting, event information, and send emails to your members using MyPNWLife
- Schedule regular general board and executive board meetings
- Involve all members in the planning and decision-making process
- Make sure members know and understand what role they play in the organization
- Give members leadership opportunities (event planning, head of a committee, etc.)
- Have returning members mentor new ones to help them learn about the organization and get engaged
- Celebrate birthdays and milestone accomplishments
- Plan social events just for members to help build community
- Recognize members for their hard work
- Get to know your members and what they hope to gain from being involved with your RSO
- Organize community service and team-building activities together
- Share information and support one another

Registered Student Organization Expectations

Every Registered Student Organization will:

- Be student led and managed by student officers
- Have an advisor who is a full-time faculty or staff
- Adhere to the policies and procedures of Purdue University Northwest and all federal laws and regulations
- Communicate and work with the Office of Student Life when planning events and activities
- Hold two campus-wide events per semester (one social, one educational) with an approved timeline
- Have one RSO meeting per month during the Fall and Spring Semester with recorded attendance and agendas uploaded to MyPNWLife.
- Maintain a membership roster of five students minimum, in addition to student officers
- Have an executive committee member (officer) attend RSO leadership meetings
- Maintain the Student Organizations MyPNWLife group page
- Follow Event and Marketing Guidelines, as outlined in the Event Playbook
- RSO Officer elections must be held in MyPNWLife

Each registered student organization will provide opportunities for student members to experience leadership and self-growth; display conduct that nurtures diversity; develop career ready skills such as strategic planning, budget management, communication and teamwork; and promote an inclusive atmosphere where everyone feels valued.

Registered Student Organization Accountability

Every student organization is expected to behave and conduct business according to the following practices:

- **Respect:** Treat every member with respect and empathy, regardless of their background, identity, or belief
- **Inclusivity:** Embrace diversity and ensure that all students have a voice and the opportunity to participate
- **Open-mindedness:** Encourage open dialogue and the exchange of ideas in a constructive manner
- **Collaboration:** Work together to create a supportive and welcoming atmosphere to get tasks completed.
- **Accountability:** Hold members accountable for their behavior and actions to maintain an inclusive and positive environment
- **Education:** Students will develop the acumen for how to provide effective learning opportunities through events, meetings, & programming.

Infractions

RSO conduct and accountability will be measured by a point system and warning system. In some cases, points may be avoided by the organization officers and advisor holding an in-person meeting.

Points range in severity from one to four-point infractions. An RSO may be placed on probation if it has been issued four points or higher, and registration status may be placed on hold. Probation is served for the duration of the academic semester. Once placed on probation, the RSO and Student Life will meet to discuss necessary steps for the RSO to recover its recognition in good standing. In every instance, an RSO on probation will be required to fulfill a certain number of service hours to the Office of Student Life, or other university entity, to regain registered status. RSOs that are on probation will lose their ability to store items with Student Life throughout the duration of their probation. RSOs that are on suspension would not be able to continue functioning as an RSO with the University, unless deemed applicable by the Assistant Vice Chancellor for Housing and Student Life.

While this is not an exhaustive list, these are some of the known infractions that will result in points against your RSO:

Verbal Warning (<2 points)

- **One-Point Infractions**
 - Not submitting event request form within 2 weeks of event
 - Not completing the leadership transition form within 2 weeks of transition
- **Two-Point Infractions**
 - Failure to attend a scheduled org-related meeting or appointment
 - Failure to reply to Student Life or RSO Advisor, or organization-related emails, requests for information, within three business days

Written Warning (2-4 points)

- **Three-Point Infractions**
 - Misuse of MyPNWLife

Probation (4-6 points)

- **Four-Point Infractions (Anything Financial)**
 - Misuse of University Property, Name, or Facilities
 - Failure to keep funding accounts in good standing
 - Fundraising without permission
 - Misrepresentation of SSF request
 - Failure to meet SSF guidelines
 - Not utilizing Tax Exempt on RSO purchase
 - Misuse of Student Life P-Cards
 - Not Submitting a Receipt

Suspension (7+ points)

- **Seven-Point Infractions**
 - Discrimination violations of group members, officers, advisors, or attendees of programs.
 - Hazing violations of group members, officers, advisors, or attendees of programs.

Anti Discrimination Policy

Purdue University Northwest is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Purdue University Northwest prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Purdue's Equal Opportunity, Equal Access and Affirmative Action policy which provides specific contractual rights and remedies.

Additionally, the University promotes the full realization of equal employment opportunities for women, minorities, persons with disabilities and veterans through its affirmative action program.

Hazing Policy

At no time is hazing ever an accepted method to welcome new organization members. Hazing is defined as any act that endangers the physical and/or mental health or safety of a student or any act or behavior that causes ridicule or humiliation for the purposes of initiation, admission into, or affiliation with, or as a condition for continued membership in, a group or organization, or as part of any activity of a recognized student organization or student group. Individuals or groups may not consent to these types of prohibited behavior. Individuals will be held accountable for their own actions, and neither citing the activity as a "tradition" nor being coerced by current or former student leaders of such groups or organizations will suffice as a justifiable reason for participation in such activity.

Examples of prohibited behavior under the hazing category include but are not limited to:

- Misuse of authority by virtue of one's leadership position
- Assaulting an individual by paddling, beating, striking, or hitting
- Preventing an individual from attending class
- Requiring another to engage in any form of forced physical activity or exercise

Failing to report any of the foregoing behavior to the appropriate University officials (e.g., the Office of the Dean of Students and/or the Purdue University Police Department) after having firsthand knowledge of the planning of such activities or firsthand knowledge that an incident of this type has occurred. The foregoing list of prohibited behaviors under the hazing category is not intended to prohibit the following conduct: Planning or participating in customary public athletic events, contests, or competitions that are sponsored by the University or the organized and supervised practices associated with such events; or Planning or participating in any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program as defined and approved by the University.

\$ Managing Money \$

COOL Accounts

Each registered student organization will have access to a University bank account through Central Office On-Line (COOL) and Bursar. No more than three active officers and an advisor can have access to the COOL account at any given time. Please note, that during a period of transition from old officers to new officers, an RSO can have up to a total six members.

All cash or checks received by the organization through member dues, fundraising or donations should be deposited into the student organization's COOL account. To complete this process, please go to the Office of Institutional Advancement to record the donation on the "Purdue University Northwest Student Organization General Account" form. The Office of Institutional Advancement signs the form and takes a copy of it. Then an officer can visit the Bursar's Office to submit the signed form and deposit the check or cash. Purdue on either campus and request a deposit. A receipt will be given after the deposit is made.

All payments from the organization's COOL account are processed electronically through the COOL portal, which can be accessed through the student's myPNW portal or in MyPNWLife>RSO Officer Group>Forums>Financials. Choose the organization's name and account you wish to use. Purchases made for student organization's use will be reimbursed through this account. Scan or include a legible copy of the receipt/invoice. If you are dining, an itemized receipt (showing what food/drink was purchased) is required along with the final paid receipt. A maximum gratuity allowed for reimbursements is 20%. For each payment processed, the receipt must be uploaded, a payee must be entered and the payment must be approved by two other members of the student organization. Please note that alcohol cannot be purchased or reflected on the receipt if the amount is to be reimbursed.

If you are needing to use COOL funds but don't have a way to pay upfront, you will need to discuss using the Student Life P-Cards with the Office of Student Life. If you are using your personal credit card, the payee will be reimbursed for taxes through COOL. The officer can NOT use the tax exempt form when using their personal credit card, only the P-Card. Please email studentlife@pnw.edu and understand that the process can take a minimum of 72 hours to approve. Please note the treasurer of your organization must keep a detailed record of funds awarded.



\$ Managing Money \$

SSF Accounts

Purdue Northwest provides an opportunity to registered student organizations to present a proposal to receive Student Service Fee (SSF) funds. This is a one-time application per academic year, in the Spring. In order to be eligible for these funds, the organization must be open in membership to all under-graduate students and be in good standing with the Office of Student Life.

SSF funds are not deposited into the student organization's account. SSF funds are managed through the Office of Student Life, and all expenses must be approved prior to a purchase. Funds not used before the announced deadline of the spring semester or if the organization has failed to complete necessary paperwork to maintain active registered student organization status will be forfeited.

The following procedures must be followed when using any awarded SSF funds:

- **ALL PURCHASES MUST BE TAX EXEMPT! Must bring tax exemption form with you to make the purchase.**
- **Access the SSF Request Link on MyPNWLife in the RSO Officers Group Forum, in the Financials post.**
- **All purchasing receipts must be itemized and submitted within 24 hours to the Office of Student Life. The receipt submission form is found on MyPNWLife under the RSO Forum, under Financials**
- **All purchasing requests must be submitted at least two weeks prior to the date the purchase needs to be made using SSF Expense Approval Form. Please note, purchase requests made outside of this timeframe may not be approved.**
- **SSF Expense Approval Forms must be completed in its entirety before submitting, including all required signatures, line items, date needed, vendor information, detailed lists of items needed and the total amount (including shipping, if applicable).**
- **All awarded funds must be used for the specific event or line item that were approved when funds were distributed. Line items are not transferable, and leftover funds from one line item may not be used to supplement another.**
- **The treasurer of your organization must keep a detailed record of our awarded funds and all purchases made.**
- **A credit card from the Office of Student Life is available to use for purchases when using approved SSF funds. Please indicate that you would like to use the credit card on your SSF Expense Approval Form. Credit cards can be checked out for a 24 hour period and cannot be taken over a weekend or holiday.**
- **Purchases made with the credit card are limited to only the items listed on your SSF Expense Approval Form.**
- **Any purchases that may require individual reimbursement within your organization must be submitted with a W9 and a Substitute W-9 (Payee Certification) form, along with the receipts or invoices from the purchase. When appropriate, an SSF Expense Approval must be submitted before the reimbursement is processed.**

\$ Managing Money \$

SSF Budget Proposal

RSOs that are eligible for SSF funding, those that are non-selective membership, will have an opportunity to submit an SSF proposal once annually in the spring semester, for the following school year. Workshops and updated SSF guidelines will be announced toward the end of the fall term so that RSOs are well-prepared to submit an effective SSF proposal.

To be eligible to submit a proposal the organization must meet the following criteria:

- The organization must have open membership for all students.
- The organization is in good standing with the Office of Student Life: all registration forms have been completed for the current academic year, the organization completed all the steps to maintain active status, and the student organization's conduct remains exemplary.
- The organization has a full time faculty or staff member serving as the advisor.
- The organization executive board members must be in good academic and judicial standing.

SSF Start-Up Funding

All brand new registered student organizations (RSOs) that have never received SSF funding before in the past, are non-selective in membership, and are driven by undergraduate student interests, may be eligible to request initial start-up funding support from the Student Service Fee funding.

Start-up funding is intended to help a brand new RSO with initial efforts to achieve club-branding/marketing, planning, and efforts to build your organization. Please contact studentlife@pnw.edu if you are interested in receiving this funding.

SSF Budget Policy



\$ Managing Money \$

Fundraising and Donations

The following information is provided by the Purdue University Northwest Office of Institutional Advancement. Any and all fundraising events must be requested, reviewed, and approved by the Offices of Student Life and the Office of Institutional Advancement. Fundraising events require significant planning, four weeks in advance. Please plan ahead accordingly. All fundraising initiatives should be initiated by completing the event/activity request form on MyPNWLife.

Student organizations are encouraged to plan and take part in fundraising initiatives to generate revenue for club activities and/or special causes of your choosing. All fundraising, donations, solicitations, and sponsorships must be reviewed and approved in advance by Student Life as well as the Office of Institutional Advancement. The Office of Institutional Advancement works to build and strengthen relationships for the benefit of the University and its students. That work includes Marketing and Communications, Alumni and Advancement (fundraising). All communications to the public and contributions to the various departments, offices and organizations within Purdue University Northwest are vetted through these offices. All gifts must be deposited on the Hammond Campus in Lawshe Hall room 318, the Office of Institutional Advancement.

Solicitations for Money, Sponsorship, or Other Kinds of Support

Student organizations are not permitted to send out solicitations without completing a fundraising plan with the Office of Institutional Advancement. There are several areas that must comply with university guidelines for solicitation of a donation.

- Developing a solicitation plan (letter, sponsorship package, and meeting guidelines for branding and the use of university logos)
- How donations must be tracked and deposited to ensure we are recognizing donors and meeting IRS regulations for tracking donations
- Write a letter – even if you are going to meet with prospective donor's face to face, make sure you can leave a letter behind.

Before you make a request for businesses and individuals for a donation you must complete a fundraising plan to be reviewed by the Office of Institutional Advancement. We recommend that you submit your plans no less than 4 weeks before your fundraising deadline. If you are fundraising for PNW Day of Giving, please note that funds raised on this date will not be accessible until the following fall semester.

- Before you submit your request, you must create a “potential donor” list of companies/businesses and others: for companies/businesses, get a contact name if possible. Your list should be thoughtful – who might want to help your efforts?

Once your request form has been submitted, please email giving@pnw.edu to set up a meeting to discuss your fundraiser and we will get back to you within 5 business days to schedule a meeting.

\$ Managing Money \$

Asking for money by letter

This process must start within the Office of Institutional Advancement. Please fill out a fundraising event request and be given approval before sending your letter. Your letter should introduce your organization, its purpose and why it might be of interest to them, talk about how you would spend their investment in you and give follow-up information.

- “If you have questions, you can call (phone number) and I will follow up with you on (date).” Gifts must be forwarded to the Office of Institutional Advancement so that your donor(s) can receive an IRS-approved receipt AND be recognized as a PNW donor.

Your letter asking for a donation should include our mailing address and a request that the donor put the name of the organization on the check:

Cash or Check Donations

**Purdue University Northwest Office of
Institutional Advancement 2200 169th St.
Hammond, IN 46323**

Once you receive cash or a check, please bring these items to Lawshe Hall Room 318, the Office of Institutional Advancement.

Online Donations

Online donations are also an option for student organizations. Use this link to make a gift: www.pnw.edu/giving The Office of Institutional Advancement can set up a unique giving link for your student organizations upon completing the form and meeting with members of the Office of Institutional Advancement. Online giving links take 5 business days to create. Please note, online donations are made to support your student organizations, it will take up to 90 days for you to see any online donations in your COOL Account. Cash or check donations that are deposited into your COOL Account are available for immediate use.

ONCE A GIFT HAS BEEN RECEIVED SEND THANK YOU NOTE

Thank you notes should be written as soon as you get a notification that funding has come in, take some time, and thank the people who made the investment in you and your organization. The Office of Institutional Advancement will send the donor an official receipt, but they are making the gift to you. The thank you note will stay in their mind and the next time you ask.

These thank-you notes can be letters, or thank-you cards, and can be mailed or hand-delivered to the donors. If you need official PNW letterhead, please contact the Office of Student Life. For further conversation on these topics, and/or to discuss plans that would best suit your organization's needs, please email giving@pnw.edu.

We wish you all the best in your fundraising efforts and are here to help you achieve success because your successes become PNW successes!!

\$ Managing Money \$

Types of Donations

Student organizations are eligible to solicit donations from external organizations, community and campus partners with approval from the Office of Institutional Advancement. Organizations can request monetary donations, free or discounted goods and services. Student organizations can only solicit donations on behalf of the organization and not for the University. All solicitations need to be planned in advance (we recommend no less than four weeks' notice) please submit your fundraising plan.

- **Monetary Donations**

- All monetary donations are to be deposited into the organization's COOL account. Deposit forms are available via the Office of Institutional Advancement. Organizations must bring their donation deposit forms to Lawshe 318, so that your donation may be accounted for IRS Tax purposes. Once your donation has been documented, it can be deposited in the organization's account via the Bursar's Office on either campus. For online donations, the Office of Institutional Advancement should be notified to arrange for a unique link to be created.
- All student organizations are expected to honor the donor's intent for their gift. Best practices recommend monetary donations must follow a separation of decisions and donations, which means that faculty or external donors can donate money and determine how those funds are spent.

- **Goods & Services**

- External organizations can donate free or discounted goods or services for student organization use. All action items and deliverables must be approved through the Office of Institutional Advancement. This includes but is not limited to donations in exchange for research or delivered products.

Student Organizations are not allowed to have Go Fund Me fundraisers or utilize third parties fundraising websites or services. All Fundraisers must be facilitated through the Offices of Student Life and the Institutional Advancement.

\$ Managing Money \$

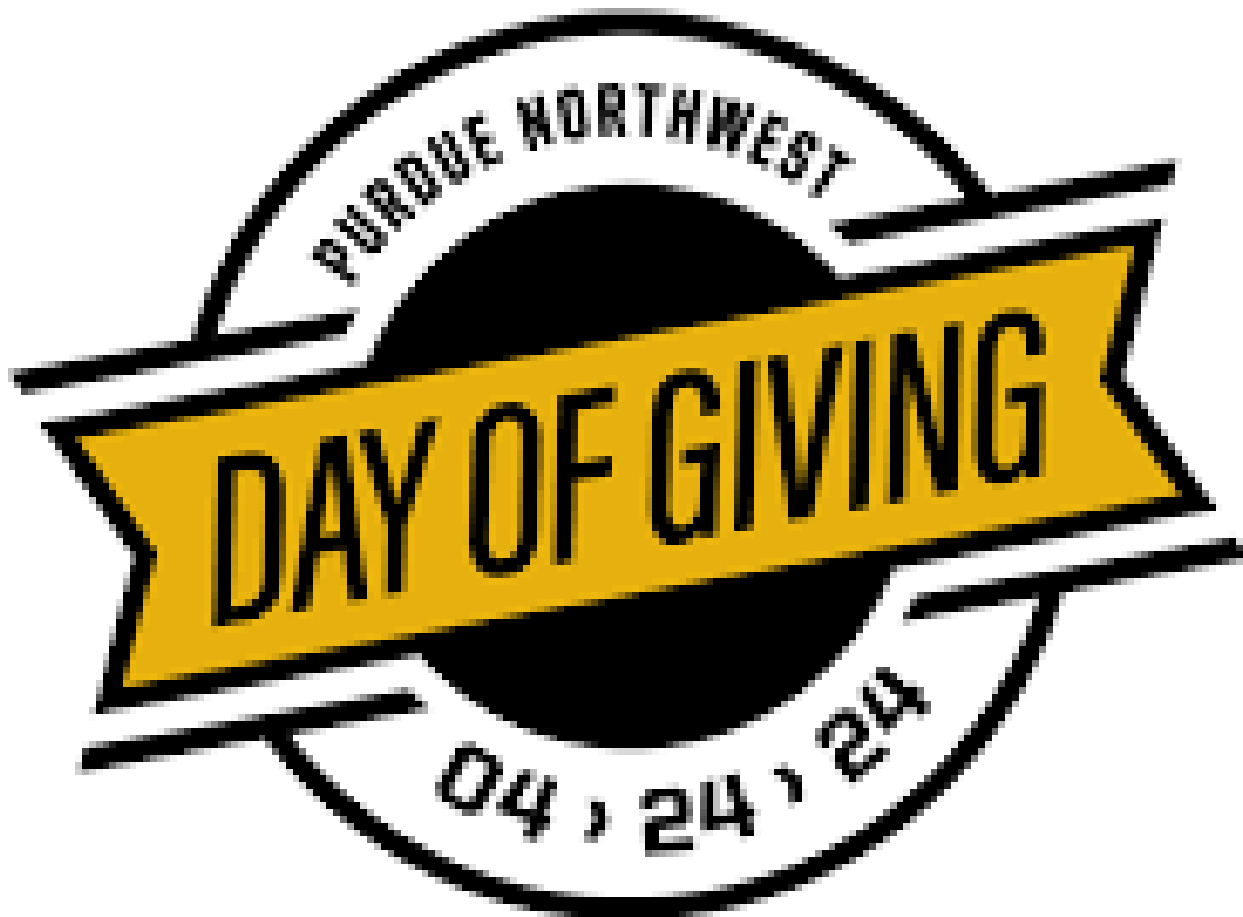
Purdue Northwest Day of Giving

Purdue Northwest Day of Giving is an annual online-based fundraising event for Purdue Northwest that happens at the end of every April. In this event, for 24 hours, students, alumni, faculty and staff, retirees, parents, and friends helped provide opportunities and transformed lives at PNW.

RSOs can participate but they must register in advance to be on the PNW Day of Giving Leaderboard and participate in the Student Organization Competition to compete for Bonus funds.

Please check your PNW student email and MyPNWLife for updates regarding PNW Day of Giving, including when to register and attend meetings. If you are fundraising for PNW Day of Giving, please note that funds raised on this date will not be accessible until the following fall semester. If you are fundraising for PNW Day of Giving, please note that funds raised on this date will not be accessible until the following fall semester.

Purdue Northwest Day of Giving website: <https://dayofgiving.pnw.edu/>



Event Planning + Hosting

RSO events are among the most significant factors of student life at PNW. The event request process is now available on MyPNWLife only. **Simply go to your MyPNWLife group page, and under “Events,” click on the green “+Create Event” button.** Be sure to enter a thorough request containing as many details as are available.

Meetings

If your RSO has a regular meeting day, time, and place the form you fill out can be marked a recurring. Therefore, you can fill it out at the start of the semester. If your meeting time changes you are required to notify the Office of Student Life so that room reservations can be cancelled as well as other publicity.

Informational & Educational Events

There are many resources for hosting events that are informational and educational for your RSO’s specific interests. Collaborating with academic departments, PNW offices, and outside organizations and businesses can be a great. If you would like help in identifying potential collaboration partners the Office of Student Life would love to support you in that work.

Dances and Social Events

An on-campus late night party is any program, event or activity taking place on Purdue University Northwest’s campus which is planned, sponsored, hosted, co-hosted, or promoted by any student organization or the Office of Student Life that occurs outside of regular building hours that is social in nature.

These events must be scheduled at least **two weeks** in advance, and proper approval is required any time an event will extend building or staff hours, and no contract is required. If using outsider vendors that require a contract, information must be sent in at least **four weeks** in advance.

For events that occur after the building is closed all doors will be locked for entry except the check in door. All areas on campus are restricted to students and guests excluding the rooms and hallway used for the event. Prior to the event, the Student Organization will need to determine the entry location and discuss their plan with the University Police Department along with the Office of Student Life.

Event Planning + Hosting

Tabling

Tabling is a great way to build awareness and engage other students with your organization. Table requests can be made online using the MyPNWLife Event/Activity Request, and requests should be made at least one week in advance, but preferably two weeks in advance.

Once approved, tables must have student coverage during the requested tabling time. If there is no one at the table, facilities will take it away. Successful tabling will have eye-catching materials about your student organization and any upcoming events or activities. Interactive games and promotional giveaways also are fine. You also can be ready to register new club members or event attendees, by having a printed QR code downloaded from MyPNWLife. Tables can be reserved through Unitime in the SULB concourse, SULB portico, CLO concourse, TECH concourse, and LSF concourse.

Public Viewing Policy (Movie Events)

Recognized Student Organizations (RSOs) that want to show a film on campus which will be open to the public must generally obtain permission for the showing from the copyright holder, known as a public performance rights (PPR) license.

Student organizations may show a movie to its members only without purchasing a public viewing license. If an organization wishes to show a movie to non-members (the public), they are required to purchase a public viewing license (if available) unless they qualify for the exceptions detailed below.

Some films come with a license that grants groups permission for a public showing (performance) to educate the audience about particular topics. Documentation must be provided stating that there are no fees attached to the film before the event can be approved. This could take several weeks, so please plan accordingly.

Other films may be shown as a public performance, if they qualify as an educational activity. Copyright holders have exclusive rights to their work but they are subject to the exceptions provided under the U.S. Copyright Act. For example, section 110(1) of the Copyright Act allows for public performances when an educational activity is involved. Examples of educational activities must involve some form of “face-to-face” instruction, such as facilitated discussions, guided reflection, etc. Unlawfully acquired or made copies of content are NOT covered by this exception.

The user of the hardcopy content (e.g. DVD) or streaming service (e.g. Netflix) is ultimately responsible for ensuring their use of content complies with all terms of use, including the U.S. Copyright code. As a result, the RSO as user of the content is responsible for compliance with all copyright restrictions. The Office of Student Life and Purdue University Northwest are not responsible for misuse of copyrighted materials for RSO activities.

Please contact the Office of Student Life for vendor information to search for and purchase public performance rights (PPR) for a film. It could take several days to several weeks to acquire the PPR when required, so please plan accordingly. Fees for licenses can range from \$300-600 for a single day showing. Please contact the Office of Student Life to learn more about approved licensing vendors.

Event Planning + Hosting

Virtual Events

With the rise of online meeting platforms, virtual events are becoming more common for student organizations. When hosting a virtual event or meeting, your student organization is still required to uphold student organization operating procedures as if the RSO were to be using campus spaces. For security purposes, all student organization-sponsored virtual events should be hosted through a university-related Zoom account. These events should also be scheduled through the MyPNWLife event/activity request as an online event, with the meeting link provided.

Public Events

When hosting events that will be open to the public there may be more steps and clearances needed. If you are planning a large public event, it is recommended that you have a minimum of two months for your planning.

If the event will be processing credit cards for any reason there is a process of clearance and a minimum of three months should be in place.

All events held at Purdue University Northwest-Hammond must be catered through Aladdin, unless you have a signed waiver from Aladdin. All events held at Purdue University Northwest-Westville must be catered through PNW Event Management. If an event has permission from these entities to bring in an outside food vendor there are additional processes and paperwork needed if the food will be served to the public.

Fundraising Events

Fundraising events are encouraged! These events do require thorough planning and approval between the Office of Student Life and Office of Institutional Advancement. It's best to submit your event request on MyPNWLife as early as possible, and to schedule a planning meeting with the Office of Student Life to discuss plans and the appropriate next steps for execution. More detailed information on fundraising can be found later in this handbook and on MyPNWLife under the RSO Officers "Forum" section.

Event Planning + Hosting

Collection Boxes/Bins

RSOs collecting items must follow these procedures:

- Prior approval from the Office of Student Life is required, including where boxes will be placed and who is responsible for monitoring and maintaining them
- The appearance of the collection box must be appropriate for a college campus and consistent with the campus aesthetic
- The design of all boxes must be approved by the Office of Student Life and include an informative flyer on the box
- Collections should be limited to two weeks in duration
- The sponsoring organization is responsible for removing donated items or materials and removing the box(es) at the end of the assigned period

Games of Chance

RSOs cannot conduct games of chance on or off campus as fundraisers. Games of chance include but are not limited to, bingo games, raffles, charity game nights, door prize events, prizes from pull tabs, punch boards or tip boards.

Selling Merchandise

RSOs conducting sales become retail merchants and must collect sales tax on these sales. The State of Indiana sales tax of 7% must be collected by the RSO when conducting sales. The tax collected from these sales are reported when depositing funds into the RSO's COOL Account. RSOs can be exempt from paying sales tax when paying sales tax on items purchased for resale. For example, if you are purchasing bags in bulk for resale you would be able to avoid paying sales tax when you purchase the bags, but need to charge sales tax on the resale. If a credit card payment method is involved, please indicate this information on your request form for review, approval, and the set-up of a U-store by the Business Office.

Bake Sales

Home-prepared food items are prohibited to sell to the public according to the Indiana Food Code. RSOs must work with and order from Campus Dining Services if you plan to hold any type of food item sale.

Organization Travel

All travel by recognized student organizations must relate to the purpose of the organization and comply with the policies of Purdue University Northwest and applicable local, state, and national laws. The travel policy applies to individual student and registered student organization travel; both in cases where the travel is sponsored by an RSO and in cases where the travel is independent of student organization sponsorship but where an individual student or recognized student organization travels on behalf of, or with the financial support of, one or more recognized student organizations. Travel is filed like events, at least two weeks in advance, and filed through the Office of Student Life. Students do not have the authority to drive any vehicle on University business unless they are pre-approved by the University's Risk Management Department and the Office of Student Life. Please contact Office of Student Life to learn more about RSO travel guidelines and requirements, and to access the necessary forms.

Event Planning + Hosting

Facilities Reservations

Prior to submitting an Activity Request on MyPNWLife, please be sure that you have checked availability of the space you would like to reserve in Unitime, plus at least one additional space in the event your activity needs to be moved. When choosing a space, it's helpful to have an idea about your attendance expectations, and any special equipment or set-up needs. Some rooms will require a diagram submitted with your reservation request. Clean diagrams can be found on MyPNWLife.

Check campus space availability on Unitime. If the space you request is not readily available, Office of Student Life reserves the right to select an appropriate space to hold your event. In those cases, you will be notified by Office of Student Life staff to discuss further and so that you can update any marketing.

Below is a list of commonly used event spaces on both campuses:

Hammond

MANE Zone - CLO 120

SULB 321

Alumni Hall - SULB 360

Founders Study – SULB 358

Founders Plaza (outdoors)

SULB Field (Outdoors)

Gyte Annex/Plaza

FNRC Gym, or behind FNRC (Outdoors)

University Village event spaces:

Griffin 334

Peregrine 300

Griffin Patio Parking Garage

Westville

DSAC Great Hall

DSAC 1021

DSAC 1009

DSAC 1113

DSAC Patio (Outdoors)

DSAC Gym

LSF 002

LSF 144

LSF 170A

AUDIO VISUAL: https://purdue.ca1.qualtrics.com/jfe/form/SV_8A00TljVKX05OuN

CSC: Certain audio visual resources after hours can be charged to the RSO, please keep this in mind when request SSF funds

Event Planning + Hosting

While it does not happen often, sometimes a larger university-sponsored event will need to take precedence over a RSO's space reservation. When this happens, our Facilities team will work hard to move your plans to your second-choice event space. Your RSO will be notified as soon as possible if this happens, and if necessary, a meeting can be arranged to talk over the change in plans.

Once your event is approved by the Office of Student Life, it is considered an official university event and is expected to adhere to all university policies and procedures, including room usage policies. Student organizations are required to use the space in such a manner that reflects the approved request. Events by student organizations may be scheduled under the following conditions:

- Events must be properly scheduled and approved
- Account for set-up and clean-up time when requesting campus facilities
- Indoor events outside of scheduled building days and hours may incur a Facility Usage fee. Open building hours can be found at <https://www.pnw.edu/getting-to-pnw/building-hours/>. This information is updated each semester.
- Outdoor events requiring facilities personnel may also incur a Facility Usage fee if they are scheduled outside employees' scheduled hours.
- Adhere to room usage policies/procedures
 - There is no smoking allowed on campus. Alcohol and Other Drug Policy – Please review the [AOD Policy](#).
 - Damages - A room inspection will occur after event. The organization reserving the space is responsible to pay for repair of any damage caused during usage.
 - Decorations
 - Glitter is NOT allowed to be used in the building.
 - Smoke Machines are NOT to be used in the building.
 - No materials are to be used utilizing open flames in decorating.
 - Hanging of items on walls may be done in event rooms only and must be secured with 3m putty or masking/painter tape. All items must be removed immediately following the event. It is strictly forbidden to drill, screw, nail or embed the walls. Hanging of anything from ceiling is to be done only by Facility Staff.
 - No markings with any type of tape allowed on floors.
 - Damage done to walls, etc. during facility use will result in repair charges.
 - Any decorations that are to be applied to structures or vegetation must be approved by Facilities.

Event Planning + Hosting

- **Security guidelines must be implemented as outlined**
 - All fire pits must be approved by Facilities.
 - Decorations may not be hung from the ceiling; over exit signs, no smoking signs, fire alarms, thermostats, or emergency lights (light must be on and working at all times).
 - Groups using the room must be aware of the following regulations required to meet fire and safety codes; All exit lights must be on!
 - The exits must be kept clear of all obstructions including wires, speakers, tables, chairs and people.
- **Event Policies and Risk Management**
 - Individual student organizations must understand the risks associated with all activities the organization sponsors and attends. You can be held liable for your organization's activities that harm others.
 - The Purdue University Northwest Police will evaluate and provide the security staffing needs for the event based on the estimated audience and if money is being handled at any point during the event.
- **RSOs assume responsibility for compliance with all University regulations**
- **Alcohol, drugs, and other controlled substances are against university policy. Violators may be subject to arrest or disciplinary action as deemed appropriate by the Office of the Dean of Students. Special cases may be permitted to do so with approval from the Office of Student Life.**
- **Entrance and Exit Policy - All Purdue University Northwest students are required to provide their student ID at the door. The Purdue University Northwest Police Department reserves the right to inspect personal belongings. Re-entry policies are subject to change for individual events.**
- **Guest Policy - Some campus events will be open to the general public or students will be able to bring guests. In these instances, the student must provide their student ID to get into the event and will be held accountable for their guests' behavior. All students and guests are required to follow the Student Code of Conduct**
- **Hold Harmless General Release Waiver - The [hold harmless general release waiver](#) form allows participants in Purdue University Northwest sponsored events to waive, release, and hold harmless the University for damages that may be sustained during their voluntary participation in a RSO activity. A waiver should be completed for any recreational programs that are voluntary in nature, or other programs that are different from the typical educational nature of the University. Completed waivers need to be submitted to the Office of Student Life. [Waivers can be found in the RSO Officers Forum.](#)**

Event Planning + Hosting

Event Changes or Cancellations

To change an event or in the case of cancellation, a staff member from the Office of Student Life must be notified first, and then be sure to contact any other department involved in the event. RSOs may be held financially responsible for expenses incurred for the use of University personnel and use of facilities if a change of event form is not submitted four days prior to the scheduled activity.

Contracts

RSO activities may involve contracts, and an RSO representative may NOT sign the contract on behalf of the organization.

A contract is required for any service, performance, or production that is to be paid through University funds (i.e. musical artists, DJs, speakers, inflatable services). Contracts must be reviewed and approved and coordinated for student organizations through the Office of Student Life. Representation for certain forms of entertainment may submit a contract to be reviewed and approved, or Purdue University Northwest may develop a contract for the performance or service provided. All contract information is required to be submitted to the Purdue University Northwest Business Office for assessment and processing. As a reminder, student organizations and members acting on behalf of student organizations are prohibited from signing any contractual agreement.

The sponsoring RSO is responsible for:

- All related events that transpire during the course of the activity
- Incidents which occur during the arrival and departure period of persons
- The behavior of all persons in attendance, including guests

Requirements of the group:

- One member of the sponsoring group(s) must be designated as the "Contact Person" for the event and will serve as the responsible contact person before and throughout the event.
- The sponsoring group(s) is responsible for ensuring the reserved space and surrounding area is clean and that all furniture is returned to its proper place depending on room arrangements and program.

For more information, consult the Student [Code of Conduct](#). Copies are available at the Office of the Dean of Students.

Marketing and Communications Guidelines

MyPNWLife

MyPNWLife is an applications and one-stop-shop to manage, promote, and assess student engagement and student organization success. For RSO officers, MyPNWLife is where you go to get everything done to make your club successful, and keep it well organized and maintained. Your organization will have a dedicated MyPNWLife group page. This page allows you to connect and communicate with Purdue University Northwest students, manage your membership roster, share information about your events, track attendance, collect feedback, and store key information for your organization that will help ensure seamless leadership transition.

The Office of Student Life will regularly promote and drive attention to the upcoming events page on MyPNWLife, and post about events on the MyPNWLife community feed. For advertised events on social media, use the hashtag **#MyPNWLife**. If your RSO has an event that you would like to highlight on MyPNWLife Weekly Roar email that is sent weekly, please email the Office of Student Life at studentlife@pnw.edu.

LCD Graphic

There are many LCD screens located across campus. To display your graphic, it must be formatted into 16:9 size. Graphics must be submitted to the Office of Student Life at studentlife@pnw.edu for approval and submission.

Display Case

Display cases are located in the SULB and LSF concourses. RSOs can reserve these cases for event promotion so long as they are not already in use for larger strategic events. Contact the Office of Student Life for more information.

Student Newspaper

The Pioneer student newspaper advertises campus events in each issue. To have your event featured, contact pioneer@pnw.edu.

#MyPNWLife

Marketing and Communications Guidelines

Flyers

RSOs are only to post flyers in the designated posting areas marked around campus. Recognized Student Organizations are responsible for using the appropriate mounting material for their flyers. Items posted improperly or displayed in unapproved locations, including entrance doors, bathroom stalls or cafeteria tables, will be removed and discarded.

The small bulletin boards located near each classroom and lab door are for the exclusive use of the registrar and the faculty teaching in that space. Postings on these boards will generally be limited to class cancellation and related academic scheduling issues. All bulletin boards inside general purpose classrooms and instructional labs are reserved for instructional materials posted by faculty. Please remove any dated postings within 24 hours after the event. Only one flyer is permitted per posting location. Please do not post on bulletin boards or walls outside or inside classroom spaces. These areas are for faculty use only. RSOs should not cover another flyer with their own and cannot post on bulletin boards or doors outside any office unless you have permission from the respective office. Be advised all public display areas will be cleared at the end of each semester.

RSOs will follow these Purdue University Northwest guidelines for posting <https://www.pnw.edu/academic-and-administrative-offices/policies/public-posting-policy-and-locations/>. Questions regarding the location of public display areas should be directed to PNW Facilities Services.

Your event will automatically be added to toilet times as long as it is approved within two weeks of the event date.

Brand Guidelines for Student Organizations

Recognized Student Organizations are supported and governed by official Purdue University Northwest branding guidelines, and are given access to use official university logos, colors, and the university name.

Recognized student organizations are officially sanctioned by Purdue University Northwest. By virtue of their relationship with the university, recognized organizations are given access to use official university logos.

RSO names, logos, and merchandise orders are reviewed and approved by the Office of Student Life, in partnership with our Marketing & Communications team, prior to use.

Please take a moment to read and become familiar with [PNW Brand Guidelines and Resources](#).

Marketing and Communications Guidelines

External Website Considerations

Per Purdue University Northwest's [website governance](#), "Official Purdue University Northwest resources, programs and services must be hosted in the pnw.edu framework or via approved, linked vendors. As part of the academic process, faculty or students may seek to create or host content outside the pnw.edu framework, on independent "third-party" sites. Individuals or groups looking to establish a third-party site must consult with Purdue University Northwest Marketing and Communications to discuss the trademark and branding implications as well as depreciation planning. The Marketing and Communications team is only able to support pages within the pnw.edu framework." Considering an External Site? If student organizations are considering an external website, we encourage them to consider:

- What goals are you looking to accomplish with an external site that can't be achieved with your pnw.edu listing?
- Who will be responsible for keeping the site secure and up to date?

External Site Guidelines

- Purdue University Northwest's logo should only be used with the approval of [Marketing and Communications](#). It cannot be altered or used in a manner at odds with PNW's brand guidelines.
- External websites should feature this disclaimer with a link back to the organization's official listing on pnw.edu. Ideally, this disclaimer would be featured in the footer of every page. "Opinions expressed on this site do not necessarily represent the official views of Purdue University Northwest (PNW). This site may contain links to websites and services outside the PNW domain. PNW does not endorse, takes no responsibility for and exercises no control over the views or content contained on these independent sites, nor does it vouch for the accuracy or accessibility of the information contained on them."
- To assist in continuity planning as membership in an organization changes, a permanent employee on PNW's Student Life should be granted admin-level access to any website hosting and domain registration.
- We encourage any student organizations with an external site to review the "Writing for the Web" workshop hosted on [PNW's CMS Guide](#), particularly the sections on web accessibility.

Decide on a name and logo for your student organization

Registered Student Organizations are officially sanctioned by the university, and are therefore given access to use certain official logos and names "Purdue University Northwest," "Purdue Northwest," or "PNW" and official university colors are allowable. "Purdue," "Purdue University," or "Purdue NW" are not allowable. Type treatments used for the name "Purdue University Northwest" must be ostensibly different from the university wordmark. Refer to the PNW Marketing & Communications brand guidelines for the most up-to-date information.

Marketing and Communications Guidelines

RSO Feature on the Student Life Website

For RSOs, this will include:

- **Organization Name and Logo:** This should be consistent with your group registration on MyPNWLife, your social accounts, and anywhere else your student org is represented
- **Recognized Student Organization Description:** Offer a short description of who you are, what you offer and why interested students would want to join. This should be outlined in 35 to 150 words.
- **Feature Image (Optional):** If you have good photo assets, we recommend sharing one to include with your organization listing. This helps personalize the organization, adding interest and offering a sense of what you do. Images will be featured at 900 x 600 pixels, so the image shared needs to be horizontal. Photography that meets a high professional standard plays a crucial role in creating a positive image of Purdue Northwest. Images used on the website should align with PNW brand standards and inspire prospective students to connect with the university.
- **Contact Information:** Share the best method to reach your organization and its leaders. If desired, you can feature club officers with individual titles and contact information. Contact information for the organization's advisors can also be shared in this section.
- **Social Media Links:** Organizations can link each social media account they manage to their listing. All social media websites featured should be registered with the Office of Student Life.

Web Edit Request Form: If you have updates you're looking for on the website, the best place to submit them is <https://www.pnw.edu/marketing-communications/request-forms/web-edit-request-form/>. This goes right into our production-management software, making it easier for our team to review and get requests scheduled.

Campus Calendar

Events can be added to the campus calendar using the correct form on the PNW website. Calendar listings should include event details, cost of attendance and contact information. If you'd like to submit an event to go on the PNW website calendar, your team can submit that at <https://www.pnw.edu/events/community/add>

Marketing and Communications Guidelines

Social Media

Recognized Student Organizations can advertise their events on social media through the Office of Student Life. The Office of Student Life is active on Facebook and Instagram. Recognized student organizations can promote their organization and its events on social media by:

- Tagging the Office of Student Life on Facebook or Instagram (“PNWstudentlife”)
- Sending your graphic (in .png or .jpg format) with caption to studentlife@pnw.edu
- Tagging the Office of Student Life on Instagram Stories
- Making the Office of Student Life a co-host on Facebook events

Each organization is required to submit a Social Media Registration Form to the Office of Student Life. The PNW Marketing and Communications team will monitor RSO social media pages, and requires that all University-sponsored social media outlets be used in accordance with the University's social media policy.

The Social Media Registration form requests the organization's social media URL' and names of all account administrators. Please note that all RSOs with social media accounts must have at least two full-time, benefits eligible faculty or staff members assigned as account administrators. Account administrators are only responsible for maintaining the social media account login information, not posting content. RSO officers should be designated to post content and keep account information up to date.

All University-Sponsored Social Media Outlets **must contain one of the following disclaimers**. (If character space allows, sites are to use the full version disclaimer; a short version is provided for sites that have limited character space.)

Full Version: Opinions expressed on this site do not necessarily represent the official views of Purdue University Northwest. This site may contain links to websites and services outside the Purdue University Northwest domain. Purdue University Northwest does not endorse, takes no responsibility for and exercises no control over the views or content contained on these independent sites, nor does it vouch for the accuracy or accessibility of the information contained on them. Purdue University Northwest cannot authorize the use of copyrighted materials contained in linked websites. Users must request such authorization from the sponsor of the independent site.

Short Version: Opinions expressed on this site may not represent the official views of Purdue University Northwest.

Renting Vehicles

Overview:

•To book rental vehicles please contact the branch manager via email: Branch Manager - Blakeley, Kyle Kyle.T.Blakeley@em.com.

•To book a 12 or 15 passenger van, please call to book vehicle.

Age Requirement

•18-20 year olds can rent vehicles but they would be insured by Purdue not Enterprise and there will be a fee charged.

•21-25 year olds can rent vehicles and the fee will be waived, and they would be covered by the Enterprise damage waiver (see terms and conditions at the bottom of page 1 of the rental rates sheet).

Additional Information:

•Reservation booking link : <https://partners.rentalcar.com/purdue-university>

•Contact information :

o Branch Manager - Blakeley, Kyle Kyle.T.Blakeley@em.com

o Area Rental Manager - Howard, Christopher L Christopher.L.Howard@em.com

Purdue University Northwest Posting Policy

GENERAL DISPLAY POSTINGS:

All public display areas will be labeled as such. Please be advised public display areas are cleared at the end of each semester. Items posted improperly or displayed in unapproved locations, including entrance doors, will be removed and discarded.

INFORMATION FOR STUDENTS:

The small bulletin boards located near each classroom and lab door are for the exclusive use of the registrar and the faculty teaching in that space. Postings on these boards will generally be limited to class cancellation and related academic scheduling issues.

All bulletin boards inside general purpose classrooms and instructional labs are reserved for instructional materials posted by faculty. Timely removal of the material is encouraged. Unless otherwise indicated on the material, these boards will also be cleared at the end of each semester.

POSTING PERSONAL ITEMS:

If you wish to post or mount personal items inside a private office or other location not visible to the general public, please refrain from using adhesives, tape or tacks on any wooden or painted surface. Doing so may cause significant damage. Poster putty is recommended for temporary paper displays. If you have a bulletin board, favorite photo, artwork or any other item to be mounted, please submit a work order request on the PNW Facilities website at <https://pnw.akitabox.com/portal/62e82dbf005e590645a62dbf>.

Sidewalk Chalk Rules:

Sidewalk chalk is not approved under any overhang as we want the chalk to wash away naturally with rain so we don't have to manually wash it off. It is also preferred to keep it in Founder's Plaza area on limited to concrete sidewalks only. Anything written or drawn should be in reference to the event and inappropriate items will be removed. Areas directly in front of building entrances are also restricted to prevent tracking the chalk into buildings.

Alumni Visits Form:

If your student organization is inviting PNW Alumni are on campus for events, organization meeting, etc., please fill this form out: <https://forms.office.com/r/fqxSsueH4W>

Food Requirements for RSOs

After Hours Catering

- For events that occur when dining is closed, student groups who request catered items (e.g. Pizza) that do not require extra staffing will be allowed to order at an off-site vendor provided the following occurs:
 - Diane Wisniewski, Food Service Director, is emailed about the event, 7 days prior to the event happening. Diane's email is wisniewd@pnw.edu. Events not emailed 7 days prior may not order food within this policy.
 - If Diane or her staff require a clarification about the size and scope of the event, a representative of the student group will respond within 24 hours to any requests made by Dining Staff.
 - This should not be used every time each group needs food. This process should only be used for more informal situations like meetings or the occasional small events that occur 1 hour after the dining hall closes.
- Events that require significant food orders for programs and large events still need to submit all orders through Catertrax. If you aren't sure if your event is too large, then you should email Diane Wisniewski. Registered Student Organizations are responsible for making these decisions and will be held accountable if they order food that should have been catered.
- After Hours refers to the following:
 - Weekends
 - After 5pm, Monday – Thursday
 - After 3pm on Fridays

GROCERIES

- Grocery purchases should not be substitutes for Aladdin catering.
 - Examples include donuts, frozen dinners, and frozen appetizers.
- Groceries that are not typically made fresh through catering and are being used at small events like group meetings may be purchased from stores. Examples include potato chips, granola bars, and candy.
- Drinks may also be purchased for small events like this. Must be Pepsi products.
- HOWEVER, Aladdin is willing to order the above-mentioned items for groups at cost which could prove to be a considerable savings depending on prices found in grocery stores.

Police Requirements for Events:

If a student group hosts an internal event has 50-100 students/faculty/ or staff expected to be in attendance the expectation is that Campus Police will do extra rounds during the event.

If a student group hosts an internal event that has 100 students/faculty/ or staff expected to be in attendance the expectation is that the Campus Police will be informed at least 4 weeks prior to the event and they will do extra rounds during the event.

If a student group hosts an event that is open to the public that has 50 people or more they need to inform the Office of Student Life and contact the Campus Police no later than 4 weeks prior to the event taking place on campus. The student group would need to pay for the officers during that time at the pay rate that Campus Police sets.

***Information is subject to change per the requirements of the Office of Campus Police**