



MACALESTER COLLEGE

# STUDENT ORG

# HANDBOOK

# 2024-25


Center for Student Leadership and Engagement

📍 Campus Center, 2nd floor

🌐 [macalester.edu/leadership-engagement](https://macalester.edu/leadership-engagement)

☎️ 651-696-6569

👂 Deaf, hard of hearing, speech-limited callers: MN Relay 711



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# Table of Contents:

<b>Welcome &amp; Introductions.....</b>	<b>4</b>
Welcome Message from the MCSG President.....	4
Intro to Macalester College Student Government (MCSG).....	4
Student Organizations Committee (SOC).....	4
Financial Affairs Committee (FAC).....	5
MCSG Financial Code.....	5
Program Board (PB).....	5
Intro to Center for Student Leadership and Engagement (CSLE).....	5
<b>Starting a New Student Organization.....</b>	<b>6</b>
SOC Guidelines for Starting a New Student Organization.....	6
Logistical Steps to Starting a Student Organization.....	7
<b>Student Organization Privileges.....</b>	<b>8</b>
Org Storage Space Allocation.....	8
Organization Emails.....	8
Reserving Space on Campus.....	8
Funding.....	8
<b>Student Organization Requirements.....</b>	<b>9</b>
Designate Leadership.....	9
Designate an Advisor.....	9
Check-in Process.....	9
Attend Required Trainings.....	10
Student Organization Leader Orientation (SOLO): September.....	10
Budgeting Workshop/Budget Bonanza: February-March.....	10
Transition Workshop: March/April.....	10
Transition Your Organization.....	10
Abide by Policies.....	10
<b>Event Planning and Execution.....</b>	<b>11</b>
Selecting a Time and Place.....	11
Accessibility Considerations.....	13
Events Requiring Public Safety.....	13
Responsibility of the Host Organization.....	13
Custodial Services.....	13
Audio-Visual Support & Space Reservations.....	14
Reserving Vans and Student-Org Related Travel.....	14
Travel Policy.....	14

<b>Special Event Types.....</b>	<b>14</b>
Volunteer Events.....	14
Events with Political Candidates.....	15
Dances.....	15
Movie/Video Screening FAQs.....	16
Outdoor Events & Noise Policy/Variance.....	17
Macalester College Emergency Medical Service (MacEMS).....	17
Fire Pit Usage and Safety Guidelines.....	18
Managing Your Student Organization.....	18
Setting Group Norms.....	18
Organization Meetings.....	19
<b>Publicity.....</b>	<b>19</b>
Publicity Options on Campus.....	20
Reservations.....	20
Creating your Publicity.....	20
Idea Lab.....	20
Poster Run.....	20
Mac Daily.....	21
Create an Event in Involve.....	21
College Events Calendar.....	21
Advertise with WMCN and Mac Weekly:.....	21
Chalking.....	22
Social Media.....	22
Copying Code of Ethics.....	22
Use of Macalester Name/Logo.....	22
<b>Food and Beverages.....</b>	<b>23</b>
Bon Appétit.....	23
Compost and Compostable Dishware.....	23
Alcohol Policy.....	23
<b>Finances.....</b>	<b>23</b>
MCSG Financial Code.....	23
Organization Funding Options.....	24
Flexi Funds.....	24
Annual Allocations.....	24
Additional Allocations.....	24
Fundraising.....	24
Organization Finance Tracking.....	26
Authorized Signers.....	27
Purchasing Methods.....	28
Check out a P-Card from CSLE's front desk.....	28
Request a purchase through CSLE (Amazon, Staples, etc.).....	28

Reimbursement.....	28
Mail Deliveries.....	29
Requesting a Contract.....	29
Contracts serve the following purposes:.....	29
W-9 Forms.....	30
Special Considerations.....	30
<b>Involve.....</b>	<b>30</b>
Involve Support.....	30
Updating Your Organization’s Roster and Granting Admin Access in Involve.....	31
Uploading Documents to Your Organization’s Involve Portal.....	32
How to Create an Event in Involve.....	33
Involve Phone Application.....	34
Organization Account Numbers (FOAPALS).....	34
Descriptions of FOAPAL elements.....	35
<b>Advising and Support Resources.....</b>	<b>35</b>
The Center for Student Leadership and Engagement.....	35
Student Organization Advisors.....	35
Advisor Requirements.....	36
Advisor Selection.....	36
Benefits for the Student Org.....	36
Expectations of Advisors.....	36
Benefits for the Advisor.....	37
Student Organizations Committee (SOC) and Financial Affairs Committee (FAC) Liaisons.....	37
<b>Student Organization Code of Conduct.....</b>	<b>38</b>
Removal of Members.....	38
Possible Sanctions.....	39
Title IX at Macalester College.....	39
Non-Discrimination Statement From MCSG.....	40
MCSG Statement of Affirmative Action.....	40
<b>Glossary.....</b>	<b>40</b>

# Welcome & Introductions

## Welcome Message from the MCSG President

Dear student org members,

In my three years at Mac I have seen the invaluable role that student organizations have on campus. I owe many of my favorite memories of Mac to the amazing work of past and present org leaders.

Regardless of whether your org is seeking to build community in a challenging place, provide transformative opportunities to the student body and broader community, or help in some other way, your work helps make this place feel more like home to someone.

I strive to have MCSG operate with gratitude and grace for its incredible student org leaders. If you ever feel stuck navigating Macalester's processes and procedures, please reach out. We're here to help.

Sincerely,

Joel Sadofsky  
2024-2025 MCSG President  
[mcs@macalester.edu](mailto:mcs@macalester.edu)

## Intro to Macalester College Student Government (MCSG)

The purpose of the Macalester College Student Government is to ensure direct student participation in campus governance, to uphold and protect the rights and freedoms of the Student Body as expressed in the Students' Rights, Freedoms, and Responsibilities document, to incorporate the needs and desires of the Student Body in Macalester College policy and programs, and to distribute the student activity fee to student organizations. (Statement of Purpose, MCSG Constitution, reaffirmed March 2023).

- MCSG is made up of four standing committees and a cabinet of issue-based liaisons. The Financial Affairs Committee and Student Organizations Committee are the committees that interact with student orgs most often. Each org will be assigned a liaison from FAC and SOC to provide support.
- MCSG can be reached at [mcs@macalester.edu](mailto:mcs@macalester.edu). For more information including current MCSG executive and leadership members, visit [www.macalester.edu/mcs](http://www.macalester.edu/mcs). To read the MCSG constitution [click here](#).

## Student Organizations Committee (SOC)

The Student Organizations Committee (SOC) provides a range of services for student organizations including facilitating successful recruitment, advocating for student organizations to college departments/administration, assisting with leadership transitions, and advertising and promoting student org work and accomplishments. The SOC also works with MCSG to create and sustain the overall student org body and guidelines including conducting check-ins on student organizations and working with students to charter new organizations. The SOC can be reached at [soc@macalester.edu](mailto:soc@macalester.edu). This year's SOC chairs are Sean Maxfield (fall), [smaxfiel@macalester.edu](mailto:smaxfiel@macalester.edu), and Alec Chen (spring), [achen1@macalester.edu](mailto:achen1@macalester.edu).

## Financial Affairs Committee (FAC)

The Financial Affairs Committee (FAC) manages MCSG's money (i.e. the student activity fee). The FAC works with student organizations to efficiently and responsibly allocate money for events and programs in and around the Macalester community. Additionally, the FAC reviews budget submissions for the upcoming year in April; however, throughout the course of the semester the FAC also reviews requests for additional allocations. The FAC can be reached at [fac@macalester.edu](mailto:fac@macalester.edu). This year's FAC chair is Luke Evans, [levans3@macalester.edu](mailto:levans3@macalester.edu).

### MCSG Financial Code

The FAC uses the [Financial Code](#) to guide the distribution of the student activity fee, which includes funding for all student organizations. If you have questions regarding your student organization's finances, please contact [FAC@macalester.edu](mailto:FAC@macalester.edu) or [CSLE@macalester.edu](mailto:CSLE@macalester.edu). CSLE prohibits student Organizations from holding banking or financial accounts outside of the college

\*\*Wondering whether to contact SOC or FAC? Check out [this PDF](#)\*\*

## Program Board (PB)

The Program Board (PB) is the programmatic arm of MCSG responsible for cultural, educational, and social programming on campus by utilizing a portion of the student activity fees. PB strives for the highest quality, variety, and diversity in all events. PB hopes to promote and foster student leadership and collaboration. Student orgs interested in collaborating with PB for events or programming are encouraged to reach out! PB can be reached at [pb@macalester.edu](mailto:pb@macalester.edu). For more information, visit [www.macalester.edu/pb](http://www.macalester.edu/pb). This year's Program Board chair is Sofia Vaz, [svaz@macalester.edu](mailto:svaz@macalester.edu).

## Intro to Center for Student Leadership and Engagement (CSLE)

The Center for Student Leadership and Engagement educates and empowers students to be their most successful selves through developmental leadership opportunities in the co-curricular. CSLE is the hub of support for your student organization. We are here to help with advising, finances, org management, programming and event planning, and anything else you may need. Staff members include:

- **Garrett Meier** is the Student Organizations Coordinator and is the point person for all things related to student orgs. He's happy to answer any questions related to the function of your organization.
- **Emi Menk** is the Associate Director of Student Leadership and Engagement. Emi works to support orientation and advises the Communication & Engagement Committee, the Academic Affairs Committee, and the Cabinet of MCSG.
- **Fleury Clark Girimana** is the Associate Director of Programming. Clark advises the Program Board.

- **Andy Williams** is the Director of Campus Center and Programming. Andy supports programming such as Campus Center After Dark and supervises campus center student employees.
- **Laurie Adamson** is the Executive Director of Leadership and Engagement. Laurie advises the Executive Board and Legislative Body of MCSG.
- **Beau Larson** is the Director of Forensics. They support Mock Trial, Ethics Bowl, Model UN, Policy Debate, and Moot Court.
- **Noah Nourse** is the Administrative Coordinator. He supervises the student employees at the CSLE front desk. Noah can help you with checking out P-Cards and answering questions.

# Starting a New Student Organization

The Student Organizations Committee (SOC) works directly with students interested in forming new student organizations at Macalester. Student organizations provide opportunities for organized student engagement. Being a student organization requires registration/renewal requirements and are afforded campus privileges. The information below contains the guidelines and processes for starting a student organization.

## SOC Guidelines for Starting a New Student Organization

- **Is your org new and different?**
  - New student organizations must demonstrate a unique purpose or reason for existence. They should be able to distinguish themselves from other organizations on campus.
- **Do enough people want to take part?**
  - Student organizations must have a significant amount of interested and committed people. Significant is understood to be at least 10 students who consistently attend organizational meetings.
- **Will your org be open to anyone who wishes to join?**
  - Student organizations must be non-exclusive. Any student who wishes to join the organization should be allowed to do so.
- **Student organizations will appoint leadership through fair elections.**
  - New leadership must identify themselves to the Center for Student Leadership and Engagement and MCSG for the purpose of maintaining an accurate list of active organizations and organizational contact persons.
  - Groups without elected leaders must identify at least one contact person to the Center for Student Leadership and Engagement and MCSG. Contacts will be subject to the same notification procedures as leaders in other student organizations.

- **Student organizations will participate in a formal check-in at the end of their first year as a newly chartered student organization. Then, they will move to a three-year check-in cycle by the Student Organizations Committee (SOC) of MCSG.**
  - The aim of this process is to ensure organizations are healthy, fulfilling their mission as outlined in their charter on campus, and getting the support they need. This review process may have implications for the budgeting process.
- **Existing groups on campus that would like to transition to an active student org**
  - Groups that are already receiving funding or support from another entity on campus (e.g., club sport, Forensics activity, Identity Collective, etc.) should meet with CSLE and their existing staff advisor prior to submitting a new org interest form.

## Logistical Steps to Starting a Student Organization

- Review the above listed [SOC guidelines for starting a new org](#).
- Meet with an SOC member to discuss the group's formation and registration process
  - Email [soc@macalester.edu](mailto:soc@macalester.edu) to schedule your initial meeting.
- Find a faculty/staff advisor. This person can be any staff or faculty member who shares your passion or interest in your organization.
- After meeting with SOC, draft a Charter using the [Sample Charter Template](#)
  - The charter is a statement of your group's policies and rules. It details the way you will run your organization. The charter of an organization provides for efficiency, fair and equal consideration, clarification, and continuity in the regular operations of an organization.
  - Review the Sample Charter with a member of the the SOC **before** submission
- Submit your charter to the SOC email ([soc@macalester.edu](mailto:soc@macalester.edu))
- SOC Reviews your charter template submission for any potential editing. This process will include:
  - SOC will invite members of new group to an SOC meeting to have a conversation to discuss:
    - The vision of the org
    - Charter questions and clarifications
  - SOC suggests edits and assigns revision deadline
- The SOC will vote on charter approval
  - If passed: SOC sends charter to MCSG Legislative Board (LB) for review during their meetings, which take place weekly on Thursdays from 12pm to 1pm, regarding approval of the charter. This process will include:
    - An opportunity for LB members to ask questions about the charter
    - A vote by the LB to approve or reject the charter
  - If failed: Suggestions and edits are issued with new revision deadline
- Following approval- submit the [Student Organization Registration Form](#) in Involve, you're now registered Student Org!

### Deadline to submit the Org Registration Form:

**Fall 2024: October 25th**

**Spring 2025: March 7th**



\*Timeline for chartering a new organization can take up to two weeks due to the above outlined process\*

# Student Organization Privileges

## Org Storage Space Allocation

Active student organizations have access to storage spaces on campus. Orgs that need on-campus storage or office space should submit a request by completing the Student Organization Space—[Responsible Use Agreement and Key Request Form](#) available in **Involve**. Spaces are available on a first-come, first-served basis, with allocation preference given to those organizations that demonstrate need. Key and card access for student organizations need to be renewed annually through the form linked above.

## Organization Emails

Each organization chartered by MCSG will receive an organizational email address. Check this address regularly, as many students, departments, staff and faculty will email this address to find out more information about your organization.

- All official communications from SOC, FAC, and CSLE will go to this inbox
- Set up [Delegate Access](#) to the Org Email to make inbox management easier
- [Forward the Email](#) to your Leadership/Members in charge of communications

If you do not know the password for your email login, email the Student Organizations Coordinator who will funnel requests to ITS.

## Reserving Space on Campus

Chartered organizations are able to reserve a space on campus to host meetings and events. More information about reserving space on campus can be found in the [Event Planning and Execution](#) section of this handbook.

## Funding

Active student organizations are eligible to receive funding from the Student Activity Fee for org-related expenses. More information about funding allocations for this academic year can be found in the [Finances](#) section of this handbook.

# Student Organization Requirements

In order to remain active and take advantage of the privileges listed above, there are a number of requirements an organization must complete. Failure to complete/maintain these requirements in a timely manner will result in loss of organization privileges.

## Designate Leadership

CSLE recognizes and values differing forms of leadership, structure, and diffused models of shared ownership. We will work with you to support the kind of leadership model that works best for your organization. However, due to system limitations within Involve, each organization must identify a person for each of these roles within the software. This will allow for the right permissions and viewing for each role (e.g., the person in your org who will handle finances should be listed as the Treasurer so they receive access to the Finance section of Involve .

- President
- Vice President
- Treasurer
- Secretary

## Designate an Advisor

Though student organizations can always consult with CSLE staff, they are also required to have a faculty or staff advisor. If you would like assistance in identifying an advisor or changing your advisor, please contact CSLE at [CSLE@macalester.edu](mailto:CSLE@macalester.edu). More information on advising can be found in the [Advisor](#) section of this handbook.

## Check-in Process

- Formal check-in processes occur to ensure the health and longevity of the organization and to maintain the relationship between the organization and MCSG. Organizations check-in once every three years during the spring semester as informed by the SOC chair.
  - Newly chartered organizations will check-in after their first year.
- The check-in process (formally called audit process) will include the following information:
  - A list of current leadership
  - Name/s of current faculty/staff advisor/s
  - Inventory of capital purchases
  - Recent and upcoming events and activities
  - Leadership and transition processes
  - Updated charter that matches the current mission and activities of the organization

- Additional information based on expectations laid out during the Student Organization Leader Orientation (SOLO), held annually each fall semester
- Student Organizations will be assessed based on the following criteria:
  - Impact on Macalester College community
  - Leadership
  - Budget consistency
- If a Student Organization does not attend their check-in, the organization will have its budgeting privileges suspended until it has successfully completed the check-in process. If it fails to complete the check-in after losing privileges, the org will be removed from student organization publications and will be considered inactive.

## Attend Required Trainings

### Student Organization Leader Orientation (SOLO): September

SOLO is a required training for all student organizations that is held annually in the fall semester. **Each organization is required to send at least 2 members to this training.** It is highly recommended that you send your organization's treasurer to SOLO because it will cover finances for your organization. [Resources from this year's SOLO can be found here.](#)

### Budgeting Workshop/Budget Bonanza: February-March

All budgeting organizations (organizations that receive funding beyond Flexi Funds) are required to attend a budgeting workshop facilitated by the FAC in the spring semester. This workshop takes place during the budgeting period and provides organizations with helpful information for preparing and submitting an annual budget request. FAC put together asynchronous training materials for operating finance processes in Involve linked [here](#).

### Transition Workshop: March/April

Organizations undergo a transition process each spring to ensure that org-related information, including the following year's leadership, is up to date. The transition process will be conducted via Involve beginning on April 7 and closing April 28, 2025 at 4:30 p.m. More details will be provided by SOC as the deadline approaches.

## Transition Your Organization

After attending a transition workshop, each org must complete the transition process on Involve by uploading a transition document. This document lists important information for the continuity of the organization, such as the names of org leaders for the following year, passwords to org emails and social media accounts, and advice and ideas for the next year's leadership. If this process is not completed, the org will not be active for the following year and will need to re-charter if they wish to be an org.

## Abide by Policies

If a student organization does not meet the above listed criteria in a timely manner, they will become inactive, or “frozen”, and will lose their privileges as an organization. If an organization becomes inactive and wishes to reactivate, they should contact the SOC chair.

Student organizations must abide by both the [Student Organizations Code of Conduct](#) and the [Macalester College Student Handbook](#).

# Event Planning and Execution

Hosting events is a common way that student organizations engage in community and execute the purpose of the org. Whether you are hosting a large or small event, successful programs all require some degree of careful planning. Feel free to consult with the CSLE Staff, your org advisor, MCSG members, or Program Board (PB) members at any step of the way; all are great resources and are eager to support you. Check out this [quick guide to event planning](#) for student organizations!

## Selecting a Time and Place

### Pick a date

- Check the College Events Calendar located at <http://events.macalester.edu/> to help pick a date when there are fewer events and when your event will complement, rather than overshadow or be overshadowed by other events. You should also explore the [event page](#) offerings on Involve.

### Solidify key details and register your event

- Once you have decided the basic details of your event (who, what, where, when, why?), and you received a confirmation email from Reservations (explained below), add your event to Involve and the [College Events Calendar](#) so that other organizations are able to plan with your event in mind as well.

**Please note that the last day of classes in both the fall and spring semester is also the last day to host a program or event. Student organizations are not permitted to host events past this date. In some instances, the Center for Student Leadership and Engagement (CSLE) will consider granting an exemption for special circumstances. Organizations must have prior approval from CSLE if they wish to host a program or event beyond the last day of classes.**

### Select a Location

- Considerations when choosing a location:
  - Will the space allow for everything you need/want for the event?
  - What might you have to bring in or rent to support the event?

- Are there campus departments or offices that have the resources to support your event internally?
- Because of catering contracts, Bon Appétit **MUST** cater all events involving food in the Campus Center, Hill Ballroom (Kagin), and the Leonard Center.

### Reserving Space On Campus

Macalester College and its facilities are host to a large number and variety of events. Our facilities vary from traditional classrooms, multipurpose spaces and outdoor locations. Macalester Reservations utilizes a software system called EMS to reserve and manage spaces on campus. Students are able to check space availability and make a reservation request online through [EMS linked here](#). **Organizations must secure a location before promoting an event or purchasing items for the event!**

Students can log into EMS using their Macalester username and password. It is important to keep in mind that a request is **not** complete until you receive a PDF confirmation, events should not be advertised or planned for until the confirmation is received.

- Small Space event requests must be submitted at least 3 days in advance. The earlier you reserve, the more likely the space is available.
- Large Space event requests must be submitted at least 14 days in advance. The earlier you reserve, the more likely the space is available.
- Macalester Reservations will provide you with a PDF via email to confirm your reservation.
- The Reservations Desk also accepts requests via email at [reservations@macalester.edu](mailto:reservations@macalester.edu).
- Spaces not reserved by Macalester Reservations or via EMS:
  - Leonard Center: All spaces in the Leonard Center should be reserved through [@Macalester Leonard Center Reservations](#) (if ordering food, Bon Appétit must cater)
  - Briggs House: To reserve spaces in the Briggs House contact Catherine Westby, [cwestby@macalester.edu](mailto:cwestby@macalester.edu).
  - Weyerhaeuser Chapel: To reserve space in the Chapel contact Pattie Lydon, [lydon@macalester.edu](mailto:lydon@macalester.edu).
  - Cultural House (C-House): To reserve the Multipurpose Room (MPR) and/or kitchen, complete the [C-House Reservation Form \(Google Form\)](#)
  - Gender & Sexuality Commons (GSC): To reserve space in the GSC, contact [lsc@macalester.edu](mailto:lsc@macalester.edu) or call 651-696-6243

### Space Use Policies

The following policies have been set forth in order to provide the community with equitable access to space reservations and to efficiently manage Macalester College facilities, resources, and personnel.

- Classrooms and conference rooms are reserved as-is: no equipment will be added or removed. They must be returned to the condition they were at the beginning of your reservation.
- Groups should consult with Reservations for set-up and equipment needs before making a reservation. Facilities and AV Services can provide standard furniture, projection, microphones, etc. and other needs or particularly large set-ups need to be contracted by outside vendors.
- Macalester Special Events and Reservations reserve the right to close reservations for a portion or all of campus buildings and spaces during particularly high-traffic event dates (including but not limited to: orientation, commencement, and Reunion). These closures serve the purpose of

conserving campus resources so these large events can be successful, and limiting conflicting events so that the entire Macalester community may participate if they desire.

For more information on event reservation policies and procedures see the facilities services page [here](#).

## Accessibility Considerations

When planning events, virtual or in-person, it is important to consider accessibility needs of all participants. We strongly encourage all groups to review [Disability Services's Accessibility Toolkit for Programs](#), and [How to Plan an Accessible Campus Event](#) which provides very helpful and tangible steps for approaching your programs from an accessibility lens.

For further support on accessibility practices, contact [CSLE@macalester.edu](mailto:CSLE@macalester.edu) or [disabilityservices@macalester.edu](mailto:disabilityservices@macalester.edu).

## Events Requiring Public Safety

Public Safety Officers **may be required** for student organization events. If your event meets any of the following criteria, you must consult with Public Safety:

- Anticipated audience is greater than 100 people
- Large concerts
- Dances
- If there will be VIPs in attendance/keynoting
- If the event is advertised outside of the campus community
- If there is an increased level of risk due to the nature or topic of the event
- If the event is a fundraiser or if significant amounts of cash are being collected at the door

Staffing requirements and specific safety needs will be determined by the Department of Public Safety. For larger events requiring multiple officers, there may be a cost associated with this coverage. There is normally a 4-hour minimum for officers regardless of the length of the event. For administrative needs, contact the Department of Public Safety by calling 651-696-6278 or emailing [publicsafety@macalester.edu](mailto:publicsafety@macalester.edu). The 24/7 emergency number is 651-696-6555.

## Responsibility of the Host Organization

It is the responsibility of the host organization to secure the appropriate security in advance of the event. [Security request forms](#) are due 14 calendar days prior to the event. Events will not be allowed to take place if security is needed but not secured. Organization leaders are responsible for confirming that security will be present, and for finalizing any arrangements at least 5 days prior to the event. Events where such provisions are not finalized 5 days prior to the event may be canceled.

## Custodial Services

Based on details for your event from Reservations, Custodial Services will anticipate and prepare accordingly. Please inform Macalester Reservations of any special requests or arrangements that may be out of the ordinary. If you need to contact Custodial Services call (651)-696-6278 or email [custodialservices@macalester.edu](mailto:custodialservices@macalester.edu).

## Audio-Visual Support & Space Reservations

All A/V requests should be made through the Event Management System, EMS. ITS will reach out if they have questions. Please make sure your set-up notes are correct in the EMS.

## Reserving Vans and Student-Org Related Travel

Student organizations may request funding to support off-campus travel through the Travel Request Form in Involve at least three weeks prior to the day of departure. Travel funding is intended to cover transportation costs, including costs associated with using Macalester vans.

Current rental rates for vans: \$57/day and 45 cents per mile. To reserve a van, submit the [Van Reservation Request](#) form at least ten days prior to departure date. Vans are rented on a first-come-first-serve basis.

All drivers are required to attend and pass classroom and behind the wheel van training. View dates and [sign up for an upcoming class on this Google form](#).

Groups traveling 400 or more miles one way must also submit a [Sponsor and Itinerary Form](#) to the Center for Student Leadership & Engagement at least three weeks prior to the day of departure.

## Travel Policy

All College related student travel must be reported to make students aware of the risks and responsibilities, to capture emergency contact information, and to ensure the travel is in accordance with College policies. The travel policies listed on the [Macalester Travel website](#), including those outlined in the Macalester College Student Handbook, are considered the minimum requirements for student travel.

- College or student government funds are used to support travel
- Travel for Athletics or Club sports teams
- Travel is to participate in an event on behalf of or using the name of the College
- College vehicles are used
- For liability reasons, for ground travel College vans secured through the campus motor pool must be used and not personal vehicles.

Travel must be tracked via the Travel Tracking Form (sent after funding approval) if any of the following apply:

- Travel is 50 miles or more from campus
- Travel is overnight

## Special Event Types

### Volunteer Events

The Community Engagement Center (CEC) acts as a bridge between the Macalester community and Twin Cities' non-profit organizations and schools. Email the CEC at [cec@macalester.edu](mailto:cec@macalester.edu) if your organization is looking for:

1. A one-time volunteer project that is integrally connected to the group's focus;
2. A one-time volunteer project unrelated to the central mission of the organization for the purpose of getting to know one another better and benefiting others, and/or
3. An ongoing project that coincides with the group's mission and enhances members' experiences

## Events with Political Candidates

Student Organizations wishing to host political candidates should review the

Information Related to Political Campaign Activity: <https://www.macalester.edu/pcce/political-campaign-activity/>

## Dances

To be considered to host a dance on campus, student organizations **must**:

- Identify a full-time Macalester faculty or staff member who will serve as the event advisor. We strongly suggest that this person be your current organization advisor.
- The identified advisor must agree to be present during the entire event and enforce all [dance and hosting guidelines](#).
- **The organization representatives and their advisor must meet with a member of the CSLE staff at least three weeks prior to the dance to review logistics and guidelines.**
- If approved the organization is responsible for:
  - Reserving a space through the Reservations Desk
  - Paying for the cost of security officers
  - Providing their own DJ and sound equipment
  - If your DJ requires payment, a contract request form must be completed at least two weeks prior to the event.

## Movie/Video Screening FAQs

Federal copyright law (Title 17 of the U.S. Code) governs how copyrighted materials, such as films and TV shows, may be used. To screen a film or TV show for a public viewing, you must obtain a public performance license.

- **What is a "public viewing" according to copyright law?**
  - A screening is considered public if it is being shown outside of a private living space (e.g., your room) and is not limited to a private audience. Additionally, a screening is considered public if it is advertised or promoted in any way. For example, watching a movie with some of your friends in your room would not require you to obtain a public performance license. However, if your organization wanted to host a virtual movie night and advertise it to Mac students, you would need to obtain a public performance license.
- **If I own a movie or TV show, or subscribe to Netflix, can I show it without paying for the rights?**
  - No. Neither the rental nor the purchase of a DVD or online streaming service carries the right to show the material in a public setting.
- **How much does it cost to purchase the license?**



- The amount to purchase the public performance license varies depending on the film itself and the number of people to whom you are showing the movie. If you have a movie in mind, you can request a quote from one of the companies listed below.

### Obtaining rights

- Videos or films should be rented from companies who hold the rights to the movies.
  - Companies to contact regarding obtaining rights are:
    - <http://www.swank.com/>
    - <http://www.criterion.com/>
  - CSLE has accounts with the above-mentioned movie vendors. If you need help securing the rights for a film, please contact the Coordinator for Student Organizations.

### Consequences of not obtaining rights

- Criminal penalty for willful violation of the Copyright Act is up to one year in jail and/or a \$25,000 fine. Inadvertent or innocent violations may bring substantial civil penalties.

Please also note that the Library purchases public performance rights for some films they have on DVD and films in their streaming Libraries including [Swank](#) and [Kanopy](#). Contact Denise Tyburski at [tyburski@macalester.edu](mailto:tyburski@macalester.edu) in the Library for more information and to confirm whether they have the public performance rights for your film. Additionally, the Library has a subscription to Kanopy Streaming which includes a broad selection of documentaries, feature films and training videos from thousands of producers. All of the films on Kanopy Streaming include public performance rights as long as there is no charge for students to attend the screening.

## Outdoor Events & Noise Policy/Variance

### Planning an Outdoor Event

- Reserving outdoor space
  - Outdoor space can be reserved through the [Reservations Desk](#) by sending an email
  - Facilities Services' Grounds Crew will be notified of the event by Reservations after you have booked the space
- Create a Rain Plan
  - Reserve an indoor space that will meet the event needs
    - Events held outdoors may also reserve a backup indoor space to use in the case of inclement weather. In these cases, the backup indoor space is reserved as-is with no additional set up, and a rain call must be communicated to Reservations 48 hours in advance of the event start time.
- Equipment
  - Available equipment for outdoor events is limited to plastic folding chairs, plastic folding tables, and a small multipurpose stage. Due to limited personnel resources in the Facilities Services Grounds department, chairs and tables will be delivered to the outdoor event location to be set up by the event organizer. Facilities Services reserves the right to not set up equipment that may become damaged by inclement weather.
  - Any audio/visual equipment requests for outdoor events should be made through EMS.

### Noise Policy and Considerations

- Noise Restrictions
  - There cannot be any amplified music after 8:00pm without a noise variance from the City of St. Paul

- There cannot be any amplified music when classes are being held
- Obtaining a noise variance
  - You must meet with a CSLE staff member regarding the appropriate space for your event as well as to discuss the need and process for getting a sound variance from the City of St. Paul
  - Applications for a sound variance must be received at least 45 days in advance
  - Fill out and submit a sound variance form to the City of St. Paul
    - This form can be found at [www.stpaul.gov](http://www.stpaul.gov) by searching "Sound Level Variance Application"
  - Required submission fee is \$172.00

## Macalester College Emergency Medical Service (MacEMS)

MacEMS can be requested for events where medical assistance may be needed:

- MacEMS will provide EMTs and First Responders to campus events to serve as First Response teams. Consider using them for any events with heightened injury or health risk or at large events.
- Request them to work at your event at least 14 calendar days in advance by emailing [mfa@macalester.edu](mailto:mfa@macalester.edu).

## Fire Pit Usage and Safety Guidelines

Organizations can request the use of a fire pit for certain outdoor events. To request use of the fire pit, student organizations should submit the [Fire Pit Usage Form](#) via Involve at least three weeks prior to the scheduled event. You must have a confirmed reservation number before your request is approved.

Organizations that wish to use the fire pits must agree and adhere to the following guidelines. Failure to adhere to the guidelines may result in the loss of future check out privileges.

- Fires must be contained to the fire pit.
- Fire pits can not block sidewalks, entryways or exits.
- Only wood fires are allowed. No charcoal, propane or other accelerants may be used. No rubbish, construction materials or paper products can be burned. Organizations are responsible for providing their own firewood.
- Fire pit must be located in an open area at least 50 feet from buildings, trees, or other combustible materials.
- Organization contact person is responsible for providing means to extinguish the fire. This includes a bucket of water, shovel, and/or a 4A fire extinguisher. Campus Operations will provide buckets for water and ashes, shovel, and poker.
- Fire must be constantly attended by a person knowledgeable in the use of the fire extinguishing equipment provided.
- All other activities should be kept at least 50 feet away from the fire.
- Fire shall not be ignited if the wind speed is 10 mph or more. Macalester College Public Safety, staff and/or the Saint Paul Fire Department or Inspector may order the fire to be discontinued if, in their opinion, the fire constitutes a hazardous condition or produces obnoxious smoke or odors that may cause a public nuisance
- Fire pit and other equipment must be properly cleaned and returned immediately following the event. If the office is closed at the end of the event, all equipment must be returned the following business day by noon.
- Fires can only be burned between the hours of 8am and 8pm
- Cooking on charcoal or propane fueled grills is prohibited.

- Organizations and/or contact persons may be held financially responsible for any damage that occurs due to not observing the aforementioned guidelines.

## Managing Your Student Organization

### Setting Group Norms

Setting group norms and expectations for your org will help foster an environment of mutual respect and understanding, and therefore support the success of your organization. We recommend including all org members in norm setting at the beginning of the year and revisiting the norms frequently. Here are some guiding questions you might consider when norm setting:

- What are the values of our organization? How can we live out our values?
- How can we ensure respectful communication among members?
- What level of commitment do we expect from each member?
- How should decisions be made within the group? What is our decision-making process?
- How can we ensure inclusivity and diversity in our organization?
- What are our expectations regarding attendance and participation in meetings and events?
- How should conflicts or disagreements be addressed and resolved?
- What role does our advisor play in the function of our organization?
- How often should we review and revise our norms?

### Organization Meetings

Your org might hold regular meetings for org members to discuss the function of the org, plan events, or just enjoy one another's company around a shared interest. Below are some quick tips on how to run a successful meeting of your organization:

- **Before the meeting:** Establish an agenda, reserve a location, and communicate details of the meeting with organization members.
- **During the meeting:** Open with introductions and/or a check-in question, stick to the agenda and content to cover, and allow time for questions and clarifications
- **At the end of the meeting:** Articulate an overview of the key points and takeaways, share a timeline for the next meeting or event, and assign any action items and deadlines.
- **After the meeting:** Send any meeting notes or information relevant to members within 24-48 hours of the meeting.

For more information on group facilitation please [click here](#) to review materials that discuss group facilitation.

# Publicity

Publicity is crucial to getting the word out about your event. There are many ways to advertise your event to ensure a successful program/event. **Please note, you may not start publicizing your event until you have received confirmation from Reservations AND have secured funding for the event.**

The following guidelines apply to postings, fliers, email announcements, chalking, social media posts, and other forms of printed or written expression. If these guidelines are violated, posters will be removed and the org will be notified regarding its violation:

In the spirit of the mission of Macalester College, students and campus organizations are free to examine and discuss all questions of interest to them and express opinions publicly and privately. To promote this atmosphere of free expression, members of the community are obligated to take responsibility for that expression and to respect the expression of others. Individuals and/or groups will be held accountable for postings that are not respectful of Macalester College community standards.

- Members of the college community must include their organization name or department on any public document, poster, or sign that they circulate or prepare for circulation.
- Members may only post fliers/posters on appropriate public posting bulletin board locations. Fliers/posters may not be put on windows, doors, bathroom stalls, sidewalks, trees, walls, etc. The list of [public posting locations](#) is available from CSLE.
- To ensure equitable circulation opportunities, information should be placed on unused bulletin board space or in place of outdated materials.
- Only flyers for Macalester affiliated events may be posted within the Campus Center.
- In addition to the above policies and procedures, all publications are subject to applicable Federal and Minnesota state laws.

## Publicity Options on Campus

### Reservations

There are many opportunities for ways to advertise around campus. **All publicity spaces through the Reservations should be reserved two weeks in advance** by contacting Reservations via email at [reservations@macalester.edu](mailto:reservations@macalester.edu), or requesting via [EMS](#). For more information about these options visit [this link](#).

Reservable publicity through the desk includes:

- Table tents
- Sandwich boards
- Cafe Mac banners
- Campus Center 2nd Floor circle banner
- White board
- Display cases in Lower Level Campus Center
- Signage on TV screen in Campus Center
- Gallery wall space in Campus Center second floor near Atrium Market

# Creating your Publicity

## Idea Lab

Located on the Second Floor of the Library is a great space to make posters and banners for advertising your events. Roll/Banner paper, markers, paint, glue and more are available for student organizations to use.

## Poster Run

There are different spaces around campus, including the Campus Center, academic, and administrative buildings, where student organizations and departments can hang their posters. Posters for the poster run do not require a reservation.

### [Public Posting Locations on Campus](#)

#### Poster Run Guidelines:

- Size: 8.5" x 11"
- # of Slots Available: Unlimited
- **Quantity:** (15) per week per event
- **Duration:** Posters typically stay up until the day of your event.
- **Due:** Tuesday at 4 pm at the CSLE Desk (Campus Center Second Floor)
- **Due:** Once your reservation is made, submit your poster file to be printed to Document Services at least 2-3 days in advance. Include a copy of your reservation confirmation or your reservation number. Everything else will be taken care of for you.
- **Put Out:** Document Services will print your posters and then the posters will be put up every Tuesday at 4:30pm

Please note, placement of posters on other areas not designated on the Public Posting Locations document are subject to being taken down. If you have specific questions about the placement of a poster contact [Andy Williams](#), Director of Campus Center & Programming.

- Fliers and Posters can be made on the computer or by hand (on the computer is better for poster runs)
- To print fliers and posters you can utilize Document Services or utilize UniFlow free printing for students. For a complete list of prices please check the Document Services website [linked here](#).

For more information or to send a document for printing, contact Document Services at [documentservices@macalester.edu](mailto:documentservices@macalester.edu) with your organizations:

1. Name
2. Phone Number
3. Department Name and FOAPAL
4. Attach print ready file (PDF, Publisher, JPEG, Word are just a few)
5. Delivery or Pick Up
6. Date Needed by
7. Number of Copies
8. Special Instructions
  - a. Size
  - b. 1 or 2 sided

- c. Collated/stapled
- d. Type of paper
- e. Color, black & white or both

## Mac Daily

- Look for the link to the Submission Form on the bottom of each issue of the Mac Daily
- Sign in with your organization log in
- [Complete Submission Form](#) with information about your event
- Information must be submitted by 8 am on the day of publication
- Content submitted to the Mac Daily will be published no more than twice per event

## Create an Event in Involve

- Involve functions as the hub for student org information including events. Many new Macalester students are looking to the portal for information. Creating events in Involve allows you to catch folks' eye and be featured on the main landing page. This is another opportunity to publicize your event to the wider college community.
- Create events for meetings or events. Allow 48 hours for the approval process.
- For more information on how to create an event in Involve watch this [quick video](#).

## College Events Calendar

- It is important to submit your event to the calendar so other organizations and programs can be planned around your event
- Visit the [College events calendar](#) to submit an event

## Advertise with WMCN and Mac Weekly:

- WMCN: WMCN encourages student organizations to submit information about events to be broadcast on WMCN. Contact WMCN at [wmcn@macalester.edu](mailto:wmcn@macalester.edu).
- Mac Weekly: Advertise your event in the Mac Weekly. Reach out to [macweekly@macalester.edu](mailto:macweekly@macalester.edu) to contact the ad manager about advertising.

## Chalking

- Chalking is allowed on sidewalks ONLY
- Chalking or advertising on any other surface and/or any other areas of campus will be removed
- Chalking is not allowed on the sidewalk at the memorial garden around the flagpole and from the entrance to the Chapel due to the nature of the site
- Chalk may be removed periodically during cleaning of the sidewalks and weather
- Only standard sidewalk chalk may be used (spray chalk is not permitted)
- Organizations may be charged fees if excessive cleaning is required to remove chalking from prohibited areas
- CSLE reserves the right to remove chalkings that are derogatory or offensive in accordance with college standards outlined in the Student Handbook

## Social Media

- We encourage all groups to create social media accounts for their organization. If you use a logo on your account please ensure it abides by the [Macalester guidance of logo use](#). When utilizing social

media, please be mindful of accessibility. Please review this [helpful guidance from Disability Services](#).

- Social media posts are subject to the same publicity guidelines as physical publicity materials.
- Be sure to include the login details to the account in your org's transition document.
- Be sure to follow the CSLE Instagram account (@macalestercsle), and please DM any content you would like posted for your organization on our Instagram Story!

## Copying Code of Ethics

To read the Macalester Copying Code of Ethics please follow [this link](#) to view on the Macalester College's website.

## Use of Macalester Name/Logo

Chartered student organizations cannot speak or issue statements on behalf of the college in an official capacity. Only the trustees, president, or faculty voting as a group can take an official position on behalf of the college. Student organizations or their representatives may not imply, in any way, that they represent the college in an official capacity.

Student organizations cannot use the Macalester name or logos without expressed permission from the Communications office. To acquire these logo images for your use, please contact Julie Hogan, Director of Creative Services. Student organizations should comply with the [Macalester college style guide](#). If you use a logo as an organization on social media or other places, please ensure it abides by the [Macalester guidance of logo use](#) and [Macalester College Identity Guidelines Quick Guide](#).

You can download Macalester's Logo [here](#).

# Food and Beverages

You have many options for food and beverages at student org events. Food can be store bought, catered from an outside restaurant, or catered by Macalester's food service contractor, Bon Appetit.

## Bon Appétit

- Information regarding Bon Appétit catering (such as available food and prices) can be found at <https://macalester.catertrax.com/>.
- The Catering Department must be contacted at least 72 hours in advance of the event
- Contact the Catering Department at Macalester at 651-696-6313 or email [robert.bowman@cafebonappetit.com](mailto:robert.bowman@cafebonappetit.com) to request catering or with any questions
- Bon Appetit has exclusive catering rights in the Campus Center, Hill Ballroom (Kagin), and the Leonard Center. You may not bring in outside food to events in these locations.

## Compost and Compostable Dishware

- All student organizations receive compostable dishware at no cost, therefore [MCSG Financial Code](#) prohibits purchasing of disposable dishware using org funds.
- You can request dishware using the [Compostable Dishware Order Form](#) for any size event; for on campus departments orders will be delivered within 24 hours, while Student Organizations will pick up their ordered items from Document Services after you receive your confirmation email. (Please note: Leaders must write "student org" when prompted for a FOAPAL to receive dishware paid for by MCSG).

## Alcohol Policy

All Macalester community members are required to follow the campus drug and alcohol policies as found in the [Student Handbook](#) and the [Employee Handbook](#). It is assumed that individuals, as responsible members of the Macalester community, will be familiar with and adhere to the policies and procedures. Alcoholic beverages are not permitted at any student organization hosted event.

# Finances

## MCSG Financial Code

Student Orgs are funded by the Student Activity Fee, distributed by MCSG. The MCSG Financial Code outlines all the policies and guides financial decision-making for MCSG, LB, and FAC. Check out the [Financial Code](#) linked here. If you have any finance related questions please contact [FAC@macalester.edu](mailto:FAC@macalester.edu)

## Organization Funding Options

Organizations have several sources to fund events, travel, and more. Please note, **you may not start advertising an event that you have not yet secured funding for**. Additionally, the FAC does not approve requests retroactively, meaning that orgs cannot request reimbursement for money already spent on an event or expense not already approved by FAC.

More information on how to request budgets can be found in the MCSG [Financial Code](#). If you have any questions about requesting additional funding for your event, or need more information on accessing already approved funds, please check out the [Funding & Finance Process webpage](#) or contact [FAC@macalester.edu](mailto:FAC@macalester.edu). If you need help determining the amount of money to budget for an event, you can reach out to any CSLE staff and they can help you consider your options.

## Flexi Funds

Each organization is automatically given \$100 each semester called Flexi Funds to be used however the organization sees fit.



## Annual Allocations

Each year, the FAC distributes funding to organizations after they submit requests for their annual budget through a process called Budget Bonanza. This process occurs each spring for the following academic year. For a walkthrough of steps on how to submit a request for an annual budget follow [this link](#). To view the spreadsheet from this past spring Budget Bonanza, [click here](#). Note that travel funding is **not** allocated during Budget Bonanza, but rather is distributed only by additional allocation request.

## Additional Allocations

Throughout the year, organizations are welcome to request an additional allocation from MCSG. Additional allocations can be requested to supplement your original budget or help you access funds if you didn't request a budget. Allocations must be categorized by spending category:

- Event/operating funds (for items lasting less than 3 years - supplies, copies, decorations etc.)
- Capital funds (for items lasting 3 or more years)
- Travel (students traveling expenses and/or lodging)

To request an additional allocation org leaders who have finance access will need to complete the Involve Allocation Form in their finance portal, explaining the details of the purchase, why it aligns with the org's mission, and how it will benefit the campus community. Instructions can be found [here](#).

If you are specifically looking to fund a lecture, consider partnering with Program Board (PB) which has funding to support these types of events ([PB@macalester.edu](mailto:PB@macalester.edu)).

## Fundraising

Generally, organizations should not need to fundraise to support the functioning of their organization, but instead may request funding for the FAC. However, organizations are permitted to do so upon approval from the CSLE and Office of Advancement. Most often, organizations instead hold fundraisers to make a donation to an outside entity. In either case, the following principles, policies, and procedures guide all student fundraising activities at Macalester College.

All fundraisers conducted by student organizations must be approved by the Executive Director of the Center for Student Leadership and Engagement. To begin the approval, start by filling out the [Fundraising Approval Form](#) in Involve. This form must be submitted and you must meet with the Center for Student Leadership and Engagement at least 14 calendar days prior to your scheduled event in order to be considered. Below are the guidelines and policies regarding student organization fundraisers.

### **Full Student Organization Fundraising Policy:**

Macalester College strives to support student group programs through annual activity fee allocations and varying administrative programmatic funding allotments. At times, student groups may endeavor to obtain additional funds upon approval of the Center for Student Leadership and Engagement and Advancement. The following principles, policies and procedures govern all student fundraising activities at Macalester College.

1. The purposes of this policy are to:
  - Define and distinguish on-campus fundraising, which includes the sale of goods or services to members of the Macalester College community, from off-campus fundraising, which includes the solicitation of individuals or businesses outside the campus community for resources
  - Guide Macalester student organizations in planning their fundraising activities for the benefit of the campus community
  - Shield the college's students, parents, alumni, donors, faculty and staff from solicitation by non-Macalester organizations whose fundraising activities would affect the college's priorities and environment
2. Recognized student organizations are permitted to conduct infrequent fundraising efforts. Fundraising efforts should not involve soliciting significant cash gifts.
3. Student organizations may only cash, check, or use a Business Services credit card machine to collect funds. Venmo, PayPal, and other similar platforms are not accepted.
  - If you are interested in using a Business Services credit card machine or setting up an online store front please contact Aimee Baxter ([abaxter@macalester.edu](mailto:abaxter@macalester.edu))
4. On a limited basis, and with prior approval from Business Services, Macalester may provide fiscal sponsorship (fiduciary oversight, financial management, and other administrative services) to organizations with limited administrative or fundraising capacity (i.e. entities without an online giving platform). The college will not act as fiscal sponsor for well-established, tax exempt charities, with the exception of the Macalester United Way Campaign.
5. In rare cases, off-campus fundraising may be approved through the Executive Director of the Center for Student Leadership and Engagement in consultation with the Advancement Office. All off-campus fundraising for Macalester College is conducted under the auspices of the college's Advancement Office and an advance list of the individuals or organizations to be solicited must be presented for approval. In the event that solicitations are approved, potential donors must be informed of the following:
  - Contributions received by Macalester College when acting as fiscal sponsor/agent are not considered tax deductible donations.
  - Names and contact information of those being solicited were not provided to the student organization by Macalester College.
  - Use of the college's name or trademark must be approved through the Office of Communications and Marketing.
6. Macalester does not permit fundraising by outside organizations on its campus or via college affiliated events or programs. In general, charitable organizations other than the college itself may not use campus facilities in order to solicit gifts. Explicitly exempted from these guidelines is the annual United Way solicitation of staff and faculty. In rare instances, other exemptions to this policy may be made by appropriate college administration. Outside organizations may use our facilities in accord with external use guidelines, but not to raise funds.

7. Macalester student groups may not raise funds in conjunction with major public campus events such as athletics events, Reunion, Family Weekend, and Commencement without prior approval from the Executive Director of Student Leadership and Engagement and the organizers of the event.
8. College departments are not able to make charitable contributions with college funds or budget transfers.

## Organization Finance Tracking

Any time your organization spends money, you will need to fill out an expenditure form in Involve. Linked [here](#) are instructions on how to manage your finances in Involve. Submit expenditure forms as soon as possible after making a purchase, and **no later than one week after the purchase**.

Here are some possible org expenditures:

- Event preparation:
  - Promotion/publicity
  - Decorations
  - Event printing (e.g. tickets, etc.)
  - Facilities fees
  - Purchasing: rights to a film, Equipment, etc.
- Event needs:
  - Technology
  - Accessibility considerations
  - Host/Volunteer roles
  - Security, custodial, and media
  - Food and beverage
- Speaker/Performer fees:
  - Honorarium and additional contract fees
    - In order to pay any individual or group for services to your organization, a contract must be generated and signed with assistance from the Center for Student Leadership and Engagement staff. Click here [for information regarding the contract process](#)

To view your budget, log into Involve and click on the finance tab. If you do not have access, reach out to whoever has admin access to your Involve account within your organization. If you have any questions please reach out to [FAC@macalester.edu](mailto:FAC@macalester.edu).

## Authorized Signers

Authorized signers are students who are designated by their student organization as people who are financially responsible and liable for the actions of their organizations. As an Authorized signer you are responsible for knowing and adhering to the guidelines below as well as the [Financial Code](#), MCSG Bylaws, and all other college policies.

As a designated purchasers for your student organization, you understand and agree to abide by the following policies and guidelines:

1. Authorized signers must adhere to all policies regarding financial matters including the [Student Org P-card Purchase Form](#), purchasing, reimbursements, and check requests
2. Authorized signers must accurately track financial records of all purchases in Involve (when this function is enabled). In the meantime they should track expenditures in another document that is either uploaded to the Documents section of the Involve portal or keep a doc in the org's Google Drive.
3. Authorized signers should turn in receipts for all purchases made by the organization.
4. Authorized signers whose purchases exceed the organization's allocated funding approved by MCSG may be held responsible for reimbursing the college for those funds
5. Authorized signers cannot purchase any prohibited items including but not limited to electronics, alcohol, dishware, clothing, transportation, and/or gift cards
6. Authorized signers who misuse funds and/or violate these policies may face disciplinary action for their organization and/or themselves
7. Authorized signers may be held responsible for financial reimbursement of unauthorized charges or charges that are prohibited by the MCSG Financial Code

Students who do not adhere to the above guidelines may have their privileges and the privileges of their organization revoked.

- First offense: verbal warning
- Second offense: individual member will face suspension or lose access to card
- Third offense: entire organization will face suspension or loss of Pcard access

All students identified as an Authorized Signer by their organization must complete an Authorized Signer Agreement Form. A link to the form will be emailed at the beginning of the semester, and must be completed by the specified timeframe in order to use the Pcard. Each org may have up to four authorized signers.

## Purchasing Methods

### Check out a P-Card from CSLE's front desk

Only Authorized Signers who have signed the Authorized Signer agreement form by the semesterly deadline may check out a Purchase card, most commonly referred to as a P-Card. Organizations may have up to four Authorized Signers.

- To check out a P-Card, go to the CSLE Desk located on the 2nd floor of the Campus Center. Desk Hours: M-F: 8am-8pm, Saturday: 1-5pm, Sunday: (closed).
  - The last day to check out a P-Card is the last day of classes each semester.
- P-Cards can be checked out for a maximum of three hours.
- Each org does not have its own P-card, organizations can check out one of four cards.
- If P-Card is lost or stolen call Wells Fargo at 1-800-932-0036 AND call CSLE, at 651-696-6444 (leave voicemail over the weekend, CSLE will return the call on Monday)

### Request a purchase through CSLE (Amazon, Staples, etc.)

To request a purchase please fill out the [Purchase Assistance Form](#) via Involve . If you have any questions please contact CSLE at [csle@macalester.edu](mailto:csle@macalester.edu), who will be able to assist you with your request.

This is a good option if your org did not complete the authorized signer form in time or if you have a more complex order you need help navigating.

## Reimbursement

A reimbursement is when an org leader or member spends their own personal money and gets paid back by the college. There are a few methods of reimbursement.

- **A check request (over \$50) or petty cash form (under \$50) and help you with next steps.**
  - Check Request Form: For purchases over \$50 with a valid receipt or invoice
    - Please complete the top portion of [the check request form](#) and email it to CSLE@macalester.edu
    - Attach valid receipt containing the following information: business name, date, item(s) purchased, the price of each item, total amount of bill, method of payment
    - The form will be signed by the Director of Student Leadership and Engagement and FAC chair and forwarded to Business Services for processing
  - For purchases under \$50 with a valid receipt
    - Print and complete [Petty Cash Reimbursement Form](#)
    - Attach valid receipt containing the following information: business name, date, item(s) purchased, the price of each item, total amount of bill, method of payment
    - Turn form into the Center for Student Leadership and Engagement desk located on the second floor of the Campus Center for signature
    - When the form has been approved, the student being reimbursed can pick the signed form from the Center for Student Leadership and Engagement desk located on the second floor of the Campus Center and bring it to the Cashier's Office located in 77 Mac and they will be given cash
- **A Journal Entry**
  - Journal Entry: Used to transfer funds from one org/department to another
    - Complete the [Journal Entry Form](#)
    - Complete and email the form to CSLE@macalester.edu
    - The form will be signed by the CSLE

Processing of forms takes 1-2 weeks. All forms can be downloaded from the Business Services website here: <https://www.macalester.edu/businessservices/forms/>

For more information on check requests and forms follow [this link](#).

\*For a complete list of forms please [visit the CSLE website](#).\*

## Mail Deliveries

All mail deliveries for Student Organizations such as online orders should be sent to 1600 Grand and picked up in the Mail center. It is recommended that you put "Macalester College - [YOUR NAME]" as the person to deliver to.

**Please note the last day of classes in the fall and spring semester is also the deadline to request a purchase, check out a purchase card, and submit all reimbursement requests (including check requests). Requests for reimbursement will not be accepted past the deadline.**

## Requesting a Contract

1. Student Organizations who wish to contract with an outside vendor, speaker, etc. must complete the [Contract Request Form](#) available in Involve .
  - a. The form must be completed at least two weeks in advance of the event
2. Once the request form is received by the Coordinator for Student Organizations they will complete and send Macalester's standard engagement contract to the person/organizations being contracted.
  - a. If the performer has their own contract they wish for Macalester to sign, please forward the document to the Coordinator for Student Organizations.
  - b. Once the performer has signed and returned the required paperwork, their payment will be processed.
  - c. Please note we can not request payment until we have received all the required documents.
  - d. Contracts must be received at least two weeks prior to the event date in order to guarantee payment by the day of the event.
3. Macalester does not authorize deposits or pre-payments for any vendors or performances. As long as all proper paperwork has been received at least two weeks prior to the event, payment will be ready on the day of the event. If paperwork is not received at least two weeks in advance, the payment will be mailed to the address provided at the time of contracting.

### Contracts serve the following purposes:

- Provide legal documentation required to pay someone for their service (typically a W-9)
- States the agreement regarding compensation of the contractor and how additional expenses will be handled
- States the agreement regarding the expectations of the speaker and expectations of Macalester and your student organization
- Determines responsibility for each party in the Event of a cancellation or change in the contract

### W-9 Forms

The performer or speaker must provide a copy of a W-9 form to Macalester in order to be compensated. When a performer is sent the contract by the Coordinator of the Center for Student Leadership and Engagement they will also be sent a secure link to fill out the W-9 form.

### Special Considerations

- International performers are required to complete additional paperwork and withholding of taxes. The Center for Student Leadership and Engagement can help to ensure these steps are taken. If you are submitting a contract form for an international performer, please do so at least three weeks in advance of the event.
- Macalester Faculty, Staff, or Students may not receive payment.
- Compensation that nonresident entertainers receive for performances in Minnesota is subject to a 2% nonresident entertainer tax. Macalester College is responsible for withholding the 2% tax from

the nonresident entertainer payments, remitting the withholding amounts and reporting to the Minnesota Department of Revenue.

**\*Remember: Contracts may include confidential information, so do not share contract details with anyone not involved in the event.\***

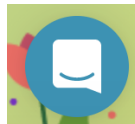
# Involve

[Involve](#) is a centralized digital engagement space for student organizations, interest groups, and departments. Macalester uses Involve to streamline org processes, publicize active groups events, and understand student involvement trends. Each active student organization has its own Involve portal to store organization documents, manage spending, and connect with members. All Macalester students, faculty, and staff can [access Involve](#) to read about organizations, view charters, express interest in organizations, and see what events are going on.

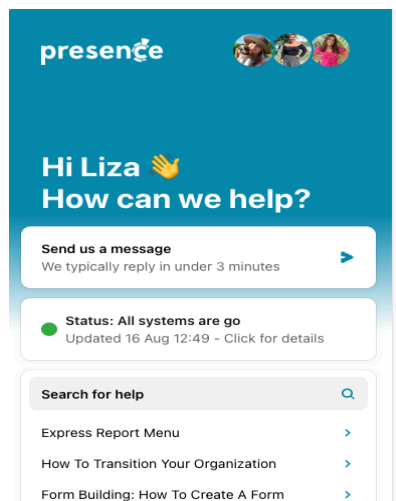
- For an initial overview of some of Involve’s functions please view this [video walkthrough](#).
- For additional Involve video guides please click this [link](#).

## Involve Support

Students who were listed as org officers during the spring/summer 2024 transition process were granted admin access in Involve . The quickest avenue for admin support is to use the help button in the portal. You should log in (<https://macalester.involve.io/admin>) and look to the bottom right of your screen for the help icon (image of help icon below).



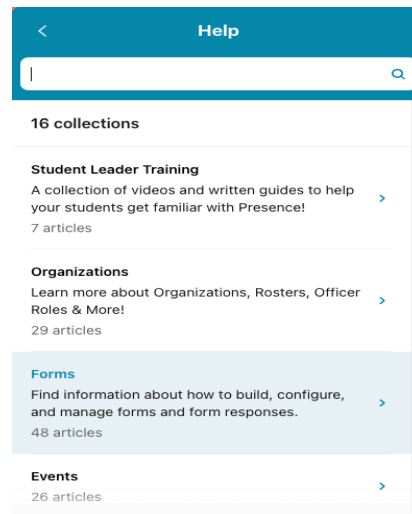
The help icon opens up a live chat function (select “send us a message”) and also allows you to search for existing articles that can help you troubleshoot (scroll down and you will see “find your answers now”). If you are not able to work through your question or issue using the help icon. Email [CSLE@macalester.edu](mailto:CSLE@macalester.edu) and we will assist you further by connecting with our Involve representative.



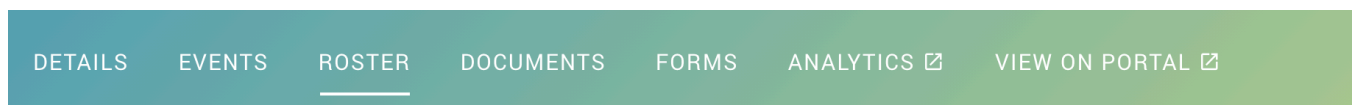
# Updating Your Organization's Roster and Granting Admin Access in Involve

It's important that organization leaders keep their org's portal up to date with members, leader information, events, and other details of org happenings. To update or manage permissions of members, and to upload your organization's roster follow these steps.

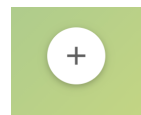
1. Log in as an administrator via <https://macalester.involve.io/admin>
2. Go to the "Roster" tab for your org- on this page, you can invite members to join the organization's



portal and manage Join Requests from members.



3. There are two ways to upload a roster, one option is that you can add new members by clicking the "+" plus sign in the upper right corner of the screen to add a member



4. The second option to upload a roster is by uploading a spreadsheet. Use this roster template found [here](#). If you would like to upload an excel document with your completed roster find that template here. Once your roster is filled out save the file as a .csv to your desktop. Once saved go back to Involve. Once back on the roster tab, scroll down to the members sections and select the drop down menu and click on "import". You will then upload your saved roster that you saved to your desktop. It will then ask you to confirm your roster and then submit.
5. To change the level of access a person has, click on the pencil icon to the right of the person's name and adjust the title accordingly.
  - a. **To change who is a President or Committee Chair (i.e. who has admin access) after you initially created your Involve portal - you need to email [csle@macalester.edu](mailto:csle@macalester.edu)**
    - i. Include who you want to have admin access and they will make this change for you.



- ii. Unfortunately just selecting “Committee Chair” in the roster section of the portal does not automatically trigger the admin access after the portal is initially created.
  - b. To double check if you have admin privileges, try logging in with your Macalester username and password at: <https://macalester.involve.io/admin>
6. At the end of the school year you will need to complete your transition form, Involve will automatically update your org’s portal with administrative access to those identified as leaders in the org that year.

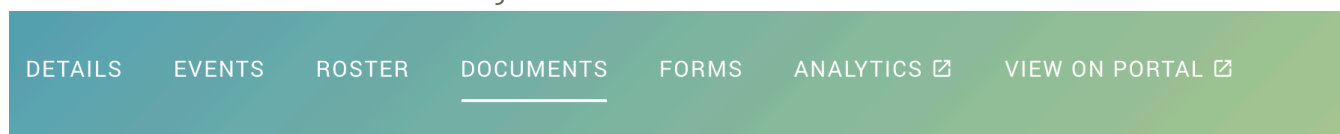
For more information about how to manage organization members roles and roster please view this [informational video](#).

## Uploading Documents to Your Organization’s Involve Portal

Organization leaders should ensure that they have up to date copies of foundational organization documents such as the charter, minutes, etc. in the documents section of their Involve portal.

To add to your Documents section follow these steps or watch this quick [video](#):

- Click on the Documents heading.



- To add a document, select the “+” plus sign in the upper right corner of the screen to add a document.



- You will need to include a title and description and can decide if you want the document to be publicly accessible to anyone in your portal, available to members only, or available to officers only. There is also a spot to upload your file. Your org’s charter should be publicly accessible, but things like transition documents and minutes may be kept to only officers.

**Add Document**

Title

Description

Visibility  
Public

Upload File

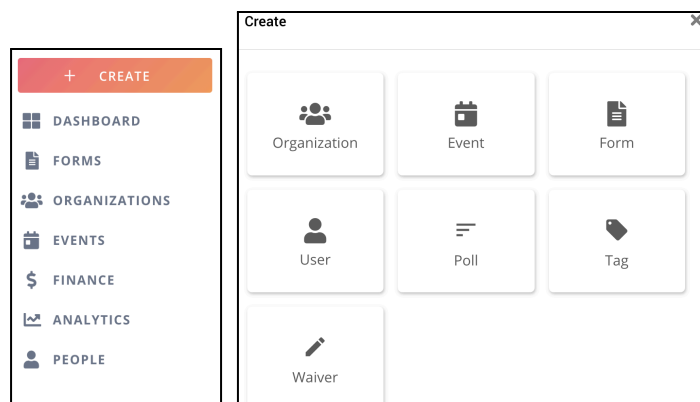
SAVE CLOSE

## How to Create an Event in Involve

Student organizations are strongly encouraged to register their meetings and events in Involve to help the campus community learn about opportunities to engage and get involved. If an event or meeting is meant only for members, you can indicate that and it will not be visible to the general population. For more information on marketing your event please see the Publicity section above.

To create an event please follow these steps or watch this quick [video](#):

- Only students who have administrative access (i.e. they are a Committee Chair or requested configure admin access) can make events
  - To double check if you have admin access, log in to Involve (<https://macalester.involve.io/admin>)
- Select the plus “+” sign in the upper left corner which will open a menu. Select “create” then select event on the next pop up screen



- The next step is to enter event details into the form. You will need to fill in the following fields. Any field with an asterisk \* is required.
  - Start Date/Time\*
  - End Date/Time\*
  - Location\*

- Event name\*
- Host\* (select your org's name)
- About the event
- Will the event have a speaker or performer? (yes or no)
- Contact information
  - Contact Person
  - Contact Email
  - RSVP link
- Cover image\*
  - You can use an existing image via the search option or upload an image
- Tags (pick list)
  - Help attendees know the intended audience and features of your event
- Budget and Goals
  - Will you be spending allocated money at this event? (yes or no)
  - Attendance Goal
- Social media links
- Options to select (if you do not select these options your event will be publicly displayed)
  - Hidden from non-members
  - Members only check-in
- Waiver - leave blank for now
- Notes - these are for the event planner/org and will not be publicly displayed

## Involve Phone Application

The Involve app is a great way to get real-time updates on activities and events happening on Macalester's campus. The Involve app is also a great place to check in students as they come to your events and track engagement. Search for the application in the app store and log in with your Macalester credentials.



### Modern Campus Involve

Modern Campus (Presence)

Designed for iPhone. Not verified for macOS.

Open

## Organization Account Numbers (FOAPALS)

Every chartered student organization has its own assigned number that is used as a part of a series of numbers called a FOAPAL. You will need to write down your FOAPAL each time you make a purchase or request funding.

Your organization's FOAPAL should be listed in your organization's transition documents. If you are missing your FOAPAL please reach out to [FAC@macalester.edu](mailto:FAC@macalester.edu).

A FOAPAL looks like this: 810002 - xxxxxx - xxxxxx - 51

Fund	Organization	Account	Program
(6 digits) 810002	(6 digits) xxxxxx	(6 digits) xxxxxx	(2 digits) 51

## Descriptions of FOAPAL elements

- **Fund:** This number represents MCSG, meaning the money will come from the MCSG account, funded by the Student Activity Fee. This number does not change.
- **Organization:** This six-digit number is specific to your organization. If you do not know this number, ask MCSG or a Center for Student Leadership and Engagement staff person.
- **Account:** This number will change depending on how the money is spent. For example, if you purchase clothing this number would be '700002' (see a list of [frequently used codes](#) linked here).
- **Program:** This number is always 51 when you are spending funds. If you are depositing money, use 99.
- **Activity and Location:** These are specialized codes used by other departments and therefore they do not need to be filled in.

**The FOAPAL will be used to request funds through Involve.**

For more information on FOAPALs go to : <http://www.macalester.edu/businessservices/faq/>

# Advising and Support Resources

Student organizations have a multitude of resources to support the mission and success of their group.

## The Center for Student Leadership and Engagement

The [Center for Student Leadership and Engagement](#) provides general advising and support to all student organizations. In addition to overseeing student organization registration and administrative processes, CSLE hosts various training and workshops focused on student organization management and leadership development. CSLE provides support related to the student organization management software, [Involve](#).

## Student Organization Advisors

Though student organizations can always consult with CSLE staff, they are also required to have a faculty or staff advisor. If you would like assistance in identifying an advisor or changing your advisor, please contact CSLE at [CSLE@macalester.edu](mailto:CSLE@macalester.edu).

The role of an advisor varies from group to group and depends on the organization's needs. It is important that the role the advisor will play in the organization is discussed and that everyone concerned has the same expectation of the advisor role. Advisors and organizations must understand their roles and responsibilities in relation to each other and the organization. Both advisors and organizations must be realistic and flexible when defining the advisor role.

## Advisor Requirements

CSLE has requirements in order to serve as a primary advisor for a student organization.

- The "primary" advisor must be a Macalester College faculty or staff member who is physically on-campus during the time of advising (e.g. not on sabbatical or abroad).
- Groups may have a "secondary" advisor who could be a non-college employee or an advisor who is abroad.

## Advisor Selection

- Student organizations are allowed to choose who they would like to ask to be their advisor in accordance with their charter and/or operating documents, unless it is specified in an employee's position description.
- Being an advisor is optional and to the discretion of each person unless it is specified in an employee's position description.
- Advisors should be confirmed on an annual basis as a part of the student organization transition period run by CSLE.
- All changes to advisors should be updated in the online student organization management system, Involve.

## Benefits for the Student Org

- Advice about being an effective leader in your organization
- Direction for planning successful events, meetings, etc.
- Guidance and assistance with any questions that your organization may have
- Ability to consult with an expert in a related field

## Expectations of Advisors

- Be knowledgeable of and adhere to College policies and procedures which pertain to student organizations and inform the student organization officers and members of their responsibilities.
- Review and adhere to the policies in the Student Organization Handbook and Macalester College Student Handbook.
- Know the general purpose of the organization and be familiar with all provisions outlined in its charter and other governing documents, and review the charter annually with the organization membership.
- Meet with incoming and outgoing leadership during student organization transitions at the end of the academic year. This is to help provide continuity of tradition and history for the group and to support the incoming leaders.
- Maintain an active dialogue with the leadership of the organization and connect with them regularly to foster a meaningful relationship.
- Be accessible to the organization.

- Remain informed of activities sponsored and conducted by the student organization, particularly special events, fundraisers, and any travel. There are existing guidelines for these processes that are managed by CSLE and outlined in the Student Organization Handbook.
  - Note: advisors are not required to travel with the organization, however they should be familiar with travel plans, have a copy of the travel roster/contact information, and ensure the organization follows the requirements for travel (waiver completion, etc). As the Advisor, you will be copied on any communication regarding travel for an organization.
- While advisors do not need to attend every meeting and event, some advisors may decide to do so. Advisors should attend events for which there are potential liability concerns (e.g., a dance, controversial speakers, etc.).
- Know how to check the financial status of the organization and provide guidance as needed. Monitor allocation requests, provide feedback on the budget, and review expenditures. CSLE will provide training when new advisors are onboarded and annually each fall semester on how to check organizational finances.
- Offer guidance to the organization on goal setting, organization management, program planning, problem solving, and group facilitation. Again, this is provided to all orgs by CSLE, but building on these concepts in advising relationships is important.
- Under the Clery Act, advisors of student organizations are considered Campus Security Authority and must report knowledge of crimes to the department of public safety. In addition, under Title IX student organization advisors have a "duty to report" for the college. If your full-time position serves the community as a confidential resource and you are operating as an advisor and not in your official capacity, you are considered to have a "duty to report." Information regarding Macalester's policy on reporting requirements as they relate to the Nondiscrimination Policy and Title IX can be found on the Public Safety website.
- Advisors should not advise more than two organizations at the same time.
- To assist the group in the formulation of long-term goals in addition to planning and initiating short-term projects
- To be available as a resource
- To suggest and encourage improvements
- To serve as an ambassador for the organization
- To assist with evaluation of group projects and progress
- To assist leaders in practicing leadership and in problem solving
- To serve as a sounding board for the organization

## Benefits for the Advisor

- Connect with students outside of the classroom setting
- Assist students with developing leadership and management skills
- Establish friendships with colleagues and students
- Invest in the Macalester experience in ways outside your regular capacity
- Watching students gain confidence and take pride in their accomplishments
- Share knowledge and expertise on topics that excite you personally and professionally

## Student Organizations Committee (SOC) and Financial Affairs Committee (FAC) Liaisons

Each organization is assigned a liaison from the SOC. The SOC liaison serves as an additional resource for student organizations for general org-related questions and concerns, and specifically, to discuss the renewal and check in processes. Additionally, each organization is assigned a liaison from the FAC. The

FAC liaison works with each organization to answer budget-related questions and provide workshops during the budgeting period. More information about the SOC and FAC can be found on the [MCSG website](#). Not sure who your liaison is? Contact the SOC chair at [soc@macalester.edu](mailto:soc@macalester.edu) or the FAC chair at [fac@macalester.edu](mailto:fac@macalester.edu) to confirm.

# Student Organization Code of Conduct

## Policy statement

Student organizations, their leaders, and members are expected to adhere to all College policies, including the [Student Handbook](#). They are also responsible for abiding by federal, state, and local laws. If, at any time, an organization, their leaders and/or individual members are found to be in violation of any of these policies, expectations, or laws, their organization may be subject to disciplinary action.

## Removal of Members

Membership in student organizations is rarely repealed, and may only be repealed with explicit authorization from CSLE. **Student organization members with concerns must schedule an advising appointment with a CSLE staff and advisor to determine appropriate measures they can take.**

The following code of conduct outlines the steps and procedures for the removal of a member. The purpose of this code is to ensure fairness, transparency, and adherence to the Macalester's principles and policies while handling member removal cases.

If a violation occurs or a complaint is filed against a student organization, its leaders, and/or its individual members, the Center for Student Leadership and Engagement (CSLE) staff and/or their advisor will examine the matter. If found responsible for the violation, CSLE will determine, what, if any, action should be taken to hold the organization and/or its members accountable. Depending on the violation, individuals involved may also be subject to additional sanctions through the general student conduct process.

**1. Grounds for Removal:** A member may be subject to removal from the Organization for the following reasons:

- a. Violation of the student org code of conduct or general student code of conduct.
- b. Engaging in activities that are detrimental to the reputation or mission of Macalester College.
- c. Engaging in behaviors that compromise the safety or well-being of other members or the Macalester community.
- d. Failure to fulfill responsibilities and commitments as outlined in the Org charter.

**2. Informal Resolution:** Before initiating a formal removal complaint, CSLE encourages communication and informal resolution of conflicts under the guidance of CSLE whenever possible. The concerned parties should/may attempt to resolve the issue through discussion and mediation provided by CSLE.

**3. Written Complaint:** If informal resolution attempts are unsuccessful, any member or officer may file a written complaint with the Center for Student Leadership and Engagement. The complaint should include specific details and be submitted via email to [csle@macalester.edu](mailto:csle@macalester.edu).

**4. Review:** A CSLE staff will initiate a conversation with all concerned members to review the matter.

## Possible Sanctions

1. **No Action:** There is no evidence to support the charges and/or the organization is found not responsible for the violation.
2. **Written Warning:** The student organization may be given a written warning regarding the behavior/activity and additional sanctions may be imposed if the organization engages in the same conduct again or commits any other violations.
3. **Restitution:** If the violation resulted in monetary damages or there was a misuse of College funds, a student organization may be required to reimburse any funds spent or pay the cost for replacement or repair of any property damaged. If the organization fails to make payment, they may be subjected to additional sanctions, including termination or suspension of organization registration, restriction of privileges, and/or the loss of funding.
4. **Restriction of Organization Privileges:** Restrictions are conditions imposed on an organization that would specifically dictate and limit future involvement on campus and participation in Macalester College activities. The restrictions involved will be clearly identified and may include but not limited to restrictions on use of funding, use of College facilities, sponsoring events, and recruiting new members.
5. **Suspension:** An organization may be prohibited from participating in all aspects of College life for a specified period of time. When an organization is suspended they forfeit all rights given to an organization and must cease all functions of an organization in good standing with the college.
6. **Removal of Leaders:** If the leader of an organization is found responsible for committing a violation, they can be removed from their position if:
  - a. Their continued involvement presents a conflict of interest
  - b. The violation was an abuse of their privileges and power as a leader and they are no longer allowed to manage those functions (ex. If a treasurer is found accountable for misuse of funds)
  - c. Their student conduct sanctions prohibit them for continuing their leadership role
7. **Additional Sanctions:** In addition to the above, the Conduct Officer and/or CSLE staff member may apply or recommend additional sanctions, to the group as a whole or an individual member, as well as refer the case to the organization's governing bodies for consideration of other sanctions.

**Note:** By abiding by this Student Organization Code of Conduct, we aim to maintain a positive and inclusive environment for all members, promoting mutual respect, and upholding the values and mission of the Organization.

## Title IX at Macalester College

Organization leaders and members are expected to adhere to all College policies, including Title IX policy and if they are found to be in violation of any of these policies by the college, the organization or membership may be subject to disciplinary action. To learn more about Title IX at Macalester College please follow this link [here](#).



## Non-Discrimination Statement From MCSG

Macalester College Student Government does not discriminate against members of a protected class as defined by the Macalester Non-Discrimination Policy.

Should any member of the Macalester College community find a member of MCSG to have violated Article IX, Section 1.1 of the MCSG Constitution, the complainant may take the following steps:

1. File an Incident of Bias/Harassment and note that the incident involves MCSG.
  - a. The outcome from the Bias and Response Team does not necessarily mean an offending member of MCSG will be removed from MCSG or removed from a ballot.
2. File a report to the MCSG Judicial Council, in coordination with the Judicial Council Advisor and a staff member from the Bias and Harassment Response Team, where an educational session will take place.
3. If necessary, refer to the recall section of the MCSG Constitution (Article XII).

## MCSG Statement of Affirmative Action

The Macalester College Student Body recognizes the unique diversity of its student body and the need for different groups to be fairly represented in student governance. Students of color, international students, women, and students of all sexual and gender identities are integral segments of the student community. Members of these groups should be encouraged to participate in the student decision-making process. The Macalester College Student Government Constitution has been structured to encourage participation by all Macalester student groups and other non-student constituencies of the College.

# Glossary

**SOC:** Student Organizations Committee made up of elected members of MCSG. The SOC can help you charter a new student org and facilitates the check in process for existing orgs

**FAC:** Financial Affairs Committee made up of elected members of MCSG. The FAC can help you with all things related to the funding of your student org

**CSLE:** Center for Student Leadership and Engagement is a campus department that supports students and advises MCSG

**MCSG:** Macalester College Student Government

**FOAPAL:** The account numbers associated with your student org

**SOLO:** Student Organization Leadership Orientation

**Involve:** Formerly known as Presence, Involve is the virtual platform we use that helps student organizations promote events, manage funding, transition their organizations, and more

**EMS:** Event Management System is the software that orgs can use to reserve campus spaces for events or org meetings

**Charter:** In order for an org to be officially recognized, it needs a charter, or a document that outlines its purpose, policies, and procedures

**Budget Bonanza:** Held every March, Budget Bonanza is when FAC gathers to approve each org's proposed budget for the next academic year

**Additional Allocation:** Orgs can request additional funding during the academic year for funding not a part of their annual budget

**Expenditure:** Each time your org spends money, you will fill out an expenditure form in Presence

**Journal Entry (JE):**

**P-Card:** Short for purchasing card, orgs can check out p-cards, which are Macalester credit cards, to make purchases with their approved funding