Congratulations and welcome to the world of student leadership! The purpose of this guide is to provide a comprehensive overview of the college resources, policies, and procedures that most often affect student organizations. We encourage you to invest time in reading this booklet and referring to it when you have questions.

Houghton College is abundant in its opportunities for student life, in and outside of the classroom. The faculty advisor and college administration will provide valuable resources for your organization and for the personal growth of your individual members. The Office of Student Life and the Student Programs Office are available to you—serving as a key link between each organization and the college. We are committed to be of service to you and your organization as advocates, advisors and friends. Stop by our office anytime; we look forward to working with you.
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Programming Philosophy
Community building, celebration of location, and learning outcomes are at the foundation of the programming philosophy at Houghton College. The fundamental nature of our approach is to create a place where students feel they belong to a community and are in a place they can call “home.”

The purpose of programming must be to enhance the overall educational experience of students through development of, exposure to, and participation in programs and activities that improve student cooperation and leadership while preparing students to be responsible advocates and citizens and complementing the institution’s academic programs. These activities could be intellectual, social, recreational, cultural, multicultural, and spiritual in nature. Programs should pertain to leadership, governance, community service, healthy lifestyles, and organizational development. Campus programming must be consistent with the mission of the institution and must enhance the overall educational experiences by incorporating student learning and development outcomes.

Student Learning Outcomes
Cultivate Passion & Resilience – Discover passions and interests that lead to a lifelong pursuit of learning

Communicate Effectively—Engage in civil discourse by sharing their views openly and respectfully, ensuring that they use this posture to also listen to others. Demonstrate the ability to communicate with a wide range of constituents in various ways.

Competently Engage Across Cultures—Create sustainable and flourishing communities of inclusion, locally and globally. Identify and formulate faith-informed responses to student concerns with the institution and help enact change.

Cooperatively Live in Community—Embody engaged citizenship by practicing socially responsible actions, active community involvement, and maintaining strong relationships with others.

Campus-Based Program
Consistent with the institutional mission, campus-wide programming must work with the identified relevant and desirable student learning and development outcomes. When creating opportunities for student programming, one should explore possibilities for collaboration with faculty members and other colleagues. Every programming effort must be able to articulate how it will contribute to, or support, the student learning and development outcomes.

Campus-wide programming must be comprehensive and reflect and promote the diversity of student interests and needs, allowing especially for the achievement of a sense of self-esteem and community pride. Programs and events should be planned and implemented collaboratively by students, professional staff, and faculty members. Programs may evolve from the Student Programs Office or from student organizations and should add richness to the institution and its integral functions. The programming should strive to build student institutional loyalty and allegiance while promoting citizenship and civility. Programs must be produced and promoted according to professional and institutional standards, practices and protocols.

Affinity-Based Program
A comprehensive programming plan includes affinity programming. Affinity programming focuses on events that appeal to specific groups on campus while they vary in type, size, scheduling, and cost. As a complement to campus-wide programming, these programs also focus on the same student learning and development outcomes.

Programming should:
- be integrated into the life of the college
- be intentional and coherent
- be guided by theories and knowledge of learning and development
- reflect developmental and demographic profiles of the student population
- respond to needs of diverse populations and relevant constituencies
- complement classroom instruction and academic learning
- offer instruction and experience in leadership and working in groups
- promote physical and psychosocial well-being
- promote understanding of and interaction with people of one’s own culture and other cultures
- foster meaningful interactions between students and members of the faculty, staff, and administration
- respond to needs of individuals, special populations, and relevant constituencies (affinity)
- build specific group communities and identity within the campus community (affinity)
Student Organizations

Definition and Purpose
In cooperation between the Committee on Student Organizations (COSO), Student Life Council, and the Student Programs Office, student organizations are defined as a group of students (faculty and staff may participate as well) who have been voluntarily organized for the purpose of furthering common interests in a particular subject or issue. Some student organizations are student initiated while others have been created and receive more oversight from student life faculty.

The purposes of Houghton College student organizations can vary greatly depending of the organization, but all organizations are to offer learning experiences for their members through involvement in fundraising, marketing, organization, leadership, budgeting, and scheduling, as well as development of skills and experiences in the particular interest area. It is our goal that involvement in an organization will enhance students’ overall education.

Creating New Student Organizations
Any student who wishes to start a club must submit to the COSO: 1) Evidence of Student Interest (ESI), 2) a proposed constitution, and 3) an initial charter.

The ESI consists of the signatures of at least 25 students who believe that the proposed club would be a worthwhile addition to the campus and would consider joining the club or participating in events put on by the club. The proposed club must hold an initial meeting and collect signatures of all in attendance, at this point the club can put together its charter and proposed constitution. The proposed club must then obtain an advisor from among the fulltime Houghton College faculty or staff and organize the preliminary club leadership and submit a club charter.

Once submitted, COSO will review the club’s purpose and outlined constitution to determine if the proposed club should move forward in the approval process. They will review the three items and make a decision on whether or not to grant Provisional Club status.

In deciding about provisional status, COSO should take into account:
- The amount of interest expressed on campus – Groups with strong evidence of interest from the PPC stage should be given higher priority
- The planning the leadership has done
- The constituency the club will appeal to
- The uniqueness niche the club will fill on campus

Within 2 consecutive semesters a provisional club must become a registered club by COSO. COSO should take into account:
- Active membership in the club
- Activities completed by the club
- Review program request submissions and program reviews.
- Sustainability of the club

Inactive Student Organizations
The Director of Student Engagement can change the status of a student organization to inactive if (a) the organization fails to complete a charter during an academic year, (b) the organization violates college policy or procedures, or (c) the organization fails to have meetings or events during the academic year unless otherwise negotiated.

Characteristics and Requirements
Provisional Clubs
Provisional Clubs are student organizations who are in the process of forming a new club and have been granted provisional status by COSO. Groups will only be granted provisional status for 3 calendar years. After that time, if they have not received registered club status, the group will no longer be recognized as an official student organization and must restart the application process. These clubs have the ability to apply for CEF funding limited to $250 per semester and/or CEF Type II funding.

Registered Clubs
Student organizations who have been approved by the committee on student organizations (COSO) and the Student Life Council after completing provisional status. These groups must review their club constitution with the Student Programs Office every three years, though they can edit it at any time with approval from the SPO.

All Clubs
- Annually submit a charter. Charters include the following information: names of officers, goals for the year, and name of advisor. Every organization is required to have at least a president and a treasurer.
- Have a constitution on file with the SPO. *Provisional clubs constitutions will be developed while on provisional status.
- Submit proposed budget for programs
- Attend the Club Officer Meeting
- Participate in Activities Fair each fall and spring semester

Privileges
Only chartered organizations are entitled to the following privileges:
- Sponsorship of college events and social functions
- Advertise on campus and through campus media/mediums
- Sponsorship of off-campus speakers
- Use of college facilities, services, equipment and vehicles
- Ability to request an organizational email address and electronic storage space
- Ability to apply to fundraise on campus
The Director of Student Engagement can reactivate a student organization if (a) there is a previously approved constitution on file for the club and (b) a group of student submits a completed charter and list of students interested in participating (at least 10 students).

**Constitutions and Charters**

A constitution is the framework of the organization and expresses the fundamentals of the organization’s existence. It should include, among other items, a purpose statement, an indication of the number of officers, method for their selection, requirements for organization membership, and general operating procedures. Constitutions must be reviewed and resubmitted to the Student Programs Office every three years; organizations may consider changes to their constitutions on an annual basis, however, the Student Programs Office must approve such changes.

An organization can petition the Director of Student Engagement to change the name of the organization. Name changes will only be approved if significant reasoning is provided - approved change in focus of the organization, association with a national organization or cause [either positive or negative], updated or contemporary language.

Every organization must renew their charter with the Student Programs Office. The Student Programs Office works in conjunction with COSO to collect and verify the information on each charter. Organizations are also required to annually secure at least one on-campus full-time employee as an advisor and maintain an accurate constitution. Charters include the following information: names of officers, goals for the year, and name of advisor.

The president of each organization is responsible for notifying the Student Programs Office in writing if there are any changes to the listed officers.

**Club Leadership**

Each year elections for all student organizations are held in April. All organizations are encouraged to work hard to have contested elections. In cases where only one person is running for a position, a Yes/No vote is required. Election results should be submitted to the Student Programs Office prior to the end of the semester.

Change of power for all student organizations is June 1 each year in conjunction with the fiscal calendar of the college. Following elections each year, it is suggested that the new cabinet members begin to shadow the outgoing cabinet to begin to understand the roles of each position.

**Positions with Stipends**

Although Student Activity Stipends will be granted toward the end of each semester, the stipend forms must be completed prior to being authorized in the position. Forms with appropriate signature must be completed by the end of the second week of the semester or immediately if a vacant position is filled mid-semester.

The funds must meet federal rules of awarding. If you do not fulfill your obligation for the term, your stipend will be prorated according to the Houghton College refund schedule. Incomplete information, missing documentation, or failure to obtain the required signatures will result in delay or forfeiting of payment. You are encouraged to apply these funds to your semester costs.

Per IRS regulations, this stipend is taxable and must be reflected on your W-2. In order to do this, students must acquire an approved employment card (“red card”) through the college payroll office (completed I-9, etc.) before starting the position and present the red card to the Director of Student Engagement with the form.
Advisors Manual
Advisors are an integral part of the college student organization program. Advisors volunteer to work with student groups in addition to their teaching or administrative responsibilities. The advisor has the opportunity to work with students outside the formal classroom, assisting them in the planning and development of the club’s programs. An advisor is usually chosen by the student organization to serve as their advisor for a one-year commitment. The advisor must be a full-time employee of Houghton College. The Student Programs Office is available to help student leaders select an appropriate advisor. The Student Programs Office is willing and ready to be of assistance to advisors at any time.

In accordance with their individual constitutions, student organizations annually select their own faculty advisors. The officers are expected to keep these advisors informed of all proceedings. In turn, faculty advisors are expected to regularly attend business meetings and social events. Advisors are also expected to provide advice on fiscal, procedural, and/or policy matters at the request of the group and at their own discretion. They also serve as liaison between the institution and the student group. In all student organizations, advisors help build positive goals in spiritual, social, and academic areas. They advise groups about established college policy even though the advisors may not be held directly responsible for all of the actions of the group. That is to say, advisors may not usurp the functions of the student officers, but should try to give information, guidance, and encouragement. It is expected that advisors act as ex-officio members of their group; voting privileges, however, are granted to them only as specified by the organizational constitution.

The Student Programs Office (on behalf of the Student Life Council) is responsible for authorizing and approving employees as advisors for organization.

Advisor Expectations
1. Advisors are expected to be in regular communication with the cabinet of the organization. While the advisor is encouraged to attend cabinet meetings as time allows, it is not expected that the advisor attend all meetings, but rather that the advisor is aware of what is happening in the organization.

2. Approve all financial transactions over $100 as appropriate—approving them as an “appropriate use of funds.” Advisors are not responsible for approving them as the “best use of funds in your opinion.” Purchases $1000 and over also require the Dean of Students’ approval.

3. Each semester the advisor should work with the treasurer to build an appropriate budget.

4. All fundraisers (on-campus or off) must be approved by advisor first, and then submitted for approval to the Director of Student Engagement.

5. The advisor must approve all officially sponsored events of the organization. As an official student organization, all events must be approved by the advisor prior to any purchases and/or advertising of the event. Questions about appropriateness of an event should be addressed to the Director of Student Engagement.

6. Any mass communication must be reviewed by the advisor prior to being sent (including campus-wide emails, letters to parents, major communication off-campus).

Student organizations generally are the responsibility of Student Life and specifically the Director of Student Engagement. Questions concerning organization, policies, or assistance should be referred to the Student Programs Office.

Student Organization President’s Role with Advisor
Student leaders should recognize the following responsibilities they have to their advisor which include:

1. Treat the advisor as an integral part of the group. This includes making use of the advisor’s background and experience with the organization and the College.

2. Confirm dates for all meetings with the advisor before actually scheduling events.

3. Keep the advisor fully informed of the programs and activities of the organization, and of the progress being made in carrying out those plans.

4. Establish regular meetings with the advisor to discuss the organization and its functions.

5. Share and review all minutes of meeting with the advisor.

6. Invite the advisor to all activities. His/her attendance should not be taken for granted.
Organization Resources

Physical Space

Allocation

Office space is allocated to student organizations by the Director of Student Engagement. At the end of each academic year the Director of Student Engagement reviews office space size, usage, and requests and can make adjustments and changes as deemed necessary.

Hours of Use

Students may use their student organization office space anytime the building is officially open. Any requests to use the space while the building is closed should come from the student organization’s advisor to the Director of Student Engagement. Once approved, the Director of Student Engagement will notify the Safety and Security Office.

Appropriate Use

Office space is granted as a place to conduct official business. While ownership of the space is important, student leaders should use their best judgment when decided on other uses of the space (e.g. movie watching, gather space, birthday parties, etc.). These other uses should be very limited and approved by an advisor.

Door Windows

Most student organization doors have windows. It is expected that these windows remain clear from obstruction – allowing people to see into the office. For most office windows, no more than 1 sheet of 8.5 x 11 paper can be placed in the window.

Decorating

Students are encouraged to make their office spaces comfortable and personal, but should consider office space as common areas and use discernment about any personal items that might be brought into the space. The college is not responsible for damage or loss to personal items left in common spaces, such as student organization offices. Incandescent (traditional) Christmas lights are not allowed to be used in office spaces. LED Christmas lights may be displayed following Thanksgiving break through the end of the fall semester.

Christmas Decorating: NYS Fire Code does not allow live Christmas trees in college buildings. They are flammable and increase the fire risk in the building.

Halloween & Fall Decorating: Students are not allowed to keep pumpkins in their offices or in any college owned residence. Gourds are okay. Student organizations are not allowed to sell or give away pumpkins.

Painting

In rare cases will student organizations be approved to paint their offices. If a student organization wishes to paint their office space, a detailed written request must be submitted to the Director of Student Engagement. Only Sherwin Williams paints purchased through the facilities office may be used.

Keys

Students who participate regularly in a student organization who has been allocated space on campus may have the president of that organization submit a key allocation request to the Director of Student Engagement. Once approved, the Safety and Security Office issues keys directly to the students for on either a semester or academic year basis. All student organization keys must be returned to Safety and Security according to their guidelines at the end of each academic year before the student departs campus.

Storage

Personal items are not to be stored in student organization offices during any college breaks. Especially during the summer, student organization offices may need to be moved or additional items stored in them as maintenance, repairs, deep cleaning or conferences dictate. The Vice President for Student Life will decide which items may be moved or added into specific office space.

Electrical Cords

Due to state fire regulations, extension cords may not be used in a permanent or semi-permanent basis in offices. Electrical equipment must be plugged directly into either a wall outlet or an individual power strip. You cannot “chain” power strips to additional length or outlets.

Fire Alarms

Anyone in an office when the building fire alarm goes off must exit the building immediately—leaving the office door open in case a room-by-room check is required.

Digital Space

Student Organization Email Address

All recognized student organizations are expected to use @houghton.edu email addresses and should not create non houghton.edu email accounts. Student organizations email addresses are created as a Google Group by Technology Services. Contact the Student Programs Office if you would like to request an organization email account. (Policy approved by Student Life Council 10/2011)

Network Storage Space / O: Drive

The SGA cabinet, Campus Activities Board and student publications have established network storage folders. It is expected that only student organization files will be kept in each of the respective folders and that they will be used in accordance with the Network Usage Agreement established by the Computer Planning and Policies Committee. Requests for network storage should be made to the Director of Student Engagement.

Web Pages

Organizations should not create non houghton.edu web pages. Contact the Student Programs Office if you would like to request access to create a student organization web page. Proposals should include justification for creating the page(s), a student who will be responsible for up-keeping pages, and advisors approval. The Director of Student Engagement will
work with the college’s marketing and communications office on all student organization web pages.

Social media pages or accounts needs to provide at least one fulltime Houghton College employee with full administrative access. All of these accounts need to be submitted to the college’s marketing and communications office.

General

Organizations needing to make long distance phone calls should schedule a time to use a Student Programs phone.

Houghton College provides Print Centers for student printing needs. Print Centers are not intended for printing for student organizations. Most printing for student organizations should be through done through the PrintingPress and should be charged directly to the student organization’s account. E-mail receipts of all student organization printing charges should be submitted to the Director of Student Engagement.

Only official organizations can use the college logo, nameplate, letterhead, and envelopes. Any official mailing going off campus must be proof read and approved by the organizations advisor and must be sent on college letterhead. Appropriate use guidelines have been established by MARCOM and must be followed.

Services

Maintenance Requests
Any group that requires furniture to moved between buildings, riser set-up, or large/heavy moving must submit an online maintenance request (see web address below) at least two-weeks in advance. Arrangements must also be made for take down and clean-up following the event. The Director of Student Engagement may impose fines for the following: last-minute requests ($50); improper use of equipment ($50 and higher); wear and tear above normal use ($50 and higher); improper/late returning of equipment ($50).

http://www.houghton.edu/campus/campus-services/facilities/

Custodial Requests
Any group that needs significant amounts of furniture moved or a special set-up for an event must email a request at least five working/week days (Monday-Friday) prior to the event to custodial@houghton.edu. A diagram of the desired set-up may be required for special set-ups. Arrangements must also be made for take down and clean-up following the event. The Director of Student Engagement may impose fines to a student organization’s account for the following: last-minute requests ($50); improper use of furniture ($50 and higher); wear and tear above normal use ($50 and higher); not returning to original room set-up ($50).

Catering
Houghton Dining Services, Metz is the official catering entity on campus. It is recommended that only one member of your organization work with their on-campus office as this will minimize confusion. Food request should be made at least two-weeks in advance. The calendar is limited for banquets and special meals, requests should be made as soon as possible.

Transportation
College Fleet Reservations & Use Policy
Official policy and arrangements for rental of all college fleet vehicles, as well as vehicles that have been chartered for the semester from outside firms, must be made through http://www.houghton.edu/campus/campus-services/college-fleet/

Use of Personal Vehicles
Personal vehicles can be used for college business if a college car is unavailable. The College also allows the use of personal cars if a reimbursement will not be requested. If a personal car is used, the employee’s insurance will be considered primary. Student vehicles may not be used to transport students (other than the vehicle owner) for official college events.

Chartered Buses
If you need to charter private bus services, contact the Purchasing Office or the Student Programs Office.

Students on College Sponsored Trip
All Student Organization sponsored overnight trips must submit a complete list of participants to the Office of Student Life.

Safety Considerations
Drive with care, recognizing your limitations. Schedule trips to avoid extended late night travel. While it may seem obvious, mapping out routes prior to leaving is advised. At a minimum, this ensures that maps needed for the trip have been secured. Driving aggressively or speeding is unacceptable. Drivers will be responsible for all moving violations and parking tickets incurred while on college business or while driving a college vehicle.
Event Scheduling & Planning

Sunday Activities
Programming as usual will not be approved to take place on Sundays. Contact the Office of Student Life or Student Programs Office for the complete, up-to-date Sabbath Policy, Procedure, and Guidelines (Approved by Presidents' Staff, August 2011).

All Student Organization Events
All events must use the student event request form as a way to track their attendance, facilities use and other needs. The form can be found at the following link:
http://www.houghton.edu/students/student-club-organization-event-request-form/

Events Over 50 People
When 50 or more people are expected, the event must appear on the college calendar (found online at http://www.houghton.edu/calendar-events/). Calendar submission is in addition to event submission form. The Director of Student Engagement is responsible for reviewing any potential conflicts and working with offices and organizations to schedule events to complement each other. Any event that overlaps more than one other event must receive permission from the Director of Student Engagement. While used on a very limited basis, the Director of Student Engagement reserves the right to require student organizations to reschedule events due to conflicts. Decisions may be reviewed by the Student Life Council.

Each event submission should include as much information as possible including the location (approval from area coordinators must be secured prior to submission), a short description, starting and ending times. Organizations are required to confirm appropriateness of all events with their advisor.

Events Under 50 People
Requests for scheduling of campus events with an expected attendance UNDER 50 may be submitted to the college calendar, but are not required to be submitted to the calendar. Except for situations where an event is mission-critical for the college, events planned for less than 50 people will not appear on the calendar.

Although it will not appear on the calendar, the organization is still required to contact area coordinators to reserve any facility and equipment. Events that are planned for less than 50 persons may be scheduled without the approval of the Director of Student Engagement, but must have the approval of the organization’s advisor.

Room Reservations
Each campus building has a coordinator for room reservations. Organizations needing to use space must contact the building’s coordinator and place a request for use of the space. Do not assume the space will be available. The Safety and Security officer has access to the reservation system and should have rooms unlocked for events prior to the event. If you arrive and the room is locked, contact security and they will verify your reservation and unlock the room for you.

Cancellations
If an event must be canceled, contact all areas involved immediately. Make sure to inform the Welcome Center staff of any event cancelation. Depending on the circumstance, the event may still be listed on the college calendar as a canceled or rescheduled event to help provide information to the general public. The Director of Student Engagement may impose cancellation fee to the account of the requesting organization if 24-hours notice is not given to college services (e.g., food service, maintenance, etc.).

Final Exam Policy
The final exam period at Houghton College officially begins with the first Reading Day/Period or the first officially scheduled exam and goes through the end of the last scheduled exam in each semester. During this time, no sponsored student activities or programs may take place except those that are approved by both the Director of Student Engagement or his/her designee and the Academic Dean or his/her designee. Generally, only very limited study break type of events planned during non-exam times will be approved during this period of time. Sponsored student activities include scheduled events that are organized by college offices or departments, student clubs and organizations or other entities of the campus.

The Midnight Break is typically scheduled on the eve of the first reading day or first exam, but should end by 11:00 pm. No off-campus trips (30 miles or more away) should be scheduled during the full week prior to the final exam period, including the weekend. (Student Life Council, July 2010)

Banquets & Dinners
Exercise discretion regarding the amount of club funds used to cover the costs of a banquet or organization dinner. The entire student body pays into the campus services budget (CSB) and therefore funds should be spent on something that will benefit or be open to the student body or club as a whole. Advisors must approve any use of organizational funds for meal or banquet expenses. Any questions should be addressed to the Director of Student Engagement. Note, too, that individual members are expected to contribute toward defraying dinner and/or banquet expenses. All off-campus banquets must be approved in advance with a Purchase Order.

The Purchasing Office advises that you be aware of the following procedures:
- Make reservations with restaurant or hotel
- Submit Purchase Order (< $1000) or Requisition (> $1000)
- Do not make any payments in cash
- If a deposit is needed, indicate this on the form
- You do not need to submit a separate check request form
- Most establishments will bill the college

Visiting Speakers
Special speakers should be selected based on their potential to enhance the intellectual and spiritual growth of the Houghton College community. The college encourages
offering a breadth of Christian perspectives and representation of various views on important issues. All speakers must be approved by each organization’s advisor prior to being invited to speak at an official event (whether the event is being held on-campus or off-campus).

After a presentation, student and faculty interaction with the speaker through a question and answer format is encouraged. The visiting speaker and his/her views should be treated with a respectful and gracious spirit. During discussion times following the lecture, the individual moderating the meeting may wish to direct conversation to appropriate topics or to exercise the liberty of screening questions that are trivial, ambiguous, or indiscreetly worded. The advisor sponsoring the event holds the responsibility of implementing these guidelines. If the advisor has questions, s/he should consult the appropriate administrative officer.

Music Presentations
On a Christian college campus, all forms of artistic expression should be evaluated. From a Christian perspective, some music might be considered artistically questionable. Since an evaluation of the artistry of any music involves opinions that are not universally held among informed Christians, the Christian academic community cannot impose blanket judgments regarding the acceptability of musical forms. Those who must make decisions about musical content should realize, however, that musical programming on campus ought to be instructive, uplifting, and in agreement with the Christian values of the institution.

Most music, which is simply entertaining, fits into this category. Lyrics that are offensive and do not enhance personal development of Christian values are inappropriate for campus use. Evaluation of musicians invited to campus should include both their reputation and the excellence of their actual performance.

NOTE: Above all, in public performances (live or recorded) on campus, matters of balance and good taste in programming are paramount. In the light of these, each program and each composition will need to be evaluated on its own merit.

Houghton College has an obligation to encourage and foster the development of its own musicians by making available to them opportunities to be heard. Their content and performance should adhere to the same high standards of excellence.

Motion Pictures
(see complete Motion Picture Policy in the Student Guide)

This policy statement governs the use of copyrighted (rented or privately owned) motions pictures on campus. The topic of showing motion pictures, including documentaries, in a variety of settings can seem to be complicated, but Houghton College has adopted the following guidelines as to what is allowable under federal laws as far as educational use, private viewing, and public viewing.

Motion Pictures that have been purchased, rented, or checked out of the library are for home viewing purposes only. This means that they can only be viewed in your private living spaces. The copyright law concerning home video forbids ‘performing the copyrighted work publicly’ and defines “publicly” as: to perform or display at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.

Many colleges and universities are continuing to define their residence halls as a home. Based upon the advice of a spokesperson for the National Association of Campus Activities, Houghton College allows controlled use of videos in residence hall floor lounges. At such a time as litigation modifies college or university use, Houghton College will comply with the decision of the courts.

Whether or not you need to purchase public viewing rights does not depend on variables such as audience size, charging of admission or educational value. Regardless of whether you expect 3 people or 300 people, size is not considered in determining if public viewing rights need to be purchased.

This principle holds true no matter how much educational or intellectual value is contained in the motion picture. One cannot show a motion picture to a class and have it open to the rest of the campus. In order to invite others, the public viewing rights must be purchased.

Failure to adhere to these guidelines (even if done so innocently and inadvertently) can result in fines from $750 to $30,000 per showing. If admission is charged to the event and the organization/person receives some commercial or personal financial gain, fines can range upward to $150,000 plus a year in jail.

Public Viewing
The Student Programs Office is responsible coordinating all publicly viewed motion pictures on campus. While the college does have many movies in the library, the law only allows their use for private viewing (i.e.: in one’s living space/home). Federal laws require that for anyone showing motion pictures in a public setting (whether it is part of a lecture series, an open educational forum, sponsored by a student organization, a campus-wide CAB event, etc) public viewing rights must be purchased. Currently these rights can range anywhere from $300-$700 and can be purchased from motion picture distributors. The Student Programs Office maintains a list of some of the main college distributing companies.

Basic Guidelines to Show a Motion Picture on Campus
1. Choose a motion picture
2. Have motion picture reviewed for approval (Student Programs Office/advisor)
3. Select a date and time to show the movie
4. Confirm the availability of space (chapel, recital hall, Schaller Hall, CC Lounge)
5. Confirm technology need (chapel sound, audio visual office)
6. Complete and submit a check request for the movie
7. Submit the event to the college calendar
8. Advertise your event on campus
Dances
(see complete Dance Policy in the Student Guide)

We recognize that dance is an issue about which committed Christians disagree, and that discretion and maturity are required if dance is to be an edifying activity. We therefore covenant together as a community to make decisions about our participation in dance that reflect our commitment to Christ, our pursuit of holiness, our desire for purity in relationships, our adherence to biblical principles, and gracious sensitivity to others.

Student organizations that wish to host an on-campus dance must submit the dance proposal form to the student life office, receive approval, and comply with all policies with regard to venue, music, type of dance, faculty advisors, etc. With regard to spontaneous dance and other instances of dance that might occur on campus, it is expected that our community members will exercise appropriate maturity and sensitivity. In both structured and unstructured settings on campus, it is incumbent upon all community members to contribute to the wholesome, edifying environment we are hoping to build on our campus, and not serve as a “stumbling block” (I Cor. 8:9; II Cor. 6:3) for others. We agree to be careful to avoid highly erotic, sensuous forms of dance that are antithetical to our Christian faith. With regard to off-campus dancing, community members are encouraged to use biblically-informed discretion and discernment as they make choices about dance venues and types of dancing in which they will engage. The college strongly encourages community members to avoid environments and activities that would compromise their witness and/or their pursuit of full devotion to Christ.

Many events on our campus include music of some kind. These events can take place in very formal settings such as an artist series or a concert, and in informal settings such as Karaoke parties and coffee houses. Participants in these varied events should feel at liberty to dance when it is appropriate to the event. In instances of spontaneous dancing, community members should exercise personal discernment and discretion regarding the types of dance in which they participate. Community members are also called to mutual accountability—ie confronting each other in brotherly/sisterly love where it is appropriate. When deemed necessary, representatives of the Office of Student Life may engage individuals or groups of students in discussions regarding personal choices and behavior with regard to spontaneous dance.

Retreats
Organization retreats must be scheduled in the following manner:

- The dates, location, and purpose of the retreat must be coordinated with the organization’s advisor.

- Organizations must ensure that the advisor or an appropriate substitute be present for the entire retreat. Questions regarding appropriate substitutes can be addressed to the Director of Student Engagement.

- Transportation and retreat expenses should be included as a part of the organization’s annual budget and/or covered by dues.

Questionnaires
During the course of the school year student organizations request the use of questionnaires through the College Post Office or internet. The Office of Student Life and Office of Institutional Research should be used as clearinghouses for these on-campus activities. The Academic Dean’s Office must authorize the content and distribution of any questionnaire related to classroom purposes.

Prizes and Give-A-Ways
Any organization may use gift cards or items as prizes, awards, or a thank you but this practice should be limited to special occasions and built into the organization’s budget. All give-a-ways and gift cards must be approved by the organization’s advisor. Due to federal tax laws all cash and gift card and any give-a-way valued at or over $25 must be processed through the college’s payroll office and income tax collected on the value. The payroll office can explain options for making sure the tax is paid.

Contracts with Off-Campus Entities
Student leaders should never in any circumstances commit the college to any contractual agreement, purchase, or obligation. If the advisor has any questions, the Purchasing Office or Student Programs Office must be contacted prior to signing the contract.

All performers must have signed contracts to perform at Houghton College. If the artist has his or her own contract, it must be reviewed by the Director of Student Engagement. If the artist does not have a contract to send to you, the Student Programs Office can provide you with a standard contract which may be utilized. All contracts must be processed at least two weeks in advance of a performance date.

Contracts contain the vital information regarding a performance - date, time, place. They also articulate method and amount of payment. NO PERFORMERS SHOULD BE PAID CASH for their services. All payments must be processed through college accounts (departmental budget, allocations, or agency account). A primary name and Federal Tax ID or social security number are required for each contract.

Facility Scheduling
Houghton’s campus contains tremendous resources in services and facilities that can help a student organization achieve its goals. One such resource is the facility scheduling service provided by Welcome Center. Below are some simple, clear guidelines detailing how to process all scheduling requests. It is recommended that each organization works alongside the Student Programs Office for all campus-wide programs intended for a wider audience than the sponsoring organization. The Student Programs Office can assist in scheduling requests and avoiding conflicts.
Advertising
The following guidelines apply to any campus advertising. This guide has been compiled with input from various departments on campus. Policies are subject to be updated at any time by the Student Programs Office. Any advertisement that does not follow these guidelines will be removed. Any organization that regularly disregards these guidelines is subject to disciplinary action by the Student Programs Office, which may include a fine up to $50.

Campus posters and announcements may be placed in college buildings only with prior permission from the Office of Student Life. The Office of Student Life must approve any advertisements from off-campus organizations. All advertising must be consistent, in purpose and content, with the standards and mission of Houghton College. All posters will be stamped with approval. All unauthorized materials will be removed.

Paper Posters
Posters should not exceed 11 inches by 17 inches in all buildings. All exceptions must be approved by the Student Programs Office.

It is realized that often it may be advantageous to advertise an important event more than 14 days in advance. However, a poster usually loses its effectiveness after it has been on display over a week. A different poster might draw more attention or two may be rotated. Permission for two-week advertising may be renewed through the SPO.

Signs and advertisements must be removed no later than 48 hours following the event or activity by the organization responsible for advertising.

Posters and sign may only be attached to bulletin boards—not on windows, doors, walls, or posts. In the limited exception when approval is given by the Director of Student Engagement for posting information on a non-bulletin board surface (i.e., wood, glass, stairwell or walls) only 14-day blue “painter’s tape” MUST be used.

NO ADVERTISEMENTS, ANNOUNCEMENTS, OR DECORATIONS MAY BE PLACED ON WINDOWS, DOORS, WALLS, OR POSTS.

Tables at Base of Dining Hall Stairs
Only current students/faculty can use the tables at the base of the stairs to the dining hall. These tables may be used on a first-come, first-served basis. Student organizations, clubs and campus departments may utilize the tables at the base of the stairs in order to advertise for events and organization related activities. If additional tables are needed on any given day, the organization may set up an additional folding table but will also need to return it following the meal. Students are encouraged to display signs and posters at the tables (or on easels) when they are staffing the tables during a meal hour. Signs, posters and display supplies can be stored in the Student Life Office, down the hall from the Welcome Desk.

SCOOP
The SCOOP is a campus newsletter published weekly. Announcements must be approved by the advisor of the campus organization and emailed to SCOOP@houghton.edu no later than Thursdays at 11:00am to have them included on the next section of the SCOOP.

NOTE: The SCOOP is the college’s official weekly fact sheet. Therefore, students are responsible for being aware of all information in it.

Campus-Wide Email Policy
(Official policy listed in The Student Guide)

Campus Wide Emails (sent to all students, all faculty, all staff) are a means used to communicate important information to large groups of people. It is expected that all members of our community regularly check @houghton.edu email for updates and announcements.

Campus-wide email is reserved for offices and chartered student organizations for events that are of interest to a significant number of people on-campus. In order to maintain a low number of campus-wide emails, individuals are encouraged to maintain distribution lists for announcements that pertain to smaller groups on campus. Prior to sending a campus wide announcement, any event that expects at least 50 participants from on-campus must also be listed on the college web calendar (http://www.houghton.edu/calendar-events/).

- Should be timely messages of interest to large sections of the community. Message content should pertain to campus life.

- If the announcement is for a campus activity, it must be listed on the college calendar for reference in advance of distribution (http://www.houghton.edu/calendar-events/).

- Requests from student organizations/associations should be sent to the advisor and Student Life Office to ensure advisor approval. Advisor name does not need to appear in the actual distributed email.

- All campus-wide emails must include the sponsoring organization or office and at least one contact person. All replies to the campus-wide email will be automatically directed to this person’s Houghton email account.

- Include the answers to who, what, when (date and time, not just TONIGHT), and where as well as purpose of function being advertised.

- Request should be received at least 24 hours in advance, but no later than 8:00 a.m. the day it needs to be sent, to be eligible to post and send.

- The following header must be at the top of all campus wide emails (with underlined information updated):

This email has been approved by the Dean of Students. Please direct questions to CAB or email: first.last##@houghton.edu

- Only one email will be sent per event.

- In order to comply with text-to-speech software in use on campus, all text imbedded in images must be typed and included at the bottom of the email (following the image).

- Exceptions to normal policy or special considerations will be made by the Director of Student Engagement or the appropriate college vice president.

GUIDELINES FOR CAMPUS WIDE EMAIL:
ATTACHMENTS/FILE SIZE
Unless absolutely necessary, you should NOT use/include an attachment. They are typically large in size, and due to virus concerns, many people will not open attachments in this type of email. You can include a web address/hyperlink if you want to post something on the web.

The email file size must be 75 KB or smaller. You can email yourself and check the size column.

Instructions for using Outlook to create emails:

HTML EMAILS (preferred if using graphics)
- If you are including a graphic, use a program such as Adobe Photoshop and reduce the size of the graphic to the final size you want. Save as “ready for web” or 72 dpi (screen resolution).

- To include an image, save the image as the smallest file size as you can, then create a new HTML email (new>format>HTML (if Rich Text is selected, you may need to switch the email to the plain text format, and then switch to HTML).

- With the cursor in the HTML email body, choose Insert>Picture>Browse and select the image you would like to include.

RICH TEXT EMAILS (preferred if using colored text only)
- Rich text (without graphics) is also relatively small. Using "Copy/Paste" from another program with a graphic typically will make the file size too large. Instead, create the email in HTML format.

- If you use Rich Text format it is suggested that you do not use a font larger than 36 point. While larger fonts can add emphasis, we have found that people look for as much information on the preview screen or initial screen as they decided whether to “read” the email or just delete it. Use size, fonts, and color sparingly.

PLAIN TEXT EMAIL (no formatting, text only)
- Plain text emails are very small file size, but only allow minimal formatting options.

Campus Spirit Rock
The Campus Spirit Rock, which is located on the grassy area between Gillette Hall and the Campus Center, is available to be painted by individual students, sponsored student groups, or registered student organizations in accordance with the following:

- Suggested painting on the Spirit Rock includes but is not limited to event announcements, words of support or congratulations, or creative endeavors.

- Rules for painting the Spirit Rock include the following:
All individuals, groups, and organizations must supply their own paint. Only paint the Rock and remove all painting supplies when finished. No individual, group, or organization is permitted to paint the sidewalk, lampposts, grass, or buildings surrounding the Rock. The individual, group, or organization will be held financially responsible for the cleaning costs associated with violation of this policy.

What is painted on the Rock must be in good taste. Keep in mind that what is painted on the Rock reflects on you and/or your organization.

- The group or individual painting the Rock assumes liability for any individual or member of the group or organization who may be injured and/or for actions associated with the activity.

- The Student Government Association and Student Programs staff will regularly monitor the Rock, just as they monitor bulletin boards, to ensure that postings fall within the above established guidelines.

Absolutely NO WRITING AND/OR PAINTING of any sort is permitted on any college property other than the rock outside the Campus Center. Painting the rock is on a first-come, first-use basis. All students, clubs and organizations have equal access to the rock. Once painted, the Rock may not be repainted by another group for another event or announcement for at least 24 hours. All trash must be discarded properly.

Banner Policy
Request for banner hanging should be made to the Director of Student Engagement.

Outdoor Advertisements
Must first be approved by the Director of Student Engagement.

No display may be put at the college entrance.

A series of stakes with signs may be put along the campus walks.

Outside displays must be neat and must not damage lawns, trees, walks, or buildings. They may not hang from light posts, telephone or electric poles, or across streets.

Nothing is to be attached to the outside of buildings or to be permitted to hang from windows unless the Director of Student Engagement or a Residence Director has given special approval.

If a display becomes damaged or damages College property, it must be promptly removed once notification has been given. If it has to be removed by the Maintenance staff, the cost of removal will be billed to the organization responsible.

The Director of Maintenance and the Director of Student Engagement must approve any large or unusual display on the campus lawns.

If there is a lack of space, an event scheduled first has precedence.

All outdoor advertising: Time limit of 5 days.

Chalk-Drawing Policy
Requests for chalk drawings on campus sidewalks should be submitted to the Student Programs Office.
Information submitted should include: location, time period, and content (artwork and/or text).

Absolutely no drawings can be placed on campus buildings.

Sidewalk chalk can be used outdoors on sidewalks only (no buildings etc). There are no options for indoor advertising on floors, etc in bad weather, sorry. Chalk should not be excessive (to the point where people's feet are tracking it inside the buildings). Good luck.

**Campus Election**

Students who are running for a position through campus election (SGA, COSO, class cabinets) are limited to the following advertising venues:

- 1 representative group specific email
- Posters on existing bulletin boards in residence halls
- Posters on existing bulletin boards in the campus center

Areas off limits to campus election advertising are:

- Academic buildings

All candidates should limit public comments about other candidates to relevant issues of the campaign. Attempts to defame character or slander another candidate can result in the removal of the offender from the

**Residence Hall Advertisements**

Priority is given to Residence Hall events first. Student organizations and College departments may, however, post signs in the primary posting area in each building once their posters have been approved by the OSL. Organizations must remove signs must within 24 hours following the program.

**Non-College Vendor Advertisements**

Vendors may not solicit or advertise on campus without the consent of the Vice President for Student Life. Postal Service regulations and policies govern the placement of materials in student mailboxes. Items from outside businesses will be placed in student mailboxes only when approval is given from the Vice President for Student Life.

The sale of merchandise involving an outside or off-campus agent of the product, company and/or agent and financial arrangements (contracts) must have the approval of the Director of Student Engagement in the Campus Center basement.

All sales promotions (party, demonstration, etc.) must have the approval as to time, place and type of event from the Director of Residence Life (SDO) and from the RD of the residence hall or house to be used for said promotion.

A member of the Student Life staff or the RD should be present at all such programs to insure that no high pressure sales tactics are used.

Sales incentive programs, either by individual students or off-campus organizations, or students representing off-campus organizations will not be permitted.

**Credit card, financial aid, insurance and other large financial offers or long-term contracts will be limited to mail solicitation and posters, not on-campus representation.**

**Campus Post Office Policies**

**NOTE:** In an effort to conserve paper and to minimize clutter, CPO is limiting the volume of flyers they will distribute. Please cooperate in this endeavor by using other, more creative, forms of advertising.

Student organizations are permitted to send all-school mailings through the College Post Office (CPO). Any communication intended for college mail should be at least 3”x5” in size. All school mailings must be at CPO 24 hours before requested delivery date; addressed and sorted in numerical order by box number and bundled.

Distribution usually operates on a “first come, first serve” basis.

Material for same day service must arrive before 9:00 AM. Priority of distribution will depend on the workload and be determined by the director of the campus post office. Same day distribution is not guaranteed.

Distribution of literature from Student Organizations must have a signature from the advisor or the SPO and be presented to the post office before distribution.

SGA election advertisements will be restricted to one one-piece mailing through CPO per candidate.

**Printing Press**

Printing Press is here to help students with their printing and copying needs. Services include: booklet making, binding, black and white copying, and color copying. You will need to complete your own layout/set-up and you are strongly encouraged to seek help and suggestions for ease in job completion and cost effectiveness. All jobs need to arrive print-ready.

Most jobs can be completed the next day or even the same day, HOWEVER, this cannot be guaranteed. Please check with us when order is placed. It is best to allow at least 2 days for order completion. Please plan ahead.

We have the ability to print from email. You can email your file as an attachment to printingpress@houghton.edu. The preferred format is PDF with fonts included, although also accepted are: .doc, .xls and .jpg files.

https://www.houghton.edu/campus/campus-services/the-highlanders-printing-press/
Finances

Allocations
Once a renewed charter has been approved by the Student Programs Office, the organization may apply to the COSO for funding. Not all organizations will receive funding from the institution. All institutional funding for student organizations is provided through the Campus Services Budget.

Christian Life Fund
Moneys from this account are to be used as the chief funding source for any student club whose primary focus is ministry and/or community service. Ministry is defined as facilitating spiritual growth and worship through a variety of mediums including music, drama, mime, dance, Christian education, and discipleship. Community service is defined as meeting the physical and emotional needs of members of the community.

Organizations receiving funds from the Christian Life Fund as their primary source, can apply to CEF Type 2 as a secondary source of funding. The amount granted from the Christian Life Fund should be determined prior to applications for CEF funding.

Club/Event Fund Type I
Moneys from this account are to be used as the chief funding source for student clubs. COSO allocates CEF monies to the various chartered student organizations. To be eligible for funding, a student organization must meet the following requirements:

1. Register with the Student Programs Office
2. Participate in the Treasurer's and President's
3. Submit a budget proposal to COSO by the deadline designated.

Club/Event Fund Type II
These funds are to be used for clearly defined projects, such as one-time events or capital purchases. The project must have direct or indirect benefit to the student body, and must be consistent with the Houghton College mission and the statement of community responsibilities. Any individual student or group of students may apply - including associations that already receive money from the Campus Services Budget. The request must be submitted by the date set by the SPO.

Accounts
The organization's treasurer, in conjunction with the advisor, supervises the organization's financial affairs. No organization is allowed to have an off-campus account. All organization funds received must be deposited into the student organization's account. All bills are paid from these funds by the college's accounting office and remain in its files.

Treasurer Responsibilities
Know your student organization account number

Approve and use this account number for all on-campus charging of items or services (Highlander's Shop, Printing Press, Big Al's, Dining Hall, Audio Visual).

Complete paperwork and approve of all OFF-CAMPUS purchases.

Make all deposits directly into the Student Organization Account.

Deposits
All money collected by a student organization (whether through fundraising, ticket sales, etc) must be deposited into the student organizations account.

All received checks shall be payable to Houghton College.

Cash and checks in amounts over $200 shall be deposited within 24 business hours, and weekly even if the accumulation is less than $200.

Arrangements must be made with the coordinator the Welcome Center about storing cash in the safe. Student Organization cash should always be stored in the safe at the Welcome Center (if less than $200) or deposited daily (over $200). Cash in unlocked drawers or boxes should never be left unattended.

Cash Boxes
The request for a cash box/bag must be made to the Director of Student Engagement at least 24 hours prior to the time it is needed. If the box is needed for Saturday, it must be ordered on Thursday.

After the sale of tickets or other items, the money must be counted accurately by two students. Bills must be straightened, facing the same direction and strapped according to denomination. Coins must be rolled when possible. If the event is over while the bank is open the money may be deposited immediately. If the event is over after the bank has closed, arrangements should have been made to have the money held either in the Welcome Center safe (under $200) or by Safety and Security until the bank is open.

The student must return the cash box to the Student Programs Office following the event. If it is not returned promptly, a fine will be assessed to the organization's account number. There is a fine for lost or damaged deposit bags.

Purchasing Policies
The Purchasing Office is a part of the business administration of the College and reports to the vice president for finance. The primary objective of the office is to obtain the materials and services necessary to support Houghton College in a timely manner and at the best cost commensurate with suitable quality.

Online Ordering
Student Organizations should not place online orders. Online orders should be made through the Student Programs Office: https://www.houghton.edu/students/student-programs/club-online-order-form/

Check Payment
A completed Student Organization Accounting Form for a check request is due to the college accounting office on Mondays by noon. Checks are printed on Wednesdays and can
be picked up by the student organization treasurer or will be placed in U.S. mail on Thursdays.

Cash Advances
Student organizations can request up to $500 cash using the Student Organization Accounting Form. See form for approval requirements. The completed form must be submitted in triplicate to the Student Programs Office 24-hours in advance. The treasurer should then keep the pink, reconciled copy in the student organization’s financial records. Advances of Student Organization Cash are tracked through the Student Programs Office and must be justified within 30 days or no later than the end of the current semester, whichever comes first. Student organizations are only allowed one advance at a time.

Reimbursements
Student Organizations may reimburse its members for purchases made on behalf of the organization using personal cash. *Reimbursements to the treasurer must always be signed by the student organization advisor. Order through the Student Programs Office as much as possible to limit reimbursements.

Required Signatures
$0 - $99: Student Organization Treasurer
$100 - $999: and also Student Organization Advisor
Over $1000: and also Vice President for Student Life

Tax Exempt Purchases
As a student organization of the college, official purchases in New York State are tax exempt. College tax exempt forms are available for student organizations from the Student Programs Office. Contact the Student Programs Office or the Accounting Office for questions regarding sales tax.

T-Shirts and Imprinted Merchandise
The Highlanders Shop is an official purchasing agent for the college and a member of a number of buying groups through the National Association of College Stores (NACS), which gives the college further discounts on merchandise. Discounts are passed along to campus departments, organizations, agencies, etc on purchases made through the Campus Store.

All student organizations placing an order for clothing and merchandise (with or without imprints) will need to contact the Highlanders Shop Director for comparative pricing. Each organization can research and present a competitive price, but must also inquire for the best available final price from the Highlanders Shop (including any surcharges by the Highlanders Shop). If the Highlanders Shop’s final price per item is greater than another competitor, the student organization can purchase the items from a different vendor.

Student organizations can also work with the Highlanders Shop to provide sales (including credit card, check, and cash) that can be made on a per item basis (and appropriate tax charged).

Resale of Merchandise – Tax Laws
Any merchandise purchased from a vendor and resold must charge sales tax. If you have a special circumstance you can check with the Houghton College accounting office for approval of a sales tax waiver. The Highlanders Shop will take care of all details for sales tax for any merchandise sold through the Highlanders Shop.

Airline Tickets
If a student organization is purchasing airline tickets for a speaker or artist, they must work with the Director of Student Engagement to ensure an appropriate time frame and amount paid for air travel.

National Organization Memberships
Money from the Campus Services Budget should not be used to pay for individual student’s membership in national organizations. Some organizations require that the funds be collected, deposited into the college account, and then one check sent from the college. In this case, money from fundraising events (must be deposited) and personal money (can be deposited) into the organization’s account to cover the check for these membership fees.

Fundraising
The Student Programs Office at Houghton College must review and approve all student organizations’ fundraiser whether they are to raise money for charitable projects or to raise funds to defray costs of college-approved events or projects. Permission for fundraising drives will be granted only to current college-recognized student groups, offices, or teams.

Student groups organizing fundraising activities (both those that do not involve the sale of a product or service (e.g., sponsoring a drive or collection) or those that involve the sale of a product or service) must obtain permission for their activity from the Director of Student Engagement or designate.

When a fundraising activity involves setup, table, or booth, permission for the setup is granted by the Director of Student Engagement. If the requested site involves another department, then the director of that department must also provide permission for the activity to occur there (e.g., the Director of Athletics must also approve requests for activities at athletic events). The Director of Student Engagement and the supervisor of the site will decide whether or not one or more activities may occur simultaneously at the same location.

All raised funds must be deposited into a college account and then make any payments from that account.

Christmas Craft Fair
Student Organizations are encouraged to participate in the Christmas Craft Fair (organized by the Welcome Center) for any fundraising projects towards the end of the fall semester.

Off-Campus Fundraising
Student groups are not allowed to directly solicit donations or gifts from local merchants. Under certain circumstances the Student Programs Office will approve fundraising efforts that occur off campus. Student groups wishing to conduct fundraising off-campus must familiarize themselves with and abide by all College policies in addition to all local, state, and federal laws and regulations. If a student group is interested in
soliciting donations, approval must be granted from the Student Programs Office and the Advancement Office.

Solicitation
Direct solicitation of funds via intra-campus mail is prohibited. Student groups, or athletic teams may not solicit funds from parents or alumni without permission from the Advancement Office. College-connected or public groups (private, nonprofit, or for-profit) may not use College directories for the purpose of solicitation. Door-to-door solicitation in college-owned housing is prohibited. In addition, the solicitation of faculty and staff in their campus offices is prohibited. Door-to-door solicitation is also prohibited off campus.

Raising Funds for Charity
Any funds which have been received through an allocation from the college may not be donated to a charity unless the amount is donated on a direct basis to the charity.

Student organizations may only raise funds for approved, registered 501(c)3, off-campus charities (charities approved by the Director of Student Engagement or Student Life Council -- e.g. American Red Cross, World Hope International, MAP International, etc). When revenue is generated by a student organization from a college-approved activity the revenue (minus checks payable directly to the charity) must be first deposited, in full, to a Houghton College account. All revenue, except if the organization so chooses it may deduct the amount spent on the activity, must be donated to the approved organization. Exceptions to this rule may be considered by the Student Life Council. Organizations wishing to make donations to charitable organizations may only use the proceeds raised from an approved fundraising activity.

Political Campaigns
Organizations may not initiate any fundraising activity for which the profits will be used for any direct or indirect contributions to a political campaign. Students may use funds to raise citizenship awareness and general voting awareness, but no contributions may be made to a specific political campaign.

Distribution and/or Sale of Food
Recognized student organizations may distribute food in designated locations, as well as outdoor events, provided they have received prior approval from the Director of Student Engagement.

Bake Sale/Student-Prepared Foods & Catering
For college-sponsored baked sales the following guidelines must be followed: New York State allows the sale of home baked goods to consumers, but places certain restrictions on what types of bakery items a home processor can produce and where those products can be sold in order to protect the general public.

With regard to these restrictions, Houghton College sponsored baked sales are limited to breads, rolls, cookies, cakes, brownies, fudge and double-crusted pies. To clarify, this means only foods that are not potentially hazardous may be sold or provided. Hazardous foods include foods that contain meat, poultry, fish or uncooked or partially cooked eggs (such as mayonnaise or custard, quiche, etc.) or any foods that are required to be heated or cooled. No student-prepared foods that require heat or refrigeration may be offered.

All ingredients must be listed (or available) for each food product.

If food has nuts in it, or if it is prepared in conjunction with other foods that have nuts in them, nut warnings must be provided on all the foods, whether they have nuts in them or not. Allergen warnings must be provided on all foods with potential allergens.

Additionally, while you can sell your goodies at farmer’s markets, farm stands, flea markets, craft fairs and similar venues, the home food processor’s exemption from standard food processing regulations does not allow Internet sales. For specifics, please reference the NY Department of Health regulations for Non-Profit Food Establishments.

Students interested in selling food products for a profit should also refer to the fundraising policy.

Licensing exemption is limited to non-potentially hazardous foods such as:

- Bakery products for wholesale sales; i.e. bread, rolls, cookies, brownies, fudge, double-crust fruit pies and cakes which require no refrigeration
- Jams, jellies, marmalades or similar products
- Candy (not chocolate)
- Spices or herbs
- Snack items such as popcorn, caramel corn and peanut brittle

Foods may be prepared in a residence hall/apartment kitchenette or other kitchen facility. Students are encouraged to use appropriate care in food preparation.

All ingredients must be listed (or available) for each food product.
General Policies

Political Involvement

U.S. VOTER REGISTRATION POLICY
Annually the SGA will spearhead a good faith effort to distribute voter registration forms to each enrolled student who physically
attends the college and make the forms widely available prior to federal and state elections for governor or other state chief
executives. A campus wide email will be sent out devoted exclusively to voter registration with exact internet addresses to download
state forms. Typically paper voter registration forms are received by the Student Financial Services office and should be forwarded to
the SGA to be available for students to pick up in the SGA office upon arrival.

CONSTITUTION DAY (SEPT 17)
Constitution Day - September 17 is national Constitution Day celebrating the anniversary of the ratification of the U.S. Constitution on
September 17, 1787. Educational institutions that receive federal funds for a given fiscal year are required to hold an educational
program on the United States Constitution for students on September 17. [http://www2.ed.gov/policy/fund/guid/constitutionday.html]

Annually the Runnymede Society organizes an event related to the US Constitution in celebration of Constitution Day.

POLITICAL INVOLVEMENT
The College will consciously pursue a nonpartisan stance. Individual administrators, faculty, staff, and students, as members of the
community, have the rights of citizens. When they speak or act as private persons, they must avoid creating the impression that they
speak or act for the College. In consideration of these principles, the following guidelines are submitted to avoid harassment in living
and dining quarters and to avoid possible disruption of the educational process.

There will be no political solicitation by outside groups allowed on campus.

Authorized student organizations may set up tables for solicitation of political interest only in the Campus Center, pursuant to
guidelines consistent with those applying to other groups.

In recognition of the fact that discussion of politics is a part of the educational process, there must be opportunity for both sides of a
question to be aired. This does not mean that for every meeting of College Republicans that a meeting of College Democrats must
occur. However, opportunity must similarly exist for both sides of an issue.

This statement applies to local, state, and federal elections.

TITLE IX AND SEC. 504 GRIEVANCE PROCEDURE
Houghton College does not discriminate on the basis of race, color, national and ethnic origin, or handicap in its admissions or other
programs. In addition, in compliance with and to the extent required by Title IX of the Educational Amendments Acts of 1972 and
Section 504 does not discriminate on the basis of sex.

Any student who has a complaint alleging a violation of Title IX or Section 504 or regulations thereunder shall write a notice to inform
the dean of students of the specific nature of the complaint and identify the individuals involved.