Student Organization Handbook
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The information in this manual has been compiled by the Student Activities Office to provide student organization members, student leaders, and advisors with a ready reference when questions arise as to recognition, funding, and required information. Please review the entire manual. The office of Student Activities will be your primary liaison with the University in matters ranging from facility requests, fundraising opportunities, to leadership development. We are here to help make your student organization be the best it can be.

Student organizations play an important role on the Anderson University campus by encouraging students to pursue interests, develop leadership skills, create meaningful relationships, and enhance academic achievements.

Being a recognized student organization at Anderson University means that you have access to university funding, have the right to invite a faculty/staff member to serve as the advisor, to meet on campus, to use university facilities when available, to raise funds and to act as an official representative of Anderson University when called upon to do so.

Contact the Director of Student Activities with any questions you may have concerning clubs/organizations. The Student Activities Office is located in the back of Denmark Hall and can be reached via telephone at 864-231-2107.
Recognized Student Organizations
In order to operate on University premises, student organizations must be officially recognized by the University. The recognition of a student organization represents University endorsement and approval of the goals and purposes of that group as being consistent with and supportive of the goals and purposes of Anderson University. The office of Student Activities coordinates organization approval and recognition process through the Student Government Association.

There are two different kinds of student organizations:

Academic Student Organizations- These organizations may be initiated and organized by either a faculty/staff member or a student. Their purpose is to promote academic or professional growth within a certain field of study. This group includes major related organizations and academic honor societies.

Non-Academic Student Organizations- These organizations are initiated by a student or group of students and surround a common interest or cause. Their purpose is non-academic in nature and may include missions or campus ministry organizations.

Recognition Process:
In order to be recognized by the University, each student organization must meet the following criteria:
1. The organization is initiated, organized, and run by students, unless it is an academic organization.
2. In principle, any student may join the organization if he/she shows an interest in the mission of the organization. Academic Honor Societies may restrict membership to students who meet a certain level of academic success within a given field of study.
3. Leadership may be elected by popular vote.
4. Leadership of the organization seeks only the advice of a faculty/staff advisor.
5. The organization must have a constitution on file in the Student Activities Office. They must also submit the names of students in leadership positions as well as the name of their advisor(s).

Starting a Student Organization:
In order to establish official University recognition of your organization, there are a few guidelines and responsibilities expected. The process of starting a new student organization can begin at any time. Any organization wishing to be recognized by the University must:
1. Compile a signature list of at least 10 Anderson University students who are interested in starting the organization. Academic Honor Societies may begin with a list of at least 5 qualified students.
2. Find an Anderson University faculty or staff member willing to serve as the Advisor for the organization. This person must complete an Advisor Agreement Form which can be found on the Student Activities website.

3. Name the organization.

4. Write a constitution and bylaws for the new organization. Sample constitutions are available on the Student Activities website.

5. Complete the New Club/Organization Proposal Form which is found on the Student Activities website.

6. Return all forms to the Student Activities Office.

7. Present the new organization to the Student Senate.
   a. Contact the Student Government Association to get on the next Senate meeting agenda via email at ausga@andersonuniversity.edu.
   b. After the proposal is made, the representative will be asked to leave and the Senate will vote. If the Senate approves the proposal, it will be sent to the Director of Student Activities, VP for Student Development, Provost, and the President of the University for additional approval.

8. The student representative will be notified by the Director of Student Activities regarding approval.

9. Once the organization is approved, the student contact must meet with the Director of Student Activities to go over information important to the organization.

**Guidelines for Chartered Campus Organizations:**
Chartered Campus Organizations must comply with guidelines stated in this Handbook in order to remain in good standing with the University and to receive funding from the Student Government Association. Organizations that are found out of compliance will have their charters revoked and funding will cease.

**Student Organization Officer Standards:**
1. To be eligible for election as an officer in any Anderson University Chartered Organization, students must have earned a GPA of at least 2.5 and have no disciplinary charges against them. All officers must maintain these standards throughout their time in a leadership position.

2. Students who fail to meet these standards will lose their leadership position at the point in time where the failure occurs.

3. The organization advisor shall be responsible for checking the grades of officers with the Registrar at the end of each semester.

4. The organization advisor is responsible for removing officers who fail to comply with established standards and informing the Director of Student Activities of these actions.

5. Officers removed from office due to failure to comply with standards shall be replaced according to the procedure stated in the individual organization constitution. If replacement of officers is not addressed in the organization constitution, replacement of officers shall be left to the advisor of that organization.
General Student Organization Expectations:
Chartered Campus Organizations are expected to:

1. Submit an annual club/organization report, membership roster, copy of organizational constitution, officer listing, advisor name and other information as requested to the Student Activities Office. These should be submitted at the conclusion of organizational votes in the spring semester, but no later than the first week of school in the fall.
2. Abide by the bylaws of the organization’s constitution.
3. Uphold the policies and standards of Anderson University in all activities and meetings on and off campus. This includes representing the University in a positive light in respect for our mission and distinct Christian environment. Sanctions will be imposed for student organizations found in violation of the Code of Conduct listed in the Student Handbook.
4. Attend the Student Organization Workshop each academic year and any additional training workshops required by the Director of Student Activities.
5. Maintain active contact with the organization’s faculty/staff advisor(s).
6. Enrich the campus community by providing opportunities for student involvement through quality events and programs.
7. Participate in required programs including EXPO (Fall Semester) and iFair (Spring Semester) to recruit members and Kids Fair during Homecoming.

Recruitment of Members
Organizations should make a serious effort to recruit additional members. A measure of success of any program related to students is the degree of participation. Effort should include the following:

1. Appeals through personal contact and publicity.
2. Attendance and participation in EXPO during the first week of school in August. Organizations must complete necessary reservation forms in order to participate in EXPO which will be communicated each year from the Student Activities Office.
3. Attendance and participation in iFair during the first week of school in January. Organizations must complete necessary reservation forms in order to participate in iFair which will be communicated each year from the Student Activities Office.
4. Information should be available concerning the procedures for becoming a member as well as the time and place of organizational meetings.
5. Provide up-to-date records to the Student Activities office including date/time/location of regular organization meetings.
6. Organizations should recruit through interests related to majors, especially if there are ties to a professional or nationally affiliated organization.
Constitution and Bylaws:

Every organization is required to compile a document, which sets forth the following:

- Statement of purpose
- A description of the organization structure, officer positions, and job descriptions
- A statement of bylaws or procedural rules by which the activities of the organization will be governed

The Advisor’s Role:

The University requires student organizations to retain an advisor during operation. Advisors must be a current member of the faculty or staff at Anderson University. This person should be chosen with care because he/she will be a vital part of the group. Selection of an advisor should be one that has the time and the desire to work with that particular group. The student officers and advisor need to keep in touch and include each other in the planning of meetings and projects. If the student group selects and uses the advisor wisely, the advisor will be a valuable asset to the student club/organization. Advisors are responsible for the following:

1. Help the organization to identify its goals and help members and officers to clarify their areas of responsibility and related duties.
2. Attend the Advisor Training Workshop provided by the Student Activities Office.
3. Attend scheduled meetings of the organization and/or maintain regular communication with the respective organization officers.
4. Participate in major planning sessions, on-campus events and activities. All Events must be approved by advisor.
5. Participate in planning and attend off-campus functions sponsored by the respective organization as able. If the advisor is not available to attend an off campus function, he/she must find a suitable faculty/staff replacement.
6. Assure that accurate and consistent records are kept by organizational officers, approved methods of handling organizational finances are followed, and reports requested by the Director of Student Activities are filed in a timely manner.
7. Assist the student organization in the development of a budget in order to help the organization achieve funding for the following year.
8. Observe student performance of assigned duties and stimulate effective student participation.
9. Participate with production of publications by the organization. All publications must be approved by the advisor and be stamped by the Office of Student Activities before posting on campus.
10. Be familiar with the organizations’ policies related to membership and officers positions and assist in the transition between incoming and outgoing officers.
11. Promote positive relationships between University representatives and students.
12. The advisor should be sensitive to the academic performance of officers and members and help students achieve balance between their academic obligations and their participation in the student organization.
13. Be familiar with policies and procedures in the Student Handbook. Policies and procedures should be enforced on and off campus.
14. Review and sign requisitions, work orders, funding requests, check requests, purchase orders, and other related documents.
15. Serve as a source of input and encouragement to organization members and as a resource for problem-solving. Encourage the group to try new and creative programs. Be a positive critic of the organization by giving constructive feedback.
16. Assist with issues that may arise including personal problems and emergency situations.

Advisors must notify the Director of Student Activities and organization officers in writing if they are unable to continue their responsibilities for any reason. Upon relinquishing the role of advisor, turn in all organization information to the Director of Student Activities and, if possible, refer or assist in securing another advisor for the organization.

The Student Leader’s Role:
Student organization leaders play a critical role on Anderson University’s campus. These students move beyond their passion for an issue, cause, or activity to leading people in that issue, cause, activity. This often presents a new set of challenges such as running meetings, motivating people, and balancing studies with leadership and organizational responsibilities. A vibrant campus life is dependent upon such students!

Student leaders of campus organizations are responsible for the following:

1. Set a vision for the organization and set goals for the year.
2. Maintain organization’s active presence on Anderson University’s campus.
3. Schedule regular meetings with faculty/staff advisor.
4. Commit to regular communication with the Student Activities Office.
   a. Complete the Annual Club Charter Revision form each year to remain active
   b. Submit Events Request form for every event two weeks in advance
   c. Obtain approval for fundraising events and all publicity within the appropriate timeline
   d. Submit budget proposal and funding requests
   e. Create and maintain Constitution and Bylaws
5. Attend designated number of leadership training meetings.
6. Participate in EXPO in the Fall and iFair in the Spring and Kids Fair during Homecoming.
7. Maintain accurate records.
   a. Roster of members for officers
   b. Accurate membership role
   c. Brief minutes/notes of actions taken at meetings
   d. Brief description of organization activities
   e. Record of financial transactions
8. Maintain good academic standing and exercise good judgment consistent with the student conduct code.

A clear and concise description of the duties of officers should be compiled by the club officers with the help of the advisor and included in the organization’s constitution. A copy of the job description/duties should be given to all officers and club members. Officers are to be held accountable for carrying out the duties of the offices in which they hold as well as other assignments that they have accepted. Every effort should be made to motivate the officer to perform responsibly. If a club officer consistently fails to perform his or her duties, he or she should be replaced.

**Elections**
Elections/appointments are to be held as early in the academic year as possible. In some cases, the election of some officers may be done at the end of the preceding year. This provides continuity and an opportunity for interim evaluation and planning. The time of elections and the procedures to be followed should be communicated to the members well in advance of the elections. The advisor should be present during elections and insure that the process is fair to all candidates.

**Funding**
Student organizations need funding to operate and create programming. The University provides funding for Chartered Campus Organizations through the Student Government Association’s club allocation process. Organization leadership is responsible for managing a budget and practicing good financial stewardship. ALL CAMPUS ORGANIZATIONS ARE REQUIRED TO KEEP AN ON CAMPUS ACCOUNT IN THE BUSINESS OFFICE.

**Continuing Funding for an Existing Organization:**
Once an organization has been approved and recognized by the University, there are certain requirements that must be met annually for that organization to remain active the following year. Organizations may be ineligible for future funding allocation if they do not abide by the funding policies.

- Accountability for the proper handling of organizational funds rests with the advisor of the organization.
- Funds for the organization are to be kept on deposit in the Business Office. Organization advisors must sign all requests for money. The advisor along with the treasurer of the organization should maintain records of expenditures, receipts, etc. for the organization.
Organization is responsible for any debt incurred on behalf of the organization (for example, food service, maintenance needs, and security).

**Student Government Association Allocation Process**

The primary purpose of the Student Government Association’s allocation process for University recognized student organizations is to ensure that student activities and student life at Anderson University are enhanced, by providing a subsidy to such organizations that will help cover operational and programming costs.

Student Government will evaluate funding requests once a semester. Each organization may request up to $50 year that can be used for operational expenses. Such expenses include administrative needs, recruitment related events, and food for meetings.

**Student Organization Funding Process**

1. Each organization shall prepare and present a funding request to the Student Government Association for each allocation period in order to receive funding.
2. The funding request must be clear and concise and must be **typed** on the forms provided by SGA to the organization.
3. Funding requests must be **typed** and **full explanations** must be given for each line item in order to be considered for funding. Please provide any available documentation including price quotes from vendors with your request.
4. Items on the funding request should be listed in order of priority with the items most important to the organization being listed first.
5. The requests will be reviewed by the SGA Executive Committee and will then be forwarded to the Student Senate with an allocation proposal of recommended funding. Following Senate review, the funding recommendations are submitted to the Director of Student Activities for review and final approval.
6. All funding requests shall be reviewed according to the following guidelines:
   - The nature and expense of the proposed activities.
   - The **benefit of the proposed activities to the student body, the University, and the community.**
   - The past stability and productivity of the requesting organization.
   - The amount of funding received by the organization from outside sources.
   - The amount of money already in the club/organization’s account.
   - Timely submission of the funding proposal form.
7. The Student Government Association and Executive Committee members reserve the right to verify if the number of active members indicated is accurate.
8. All funding requests must be signed by the club president and advisor of the organization.
9. Any funding requests that do not follow the above regulations will not be considered for review.

Funding Restrictions and Limitations
The following restrictions and limitations are applicable to all organization funds, including those received by student organizations via the SGA Allocations Process.

1. Organization funds are available to be used by student organizations to support programs and activities. No personal gain can be realized from these funds including stipends, paychecks, prizes, awards, or scholarships for members.
2. Organization funds cannot be used for political campaign support, materials, or political officials to speak.
3. Organization funds may be used to purchase books, equipment, technology, etc. when it is anticipated these items will have long term use or will carry over year to year by the organization. Individual members may not retain any items purchased for their own personal use as any items purchased remain University property.
4. All tangible equipment and supplies purchased with organization funds are considered University property and must be housed or stored in an on-campus location that will be established and kept on file with the Student Activities office.
5. Any equipment purchased with university funds may need to be tagged by the Business Office. Please check with Student Activities when purchasing equipment.
6. All monies raised from an organization sponsored event or financed using allocated money must be deposited into the organization’s account.
7. As a general rule, funds may only be used to purchase food when the food is for an organization sponsored event or program.
8. Organization funds cannot be used for philanthropic or mission donations. The only way a student organization can donate any funds to another organization is by raising the funds through fundraising efforts.
9. Organization funds can be used to pay for conference fees and economical transportation options on a limited basis. For conference fees to be considered, how the conference prudently supports the education mission of AU and how the knowledge gained by attendees will be utilized upon their return to campus must be clearly outlined.
10. Organization funds may be used for apparel purchases, but is limited to a maximum of the equivalent of one short sleeve t-shirt with one single color imprint per member per funding period. Any funds needed in addition for an apparel selection made by the organization must be covered by fundraising or personal funds of the members.
11. Once a funding request has been considered and funded, the same request cannot be resubmitted for additional funding during the same allocations period.
12. Any requests that were denied for an allocations period will not be reconsidered for funding within that allocations period.
SGA Funding Eligibility

1. In order to be eligible for SGA funding, a student organization must be recognized through the University recognition process and registered as an active student organization with the Student Activities Office.
2. All student organizations must meet the requirements each year to maintain active status as outlined in the Student Organization Handbook.

Utilizing SGA Allocated Funds

1. Fill out a Petty Cash form if the expense is $50.00 or less.
2. Fill out a Check Request form for expenses over $50.00.
3. Bring the completed forms and original receipt to the Director of Student Activities for reimbursement.
4. SGA Allocated funds will no longer be placed directly in an organization’s account unless the Director of Student Activities believes the request warrants an exception.

Fundraising

In order to assure that each campus organization or group is able to receive the greatest benefit from a fundraiser, we ask that each group submit their planned fundraiser for approval to the Student Activities office no less than two weeks in advance of the proposed date.

The Student Activities office will make sure that there are not competing fundraisers and will assist with any planning needs the group has such as room/space reservations. **All communication with other campus offices after an event is approved will be done by the Student Activities office to streamline communication regarding these events.** Additionally, all car washes will take place on the drive beside the Rainey Fine Art Center and cannot overlap with a performance within that building.

Event Planning:

Each chartered organization is expected to plan programming that supports the purpose and mission of the organization. All programs and events must also support the mission of Anderson University and comply with University standards. In order to avoid scheduling conflicts, student organizations that desire to sponsor an activity or event (on or off-campus) must abide by the following guidelines:

1. Programming plans should always be discussed with the Organization Advisor. If the advisor has questions concerning content of programming, he/she is to see the Director of Student Activities.
2. **All programs and events must be approved by the Student Activities Office.** To obtain approval, submit an Event Proposal Form to the Student Activities Office at least two weeks prior to the program. Forms are available in the Student Activities Office and on the Student Activities website.
3. Event Proposals must be completed and submitted and approved by the Student Activities Office prior to advertising or conducting an event.
4. The organization hosting the event is responsible for the care and clean up of any facility or area used for programming.
5. The organization hosting the event is responsible for discussing security needs with our Director of Campus Safety.
6. Alcohol cannot be served at University events.
7. All off campus trips require a signed waiver from each participant. Waiver Forms are available in the Student Activities Office or on the Student Activities website.

Facilities Reservation Process:
Chartered campus organizations may reserve facilities on campus for meetings and events by submitting the Event Proposal Form. Event forms must be submitted to the Student Activities Office at least two weeks prior to the event. Please do not assume that your organization can meet in a specific location on campus without completing an Event Proposal form.

Once the form is approved, the Student Activities office will reserve the space on behalf of the organization. Please do not assume because an organization meets in a particular location on campus on a consistent basis that that space will always be available. Make certain you have reserved the space for each meeting date and time.

Call Campus Safety the day prior to the event to make sure the facility will be unlocked and there are no conflicts with the reservation.

Policy Regarding Small Groups, Churches & Worship Nights
Anderson University encourages local churches to host student small groups/discipleship groups on their church campus. Churches are also encouraged to invite students to participate in fellowships, bible studies and evangelism groups at the local church facilities or in member homes.

Every Campus ministry organization seeks to sponsor small groups/community groups on campus for the purpose of spiritual development and discipleship. In order to prevent conflict with these organizations, we do not permit local congregations to hold regular small group meetings on campus. Any student wishing to sponsor a small group or Bible study may only do so within their residence hall room. Any Bible Study on campus to be held outside of the parameters of Campus Ministries student organizations must be approved by the Director of Campus Ministries.

We do not permit local congregations to meet in university public facilities or classrooms except with the approval of the Vice-President of Christian Life and or the Senior Leadership Team.

Student gatherings of a spiritual nature (Bible Studies or regular meetings) that seek to establish an organized presence on campus should define their
intentions in writing and meet with the Director of Campus Ministries before they are allowed to reserve space, advertise their meetings, or place an event on the campus calendar.

Publicity Policy:

1. All publicity must be stamped approved by the Director of Student Activities or the Administrative Assistant in the Student Activities Office before being posted on campus. If the publicity has not been stamped approved, we reserve the right to remove the publicity. The Administrative Assistant in the Fine Arts Center must approve all publicity posted in the Callie Stringer Rainey Fine Arts Center.
   • The following areas do not have to have publicity stamped approved: Athletics, Academic information regarding classes, Intramurals, Financial Aid Planning, Registrar, and Fine Arts Center information regarding AU Playhouse.
2. Publicity is not allowed in front of the Thrift Library, Fine Arts Center, front of campus or the front of the Student Center.
3. Profanity, references to use of drugs or alcohol, or any other unacceptable promotional material is not to be used in any method of referral in publicity.
4. Any publicity that violates copyright or trademark laws may not be approved. Please check with the Director of Student Activities when in doubt.
5. Do not place publicity on painted surfaces, i.e. walls, doors, etc.
6. Do not place publicity on glass surfaces, i.e. windows, doors, glass tabletops or under glass, etc.
7. When hanging publicity on the bulletin boards, use the following methods to insure that the publicity will stay in place: 1) staples; 2) tacks; or 3) masking tape in all four corners on the back.
8. Areas on campus in which publicity may be posted: Bulletin boards outside the Business Office, outside of the cafeteria, in Watkins Teaching Center, in the Student Center, in the Rainey Fine Arts Center, and Johnston Hall. Flyers in student post office boxes must be stamped approved. In order to post publicity on bulletin boards in the Residence Halls, you must have posters approved through the Residence Life Office.
9. Sidewalk chalk must be scheduled through Student Activities and is acceptable in the following locations only:
   a. Sidewalk between the cafeteria and Pratt, between the cafeteria and Denmark, along the back entrance of Watkins Teaching Center, in front of Rouse, in front of Stringer Commons, and in front of Kingsley Hall.
   b. Do not use sidewalk chalk in the following areas: Front of Merritt Administration Building, Denmark and Pratt, CSR Fine Arts Center and in front of the Student Center.
10. Table tents are not allowed in the cafeteria. However, you may place publicity in the napkin holders. All publicity must be approved by the Student Activities office.

11. Do not place signs on the front lawn of campus. This includes but is not limited to signs related to political campaigns, organization meetings, etc.

12. Banner Policy
   A. The space in the stairwell of the Merritt Administration Building must be reserved in the Student Activities Office in order to hang banners in this space.
   B. The brick wall in the Merritt courtyard may only be used for advertising special events (non-weekly events). This space must be reserved in the Student Activities Office.
   C. Only one banner may be hung in a location at a time.
   D. Banners may be hung for 3 days only. (Two days prior to the event and the day of the event)
   E. Banners must be taken down immediately following the event.
   F. If the space has not been reserved and a banner is hung, the banner will be removed and the organization or individual will lose the privilege of hanging banners in the Merritt Administration Building.

13. Publicity must be removed within 24 hours after the event has taken place. It is the responsibility of the organization to remove publicity for that organization. Should the publicity have to be removed by the Office of Student Activities, the right to post publicity will be taken away from that organization or individual. Advisors will be notified should this happen.

In addition to flyers and posters, organizations can advertise via the television in Martin Dining Hall and Java City. Please contact the Director of Student Activities for more information regarding this.

Additionally the AU 411 which is published each Sunday will advertise for events. Please email information you wish to be included in the AU 411 to studentactivities@andersonuniversity.edu by Thursday the week prior.

Finally, the AU 411 blog serves as an electronic student newspaper. You are welcome to submit an article highlighting your group or event to the Director of Student Activities to be included on the blog.

**Field Trips, Retreats, and Excursions:**

1. All student organization trips off campus, including organization retreats, must be approved by the Student Activities office at least two weeks in advance.
2. A faculty or staff advisor must attend the trip with the student organization and travel with the group. If the organization advisor is unable to attend the trip, the advisor should find a suitable replacement. If one cannot be secured, the trip should be rescheduled.
3. All students attending an Anderson University sponsored event off campus must turn in a completed waiver form.

4. Student leaders should discuss all plans with the organization advisor during the planning process.

5. If you are requesting vehicles, please do so early. There are times during the year when Motor Pool usage is quite heavy.

6. Organization advisor must reserve the vehicle. Vehicle reservation can be made through the facilities coordinator (ext. 6005).

7. Organization budget is responsible for all expenses related to reserving vehicle, i.e., cost of vehicle per day, gas, etc.

8. It is the responsibility of the organization advisor to make sure that the driver of the vehicle has been approved by the facilities coordinator and is clear about expectations and directions to and from destination. Remember, the driver of the vehicle is responsible for riders.

9. If the organization will need funds for the trip, follow procedures for requesting petty cash from the Business Office.

**Fire Bowl/Pit Information:**

1. Fire Bowl must have a working cover so it may quickly extinguish the fire if necessary.

2. The large fire bowl must be placed by the Physical Plant.

3. There must be sufficient fire extinguishers for each fire bowl. For a small bowl one will do but the large bowl should have two.

4. The fire bowl/pit must be attended by the organization’s advisor at all times during use.

5. Fire Bowls should not be used close to a public roadway due to the increased possibility of complaints.

6. ANY complaints from neighbors, passers-by or anyone else to the Anderson Fire Department or to University will result in the immediate smothering of the fire. This action is not appealable.

7. The Campus Safety Director should be notified of the plans to use a fire bowl a minimum of 72 hours in advance.

**Motor Pool Information**

It is the responsibility of the organization advisor to know the Motor Pool Policies and Procedures. Organizations are responsible for paying for the use of the motor pool vehicles and gas for trips taken by that organization. The Advisor is responsible for reserving all vehicles through the facilities coordinator (ext. 6005).