Student Organization Manual

Student Organization Manual

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Part 1: Roles and Responsibilities of Advisors

Serving as a club or organization advisor is an important community building role on campus. You have decided to work closely with students who have specific interests or feel passionate for a topic, social role or area of study. Your willingness to assist them as they carry out the mission of their group is a wonderful way to contribute to their development as well as the growth of our campus community.

<u>Benefits of being an Advisor</u>

- Opportunity to work closely with and know students outside of the office or classroom
- Chance to share knowledge and experience in specific areas of interest
- Reward of watching a group develop to its potential
- Feel satisfaction and proud to assist students carry out the mission of their group; meaningful contribution to the WVU Tech community
- Serve the University community in a meaningful way

<u>Advisor Roles</u>

Each advisor perceives his/her relation to a student organization differently. Some Advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is hoped that each Advisor will maintain some regular contact with his/her organization. An Advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, Advisors are not responsible for the actions or policies of student organizations; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek. Given the myriad of purposes, activities, and objectives of various student groups, the role of the Advisor will vary in some degree between groups. The purpose of this section is to outline basic roles of an Advisor. As groups vary in their expectations and needs, it is important that you, as an Advisor, develop an understanding with the organization you are to represent as to the nature of your involvement. The Advisor and group should agree on a set of expectations of one another from the onset and should write this list down as a contract between the group and the Advisor.

Following are some of the roles you may assume as an advisor:

Mentor
Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. To be effective in this capacity, you will need knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect students to a network of professionals. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field. At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and

emotionally while providing support to meet the challenge, and the ability to listen to students' verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects.

Team Builder

When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and work through conflicts and difficult times. To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process. As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

Conflict Mediator

Inevitably, students are going to join the organization with different agendas, goals, and ideas about how things should function and the direction they should be taking. When working with students who have come in to conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization's mission, and ask how their conduct is helping the group achieve its mission. Sometimes, one student may be causing problems with other students. In many cases this student may not realize that his/her actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how his/her attitudes are affecting other people and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.

Reflective Agent

One of the most essential components to learning in "out of classroom" activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just do not like to ask for help. Remember to have students reflect on their successes and failures.

Educator

As an advisor, your role of educator will often come through the role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed;

other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

Motivator
As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their "cheerleader" to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at the University to the experiences they will have in the community.

Policy Interpreter
Student organizations operate under policies, procedures, and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advising you can give to the students on their plans. As an advisor, you will assume numerous roles and all possible roles are not mentioned here. A key idea to remember is that you are an advisor not the leader. You provide guidance, insight, and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of their groups.

Source: Advisor Manual from the ACPA Commission for Student Involvement

Advising Do's and Don'ts

Each advisor and organization leadership should openly discuss what kind of role the advisor should play with the organization. Some organizations have a pool of advisors to assist them with different aspects of the organization (financial, scholarship, programming, etc.) Some advisors have a high level of involvement with every aspect of the organization; others have a very limited role. It is up to the organization and the advisor to set the parameters of involvement. With those thoughts in mind, the following list is a guideline to the "dos" and "don'ts" of student organization advising:

Advising Do's

- ✓ Assist officers with procedural matters. Be knowledgeable of the organization's purpose and constitution and help the general membership adhere to them.
- ✓ Be knowledgeable about, and comply with federal, state and local laws and ordinances, as well as campus policies. Inform the group of pertinent policies.
- ✓ Empower students to take action and to take satisfaction in seeing the student organization succeed.
- ✓ Allow the group to succeed, and allow the group to fail. Learn when to speak when not to speak. Remember to let the students make the decisions while you provide guidance and advice.
- ✓ Represent the group and its interests in staff and faculty meetings. Reach out to other advisors or departments (i.e. Student Organizations) for assistance.
- ✓ At the beginning, develop clear expectations about the role of the advisor and your relationship to the organization.

- ✓ Read the group's constitution.
- ✓ Get to know all of the members on an individual level. Learn what they want to get out of the organization. Maintain a complete officer and membership list with addresses and phone numbers (or know where to easily find one.
- ✓ Develop a strong working relationship with all the officers. Establish as needed meetings with individual members of the organization who need additional guidance in their officer or committee positions.
- ✓ Discuss concerns with officers in private and praise them in public.
- ✓ Meet with the officers and help them set goals. Encourage the Executive Board to disseminate reports (such as financial reports) to the general membership on a regular basis.
- ✓ Orient new officers and members to the history and purpose of the group and help them to build upon it. Help members look toward the future by developing long-term goals and communicating those plans to future members.
- ✓ Help to resolve intragroup conflict.
- ✓ Enjoy the impact you can have on the students' development. Help to develop the leadership potential within the group.
- ✓ Be visible and choose to attend group meetings and events. At the same time, know your limits. Establish an attendance schedule at organization meetings, which is mutually agreed upon by the advisor and the student organization.
- ✓ Know your group's limits. Help students find a balance between activities and their academic responsibilities.
- ✓ Keep your sense of humor and enthusiasm. Share creative suggestions and provide feedback for activities planned by students.
- ✓ Serve as a resource person. The advisor does not set the policy of the group, but should take an active part in its formulation through interaction with the members of the group. Since members and officers in any organization are ordinarily active only as long as they are students, the advisor can serve as a continuity factor for the group.
- ✓ Be consistent with your actions. Model good communication skills and listening skills. Develop good rapport.
- ✓ Be available in emergencies.
- ✓ Head off situations that might give rise to poor public relations for the student group or University.
- ✓ Introduce new program ideas with educational flavor; point out new perspectives and directions to the group; and supply the knowledge and the insight of experience.
- ✓ Carefully review monthly financial reports from the organization treasurer or business manager. Familiarize yourself with the group's financial structure, from where the treasury is derived (dues, fundraising), for what the money is used, how money is allocated, and how the money is budgeted; assist in budget development and execution.
- ✓ Learn the strengths and weaknesses of the group. Offer support when necessary; but also allow people to make their own mistakes and learn from them.
- ✓ Encourage feedback and the evaluation process.
- ✓ Plan and encourage attendance at leadership training.
- ✓ Do things right and to do the right things. Guide and assist students in becoming responsible leaders.
- ✓ Provide support. Give the group autonomy but offer feedback, even when it is not solicited. Let the group work out its problems, but be prepared to step in when called upon to assist.

Advising Don'ts

- ✖ Know it all.
- ✖ Be the leader or "run" the meeting.
- ✖ Say I told you so.
- ✖ Impose your own bias.
- ✖ Manipulate the group, impose, or force your opinions.
- ✖ Close communications.
- ✖ Tell the group what to do, or do the work of the president or other members of the executive board.
- ✖ Take everything so seriously.
- ✖ Take ownership for the group, be the "parent," or the smothering administrator.
- ✖ Miss group meetings or functions.
- ✖ Be afraid to let the group try new ideas.
- ✖ Become such an advocate that you lose an objective viewpoint.
- ✖ Allow the organization to become a one-person organization.
- ✖ Be laissez-faire or autocratic.
- ✖ Assume the group handles everything okay and does not need you.
- ✖ Assume the organization's attitudes, needs and personalities will remain the same year to year.

Some information adapted from Schreiber, V. and Pfleghaar,
E. "Supervising vs. Advising", UMR-ACUHO, 1999

Advising Styles and Skills

Situational advising allows you to change your advising style to match the development needs of the individual or organization you advise. Your advising style is the way you advise when you work with someone. It is how you conduct yourself, over time, when you are trying to influence the performance of others.

ADVISING STYLES

You will need to vary these based on your assessment of the students/groups readiness level. Many times, advisors may struggle with students because they believe that they need a higher level of interaction or direction when the student is actually able to accept more of a delegating style and vice versa.

- Directing: The advisor provides specific instructions and closely supervises task accomplishments. Use this style with students/groups that are at a low level of readiness.
- Coaching: The advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress. Use this style with groups that have a few leaders that are at a higher readiness level who will need your support with the rest of the group to get things accomplished.
- Supporting: The advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the students. Use this style with students/groups that are just starting to understand the concepts that will lead to success - the group is just starting to "get it".
- Delegating: The advisor empowers the students to conduct their own decision-making, problem solving, and delegating. Use this style with students/groups that are at a high level of readiness.

ADVISING SKILLS

- Flexibility: You must be able to move from one style to another in order to meet the needs of the different types of students and multiple circumstances you will encounter.
- Diagnosis: You have to learn how to diagnose the needs of the students you advise. Determining what is needed as opposed to what is wanted is sometimes a difficult task. It is also important to note that what is needed is not always the thing that will get the most positive response - it is what will lead the student through a problem, set the standard for the future, or help to teach the student a valuable life lesson.
- Contracting: You have to learn how to come to some agreements with students. It can be helpful to work together to reach an agreement as to which advising style they seek from you. This is a valuable lesson for assisting students with understanding the rules of engagement and interaction that will be carried forth as they mature.

Information provided by Jon Kapell, Associate Director of Campus Activities,
Drexell University

Advisor's Agreement Worksheet

This worksheet can be a means of communicating expectations of the organization-advisor relationship. Both the advisor and officers of your organization should review each item. Organization members check off what you expect from the advisor in the "Org" column. Organization advisor(s) should check off those items he/she feels are appropriate for him/her to fulfill in the "Adv" column. From this, both parties can come to agreement.

The Advisor agrees to…	Org	Adv	Agree
Attend all general meetings of the organization			
Attend all officer meetings			
Explain University policies where appropriate			
Call meetings of the officers when deemed necessary			
Explain University policy to the membership once a year Help the president prepare the agenda before each meeting Serve as parliamentarian to the group			
Speak up during discussion when you feel the group is about to make a poor decision			
Be quiet during general meetings unless called upon			
Provide resources and ideas to the group			
Take an active part in formulating goals for the group			
Act as a member of the group, except in voting and holding office Receive a copy of all correspondence			
Request the treasurer's books at the end of each semester			
Keep the official files in her/his office			
Let the group work out its problems, including making mistakes			
Request a written evaluation at the end of each semester			
Cancel any activities that you believe have been inadequately planned			
Approve all candidates for office in terms of scholastic standing; periodically check their GPAs			
Represent the group in any conflict with members of the University staff			
Mediate conflicts as they arise			
Veto a decision when it violates a by-law or constitution			
Keep the group aware of its stated goals, purpose and objectives			

Source: Advisor Manual from the ACPA Commission for Student Involvement

Part 2: University/Campus Policies

<u>Student Organization</u>

In furtherance of its educational objectives and programs, WVU Tech extends recognition to a wide variety of student organizations; this recognition is an institutional privilege, not a right. It is the policy of WVU Tech that any student organization approved for recognition by the Division of Student Affairs may not exclude students from membership based on race, sex, national origin, or religious affiliation. (Certain exceptions do exist for social, Greek, and religious organizations concerning membership based on sex or religion.)

All recognized student organizations should affirm to the college that their membership selection policies and procedures comply with this policy. In the case of regional, national, or internationally affiliated groups, WVU Tech chapters must affirm to the college that membership selection policies and procedures of the parent organization do not require the chapter to exclude any student from membership on the basis of race, sex, national origin or religious affiliation.

Organizations on the WVU Tech campus include fraternities, sororities, various departmental, professional and special interest groups.

<u>Recognition of Student Organizations</u>

1.   A student group which is interested in being recognized by WVU Tech must present its constitution (including a statement of purpose), a list of officers, a form signed by a faculty advisor, and statement of nondiscriminatory admission membership. These requirements must be presented to the Associate Dean of Student Affairs. These forms are available upon request in the Dean of Students Office, 325 Old Main as well as assessable on the Student Government Association webpage.

2.   The advantage of student organizations receiving official recognition is the subsequent authorization of the use of campus grounds and facilities, provision of a faculty advisor and the ability to apply to the Student Government Association for funding.

3.   All petitions will be speedily reviewed by the Division of the Students Affairs.

4.   In order for a previously recognized student organization to maintain its recognized status, it must file with the Student Activities Office an updated list of officers, officers' telephone numbers, the name of its faculty advisor, and a standard form statement of nondiscriminatory admission to membership by the October 1 deadline. A list of recognized organizations will be forwarded immediately to the appropriate administrative officials for use in approving and reserving campus facilities for meetings and activities. A list of officially recognized student organizations is available upon request in the Dean of Student Office, 325 Old Main and the WVU Tech web site. If an organization makes any changes in leadership, the Campus Life Office must be notified when the change occurs.

5.   The Campus Life Office reserves the right to refer any student organization to the Recognized Organization Review Board as deemed necessary.

Anti-Hazing Policy

WVU Tech is unequivocally opposed to all forms of hazing, as well as any pre-initiation activities that do not contribute to the positive development and welfare of our students.

Any actions that subject a new or current member of a student organization to activities that are personally demeaning or involve a substantial risk of physical injury are prohibited. This includes both organized rites of initiation and informal activities.

Hazing is defined in the West Virginia Anti-hazing Law (1995) as:

"To cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student organization. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: *Provided*, that the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense under the section."

The Anti-hazing Law further states:

"Any person or persons who causes hazing is guilty of a misdemeanor and, upon conviction thereof, shall be fined no less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned."

Students involved in hazing activities are also subject to institutional disciplinary action that may result in the sanctions of suspension or expulsion. Student organizations involved in hazing activities are subject to disciplinary action that may result in the loss of institutional recognition or privileges.

Scheduling On-Campus Social Activities

Only recognized WVU Tech Organizations may have access to the college facilities, which include the grounds as well as buildings. Individual students will not be granted approval to use campus facilities for activities. The appropriate procedure for scheduling campus events includes the following steps:

1. "REQUEST FOR CAMPUS EVENT" forms may be obtained in the Dean of Students Offfice. This form must be completed and submitted for social approval at least 48 hours prior to the event. The card is then forwarded to the appropriate official for scheduling space approval. The card is subsequently returned to the Dean of Student Office and filed.

   a. Scheduling of on-campus social activities will be on a first come, first served basis.

   b. Only one campus-wide social activity will be scheduled on any given evening or afternoon.

3. The maintenance function of restoring the facilities to acceptable standards will be borne by the organization and evaluated by the WVU Tech official responsible for the facility.

4. The possession and/or consumption of alcoholic beverages in any campus facility is prohibited except in areas where the possession and/or consumption of beer has been approved by the college. The organization sponsoring the activity will be held accountable for a violation of this nature, and may be referred to RORB.

5. Any and all damages to the facility or equipment will be absorbed by the organization unless individual responsibility can be established.

Scheduling On-Campus Fund-raising Activities

Only recognized organizations may schedule fund-raising activities on campus. Each organization is limited to five on-campus fund-raising activities per semester. This will include all types of sales and any activity to which admission is charged.

Canvassing or solicitations for funds, sales, or subscriptions from students are prohibited on the WVU Tech campus or in college buildings unless prior written permission shall first have been granted by the Campus Life Office.

Outside vendors will not be permitted to use campus facilities unless a recognized organization wishes to sponsor the vendor. In this case, the vendor may show his/her merchandise only. Orders cannot be written nor can sales be made on college property without approval.

A student may show products (e.g. Avon, Tupperware) in his/her room only. No business can be transacted from residence hall rooms or public areas.

Any person, group or organization not properly authorized to engage in sales activity to students on the WVU Tech Campus, upon proper notice, shall be instructed by the Campus Life Office to cease operation until such time proper permission is granted for said sales activities.

Written applications for permission for sales activity to students must be obtained from

Dean of Students Office (325 Old Main) 48 hours in advance. Once permission for sales activity has been granted, the Dean of Students Office will notify all appropriate college offices. Recognized Student Organizations will be granted permission for no more than five fund-raisers on campus per semester. No more than one fund-raiser will be permitted to take place on any given day.

Posting of Notices on Campus

Posters, notices, placards, bulletins, etc., shall be posted only in those locations on the campus clearly designated for such use (i.e. Bulletin Boards). No adhesive tape or other fastenings may be used on painted, varnished, glass, or other finished surfaces (e.g. windows or doors).   Main glass doors to buildings may not have posters placed on them due to fire safety codes. Failure to observe this regulation may result in disciplinary action.

When appropriate, postings must be removed no later than 48 hours after the activity is announced in the posting by those who posted it. **Organizations are not to use departmental bulletin boards.**

Student Organization Funding

Student Government, Student Activities Board, and Student Organizationsare funded by student activity fees that students pay as part of their Tuition and Fees.

Guidelines For $500 Startup money

Student organizations must be registered each year with WVU Tech and have a Constitution on file with the Dean of Students office, prior to receiving any funds from the SGA

Student organizations registration is done on-line at
http://studentservices.wvutech.edu/campus_life/student_government

 $500 start-up money is available each year for registered student organizations. These funds are allocated only after the SGA and the Dean of Students have received confirmation of an organization's registration. The President, Treasurer, and on campus advisor will be notified by email once these funds are available for the organization's use

Under no circumstances is an organization allowed to spend this money until they have been notified that it has authorization to do so.

Start-up funds must be spent in a manner that will further the mission and goals of an organization and the quality of campus life for WVU Tech and its students.

Examples include:

- Greek Rush
- Jesus Week
- OPEN alumni gatherings
- Events held on or off campus events open to all students.
- Appropriate SGA Van use or the cost associated with a rental van when applicable.
- Items that will further your organization at Tech.

This will not include:

- House Repairs
- Closed events within the organization
- Open "Parties"
- Any event with alcohol

Guidelines For Mini-Grants

Organizations may apply for mini-grants at an SGA Senate meeting prior to a regularly scheduled Budget Committee Meeting. No mini–grants requests will be considered during a Budget Committee unless an organization has submitted a written application for a mini-grant.

The following information must be submitted in a mini-grant application. Please provide 7 copies of completed application:

- Organization Name
- Number of members
- Title of mini-grant
- Anticipated number of students who may be involved in event
- Individual responsible for submitting proposal
- Name, email, and phone number of organization President, Treasurer, Advisor
- Detailed description of requestand purpose for request. If the request is for an event, include date time, and location of the event
- Explain how funds will further organization's mission and goals and the quality of campus life for WVUTech students
- An estimated break down of costs (provide copies of item catalog/internet print outs to support estimated costs)
- Any additional information that would be beneficial for members of the budget committee to consider in making a decision about funding.

Budget Committee meetings are open to public. Persons wishing to speak on the application under consider by the budget committee, outside than the presenter, will have the chance to do soafter the full presentation of the request .

Members of the Budget Committee who are active membersin the organization requesting funding or who feel that they cannot be objective in considering a funding request will remove themselves from consideration of the funding request. In the case of a tie vote, the highest ranking SGA Officer will become the deciding vote. SGA officers in rank order are President, Vice President, Chief of Staff, Secretary, Treasurer.

Generally, notification of decisions about mini-grant proposals will occur no later than the next SGA meeting. These notices will be will be made via email to the organization's president, treasurer, and on-campus advisor.

Mini- Grant decisions are made by the members of the Budget Committee.

- Normally, decisions are final, but an appeal may be made to the Senate. The Senate may overturn the decision of the budget committee by a ¾ vote of the entire Senate membership.
- Appeals may be made at any senate meeting after the notifice of the decision of the budget committee.

Mini-grants will only be available to organizations that have at least one active member present at all SGA Senate meetings.

- o Absences may be excused with a valid excuse. Excuses must be summited with 48 hours of the meeting to the SGA president.
    - Valid excuses may include sickness, vehicle accident, emergency, etc.
    - Questions about the validity of excuses will be decided at the next regularly scheduled SGA meeting..
- o In the event of an unexcused absence, money previously allocated to the organization prior to the absence, will remain available but no further funds will become allocated to the organization for the remainder of the semester.
- o Students may represent more than 1 organization at an SGA meeting.
- o SGA officers may not represent another student organization.

Guidelines For All Purchases

- T-shirts purchased with SGA funds will bear the "Sponsored by Your SGA" somewhere on the shirt itself. ***Design Approval of the shirts will need to come the SGA Senate***

    - o If an organization wishes to use the WVU Tech name or logo , proper authorization must obtained from the Office of Relations and Communication. In addition, an approved university vendor must be employed to affix the WVU Tech logo to any item .

The SGA Budget Committee and the Dean of Students Office will not approve the unauthorized/inappropriate expenditure of SGA funds (including funds that were not approved by the budget committee and funds expended not in accordance with state regulations regarding the use of P-Cards). Inappropriate expenditures will be the financial responsibility of the P-Card holder.

Please remember any time state funds, including the SGA funds, are spent, the following rules and other pertinent state laws and regulations must be followed.

West Virginia University Procurement Rules: http://pcps.wvu.edu/r/download/50217
Procurement, Contracting, and Payment Services Policies: http://adminfin.wvu.edu/policies/finance/pcps
West Virginia University State PCard Implementation & Compliance Guide:
http://pcps.wvu.edu/r/download/97290

Note to Advisors and P-Card Purchasers. -

Once funds have been spent, it is the P-Card holder's responsibility to obtain the proper signatures from the Deans of Students office (final authorizing signature) before funds will be expensed from the SGA Account (Appendix: P-card Account Information form).

Unauthorized purchases will not be expensed from the SGA account and will be the financial responsibility of the P-Card holder.

Please remember, any time state funds, including SGA money, are spent, state law and university policies and procedures must be followed.

P-CARD
ACCOUNTING INFORMATION FORM

Cardholder Name: _____

Vendor : _____

Business Purpose: _____

_____

FOR NON POETA ACCOUNTS:

CAMPUS	DEPT ACTIVITY	FUND	LINE ITEM	FUNCTION	PROJECT	AMOUNT
44					5555555	
44					5555555	
44					5555555	
44					5555555	
					TOTAL	

*Multiple lines are provided to accommodate split funding information.

FOR POETA ACCOUNTS:

PROJECT _____

TASK _____

AWARD _____

EXPENDITURE LINE ITEM* _____

ORG NAME* _____

AMOUNT _____

*ITEMS MUST BE IN WORDS

GOODS RECEIVED DATE: _____

TRANSACTION DISPUTED: Y_____ N_____

CARDHOLDER SIGNATURE_____ DATE_____

AUTHORIZATION SIGNATURE_____ DATE_____

[Rev 4/12]

Part 3: Additional Resources

<u>Student Organization Advising Resources Online</u>

http://ul.studentaffairs.duke.edu/soar/index.html
http://www.wileyeurope.com/WileyCDA/WileyTitle/productCd-0787910333.html
http://www.isu.edu/stdorg/lead/manual/advisor.html
http://www.bgsu.edu/offices/sa/getinvolved/advising.pdf

Advisor Agreement

Every student organization on WVU Tech Campus must have an advisor who is a full-time faculty or staff member of the institution.

Among the duties are the following

1. The ADVISOR should confer with the officers and members in planning programs that will be adequate and suited to the needs of the group.
2. The ADVISOR should help in the solution of organizational problems
3. The ADVOSOR should attend meetings of the group.
4. The ADVISOR should cooperate with the instructions' administration by answering requests for information as promptly as clearly as possible.
5. The ADVISOR should be familiar with the organization's programs, goals, and constitution.
6. The ADVISOR should monitor social events sponsored by the group.
7. The ADVISOR should aid the organization in conforming to institutional regulations.

Please return the lower portion to the Dean of Students Office. Retain the upper for your records.

Agreement of Advisor

I am willing to accept the advisor of _____

for the _____ academic year.

I have read and understand the duties as outlined above and familiar with the social policies of WVU Tech as outlined in the student handbook, the *Bearfacts*.

_____ _____ _____

Date   Advisor   E-mail address/phone number

Part 4: Motor Pool Guidelines

Vehicle Reservation

Vehicle reservations may be obtained by calling ext. 3104 and requesting a Motor Pool Vehicle Reservation form and Vehicle Use Agreement. The requestor must complete the reservation form and Vehicle Use Agreement and email to Tech-motor pool@mail.wvu.edu or the requestor/primary driver may deliver the documents to the Facilities Administrator.

Please request your reservation one week in advance. All drivers must be employed by the University, a full-time student and have a valid driver's license. Drivers must complete the on-line drivers safety training course found at https://drivertraining.wvu.edu/. Submit a copy of the completed certificate to the facilities administrator.

The Facilities Administrator must receive cancellation notice of vehicle use within 24 hours of scheduled reservation date.

Motor Pool Vehicles are only available for day trips – no overnight trips unless authorize by Director of Facilities Planning and Management or Campus Executive Officer and based on vehicle availability.

When vehicles are require for longer duration overnight trips, the requestor must complete the reservation form and Vehicle Use Agreement and the Motor Pool Facilities Administrator will centrally coordinate with the approved State Vendor – Enterprise Rental Car a vehicle for use. All associated costs with leasing/renting the vehicle will be the requestor's department cost responsibility.

When the Facilities Administrator is in receipt of the completed Reservation Form and executed Vehicle Use Agreement the requestor will receive a notice of confirmation. **Until the documents are received the reservation is not confirm.**

Vehicle Use Agreement

The requestor/primary driver must review and execute the Vehicle Use Agreement. The agreement outlines the terms and conditions that must be followed when utilizing a motor pool vehicle or any state vehicle coordinated through the Motor Pool. The executed Vehicle Use Agreement can be email to the Tech-motor pool@mail.wvu.edu address or the requestor/primary driver may deliver the document to the Facilities administrator.

Available Motor Pool Vehicles

Year	Make	Model	Type	Capacity (Including Driver)
2012	Chrysler Jeep	Cherokee	Passenger (SUV)	5
2012	Ford	Fusion	Passenger (Sedan)	5
2006	Dodge	Stratus	Passenger (Sedan)	4
2000	Chevrolet	Express Van	Passenger (Van)	15

If the "day trip only" vehicles are not available, the motor pool facilities administrator will centrally coordinate with the State Approved Vendor – Enterprise Rental Car or WV Department of Administration Fleet

Management Office, a vehicle for use. All associated costs with leasing/renting the vehicle will be the requestor's department cost responsibility.

Vehicle Rental Rates

Type	Rate per Mile	Minimum Daily Charge
Jeep (SUV)	$0.45	$45.00
Passenger (Van)	$0.40	$40.00
Passenger (Sedan)	$0.35	$35.00

West Virginia University Institute of Technology
Vehicle Use Agreement

1. No Smoking is allowed in the Vehicle.

2. The vehicle must be returned in the same condition as when checked out (which includes a full tank of fuel).

3. The driver is responsible for making payment of any driving or parking violations and not your department.

4. All travel must be for official state/ university business. No personal business or travel is authorized or permitted.

5. Vehicle is only available for day trips – no overnight trips unless authorize by Facilities Administrator or Campus Executive Officer and based on vehicle availability.

6. Alcohol or illegal drugs are prohibited at all times.

7. A driver must have a current, valid driver's license.

8. The vehicle must be locked at all times when not in use.

9. Use of wireless communication devices is prohibited while the vehicle is in motion except when the wireless communication devices is being used hands free or if the operator fears for his or her or another's life or safety.

10. Seat belts must be worn at all times.

11. Individuals are require to utilize the fuel management and gas pump system located at the Physical Plant prior to the individuals' travel as well as refueling the vehicle when the trip is complete.

12. If necessary to purchase gasoline during the trip - a (blue) ARI/Wright Express credit card is provided. This card can be found in the center console of the vehicle and is used just like any credit card. To make a purchase you will need to know your pin and the current odometer information.
    No authorization of premium gasoline or full service is permitted

13. Return the vehicle to the designated State Vehicle space located at the Physical Plant. Vehicle key must be return to Facilities office or if after hours key can be left in the drop box slot located in the entrance door to the Physical Plant garage.

14. The Facilities Administrator must receive cancellation notice of vehicle use within 24 hours – if possible.

15. In the case of an accident please follow the "What you should do if you have an Accident " guidelines located in the center console along with the insurance certificate.

This vehicle is for official business performed on behalf of the State of West Virginia, and will be used in accordance with applicable codes, regulations and the terms and conditions listed above. The following signature indicates that the primary driver agrees.

_____ _____   _____
Primary Driver   Date   Facilities Administrator   Date

Institute *of* Technology
West Virginia University.
Motor Pool Reservation Request

Date: _____

To: Motor Pool Facilities Administrator
Facilities Management Office

Requestor: _____ Office_____Ext_____

REQUEST FOR USE OF STATE VEHICLE

Request should be made at least one week in advance. The Motor Pool Facilities Administrator must receive cancellation notice of vehicle use more than 24 hours of scheduled reservation date. If the requestor fails to provide the Motor Pool Facilities Administrator the required notice, the requestor's department may be subject to pay the Vehicle Daily Rate as a cancellation fee.

Driver's Name: _____Department:_____

Departmental Funding String for Travel: _____

Type of Vehicle Requested: ❑ Jeep   ❑ Sedan   ❑ Passenger Van

Destination: _____

Number of Passengers: _____

Date and Time of Departure:_____

Attach Approved Travel Authorization Form

I certify that I have a valid driver's license:

_____   _____
Driver's Signature   Driver's License Number

OFFICE USE ONLY

Odometer Reading Beginning of Trip: _____

Odometer Reading Ending of Trip: _____

Total Miles Traveled: _____

West Virginia University Travel Authorization

Traveler: _____   Title: _____

Address: _____   FIMS # _____

_____   Status: _____ Employee: _____ Student: _____ Other: _____

Travel Date(s): _____   Destination: _____

Purpose of Travel:

_____

A.   ESTIMATED TRAVEL COSTS

	Direct Bill	Procurement Card	Reimbursable Expense	Personal Expense	Private Funding
Personal Vehicle					
State Vehicle					
Car Rental					
Commercial Airfare					
Lodging					
Meals					
Registration Fees					
Miscellaneous (i.e. parking, taxi)					
TOTAL FOR TRIP:					
			GRAND TOTAL:		

Pcard Holder's Name: _____

Pcard Holder's Name: _____

ORACLE ACCOUNTING INFORMATION	AMOUNT

Traveler's Signature _____   Date _____

Principal Investigator _____   Date _____
(If Applicable)

Dean/Director/Designee _____   Date _____

Form Instructions: After appropriate signatures, forward original completed form to travel coordinator and a copy of form to Department Card Coordinator if a procurement card is being used.

Receipt Instructions: Original receipts for any reimbursable expenses are to be turned into the travel coordinator. Original receipts for the procurement card charges must be turned into the Department Card Coordinator within 48 hours upon completion of trip.

Note: Copy of expense account, travel authorization and receipts must be retained in the department. All forms are subject to internal audit.