

GSE
Student Organization
Handbook 2008-2009

A publication of the GSE Student Affairs Office
3700 Walnut Street, 2nd Floor
(215) 898-7019

Introduction

The GSE Student Organization Council (SOC) and the Student Affairs Office have developed this handbook to help you navigate the procedures smoothly so you can concentrate on developing programs and activities for our students.

The Student Organization Handbook explains the policies and recommendations for student organizations at GSE and is intended to be an easy to understand reference. If and when changes occur, we'll do our best to keep you informed.

The Student Affairs Office is available to assist you and your organization in any way we can. Working with student organizations is an important priority for us and we hope you will tap into us as a resource.

The Student Affairs Office is located at 3700 Walnut Street on the 2nd floor. You can reach the Assistant Dean at (215) 898-7019 or e-mail at loism@gse.upenn.edu or the Graduate Assistant at (215) 746-0255 or e-mail at func@dolphin.upenn.edu

Composition

The GSE Student Organizations Council (SOC) is composed of five to seven volunteer student representatives with at least one student from each division. Terms are for one academic year, but students have the option of serving more than one year.

Mission

SOC's mission is to encourage participation and input of all interested GSE students in student life, and to foster and support the development, maintenance and growth of all new and existing student organizations at GSE. The SOC allocates funds to GSE student organizations, and reserves the right to recognize and/or fund any organization associated with GSE in light of their stated mission.

Funding

Funds allocated by the SOC are from the University Student fees, the amount of which is a function of the number of full time students at GSE. The SOC will work with the most recently submitted constitution and budget in determining allocations.

Organizations seeking recognition and funding by the SOC must:

- Submit a complete copy of the GSE Student Organization Registration Form (available online or in appendix C)
- Submit a proposed budget (see sample in appendix A) for each semester.
- Budget proposals should be as detailed as possible, i.e., purpose of an activity and approximate number of students participating.
- Organizations are *strongly encouraged to co-sponsor events* in order to share resources.
- Separate budgets should clearly reflect the nature of the activity and the degree of commitment by each organization

Funding Policies

- An appeal to a decision by the SOC must be made by e-mail to loism@gse.upenn.edu within **one week** of receipt of the written allocation decision.
- Allocations from the SOC are for the duration of the stated semester. Unspent funds can be carried over from the fall semester to the spring semester, but **not** from the spring semester to the fall.
- Receipts are to be submitted within ten business days of expenditure.
- All receipts for the fiscal year must be submitted by June 1.
- All unspent funds on June 15 will revert to the GSE operating budget.
- Failure to comply with policy may prevent an organization from obtaining funding.

Procedures for Obtaining Your Funds

It is strongly recommended that one person in your organization be responsible for its budget, handling paperwork, and tracking expenditures. In order to access the funds allocated to your organization by the SOC, you can either obtain a cash advance, which you will then need to reconcile, or submit paperwork to get reimbursed (see samples in appendix B).

To Get Reimbursed

1. Obtain forms C-1 and C-A online at http://www.finance.upenn.edu/comptroller/Forms/view_travl.html. Other comptroller forms can be found at <http://www.finance.upenn.edu/comptroller/Forms/forms.shtml>.
2. Complete the forms and attach all original receipts. Most expenses are listed under the red line (Entertainment).
3. Make a copy for your files and give a copy to the Student Affairs Office.
4. Return the originals with attached receipts to the Student Affairs Office.
5. Be sure to keep a running balance of your account. It takes a month for debits to be reflected on accounting reports.

For more information, consult the University Business Policy Travel and Entertainment Expenses in the appendix.

To Obtain a Cash Advance

Obtain, complete, and return form C-368 to the Student Affairs Office at 3700 Walnut Street on the 2nd Floor for approval.

Three days prior to the event:

1. Bring form C-368 to the Business Office for completion
2. Take form C-368 to the Travel Office at 308 Franklin Building (898-3307) at 3451 Walnut Street. You must show your ID and there is a \$200 per person limit.

After the event:

1. Complete forms C-1 and C-1A. You need to list the names of the participants on form C-1A, and you need to attach all original receipts. Most expenses are listed under the red line (Entertainment).
2. Retain a copy of the forms for the Student Affairs Office and for yourself.
3. Bring the originals of C-1 and C-1A to the Business Office.

If you have change, you will also need a completed Cashier's Cash Memorandum (D-Slip), which is available in the GSE business Office at 3700 Walnut Street on the 2nd Floor.

Be sure to keep a running balance of your account. It takes a month for debits to be reflected on accounting reports sent to the Student Affairs Office.

Be sure to see sample forms for cash advance & reimbursement in the appendix!

Coordinating an event

The GSE Student Affairs Office is available to help your organization in all aspects of special event preparation. We can advise you in reserving a room, ordering refreshments, publicizing your event and requesting security for a distinguished guest, a controversial panel or a large event. Because there are so many details involved in coordinating special events, it is important to start planning in advance. The sooner you begin to plan, the easier it will be to organize your event. All requests for room reservations, audio-visual equipment, or security must be in writing, or e-mail.

Room Reservations

When scheduling your event, your request is more likely to be available if you keep your meeting within the following timeframes (based upon availability): **Before 2:00 pm or after 6:30 pm**

To reserve a room at GSE:

You may request a room at GSE at http://www.gse.upenn.edu/faculty_staff/roomrequest.php

To reserve a room anywhere else on campus:

You may request a room outside of GSE at <http://www.isc-cts.upenn.edu/finder/schedule.asp> for a course or course related event.

Student sponsored events, one-time special events (not course related) such as conferences, receptions, luncheons, etc., and events sponsored by non-University groups are reserved through the Office of the Perelman Quadrangle, Campus Union and Performing Arts Facilities.

<http://www.vpul.upenn.edu/perelmanguad/>

Security

If an event involves a controversial topic or speaker, it is important to arrange for additional security. Many times, the most important security measure can be a competent, impartial moderator. The University provides moderators who have experience diffusing tense situations. In addition to a good moderator, security guards may be necessary. Make requests for a moderator and/or security for an event to the GSE Student Affairs Office via e-mail (loism@gse.upenn.edu) at least *one week prior* to your event.

Publicity

Successful event publicity involves promotion on several fronts simultaneously. Send a complete description to Maly Fung, Graduate Assistant for Student Affairs, at func@dolphin.upenn.edu in advance and your event will be in the GSE on-line student calendar and e-mailed to all GSE students. Of course, flyers should be posted at least one week prior to your event. Student Organizations are responsible for removing flyers after an event.

Refreshments

If your organization purchases refreshments directly as opposed to using a caterer for smaller events, you will keep costs low. Be sure to complete the appropriate paperwork with original receipts for refunds. Cash advances of up to \$200 per person can be obtained from the Travel Office, Room 308 in the Franklin Building. If an advance over \$200 is needed, then a check must be requested five working days in advance.

If you wish to use a caterer, first obtain the list of the University approved caterers on-line at

<http://www.purchasing.upenn.edu/buyinfo/suppliers/caterers.php>

Using a caterer from this list will enable you to have your organization billed, which will save you from layers of paperwork.

Appreciation

Student Organizations are encouraged to write thank-you letters to panelists and speakers. University of Pennsylvania stationary is available from the Student Affairs Office for this purpose.

Programming Timetable

The Student Affairs staff is available to help you throughout the planning process. You can contact them via e-mail at loism@gse.upenn.edu, by calling (215)-898-7019, or by visiting the office located at 3700 Walnut Street on the 2nd floor.

Here is a rough timetable for planning a program:

- Start of Semester:** Plan program and budget with advisor and SOC during budgeting process.
- Six weeks in advance:** Assign tasks to committee members.
- Four weeks in advance:** Contact and confirm speakers for your event, make room requests, prepare publicity.
- Two weeks in advance:** Order food/refreshment, request moderator/security, confirm speaker and room, order audio-visual equipment.
- One week in advance:** Meet with committee members for final preparations and review, intensify publicity.
- One week after the event:** Evaluate the program with attendees, and committee members. Be sure that all flyers have been taken down.
- Within two weeks after the event:** Thank speakers/guests for participation; submit all outstanding receipts for reimbursement.

Appendix A

Sample Proposed Budget (Name of Organization)

Fall 2008

Priority Event:

1. Cultural Event: Wilma Theater
2. Community Service Project (1)
3. Happy Hours (2)
4. Publicity & Supplies

Expense:

\$ 300
\$ 50
\$ 600
\$ 25

TOTAL

\$ 975

Descriptions:

Cultural Event:

This year we plan to provide 30 tickets to the Wilma Theater at the student rate of \$10. Last year over 20 GSE students attended this popular event.

Community Service Projects:

Many of our students are interested in doing volunteer service. When we did Habitat for Humanity, we had more volunteers than we could use. The cost of doing community service includes transportation and lunch for the volunteers.

Happy Hours:

Our Happy Hours provide social opportunities for all GSE students. The amount requested covers food and beverages for approximately 100 people per happy hour, which last approximately 2 hours each.

Appendix B

Reimbursement Policies

1. Reimbursable entertainment and business meal expenses:

A. Entertainment and business meal expenses will be reimbursed only if they are incurred during the conduct of authorized business activities. The following information must be supplied for reimbursement:

- a. The specific business purpose of the activity;
- b. Identification of those being entertained or attending business meals;
- c. The business relationship of the person(s) or group entertained or attending the business meal;
- d. The place of the entertainment or business meal.

B. Entertainment expenses and business meal expenses will be made only upon the submission of a signed, fully completed and approved Travel and Entertainment Expense Report accompanied by the required receipts.

C. Except for reimbursements made from petty cash funds (\$20 or less), reimbursements will be made by check payable to the individual incurring the entertainment or business meal expenses and will be mailed directly to the payee.

2. Advances for entertainment and business meals:

A. The University may provide limited advances for entertainment and business meals to employees who are eligible for a University sponsored charge card, to students, or to an employee in certain instances where entertainment expense cannot be charged or paid directly to a vendor.

B. Prior to receiving an entertainment or business meal advance:

- a. Employees must sign the Request for Travel and Entertainment Advance, where indicated, agreeing to a payroll deduction for the amount of the advance in the event that moneys advanced are not accounted for in accordance with policy statement 1.E., above.

C. An advance paid in cash is limited to \$200.00 per person and may be obtained within three working days of the planned event.

D. If an advance of more than \$200.00 is required, a check will be issued not more than two weeks before the planned event. At least five working days must be allowed for check preparation after receipt of the advance request by the Travel Office.

E. Advances for entertainment and business meals must be accounted for in the same manner as travel advances.

Appendix C

GSE Student Organization Registration 2007-2008

Name of Organization: _____

Mission Statement: _____

Submitted by: _____ Date: _____

Officers:

Name & Title _____ e-mail _____

Mailing Address _____
_____ Phone # _____

Name & Title _____ e-mail _____

Mailing Address _____
_____ Phone # _____

Name & Title _____ e-mail _____

Mailing Address _____
_____ Phone # _____

Name & Title _____ e-mail _____

Mailing Address _____
_____ Phone # _____

Membership

Name E-mail Phone #

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____