



Office of Student Organizations,
Leadership & Engagement

Recognized Student Organization Policies and Procedures Manual

2021-2022 Edition

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Engagement (SOLE)
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Introduction and Recognized Student Organization (RSO) Provisions

Recognized Student Organizations (RSOs) are an important part of the co-curricular experience at Muhlenberg College. RSOs provide students with opportunities to form new friendships with individuals that share common interests and to experience leadership development opportunities that will be beneficial in college and later in a chosen career. *The Muhlenberg College Student Organization Handbook* is designed to familiarize an organization's leadership with the policies related to registered student organizations, thereby helping the organization to be both compliant and successful at Muhlenberg College.

RSOs are afforded privileges within the campus as recognition of the importance of co-curricular opportunities. These privileges are given to those RSOs that are in good standing with the Office of Student Organizations, Leadership & Engagement (SOLE) and Muhlenberg College. These privileges include the following, which are permitted under certain conditions:

- Ability to use College facilities for meetings and activities (subject to College program priorities and scheduling).
- Access to audiovisual equipment by reservation through SOLE Production Services.
- Access to special services for organizations such as student organization workshops and any and all other

services and activities developed for the benefit of registered student organizations (i.e., leadership development programs, conferences, retreats).

- Access to campus bulletin boards and plasma screens for marketing use.
- Inclusion on the SOLE website.
- Invitation to participate in the SOLE Student Involvement Fairs (registration required).
- Access to Student Government Association (SGA) funding if the organization meets all the SGA appropriation requirements and is approved for funding.

These privileges are reserved for Muhlenberg College recognized student organizations only. SOLE can provide further explanation of policies and processes found within this handbook, which will help make student organizations successful. It is important to note that only full-time students who pay the Student Activity Fee may hold membership in registered student organizations.

RSO Recognition Process

RSO Annual Recognition Process

In order for a student organization to remain recognized by Muhlenberg College, the following steps must occur each academic year:

- Submit a [Student Organization Annual Recognition Form](#).
- Email studentactivities@muhlenberg.edu if your officers change.

Registering your organization for each academic year helps SOLE remain aware of which organizations are active on campus as well as keeps the contact information up-to-date. Registration will take place each semester. A recognition form will be emailed to current Presidents at the end of each semester (December/May). The form will close at the end of the first week of the next semester.

If a student organization fails to re-register, that organization will be taken off of the recognized student organization list and will not be able to participate in the benefits listed in the Introduction and Student Organization Provisions section of this Handbook. Any organizations failing to complete this process will be required to complete an Application for New Student Organization Recognition and requirements to become a fully recognized organization again.

New Student Organization Registration Process

To gain official recognition by Muhlenberg College, a club or organization must:

- Originate from the interest of students and have a minimum of 4 students interested in starting an organization. The minimum student requirement may be waived with expressed permission from SOLE.
- Be open to all full time enrolled undergraduate students without regard to race, creed, gender, age, physical ability, national origin, religion, political affiliation, or sexual orientation. National Greek lettered social fraternities and sororities are, through Title IX, exempt with regard to gender only.
- Promote and support the academic and social standards of the College in keeping with its stated educational mission.
- Submit a completed [Application for Student Club and Organization Recognition](#).
- Give a brief presentation, with Q&A, to the SGA, which will make the final determination of organization status.

**Student organization recognition will not be final until all documents are successfully submitted and all requirements are met.

New Recreation/Sport Student Organization Registration Process

To gain official recognition by Muhlenberg College a sport club or organization must:

- Complete all of the requirements found in the New Student Organization Registration Process section.
- Have their registration form reviewed by SOLE and Muhlenberg College Athletics. This group will determine how the organization will be noted as in the student organization database:
 - o Organization--group that is recreational, does not compete and does not have high liability (i.e. World Dance Organization)
 - o Sport Club—group that is recreational and competes at regional or national level (ie. Flag Football)
 - o Interest Groups--group that is pursuing becoming a sport club but do not have approval. These groups are able to hold informational meetings on campus, but unable to practice/compete until full sport club status has been achieved (i.e. Rugby)

*Other topics that will be discussed to determine the organization classification are: current, established group status and progress, schedules, liability waivers, level of risk, etc. Because of this, the process for forming a sport club or recreation organization may take significantly longer than registration for a non-recreational organization.

New Social Fraternity and Sorority Organization Registration Process

Social fraternities and sororities differ from academic Greek-lettered organizations and Greek-lettered honor societies.

In accordance with College policies and in conjunction with fraternity and sorority headquarters, the following are expectations to bring a new fraternity or sorority to the College community:

- Students seeking to start a new organization must meet with the Assistant Director of Student Organizations, Leadership & Engagement to discuss their reasons and their knowledge of the existing organizations on campus.
- Any organization seeking to join the Muhlenberg College fraternity/sorority community must be affiliated with an inter/national organization that falls under the MGC, NALFO, NMGC, NIC, NIMC, NPC, or NPHC umbrella organization and is eligible to join its appropriate council at Muhlenberg College.
 - For expansions of National Panhellenic Conference sororities, the college will work in concert with the process as outlined in the *NPC Manual of Information* as adopted by the National Panhellenic Conference.
- Students seeking to establish a new fraternity or sorority must submit documented support from the organization's headquarters to the Assistant Director of Student Organizations, Leadership & Engagement. This documentation should outline scholarship, leadership, service, and social programming as well as officer training and support for the organization.

- Any new or returning fraternity or sorority looking to charter on campus will be required to submit required expansion materials and will be required to meet with an Expansion Committee to determine if the campus community is open to expansion.
 - Requirements for expansion materials will be provided as requested.

- Completion of a meeting with the Assistant Director of Student Organizations, Leadership, & Engagement or the completion of an expansion packet does not mean that the expansion process can commence and does not guarantee acceptance to colonize.
 - Colonization cannot initiate until the entire process for approval has been completed and the approval letter for expansion has been received.

De-Recognition Process:

If a student organization is found to have violated any policies listed herein, or should an organization fail to maintain the minimum standards set forth in the registration process, the organization president will be notified immediately of the organization's alleged violations. Should the organization fail to meet the minimum standards listed above, the organization will have 10 class days to remedy the violation. Should no remedy occur, the organization will lose all privileges extended to it, such as the ability to reserve rooms, utilize SOLE Production Services, and request funding through Student Government.

Unauthorized Student Organizations:

Muhlenberg College endorses the rights of its students to freedom of association and freedom of expression. At the same time, like most private colleges and universities, Muhlenberg has established policies governing student organizations and student behavior on and off campus. The intent of this policy is to clarify and confirm the applicability of the College's rules and regulations to students participating in organizations not recognized by the College.

Muhlenberg recognizes that students, as members of the Allentown and Lehigh Valley communities, have a right to belong to a wide range of community organizations. Student behavior as members of such community organizations is, however, still subject to College standards, rules, and regulations whether or not such behavior takes place on or off campus. Furthermore, student organizations that have not been formally recognized by the College, have lost College recognition through judicial sanctions or that withdraw from the College or terminate their existence while disciplinary proceedings are pending against the organization, but continue to function, even under a different name will be deemed "unauthorized student

organizations” and are not, and will not be, considered “community organizations.”

Any student who is an actual or prospective member of, or otherwise participates in, an “unauthorized student organization” will be subject to disciplinary action through the College’s judicial system and may be subject to sanctions which include probation, suspension, or expulsion. Recognized College organizations that partner with any “unauthorized student organizations” may also be subject to sanctions which include probation, suspension, or permanent withdrawal of recognition.

All current and future “community organizations” and not “unauthorized student organizations” are subject to College review to assure that they are truly community organizations and not unauthorized student organizations. Criteria used in making such judgments will include, but not be limited to, an evaluation of the membership of any such organization, the nature and focus of its activities (including recruiting activities), and the facilities utilized by the organization.

On-Campus Advisors

Requirements:

Every recognized student organization is required to have an advisor. Student organization Advisors must be employees of Muhlenberg College, or be designated the privilege of this status by the administration. Advisors shall be familiar with College policies and procedures as detailed in this handbook and should contact SOLE when questions and concerns arise. SOLE will provide advisors with training opportunities, upon request.

Individuals may advise no more than two groups during any given academic year. Exceptions may be granted by the Dean of Students upon written request. The advisor shall become familiar with the College's risk management expectations for club activities. The advisor shall discuss planned off-campus activities involving risks greater than those encountered on campus with the College's risk manager prior to the club's engaging in the activity.

Expectations:

Advisors shall . . .

- be familiar with the mission, goals, and purposes of the club he or she is advising;
- attend meetings and events, conferences, competitions, retreats, and other such activities as is practical;
- meet regularly with club officers as necessary to stay connected with the proceedings of the club;
- provide continuity in a club's program from year to year;

- assist the group in formulating long-range goals and in planning and initiating short-term projects;
- promote student awareness of, and adherence to, policies governing student groups;
- serve as a resource person for alternative solutions to problems confronting the group;
- make suggestions that will permit the officers to improve leadership skills.
- monitor the club's activities with a risk management lens
 - Legal actions against colleges and universities arising from student organizations and activities are often brought under laws of negligence or intentional torts.
 - Muhlenberg College expects its representatives to exercise reasonable care to protect themselves, students, and/or other persons from being injured during club activities.
 - The duties of a College employed club advisor fall within the employee's normal work activities. Safety is to be the advisor's first consideration when overseeing the planning, organizing, and participation in club activities.
 - A framework in which the College proactively manages its risk and effectively resolves problem situations is in place. Discussion with the College's risk manager shall take place as part of the planning process in every situation where the activity or event involves risk of personal injury.

Advisors should expect the club's officers to . . .

- keep them well-informed of all organization activities, meeting times, locations, and agenda items;
- take initiative and follow through on commitments;
- meet with them regularly;
- treat them with respect;
- make them feel welcome at all meetings and activities;
- inform them of any potential problems that may affect the organization or the College;
- be considerate of their professional obligations and to not leave important matters to the last minute;
- be the decision-makers and initiators of the club's programming and policy;
- use them as a sounding board for discussing plans and problems.

RSO Event Policies & Procedures

*All RSOs and advisors should also be aware of policies found in the [Muhlenberg College Student Code of Conduct](#). *Any violation(s) of College policy may result in suspension or termination as a registered student organization.*

RSO Policy Regarding Events with Alcohol

Student organizations must complete an Alcohol Request Form in order to host on-campus events with alcohol.

- The Alcohol Request Form should be completed at least 15 business days prior to the event.
- The individual completing the form must be 21 years of age and is designated as the Event Manager.
 - The Event Manager is required to be present through the duration of the event and serves as the point of contact for the event.

The Vice President of Student Affairs/Dean of Students, or designee, reserves the right to deny an application to serve alcohol during the first two (2) weeks of the fall semester and after the last day of classes of the fall and spring semesters and/or make any exceptions to the policy and herein.

Student organizations are expected to follow the [Muhlenberg College Alcohol Policy](#) when planning events that include the consumption of alcohol. Members of the Muhlenberg community are expected to abide by all federal, state and

local laws, including those governing alcohol consumption and distribution.

Under Pennsylvania law, it is illegal for anyone under the age of 21 to purchase alcohol or to possess alcohol in a public space. It is also illegal for anyone to furnish alcohol to an individual under the age of 21.

BARTENDERS

All on-campus events at which alcohol will be made available must utilize the bartender services of the Muhlenberg College Dining Services' Red Door Catering for the distribution of beverages.

SECURITY & IDENTIFICATION

Security is required for all student organizations sponsored events with alcohol.

The Office of Seegers Union and Campus Events, in conjunction with the Dean of Students, the Provost (if necessary) and Campus Safety will determine security needs.

The sponsoring student organization will be responsible for all fees related to event security.

All event attendees are required to present either their BERG ID or a government issued identification in order to gain entry to an event where alcohol is served.

The sponsoring student organization is responsible for arranging the reservation of the ID Works system through the Department of Campus Safety.

The sponsoring organization will be responsible for purchasing wristbands for the event.

TIMING

The availability of alcohol at an event location may last a maximum of three hours, unless otherwise approved by the Dean of Students.

Student organizations are permitted to register only one event with alcohol on a given date.

Alcohol service must end at least 30 minutes prior to the posted event end time.

Alcohol may only be consumed in designated areas.

APPROVED BEVERAGES

Alcoholic drinks must be limited to beer, wine, and malt beverages (ie. seltzers) in quantities appropriate for personal consumption.

Hard liquor, wine coolers, and mixed drinks are prohibited.

FOOD

The sponsoring student group is responsible for providing adequate food and non-alcoholic beverages for the duration of the event.

Breads, meats, cheeses, vegetables, pizzas, subs, etc. are considered appropriate foods; chips and pretzels are not.

Unless the event is being held in a location that does not require the use of Dining Services, this food must be

provided by Muhlenberg College Dining Services' Red Door Catering. The cost of catering is the responsibility of the sponsoring student organization.

In addition to providing adequate food, the sponsoring group is required to provide EANABs (Equally Attractive Non-Alcoholic Beverages).

- All EANABs should be appealing alternatives to alcohol (soda vs. tap water) so that non-drinkers and those who choose not to drink alcohol can enjoy inviting substitutes.
- Unless the event is being held in a location that does not require the use of Dining Services, these beverages must be provided by Muhlenberg College Dining Services' Red Door Catering.

OFF-CAMPUS EVENTS WITH ALCOHOL

Student groups wishing to host an event with alcohol at an off-campus venue should follow all of the guidelines set forth for on-campus events with alcohol.

In addition, the following special consideration should be given for events with alcohol in off-campus venues:

- Student organizations intending to travel to an off campus location for an event with alcohol are required to provide transportation for their guests to and from the destination. See the College's [Trip Policy](#) and [Vehicle Transportation Policy](#) for more information.
- Events with alcohol occurring off-campus will be reviewed by Campus Safety, who will determine the need for a licensed security vendor to staff the event.

The expense for security will be the responsibility of the sponsoring student organization.

TAILGATE EVENTS

Student groups are welcome to participate in the [Mule Pen Tailgate Program](#). The Mule Pen Tailgate Program is a BYOB event that creates opportunities for student groups to gather before certain Muhlenberg College Athletic events.

The Mule Pen Tailgate has been organized to provide a venue for the College community, creating an opportunity of equity and inclusion; to foster school spirit and support the Muhlenberg Athletic teams. The Mule Pen Tailgate, also provides an environment intended to encourage responsible consumption of alcohol and social engagement.

Members of the Muhlenberg community are expected to abide by all federal, state and local laws, including those governing alcohol consumption and distribution. Under Pennsylvania law, it is illegal for anyone under the age of 21 to purchase alcohol or to possess alcohol in a public space. It is also illegal for anyone to furnish alcohol to an individual under the age of 21. Other state laws governing the use of alcohol can be found here.

While College Alcohol Policy and Pennsylvania State Laws remain in effect, College protocol has been modified for the Mule Pen Tailgate around game time.

TAILGATE GUIDELINES

To ensure safety, comfort, and enjoyment for all, we ask that you adhere to the following guidelines in the designated tailgate area:

- This event is intended for students, faculty and staff, and guests of Muhlenberg College, unless otherwise specified by the College.
- Please be prepared to show your Muhlenberg College ID and/or your government issued identification upon entry. Campus Safety or designee has the right to request identification from any participant at any time during the tailgate event.
- This event is BYOB. Beer, wine and non-alcoholic beverages may only be consumed in plastic cups (i.e., Solo products).
- Personal carry limit is defined as one (1), six-pack of 12 oz. beer, or the equivalent OR one 750ml. of wine. One alcoholic drink is 12 oz. of beer or 5 oz. of wine. All containers must be factory-sealed and unopened.
- The following items are not permitted at any time: kegs, hard liquor, distilled alcohol products, and other common source containers.
- Anyone appearing to be intoxicated and/or exhibiting disruptive or dangerous behavior may be asked to leave the tailgate event.
- All bags, beverages, and containers are subject to inspection.
- Drinking games and devices for rapid consumption are not permitted.
- Grills are not permitted at College sponsored tailgate programs, unless otherwise authorized.

- Event access begins two hours prior to posted game time and will end at kickoff (start of game).
- Upon your departure, please leave the area clean using the provided trash brutes.
- Any student and or student group may be subject to charges of violating any policies and procedures specified in the Muhlenberg College Social Code. Students will be held responsible for their guests' behavior.

Muhlenberg College reserves the right to alter guidelines, event dates and locations.

RSO Room Reservation and Usage Policy

RSOs are granted the privilege of reserving rooms on campus for events and meetings.

RESERVATION POLICY

Use of College facilities and resources may only be requested by College departments and recognized student groups in good standing.

- The first step in planning an event on campus is to arrange for a location and associated resource needs. To request the use of Muhlenberg College facilities for a student group event, enter a request into the 25Live system (access via OneLogin).
- Student groups may designate up to two student schedulers, plus an advisor for 25Live access.
 - To update schedulers, please fill out an Officer Update Form.
- The request should include any anticipated resource needs (ie. rolling whiteboards, coat racks, ect.), set-up type, anticipated maximum number, parking, personnel, catering, and security needs, etc.
- Additional resources and tutorials may be found on the Seegers Union website under Campus Scheduling. To gain access to 25Live and/or update officers, please complete an Officer Update Form.

For technical assistance and troubleshooting for 25Live, please contact the Office of Seegers Union & Campus Events at 484-664-3494.

HOUSEKEEPING

Your location may dictate additional housekeeping needs and can be affected by the date, time, and/or capacity of the event.

Housekeeping may be required and an overtime charge will be billed to the sponsoring student group.

For more information on Housekeeping, contact Plant Operations.

SECURITY

Security (either Campus Safety or a security vendor) may be required for student group events.

The Office of Seegers Union and Campus Events, in conjunction with the Dean of Students, the Provost (if necessary) and Campus Safety will determine security needs.

The sponsoring student group will be responsible for all fees related to event security. For more information, contact the Office of Campus Safety.

CATERING

Food and beverage for events must be ordered through Muhlenberg College Dining Services.

- Contact Red Door Catering by phone at 484-664-4030 or by email at catering@muhlenberg.edu during normal office hours: Monday through Friday 8:30 AM - 4:30 PM.
- All cancellations and/or changes referring to the menu, count, and event arrangements must be confirmed three (3) days prior to the event. Functions canceled within three (3) days of the event may incur a charge.

- Preparations will be made for the estimated count and charged accordingly should a final count not be confirmed.

For additional information, please visit the Red Door Catering Guide.

SOLE Event Production / Tech Requests / Technical Resources for Student Orgs

The Office of Student Organizations, Leadership, and Engagement (SOLE) provides the student community with Sound, Lighting, Video, Live-Streaming, Content Creation, and other forms of technical/ event support through our [Production Team](#). It is our mission to work with Student Organizations to produce innovative and creative events for the campus community. In order to view our production portfolio, please visit us on Instagram [@berg_production](#).

PRODUCTION SUPPORT GUIDELINES

In order to provide fair and equitable support to all student organizations and events, we have compiled the following guidelines that events must meet/ student organizations must adhere to:

1. In order to receive support, events must be scheduled by a Recognized Student Club/Organization, or hosted by an office within the division of student affairs, or approved for support by the Office of Student Organizations, Leadership, & Engagement (SOLE).
2. Events Organizers should make every effort to request technical/ event support from SOLE at least 1 week prior to the event.
3. Unless we are told otherwise; we will direct any questions regarding the event to the individual who submitted the reservation on 25Live. Therefore, this individual should monitor their Muhlenberg Email

account for questions that we may have regarding an event.

4. Room-Setups MUST be specified ahead of time on 25Live. Venues must be left in the condition they were found in prior to an event. Students/ Student Groups may not re-arrange a room setup without prior approval from the Office of Seegers Union and Campus Events.
5. A Cappella groups/ other vocal music groups must attend a Sound Seminar which will be scheduled in the early weeks of both the Fall and Spring semesters.
6. Groups looking to host campus films (indoor/outdoor) must procure the rights to show said film. Our office is happy to assist interested organizations through that process. [*Outdoor Film events may only take place after dusk*]
7. Events are supported on a First Come, First Serve basis.
8. Events are generally able to be supported:
 - a. Tuesday - Saturday, 5PM - 12AM
 - i. If you would like your event to occur outside of this time frame, please contact JonahAdamcik@muhlenberg.edu and we will explore your options.
9. Our office is able to live-stream events in HD on behalf of the host organization. Due to limited resources we are typically only able to live-stream one event at a time. Due to infrastructure requirements, live-streaming is only available at/in certain locations (see *Venue Specifications* listed below).

10. In order to provide the best support possible, event organizers should make every effort to host their events in Seegers Union/ Parents Plaza before submitting reservations for other campus buildings/spaces.
11. Other than in special circumstances, our office, SOLE, cannot support events that occur off-campus; and MOST equipment is **not** lent to organizations. Our teams will set up, run, and tear down events.

VENUE SPECIFICATIONS

- Red Door, Seegers Union: Full Support Available for Lighting, Sound, Video, and Live-Streaming.
- Event Space, Seegers Union: Full Support Available for Lighting, Sound, Video, and Live-Streaming.
- Great Room, Seegers Union: Full Sound System, Video, and Effect Lighting Only. The space does not have dedicated Theatrical 'Front' Stage Lighting. A stage (if desired) must be indicated in 25Live, and a work-order submitted.
- Fireside Lounge, Seegers Union: Limited Sound System available. Limited Up-Lighting Available. The space does not have dedicated Theatrical 'Front' Stage Lighting.
- CA Galleria, CA: Sound and Limited Streaming support for Vocal Ensembles only.
- CA Recital Hall, CA: Sound and Front Lighting Support only.
- Parents Plaza Amphitheatre: Sound, Lighting, and Live-Streaming Capable. Live-Streaming is not available in Extreme Heat, Cold, or Humidity.

- Rehearsal House Amphitheatre: Front Lighting, and limited sound availability only.
- South/ Robertson Amphitheatre: Support by special request ONLY
- Field-House/ Memorial Hall Gymnasium: Support by special request ONLY.
- Egner Chapel: Support by special request ONLY

TECH REQUEST FORM

To request the use of these services, please fill out the [S.E. Event Tech Request Form](#).

- All requests must be made at least 1 week in advance of your event date.
- Student organizations are ineligible from receiving support from the Department of Media Services, your requests can only be handled by SOLE.
- If you are unaware of what exactly your group will need, please fill out the form to the best of your ability and feel free to reach out to us with your questions or ideas!

REMEMBER: SOLE was given the opportunity to support your events through a generous contribution from the Student Government Association. Therefore, if our equipment is lost or damaged we will be unable to immediately replace it.

Questions?? Contact: Student Event Program Manager
484-664-3659 Jonahadamcik@muhlenberg.edu

Additional RSO Policies & Procedures

Posting & Advertising

Student groups are permitted to advertise events by posting flyers in appropriate locations and through the use of the digital signage boards throughout Seegers Union.

All postings must include contact information.

- Name of sponsoring organization
- Contact information (email, social media, or phone number) of sponsoring organization
- Date, time and location of the event or meeting

General use boards are available throughout Seegers Union for the posting of event flyers.

The following are prohibited when advertising:

- Posting on doors, windows, walls, or restroom stalls
- Advertising the consumption of alcohol, including drink specials
- The use of chalk within 20 feet of any campus building
- The use of any non-painters tape For more specific information regarding posting and advertising, please review the [Seegers Union Posting Policy](#).

Gift Cards

Student organizations are not permitted to purchase or distribute gift cards as prizes or compensation. Exemptions may be made by the Dean of Students Office.

Films and Movie Screenings

It is a violation of federal law to show a film in a public forum without consent from the producer of the film.

Any student group wishing to host a film screening or “movie night” must obtain the rights to the film.

- The cost for film rights ranges from \$250-\$1200 and can be purchased through Swank Motion Pictures or Criterion Pictures USA.

Please consult with SOLE for more information regarding film screenings.

RSO Funding

The [S.C.O.R.E. Form](#) is used to pay for club and organization expenses.

This form must be completed by club treasurers and approved by the club advisor and SGA Treasurer/Advisor before any financial transactions are made.

NOTE: No student or organization will be reimbursed for expenses without prior approval.

You must complete this form in advance so that the purchase can be approved and it is confirmed that your organization has enough funding.

Sales, Solicitation & Fundraisers

Muhlenberg College welcomes student groups to raise their own program funds through fundraising activities.

Please visit the [Muhlenberg College Vendor Sales/Solicitation Policy](#) for more information and guidelines.

Please also see the Student Government Finance Manual for special funding requirements related to fundraising.

In order to host a fundraiser, student groups must complete a Solicitation/Fundraising Registration Form and return the form to the Office of Seegers Union and Campus Events.

Third Party Vendors

Student groups wishing to enter into a contract with a third party vendor (ie. performer, venue, service, etc.) must first seek approval from the Treasurer's Office.

The Assistant Treasurer is the only authorized contract executor for student groups at Muhlenberg College.

Transportation

Student groups intending to travel to an off campus location for an event, will need to develop a transportation plan.

Any plan must first adhere to the College's [Trip](#) and [Vehicle Transportation](#) Policies.

Student groups should also consider a process and location for loading and unloading buses.

Student groups wishing to use The Galleria Lobby in the Baker Center for the Arts as a bus loading area are required to request the use of that space in 25Live.

In some cases, a group may be asked to hire professional security for loading and unloading purposes.

Any contracts with third party transportation or security providers must be reviewed and signed by an officer in the Treasurer's Office.

For off campus venues with fewer than 50 guests, consider using professional services (taxi, car rentals, Uber, etc.).

Muhlenberg College is not liable for incidents that occur in personal vehicles.

COVID-19 Provision*

*The Policies and Procedures in this manual, specifically those related to events, may not currently be applicable. Make sure to reference college policy surrounding COVID-19 prior referencing this manual at this time.