

1: Introduction

Welcome from the PuLSE Office

Greetings recognized student organizations! The Programs for Leadership and Service Education (PuLSE) office is excited to work with you and your organization this year. Butler has over 140 recognized student organizations and we want to make your involvement on campus meaningful and successful.

PuLSE put together this handbook to answer common questions and problems encountered by recognized student organizations. This handbook is not all-encompassing, so we encourage students to stop by or set up an appointment if there is a situation or question that you have or can't find the answer to within these pages. Please note that the PuLSE office is continually striving to improve procedures for students and student organizations. *Therefore, the policies in this handbook are subject to change.*

The PuLSE office (room 101) is located inside of the Atherton Union Reilly Room. We know that being a student leader can sometimes be a challenge, so please let us know if we can help you or your organization in any way. Our office has five full-time staff members that can help you with event planning, joining a student organization, getting involved with service or student government.

Please take the time to stop by our office, check out our website at www.butler.edu/involvement, or email us at involvement@butler.edu. We look forward to working with you!

Good luck and best wishes for a fun, successful school year!

Sincerely,

The PuLSE office staff

The PuLSE Office Staff

The PuLSE office staff consists of a Director, an Associate Director, two Assistant Directors, and an Office Manager.

DIRECTOR—Caroline Huck-Watson, chuck@butler.edu

ASSOCIATE DIRECTOR—Julie Pakenham, jpakenha@butler.edu

ASSISTANT DIRECTOR—Meg Haggerty, mhaggert@butler.edu

ASSISTANT DIRECTOR—Frank Council, fcouncil@butler.edu

OFFICE MANAGER—Mary Ann Huser, mhuser@butler.edu

About the PuLSE Office

Our mission: In alignment with the educational mission of Butler University and the Division of Student Affairs, the Office of Programs for Leadership and Service Education (PuLSE), in partnership with students, strives to create an environment that encourages educational and social growth with a dedication to continuous processing and application experiences. By intentionally engaging students in interactive and diverse opportunities, the office seeks to develop an ongoing commitment to leadership, service, and learning.

We **advise**:

- Alternative Breaks
- College Mentors for Kids
- Hampton House Programs for Servant Leadership
- All Student Government Association boards, including Program Board, CPA, and REACH
- The Drift yearbook
- Mortar Board

We **provide**:

- Leadership workshops
- Student organization support
- Flyer approval & campus posting information
- Discounted movie tickets

We **oversee**:

- Ambassadors of Change
- The Volunteer Center
- New Student Orientation Programs
- Block Party
- Student organization recognition
- Student organization financial accounts
- Atherton Union

We can **help** you:

- GET INVOLVED and have fun!
- Connect you to student organizations
- Find a way to volunteer in the community
- Be a better leader or student organization officer
- Make the most of your Butler experience

2: Recognized Student Organizations

What are recognized student organizations?

Recognized student organizations (RSOs) are groups of four or more students on Butler's campus who have formally come together and been approved by the University and the Student Government Association. Joining a student organization is a great way to enrich your college experience while meeting new people and gaining leadership skills. Butler University has over 140 recognized student organizations and new organizations develop each year.

Recognized Student Organization Expectations:

Being a recognized organization is a privilege on Butler's campus. In return, it is an expectation of the PuLSE office and Butler University that organizations adhere to the following expectations:

- Have at least four members who are current Butler students and an advisor who is a full-time Butler staff or faculty member.
- Review the organization constitution annually and make revisions as needed.
- Send at least one representative to the student organization information meeting held every September.
- Complete the fall semester report at the end of each Fall Semester.
- Complete the recognition process at the end of each Spring Semester.
- Keep the PuLSE office updated of any officer changes and/or if your organization decides to dissolve.
- Abide by all state, federal, and local laws, as well as all Butler University policies and procedures.
- Remain in good standing with all aspects of Butler University and conduct yourselves in a manner that is consistent with the mission of the University.
- Adhere to the rules and procedures set forth in the organization constitution, including the nondiscrimination requirements for membership.
- Meet all fiscal obligations incurred by the organization and refrain from having an off-campus bank account (unless the organization is a social Greek fraternity or sorority).
- Ensure proper planning and execution of organization events and consult with the PuLSE office for help with policies and contracts.
- Ensure proper use of campus resources, including meeting space and event space, office space, and other afforded benefits to the organization.
- Provide proper education and communication throughout the officer transition period.
- Establish consistent communication with the organization's Butler advisor and keep the advisor informed of organization activities and decisions.

Benefits and Privileges of Being Recognized

Being recognized has its privileges! Below are the answers to some common questions regarding the perks of being a recognized student organization on Butler's campus.

How can an RSO reserve space on campus?

Most spaces on Butler's campus are available to student organizations at no charge. Student organizations requesting meeting space can pick up an event registration form (blue form) in the PuLSE office. Once the appropriate signatures are obtained, students should take the blue forms to Conferences & Special Events (CSE) in JH 018 to finalize their plans. An event is not considered scheduled until finalized through the CSE office. A confirmation email will be sent to the student who submits the blue form.

Tables in Atherton Union (including inside Starbucks) may be reserved in the PuLSE office without a blue form. Tables on Starbucks patio and outside Atherton Union may be reserved with a blue form. The table located in Residential College (ResCo) is reserved at the ResCo front desk.

Outside groups desiring to use the tables must be sponsored by an RSO or department. If sales are made, a percentage of those sales must be donated to the student organization. Credit card solicitors are not allowed on campus. If an outside group contacts your organization, please contact the Director of PuLSE before agreeing to bring them to campus.

How can an RSO get an SGA grant?

Organizations must send representatives to student government meetings and/or REACH and meet the attendance requirement in order to be eligible for SGA grants. SGA and REACH grant guidelines can be found online at <http://www.butler.edu/sga/>. The grant process is done completely through SGA, not the PuLSE office.

How can an RSO get a Butler website?

Web services offers website server space to Butler recognized student organizations free of charge. Student organization websites hosted on Butler's web server may consist of HTML, JavaScript, CSS, text, graphic and images. Web services does not support any "dynamic" or "server side" technology for student organization websites. Therefore, if you intend to build a website with ASP, ASP.net, PHP, Java or database connections, you will need to locate your own website host. Student organization websites are not required to adhere to the strict website code and style guidelines used throughout Butler's website; however, students should make an effort to create websites that are professional and tasteful. Web Services will remove any website that does not meet the minimum standards of decency and fairness established by the University of the PuLSE office.

Web space for student organizations is provided as a courtesy and with the understanding that it is the organization's responsibility to create and manage their Web presence. Web Services is unable to provide expertise or training to student organizations. To begin the website process, email the IR Help Desk at helpdesk@butler.edu.

How do RSOs plan events?

If you are new to event planning, or have questions about your event, the PuLSE office can help! If you are holding a major event or an event involving food, rentals, contracts, street closures, security, etc. the PuLSE office can help you figure out the planning process. Stop by the PuLSE office in AU 101 to start the conversation with any PuLSE staff member.

Where does an RSO get its mail?

Student organizations are given a mailbox that is located in AU 002. These boxes are to be used for organization purposes only and should be checked often.* The PuLSE office will try not to place personal or sensitive mail in these boxes and will notify the appropriate organization that those mail items may be picked up in the PuLSE office. The PuLSE office does not accept responsibility for mail that is lost or misplaced once it has been placed in those boxes.

If a student organization is aware that they will be receiving money via U.S. mail, these envelopes should be addressed directly to the faculty/staff advisor for that organization in order to serve as a safer collection point. The organization is encouraged to have a conversation between advisors and presidents regarding when this will occur.

*Club Sports mailboxes are located in the HRC.

How can RSOs make copies on campus?

Each student organization is assigned a copy access code to use in the copy machines in Irwin Library. It is recommended that this number only be used by the president, treasurer, and advisor. Care should be taken not to share the number as to limit the abuse of its use. Statements of copier charges are mailed to the organization each month. These should be checked carefully.

Copies can also be made at Campus Impressions, located in the Holcomb Building and charged to the student organization account. Codes can be obtained in the PuLSE office.

Any printing done in computer labs will be charged to the account of the person printing regardless of why it is printed. If you need to make multiple copies of a document for a student organization consider printing one "master" in the lab and take it to Campus Impressions or the Irwin Library to make copies. You can charge these copies against the student organization's account. Campus Impressions also accepts electronic submissions at cirequests@butler.edu.

If you need your student organization's account number to use at Campus Impressions or a copy code to use on the Irwin copier contact the PuLSE office in AU 101 or at 940-9262.

How can RSOs put information in the Butler Connection?

To request an all-campus email posting, go to <http://www.butler.edu/buconnection/students/submit>. Summaries should be in sentence format, with a 350-character limit. When including date, time, location, and contact person, do NOT simply list them. Put the information in sentence form.

Can RSOs use the Challenge Course for group teambuilding?

Yes! Student organizations can participate in low ropes courses, teambuilding exercises, and belaying without having to leave campus or having to pay for the services! Those interested in having their group participate in challenge education may contact Erinn McCluney (emcclune@butler.edu) in the HRC for more information.

Can RSOs win awards?

RSOs are eligible for Brady Awards and the Lamp of Wisdom Award. The Brady Awards are given annually to an outstanding student organization and organization advisor that exhibit great contributions to the University community. Anyone may nominate an advisor or RSO. Brady Awards are given in the spring and sponsored by the PuLSE office. The Lamp of Wisdom is given to the student organization that has made the greatest contribution to Butler University and the surrounding community in an academic year. Applications are available in the spring semester from the Volunteer Center.

Types of Recognition

There are two types of registration: New Recognition and Annual Recognition.

New Recognition is for groups that previously have not been on Butler's campus or for groups that are re-forming and haven't been recognized on campus for more than two semesters. This process includes completing all necessary hardcopy and/or online paperwork (application, information sheet, statement of understanding, constitution, PuLSE consultation) and setting up an appointment for a review with the Director of PuLSE. The paperwork will then be reviewed by a Student Government Association board and the organization's application will be accepted or denied.

Re-instatement allows any inactive organization to become active again. If a group has been inactive for less than two semesters, they must complete the Annual Recognition process below. If a group has been inactive for more than two semesters, that group must complete the New Recognition process above.

Annual Recognition is for currently or recently recognized student organizations and occurs at the end of each spring semester. Student organizations must complete the Annual Recognition to retain their recognized status and retain benefits and privileges of being an RSO.

For Club Sports

All Club Sports start off by becoming a Recognized Student Organization and must maintain recognition annually with the PuLSE office. Once a student organization is officially recognized by the University, the organization has the opportunity to become a Club Sport. In order for an organization to be accepted into the Club Sports program, they must first meet with the Assistant Director of Intramural & Club Sports to discuss the possibilities, benefits, and requirements of becoming a Club Sport. For more information, contact Eric Kammeyer, the Assistant Director of Intramural and Club Sports, (ekammeye@butler.edu), or visit www.butler.edu/recreation/club-sports.

Requirements for Recognition

All groups wishing to obtain new or retain their current RSO status must meet the following criteria to be a Recognized Student Organization. Changes to officers, advisors, or constitutions during the year must be submitted to their report online at

<https://webadmin.butler.edu/pulse/studentorgs/login.aspx?logout=true>.

- The officers must be currently enrolled students at Butler.
- All organizations must have a minimum of four members who are currently enrolled students at Butler University.
- A total of four officers and/or members must accept their position online through the Student Organization Annual Recognition system.
- All organizations must complete the Annual Recognition in the spring and the fall report at the end of the fall semester.
- All organizations must send at least one representative to the Student Organization Information Meeting held every September.
- Organizations must draft and submit a current local constitution and submit it with their annual online recognition. Each constitution must include the following non-discrimination statement:
Insert organization name “will not discriminate on the basis of race, age, disability, gender, national origin, sexual orientation, residence, or any other legally-protected category as well as attempt to be accessible to all regardless of physical or mental disability.”
- Each organization must have an advisor who is a full-time Butler University faculty or staff member.
- All RSOs must uphold the “Recognized Student Organization Expectations” listed in this handbook as a condition of registration.

Online Recognition Instructions

Use the following instructions when updating information or completing the recognition process at the end of each spring semester. Questions regarding the online system should be directed to Julie Pakenham, at jpakenha@butler.edu.

<https://webadmin.butler.edu/pulse/studentorgs/login.aspx>

Do not use “back” or “refresh” when using the system.

1. Go to the website above and enter your normal Butler username and password.
2. Click “edit.”
 - a. Enter all fields with an asterisk (*). Fields with an asterisk are mandatory. Any other field is optional. Be sure to upload the most current version of your constitution.
 - b. ***Note on AdminUser: If you are an outgoing officer and wish to input new officers as AdminUsers, do not change this information until you have completed everything else on this page. Once you remove yourself as an AdminUser, you are no longer able to access the recognition system.***
3. Click “save.”
4. Click “semester reports.”
 - a. Add semester report.
 - b. Click the appropriate current semester in the drop down menu.

- c. Click “edit.”
 - d. Enter information in all fields with asterisks.
 - e. *Note on volunteer hours: If 5 people volunteered one afternoon for 3 hours, it would be counted as 15 hours, not 5 total hours.*
 - f. Click “save.”
5. Click “advisors.”
 - a. Click “add member.”
 - b. Enter advisor’s username.
 - c. Enter first and last name.
 - d. Click “save.”
 - e. Enter additional advisors if desired. *Note: Each organization must have at least one full-time Butler faculty or staff member as an advisor.*
 6. Click “semester reports.”
 7. Click “add officers.”
 - a. Add member.
 - b. Fill in all asterisked fields.
 - c. *Note: each group must have at least four officers and/or members.*
 - d. When finished, click “semester reports.”
 8. Click “members.”
 - a. Add as many members as desired (this is optional).
 - b. Click “semester reports” to get out of this section.
 9. Click “log out” to end session.

Once reports are completed, members, officers, and advisors should receive an email with a link that must be clicked on to confirm their role within the organization. Therefore, accuracy when entering usernames is very important. If someone deletes the confirmation email before clicking on the link, delete the person from the position and re-enter him or her. Another confirmation email should be sent to the person.

3: Managing a Student Organization

Role of the President

Although the size of a student organization on campus varies, the leadership of the organization is usually comprised of a president, vice president, treasurer, and secretary. It is the duty of the president to conduct meetings and aid in the selection of a faculty/staff advisor. The president shall keep the advisor notified of meetings and events. An effective president delegates appropriately and clearly outlines the roles and functions of his/her officers. Presidential responsibilities include passing along important campus information received through PuLSE’s presidents’ listserv, as well as making sure SGA issues are discussed so SGA representatives can vote according to their constituencies.

It is important that the president be aware of the financial status of the group and is committed to the goals of the organization. Account balances are placed on a monthly basis in the student organization’s

mailbox in AU 002. At the end of his/her tenure, the president shall coordinate a smooth transition to the new leadership. It is essential that s/he notify the PuLSE office of new leadership when changes occur, as well as update the officers and permissions in on the online recognition system.

Faculty/Staff Advisors

Every student organization (including Greek chapters) is required to have a full-time faculty/staff advisor. A faculty/staff advisor is also assigned to each undergraduate class. Faculty/staff advisors are full-time employees of Butler University and who decide to advise because they feel they can contribute to the success of the student organization and its members. While their roles may vary from group to group, they generally offer continuity, support, and guidance.

The role of the advisor is to:

- Serve as a sounding board off of which students can bounce new ideas
- Intervene in conflicts between group members and/or officers as necessary
- Be knowledgeable of policies that may impact the organization's decisions, programs, etc.
- Help students navigate administrative "red tape"
- Provide an outside view or perspective
- Provide student groups with University and community connections

Student Organization Categories

Student Organizations are classified into one of nine different categories at Butler University. This classification system allows a better understanding of organizations' basic missions and helps direct students in areas that they are interested in getting involved. A complete listing of all recognized student organizations and their categories can be found at www.butler.edu/involvement.

The categories are:

- Academic
- Club Sport
- Greek
- Media
- Performing Arts
- Political
- Service
- Special Interest
- Spiritual

Requirements for Officers

All officers for recognized student organizations must be currently enrolled students at Butler University.

Writing a Constitution

The constitution of an organization is the official document that sets for the principles upon which the organization is founded. This document should contain a clear statement of the purpose of the organization and detail the responsibilities of both the officers and the members. The constitution is the

benchmark for the development of specific objectives. Additional articles in a constitution are possible, but those below are adequate for most student organizations.

Butler University Student Organization Constitution Guidelines and Requirements

In order to promote fair and consistent standards by which student organization constitutions are reviewed, the Director of Programs for Leadership and Service Education (PuLSE) will follow the criteria below in determining approval of submitted constitutions.

All new constitutions must be typed and submitted to the PuLSE office in a clear and concise form. Electronic submission is preferred and, upon approval of becoming a new RSO, an electronic copy will need to be uploaded to the online recognition system. Organizations affiliated with a national chapter are required to file a copy of the National Constitution of that group as well as a local chapter constitution with the PuLSE office.

Constitutions should be reviewed with outgoing and incoming officers each year or as changes occur within the organization. Revisions to constitutions should be carefully considered and approved as indicated in the document. When changes are made, a copy of the revised document should be uploaded to the online recognition system.

All constitutions must include the following:

- ✓ Organization name
- ✓ Purpose
- ✓ Membership requirements, including:
 - No hazing or discrimination will be used as a condition of membership in this organization.
 - *Insert organization name* “will not discriminate on the basis of race, age, disability, gender, national origin, sexual orientation, residence, or any other legally-protected category as well as attempt to be accessible to all regardless of physical or mental disability.”
 - The following line: *“The rules and regulations of Butler University shall take precedence of this constitution.”*
 - Revocation of membership
 - Meeting requirements
- ✓ Officers, including:
 - Eligibility
 - Titles and duties
- ✓ Selection of officers, including:
 - Who is eligible to vote
 - Election process
 - Term of office
- ✓ Officer vacancies, including:
 - Removal of officers

- Resignation
- Filling vacant officer positions
- ✓ Advisor (must have one full-time Butler faculty or staff advisor)
- ✓ Financial obligations of the members must be specified. If there are no financial requirements, this must be stated as well.
- ✓ Amendments

RSO SAMPLE CONSTITUTION

Name of Organization Constitution

Items marked in bold font are required in all organization constitutions

Article I. **Organization Name**

The name of this organization shall be...

Article II. **Purpose**

(Insert your Mission Statement or Statement of Purpose here)

Article III. **Membership Requirements**

Section 1. Membership shall be open to all currently enrolled Butler University students.

Section 2. **The rules and regulations of Butler University shall take precedence of this constitution.**

Section 2. **Organization name will not discriminate on the basis of race, age, disability, gender, national origin, sexual orientation, residence, or any other legally-protected category as well as attempt to be accessible to all regardless of physical or mental disability.**

Section 3. **No hazing or discrimination will be used as a condition of membership.**

Section 4. **Eligibility requirements of members**

Include processes potential members complete to become & stay a member, i.e., application form, dues or other financial requirements, attendance at meetings, etc.

Section 5. **Expulsion of members**

Include specifics...such as a member may only be expelled from the organization if a majority (50% + 1) of the membership votes for his/her expulsion.

Article IV. **Officers**

Section 1. This organization shall have _____ (#) officers. **List all officer positions.**

Section 2. **Eligibility**

Include specifics on qualifications or requirements a person must meet to hold each office.

Section 3. **Terms of Office**

Indicate how long the term of office is and possibly when each term begins.

Section 4. **Duties of Officers**

Be specific. Include duties for each officer listed above. Things to consider for this section: Can officers vote? Can someone hold more than one office at a time? Can officers be re-elected?

Section 5.

Removal of Officers

How will an officer's removal be handled? How will an officer's resignation be handled?

Section 6.

Filling Vacant Officer Positions

Article V.

Elections

Section 1.

Time of elections

Section 2.

Voting

Things to include: who may vote, how voting will take place, rules of proxy voting, how nominations will take place, how many votes are needed to win, run-off information, etc.

Article VI.

Advisor

Section 1.

Qualifications and methods of selection. Organizations must have at least one advisor who is a full-time Butler faculty or staff member.

Article VII.

Meetings

Section 1.

Regular meetings will be held...

Section 2.

Quorum

Article VIII.

Amendments

Section 1.

Amendments (additions) and Revisions (changes).

Indicate how and when this document will be reviewed by members/officers.

Section 2.

What percentage of members is required to approve changes?

Usually 2/3 or ¾ of the total membership is needed to approve such changes with the membership receiving advance notice of the vote.

Section 3.

Which officer/member is responsible for initiating the creation and distribution of the new/changed document?

Presidents Listserv

The PuLSE office maintains a listserv used for important organizational information and messages are sent to all RSO presidents and vice presidents. It is the responsibility of these officers to pass along the information to their members. Additionally, a separate listserv is maintained for student organization advisors. Emails are only sent out on an as-needed basis.

Office Space

Keys or key card access will be issued to officers of student organizations that have office space. The maximum number of keys that an organization may have is four. These are available in the PuLSE office. At the end of each year, the keys are to be returned. If a key is lost, stolen, or not returned, the costs associated with re-coring the lock and making new keys will be charged to the student organization or may be charged to the student who checked out the key. No refund will be made if the original key is later found.

If an office has a card swipe reader, up to four officers of the organization may have access in lieu of physical keys.

Sending Mail

If a student organization needs to do a mailing the following procedure is required:

- Before sending out a large mailing, please contact the Manager of the Mail Center for assistance in processing your mail pieces. The Mail Center will give instructions on the addressing and design of the mail piece to ensure the most cost-effective and efficient delivery of items.
- Make sure you have money in your student organization account to cover the mailing. Contact the PuLSE Office if you are unsure about the account balance. Do this before you bring your items to the Mail Center (HB 21).
- Mark the envelope at the top right hand corner in pencil with the student organization account number. If more than one envelope is to be mailed, place a rubber band around the stack and mark only the top envelope. The student organization account will be charged for the mailing.
- All mail pieces must have a return address. If your item does not have a return address, it cannot be processed and will be sent back. Campus Impressions can provide pre-printed envelopes with a return address. Contact Campus Impressions at ext. 6495 for ordering information.
- Regular business envelopes (#9 and #10) must have the flaps up so that they can be sealed in metering machines. The mail center cannot seal large envelopes; therefore, they must be sealed before going to the mail center.
- Large campus mailings should be grouped together in address or department order.
- Greek addresses are not considered campus mail and will be sent through the Post Office.
- Pre-sort mail will be delivered at a reduced cost. In order to be processed as pre-sort, mail must be typed and in regular business envelopes (#9 and #10). Labels should be applied as straight as possible. Crooked labels could result in higher postage fees. Please separate handwritten address mail from the typed address mail. Bundle each in separate groups. All handwritten mail will be sent out first class, with no discount. Please keep all international mail separate.
- All overnight mail needs will be made through FedEx or lowest cost carrier, unless specified. Contact the Mail Center (ext. 3233) for details.
- When ready to send mail, please bring the items to the Holcomb Building Mail Center, room 21.

All mail questions should be directed to the Mail Center at ext. 3233.

Mailboxes

All student organizations are given a mailbox that is located in AU 002*. These boxes are to be used for organization purposes only and should be checked often. The PuLSE office will try to not place personal or sensitive mail in these boxes and will notify the appropriate organization that those mail items may be picked up in the PuLSE office. The PuLSE office does not accept responsibility for mail that is lost or misplaced once it has been placed in the boxes.

If a student organization is aware that they will be receiving money via U.S. mail, these envelopes should be addressed directly to the faculty or staff advisor for that organization in order to serve as a safer

collection point. The organization is encouraged to have a conversation with their advisor and president regarding when this will occur.

*Club Sports mailboxes are in the HRC.

4: Finances

All recognized student organizations are eligible for obtaining a student account. New student organizations must come to the PuLSE office to request an account be established. It is the responsibility of the members of the RSO to maintain a positive balance in their account and spend organization funds in accordance with the guidelines in the Butler University Student Handbook. It is recommended that financial transactions be handled by a select few officers of the organizations so that better tabs may be kept on the budget. Student organization balances roll over from one year to another.

Greek housing units must have a Butler student organization account which is used primarily to charge copy center expenses, bookstore charges, mail charges, food service charges, facilities management expenses, and public safety charges. It is suggested that copies of these charges be sent to the PuLSE Office. At the beginning of the academic year, a positive balance must be in the account against which charges can be made during the year.

Every student organization must maintain its financial account at Butler University. Records of student organization accounts are maintained in the PuLSE office. All deposits, withdrawals, and check requests should be made through this office. ***Outside bank accounts are strictly prohibited.*** There are several reasons for this: 1) treasurers change each year, and records are apt to get lost or not forwarded, 2) maintenance of records by the PuLSE office ensures continuity, 3) banking institutions often charge fees, which won't occur through PuLSE, 4) the PuLSE office is more convenient than an off-campus site, and 5) having all funds pass through PuLSE ensures that money be used for authorized expenses only.

Financial Reports

Each month, a financial report generated by the Business office will be put in the student organization's mailbox located in the student lounge in the lower level of the Atherton Union (next to the Efrogmson Diversity Center). Club Sports financial reports may be obtained in the HRC. It is the responsibility of the treasurer to reconcile the account with his/her own records.

It is important to note that these reports are not up-to-date like an online checking account may be. It runs through the end of the previous calendar month. The balance at the end of the previous month will be listed at the top left corner of the report as "Ending Bal." *If this number is a positive number, it will be in parentheses. If the account is in the negative, the number will not have parentheses.*

A notice will be sent to the student organization carrying a negative balance informing them of their account debt. The account must be cleared as soon as possible. Failure to do so will result in the

account being “frozen” and the group will not be permitted to participate in campus events, schedule events, or post in the Butler Connection. The organization will also need to compose a letter stating initiatives for not creating a negative balance again with the University Controller.

Please consult the PuLSE office if there are questions on how to read the financial report.

Reimbursements

If a student has incurred an expense for the student organization, s/he can be reimbursed through the PuLSE office. All that is needed is the original receipt for the expense. If money (over \$100) is spent for a student organization expense using a personal credit card, bring in the credit card statement to PuLSE to get reimbursed. Meal and travel purchases require a three-day waiting period from the Business office before a reimbursement can be made.

If the expense is less than \$100.00, a petty cash slip will be issued (and a credit card statement is not needed). This slip can be cashed at the Student Accounts window. Reimbursements larger than \$100.00 will require a check to be written, which will take approximately one to two weeks to process.

No reimbursement will be authorized without proof of expense. The Business office requires itemized receipts for auditing purposes. ALWAYS SAVE RECEIPTS! If you are not given a receipt, ask for one.

Mileage: To be reimbursed for mileage, a student needs to contact the PuLSE office with the following information: date of trip, destination, purpose of the trip, and mileage (MapQuest or Google Map directions printout is ideal). The reimbursement will be taken from the student organization account.

All employee (faculty/staff advisors) reimbursements must be submitted using the Expense Report Form as found on the shared server. This can be completed through the PuLSE office as well.

Cash Advances

Cash advances can be used to cover incidental expenses obtained from a student organization account. Event limit per organization is \$200.00. Advance forms are in the PuLSE office. Once signed by a PuLSE staff member, the form is then taken to the Student Accounts window in Jordan Hall to obtain cash. Within two weeks of obtaining the money, all receipts (and change, if applicable) must be returned to the PuLSE office. If not all the money is spent, it will be deposited back into the student organization account. If more money was spent than requested, the student will be reimbursed from the student organization account. No monies are to be used for the purchase of alcohol. If a cash advance is not settled up (i.e. receipts and change returned within two weeks), the account may be frozen and the advance will be charged to the student’s university account. A student may only have one cash advance out at a time, regardless of the organization.

Check Requests

Proof of expense (i.e. bill, invoice, etc.) is required by the Business office in order to have a check written out of a student organization account. All bills, invoices, and receipts must be the original and not a copy or fax. The invoice/receipt should be taken to the PuLSE office where a request for payment form

will be completed and sent to the Business Office for preparation. The check will then be mailed from the Business Office or can be requested for pick-up in the PuLSE office.

Information needed for check preparation includes the student organization account number, total amount of the check, name and address of the payee, and a completed W-9 form (blank copies can be obtained in PuLSE). Checks CANNOT be processed without this information. Any attachment that needs to accompany the check will also be mailed with the check. Checks requested by the end of the day Thursday will be computer generated and be ready by Friday of the following week (given that all the necessary information has been submitted). Organizations should plan ahead to allow time for checks to be processed.

Deposits

Cash and checks to be deposited into a student organization account should be brought to the PuLSE office. Deposits should not be taken to the Student Accounts window in Jordan Hall. Large amounts of coins will be accepted by the Business office only if they are wrapped. A receipt will be issued for the organization's files. Also, any returned checks for insufficient funds will be the responsibility of the RSO.

Please avoid storing RSO money in your car or home. If you have a weekend or evening event and need to keep the money in a safe place until you can deposit it the next business day, work with the PuLSE office to determine a safekeeping alternative. It is helpful to have the money counted before bringing it in for deposit.

Purchase Orders

On occasion a vendor will require a purchase order number from a student organization before a purchase can be made. A requisition for a purchase order is initiated at the Pulse Office. The name and address of the company, a list of items to be ordered, and their approximate cost are needed in order to request a purchase order. PuLSE will submit the request to Purchasing, and the student organization will be notified of the PO number. Please allow at least two business days for your PO request.

Fundraisers

Permission to hold any function or event for profit must be obtained from the Director or Associate Director of PuLSE. Fundraising proposal forms are available in the PuLSE office and require the signature of the faculty/staff advisor and Director of Greek Life for Greek chapters. Forms should be turned in to the PuLSE office at least one week before the fundraiser begins. The forms should be completed for all fundraisers, whether the student organization is raising money for its own use or for an outside charity. The form also applies to in-kind donations and donation drives. Once a fundraising form is turned in, approval will be sent out in the form of an email.

Any organization sponsoring such events is responsible for all incurred debts. All funds derived from the fundraiser must be deposited into the student organization account at the PuLSE office. Disbursements from these funds are to be processed by the PuLSE office as well. The only exception to this is if a group is collecting donations in the form of checks for a charity and those checks are made out directly to the charity.

All fundraisers must conform to the Butler University Student Handbook and avoid demeaning sexual, racial, or other discriminatory references and not promote the abuse of alcohol.

It is the policy of Butler University that outside groups wishing to sell on campus must be sponsored by a student organization. A portion of the proceeds are to be turned over to the sponsoring student organization. No credit card solicitation is allowed on campus. Outside groups brought in for fundraising purposes must be approved by the Director of PuLSE. For sale of products within the residence halls, the approval of the Director of Residence Life is required.

Student organizations must comply with the roadside solicitation policy of Marion County which does not allow solicitation of funds within 50 feet of an intersection controlled by an automated traffic signal or stop sign, as well as the Indiana codes that does not allow stopping or impeding traffic for the solicitation of funds.

Gambling

Gambling is not acceptable for any recognized student organization. This includes, but is not limited to, raffles where tickets for the raffle are sold in exchange for an opportunity to win money or a prize(s); betting, wagering, or selling pools on any University athletic event.

Concession Stands

Butler student organizations have the opportunity to raise funds for their organization by working at athletic event concession stands. Concession stands are managed through Aramark, Butler's food service provider, and Aramark requires a minimum of eight workers per game. For more information on working concession stands, email Eric Richter at erichter@butler.edu.

6: Event Planning

Event planning takes some time and effort. Promotion, room scheduling, and catering are all parts of putting on a program. Successful programs are planned well in advance. This section outlines some of the information needed for planning events on Butler's campus.

Event Registration

Many activities take place on year-round on Butler's campus. Each student organization must begin the process of registering its events with the PuLSE office, at which time permission to sponsor the event will be granted or denied. The group must then work with Conferences and Special Events (CSE) to secure a location and time.

When registering events, please know the date, time, preferred location, and preferred set-up for your event. The PuLSE staff can help you complete the Student Organization Event Registration Request (blue form), which is available in their office. In addition to the signature of the PuLSE office staff, Greek chapters must have the signature of the Director of Greek Life. If catering is involved, Aramark has

exclusive rights to this service. In some cases, however, outside food vendors may be used when permission is granted from Aramark.

Once the Event Registration Form is completed, the student must deliver the form to the Office of Conferences and Special Events in Jordan Hall, Room 18. If permission is denied because of a calendar conflict, an alternative date is usually suggested. Because of the high volume of activities on campus, it is in your best interest to plan and schedule far in advance in order to have a successful event.

To accommodate any major event set-up needs, such as requests for tents, roadblocks, barricades, or audiovisual equipment, students should initiate the reservation process with the PuLSE at least sixty (60) days prior to the event.

Requests requiring special needs as outlined above should be made at least 30 days in advance. If a scheduled event requiring the attendance of police officers is canceled, Conferences and Special Events and BUPD must be notified at least seven business days in advance, or payment for the services of the officers will still be required. Organizations sponsoring any events are responsible for maintaining university rules and regulations. Those groups who hold events on campus without permission may face disciplinary action. Only recognized student organizations may schedule events.

LATE NIGHT FUNCTIONS: A “Late Night Event” is an event sponsored by a student organization(s) that extends past 11pm. These events are on a Friday or Saturday night and are typically alcohol-free. Recognized Butler University student organizations may sponsor campus-wide late night social events on Friday and Saturday nights until 2am.

The location for late night events shall be in Atherton Union, HRC, and Hinkle West Gym. Events must be registered four (4) weeks in advance with Conferences and Special Events and PuLSE. No events will be scheduled the Friday prior to or during designated University extended breaks.

Butler has two late night event policies—one for events that are open only to the Butler student community and the other is for events that may be opened to and promoted to individuals not associated with Butler. The former, a “Butler only” event, requires a Butler faculty/staff advisor and a facility person to be present. The latter policy requires security and a faculty/staff advisor to be present.

The complete policies and a Late Night Event Checklist can be obtained in the PuLSE office and online in the policies for student organizations.

Not sure what space you should reserve for your event? Below are some commonly reserved spaces for student organizations.

Large Spaces for movies, dances, banquets, and performances

Name of Space	Number of People
Atherton Union Reilly Room	400 theatre style
	240 in round tables w/chairs
Robertson Hall Johnson Room	150 theater style
	92 in round tables w/chairs
Robertson Hall Ford Salon	120 theatre style

Lecture Halls

Jordan Hall 141	202
Gallahue 105	67
Gallahue 106	68
Gallahue 108	150
Pharmacy Building 103	118
Pharmacy Building 204	118

Conference Rooms

Jordan Hall 031	12
Jordan Hall 083	50
Jordan Hall 186	14
Atherton Union Tower Conference Room (201)	17
Atherton Union Stegman Conference Room (302)	24
Atherton Union Board Room (326)	75
Fairbanks 200	10
Holcomb 121	18

Classrooms for 25-40 people

Jordan Hall 172, 183, 236, 238, 242, 276, 278, 303, 387

Gallahue 101, 102

Holcomb 122, 231, 233

Pharmacy 106, 202, 205

Atherton Union Tables

There are three tables permanently set up in Atherton Union; one on the south end of the dining hall, one on the north end of the dining hall, and one in Starbucks. These can be reserved by student organizations through the PuLSE office and may be used to publicize events or sell items for a fundraiser. Tables on Starbucks Patio must be reserved with a blue form. There is also a table in ResCo that can be reserved at the ResCo front desk.

Outside groups desiring to use the tables must be sponsored by a recognized student organization or department. If sales are made, a percentage of those sales must be donated to the student organization. Credit card solicitors are not allowed on campus. If an outside group contacts your organization, please contact the Director of PuLSE before agreeing to bring them to campus.

Starbucks Use

Student organizations are permitted to reserve a table in Starbucks, which can be reserved with the PuLSE office. An organization may request a table on the Starbucks patio (with Conference and Events Services) or at either end of the Atherton dining hall (reserve in PuLSE).

Programming in Starbucks is prohibited unless co-sponsored through the Student Government Association (contact the PuLSE office for more information).

Scheduling During Finals

All co-curricular activities must terminate each semester no later than the date of the last regular meeting day of classes. No co-curricular activities are permitted on reading day or during final examinations.

Special Set-Ups

To accommodate any special set-up needs such as requests for tents, roadblocks, barricades, or audiovisual equipment, student should initiate the space reservation process with the PuLSE office at least 60 days prior to the event.

Media or Instructional Equipment

Student organizations requiring media or instructional equipment for a scheduled event should contact the Conferences and Special Events (JH 018 or 940-9352) at least one week ahead of time. Organizations do not need to contact CSE if they have indicated their media needs on their blue form.

Catering

If a student-sponsored event requires the need of food service, Aramark has the exclusive right for this service. To request catering, contact the Aramark office at 940-9764 or email catering@butler.edu. To obtain a waiver to use an outside vendor, permission must be obtained from the Aramark catering office, located in Atherton Union cafeteria.

Contracts

Occasionally a student organization will need to hire an entertainer or band which entails a signature on a contract. All contracts for entertainment, legal agreements, etc. must be reviewed and signed by the Director of PuLSE. Signature by a student or advisor is not valid. It is Butler University policy to not give deposits on services not yet provided, rather payment in full upon receipt of services.

Liability Waiver

When a student organization is planning a university-sponsored event, such as a field trip, sports activity, off-campus trip, excursion, etc. they are required to have participants sign a liability waiver form in which Butler University disclaims liability for injuries or property damages suffered regardless of cause. Waivers should be dropped off at BUPD before the group leaves campus for the event. Waivers should be kept for at least two years in a secure place. If storage of waivers is unavailable, the PuLSE office will keep the waivers for student organizations.

This liability disclaimer applies to, but is not limited to, the following:

- Any injury or damage sustained on property owned by or under the control of the university, its subsidiaries or affiliated institutions (such as a classroom, residential units, structures, buildings, public areas, vehicles, etc.
- Any injury or damage suffered in an intercollegiate or intramural contest or event (athletic or otherwise) as a participant, spectator, or other; this includes transportation to and from the contest or event.
- Any injury or damage as a result of any act of omission by any university personnel (faculty, staff, employee, officer, trustee), student or contractor.

Upon being admitted to the university, a student is bound to follow all of the University's rules and regulations. Butler students who fail to familiarize themselves with this disclaimer will not be excused from compliance with the policies and requirements herein.

A standard waiver is available in the PuLSE office, which can be adapted for most events.

Publicity on Campus

Signs, posters, chalking, table tents or any other promotion material not in accordance with the following guidelines will be removed immediately. Additionally, individuals and campus organizations have and assume full responsibility and liability for the signs that they post, and should realize that legal action may be possible against persons or members of groups who participate in defamatory action, intentional infliction of emotional distress, or such other causes recognized and allowed by law.

Sign Posting

For the purposes of this policy, the terms "sign" and "signs" shall include, but are not limited to, billboards, notices, table tents, flyers, placards, posters, banners, postcards and hand-held signs.

"Posting" shall refer to any means used to display one or more signs.

- All signs and notices, with the exception of departmental notices, must be approved and stamped by the PuLSE office, located in Atherton Union, 101. All postings are limited to thirty (30) days, and stamped with an expiration date. The PuLSE office may make exceptions at their discretion.
- Notices and signs must clearly state the official name of the sponsoring organization or individual, and may be posted only on bulletin boards. Signs posted on departmental bulletin boards should be approved by the appropriate academic department.
- Signs may not be posted on the small corkboard space outside of classrooms.

- Posting in the residence halls must be approved by the PuLSE office as well as the residence life coordinator. Flyers should be left at the front desk of the residence halls to be hung by the residence life hall staff.
- Signs posted on interior and exterior walls, windows, doors, elevators, floors, sidewalks and on any wood or painted surfaces, will be removed. Student organizations posting signs on the above surfaces may be charged a thirty-five dollar (\$35) fine. In addition to this \$35 charge, organizations or individuals posting signs that cause damage will be assessed and charged accordingly.
- Placing signs on tables, counters, benches or other like surfaces is prohibited.
- No advertising and/or signs are allowed to be placed on vehicles on campus or within the surrounding area.
- Posted materials may not promote the use of alcohol. Signs promoting events with alcohol should contain the following statement, “Beverages Available, Butler University ID and Driver’s License required.”
- All posted materials must be of good taste and respectful to all members of the Butler community. A balance of free speech and community standards will be enforced by the Programs for Leadership and Service Education (PuLSE) office. Restrictions may apply to signs that depict violence, obscenity, defamation of an individual or group, and commercial activity.
- The University may determine the appropriate time, place, and manner in which a sign may be posted and may prohibit the posting if the restrictions are not followed.
- Individuals having signs approved are responsible for ensuring that the posting policy is understood by anyone posting on behalf of the organization or individual.
- Facilities must be contacted to help hang all banners, staked signs and other large-scale promotion.

Chalking

- Organizations can chalk surfaces that can be walked on with the exception of those areas considered to be artwork.
- Chalking can only be done in areas exposed to rainwater so that eventually the chalking will be washed away.
- Chalk is not allowed on buildings, artwork, bridges, or under overhangs.
- Organizations are not allowed to use liquid chalk and/or any type of paint.
- Coloring or painting of snow to promote events is not allowed.

Table Tents

All table tents must be approved and stamped by the PuLSE office. Table tents can remain on a table in Atherton Union Market Place, C-Club, or ResCo dining room for no more than 4 days. Only 3 table tents are permitted on a table at a time.

Butler Connection Submissions

The Butler Connection is a daily email (M-F) that goes out to students, faculty, and staff of the Butler Community. There is a faculty/staff version and a student version. To submit an announcement, event, or people posting, go to <http://www.butler.edu/buconnection/students/>.

Tips for submitting:

- Titles are important! Keep them clear and concise. If it's an event, use the title of the event.
- Select ONE category—announcements, events or people. Each posting can only be listed under one category.
- When selecting your audience, keep in mind who is invited to your event and to whom your announcement pertains. If you want faculty, staff and students to receive your posting, just click "Entire Campus Community."
- Summaries should be in sentence format, with a 350-character limit. When including date, time, location and contact person, do NOT simply list them. See the correct and incorrect examples below.
 - INCORRECT: February 15th, 10, AU 302, butlerconnection@butler.edu
 - CORRECT: The workshop will be held on Monday, February 15th, at 10 a.m. in AU 302. Contact butlerconnection@butler.edu with any questions.
- To include a video in your post, you must provide the video's URL address in the full content field on the form.
- Hyperlinked words do NOT work in the submission form; provide the full URL address.
- To attach a PDF document to your post, use the submission form to provide all other content, and then email the attachment along with the title of your posting to butlerconnection@butler.edu.

Request for Mailing Labels or Lists

Requests for labels should be made two weeks in advance by completing a Label Request Form provided by PuLSE (AU 101). Requests from student organizations must be approved by the PuLSE office and there will be a charge of \$15.00. Requests for less than 100 labels will not be filled.

Requests for lists of students (i.e. by housing unit, etc.) should be made two weeks in advance and can be obtained by completing a List Registration Form provided by PuLSE. There will be no charge assessed for list requests, but they must be approved by the PuLSE office.

Master Calendar Meeting

A master calendar meeting is held each spring to assist with event coordination of major spaces on campus for the following academic year. Although a group may have placed an event on the master calendar at the meeting, the date is not guaranteed until the event registration form is completed and on file. Classroom space is not reserved at this meeting.

Should a group decide to change the date of its all-campus event, the change must be done with Conferences and Special Events. Groups who hold events without permission may face disciplinary action. Student organizations with overdrawn accounts will not be permitted to finalize their events until their account have been cleared.

University Calendar

Recognized student organizations are able to put their events and programs on the University calendar, even if the event is off campus. Notify Conferences & Special Events to have your item added to the calendar.

Bulletin Board Space

There are two bulletin boards across from Jordan Hall 141 that student organizations can use. The application process for this space is in the spring semester (for the following year), around the time of the master calendar meeting and are available in the PuLSE office. Space may become unexpectedly become available during the school year. Inquiries regarding this space may be directed to the Associate Director of PuLSE.

School Closings

Weather-related road conditions sometimes necessitate that University consider delaying opening, cancelling classes, closing or remaining open. This decision is made by the president based upon input from the Butler University Police Department. Student organizations may meet when University functions have been delayed or cancelled but all members must be notified that the meeting will occur. Additionally, meetings during delays or closures cannot be required nor can critical business such as voting occur.

Events to which off-campus guests are invited must be cancelled per University policy. Events for student organizations may occur, but only at the discretion of BUPD based on available resources and campus conditions. This may mean, for example, that the room may not be set or the catering might not be available. Event planners must contact Butler University Police Department at 317-940-9396 to determine the feasibility of continuing with the event.

Travel Safety

It is recommended that for an activity or event that occurs more than 25 miles from campus that a vehicle company/bus is chartered that has licensed/certified drivers and vehicles. A student organization is solely responsible for their own travel arrangements, which includes the selection of drivers, verification of insurance, and all other travel arrangements.

Travel recommendations for all student organization travel from Butler.

Have you checked for the following?

- Insurance and driver's license
- Safe and reliable condition of vehicle
- All drivers are aware they assume responsibility and liability of the safety of their passengers
- Directions, phone numbers and address of destination in each vehicle

Have you discussed?

- Trip itinerary and expenses

- Expectations and rules
- Emergency procedures
- Informed advisor of your trip (itinerary, people traveling, etc.)
- Waivers and release forms

Do you have the following?

- First aid kit
- Cellular phone and contact list in each vehicle.
- Credit card or cash for emergencies
- Maps
- Emergency contact for each participant
- Waivers and release forms signed by participants
- Emergency phone numbers:
 - Advisor
 - Butler University Police Department (317/940-9396)

Do your driver(s) and passengers understand safe driving practices?

- Obey all traffic laws
- Drive appropriately for road and weather conditions (e.g. snow, ice, heavy rain)
- No horseplay, racing, or other distractions
- Plan routes and stops in advance. Be flexible to add additional stops if necessary due to weather or fatigue.
- Do not consume, possess or transport alcoholic beverages or illegal substances
- Each driver and all passengers should wear seat belts at all times
- Drivers should be well rested and should not drive for longer than 4 hours at a time
- One passenger should remain awake with the driver at all times
- Avoid driving from 11pm to 6am
- Trips over 10 hours in length should include overnight lodging
- Cellular phones (similar devices) should not be used while operating the vehicle. Pull over to the side of the road if needed.

If an emergency occurs, does the group know to:

- Stop immediately and notify the local police or call 911
- Obtain medical attention as necessary
- Fill out police report and obtain names and addresses of witnesses and other people involved in the accident
- Contact your advisor immediately. If your advisor is not available, contact the Butler University PD (317/940-9396), the PuLSE office (317/940-9262) or the Recreation Department (317/940-4472), if your group is a club sport.
- If traveling in a personal vehicle, contact driver's insurance company

6: Butler Policies and Procedures

This section of policies and procedures is not all-inclusive. Many of the other sections of this handbook also include policies and additional guidelines can also be found in the Student Handbook (<http://www.butler.edu/student-conduct/student-handbook>).

Code of Conduct

Student organizations and their members must comply with all rules, regulations and the Rules of Conduct found in the “Rights and Responsibilities” section of the student handbook. Organizations failing to comply will be subject to student conduct proceedings.

Butler University Driving Policy

On occasion, a Butler student, in the performance of his/her student organization duties or university events, might find it necessary to drive a university-owned/leased/rented/or personal vehicle. If driving a personal vehicle, refer to the last paragraph in this section. The following policy exists to ensure that only those individuals with acceptable driving records are permitted to drive for a sponsored function. In order to drive a university-owned/leased/rented van the following requirements must be followed:

- Must be at least 22 years of age (a rented vehicle may be 25 years of age).
- Must have a minimum of 6 years driving experience.
- Must also participate in the Driver Safety Program through the Butler University Police Department.
- Must submit a copy of his/her current driver’s license, along with a signed “Request for Driving Privileges” Form with the approval of the Director of Programs for Leadership and Service Education, to the Office of Operations, two weeks prior to the driving event.

Upon approval, the student requesting permission to drive will be allowed to drive, and will remain on the approved driver’s list for one year, or until October 1, whichever period is shorter.

Any person who does not complete any of the above requirements or drives their personal vehicles will accept responsibility and financial liability, independent of the university, of any accidents that occur while driving a university owned/rented/leased or personal vehicle thereafter.





















Street Solicitation/Canning

Indianapolis-Marion County code (431-702) forbids street side solicitation and holding of signs within fifty feet of an intersection controlled by an automated traffic signal or a stop sign. This makes street fundraising (and “canning”) an illegal activity. It’s also against Indiana code to stop or impede traffic on a roadway for purposes of solicitation. Violations of both codes can result in heavy penalties by Indiana courts.

Organizations should not solicit on roadways. If there are questions regarding canning and/or street solicitation, please contact the PuLSE office, Greek Life, or Butler University Police Department.

Use of Butler Logo

The logos below must be used only with licensed vendors.

BUTLER UNIVERSITY		PRIMARY MARKS			
VERBIAGE Butler University™ Butler™ BU™ Butler Bulldogs™ Bulldogs™					
GENERAL INFORMATION Location: Indianapolis, IN Nickname: Bulldogs Established Date: 1855 Conference: Horizon League	SECONDARY MARKS				
PANTONE COLORS BU BLUE: PANTONE 541					
	WORD MARKS				
					
					
THREAD COLORS	SCHOOL SEALS				
					
	BU BLUE				
<small>You must use the approved university colors or the *PANTONE colors listed on this page. The colors on this page are not intended to match the PANTONE color standards. For the PANTONE color standards, refer to the current editions of the PANTONE color publications. *PANTONE® is a registered trademark of PANTONE, Inc.</small>					
<small>The marks of Butler University are controlled under a licensing program administered by Strategic Marketing Affiliates. Any use of these marks will require written approval from Strategic Marketing Affiliates.</small>					

What is the process for ordering items bearing the Butler marks?

Step 1: Identify a licensed vendor.

Step 2: Work with the vendor on design options

Step 3: The vendor will send preferred design to SMA, where the design must be approved according to the guidelines of the Logo and Trademark Licensing Administrative Policy Statement. If your design is not approved, the vendor will work with you on another option.

Step 4: Place the order

Can I alter a mark?

No. Altering a mark would hurt its integrity. This would dilute the strength and value of the mark. The Butler logo should only appear in black, white or PMS 541 Butler Blue, unless written approval is requested.

How can I obtain a list of licensees?

By emailing Lindsay Martin, Manager of Sport Marketing & Promotions, lmartin@butler.edu.

Remember: when ordering with a Butler logo/trademark you *must* use a licensed vendor.

Campus Solicitation

Sales representatives – students as well as off-campus representatives – must obtain permission from the Director of PuLSE before directly contacting students or student organizations. For your protection, if an outside organization/vendor contacts you, please contact PuLSE. Students should immediately report any solicitation to the residence hall office, Director of Programs of PuLSE, or Butler University Police Department. Students should report any misrepresentation or faulty business practices by any such sales representatives to the Director of PuLSE.

Bonfire Policy

If a bonfire is planned on University property or in connection with a University sponsored or supported event at another location, a review of the plans will be conducted. Primary responsibility for the conduct at the bonfire, and the safety of the participants, spectators, and others will remain with the sponsoring organization or group. The review by the University will be to assist the sponsor in carrying out their responsibilities and to coordinate the activities of interested parties.

All bonfire events must be scheduled by filling out a blue space reservation form, in addition to the bonfire request sheet found on the BUPD website below. To review the complete bonfire policy, visit the BUPD website at <http://www.butler.edu/public-safety>.

Hazing and Pre-initiation Activities

The University does not tolerate hazing by any group or individual affiliated with Butler University. Hazing is defined as any action taken or situation created intentionally, whether on or off campus premises, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing is not limited to new members but extends to all aspects of organization activities.

Such activities and situations include but not limited to: creation of excessive fatigue, sleep deprivation, physical and psychological shock, publicly wearing apparel that is conspicuous and not normally in good taste, engaging in stunts and jokes, morally degrading or humiliating games and activities, late-night sessions that interfere with scholastic activities and any other activities not consistent with the regulations and policies of Butler University.

Any individual or organization involved in a hazing incident is subject to disciplinary procedures. Students should also be aware that hazing is a crime under Indiana law.

Nondiscrimination Policy

All student organizations must abide by and have the nondiscrimination policy in their constitutions.

Insert organization name “will not discriminate on the basis of race, age, disability, gender, national origin, sexual orientation, residence, or any other legally-protected category as well as attempt to be accessible to all regardless of physical or mental disability.”