



Student Activities

Student



Organization

Handbook

Peru State College, Peru NE

Table of Contents

While this Handbook is intended to be a summary of certain matters of interest to student organizations, its readers should be aware that:

- It is not a complete statement of all procedures, rules and regulations of the College
- The College reserves the right to change without notice any procedure, policy, and/or program which appears in this handbook
- Divisions and departments may have their own procedures and policies, which apply to student organizations.

Purpose of Student Clubs/Organizations _____	3
Requirements and Registration _____	3
Annual Registration _____	4
Expectations and requirements to maintain student organization status _____	4
Privileges of Student Organizations _____	5
Student Organization Classification _____	6
Student Organization Advisor(s) _____	7
Community Service _____	8
Student Organizations Finances _____	9
• Student Senate Funding	
• Fundraising	
Resources Available _____	9
• Promotions	
• Printing _____	10
• Supplies	
• Recruiting	
• Important Numbers	

Purpose of Student Clubs/Organizations

The purpose of student clubs/organizations is to provide students with opportunities to participate in activities that develop their intellectual, emotional, spiritual, physical, and professional abilities. These organizations are important components of the academic life of the College. To meet the different developmental needs of students, Peru State College offers a multitude of student groups covering the following areas: academic, professional, religious, political, honor, service, cultural, special interest, club sports, and recreation. Every student is encouraged to become a member of those organizations that appeal to their interests.

Involvement in student clubs/organizations:

- Improve students' interpersonal skills
- Give students a greater satisfaction with their college experience
- Provide useful experience in obtaining a job and providing job related skills
- Develop lifelong values of volunteerism and service to others
- Has a positive influence on skills in leadership, communication, teamwork, organizing, decision-making and planning

Requirements and Registration

In order to be officially registered and recognized by Peru State College, ALL student organizations must have:

1. A clear purpose that does not duplicate the purpose or mission of an existing student Organization and an approved constitution by the Student Senate
2. A current copy of the organization's constitution and bylaws submitted and available on their organization portal on The Hub.
3. Organization must have a Treasurer listed on their roster
4. A College employee advisor
5. The organization must have a minimum of 3 officer positions and 3 general members listed on each semester's mandatory roster.
6. Representation at all scheduled student club/organization group meetings and trainings presented by the student activities office
7. Official meetings, no fewer than two (2) times each semester
8. Submit a current roster with the minutes to the Student Activities Office from the first and last meeting of each semester. Rosters must specify current officers
9. Fulfill a requirement of (2) community service projects a year with photographic proof.

***All of this information must be submitted via the online registration form and emailed to the Student Activities Office by the posted deadline.**

Annual Registration

Existing student clubs/organizations are required to complete an annual registration with the Student Activities Office. Student organizations should follow the timeline shown below for re-registration:

AUGUST:

- First Friday of the month deadline to re-register and have a table at the Welcome Week Involvement Fair

OCTOBER:

- 10/1- deadline to re-register to remain an active student organization for the year.
-All clubs/orgs that miss this deadline will have to go through the club/org approval process with Student Senate
- Last Friday of month- deadline to submit updated Executive board list (clubs/orgs with Fall semester elections)

APRIL

- First Friday of the month- deadline to submit end of the year report with roster, event attendance and org activities/anticipated activities

MAY:

- First Friday of the month- deadline to submit updated Executive board list (clubs/orgs with Spring semester elections)

*New student organizations please refer to New Organization manual.

All organizations are responsible for abiding by all federal, state, and local laws and Peru State College's rules and regulations. Additionally, student organizations are expected to follow and comply with the rules and regulations in the Board 3300 Policy and identified by Student Senate (academic, financial, etc.) that govern student organizations.

Expectations and Requirements to Maintain Student Organization Status

In order to maintain recognition as a Peru State College Student Organization, groups are expected and required to:

- Maintain your Peru State Hub and contain a current roster through the platform
- Submit an end of the year report summarizing the student organizations year of activity. Report must contain reports of community service with photographic proof.
- Follow College rules, regulations, policies, and procedures, and be in good standing with Student Senate and the Student Activities Office
- Be consistent with and considerate of the mission and values of Peru State College
- Have a Faculty/Staff Advisor who is a Peru State College employee and complete advisor appointment form
- Create and maintain an account that manages the club/org's page on The Hub

- Review constitution (and bylaws, if applicable) annually and update as needed
- Have representation at all club/org meetings and training sponsored by the Student Activities Office
- Complete the annual registration process. Refer to page four (4) for more information
- Be respectful of College facilities and property
- Be considerate and (to the best of their ability) ensure the safety of those participating in their events and activities.
- Comply with the expectation to not disrupt College functions and classes.
- Be transparent with all organizational matters.
- Use Student Activity Fee dollars for the purposes for which they were approved. Refer to page nine (9) for more information on the Student Activity Fee and funding.
- Accept responsibility for damages resulting from events or activities organized by the student organization.
- Respect assigned organizational space and storage.
- Meet all financial deadlines and complete financial paperwork in accordance with policy.
- Communicate regularly with the student organization advisor regarding all student organization matters.

Privileges of Student Organizations

Student Clubs/Organizations work with the Student Activities Office to contribute to the intellectual and social growth and development of members of the Peru State College community. Given the unique role, purpose, and function of these organizations, Student Organizations enjoy certain privileges. A few of these privileges are:

- Funding eligibility from Student Senate
- Ability to reserve College facilities for meetings, programs, and events
- Eligible to receive support and services from College offices
- Ability to advertise meetings, programs, and events on campus
- Access to general organization advising and programmatic support
- Leadership training through the Student Activities Office
- Inclusion in the fall Student Involvement Fair and spring Student Org Fest
- Solicitation of membership on campus
- Access to fundraise on campus with completion of mandatory forms
- Use of a student organization page on The Hub
- Ability to use the student organizations office and student org computer

Student Organization Classification

Academic & Pre-Professional	Organizations designed for students interested in a particular career or academic field who want to establish networks and further develop their skills in that area
Campus Ministry	Organizations advised by Campus Ministry that provide spiritual/religious development and support
Government	Organizations with responsibility to represent and advocate for Peru State College students
Honor Societies	Local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors
Intercultural	Focused on providing support, knowledge, and awareness for various cultures, ethnicities, races, and nationalities represented among the student body
Leadership	Organizations which help students develop their leadership skills and understanding
Music	Organizations whose main purpose is to entertain and educate through vocal and music performances
Performance	Organizations whose main purpose is to entertain and educate through dance, drama and other performances
Political	Student groups that encourage expression, debate, and support of political issues, views, and/or candidates
Programming	Focused on providing involvement opportunities for the campus community
Service	Organizations that provide volunteer opportunities which serve the campus and/or community
Specific Interest	Organizations that exist to enhance campus life and to provide support to students through a variety of programs and events

Student Organization Advisor(s)

Each student organization shall have a College employee advisor.

Advisors may either be assigned by the College to assist a particular student organization; or, advisors may work with the student organization in a volunteer capacity, if approved as a volunteer by the Vice President for Enrollment Management and Student Affairs.

Why does a student organization need an advisor?

An advisor can prove to be a valuable asset to your organization by sharing their life experiences, wisdom, and providing continuity, organizational memory, and connections to resources. The key role of the advisor is to serve as a resource for the organization. Take some time to discuss reciprocal expectations with your advisor(s). Try to establish open lines of communication that will enable you to work together effectively.

What is the role of an advisor?

The role of an advisor is to communicate with, guide, and assist the organization; attend organization meetings, events, and fundraisers; be knowledgeable of all policies that may impact the organization; and monitor compliance with budgetary/financial guidelines established by the College and student government.

An advisor must sign the Advisor Agreement Form once they are chosen by a club/org. If an advisor is switched the new advisor must complete the form before the organization will be deemed as active.

Community Service

As official 3300 organizations, it is expected that your members stay involved. This involvement is intended to benefit not only campus itself, but the surrounding community as well. To satisfy this expectation, 2 separate projects of community service are required by each 3300 organization every academic year. Both projects will need to be presented in your club's annual report. To present your projects, make sure to provide **photographic proof** and to **submit a brief summary** of community service events. Both are needed to ensure the validity of your project. As listed below, there are numerous opportunities to benefit our beloved campus and community. However, the following list is not a limiter to the projects you may complete. Please ensure that the Student Activities Office is notified of your form of community service prior to its completion. Be sure to complete the "Community Service Completion Form" on The Hub after the project. A few ideas for community service projects are as follows:

- Adopt-A-Block
 - Clubs can choose to adopt a block to uphold in town.

- Recycling
 - Take out the recycling on campus. Contact Crystal for building assignments and instructions.

- Homecoming Help
 - Talk with Student Senate President and Vice President a few weeks prior to Homecoming about helping day of.

- Charity Fundraisers
 - Pick a charity or organization your organization would like to benefit and submit a fundraiser request form at [The Hub](#). The form is located in Student Org Resources – Fundraiser Request Form.

- Feeding 44
 -

- Adopt-A-Highway
 -

Student Organizations Finances

Student Senate Funding

All student organizations applying for funds through Student Senate must be registered by the Student Activities Office. Access to funding is dependent on the status of the student organization. No organization is guaranteed funding. To apply for funds student organizations must complete a fund request form located under “forms” on the Student Activities website: or on the Student Activities page on The Hub. The student organization’s treasurer will be responsible for managing the groups finances. If you would like further information on guidelines to request funding contact Student Senate at StudentSenate@campus.peru.edu or contact the Student Activities Office studentactivities@peru.edu

Fundraising

Student Organizations may conduct fundraising projects or campaigns in designated locations on the campus under the following guidelines:

- No portion of the proceeds of the project or campaign will be for the private gain of any individual company
- The proceeds will be used for recognized purposes of the organization
- Using the Student Organization Funding Request Form RSOs can request a permit to conduct fundraising projects. This form is available on the forms page on the Student Activities website and on the Student Activities page on The Hub. The Vice President for Enrollment Management and Student Affairs will approve or deny the request. Fundraising activities cannot take place without first having been approved and when applicable, the appropriate insurance coverage has been obtained. Space will be allotted on a “first come, first serve” basis.
- All fundraiser that take place in an Athletic facility will be routed to the Athletics department for approval.

Resources Available

Promotions

- **Dining Hall TV and Tables** - Submit posters and ads to SC 111 to have your events advertised in the dining hall
- **Posting in Residence Halls** - Have flyers approved by the Residence Life Office to post flyers in the halls. (Please note: Only approved sticky putty can be used to hang flyers, do not post on windows or exterior doors)
- **Student Organization TV** - Design a flyer that is 16 x 9 or submit a request for a flyer to be made by the student activities office
- **Student Activities and Campus Event Calendar** - Create an event/meeting on your Student Organization page on The Hub to have them added to the event calendar on The Hub.
- **The Toilet Paper**- Student Orgs can submit events to the Toilet paper (No meetings outside of the first meeting of the year will be added to the Toilet paper). Deadline to

submit is the last Thursday of the month at 5pm. The Toilet paper will be updated monthly. Submit a Toilet Paper submission form on The Hub to be added to the advertisement.

- **Announcements-** Get approval from your teachers, coaches or advisors to announce upcoming events in the organizations you are a part of
- **Student Center Lobby Table-** Reserve a table in the student center lobby to promote your organization. Contact the Student Activities Office at least 2 weeks in advance to book the space
- **Social Media-** Utilize the platforms where your peers can be found the most! Contact the Student Activities office for a list of student org social media accounts or if you have updates to your social media sites.
- **Other Organizations-** We all have similar goals in mind so WORK TOGETHER!!! Utilize your peers to produce more word of mouth marketing

Printing

Student Organizations have the ability to print material for their student orgs by contacting the student activities office.

Supplies

Student organizations have access to supplies in the designated common area in the resource room. If there is something that your organization would like to be provided in the general supplies area contact the Student Activities Office. Student Orgs will also be allowed to store certain items in the resource room. To obtain storage space contact the Student Activities Office studentactivities@peru.edu. Any items that are not located in the general supplies areas belong to another student organization and should not be utilized without their permission.

Recruiting

The Student Activities Office provides two formal opportunities to recruit members each year.

- Involvement Fair (Sunday of Welcome Weekend)
- Student Org Fest/Virtual Fair (January)

In addition to participating in these events student organizations are encourage to continue recruiting new members by hosting events, meeting, fundraisers, volunteer opportunities etc. throughout the entire year. Recruiting is simply remaining visible and interesting to peers. Every opportunity the student organization has to be in the public eye is a form of recruiting.

Important Numbers

- Student Activities Office - **402-872-2252**, studentactivities@peru.edu
- Security - **402-872-2411**
- Residence Life - **402-872-2246**
- CAB/Student Senate/Student Organizations Office - **402-872-2329**