

# STUDENT\_ORGANIZATIONS

*policies and procedures*



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ODUS and all registered student organizations are governed by policies outlined in [Rights, Rules, and Responsibilities](#).

In addition to the policies established in this publication, student organizations are required to adhere to the policies established by ODUS. Procedures and Policies relevant to student organizations are presented below.

For more information, call ODUS, 258-5750.

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## **Registering a New Student Organization**

Registered student organizations receive a number of privileges, including:

- Use of certain University facilities for programs and meetings
- Use of a financial account with the University, through which purchases can be facilitated and some costs reduced
- Opportunity to request funds for organized activities from the ODUS, the [USG Projects Board](#), and other University sources
- Permission to schedule activities during Orientation Week
- Use of a [Frist Campus Center](#) mailbox
- Server space and an email address, available through the [Office of Information Technology \(OIT\)](#)

**To register a new student organization:**

1. Fill out the electronic recognition form on the [Undergraduate Student Government](#) web page.
2. Receive approval from the Student Groups Recognition Committee.
3. Register with the ODUS by filling out an [officer recognition form](#), which can be accessed in our [Forms section](#) on this site or found in paper-form in 313 West College.

This form requires:

- A description of the purposes and activities of the organization.
  - The signatures of the officers, who by signing are assuming financial responsibility for the group.
  - A signature indicating that the officers have read the policies governing registered organizations, which are listed on the form itself.
4. This form must be updated whenever there are changes made to the leadership of a student organization.

### **General Policies for Group Behavior:**

#### **Membership**

- Student organizations should seek to include all members of the undergraduate student body in their events and organization membership.
- Membership is restricted to the University community only.
- Graduate students are welcome to join any registered student organization; however, if more than 50% of the members are graduate students, the group must seek recognition from the [Graduate School](#).

#### **Leadership**

For undergraduate organizations, the offices of President and Treasurer must be held by currently enrolled undergraduate students.

#### **Inducting New Members**

The State of New Jersey has instituted laws regarding the induction of new members and hazing. For more information on State and University policies, see [Rights, Rules, and Responsibilities](#), pages 49 and 50.

#### **Auditions**

Auditions should be conducted in a manner which provides equal opportunity for all students.

## Misrepresentation of Organization Intentions

When conducting business with staff of the University, students are expected to honestly represent the intentions of their organization. These expectations apply to all written communication between student leaders and University offices.

## Misuse of University Property

When in possession of University property (i.e. vehicles, audio equipment, etc.), students are prohibited from using University property for personal business.

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## Planning and Hosting and Event on Campus

1. Decide on a date, time, possible location, and theme for your event.
2. Contact the person in charge of reserving the space you are interested in to make sure the space is available for the time you want. The list can be found in the following item titled [Reserving Spaces on Campus](#).
3. Fill out an [Events Registration](#) form *at least* 5 days in advance (more time is needed for more complex events, especially if people are coming from off-campus or contracts need to be signed) and get approval from ODUS.
4. Reserve your room by showing the reservation contact person your Events Registration form.
5. Contact all of the University Offices you will be requiring for services, including security, room set up and clean up, catering, etc.
6. Raise funds from University sources (and outside sources, if applicable).
7. Advertise on campus with posters and ads. Send an email to the Weekly Events Email coordinator and post your event on the Campus Calendar of Events.
8. Fill out the vouchers to pay for contracted speakers/performers and any outside companies who require advance payment. (These must be filled out at least 2 weeks in advance of your event.)
9. Enjoy your event.
10. Fill out appropriate vouchers (on the Forms page) to reimburse students for costs and to pay any other outside companies for their services.

## Event Planning Checklist

### General Policies for Activities:

#### Conduct

Whether on or off campus, students representing the University should conduct themselves in a respectable manner.

Individual or group misconduct can result in disciplinary action by the University. Such behaviors include, and are not limited to:

- disrupting organized activities at the University or other campuses
- intentionally damaging or defacing University property
- misappropriating University resources

## Personal Safety

Actions that threaten or endanger in any way the personal safety or security of others will be regarded as serious offenses. These actions, conducted on campus or while off campus on official student activity business, are strictly prohibited.

For more information, see [Rights, Rules, and Responsibilities](#), page 7.

## Quiet

### On Campus

Activities that take place in the vicinity of University residences, classrooms, the library, the chapel, and similar facilities must be conducted in such a way as to respect the necessity for maintaining a reasonable degree of quiet in such areas.

Amplification in outside areas is strictly prohibited 8:00am to 5:00pm, Monday through Friday.

### Surrounding Areas

For events whose noise may extend outside the University community, the organizing student group must submit an application for a Noise Permit from the Borough, at least 30 DAYS in advance.

For further information, consult [Rights, Rules, and Responsibilities](#), pages 7 and 44.

## Alcohol Policy for Events

Students of the legal drinking age wishing to sponsor an event with alcohol (in which ALL participants are of legal drinking age) must obtain approval from ODUS at least 2 weeks in advance and comply with the guidelines established by ODUS.

Consider the following when planning to serve alcohol at an event:

- **Identification:** Only guests of the legal drinking age are permitted to enter. Proper photo identification, which has a photo and birth date, is required.
- **Security:** You are required to have the Safeguard Agency carding at the door of your event. Depending on the size of the event, Proctors may also be required. (Requiring Proctors is at the discretion of the ODUS and the Dept. of Public Safety.)
- **Serving:** Alcohol may only be served by the Princeton Bartending Agency.
- **Posting Information:** Signs clearly stating the University's alcohol policy must be displayed visibly. (Signs are available in ODUS, 313 West College).
- **Providing Food and Non-alcoholic Beverages:** Whenever alcohol is served, there must be a sufficient quantity of readily accessible food and non-alcoholic alternatives. The amount of food should be based on the number of people and should be sufficient quantity and quality that people will be encouraged to eat while drinking.
- **Amount of Alcohol Purchased:** The amounts of alcohol purchased should reflect a realistic estimate of the numbers of people attending.
- **Room Regulation Codes:** Occupancy restrictions and fire codes must be strictly observed.

For more information on the University alcohol policy, see Rights, Rules, and Responsibilities, pages 50 to 52.

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## Hosting an Event at an Eating Club

1. Fill out an [Events Registration Form](#) in the ODUS, and have the event approved.
2. Speak with the Eating Club about reserving their space.
3. Submit a letter ([click here](#) to download the letter) to the ODUS signed by the Club Manager and the Eating Club undergraduate president, assuring that the club and the sponsoring organization(s) will be off tap and will abide by the University policies for such events.
4. If the club is going on tap at the conclusion of the student organization event, there must be a clear delineation that the student organization event has ended (i.e. closing the club for 30 minutes).
5. Follow steps of 1-10 of Planning and Hosting an Event on Campus.

### Policies :

#### Events at Eating Clubs

To host an event at an eating club, student organizations must assure that the club will not serve alcohol for the duration of the event. If the club goes back on tap at the end of the student organization event, there must be a clear delineation to indicate that the organization event has ended (i.e. closing the club for half an hour). Both the eating club undergraduate president and the eating club manager must sign a letter (available online) to ODUS assuring that the club and the sponsoring organization will be off tap and will abide by these policies.

## **Reserving Spaces on Campus**

You must follow the following procedure to reserve indoor and outdoor spaces on campus:

1. Come to ODUS (313 West College) at least 5 days in advance and fill out an [Events Registration Form](#), which can be put in the office inbox. Complex events, including events requiring contracts, conferences, or bringing high profile speakers to campus must be registered several weeks in advance.
2. Return to the Office within a day or two and retrieve your approved form.
3. Contact the specific office on campus (list follows) who makes reservations for the space you desire. These offices will require a photocopy of your Events Registration Form before they will reserve a room for you.

Frist Campus Center  
258-1286

Most academic spaces (classrooms, etc.)  
Jessica Shipman, Registrar's Office, 258-3362

Outdoor Spaces  
Center for Visitor and Conference Services, 258-6115

Residential College spaces  
contact the College Administrator

Pat Byrne, Mathey College, 258-5224  
Pat Heslin, Rocky College, 258-5318  
Betty Stein, Butler College, 258-4955  
Randy Setlock, Wilson College, 258-6475  
Alison Cook, Forbes College, 258-6095

Richardson Auditorium and Taplin Auditorium  
Concert Office, 258-4239

Woodrow Wilson School rooms  
258-4790

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## **Inviting Contracted Speakers or Performers to Campus**

1. Seek out your desired speaker or performer and gather all relevant information from them: their availability, the price they're asking for their services, any other needs you will have to take care of for them (transportation, hotels, etc.).



2. Fill out an [Events Registration](#) form and get approval from ODUS for your event with the contracted individual or group.

3. Have the contract signed by the Asst. Dean of Undergraduate Students (DO NOT sign the contract yourself!!!!). It is best to use the University contract, which can be downloaded from the [Forms page](#) on this site. Using the University contract speeds up the processing time.

4. Outside groups are paid by filling out the Check Voucher, found on the [Forms page](#) of this site or in ODUS, 313 West College. This must be submitted at least 2 WEEKS in advance of your event if the group you're bringing in wants to be paid the day of the event.

Follow steps 4-10 from [Planning and Hosting an Event on Campus](#) (listed above).

### **Policies Regarding Contracts:**

#### **Contracts**

PLEASE NOTE: No student may sign a contract on behalf of his/her organization.

The University prefers the use of the University contract. Using this contract allows for faster processing.

- Anyone being brought to campus, who expects payment, must have a contract.
- If the person or group being contracted does not supply their own contract, a generic form is available in the ODUS, 313 West College, and online on the [Forms page](#) of this site. It is best to use the University-provided contract, as this speeds the processing time.
- All contracts must be reviewed and signed by the Assistant Dean of Undergraduate Students. PLEASE NOTE that additional time is needed for the approval of contracts. Plan in advance.

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### ***Inviting Political Candidates to Campus to Speak***

1. Consult the Asst. Dean of Undergraduate Students when considering bringing a political candidate to campus BEFORE making any plans.

2. Once you have received initial approval, follow steps 1-10 of [Planning and Hosting an Event on Campus](#).

### **Policies about University Organizations and Political Activities:**

#### **University Organizations and Political Activities**

- Student organizations wishing to invite political candidates to campus to speak to members of the University community must consult ODUS first.



- If an individual coming to campus is a registered candidate of an election, the University must issue equal invitations and accommodations to all candidates of that election. Ideally, all candidates would be at the same event. This sort of event could be coordinated by one organization or by the co-sponsorship of all interested student organizations (i.e. College Democrats, College Republicans, Campus Greens).  
Click here for a sample invitation.
- During these events, no overt campaigning can take place, including literature distribution, fundraising, or recruiting volunteers.
- Student organizations which participate in political activities are prohibited from using University space for fundraising activities or as a headquarters for a campaign.
- When engaging in political activities, students must take special care to make it clear that when expressing political views they are speaking only for themselves and not for the University.

For more information, consult [Rights, Rules, and Responsibilities](#), pages 12 and 13.

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## **Protests and Demonstrations**

1. All protests and demonstrations must be planned in advance and receive the approval of ODUS by filling out an Events Registration form.
2. Then follow steps 1-10 of [Planning and Hosting an Event on Campus](#).

### **Policies :**

#### **Protests and Demonstrations**

ODUS should be consulted in the planning of all organized protests and demonstrations, in order to register the event with other pertinent University offices. The desire of ODUS is to promote intellectual inquiry and exchange in a respectful and civil manner. The safety of all participants is of utmost importance to the University, and policies may be enacted to ensure safety during the event.

For specific University regulations, see [Rights, Rules, and Responsibilities](#), page 6.

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## **Having Lotteries, Raffles, and Door Prizes**

1. Familiarize yourself with the New Jersey state regulations for games of chance (like Bingo and Raffles) at [Legalized Games of Chance Control Commission \(NJLGCCC\)](#) File an [Events Registration](#) form with ODUS at least 2 MONTHS in advance of the event so that proper NJLGCCC paperwork can be filed.

## Policies :

### Lotteries, Raffles, and Door Prizes

- The State of New Jersey [Legalized Games of Chance Control Commission \(NJLGCCC\)](#) oversees the operation of organizations registered to conduct games of chance such as raffles and bingos. The regulations for these activities are extensive and organizations should be appraised of them when planning such events.
  - The [Events Registration](#) form for such events should be submitted to ODUS at least two months in advance of the event in order to complete the appropriate paperwork for the NJLGCCC.
  - Organizations conducting such games without proper authority from the NJLGCCC are subject to fines by the State of New Jersey and possible disciplinary action by the University.
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## Fundraising

### Fundraising on Campus

The primary sources for funding on campus are: the USG Projects Board (including the Woodrow Wilson School Fund and the Venture Fund, see below), the Office of the Dean of Undergraduate Students, and the Trustees Initiative. Secondary sources of funding include: Academic Departments and Programs and other University Offices.

#### *Primary Sources:*

##### USG Projects Board

- Funding for the Projects Board comes directly from the USG and the five Residential Colleges.
- In addition, the Projects Board, in conjunction with ODUS, administers the Woodrow Wilson School (WWS) Fund and the Venture Fund.
- The Projects Board consists of 13 undergraduate members: two co-chairs (appointed by the USG president), the USG president, the USG vice president, the USG treasurer, and two representatives from each undergraduate class.
- The Projects Board meets weekly throughout the academic year to discuss requests for funding.
- Grants are awarded based on the scope of the event and its impact on campus life, as well as the amount of preparation on the part of the event organizers.
- Only registered student organizations are eligible to apply to the Projects Board for funding.
- For more information and to apply to the Projects Board, visit <http://www.princeton.edu/~pboard>

##### Woodrow Wilson School (WWS) Fund

- All requests for funding from the [WWS](#) by registered student organizations should be directed to the USG Projects Board.
- Grants from the WWS Fund will be made only to organizations whose activities are relevant to the mission of the Woodrow Wilson School.

##### The Venture Fund (funding provided by the VP for Campus Life)

- All requests for funding from the [Office of the Vice President for Campus Life](#) by registered student organizations should be directed to the USG Projects Board.
- The Venture Funds desires to encourage students to broaden the scope of meaningful discourse on issues such as race, class, ethnicity, gender, and orientation on campus. The Venture Fund was established to augment existing funding sources to ensure that such programs have the greatest possible impact on the University community.

## Office of the Dean of Undergraduate Students (ODUS) Fund

- ODUS administers funds to support the activities of registered student organizations.
- To receive money through ODUS, registered groups should apply through the [USG Projects Board](#). The Assistant Dean of Undergraduate Students attends each Projects Board meeting throughout the semester and reviews grant requests alongside the Projects Board.

## Trustees Initiative

- The Trustees and the President of Princeton University have set aside funds intended to support new initiatives that positively contribute to the quality of life at the University.
- Grants will be awarded to projects that address alcohol-related issues on campus, including: education, alcohol abuse, and social cultures independent of alcohol-related activities.
- Impact on the undergraduate community is the primary focus, but additional contributions to the larger community will be considered in the evaluation of proposals.
- For more information on application deadlines, visit the Trustees Initiative website at <http://www.princeton.edu/odus/trustee>

## Secondary Sources:

### Academic Departments, Programs, Schools, and other University Offices

- Some academic departments, programs, and schools ([The School of Architecture](#) and [The School of Engineering and Applied Science](#)) and other University offices, have budgeted funds to support student activities.
- This funding is limited, and most offices only support activities directly related to their academic work.
- To apply for funding from these sources, send a letter to the department chair, department manager, dean, or director. In this letter, describe the event/project and include a detailed budget.
- It is often a good idea to request a specific amount for a specific item in your budget.

NOTE: All requests for funding from the Woodrow Wilson School (WWS) and the five Residential Colleges should be directed to the [USG Projects Board](#).

## Fundraising Via Sales and Gifts/Donations

- Any fundraising effort, including the sale of goods or tickets to events, requires the prior written permission of ODUS.
- Permission for fundraising by way of financial gifts from alumni and other donors is additionally granted by the Vice President for Development (via ODUS).
- Student organizations must adhere to all University guidelines for fundraising as well as IRS regulations

## Fundraising for Humanitarian Relief Efforts

The University would like to assist registered student organizations wishing to participate in fundraising efforts in response to natural disasters around the world or in support of other humanitarian efforts. Such fundraising is governed by the following guidelines:

1. These efforts are to be conducted under the auspices of a registered student organization.
2. Student organizations must obtain a letter from the charitable organization for which

they are fundraising stating that the charitable organization is aware of the fundraising campaign and expecting the donations raised.

2. Donation by check is strongly encouraged. Checks must be made out directly to the external relief agency (i.e. Red Cross, CARE, etc.)
  3. If cash donations are to be accepted, the organization must outline procedures to secure and account for these donations and review their procedure with ODUS staff. Cash deposits should be redeemed at a local bank for a cashier's check made out to the external relief organization.
  4. Funds may not be solicited from University departments, programs, or offices.
  5. Student organization funds may be used to advertise relief effort or to provide additional information to the University Community regarding the relief and fundraising effort. However, student organization funds may not be sent to the external relief organization.
  6. Student organizations wishing to set up tables or booths on campus must complete the appropriate Events Registration for in the ODUS office.
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## **Financial Transactions**

### **Purchases and Payments**

(All transactions are coordinated through ODUS, 313 West College, from 1pm - 4pm, Monday thru Friday.)

#### *Reimbursing a Student*

1. To reimburse a student, fill out a [student reimbursement voucher](#) and submit it with the original receipts. The Controller's Office will not pay invoices without documentation (bills or receipts).
2. The Controller's Office requires two weeks to process invoices into checks.
3. After May 1, all student reimbursement vouchers must include the summer mailing address of the recipient.

#### *Paying a Speaker, Performer, or other Non-Student providing services*

1. Whenever a check is issued to a non-student as payment for services, federal law requires that the University obtain the individual's Social Security number, address, and a W-9 form. These must be included with the billing invoice and Check Voucher (found in 313 West College or on the [Forms page](#) of this site) before the Controller's Office will issue a check.
2. Plan ahead. It takes the Controller's Office TWO WEEKS to produce a check. If the person you are paying needs to receive their check the day of their service, you must begin this process at least two weeks in advance.

#### *Paying a Company*

1. In order for the University to cut a check to a company, the company's Tax Identification Number must be provided. Include this information on the Check Voucher, and submit the [Check Voucher](#) and billing invoice to ODUS, 313 West College.
2. Plan ahead. It takes the Controller's Office TWO WEEKS to produce a check.

#### *Paying Other University Departments*

1. These payments are generally made using an [Interdepartmental Invoice \(I.I.\)](#) Form, which transfers funds from one University account into another.

2. Many departments will send you an itemized bill. You must then fill out an I.I. Form. Other departments, like Building Services, will bill your account directly through the Controller's Office. In these cases, the charges will show up as debits on your next monthly account statement.
3. Student Agencies (i.e. the Delivery Agency) can only bill your account directly. They may not be paid by cash or check.

### *Tax Exempt Status*

1. As a student group of the University, you are able to receive the benefits of the University's tax status. The University is tax exempt in the state of New Jersey. Student groups need to pick the ST-5 form in the office to receive this exempt status. However, there are some exceptions to this rule. Visit this [list](#) to review other locations where the University receives a tax exempt status.

### *Transferring Funds to Another Student Organization*

1. Funds can be transferred from one 541- account to another with an [Interdepartmental Invoice \(I.I.\) Form](#).

## Deposits and Gifts

### *Deposits*

- All deposits to organization accounts (from ticket sales, member dues, etc.) must be made through ODUS by completing a [deposit form](#) and returning the form and checks to ODUS for recording.  
Cash must be taken down yourself after filling out a form in ODUS. For large amounts of cash, safe deposit boxes and escorts are available through Public Safety.
- From there, the deposits are sent to the Controller's Office and will be reflected on the monthly statement.

### *Gifts*

- All checks received as gifts must be turned into ODUS, along with the [gift form](#), within 30 days, to ensure compliance with IRS rules.
- Gifts processed in this manner are tax-deductible.
- Any "matching gifts" are credited to the same student organization account as the original gifts.
- Gifts are ultimately processed by the Recording Secretary's Office.

## Giving Money to Outside Groups

- No University funds can be used to make grants to organizations outside the University, thus rendering the University a conduit for the transfer of funds.
- Included in this restriction is the understanding that local University chapter of national organization (i.e. Amnesty Int'l, College Republicans, etc.) cannot forward either University funds or fund raised with University resources.

## Loans

- Loans are available from the Office of the Dean of Undergraduate Students for organizations which regularly generate revenue through performance fees or other methods.
- Requests for loans should be made in writing to ODUS.
- All requests should clearly articulate the loan amount requested, a detailed itemized budget, and a return payment schedule.
- All organizations are limited to one outstanding loan at any one time.

## General Policies Regarding Accounts:

### **General Policies**

- All student organizations are required to be aware of all the rules and regulations of ODUS regarding student organization accounts. Questions about these regulations should be addressed with the the ODUS staff.
- Organizations are required to maintain current financial records. Although ODUS prepares monthly balance reports for each organization, it is the responsibility of the group treasurer to maintain an up-to-date accounting of the group's budget.

### **Deadlines for Reimbursement and Other Financial Transactions**

- All financial information (i.e. receipts, purchase orders, etc.) relating to specific events must be submitted to ODUS within two weeks of the end date of the event.
- All final financial information must be submitted by Dean's Date of the Spring semester to be processed by the end of the fiscal year.

### **541- Accounts**

All recognized student organizations are given a 541-xxxx account. Organization funds are held in this account, which allows the University to debit or credit the account for goods and services rendered.

### **Interest Bearing University Accounts**

- Funds in University accounts will only earn interest when specific permission has been given. Such permission is granted only for substantial funds on deposit for an extended time.
- The minimum deposit for an interest-bearing account is \$10,000, which must be invested for at least one year.

### **External Bank Accounts**

- Written approval of the Assistant Dean of Undergraduate Students is required before opening an external bank account for a student organization. Generally, there must be compelling circumstances for such an account.
- There are strict guidelines for such accounts, should approval be granted. These guidelines include the following:

1. Only funds raised from outside sources can be placed in an outside checking account. Funds raised from performances, sales, etc. providing that NO University funds were used to support the event may also be placed in the outside account. No University funds (i.e. gifts and funds from the USG, residential colleges, departments, and ODUS) may be transferred to outside accounts.
2. Checks can only be used to pay companies and corporations. They cannot be used to pay individuals for services (since the IRS tax information must be filed) nor to reimburse individuals for expenses. All such payments and reimbursements must be processed through ODUS.
3. ODUS has the right to have access to the account records at any time. As such, the Dean is required to be a co-signatory on all accounts.
4. An annual financial report must be submitted to ODUS detailing revenues and expenditures from all outside bank accounts.
5. Only the following local banks may be used for outside accounts:

PNC Bank  
76 Nassau Street

Fleet Bank  
90 Nassau Street

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## Advertising and Promotion

1. Create posters or flyers and hang them up around campus. Make every attempt to identify the sponsoring group on distributed literature. Include the group name and contact information.
  - Where to post flyers:  
Bulletin boards in dorm entryways, food services units, academic and administration buildings, and outdoor kiosks, lampposts, and bulletin boards
  - Where NOT to post flyers:  
When posting flyers and posters, please respect University property. Do not place flyers on buildings, chainlink fences, wood paneling, benches, sidewalks, roadways, the natural landscape (i.e. trees and grass), and any location not in the list of Approved Locations above. (For more info., see [Rights, Rules, and Responsibilities](#), page 6)
2. Do NOT chalk the campus, as this is forbidden.
3. Please note that groups with posters or notices found in locations other than those stated above, or who have chalked the campus, will be reported to ODUS. Any group reported will be subject to 5 Work Hours with the Dept. of Building and Grounds. During these hours, groups will assist Buildings and Grounds staff in maintaining campus grounds.
4. Send an email to the coordinator of the Weekly Events email announcing your event.
5. Submit your event to the University online calendar of events.
6. Reserve space for a banner on McCosh Walk and make your banner.
7. Submit ads to various campus publications.
8. Email your organization list.



9. Spread the news by word of mouth.

### Using the University Shield or Name

1. To use the University shield or name on anything, you must get prior approval from the Licensing and Trademark Office.
  2. Contact the Licensing and Trademark Office at 258-3097, and view their policy at: <http://www.princeton.edu/patents/policies/tradepol.html>
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### ***Reserving Space for McCosh Walk Banners***

1. Make a reservation by coming to ODUS (313 West College) between the hours of 1:00pm and 4:00pm, Monday through Friday.
2. Be prepared to give: the organization name, account number, student contact name and telephone number, dates that the banner will hang, and the text of the banner.
3. Banners should be delivered to the Facilities Service Center (258-8000) in the front lobby of the MacMillan Building, where the Housing office is located, between the hours of 7:30am and 5:00pm, Monday through Friday.
4. If you would like your banner back, you must go back to the Facilities Service Center to pick it up.

Please note: Banners will only hang for a maximum of four days, and each group is permitted only four days in a two-week period.

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### ***Travel***

#### In the U.S.

1. Read the University policies regarding travel and transportation. (Listed below.)
2. Register your travel in ODUS with an [Events Registration](#) form.
3. Attach the completed Registered Student Organization Travel Form (an electronic copy is available under [Forms](#) on this site) to the Events Registration form.
4. Make sure your drivers are [van certified through Public Safety](#).
5. If you plan to rent a car through Avis, register with Public Safety by completing a form and presenting a valid driver's license.
6. Make the reservations for renting vehicles, for air travel, and make sure you have enough approved students to drive.

Places to rent transportation:

Vans: Dick Greenfield Dodge, (609)882-1015.

Cars: Avis, (609)924-4100, has agreed to rent and include insurance coverage to approved student drivers (those who are registered with Public Safety) between the ages of 18 and 25, who are on official University business. (Reservations for approved student drivers should be made in advance and refer to Princeton University's Avis corporate number. Students should decline additional insurance coverage when traveling on official University business.)

Mini-vans: Enterprise, (609)620-1399, has agreed to rent mini-vans to approved student drivers, 21-years-of-age or older, on official University business. Students must have successfully completed the [on-line training course](#) and pass a van certification road test before requesting a vehicle.

Charter Buses: Stout's, (609)882-4378

Air travel: Deluxe Travel, (609)924-6270, charges a small surcharge of \$20 per ticket. However, Deluxe Travel can send an invoice which can be paid via [check voucher](#) in the ODUS, which eliminates the need for students to pay money up front. (If you take this route, you MUST remember to fill out the check voucher to have a check cut to Deluxe Travel. The voucher can be found online and in ODUS, 313 West College).

NOTE: The University WILL NOT reimburse for first-class travel.

## International Travel

1. Contact ODUS at least 30 days in advance to begin discussing your plans. This gives the time needed to get approval from ODUS and the Office of the Vice President of Campus Life.
2. Submit a written proposal for travel to the Asst. Dean of Undergraduate Students who assists student organizations.
3. Attach to this proposal the completed Registered Student Organization [Travel Form](#) (an electronic copy is available under [Forms](#) on this site).
4. Depending on the destination and other mitigating factors, participants will be required to submit additional information listed on the [Risk Management website](#).

Please note: The University reserves the right to cancel these trips should safety become an overriding concern.

## Policies Regarding Travel:

### **General Policies**

Travel by registered student organizations is a privilege. The policies for travel must be strictly adhered to, and failure to comply with all policies will result in the prohibition of group or individual travel and, in egregious cases, disciplinary action.

- All student organization travel must be registered in ODUS by filing an [Events Registration](#) form and a completed [Registered Student Organization Travel](#) form (both of which can be found under [Forms](#) on this site or in 313 West College).
- The group contact information and roster of students attending the trip, required on the submitted forms, will be used only under emergency circumstances.
- All traffic violations are the responsibility of the person driving the vehicle. Unpaid tickets and/or citations can lead to a suspension of travel privileges for the group.
- All traffic accidents must be reported as soon as possible to the Dept. of Public Safety. If you are not on campus, please report the accident via phone to (609) 258-3134. A detailed report of the accident must be submitted in writing to the ODUS the first full day the group returns to campus. This report will be distributed to the Dept. of Public Safety and the Office of Risk Management for insurance purposes. Failure to comply with these policies will result in the prohibition of group travel.

## Transportation

- Vans- Registered student organizations occasionally use 15-passenger vans for travel. The following policies must be followed:
  1. All drivers must be van certified through [Public Safety](#)
  2. Vans cannot be driven more than 200 miles per day
  3. The departure and traveling times should favor daytime travel. Overnight driving is prohibited (12:00am to 5:30am)
  4. The University maintains the right to cancel any trip due to any safety concerns, including road conditions and storm warnings
  5. At no time may the driver use a cell phone while operating the vehicle
  6. An Events Registration form should be submitted and signed by the ODUS before reserving a vehicle
- Cars and Mini-vans- Please consider these policies:
  1. The departure and traveling times should favor daytime travel. Overnight driving (12:00am to 5:30am) is prohibited
  2. The University maintains the right to cancel any trip due to any safety concerns, including road conditions and storm warnings
  3. At no time may the driver use a cell phone while operating the vehicle
  4. Drivers should not speed to maintain a "caravan". Each vehicle should have its own set of directions. Students should make arrangement to meet at pre-determined points along the

route

5. When using your own vehicle on organization business, your personal insurance is always Primary. Using a personal vehicle on University related business is an exposure to personal insurance coverage

- University-owned vehicles- All such vehicles are to be used solely for official University related business. Insurance for University-owned vehicles is Primary for all liability occurrences. Any damages resulting from an accident while on personal business may not be subject to coverage by the University insurance policy.

1. All University drivers must be registered with the Dept. of Public Safety and, for van usage, all drivers must be [van certified](#).

- Buses- If the organization is traveling with a group of 30 or more, it may be cost effective to charter a bus. You must fill out an Events Registration form before reserving a bus.
- Air travel- Students may make flight arrangements on their own or they may go through University-recommended travel agents. Please note that the University WILL NOT reimburse first class travel.

### International Travel

- Any travel outside the U.S. requires approval from ODUS and the Vice President of Campus Life.
- Forms should be filled out at least 30 days in advance and submitted with a written proposal for travel to the Dean of Undergraduate Students.
- Depending on the destination and other mitigating factors, participants will be required to submit additional information listed on the Risk Management web site.
- The University reserves the right to cancel these trips should safety becoming an overriding concern.

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## Giving Gifts

Funds from registered student organization 541- accounts may not be used to purchase gifts for any reason. Your organization must purchase gifts through private contributions. Plan accordingly.

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## Getting Keys for Student Organization Rooms

1. The president should submit to ODUS a list of the individuals to whom the key(s) will be issued.

2. The individuals on the list should come to ODUS (313 West College) between 1:00pm and 4:00pm, Monday through Friday, to pick up a key.

3. When the key is no longer needed (because the individual has left the University or is no longer in a position that warrants possession of a key) it should be returned to ODUS. Failure to return the key will result in the individual being charged replacement costs.

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### ***Setting up Organization Email Accounts and Web pages***

1. Come to the ODUS office, 313 West College, to pick up an email request form.

2. Take the form to OIT on Prospect Ave. There, they will assist you in choosing a user id and password.

3. Once you have established the user id for your organization, you will automatically have an email account and web space on the Princeton server. You may use your web space to create a web page for your organization.

4. Update your [Officer Change Form](#) in the ODUS to indicate your new email and web address.

PLEASE NOTE: If you have lost the password or user id for your student organization account, please contact the OIT Help Desk.

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### ***Getting an Organization Mailbox in Frist***

1. Come to the ODUS office, 313 West College, and request a mailbox.

2. You will be assigned a mailbox number and lock combination.

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### ***Setting up an Organization Voicemail Box***

This is still "under construction".

**HOME - GENERAL - INTRO - LISTS - POLICIES/PROCEDURES - FORMS**