

Houghton College Student Programs Office

Policies and Procedures

Congratulations and welcome to the world of student leadership! The purpose of this guide is to provide a comprehensive overview of the college resources, policies, and procedures that most often affect student organizations. We encourage you to invest time in reading this booklet and referring to it when you have questions.

Houghton College is abundant in its opportunities for student life, in and outside of the classroom. The faculty advisor and college administration will provide valuable resources for your organization and for the personal growth of your individual members. The Office of Student Life, and specifically the Student Programs Office are available to you, serving as a key link between each organization and the College. We are committed to be of service to you and your organization as advocates, advisors and friends. Stop by our office anytime; we look forward to working with you.

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Student Organizations

1. Definition and Purpose of Organizations on Campus

An organization is a group of students (faculty, staff included) voluntarily organized for the purpose of furthering their common interests in a particular subject or issue. Some student organizations are student initiated while others have been created and receive more oversight from employees of the college.

The purposes of Houghton College student organizations can vary greatly depending of the organization, but all organizations are to offer extracurricular learning experiences for their members through involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as development of skills and experiences in the particular interest area. It is our goal that the involvement in an organization will help to enhance the student's overall education.

2. Categories of Student Organizations

Student organizations are divided into categories: associations, clubs and club sports. Associations consist of student organizations that receive funding as a line-item in the campus services budget aside from SGA. Clubs consist of student organizations that are not a line-item in the campus services budget. Club Sports consist of any sports-related, CIA-approved, student club that is not a line-item in the campus services budget.

3. Requirements of Student Organizations

Associations

To be eligible to become a student association, a student organization must:

1. Have been an active club for at least 7 years.
2. Have a petition to become a student association signed by 200 students.
3. Receive the permission of COSO and then senate.

Clubs

1. The student organization must submit a constitution to the committee on student organizations (COSO). The membership and duties of COSO are found in Article V, Section D of these bylaws. The constitution must meet the requirements found in this article. If approved by COSO, the constitution will come before the senate for final approval.
2. The student organization must submit a charter annually to COSO. Charters include the following information: names of officers, goals for the year, and name of advisor.
3. The student organization must have an advisor who is an employee of Houghton College.

Club Sports

Coming soon

4. Privileges of Student Organizations

All chartered organizations are entitled to the following privileges:

- Sponsorship of college events and social functions
- Advertise on campus and through campus media/mediums
- Sponsorship of off-campus speakers

- Use of college facilities, services and vehicles
- Ability to have organizational email address and electronic storage space
- Ability to apply for funding from the Student Government Association
- Ability to apply to fundraise on campus

5. Inactive Organizations

The active status of a student organization will be changed to inactive if:

- The organization fails to complete a charter during an academic year;
- The organization violates college policy of procedures; or
- The organization fails to have at least 10 active members during the academic year

unless otherwise negotiated.

6. Reactivation of Inactive Organizations

7. New Student Organizations

Any student can propose the formation of a new student organization according to the guidelines in the SGA bylaws. The Committee On Student Organizations (COSO) of the SGA will review and recommend to the student senate any newly proposed student organizations for approval. Once approved the SGA president will present the constitution to the Student Life Council (SLC) for review according to SLC guidelines.

To begin the application process for a new club, three items (available from the SGA or the Student Programs Office) need to be completed and returned to the vice president of the SGA. 1) Interest signatures-should be people who are interested in being a part of the club, not just students saying this club would be okay on campus, demonstrating a real interest on campus 2) a draft constitution (guidelines available in the SGA or Student Programs Office) and 3) a initial charter of cabinet members and an faculty or administrative advisor.

8. Constitutions

A constitution is the framework of the organization and expresses the fundamentals of the organization's existence. It should include, among other items, a purpose statement, an indication of the number of officers, method for their selection, requirements for organization membership, fiscal agent, and general operating procedures. Constitutions must be reviewed and resubmitted to the Student Programs Office every three years; organizations may consider changes to their constitutions on an annual basis, however, the Student Programs Office must approve such changes.

9. Changing the Name of a Student Organization

An organization can petition the Director of Student Programs to change the name of the organization. Name changes will only be approved if significant reasoning is provided (approved change in focus on organization, association with a national organization or cause (either positive or negative), updated or contemporary language).

10. Provisional Status

On the basis of the charter application, the Student Programs Office determines the eligibility of each student organization. Initially, each eligible student organizations receive provisional status for their initial charters. This provisional status is for one year, after which the charter becomes permanent with constitutions being renewed every three years. Financial eligibility is subject to the approval of COSO.

Approved eligibility information includes the following:

- The initial charter is provisional for one year.
- If the organization is still active after one year, it becomes permanent. If the organization is inactive within one year, it is revoked.
- All approved groups must have an organizational constitution. Constitutions must be reviewed and resubmitted to the Student Programs Office every three years.

11. Annual Charter Renewal

By September 15 of each academic year, every organization must renew their charter with the Student Programs Office. The Student Programs Office works in conjunction with the Student Government Association (SGA) to collect and verify the information on each charter. Organizations are also required to annually secure an on-campus faculty/staff advisor and maintain an accurate constitution. A current charter consists of the members of each cabinet (at least a president and a treasurer are required for all active clubs). The Student Programs Office, with assistance from the SGA, maintains an online shared database of all cabinet members, contact information, and accounting information. This one shared database is used across campus as a resource for campus offices.

Organizations must adhere to the following:

- Submit names of officers
- Annually confirm and submit advisor(s)
- Submit dates and times of regular meetings
- Submit a roster of off-campus affiliations for approval
- Submit a current constitution (submitted every three years)
- Attend the Fall Treasurer/President Workshop
- Participate in Activities Fair each September
- Retain at least 10 students actively involved to maintain active status and receive funds from Student Government, unless otherwise approved by the director of student programs.

12. Notification of Leadership Changes

The president of each organization is responsible for notifying the Student Programs Office in writing if there are any changes to the listed officers. NOTE: The Student Programs Office has ultimate jurisdiction over student clubs and organizations, including their affiliations with off-campus organizations.

13. Funding

Once a renewed charter has been approved by the student programs office, the organization may apply for funding. Not all organizations will receive funding from the institution. All institutional funding for student organizations is provided through the Campus Services Budget. Each year all organization's charters will be designated by COSO to indicate where they can receive their primary source of funding:

- (1) as a line item in the campus service budget,
- (2) from the Christian life fund or
- (3) the club/event fund (CEF Type 1) line.

Organizations receiving funds from the Christian life fund (distributed by the director of student programs) as their primary source, can apply to CEF Type 1 (distributed by the SGA) as a secondary source of funding. The amount granted from the Christian life fund should be determined prior and then presented to the senate for consideration.

Organizations receiving funds as a line item in the campus services budget are not eligible for CEF Type 1 funds.

The SGA will also review applications from any student or group of students for CEF Type 2 according to the SGA bylaws.

14. Elections and Change of Power

Elections for all student organizations should be held in April each year.

Change of power for all student organizations is June 1 each year in conjunction with the fiscal calendar of the college. Following elections each year, it is suggested that the new cabinet members begin to shadow the out-going cabinet to begin to understand the roles of each position.

15. Positions with Stipends

If a student is elected or chosen for a position that receives a stipend, that student must accept the stipend into their student account. If a student wishes to use the stipend for things such as a thank you dinner, or for supplies for the event, then that student can either make a designated donation to the college for the same amount, or they can just simply spend the money received as a stipend on such items. Stipends also can not be re-divided into different amounts or changes made to the number of stipends without approval from both the Student Life Council and the Financial Council.

Student organization positions with stipends (2007-08)

SGA President (\$2200)
SGA Vice President (\$1650)
SGA Commissioner of Communication (\$1650)
SGA Commissioner of Finance (\$1650)
SGA Chaplain (\$1375)
Speaker of the Senate (\$1375)
Senators (\$19 members @ \$200 each)

CAB Director (\$1650)
CAB Assistant Director/Treasurer (\$1375)
CAB Staff (9) (\$550)

Boulder Editor-in-Chief (\$1980)
Boulder Photo Editor (\$880)
Boulder Layout Editor (\$1650)
Boulder Copy Editor (\$880)
Boulder Business Manager (\$825)

STAR Editor-in-Chief (\$1320)
STAR Managing Editor (\$1100)
STAR Business Manager (\$660)
STAR Layout/Photo Editor (\$880)

Lantern Editor-in-Chief (\$500)
Lantern Layout Editor (\$100)

Homecoming Chair #1 (\$200)
Homecoming Chair #2 (\$200)
Purple and Gold Chair #1 (\$100)
Purple and Gold Chair #2 (\$100)

Faculty Advisors

Advisors are an integral part of the college student organization program. Advisors volunteer to work with student groups in addition to their teaching or administrative responsibilities. S/he has the opportunity to work with students outside the formal classroom, assisting them in the planning and development of the club's programs. A faculty member is usually chosen by the student organization to serve as their advisor for a one-year commitment. The advisor must be a full time employee of Houghton College, serving in either an administrative or faculty role. The Student Programs Office is available to help student leaders select an appropriate advisor. The Student Programs Office is willing and ready to be of assistance to advisors at any time. The following faculty advisor information outlines some of their specific responsibilities:

All Houghton College student organizations are required to have at least one college faculty member as an advisor. In accordance with their individual constitutions, student organizations annually select their own faculty advisors. The officers are expected to keep these advisors informed of all proceedings. In turn, faculty advisors are expected to regularly attend business meetings and social events. Advisors are also expected to provide advice on fiscal, procedural, and/or policy matters at the request of the group and at their own discretion. They also serve as liaison between the faculty, the administration, and the student group. In all student organizations, advisors help build positive goals in spiritual, social, and academic areas. They advise groups about established college policy even though the advisors may not be held directly responsible for all the actions of the group. That is to say, advisors may not usurp the functions of the student officers, but should try to give information, guidance, and encouragement. It is expected that advisors act as ex-officio members of their group; voting privileges, however, are granted to them only as specified by the organizational constitution.

The student programs office (on behalf of the Student Life Council) is responsible for authorizing and approving employees as advisors for organization.

Advisor Expectations

1. Advisors are expected to be in regular communication with the cabinet of the organization. While the advisor is encouraged to attend cabinet meetings as time allows, it is not expected that the advisor attend all meetings, but rather that the advisor is aware of what is happening in the organization.
2. Approve all financial transactions over \$100 as appropriate. (Approving them as an "appropriate use of funds" you are not responsible for approving them as the "best use of funds in your opinion"). Purchases \$500 and over must also be approved by the director of student programs. Any purchase on campus over \$1000 also requires a vice president's approval.
3. Each semester the advisor should work with the treasurer to build an appropriate budget.
4. Fundraisers must be approved by advisor first, and then submitted to the Director of Student Programs.
5. The advisor must approve all officially sponsored events of the organization. As an approved student organization, all events must be approved by the advisor prior to any

purchases and/or advertising of the event. Questions about appropriateness of an event should be addressed to the Director of Student Programs.

6. Any mass communication must be reviewed by the advisor prior to being sent (including campus-wide e-mails, letters to parents, major communication off-campus).

Student organizations generally are the responsibility of the director of student programs who is a member of the student life staff. Questions concerning organization, policies, or assistance should be referred to the director.

Also listed in section 7.21 *Advising a Class or Organization* in the Houghton College Faculty Handbook.

Off-Campus Affiliations and Off-Campus Advisors

Student Organization President's role with Advisor

Student leaders should recognize the following responsibilities they have to their advisor which include:

1. Treat the advisor as an integral part of the group. This includes making use of the advisor's background and experience with the organization and the College.
2. Confirm dates for all meetings with the advisor before actually scheduling events.
3. Keep the advisor fully informed of the programs and activities of the organization, and of the progress being made in carrying out those plans.
4. Establish regular meetings with the advisor to discuss the affairs of the organization.
5. Pass along minutes of the meetings to the advisor.
6. Invite the advisor to all activities. His/her attendance should not be taken for granted.

Staff Advisors

Coming soon

Class Advisors have these additional responsibilities:

- Serve all four years of a classes time at Houghton
- To assist the class leadership in planning and implementing class chapels.
- To assist in planning for participation in other class functions such as class films.
- Senior Class Advisor assists in selecting and raising a class gift for the college.

Co-Curricular Eligibility

From OSL Website:

In order for a full-time (enrolled at least 12 semester hours) student to:

- a. Hold office in a college approved organization
- b. Have a major role in a Houghton College sponsored drama presentation
- c. Participate in music out-reach groups sponsored by Church Relations

Continuing students must pass at least 12 semester and at least 24 semester hours, during the previous two semester.

NOTES: Individual organizations may have more stringent requirements than the ones above.

Requests for exceptions shall be made to the Calendar and Petitions Committee. Petitions forms are available from the academic records office.

Eligibility for student participating in athletic programs will be determined by the faculty athletic representative. The determination of the faculty/staff sponsor for each group, in consultation with the academic records office.

FROM FACULTY HANDBOOK

7.2 Co-Curricular eligibility

In order for a full-time (enrolled at least 12 semester hours) student to

1. hold office in a college approved organization,
2. have a major role in a Houghton College sponsored drama presentation,
3. participate in music outreach groups sponsored by Church Relations, or
4. regularly travel with sports teams in some non-playing capacity (cheerleader, manager, time keeper, etc.) the following criteria must be met:
 1. The student must have at least a 2.0 cumulative quality point average (QPA).
 2. Continuing students must pass at least 12 semester hours during the previous semester and at least 24 semester hours during the previous two semesters.

NOTES:

1. Individual organizations may have more stringent requirements than the ones above.
2. Requests for exceptions shall be made to the Calendar and Petitions Committee. Petition forms are available in the records office.
3. Eligibility for students participating in athletic programs will be determined by the Faculty Athletic Representative. The determination of eligibility for students in other co-curricular activities is the responsibility of the faculty/staff sponsor for each group, in consultation with the records office.

(Approved by faculty November 1989)

Student Organizations Resources

1. OFFICE SPACE

1a. Allocation

Office space is allocated to student organizations by the director of student programs. At the end of each academic year the director of student programs reviews office space size, usage, and requests and can make adjustments and changes as deemed necessary.

1b. Hours

Students may use their student organization office space anytime the building is officially open. Any requests to use the space while the building is closed should come from the student organization's advisor to the director of student programs. Once approved, the director of student programs will notify the safety and security office.

1c. Appropriate Use

Office space is granted as a place to conduct official business. While ownership of the space is important, student leaders should use their best judgment when decided on other uses of the space (e.g. movie watching, gather space, birthday parties, etc). These other uses should be very limited and approved by an advisor.

1d. Decorating and Painting

Students are encouraged to make their office spaces comfortable and personal, but should consider office space as common areas and use discernment about any personal items that might be brought into the space. The college is not responsible for damage or loss to personal items left in common spaces, such as student organization offices. Incandescent (traditional) Christmas lights are not allowed to be used as permanent lighting for office space. LED Christmas lights may be displayed following Thanksgiving break through the end of the Fall semester.

If a student organizations wishes to paint their office space, a detailed written request must be submitted to the director of student programs. Only *Sherwin Williams* paints purchased through the facilities office may be used.

1e. Keys

Students who participate regularly in a student organization who has been allocated space on campus may have the president of that organization submit a key allocation request to the director of student programs. Once approved, the safety and security office issues keys directly to the students for on either a semester or academic year basis. All student organization keys must be returned to safety and security account to their guidelines at the end of each academic year before the student departs campus (commencement or Mayterm).

1f. Storage

Personal items are not to be stored in student organization offices during any college breaks. Especially during the summer, student organization offices may need to be moved or additional items stored in them as maintenance, repairs, deep cleaning or conferences dictate. The vice president for student life will decide which items may be moved or added into specific office space.

1g. Electrical Cords

Due to state fire regulations, no extension cords may be used on a day-to-day basis in offices. Electrical equipment must be plugged directly into either a wall outlet or an individual power strip. You cannot “chain” power strips to additional length or outlets).

2. STUDENT ORGANIZATION E-MAIL ADDRESS

Active student organizations may request a Houghton email account to be listed in the global address book. Official organizations may not maintain other email accounts (yahoo, hotmail, etc). These email accounts are all directed to a public folder. Typically these accounts are set up for anyone to be able to contribute/write to the account. The student organization president should submit in writing a request for who should have access to read, organize and delete emails received into the account. It is suggested that a rule be established within the public folder to automatically delete message that are received marked as [SPAM].

3. STUDENT ORGANIZATION PUBLIC FOLDERS

Active student organizations can have a public folder at: Public Folders > Student Life > Student Organizations > organization name. The student organization president should submit in writing a request for who should have access to read, organize and delete emails received into the account. It is suggested that a rule be established within the public folder to automatically delete message that are received marked as [SPAM]. Files may also be posted to the public folder. Limits on are size are set by technology services. Requests for additional space should be submitted by the organization’s advisor to the helpdesk and carbon copied to the director of student programs.

4. O: DRIVES

Coming soon

5. SHARE POINT SITES

Coming soon

6. WEB PAGES

Coming soon

7. TELEPHONES and voicemail

Coming soon

Event Scheduling and Planning

1. Sunday Activities

Programming as usual will not be approved to take place on Sundays. The appropriate Vice President should approve any activities planned for Sundays before the request is submitted. No activities may be scheduled on Sunday mornings or between the hours of 6:00 PM and 7:30 PM. No activities that require an admission fee or donation can be scheduled on Sundays.

2. Scheduling Procedures: Events over 75 people

When 75 or more people are expected, the event must appear on the college calendar (found online at sp.houghton.edu/calendar). The director of student programs is responsible for reviewing any potential conflicts and working with offices and organizations to schedule events to complement each other. While used on a very limited basis, the director of student programs reserves the right to require student organizations to reschedule events due to conflicts. Decisions may be reviewed by the Student Life Council.

Events are submitted online directly to the college calendar. Each event submission should include as much information as possible including the location (approval from area coordinators must be secured prior to submission), a short description, starting and ending times. Organizations are required to confirm appropriateness of all events with their advisor. Generally speaking, concurrent major events are avoided.

3. Scheduling Procedures: Events under 75 people

Requests for scheduling of campus events with an expected attendance UNDER 75 may be submitted to the college calendar, but are not required to appear on the calendar. The organization is required to contact area coordinators to reserve any facility. Events that are planned for less than 75 persons may be scheduled without the approval of the director of student programs, but must have the approval of the organization's advisor.

Scheduling Procedures: All Events

4. Maintenance Requests

Any group that requires furniture to be moved between buildings, riser set-up, or large/heavy moving must submit an online maintenance request (see web address below) at least two-weeks in advance. Arrangements must also be made for take down and clean-up following the event. The Director of Student Programs may impose fines to a student organization's account for the following: last-minute requests (\$50); improper use of equipment (\$50 and higher); wear and tear above normal use (\$50 and higher); improper/late returning of equipment (\$50).

Maintenance Requests: <http://campus.houghton.edu/orgs/facilities/workorders/workrequest.html>

5. Custodial Requests

Any group that needs significant amounts of furniture moved or a special set-up for an event must email a request at least five working days (Monday-Friday) prior to the event to custodial@houghton.edu. A diagram of the desired set-up may be required for special set-ups. Arrangements must also be made for take down and clean-up following the event. The Director of Student Programs may impose fines to a student organization's account for the following: last-minute requests (\$50); improper use of furniture (\$50 and higher); wear and tear above normal use (\$50 and higher); not returning to original room set-up (\$50).

6. Room Reservations

Each campus building has a coordinator for room reservations. Organizations needing to use space must contact the building's coordinator and place a request for use of the space. Do not assume the space will be available. The Safety and Security officer has access to the reservation system and should have rooms unlocked for events prior to the event. If you arrive and the room is locked, contact security and they will verify your reservation and unlock the room for you.

Building	Room Reservation Coordinator
Chamberlain Academic Building (Chc)	Dennis Stack (office of student life)
Alumni Athletic Complex (AAC)	Sheri Reynolds (Nielsen Physical Education Center Office)
Campus Center (CC)	
Basement	Greg Bish (student programs office)
JAVA 101 Coffee shop/stage	Greg Bish (student programs office)
Lounge	Dennis Stack (office of student life)
Dining Hall	Fred Libick (Pioneer College Caterer's office)
Lennox Dining Room	Fred Libick (Pioneer College Caterer's office)
Alumni Dining Room	Fred Libick (Pioneer College Caterer's office)
Center for the Arts (CFA)	Connie VanSlyke (Greatbatch School of Music office)
Recital Hall	Connie VanSlyke (Greatbatch School of Music office)
Flats and Townhouses (FATs)	Resident Director (office of student life)
Nielsen Physical Education Center (NPEC)	Sheri Reynolds (Nielsen Physical Education Center Office)
Residence Halls	Resident Director (office of student life)
Paine Science Center (SCI)	Dennis Stack (office of student life)
Wesley Chapel (WC)	Connie VanSlyke (Greatbatch School of Music office)
Pressure Hall	Connie VanSlyke (Greatbatch School of Music office)
Willard J Houghton Library (3rd Floor)	Dennis Stack (office of student life)
Conference Rooms:	
Fancher Conference Room	TBA
Student Life Conference Room	Kim Cockle (office of student life)
Luckey Conference Room	President's Office
Dieter Board Room	President's Office

7. Catering

Pioneer College Caterers is the official catering entity on campus. It is recommended that only one member of your organization be the contact with their on-campus office as this will minimize confusion. Food request should be made at least two-weeks in advance. The calendar is limited for banquets and special meals, requests should be made as soon as possible. Pioneer maintains the first-right-of-refusal for catered events on campus. *also see BANQUETS under the PROGRAMMING section.

8. Cancellations

If an event must be canceled, contact all areas involved immediately. Make sure to inform the Welcome Center staff of any event cancellation. Depending on the circumstance, the event may still be listed on the college calendar as a canceled or rescheduled event to help provide information to the general public. The director of student programs may impose cancellation fee to the account of the requesting organization a if 24 hours notice is not given to college services (e.g., food service, maintenance, etc).

9. Finals Week

No student-planned events can be scheduled on reading day or during finals week. The only pre-approved exceptions are for the Midnight Breakfast, which must occur the night before a Reading Day/Reading Morning or before a non-exam day, and the Special Olympics. Requests for special approval can be made to the vice president for student life.

Programming

1. BANQUETS & DINNERS

Please exercise discretion regarding the amount of club funds allocated for a banquet or organization dinners. The entire student body pays into the campus services budget (CSB): therefore funds should be spent on something that will benefit or be open to the student body or club as a whole. Advisors should approve any use of organizational funds for meal or banquet expenses. Any questions should be addressed to the director of student programs. Note, too, that individual members are expected to contribute toward defraying dinner and/or banquet expenses. All banquets must be approved in advance with a Purchase Order.

The Purchasing Office advises that you be aware of the following information:

- Make reservations with restaurant or hotel
 - Submit Purchase Order (under \$1000) or Purchase Requisition (over \$1000) form to the Purchasing Office
 - Do not make any payments in cash
 - If a deposit is needed, indicate this on the form
 - You do not need to submit a separate check request form
 - Most establishments will bill the college

2. VISITING SPEAKERS

Special speakers should be selected based on their potential to enhance the intellectual and spiritual growth of the Houghton College community. The college encourages offering a breadth of Christian perspectives and representation of various views on important issues. All speakers must be approved by each organization's advisor prior to being invited to speak at an official event (whether the event is being held on-campus or off-campus).

After a presentation, student and faculty interaction with the speaker through a question and answer format is encouraged. The visiting speaker and his/her views should be treated with a respectful and gracious spirit. During discussion times following the lecture, the individual moderating the meeting may wish to direct conversation to appropriate topics or to exercise the liberty of screening questions that are trivial, ambiguous, or indiscreetly worded. The faculty member(s) sponsoring the event holds the responsibility of implementing these guidelines. If the faculty member has questions, s/he should consult the appropriate administrative officer.

3. DRAMATIC PRODUCTIONS

- School drama
- need to have a plan for future including for Shakespeare Players

4. MUSIC PRESENTATIONS

On a Christian College campus, all forms of artistic expression should be evaluated. From a Christian perspective, some music might be considered artistically questionable. Since an evaluation of the artistry of any music involves opinions that are not universally held among informed Christians, the Christian academic community cannot impose blanket judgments regarding the acceptability of musical forms. Those who must make decisions about musical content should realize, however, that musical programming on campus ought to be instructive, uplifting, and in agreement with the Christian values of the institution.

Most music, which is simply entertaining, fits into this category.

Lyrics that are offensive and do not enhance personal development of Christian values are inappropriate for campus use.

Evaluation of musicians invited to campus should include both their reputation and the excellence of their actual performance.

NOTE: Above all, in public concerts on campus, matters of balance and good taste in programming are paramount. In the light of these, each program and each composition will need to be evaluated on its own merit.

The following is to be a part of every contract form used for performing music groups:

Lyrics should be in agreement with a Christian lifestyle. Choreography, when used, should be tasteful and minimal.

Houghton College has an obligation to encourage and foster the development of its own musicians by making available to them opportunities to be heard. Their content and performance should adhere to the same high standards of excellence.

5. Motion Pictures

The topic of showing motion pictures in a variety of settings can seem to be complicated, but Houghton College has adopted the following guidelines as to what is allowable under federal laws as far as educational use, private viewing, and public viewing.

Campus-Wide Viewing

While the college does have many movies in the library, the law only allows their use for private viewing (i.e.: in one's living space/home). Federal laws require that for anyone showing films in a public setting (whether it be part of a lecture series, an open educational form, sponsored by a student organization, a campus-wide CAB event, etc) public viewing rights must be purchased. Currently these rights can range anywhere from \$100-\$500 and can be purchased from motion picture distributors (the director of student programs maintains a list of some of the main college distributing companies).

Educational Viewing

While we are a small academic community, many instances for showing a motion picture require the purchase of public viewing rights. Exceptions for *Educational Viewings* are limited to when students who are enrolled in a specific class, meeting in a classroom, and during a regular class time are viewing a film.

Residence Hall and College Owned Housing Viewing

We consider our campus residences to be both a family environment and the home of our students. As a result, we feel it appropriate that a random group of friends or floor-mates should be allowed to come together to rent and watch a movie in the hall or house.

Several legal guidelines, however, must apply:

1. The event must be spontaneous, not a regularly scheduled or programmed event.
2. No organization may plan or sponsor the viewing for entertainment purposes.
3. The event may not be advertised in the residence halls or on campus.
4. No admission fee may be charged.

Ratings

In addition, in order to be sensitive to the various members of our community and to accommodate the legal need for the spontaneous nature of the video event, it is determined that we will be guided by the national rating system.

* Students may only show movies rated G or PG (or titles previously approved by the Student Programs Office) in the lounges of any hall or house.

* Students may make their own decisions about PG-13 and R rated movies. If they choose to watch these, they may do so only in their private rooms, not in a common living area.

* NC-17 and X rated movies are not appropriate to be viewed anywhere on campus or in college approved housing.

Steps to Show a Motion Picture on Campus

1. Choose a motion picture
2. Have film reviewed for approval (student programs office/ advisor)
3. Select a date and time to show the movie
4. Confirm the availability of space (chapel, recital hall, Schaller Hall, CC Lounge)
5. Confirm technology need (chapel sound, audio visual office, CAB staff)
6. Complete and submit a purchase order for the movie
7. Submit the event to the college calendar
8. Advertise your event on campus

6. Dance

Dance Policy
Houghton College
Draft, March 2008

Language of the Statement of Community Responsibilities:

If we take seriously and abide by the scriptural admonition in I Corinthians 10:31, believers are called to glorify God in whatever we do. Upon joining the Houghton College community, we encourage our community members to exercise biblical maturity, grounded in the virtues and values of scripture. Our community life at Houghton should embody such foundational principles as self-control, avoidance of harmful practices, the responsible use of freedom, and sensitivity to the heritage and practices of other Christians. Our individual choices are largely shaped by our discernment, and require community and individual accountability.

One of the special values of this community is the opportunity to learn from one another, including within each other's Christian faith traditions. Since there are aspects of our culture and lives together about which devout and sincere Christians disagree, Houghton College expects its members to apply scriptural standards of discretion and discernment and to be sensitive to the leading of the Holy Spirit. Keeping these commitments may also on occasion require that we take steps to hold one another accountable, confronting one another in love as we work together to live in faithfulness both to God's Word and to our own word. In this

way, as we are willing to speak the truth in love, we will develop the kind of Christian character Paul outlines in Col. 3:

Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. (Colossians 3:12-17, NIV)

In the context of media and entertainment (including but not limited to music, drama, television, literature, dance, movies, video and Internet games), discernment is the ability to make wise and reasoned choices from a Christian world view regarding truth in light of our experience. Our choices in regard to our leisure time and entertainment are not exempt from our calling to glorify God.

To foster the kind of campus atmosphere most conducive to becoming a Christian community of living, learning, and serving, the college has adopted the following institutional standards:

Regarding dance: We recognize that dance is an issue about which committed Christians disagree, and that discretion and maturity are required if dance is to be an edifying activity. We therefore covenant together as a community to make decisions about our participation in dance that reflect our commitment to Christ, our pursuit of holiness, our desire for purity in relationships, our adherence to biblical principles, and gracious sensitivity to others.

Student organizations that wish to host an on-campus dance must receive the approval of the college advisory board on dance and comply with all policies with regard to venue, music, type of dance, faculty advisors, etc. With regard to spontaneous dance and other instances of dance that might occur on campus, it is expected that our community members will exercise appropriate maturity and sensitivity. In both structured and unstructured settings on campus, it is incumbent upon all community members to contribute to the wholesome, edifying environment we are hoping to build on our campus, and not serve as a "stumbling block" (I Cor. 8:9; II Cor. 6:3) for others. We agree to be careful to avoid highly erotic, sensuous forms of dance that are antithetical to our Christian faith. With regard to off-campus dancing, community members are encouraged to use biblically-informed discretion and discernment as they make choices about dance venues and types of dancing in which they will engage. The college strongly encourages community members to avoid environments and activities that would compromise their witness and/or their pursuit of full devotion to Christ.

Dancing Policy

On-Campus Dancing

Sponsored dances

College Advisory Board Membership

A college advisory board will be created with the following membership guidelines: the Vice President for Student Life will serve as the ex officio chair of the board and will appoint one member of his/her staff to serve as the convener of the board; in consultation with the academic dean's office, the Vice President for Student Life will ask two faculty members to serve a two year term (in the first year, one faculty member will be asked to serve for three years in order to allow for alternating terms), two staff members (one selected by the Director of Residence Life from within the Department of Residence Life and the other selected by the staff cabinet) will be selected to serve a two year term (in the first year, one staff member will be asked to serve for three years in order to allow for alternating terms); and two students who will each serve a one year term (one student selected by SGA and one selected at large by the convener of the board).

Meetings of the board

The board will meet monthly (as close to the first of the month as possible) to review any proposals for sponsored dances. Proposals must be received by the first of the month in order to be considered for the board's meeting of that same month. When possible, board members will receive advance copies of the proposals in order to expedite the decision making processes at each meeting.

Criteria for approving a dance

The board will be encouraged to use the following criteria for approving sponsored dances that are to occur both on and off campus:

- The proposed dance is intended to edify and build up the community and this is clearly articulated within the body of the proposal.
- The sponsoring student organization has demonstrated a means of moderating the activities to be included within the dance. The names and contact information for those student leaders responsible for the dance are included.
- Appropriate advisors have been secured to attend the proposed dance and the name and contact information for each advisor is listed.
- If a theme has been chosen for the dance, this theme is consistent with the goals for the dance.
- The dance will include either instruction at the event or in close proximity to the event. The proposal must contain the name and contact information for those who have been secured to conduct the instruction.
- An appropriate amount of time has been allocated for the dance and the event has a clearly stated start and stop time.

- A marketing plan has been designed in order to advertise the dance and the marketing plan is consistent with the wholesome and edifying kind of events we wish to promote on campus.
- Music (style, lyrics, etc.) selected for the dance should be consistent with our Christ-centered lifestyle. One of the student leaders has been selected to review the lyrics of the music played at the dance.**
- The dance proposal contains information as to how guests will be managed for this specific dance (ie one guest only per student, community wide dance, ID must be shown, etc.)
- The proposed location of the dance is available and approval has been received from the person responsible for that location.
- Proposed lighting and sound for the dance is appropriate to the venue, type of dance and goals for the event.
- The proposal includes a budget for the event (including music, lighting, sound, decorations, food, etc.)
- The proposal delineates any admission charge for the dance and describes in details how any proceeds will be utilized.

**An I-pod is available from the Student Programs Office that contains playlists of approved music. This i-pod can be checked out in advance of a dance and additional songs can be added with permission of the Director of Student Programs. All songs on the I-pod must be legally obtained. With regard to selecting additional music, the songs should not be explicit in nature and while edited versions of many selections are available, if the overall content of the music is explicit, sexual, or violent in nature, other selections should be made for sponsored dances.

Other considerations:

- A list of suggested locations for a dance (on or off campus) can be obtained from the Student Life Office.
- If the proposed dance is connected to a traditional activity such as Homecoming or Purple and Gold week, the dance should not become the “central” activity of the traditional program as this may exclude members of the community who do not wish to participate in dancing.
- In order to keep dancing from becoming the primary social programming on campus, the board should be mindful of the number of dances they approve per semester. It is advisable that 3-4 dances per semester may be an appropriate number.
- Dances sponsored by student organizations may be community wide dances where faculty, staff, students and community members are invited to attend. Other dances sponsored by student organizations may be limited to students only and should include some provision for allowing for guests of only those who are in attendance at the dance.

The role of student leaders who are sponsoring the dance:

- Student leaders of the student organization that is sponsoring the dance are responsible for all aspects of the planning, implementation, monitoring and clean up of the event.
- Student leaders will work alongside advisors at the dance in order to maintain a wholesome and edifying environment for those who are participating in the dance.
- Student leaders should take primary responsibility for addressing any behaviors that fall out of sync with the desired atmosphere of the event.
- Student leaders are empowered to ask other students to leave the event if those students are not adhering to the expectations for the event.

The role of advisors at sponsored dances:

- Advisors are selected by student organizations to serve at sponsored dances. These advisors are expected to assist the student leaders of the sponsoring student organization in creating an atmosphere at the dance that is wholesome and edifying to our community.
- If behaviors at the dance become out of sync with the desired atmosphere, advisors should work alongside student leaders to confront these behaviors in a direct and loving way. If inappropriate behaviors persist, advisors work with student leaders or on their own to ask particular students to leave the dance.
- Advisors are also empowered to end a dance if student leaders are unable to maintain the atmosphere which was proposed for the event.

Events hosted by off-campus entities that use Houghton College facilities:

- From time to time, off-campus groups use Houghton College facilities for events and activities. These events may include receptions, banquets and dinners where dancing may be an appropriate addition to the event. While this policy is primarily for student organization sponsored dances, it should be noted that off-campus organizations may include dancing in their events. As with other events sponsored by off-campus organizations, planning, implementing and monitoring an event like this would be the responsibility of the sponsoring organization.

Spontaneous dancing

Many events on our campus include music of some kind. These events can take place in very formal settings such as an artist series or a concert, and in informal settings such as Karaoke parties and coffee houses. Participants in these varied events should feel at liberty to dance when it is appropriate to the event. In instances of spontaneous dancing, community members should exercise personal discernment and discretion regarding the types of dance in which they participate. Community members are also called to mutual accountability – ie confronting each other in brotherly/sisterly love where it is appropriate. When deemed necessary, representatives of the Office of Student Life may engage individuals or groups of students in discussions regarding personal choices and behavior with regard to spontaneous dance.

Off Campus Dancing

As stated in the Statement of Community Responsibilities, “with regard to off-campus dancing, community members are encouraged to use biblically-informed discretion and discernment as they make choices about dance venues and types of dancing in which they will engage. The college strongly encourages community members to avoid environments and activities that would compromise their witness and/or their pursuit of full devotion to Christ.”

While the college may not always know about the off campus dancing activities of students, the college will take an active role in educating the community with programs that teach biblical principles and how to use biblically-informed discretion and discernment with regard to all leisure activities, not just dancing.

When students are found to be visiting off campus dancing venues that are not consistent with biblical principles and our community values, both peers and college employees are encouraged to confront that student in love (Matthew 18) and admonish the student to reevaluate his/her choices in leisure time activities. This same approach should be taken with students who are utilizing their leisure time to participate in other activities that are not consistent with our community values.

7. Retreats

Organization retreats must be scheduled in the following manner:

- The dates, location, and purpose of the retreat must be coordinated with the organization's advisor.
- Organizations must ensure that the advisor or an appropriate substitute be present for the entire retreat. Questions regarding appropriate substitutes can be addressed to the Director of Student Programs.
- Transportation and retreat expenses should be included as a part of the organization's annual budget and/or covered by dues, etc.

8. Helium Balloons

All requests for helium should be directed to the Campus Store, at least 48-hours before the time of filling. Be sure to include the name of the group, name of the requester, account number, advisor's signature, and the number of balloons to be filled. Balloons are only to be filled from secured helium tanks (Campus Store and the CAB office). Questions about ordering a helium tank for a special event can be directed to the director of student programs.

9. Questionnaires

During the course of the school year, many faculty members, class projects, and student organizations request the use of questionnaires through the College Post Office or internet and conduct various on-campus research projects. The Student Development Office should be used as a clearinghouse for these on-campus activities. The Academic Dean's Office must authorize the content and distribution of any questionnaire related to classroom purposes.

10. Prizes and Give-a-ways

Any organization may use gift cards or items as prizes, awards, or thank you's, but this practice should be limited to special occasions and built into the organization's budget. All give-a-ways and gift cards must be approved by the organization's advisor. Due to federal tax laws any cash, gift card or give-a-way valued at or over \$20 (Twenty dollars) must be processed through the college's payroll office and income tax collected on the value. The payroll office can explain options for making sure the tax is paid.

11. Paying Workers, Honorariums

Coming soon

12. Dining Hall Black Curtain

Coming soon

13. Decorative Fabric

Must be fire retardant

CAMPUS ADVERTISING

POSTERS ACROSS CAMPUS

The following guidelines apply to any campus advertising. This guide has been compiled with input from various departments on campus. Policies are subject to be updated at any time. Any advertisement that does not follow these guidelines will be removed. Any organization that regularly disregards these guidelines is subject to disciplinary action by the student programs office, which may include a fine up to \$50.00.

Campus posters and announcements may be placed in college buildings only with prior permission from the Office of Student Life. The Student Programs Office must approve any advertisements from off-campus organizations. All advertising must be consistent, in purpose and content, with the standards and mission of Houghton College. All posters will be stamped with approval and a removal date. A representative of each building on campus will remove all unauthorized materials.

Restrictions and Guidelines

Posters should not exceed 11 inches by 17 inches in all buildings (exception: see banners). Signs must be removed within 24 hours of the event or activity by the organization responsible for advertising.

If approval is given by the director of student programs for posting information on an authorized non-bulletin board surface (i.e. wood, glass, stairwell or walls) 14-day blue "painter's tape" MUST be used.

Personal advertisements listing items for sale, for rent, rides, tutors, or other "wanted" items, etc. are restricted to specific locations and must still be approved by OSL.

CAMPUS CENTER ADVERTISEMENTS (see also: Campus Center Lounge Use Policy)

Indoor Banner Policy for the Campus Center Lounge

Location and banner must be approved of by the director of student programs.

Must inform the Welcome Center and Student Programs Office where it is to be hung.

Must not exceed 3 feet wide by 6 feet long.

Tables at Dining Hall Stairs

Only current students/faculty can use the tables at the base of the stairs to the dining hall. These tables may be used on a first-come, first served basis. Student organizations, clubs and campus departments may utilize the two wood tables at the base of the stairs in order to advertise for events and organization related activities. If additional tables are needed on any given day, the organization may set up an additional folding table but will also need to return it following the meal. Students are encouraged to display signs and posters at the tables (or on easels) when they are staffing the tables during a meal hour. Signs, posters and display supplies can be stored in the designated Student Programs Office closet that is on the side of the lounge (road-side).

Campus Center Lounge Tables

DOORS, PILLARS, WALLS, WINDOWS

No advertisements, announcements, or decorations may be placed on doors, pillars, walls or windows.

Big AI's and JAVA 101 Tables

Coming soon

Intra-Campus Mail (see below, printed materials)

STAIRWELL PAINTING

The two main stairwells into the basement of the campus center (south side of building) are reserved for painted advertisements of major CAB events or other major campus events as approved by the director of student programs.

Time limit: One month prior to event/ deadlines

Paint: Students must use high quality paint (Sherwin Williams or similar, contact director of student programs for approval)

Removal: If no advertisement is scheduled to be painted on the wall, the organization responsible for the ad is responsible to repaint the wall within one week after the event.

Clean-up: All clean-up of painting supplies must be done in an approved area (custodian closet in the campus center). Group who use bathrooms for clean-up may be fined up to \$50 by the student programs office.

OUTDOOR ADVERTISEMENTS

Must first be approved by the Director of student programs.

No display may be put at the college entrance.

A series of stakes with signs may be put along the campus walks.

Outside displays must be neat and must not damage lawns, trees, walks, or buildings. They may not hang from lightposts, telephone or electric poles, or across streets.

Nothing is to be attached to the outside of buildings or to be permitted to hang from windows unless the Director of student programs or a Residence Director has given special approval.

If a display becomes damaged or damages College property, it must be promptly removed once notification has been given. If it has to be removed by the Maintenance staff, the cost of removal will be billed to the organization responsible.

The Director of Maintenance and the Director of student programs must approve any large or unusual display on the campus lawns.

If there is a lack of space, an event scheduled first has precedence.

All outdoor advertising: Time limit of 5 days

All other advertising: Time limit of 10 days

It is realized that often it may be advantageous to advertise an important event more than ten days in advance. However, a poster usually loses its effectiveness after it has been on display over a week. A different poster might draw more attention or two may be rotated. Permission for two-week advertising may be renewed through the SPO.

Locations

Flyers or advertisements may be posted only on campus bulletin boards. Nothing may be posted on bulletin boards that are specified for use by certain groups or departments, or on any surface that is not an approved bulletin board, including trash cans, walls, railings,

benches, light posts, trees, windows, doors, etc. Posters may not be hung on top of any other poster, nor may any current posters be removed before the advertised event in order to make room for posters advertising another organization's event. Posters advertising past events still posted may be removed to make room for current posters.

Chalk-Drawing Policy

Requests for chalk drawings on campus sidewalks should be submitted to the Events Coordinator in the Student Activities Office, as other scheduling requests. Information submitted should include: location, time period, and content (artwork and/or text). The request should be submitted on a Facility Request Form with the artwork and/or text on the back.

If the drawing is not removed by the date indicated on the reservation form, a removal charge may be charged to the organization's account.

Absolutely no drawings can be placed on campus buildings.

Sidewalk chalk can be used outdoors on sidewalks only (no buildings etc). There are no options for indoor advertising on floors, etc in bad weather, sorry. Chalk should not be excessive (to the point where people's feet are tracking it inside the buildings). Good luck.

Banner (Outdoor) Advertising Policy

Request for banner hanging should be made to the Director of student programs.

All banners must be approved by the Director of student programs prior to being hung and must be hung by Physical Plant Department personnel.

All banners must be of a heavy canvas material and must have metal grommets already installed. (Banners made of sheets or shower curtains do not hold up to wind and weather and cannot be used).

Requested location must be specific and must fall within the guidelines of locations considered to be legitimate for banners.

A flat fee of \$40 will be charged for hanging banners. It is up to the discretion of maintenance as to whether the banner can be hung manually or whether use of the boom truck will be necessary. No matter what method is used, the same \$40 fee will be charged.

When the banner is taken down, it will be returned to the Student Programs Office. The Student Programs Office will hold all banners for one week after removal, awaiting pickup by the owner. Banners not claimed during this one-week period will be discarded.

Maintenance assumes no responsibility for what wind, weather, or people may do to the banner once it is hung.

RESIDENCE HALLS ADVERTISEMENTS

Priority is given to Residence Hall events first. Student organizations and College departments may, however, post signs in the primary posting area in each building once their posters have been approved by the OSL. Organizations must remove signs must within 24 hours following the program or activity date.

NON-COLLEGE VENDOR ADVERTISEMENTS

Vendors may not solicit or advertise on campus without the consent of the Vice President for Student Life. Postal Service regulations and policies govern the placement of materials in student mailboxes. Items from outside businesses will be placed in student mailboxes only when approval is given from the vice president of student life.

ON-CAMPUS PRINTED ADVERTISEMENTS

SCOOP SHEET

The SCOOP Sheet is a campus newsletter published weekly on Mondays (online and in print). Announcements must be in the OS by 3:30 p.m. on Thursdays preceding publication. Announcements must be emailed to SCOOP@houghton.edu approved by the advisor of the campus organization prior to submitting them.

NOTE: The SCOOP Sheet is the college's official weekly fact sheet. Therefore, students are responsible for being aware of all information in it.

STAR – Student Newspaper

TABLE TENT INSERTS – DINING HALL

Table Inserts information must be for events or information from Houghton College offices or organizations.

Table inserts are not allowed for organization or group fundraisers- even those on campus. Table Inserts must be one (1) sided and measure 5" tall by 4" wide; Quick Print has sample inserts. A template is available online at the Student Programs webpage.

Table Inserts must be dated either in the body of the text or on the top left corner (date of insert). Inserts need to be removed after the event.

The organization is responsible for checking in with the Student Programs Office about availability; finding out which announcement can be replaced with the new announcement, and to put the inserts in the clear holders.

We suggest having 100 inserts made.

COLLEGE POST OFFICE POLICIES

Student organizations are permitted to send free, all-school mailings through the College Post Office:

Any communication intended for college mail should be at least 3"x5" in size.

All school mailings must be at CPO 24 hours before required delivery.

Intra-campus mail should have a return address.

All mailings sent through CPO that are addressed, must be sorted in numerical order by box number and bundled.

Please do not affix notices to the outside of CPO boxes.

Distribution usually operates on a "first come, first serve" basis. However, if your organization wants to ensure prompt distribution, it is possible to receive permission from the director of the campus post office to use your own volunteers to stuff boxes.

Material for same day service must arrive before 9:00 AM. Priority of distribution will depend on the workload and be determined by the director of the campus post office. Same day distribution is not guaranteed.

Distribution of literature from Student Organizations must have the signature of the Faculty Advisor involved, or a signature from SPO.

Present the signed copy to the director of the campus post office for approval before distribution.

In Student Government elections, advertising will be restricted to sending one one-piece mailing of literature through CPO per candidate.

NOTE: In an effort to conserve paper and to minimize clutter, CPO is limiting the volume of flyers they will distribute. Please cooperate in this endeavor by using other, more creative, forms of advertising.

Quick Print

Quick Print is here to help students with their printing and copying needs. Our services include: booklet making, binding, black and white/color copying.

If you plan on doing your own layout/set-up, we strongly encourage you to seek our help and suggestions for ease in job completion and cost effectiveness.

Most jobs can be completed the next day or even the same day, HOWEVER, this cannot be guaranteed. Please check with us when order is placed. It is best to allow at least 2 days for order completion. Please plan ahead.

We have the ability to print from e-mail. You can e-mail your file as an attachment (.doc, .pdf, and jpeg files) to quickprint@houghton.edu Please call for specifics.

OFF-CAMPUS PRINTED ADVERTISEMENTS

NEWS SERVICES

News Service is an operation of the Public Relations department, located in the Billy Graham Center, West Wing. It manages all of the college's off-campus media relations (print media, radio, television, and Internet.) Twice a year it sends Dean's List information in the form of a news release to parents, which they may forward to newspapers of their choice. Parents also receive a news release announcing their student's graduation. General news releases on college news and events are posted on the college Web site at: www.wheaton.edu/news. News Service may be reached at extension 5015.

OFF-CAMPUS PUBLICATIONS

All plans for advertising are to be presented to the Marketing? Office at least three weeks prior to the deadline date for the publication, and also prior to any contractual agreements with outside agencies, freelancers, or publications.

Transportation

1. College vehicle reservations

Arrangements for rental of ALL College vehicles, as well as vehicles that have been chartered for the semester from outside firms must be made through the office of the Nielsen Physical Education Center.

2. College vehicle use

Coming soon

3. Driver Responsibilities

Coming soon

4. Rates and Fares

Coming soon

5. Chartered buses

If you need to charter private bus services, contact the Purchasing Office or the Office of Student Programs.

Contracts with Off-Campus Entities

CONTRACTUAL COMMITMENTS

Student leaders should never in any circumstances commit the college to any contractual agreement, purchase, or obligation.. If the advisor has any questions, the Purchasing Office or Student Programs Office must be contacted prior to signing the contract.

All performers must have signed contracts to perform at Houghton College. If the artist has his or her own contract, it must be reviewed by the vice president for finance's office. If the artist does not have a contract to send to you, the Student Programs Office can provide you with a standard contract which may be utilized. Students are not permitted to sign contracts. They can be signed by a college vice president or the Director of student programs. All contracts must be processed at least two weeks in advance of a performance date. It is acceptable to fax them back and forth.

Contracts contain the vital information regarding a performance - date, time, place. They also articulate method and amount of payment. **NO PERFORMERS SHOULD BE PAID CASH** for their services. All payments must be processed through College accounts (departmental budget, allocations, or agency account). A primary name and Federal Tax ID or social security number are required for each contract.

Bands will typically include a rider in their contract. Students are not permitted to sign for this document. A rider describes the equipment, facilities, and possible perks that the band requires during their performance. Some professional artists will require specific sound systems or meals. Please read this document carefully so that you are aware of what the performer expects when they arrive on campus. Please note that the College will reserve the right to determine which items listed on the rider will be provided.

A standard letter should also be attached to riders for all professional and amateur performers and outlines our sound level limits policy as well as expectations of the artists' behavior while at the college.

Finances

FINANCIAL ALLOCATIONS

The Student Government Finance Committee allocates Student Development monies to the various chartered student organizations. To be eligible for funding, a student organization must meet the following requirements:

Register with the Student Programs Office for the current school year

Participate in each of the Club Workshops and Club Day

Have 10 active members who are full time students at Houghton College, unless otherwise approved

Submit a budget proposal to the SG Finance Committee by the deadline designated. The organization's advisor, in conjunction with the business manager, supervises the organization's financial affairs. No organization is allowed to have an off-campus account. All organization funds received must be deposited with the Student Accounts Office. All bills are paid from these funds by the Accounting Office and remain in its files. NOTE: Purchases, cash advances, and other financial transactions are detailed in Section 5 of this manual.

- o Know your own account numbers, both deposit and withdrawal.
- o Use these account numbers for ON-CAMPUS charging of items or services (i.e. Print Shoppe, Bookstore, Bon Apetit, etc.). Enter these into your books immediately.
- o OFF-CAMPUS purchases may be handled in these ways (3 competitive bids required):
 - ? Fill out a Purchase Requisition form, including appropriate signature, and send or take it to Purchasing. By walking it over, you may be able to get a PO number at that time. On the Purchase Requisition form, be specific as to the method of picking up materials. If payment needs to accompany the order, indicate this as well on the requisition. Also, indicate if the check should be mailed or if you would like to pick up the check at Student Accounts.
 - ? For smaller amounts, use a cash advance form (get it signed by the appropriate person and take it to Student Accounts). An expense report must be filled out after the purchase, properly signed and turned into the Student Accounts with accompanying receipts and any unused money.
 - ? Pay with your own money, fill out an expense report, properly signed and with accompanying receipts, and turn it in to Student Accounts. Cash reimbursements will be available the following Tuesday or Friday after 3:00 PM. You will not be reimbursed if the purchase is not approved in advance.
- o All deposits and expenditures drawn on your account must be recorded IMMEDIATELY in the appropriate business manager's accounting book.
- o Copies of all receipts should be kept in each individual member's files.
- o Be detailed about all notations; if necessary, have duplicate copies made of important forms and correspondence.

NOTE: Purchases of \$100.00 or more must have the signatures of both the advisor and the Assistant Director of Student Activities.

HELPFUL HINTS

- o For emergencies, go to Purchasing for a pre-approved PO number. Bring an appropriately approved purchase requisition.
- o A blue "negative approval" note with the invoice of a purchase order may come to you saying that the Accounting Office will pay the bill in 10 days unless you tell them otherwise. If everything is acceptable, 24 file it and ignore it. If there is a mistake, contact Purchasing immediately.
- o NEVER pay taxes! When making an off-campus purchase obtain a tax-exempt form in Purchasing.

CASH BOXES

- o The request for a cash box/bag must be made with a blue disbursement form at the Student Accounts Office at least 24 hours prior to the time it is needed. If the box is needed for Saturday, it must be ordered on Thursday.
- o Information needed by Student Accounts for this request (using a blue disbursement form):
 - ? Name of event
 - ? Account number to be charged
 - ? Amount of cash needed with a breakdown of the currency and coin on back
 - ? Signature of advisor
 - ? The person responsible for picking up the box
 - ? The number of night deposit bags needed
 - ? Number of empty cash boxes needed
 - ? Dollar straps and coin wrappers that may be needed (large cash events)
- o The cash box/bag must be picked up between 9:00 and 3:30 on the day it is needed. Events on Saturday or Sunday must be picked up on Friday and locked in a safe place until the event.
- o After the sale of tickets or other items, the money must be counted accurately by two students. Bills must be straightened, facing the same direction and strapped according to denomination. Coins must be rolled when possible. If the event is over while Student Accounts is open (9:00-4:00), the money may be deposited there with a Wheaton College deposit slip. If the event is over after Student Accounts has closed, the money will be deposited by Wheaton College Public Safety. All copies of the deposit slip must be filled out and signed by both students.
- o Call Public Safety at extension X5911 and request that the money be picked up. They will accompany you to deposit it in the night depository safe. The deposit will be recorded at the Student Accounts Office and a receipt will be sent to the organization head.
- o The student must return the cash box to the Student Accounts Office the next morning. If it is not returned promptly, a fine will be assessed to the organization's account number. There is a fine for lost or damaged deposit bags.

Purchasing Policies

The Purchasing Office is a part of the business administration of the College and reports to the vice president for finance. The primary objective of the office is to obtain the materials and services necessary to support Houghton College in a timely manner and at the best cost commensurate with suitable quality.

Online Ordering

Student Organizations should not place online orders. Online orders should be made through a either the student programs office or the purchasing office and a purchase order—complete a purchase order and submit the website, items requested, and account number.

Student Organization Cash (for Cash Purchases)

Student organizations can request up to \$1000 cash using the Student Organization Accounting Form. See form for approval requirements. The completed form must be submitted in triplicate to the Student Programs Office 24-hours in advance. The bank will take the white copy and the recipient is responsible to complete the Reconciliation following the purchase and return the yellow and pink copy for Reconciliation approval to the student programs office. The treasurer should then keep the pink, reconciled copy in the student organization's financial records. Advances of Student Organization Cash are tracked through the student programs office and must be justified before the end of the current semester. Student organizations are only allowed one at a time.

Check Payment

A completed Student Organization Accounting Form for a check request is due to the college accounting office on Mondays by noon. Checks are printed on Wednesdays and can be picked up by the student organization treasurer or will be placed in U.S. mail on Thursdays.

Small Purchase Orders (under \$1000)

Coming soon

Purchase Requisition (\$1000 and over)

Coming soon

Reimbursements

*Reimbursements to the treasurer must also be signed by the student organization president and the student organization advisor.

REQUIRED SIGNATURES

\$0 - \$99: Student Organization Treasurer

\$100 - \$499: and also Student Organization Advisor

\$500 and up: and also Director of Student Programs

TAX EXEMPT PURCHASES

As a student organization of the college, official purchases are tax exempt. If tax is paid, Including restaurants

Directions and information for purchases at some local vendors:

Walmart (Olean, Geneseo, Hornell, etc): grey card

Dollar General:

Jubilee:

Home Depot (Olean):

Wegmans:

TOPS:

Harringtons:

T-SHIRTS AND IMPRINTED MERCHANDISE

The Houghton College Campus Store is an official purchasing agent for the college and a member of a number of buying groups through the National Association of College Stores (NACS), which gives the college further discounts on merchandise. Discounts are passed

along to campus departments, organizations, agencies, etc on purchases made through the Campus Store.

As of September 1, 2006, all student organizations who place an order for clothing and merchandise (with or without imprints) will need to contact the Campus Store Director for comparative pricing. Each organization can research and present a competitive price, but must also inquire for the best available final price from the Campus Store (including any surcharges by the Campus Store). If the Campus Store's final price per item is greater than another competitor, the student organization can purchase the items from a different vendor.

Student organizations can also work with the Campus Store to provide sales (including credit card, check, and cash) that can be made on a per item basis (and appropriate tax charged).

RESALE OF MERCHANDISE - TAX LAWS

Any merchandise purchased from a vendor and resold must charge sales tax. If you have a special circumstance you can check with the Houghton College accounting office for approval of a sales tax waiver. The Campus Store will take care of all details for sales tax for any merchandise sold through the Campus Store.

Airline Tickets

Coming soon

Memberships in National Organizations

Coming soon

Conferences

No funds from Campus Services Budget

Students should invest 15-20% of the cost of the conference out of pocket

Funds from fundraising projects can be deposited into the student org account and then used for conference

Memberships for Buying Club (SAMs, BJs, COSTCO, etc)

Coming soon

Accounting Office

Coming soon

Fund-Raising

The Student Programs Office at Houghton College gives approval to student organizations to raise money for charitable projects. In addition, student groups may be allowed to raise funds on campus to defray costs of a limited number of special College-approved events or projects.

Fundraising Policies and Regulations

- a. Permission for fund-raising drives will be granted only to current College-recognized student groups, offices, or teams.
- b. Student groups organizing fund-raising activities (both those that do not involve the sale of a product or service (e.g., sponsoring a drive or collection) or those that involve the sale of a product or service) must obtain permission for their activity from the Director of Student Programs or designate.
- c. When a fundraising activity involves setup, table, or booth, permission for the setup is granted by the Director of Student Programs. If the requested site involves another department, then the director of that department must also provide permission for the activity to occur there (e.g., the Director of Athletics must also approve requests for activities at athletic events). The Director of Student Programs and the supervisor of the site will decide whether or not one or more activities may occur simultaneously at the same location.
- d. Any student group that raises funds must deposit all funds raised into a college account and then make any payments from that account.
- e. Off-campus - Student groups are not allowed to directly solicit donations or gifts from local merchants. Under certain circumstances the Student Programs Office will approve fundraising efforts that occur off campus. Student groups wishing to conduct fundraising off-campus must familiarize themselves with and abide by all College policies in addition to all local, state, and federal laws and regulations. If a student group is interested in soliciting donations, approval must be granted from the Student Programs Office and the Director of The Houghton Fund (Advancement Office).

f. Solicitation

Direct solicitation of funds via intra-campus mail is prohibited. Student groups, or athletic teams may not solicit funds from parents or alumni without permission from the Advancement Office. College-connected or public groups (private, nonprofit, or for-profit) may not use College directories for the purpose of solicitation. Door-to-door solicitation in residence halls is prohibited. In addition, the solicitation of faculty and staff in their campus offices is prohibited. Door-to-door solicitation is also prohibited off campus.

g. Types of Fundraisers.

h. Raising Funds for Charity

Any funds which have been received through an allocation from the college may not be donated to a charity or used to purchase items which will be donated to a charity. Organizations may collect funds through cash or checks made out directly to the charity.

Student organizations may only raise funds for approved, registered 501(c) 3, off-campus charities (charities approved by the Director of Student Programs or Student Life Council --

e.g. American Red Cross, World Hope International, MAP International, etc). When revenue is generated by a student organization from a college-approved activity the revenue (minus checks payable directly to the charity) must be first deposited, in full, to a Houghton College account. All revenue, except if the organization so chooses it may deduct the amount spent on the activity, must be donated to the approved organization. Exceptions to this rule may be considered by the Student Life Council. Organizations wishing to make donations to charitable organizations may only use the proceeds raised from an approved fundraising activity.

Political Campaigns.

Organizations may not initiate any fundraising activity for which the profits will be used for any direct or indirect contributions to a political campaign. Students may use funds to raise citizenship awareness and general voting awareness, but no contributions may be made to a specific political campaign.

Sale and Distribution of Food On Campus

Recognized student organizations may distribute food in designated locations, as well as outdoor events, provided they have received prior approval from the Director of Student Programs.

Concessions Policy and Regulations

The Center for Campus Activities and Leadership (CCAL) at Middlebury College gives approval to students to raise money for entrepreneurial or charitable projects. These projects, known as Concessions, are activities either for a student-run business or a fundraising activity that involve the sale of a product or service.

- a. Permission for concessions will be granted only to current students in good standing.
- b. Any student sponsoring a concession must obtain a concession permit from CCAL. Permits must be obtained at least seven working days before the beginning of the activity or program.
- c. When a sale involves setup, table, or booth, permission for the setup is granted by CCAL. If the requested sale site involves another department, then the director of that department must also provide permission for sales to occur there (e.g., the director of athletics must also approve requests for sales at football games and other athletic events). The Director of CCAL or designate and the supervisor of the sale site will decide whether or not one or more activities may occur simultaneously at the same location.
- d. Students who wish to sell food products or who wish to prepare food in College facilities for sale on campus must obtain the signature of the Director of Dining Services or designate on the Concession Form and submit it to CCAL.
- e. Solicitation
Direct solicitation of funds via campus mail is prohibited. Students and student groups may not solicit funds or sales from parents or alumni. Exception: Each year CCAL coordinates a series of three mailings to the parents of current students advertising products and services for sale through campus concessions. Due to considerations for cost and space, approval is limited and available on a first-come, first-served basis. Students or student groups interested in participating in this type of fund-raising activity must first contact the Director of CCAL. These requests must be made at least six weeks in advance of the mailing date.

Mailing dates are available by contacting CCAL. Mailings are traditionally done in mid-summer, mid-fall and mid-winter. College-connected or public groups (private, nonprofit, or for-profit) may not use College directories for the purpose of solicitation. Door-to-door solicitation in residence halls is prohibited. In addition, the solicitation of faculty and staff in their campus offices is prohibited. Door-to-door solicitation is also prohibited off campus.

f. Raising Funds for Charity

Student concessions may raise funds for off-campus charities (e.g. American Red Cross). When revenue is generated by a student organization from an activity that was approved by the Student Government Association (SGA) Finance Committee using Student Activities Fee (SAF) money, the revenue must be returned, in full, to the organization's Middlebury College account. All revenue up to the principle spent on the activity must be spent according to Finance Committee Guidelines. All additional proceeds may be spent at the organization's discretion within the parameters of CCAL and the rules of Middlebury College. If new money was allocated for the activity, revenue will be repaid to the general SAF first, up to the amount of the new allocation, and then the proceeds will go into the individual organization's account. Exceptions to this rule may be considered by the SGA Finance Committee. Organizations wishing to make donations to charitable organizations may use the proceeds from certain activities (see above). Allocated funds cannot be used for donations. Organizations may collect funds through cash, debit cards, credit cards, or checks made out to Middlebury College. Checks may also be made out directly to the charity.

g. The organizations may not initiate any activity, the profits of which will be used for any direct or indirect contributions to a political campaign.

Sale and Distribution of Food On Campus

Recognized student organizations may distribute food in designated locations, as well as outdoor events, provided they have received prior approval from the Center for Campus Activities and Leadership.

Paying to faculty staff

Coming soon (must go through payroll)

Gift certificates

- \$20 and under
- Over \$20.00

Personal Sales on Campus

Coming soon

Christmas Craft Fair

Coming soon

Facilities

FACILITY SCHEDULING SERVICES

Houghton's campus contains tremendous resources in services and facilities that can help a student organization achieve its goals. One such resource is the facility scheduling service provided by ????????. Below are some simple, clear guidelines detailing how to process all scheduling requests. It is recommended that the Cultural Affairs Committee (CAC) (if re-establish) approve all programs intended for a wider audience than the sponsoring organization. The Student Activities Office can process scheduling requests more quickly and efficiently if these guidelines are followed completely.

Facility Use by Outside Organizations

Any Christian denomination or organization that subscribes in writing to the Doctrinal Statement of Houghton College and seeks to use any Houghton College facilities on a limited, one-time basis must seek approval through the Vice President for Student Life (or Dean of the Chapel). Requests for on-going use of Houghton College facilities by groups who meet the above criteria and who wish to have regular meetings with students must initially seek club/organization approval through the Student Government Association and subsequent approval through the Student Life Council. approval through the Vice President for Student Life (or Dean of the Chapel), (at which point they may begin meeting) and must subsequently seek approval through the SGA to become an The organization must be approved, to become a sanctioned student club/organization with appropriate faculty advisement.

A religious organization that does not subscribe to Houghton College's Doctrinal Statement may not use the college's facilities for any reason.

Descriptions - available spaces and set-ups

Chapel

Presser Hall

Recital Hall

Dining Hall

South End Dining Hall

Lennox Dining Room

Alumni Dining Room

Campus Center Lounge

Campus Center Rec Room (Basement)

Gillette Hall Fireside Room

Gillette Hall Main Lounge

FATS Community Room

Nielsen Physical Education Center

Auxillary Gym

Classrooms

Schaller Hall

Little Schaller

Chamberlain Center 123/125

Library Room

Conference Rooms

Student Organization Conference Room

Office of Student Life Conference Room

Deiter Board Room

Luckey Building Conference Room (Basement)

JAVA 101

Village Church

Village Church Community Room

Houghton Volunteer Fire Hall

Set-Up Requests: Maintenance

Coming soon

Set-Up Requests: Custodial

Coming soon

Table use Requests (from CC Lounge)

The tables in the Campus Center are managed by the director of student programs. Requests for use should be received in writing/e-mail at least one week in advance of use date.

For use with-in the campus center, requests can be submitted through the web for set-up by custodial staff. Request must be received at least one week in advance.

For use outside of the campus center, only indoor requests will be considered. The requesting group will be responsible for pick and return of tables to the campus center storage area.

Priority will be given to events with in the campus center.

General Policies

POLITICAL INVOLVEMENT

The College will consciously pursue a nonpartisan stance. Individual administrators, faculty, staff, and students, as members of the community, have the rights of citizens. When they speak or act as private persons, they must avoid creating the impression that they speak or act for the College. In consideration of these principles, the following guidelines are submitted to avoid harassment in living and dining quarters and to avoid possible disruption of the educational process.

- o There will be no political solicitation by outside groups allowed on campus.
- o Authorized student organizations may set up tables for solicitation of political interest only in the Memorial Student Center, pursuant to guidelines consistent with those applying to other groups.
- o In recognition of the fact that discussion of politics is a part of the educational process, there must be opportunity for both sides of a question to be aired. This does not mean that for every meeting of College Republicans that a meeting of College Democrats must occur. However, opportunity must similarly exist for both sides of an issue.
- o This statement applies to local, state, and federal elections.

TITLE IX AND SEC. 504 GRIEVANCE PROCEDURE

Wheaton College does not discriminate on the basis of race, color, national and ethnic origin, or handicap in its admissions or other programs. In addition, in compliance with and to the extent required by Title IX of the Educational Amendments Acts of 1972 and Section 504 does not discriminate on the basis of sex.

Any student who has a complaint alleging a violation of Title IX or Section 504 or regulations thereunder shall write a notice to inform the dean of students of the specific nature of the complaint and identify the individuals involved.

Within a reasonable time, a dean of students shall conduct an informal hearing session with all individuals involved and within 10 days thereafter issue a written decision.

Any parties who are not satisfied with the decision of the dean may appeal to the Vice President for Student Development. The review and decision of the Vice President for Student Development shall be final.

Section

Student Government Association

From faculty handbook

The Student Government Association, under the leadership of its officers and through its various working committees, provides students with the opportunity to become directly involved in decision making on a campus-wide level. In addition, its members address current campus problems, serve as a communication channel between student organizations and the faculty, staff, and administration, and create an atmosphere for the discussion of campus issues.

The campus activities board, a committee of the SGA which includes staff and faculty representatives, is responsible for arranging for much of the on-campus entertainment.

The Student Government Association membership includes five senators from each class, one from each academic division, and one who represents the student communications activities (Star, Boulder, Lanthorn, and WJSL radio). Selected faculty serve as advisors.

Also, each class elects its own officers, who provide leadership and coordination services for the class.

STUDENT GOVERNMENT

Student Government (SG) is a liaison between the College administration and faculty and the Student Body. SG assists the College in its efforts to serve the spiritual, educational, and social needs of its students. SG assists the students by representing their interests to the administration and faculty, encouraging and enacting student participation in important political and social issues, and serving as a resource for other members of the college community.

Student Government has 12 voting members on faculty committees. Its total membership includes the president and vice-president of the student body, four committee vice-presidents, three elected representatives from each class, various ex-officio members, one faculty advisor selected by SG, and the Director of Student Activities. All student officers are elected in the Spring to serve the following year, except freshman representatives who are elected in the Fall term of that year. Student participation, however, is not restricted to elected representatives. Many opportunities are open for students to serve on special committees and to participate in new projects.

The success of SG depends on its ability to represent student concerns. Thus all members of the college community are strongly encouraged to share their ideas with their representatives and to participate in Student Government meetings. Further information about Student Government may be obtained in the Student Activities Office on the third floor of MSC.

Responsible for organizing and oversight of all blood drives on campus. Partnership exists between HC and American Red Cross for Blood Drives. In compliance with ARC policies blood drives must be plan at least eight weeks apart from each other and in order to not overwhelm campus, no more than two blood drives per semester should be planned.

Class Governance

Coming soon

Campus Activities Board

Coming soon

SPECIFIC EVENT GUIDELINES

International Banquet & Bazaar

Coming soon

Income from Bazaar

Coming soon

Scheduling Banquet

Coming soon

Shakespeare Players

Coming soon

Scheduling Etc

Coming soon

Midnight Brakfast

No glass Christmas bulbs (they break in storage and generally get smashed at the event)
No glitter or “snow” - messy and hard to clean up, end up having to vacuum entire dining hall (at midnight!)

New Vision Week (Global Christian Fellowship)

SGA can not decrease funding to GCF without approval of student life council.
GCF will receive funding in Spring for following Fall’s New Vision Week.

Scholarships- treasurer must keep track of deposits from fundraising.

Residence Life Leadership Councils

Desk Sales

1. We are in the process of trying to purchase a sign for the snack shop (the snack-barish kind with plastic moveable lettering for putting up our items and prices). Do you know of any good local places to start looking for such a thing? Or companies the college has purchased these types of items from before?
2. Is there any kind of list around that would tell us the parameters of what we can and cannot sell out of our snack shop per food liscencing laws? My Head Desk proctor is asking about what we can sell and I want to make sure I know the rules :-). If there is someone else I should be asking, please let me know!

Homecoming How-To's

Parade

Float construction – use of pick up trucks

CONTACT HCVFD early

Contact president's office – she will march in the parade in costume with children. Confirm who will need to order/get her costume (according to the theme). Be sure she is prepared with candy for the children to throw. Coordinators will need to arrange for 10-12 children to march with the president. Have a banner printed at Kinkos with the theme for the children to carry in front of the president.

Order: President should not be walking behind the equestrian horses.

Horses should not be near the fire department (or loud noises)

Banquet

- for clean-up volunteers offer reserved seats at SPOT.

SPOT

The SPOT budget must pay student workers for lights, sounds, and video.

To Do (Checklist)

BONFIRE/CORONATION

Location (contact maintenance during the first few weeks of school)

- Check for ample electricity (Maintenance, Dorsey Lawson)
- Contact Maintenance for platforms
- Have a rain location reserved (Sherry Renolds, PE Center or Denis Stack, Campus Center)

Notify Neighbors (about a week before the event)

- Publish this notice in the STAR, the Scoop and possibly mail it to all local residents.

Get Band (find someone in the spring)

- Contact CAB for sound and lighting equipment

Fire

- Notify fire chief of event (by the end of the first week of school)
- Get wood (maintenance)
- Find someone to light fire and make sure it is properly extinguished

EMCEE (Find by first week of school)

- Find someone to announce

Recognize Sports Teams

- Send letter to coaches asking for their participation in the event (within a few weeks of the event)
- Recognize the coaches and have them bring their team (fall teams) up announcing team captains (and/or seniors)

Contact Former King and Queen (contact them before they graduate in the spring and get their information to contact them again in the fall)

- Invite the Homecoming King and Queen from the year before back to crown the new King and Queen

- 2003 King = Pete Hutchinson
- 2003 Queen = Catherine Mihm

Coronation

- Announce homecoming representatives from each class and recognize them
- Give each couple flowers
- Crown the homecoming king and queen

PARADE

Time

- 9:30 line up
- 10 am Pre-judging
- 11 am parade starts

Select Judges (start to ask around within the first week or two of school)

- Pick four or five (combination of faculty and staff)
- Avoid class advisors
- Ask them if they would be interested (in person if possible)
- Make judging sheets (copy 4 for each judge)
- Send letters explaining judging responsibilities and confirm dates and times. (the week of the parade)

Invite Groups to walk (contact the spring before, especially schools or town organizations)

- Contact Houghton organizations and invite them to march (let them know the theme) - info available from SGA office.
- Local groups such as high school or town bands (need to contact the spring before!)
- Houghton groups - bag pipe core, equestrian center, alumni board, ROTC, international students, dorm councils

- Church groups - pioneer girls, club house, homeschoolers
- Send a letter confirming details

Get Parade Permits (first week of school)

- Contact head of Safety and Security (Ray Parlett)
- Plan route

Get walkie talkies (week before parade)

- Contact maintenance
- Arrange pick up and drop off times

Judging Stand (must be established when the route is determined)

- Pick location
- Set up and tear down - platforms and chairs
- Contact maintenance to get platforms
- Decorate

Grand Marshall (invite three or more weeks in advance)

- President and his wife (or speaker for Founders Day convocation)
- Invite in person (if possible)
- Send letter confirming details
- Find vehicle for them (Doug Roorbach can help)

Publicize to community (the week of)

- Invite local businesses to get involved
- Ad in Star
- Ad in Scoop

BANQUET

Contact Pioneer (start working with them the spring before)

- Pre-determine ticket price
- Pick menu
- Discuss discounts for students on meal plans
- Reschedule regular dinner time

Find Entertainment (possibly contact music department)

Decorations

- Table linens usually provided by pioneer
- Centerpieces
- Flowers or balloons
- Other ceiling etc. decorations

EMCEE

Sound System

- Pioneer can handle up to two mics (more than that contact CAB)

Tickets

- Arrange times to sell
- Figure out what will be given out as tickets and how they will be collected (or if they will be collected)

Pictures (contact two or more weeks before the event)

- Photographer (contact Greg Bish)
- Establish prices for pictures
- Create backdrop
- ask Prof. Bruce B. who makes the backdrops for his plays

Publicity (the week of)

- Banner
- Scoop
- Star
- Campus wide e-mail

If you have any questions contact the SGA (President or V.P.) or the homecoming chair from last year

Purple and Gold Week How-To's

What is PURPLE AND GOLD WEEK?

The Student Government Association, the Campus Activities Board, and the Student Programs Office have partnered together to bring back a time-honored Houghton tradition -- PURPLE vs GOLD! Much of Houghton's first century featured an intense intramural struggle between students divided into purple and gold teams. In an effort to bring back some of the excitement a full schedule is planned each Spring semester by the director of student programs and two coordinators selected by the Student Government Association. The week is filled with team and campus events. Everyone is encouraged to join a team (by picking-up your FREE PURPLE or GOLD t-shirt while supplies last!) and participate -- students, staff, and faculty! PURPLE and GOLD teams earn points throughout the week. Dates for Purple and Gold Week are established by the athletic director and the director of student programs.

2007 PURPLE AND GOLD WEEK SCHEDULE

Tuesday, Jan 30:

- 10 am-5pm Team selection (FREE T-SHIRTS in the campus center lounge)
Sign-up for Saturday team events (Flag Football, Ultimate Frisbee)
- 6:00 pm Women's Basketball vs Roberts Wesleyan (NPEC) -- wear your t-shirt to the game!
Houghton SGA and Roberts Student Association Reception at half-time of the Women's game.
- 8:00 pm Men's Basketball vs Roberts Wesleyan (NPEC) -- wear your t-shirt to the game!

Wednesday, Jan 31

- 11:00 am Chapel Service: John Brittain (Chapel)
- 8-10 pm Study Break: Ice Cream, Games, Karaoke (Dining Hall)

Thursday, Feb 1

- 10-3 pm Summer Employment Day (CC Lounge)
- 12:15 pm Lunch Competition: Bob Barker Look-a-Like (win a sweet prize!) PURPLE vs GOLD
- 9:00 pm GAMESHOW: The Price is Right, Houghton Style -- Including a Showcase Prize! (Chapel)
-- Help the Houghton Wesleyan Church Food Pantry, BRING A NEW NON-PERISHABLE ITEM (CANNED GOODS, PAPER TOWEL ROLL, ETC). Team with most NUMBER OF ITEMS wins points!

Friday, Feb 2

- AWAY HC Indoor Track and Field Competition (Rochester)
- 11:00 am Chapel Service: Heritage Club (Chapel)
- 12:15 pm Lunch Competition: JELL-O eating contest (win sweet prizes!) PURPLE vs GOLD
- 6:00 pm HC Men's Basketball vs Point Park (NPEC) -- wear your t-shirt to the game!
- 8:00 pm HC Women's Basketball vs Point Park (NPEC) -- wear your t-shirt to the game!
- 11:00 pm Open Bowling and Euchre at Letchworth Pines (TRANSPORTATION NOT INCLUDED)

Saturday, Feb 3

- STARTING TUESDAY, SIGNUP FOR THE PURPLE VS GOLD COMPETITIONS AT THE INFO CENTER
- 10:00 am Dodge ball Tournament PURPLE vs GOLD (NPEC)
- 12:30 pm Women's Flag Football PURPLE vs GOLD (Field of Dreams)
- 1:00 pm Quake Tournament PURPLE vs GOLD (Little Schaller)
- 1:30 pm Men's Flag Football PURPLE vs GOLD (Field of Dreams)
- 2:30 pm Ultimate Frisbee Competition PURPLE vs GOLD (Field of Dreams)
- 4:00 pm HC Women's Basketball vs Carlow (NPEC)
- 6:00 pm Dodge ball Tournament Championship Game PURPLE vs GOLD
- 9:00 pm SPOT (Chapel) -- Announcement of Winning Team!

Congratulations again on your selection to be the co-chairs of winter weekend. I look forward to working with you throughout the planning process.

The purpose of this email is simply to provide you with some additional information to get you started.

As I am sure you are aware, Winter Weekend is scheduled for February 3-4. You are responsible for organizing a banquet, SPOT, and other creative activities for the weekend. Please notice I have copied this email to Elizabeth Wisniewsky. She is the CAB Assistant Director/Treasurer, and she oversees the winter weekend money account. You will need to speak with her before you begin planning so that you can work out a process by which the financial aspect of the weekend will be handled.

All of your plans, budgets, events, activities, and contracts must be submitted to (via oral report, with documentation as necessary) and approved by the Student Activities Advisory Council (SAAC), an activities-related oversight body outlined in the SGA Constitution (Article X). SAAC meets on Thursdays at 11 AM in the SGA office. Is this time free for one or both of you?

It is constitutionally required (SGA Constitution Article X Section E) that SAAC appoint faculty/staff advisors to aid you in the planning process. If you have anyone in mind, please ask them if they are willing to serve as such and let me know. May I suggest that you consider Greg Bish, the Director of Student Programs, as one potential advisor, as he has experience working with Homecoming and Winter Weekend co-chairs in the past. Once we have two willing individuals, SAAC can discuss and formally appoint them as advisors to you.

You may also be asked periodically to report your progress to the SGA Senate.

Incidentally, we have a SAAC meeting this Thursday, November 10 at 11 AM in the SGA office. I realize this is rather short notice, and I do not expect you to have extremely detailed plans ready for approval by then. However, if it would perhaps be possible for us to appoint advisors on Thursday, that may be helpful to get the process started. Please let me know what you think about that possibility.

Hopefully I am not forgetting anything. If I do remember something else, I'll be sure to email you or speak with you at some point. Also, if you have any questions at all, please do not hesitate to contact me. I would be very happy to assist you in any way possible.

Thanks for your willingness to take on this project. Based on your presentation in Senate, I am looking forward to an excellent weekend!

2008 PURPLE AND GOLD WEEK SCHEDULE

More large t-shirts, less medium
One purple- but one black for jon case

1400 t-shirts ordered

	P	G	Total
Sm	230	230	460
Md	300	300	600
Lg	75	75	150
XL	90	90	180
XXL	5	5	10

	700	700	1400

194 left over
1202 taken!

77 Gold Medium
10 Gold XL

98 Purple Medium
9 Purple XL

2009 PURPLE AND GOLD SUMMARY

1400 t-shirts ordered		
P	G	Total
Sm		
Md		
Lg		
XL		
XXL		

Remaining Shirts: All Gold: 46 smalls and 16 mediums

Holiday Decorating

Christmas

NYS Fire Code does not allow us to have live Christmas trees in college buildings. They are extremely flammable and dramatically increase the fire risk in the building. They also cause an increase in the "fire load" of the area where they are located. The "fire load" is the amount of fuel that's available for a fire to consume, if a fire occurs.

Halloween

Unfortunately, students are not allowed to keep pumpkins in their rooms (policy established by the director of residence life). Gourds are okay, but pumpkins become bug ridden and smelly. So, student organizations are not allowed to selling or give them away.

SPOT

1. PHILOSOPHY

- a. It is the intent of the Student Life Council to encourage students to display their creativity and talents through SPOTS. We realize that the Houghton campus has many talented individuals who should be encouraged to perform before the student body and receive public recognition for their talents. It is to be considered a privilege to be allowed to perform in a SPOT and, as such, the privilege to perform in a SPOT may be denied.
- b. SPOTS provide a medium in which students are allowed to express themselves in artistic, creative, and humorous manners in order to provide entertainment for the student body. Houghton College, in seeking to enrich the social, cultural, and academic experiences of the student body, allows those SPOTS to be performed on campus whose content, message, and quality do not conflict with its objectives as a Christian liberal arts college. The following guidelines have been established to ensure moral content of SPOTS performed on campus.

2. SPOT COORDINATORS, HOSTS, and HOUSE BANDS

- a. Once during each semester (Homecoming / Purple and Gold Days), SPOTS are coordinated through the student programs office. Coordinators for each SPOT are interviewed and then selected by the Homecoming or Purple and Gold chairs and approved by the director of student programs. A minimum of at least two students must work together to coordinate SPOT. If students would like to coordinate an additional SPOT during the semester, they can seek approval from the director of student programs.
- b. The coordinators can choose to either host SPOT themselves, or with the approval of the director of student programs, select someone else to host SPOT from the stage.
- c. If the coordinators would like to include a house band, the coordinators must seek the approval of the band from the director of student programs prior to making any offers to a group.
- d. Students are encouraged to have faculty and staff involved (both in video and in-person) in SPOT.
- e. SPOT should not be just about the hosts. While hosts are important part of SPOT, the coordinators/hosts should take care to be sure SPOT is a representation from across campus groups.

3. AUDITIONS

- a. An audition committee will oversee all auditions. The audition committee will consist of the student SPOT coordinators and the director of student programs or a staff/faculty member designee. . The Homecoming or Purple and Gold chairs can choose to attend auditions if they wish, and provide feedback, but the SPOT coordinators will make the final decisions about which approved acts can perform in SPOT and in what order.
- b. Auditions will be held two weeks prior to the performance date. Anyone wishing to perform in SPOT MUST AUDITION AT THIS TIME. If an act wishes to be in a SPOT but due to scheduling conflicts can not be present at any of the auditions, arrangements can be made at the discretion of the SPOT Director to audition at another time.
- c. At the audition the performer(s) must run through the entire act. Lyrics must be provided for any song that will be performed live on stage. NO ACT WILL BE ALLOWED IN A SPOT UNLESS A COMPLETE RUN THROUGH IS DONE.
- d. The director of student programs reserves veto privileges to deny any act from appearing in SPOT for any reason. Appeals can be made to the vice president for student life. The audition committee, in consultation with the director of student programs, will then

determine whether or not each act will be invited to perform in SPOT. Qualified acts will be notified no later than one week prior to the SPOT.

4. REHEARSALS AND PERFORMANCES.

There will be at least one rehearsal held prior to the spot. If an act does not show up for the rehearsal, the act will be dropped from the SPOT.

b. It is recognized that improvisation is an important element of any performance, but should any act deviate from the act performed during auditions, the SPOT coordinators reserve the right to cut the act during performance and the performer(s) will not be allowed to be in future SPOTS.

c. Humor guidelines:

1. When you try to get your listeners to laugh at someone, make it yourself.
2. Try not to use material that will embarrass pure-minded listeners.
3. Do not make the sacred appear common or profane.
4. Try not to use material that will bring pain to another individual or group.
5. Strive to develop material that will permit everyone to join in the laughter.
6. In humor as in all other activities of life do all to the glory of God.

Specific Guidelines

Clothing – no shirtless, no spaghetti straps

Paper mess – you make it you clean it.

SPOT AUDITIONS AND CRITERIA CHECKLIST

Before discussion of the act, give the act a rating in each category. The committee will then discuss the overall rating of the act.

SCALE: (Excellent // Keeper) 1 – 2 – 3 – 4 – 5 (Inappropriate // No way)

BUDGET

SPOT does not have its own budget. Hourly workers need negotiated prior to rehearsals and shows, but can be paid hourly for rehearsals and show:

Purple and Gold 2008:

Sound 1: 11 hours

Sound 2: 11 hours

Sound 3: 3 hours

Lights 1: 7 hours

Video 1: 6 hours

Video 2: 6 hours

Video 3: 6 hours

TOTAL: 50 hours

Min wage: \$7.15

TOTAL COST: \$357.50

Motion Picture Viewing Policy (on-campus)

Philosophy

Film is an important medium of communication in our contemporary culture because of the combined impact and visual and auditory impressions upon the viewer. Its usefulness for instruction and entertainment gives it a valuable place in an academic community.

Houghton College, in seeking to enrich the social, cultural, and academic experiences of the student body, allows those films to be shown on campus whose content, message, and quality do not conflict with its objectives as a Christian liberal arts college. The following guidelines have been established to ensure the quality and moral content of films shown on campus.

1. FILM SELECTION

a. Classroom use

Faculty members may choose films of scientific and educational value for use in their classes. The audience in such cases is limited to the class or classes involved, and the faculty member is responsible for providing an appropriate context for the viewing of the film. Such films do not need to be approved by the Director of Student Programs.

b. Club or organization use

Any club or student group, which limits attendance at a film strictly to its membership, may show film in the same way that classroom presentations are handled. The advisor of the organization is responsible for providing an appropriate context for viewing the film. If the group desires to show the film to a larger audience beyond its membership, it must follow the procedures in section “d” below.

c. Special Events

Films shown as part of a Current Issues Day, Black History Month, or by a student organization, etc. are selected by the organizing committee or student organization. The faculty advisor to the organizing committee or student organization is responsible for approving films and insuring an appropriate context for viewing the film is provided. The Director of Student Programs should be informed about the nature of these films.

If a faculty member desires to show a film to the student body outside the classroom setting he/she is responsible for approving films and insuring an appropriate context for viewing the film is provided. The Director of Student Programs should be informed about the nature of these films.

d. General campus use

Generally films shown on campus are chosen by CAB (but can be sponsored by other organizations as well). Films are rated G, PG, PG-13, or R (film industry ratings). Occasionally an exceptional film with an R rating may be brought to campus for review because of its redeeming educational, historical, and social value. Also, films without ratings may be considered for review. Films must be reviewed by the appointed student organization representative (shall be the same student for all film reviews for the entire year) and the advisor of the organization using the established film review guidelines. A careful

record of the films that are reviewed should be made and should contain the disposition of the films with a notation of any special consideration about the films to help future selection and approval procedures. If approved, it must be submitted to the Director of Student Programs for final approval.

e. Short Sessions

Films shown during Mayterm are subject to the same approval and review procedures that apply during the regular academic year.

f. Residence Halls/ College Owned Houses

G and PG movies may be shown for recreational purposes in the public areas of residence halls and college owned houses such as main or floor lounges (see video policy).

g. Other groups

Any other groups desiring to show films on campus need to obtain the approval of the Director of Student Programs at least 30 days in advance.

2. FILM APPROVAL

a. Requests to present films for public viewing must be presented to the Director of Student Programs at least one month in advance of the scheduled showing. If the film is rated G, the review requirement is waived. .

b. Films shown at Houghton College are expected to exhibit literary, dramatic, aesthetic, and technical excellence. A film with a theme which is otherwise acceptable but which is weak or shoddy from a dramatic or technical standpoint may be unacceptable on these grounds alone. On the other hand, a film which is otherwise acceptable from a dramatic or technical standpoint may be rejected on the basis of its overall theme.

c. At Houghton, students are encouraged to confront perspectives other than those compatible with evangelical Christianity. In choosing and evaluating a movie, the overall theme presented needs to be considered in the context of our evangelical Christian beliefs. A balance is needed to allow films that provide broad exposure to the world in which we live and yet encourage students to establish a Christian worldview. A movie, which may have quality production, plot, and acting, can be rejected with respect to its central theme.

d. If a film whose central theme is accepted for its value in presenting a non-Christian view, the showing will be preceded by presentation of the following notice at the ticket counter, and on the screen:

NOTICE: This film has been approved for public viewing on campus because of its overall value. However, this approval does not imply endorsement by, Houghton College, its trustees, or surrounding community of all the activities and attitudes exhibited and/or endorsed by the film. The film does contain scenes, language, or underlying philosophy, which may be considered objectionable.

The Director of Student Programs may decide to change or add to this disclaimer based on film-specific concerns. The sponsoring organization is responsible for publicizing the disclaimer/warning both in its promotional advertising and at the event.

3. FILM REVIEW PROCEDURES

a. The sponsoring organization will consider the educational/historical value, cultural/social value, entertainment value, artistic value, and the permeating moral attitudes when selecting films . Although each film may not represent all of these values, careful consideration of these values should be a part of the deliberations. With respect to these qualities, paragraphs 2b, 2c, and 2d must have major emphasis in the decision-making process.

b. Although no one can specify precise criteria for evaluating a film, the film review process needs some established guidelines by which to consider the appropriateness of a given film for a Houghton audience. The following is a list of criteria and procedures to be considered and used. (The categories were adapted from Sophisticated Films Movie Guide, a publication of Clem Williams Films, Inc.). These categories provide ranges for use in judging films; they do not describe what Houghton College condones or allows in any given instance.

c. Criteria

Violence

- A. No violence.
- B. Some implied violence.
- C. Some overt violent scenes necessary to the progression of the plot.
- D. Violent, implicit, and/or bloody scenes; explicit scenes.
- E. Excessive, gratuitous violence unnecessary to the plot.

Profanity/Blasphemy/Obscenity

Profane - not concerned with religion or religious purposes; serving to debase or defile what is holy.

Blaspheme - to speak of or address with irreverence.

Obscene - disgusting to the senses; repulsive; abhorrent to morality or virtue; designed to incite to lust or depravity.

- A. No profanity, obscenity, or blasphemy.
- B. Infrequent use of profanity (a few "damns" or hells. Occasional use of God's name) to express surprise, awe, or disgust as heard on network TV
- C. More frequent, or stronger use of some obscenity ("shit," "ass," "son-of-a-bitch," "damns," or "hells" etc. Occasional use of God's name to shock or surprise.
- D. Frequent use of the above language. Frequent use of God's name to shock or surprise.
- E. Profanity, obscenity, or blasphemy pervasive throughout the entire movie. Most characters, most scenes.

Nudity

- A. No nudity or implications to suggest such.
- B. No nudity, but occasionally a few scenes with a person scantily clad or in underwear.
- C. Limited glimpses of backside exposure or breast.
- D. Some exposure of backside or breast as part of a sexual act or frontal nudity.
- E. Frontal nudity or exposure of backside or breast as part of a sexual act or frontal nudity.

Sex

- A. No sex or implied sexual situations.

- B. Some minor, implied sexual situations, including verbal suggestions.
- C. Some implied and infrequently overt sexual situations.
- D. Fairly strong sexual situations, such as in bed together in a provocative scene.
- E. Explicit sexual scenes shown.

Course or Objectionable Content

Improper sexist, racist, sacrilegious comments or situations, and crude references to anatomy or sexual situations.

- A. None.
- B. A few minor comments or situations.
- C. Several crude or overt references (or frequent use by anti-hero).
- D. Frequent coarse language or situations.
- E. Coarse or objectionable content pervasive throughout the entire movie. Most characters, most scenes.

d. Before discussion of the movie, each reviewer will give the film a rating in each category. The reviewers will then discuss the educational, cultural, entertainment, artistic, moral, and permeating attitudes of the film. The reviewers will then discuss the criteria areas. If either reviewer gives a movie an "E" rating in any of the criteria areas, the movie automatically fails. The reviewers will then discuss the overall rating of the film. If the reviewers pass a movie the decision stands. If the reviewers fail a movie the decision also stands. In the case of a tie, the written review as well as verbal review will be given to the Director of Student Programs who may or may not choose to view the film and then break the tie, in which case the decision will be final.

e. The minutes from the film reviewers should include the completed film review checklists from each member. The checklists are available in the Student Programs Office.

Commencement Information Timeline For Graduating Class

Coming soon