

SIGNATORS' HANDBOOK

Brought to you by your Student Senate
and the Student Activities Office

Revised January 2010

Table of Contents

Section I	Who's Who on Campus	page 4
Section II	Basic FAQ's What are student body fees? What is a Signator? How do I become a Signator? How do I start a club or organization? What are Community Documents?	page 6
Section III	Getting Money Activities Fair How to get on Funding Poll Funding Poll Funding Circus Funding Hell Finance Committee Itemized Budgets Other Funding Sources	page 8
Section IV	Spending Money Disbursements Loans Paying People/Student Body Wages Gift Transfers Use it or Lose it Keeping Track of Money	page 15
Section V	Annual Senate Events	page 20
Section VI	Campus Event Planning Get Money Sign a Contract Register Event/Reserve Space Risk Management Communicate Advertise	page 21
Section VII	Campus Guidelines Online resources Noise Hazing Alcohol and other drugs	page 23

Section VIII	Your Student Space Maintenance Access User Agreements Smoking Safety Inspections	page 24
Section IX	Technology Tips from CUS Basic Computer Care Protecting your Data Getting Computers Help with Computers Mailing Lists Server Space Websites	page 26
Section X	What Student Activities Can Do for You Event registration Structure registration Equipment checkout Signator Toolkits Student Organization Record Keeping	page 28
Section XI	Getting the Word Out Communications/Publications Media Relations At-Reed Student Body Info The Quest Flyers Banners	page 29
Section XII	Student Travel Safety Tips Travel Database Releases Vans	page 31

Section I – Who's Who on Campus

Here is a list of people who are mentioned in various sections of this manual. Since they change frequently, they're listed here for quick reference.

Senate Spring 2010

President Celia Hassan

Email: sbp@reed.edu

The Senate President holds it all together. The President meets with various campus big-wigs and advocates for student issues.

Vice President Austin Campbell (campbeau@reed.edu)

Your Student Body Vice President serves as the chairperson of Finance Committee and essentially has the final word on all things relating to student body finances. Along with the Treasurers, the VP is the most important person to keep informed and happy if you want your financial transactions to go smoothly!

Senators

Email: senate@reed.edu

Mark Jaycox

Adarsh Pyarelal

Nina Showell

Zoe Kipping

Zach Levin

Luca Provenzano

Phil Schwartz

Louis Melendez

Your trusty Senators represent you on campus issues, appoint students to committees, and disburse student body funds. Come talk to these friendly folks if you want to see something new happen on campus.

Secretary Dáire MacFadden

Yea for the Secretary. How would you know what happened in Senate meetings if their fingers of fury weren't typing away and taking minutes?

Treasurers

Email: money@lists.reed.edu

Ethan Knudson

Cori Savaiano

Torra Spillane

Three Treasurers slave away to ensure that student body events and organizations receive their checks in a timely and accurate fashion. Communication is key in forging a good relationship with your Treasurers—the more we know about what you're purchasing, from whom, and for what event/organization, the better. Consideration of time is also very important when interacting with the Treasurers, as it is not always possible for the Treasurers to cut you a check at a moment's notice.

Student Union Managers

Reservations Nina Showell

Cleaners Sam Weinrott

Contact sin.reed.edu/su or email

The Student Union Managers are the people to contact if you want to use the SU for an event. Again, timeliness is godliness—get in touch well in advance and things will be more likely to work out. The Student Union Cleaners are also magical people who make the SU look nice after the grungy kids at your rock show trash it, so give them your appreciation for their hard work.

Sound Kollektiv

Signators Sean Lerner and Jack DiBoise

Contact sin.reed.edu/sk

Sound Kollektiv is a fantastic student-run organization that does sound for most student events. Use the reservation sheet on the web site to request their services. Make sure you know how to pay SK workers to keep them happy enough to give you some good sonic lovin'.

The Quest Editors

Brandon Hamilton and Jamie Loos

Contact quest@reed.edu

In addition to being a place to rant and rave about whatever it is Reedies are currently up in arms about, the *Quest* is also an excellent way to advertise your organization or event to the student body. Submissions to the *Quest* are generally due at 5pm on Fridays, but late submissions may be accepted with a bribe.

Student Activities

Director Kristin Holmberg

Assistant Director Kyle A. Webster

Staff Assistant Noelle Faricy

Program Coord. Rosanna Duran

Contact student-activities@reed.edu

503.788.6692 GCC104

The Director of Student Activities, Kristin Holmberg, has been around for longer than all of the senators, so she's a wealth of institutional memory and excellent suggestions for running your organization/event and tracking your finances. The Assistant Director, Kyle Webster, has tons of experience and will go above and beyond to help you out as well.

Vans

Reservations Michele McPherson

503.777.7283 Phys Plant

Drivers Justin Wickens

503.777.7285 Sports Center

Like everything else, talk to these folks in advance. It makes them sad when they don't have vans for you.

Section II – Basic FAQ's

What are student body fees?

Each semester as part of tuition, students pay \$115 in student body fees. These funds are made available to student organizations and activities through the Senate's funding allocations.

What's a Signator?

A Signator is a currently enrolled Reed student who agrees to be financially responsible for a student organization, performing duties outlined in the Signator's contract. If an organization goes into debt or improperly uses Student Body funds, the Signator will be held responsible--with Senate reserving the right to directly charge the Signator's Reed Business Account. **Someone must serve as the Signator for any entity that receives funding**, whether that entity is an ongoing club like Amnesty International or a one-time event like a rock show. Only one person may sign the Signator's contract and be the official Signator. Signators are often responsible for recruiting members and organizing events and meetings for their organizations, but the Signator does not have to be the head of a given organization.

How do I become a Signator?

1. You must be in good academic standing (i.e. not on academic probation) and your organization must not exclude any member of the Reed Student Body.
2. **Review the full Signator's Handbook** and the Senate Bylaws: this section is only a brief outline, and you will be signing a **contract** that binds you to knowledge of the handbook's content.
3. **Go to Signator's Training.** SIGNATOR'S TRAINING IS MANDATORY FOR PEOPLE WHO WANT MONEY, regardless of whether or not they have signed an organization before, or attended a previous training session. Mandatory, mandatory, mandatory. Trainings are generally the first week of each semester. Contact Senate or Student Activities for current information. If you don't know how to get or use your money, that is your fault for not attending the training. It is not Senate's fault. We train you. You must submit to the training.
4. Fill out the organization description form on the web by the deadline announced at the training.
5. Host a table at the **Activities Fair**.
6. Go through one of the funding processes outlined in Section III.
8. **Sign a Signator's contract.** We'll have one ready for you at Funding Circus (or Finance Committee, should you not make the top 40).

What is a Signator's Contract?

Sign your life away—we will have them for you at Funding Circus or Finance Committee. Here's a sample one so you can read-up ahead of time

<http://sin.reed.edu/senate/?id=Signator%27s+contract>.

- You **must** sign one to receive money. Must, must, must. Signators are the people in charge of **any** event that receives money, not just any ongoing organization.
- The Signator's contract binds you to having read this document and the Senate Bylaws (available on the Griffin Exchange and on the Senate website <http://sin.reed.edu/senate/?id=SDA>). Its main effect is that it allows us to charge your business account if you do not properly spend the money we allocate to your organization. This means that if we allocate you money for a binder and some stamps, you do not buy yourself a pizza with the money.
- Also note that there should only be **one** Signator—i.e., **one** person who signs the Signator's contract. Other people can call themselves co-Signators if they'd like but will not have financial responsibility for the organization.
- The person that signs the Signator contract is the **only** member of the group allowed to sign all official forms for the group, i.e., disbursement request forms, loan request forms, time slips, etc.

How do I start a student club or organization?

At Reed there are very few steps for starting an organization. Just declare to yourself "I am an organization." Go to Signators' training or talk to a Treasurer. Register your organization on sin.reed.edu under the link "student organization manager." Go ahead and flyer to see if anyone wants to join you (see flyer guidelines later in this publication). You can get reservations for meeting space through Student Activities and money from Senate, then you're off and running! Student Activities can offer you many tips on how to get things running and keep up the momentum.

What are the Community Documents?

As a Signator, it is wise to be familiar with some of Reed's Community Documents. These are the documents that determine how things are run around here. These include things like the Senate Bylaws, Community Constitution, and J-Board code. You can check them out online at <http://sin.reed.edu/senate/?id=SDA>.

Section III – Getting Money

NOTE: All of the financial forms mentioned in this section can be found on SIN at <http://sin.reed.edu/finance/>. These include Signator's Contracts, Disbursement Forms, Gift Transfer Forms, Loan Forms, Paying SK Forms, and Receipt of Payment Forms.

How do I get money allocated to my organization?

There are two methods or tracks you can take to get money for your organization. Your first option is the Funding Poll process. If you choose not to do this or if you aren't successful this way, you can choose to go through Finance Committee to get money. This section outlines how both of these processes work.

ACTIVITIES FAIR

Either track you choose, you'll want to participate in the Student Activities Fair in the fall and the Student Organization Fair in the spring. These are is great chances to:

- Promote your organization to both new and returning students.
- Lobby for funding votes.
- Sign up members, particularly freshmen!
- Meet new and exciting people.
- Get new ideas for programs and activities.

There will be table space for each organization. In planning for the fair, remember that an empty table doesn't invite very many questions. Make your table exciting with displays, handouts, food, crafts, movies, etc. Act lively. **The magic is inside you**, and you need to share it with the people who will be voting to fund your organization. If a large number of people are involved in and benefit from your organization, you may be more likely to get more funding.

HOW TO GET ON THE FUNDING POLL

Submit a brief, snazzy description of your organization **online by the deadline set at Signator's training**. An old sample description:

Reed Student Peace Action Network: The Reed chapter of the Student Peace Action Network (RSPAN) works, through a diversity of tactics including symbolic as well as concrete action, to confront, discover, expose, and fight against the root causes of war and repression, which include U.S. foreign policy and imperialism, racism, and corporate globalization. Concerning these issues, we attempt to educate ourselves and the Reed community, facilitate on- and off-campus action by Reed students, and create an inclusive community and networking.

FUNDING POLL

The Funding Poll is a chance for the student body to vote for the organizations that they feel deserve funding for the semester. The **description** of your organization that you submit online will constitute your entry in the funding poll, so it should offer an intelligent summary of why you want money, and what you're going to do with it. The Funding Poll is held **online** for three days following the activities fair. Don't forget to vote, and please encourage everyone you know to do so as well. (You also might want to make signs **advertising** your organization while the Funding Poll is taking place. Please remember to take them down after voting.) The Funding Poll uses this scoring system:

- Top 6 (+8)
- Approve (+4)
- No Opinion (0)
- Disapprove (-2)
- Deep 6 (-4)

After scores are added, the results will be available online and will also be posted in Commons, in the Library Lobby and outside Student Activities. The Funding Poll results determine the order in which Senate sees Signators during Funding Circus. A high score in the Funding Poll can also be used as a marker of significant student interest in your organization, which may make Senate more inclined to give you the funds you request. Senate reserves the right to use discretion during this process. There is no direct relationship between high ranking and getting all the money you want.

Only the top 40 ranked organizations will be seen during Funding Circus. Remaining groups will be automatically zero funded at the beginning of the semester, but this does not mean that your organization will not receive any funds for activities during the semester. You are strongly encouraged to request funds for your organization through Finance Committee. (See Finance Committee information later in this section.)

FUNDING CIRCUS

Now that your organization has participated in the Funding Poll, the next step is to tell Senate how much money you want, and what you want that money for. This happens at Funding Circus. Each Signator has a few minutes to present their budget to Senate (See below for budget guidelines). Keep in mind that Senate has to listen to these presentations **all** day.

Before you can participate in Funding Circus, you need to:

1. Fill out the online budget request form by the date set at Signators' training. Submitting your budget online saves time and money, which will make everyone happy.
 - It is important that you **organize** your budget according to Senate's categorical guidelines (see below) and in a manner that **prioritizes** your

requests. This might mean grouping items that are related to one another or **ranking** items.

- You also want to give us the most **precise** information possible regarding prices, stores, times, dates, places, etc. We want well-researched specifics.

On the day of Funding Circus you need to:

1. Show up to Circus at the time Senate has scheduled to see you. Please be **on time** to the Funding Circus and please **show up** if your organization makes the Top 40. You are welcome to bring another member of your group.
2. If you are unable to attend, please send a proxy. However, please take some time to **explain** the various components of your budget to your proxy, as a proxy who says “Uhhh... I don’t know” in response to our questions about the budget will not be very helpful, and could definitely cause you to lose money.
3. Sign the Signator's contract.
4. Present your budget. Be prepared to answer many questions:
 - How popular is your organization? i.e. do people show up to your meetings?
 - What takes priority in your budget?
 - Why should the student body give you money?
 - Do you want specific items cut or an overall percentage cut?
5. Leave and enjoy the rest of your day while Senate continues to slave away listening to presentations.

Note: If no one shows up to present the budget to Senate, your group will not be funded at Funding Circus.

FUNDING HELL

On the day following Funding Circus, Senate takes as much time as is necessary (all day, usually) to balance the requests with the actual amount of Student Body Funds available. This is Funding Hell.

Once the budget is balanced, and Senate has decided how much each organization gets, Funding Hell is over. The allocations made at Funding Hell are **not final** until they are ratified at the next Senate meeting. Signators are taking a **risk** if they spend money before ratification. After ratification, the amounts are **sent** to each **Signator's** box with an **explanation** from Senate as to why parts of their budget were cut and what the money should be spent on. You can **only** spend money on the **specific** items or events for which you are given funds.

FINANCE COMMITTEE

What if I did not get all the money I asked for or all the money I need to run my organization and its activities? What if I didn’t make the Top 40? What if I want to start a student group in the middle of a semester, or plan a special event? Then you should come to Finance Committee.

Finance Committee is composed of the student body Vice-President, Treasurer, Vice Treasurer, Assistant Treasurer, and three Senators. It meets weekly. Contact the Vice President, check the Senate web site, or call Student Activities for current meeting times and locations. It meets once a week until the money runs out (usually towards the end of the semester).

You'll want to attend Finance Committee if:

- You want money.
- You want to unfreeze money (see p. 14 for more info).
- You want to make a gift transfer to another group.
- You want to purchase something other than what your funds were allocated for.

Prior to coming to Finance Committee, you should submit a budget online at sin.reed.edu/finance. This is mandatory. Do this more than an hour before Finance Committee starts. If you cannot figure out how to submit a budget online -- or more likely, SIN has crashed -- blitz money@lists.reed.edu with your budget in the main text on the email.

Blitz this address if you ever have any questions about student body funds and funding that you can't figure out.

Be sure that your budget is organized, researched and prepared. Make sure you talk to everyone that might be involved before coming to Finance Committee. Talk to Sound Kollektiv about costs prior to coming to Finance Committee. Make sure you've spoken with the SU manager if you want to use the SU; or gone to Community Safety if you are planning ANY event with an off-campus presence, or any large event (even if no off-campus guests are expected). Please complete the structure registration form before erecting things on campus or doing anything around the canyon, and ALWAYS check in with Student Activities. Finance Committee can and will ask you to do more research if you have no idea what you are talking about, but after doing this you can come back and ask for money again and we will probably be very happy to give you some.

After Finance Committee has heard all of the week's requests for money, they deliberate each case in light of Senate's current financial state and decide on recommendations to make to Senate. At the next Senate meeting, Finance Committee makes their recommendation regarding the funding requests and Senate votes on it. The day after Finance Committee meets, go back to the site where you submitted your budget and you should be able to see Finance Committee's recommendations. As mentioned above, however, these numbers are not final until Senate approves them, and you are not guaranteed to receive a specific amount of money until Senate approves that amount. Finance Committee is a resource for you, but remember that there are limited funds for each semester, so **don't** assume that you are going to get the money you want. It can also be helpful to come to Finance Committee toward the beginning or middle of the semester, when there is more money to be allocated. Coming to FC near the end of the semester can be risky.

ITEMIZED BUDGET

An itemized budget is a list of how you plan to use the money that you want allocated to your organization. The items will be **organized** under the headings listed below. These descriptions should provide **details** about the specific thing you wish to purchase, with a specific price listed. These prices should add up to the amount you listed in the non-itemized section. This lets Senate know exactly where the money will go.

- **Prioritize** your items. Senate **will** cut your budget. Wouldn't you rather tell us what is least important to you rather than have us guess?
- Price **each** item. Do some research to make sure it's accurate.
- Briefly explain **why** you need each item. If it's complicated, save an extensive review for Funding Circus or Finance Committee: that's what it's there for.
- **Don't** pad your budget (i.e. no \$10 rolls of duct tape). Senate will be annoyed, and may end up cutting more than it normally would to ensure effective spending on your part.
- **Don't** ask for things that the Student Body owns already. Ask Senate about items that have been purchased in the past like tools, lights, disco balls, games, etc. We like groups to share.

Whether you are presenting your budget online at Funding Circus or on paper at Finance Committee, you should use these guidelines.

Wages

- Signators and organization members generally **do not** receive wages.
- Wages can only be paid to **currently enrolled Reed students**. If you are budgeting for a band, speaker, or other outside contractor, this money should be listed under Entertainment and should be a lump sum, not an hourly amount.
- Wages should be budgeted for **Sound Kollektiv** workers, who are necessary if you are having an event that requires sound equipment. Sound Kollektiv workers are paid per person and per hour. The number of workers may vary depending on what equipment you require. Go to sin.reed.edu/sk to get a quote from Sound Kollektiv before you come to Senate.
- If you would like to serve alcohol at your event, you will need to contact Beer Nation or Bon Appetit. **All alcohol distribution must be done by an OLCC licensed server.**

Administration

- This covers the basic operating expenses for your organization or event, including photocopying, postage, office supplies, fees, subscriptions--basically things that are used for organizing or producing an event, creating a project, etc.
- Organizations will not usually be given large amounts of money for photocopying.
- We expect organizations to use the office supplies available in the Student Activities and Student Action offices. We cannot buy each organization its own box of crayons and package of construction paper.

- Senate does not pay for transportation, so don't ask for gas money. We may pay for Reed vans if necessary.
- Senate does not post bail.

Refreshments

- Any food or drink, either to be served to the public, or at a special event.
- Everyone likes to eat. Don't expect to get money in this category unless it's absolutely vital.
- Senate doesn't really like to buy food for meetings. Your draw should be your organization, not nourishment.
- Senate doesn't like it when you've already purchased food (or any other item, but food is generally the most annoying because it has already been consumed and can't really be returned) and come to Funding Circus or Finance Committee assuming that we will reimburse you for it. Assuming is frowned upon—we will not give you money for what you've already purchased, food or otherwise.
- Bon Appetit has a contract with the college that says that they get the first bid on any catering job on campus. However, the use of student body funds provides you with an **exception** to this rule. This means you do not have to use Bon Appetit for your events on campus and therefore can seek the most economical option for providing food (which is not always Bon Appetit).

Entertainment

Bands, guest speakers, and movies.

- **NEVER, EVER** commit to a band or speaker before you have money from Senate to do so. Verbal contracts are binding and **YOU** will be responsible for paying them if Senate says no.
- **ALWAYS** use a signed contract. You'll need this to use as your receipt. This also ensures that both parties have the same understanding of the event and of payment. If the band or speaker doesn't provide the contract for you, you can get one from Student Activities. A Student Activities staff member and a treasurer **MUST** co-sign contracts over \$200 with you.
- If you plan on showing **ANY** sort of movie or film (for entertainment, as opposed to educational, purposes), you must have official permission from the copyright holder. You can't just go to Blockbuster or buy a copy at Freddie's. Talk to Student Activities for details. Budget several hundred dollars for licensing fees.

Capital Improvements

Anything that your organization will keep and use for more than a semester. An example of this would be an inflatable Ronald McDonald, not condoms.

- Please include in your budget **where** the items to be purchased will be kept. If the student body does not have easy **access** to the equipment purchased with student body funds, you probably won't be allocated money to buy said equipment. Please also consider the relative **security** of the proposed space—we don't want to keep buying the same item because it's not being properly protected.

- It is helpful to have information about **warranties** and plans for **maintenance**. Think about how you'll **train** students to use the equipment that you buy. We don't really like to buy the same item for the same organization semester after semester because students broke it due to their ignorance.
- Community Safety has an engraver and can help you engrave valuable items with your organization or Student Body name.
- Items we cannot purchase include cars, trucks, guns, non-OSHA-approved equipment, or any item that poses a legal liability to the college.

Miscellaneous

Expenditures that do not fit into any of the above categories.

Go crazy! (Well, not really, but "miscellaneous" is sort of self-explanatory.)

Revenue

*This is your estimate of how much money your organization will take in during the semester, through admission prices, fund-raisers, or whatever. This is money you are **pledging to give to Senate**.*

- If you budget revenue, you **owe** the student body that much money. If your organization ends in the red, **you**, the Signator, will have to pay back the money. We **will** charge your business office account. Consider this carefully when creating a budget. Category or gift transfers are NOT ACCEPTABLE methods to cancel outstanding debt.
- Revenue does **not** directly go to your organization because Senate allocated the funds to your organization with the revenue expectation in mind. In a sense, your organization received a loan for the revenue amount, and you are paying it back.
- Senate does like to get revenue. Be creative (but legal) and think of ways to make a few bucks.
- If you under budget and make more than you expect, you are still required to give the excess money to Senate.
- To turn in your revenue, write a check to Reed College Student Body, put it in an envelope, and mark the envelope with your organization's name and the amount enclosed. Slip it under the Treasurers' Office door. If you are receiving checks from businesses or as donations, you should have them made payable to Reed College Student Body so they can be easily deposited into Senate's accounts. If for some reason you need to collect, or have collected, cash, you should make special arrangements with the **Treasurer** in order to safely transfer the money.

Frozen

These funds are **reserved** for your organization, but must be okayed (or unfrozen) for use. Frozen funds are usually employed for speakers, performers and other high-priced items that may not be definite by the time of Funding Circus. To unfreeze funds, go to a Finance Committee meeting with details of your event.

Total

Add up all the categories and subtract revenue and that's your total. Use a calculator. We will check your math. The Treasurers have computational skills like lightning. Like LIGHTNING, I tell you.

OTHER FUNDING SOURCES

If you still don't have enough money after the Funding process and Finance Committee, consider one of these options:

- Ask some campus offices for money. Folks like Student Services, Residence Life, the MRC, and Student Activities some times help out with funding for events that fit into their office mission and purpose.
- Colin is occasionally willing to fund academic-focused events.
- Ask an academic department for money. Does your activity fall into an area that might interest a faculty member? If so, ask!
- Ask your fellow students. Find out if another group has similar interests and wants to co-sponsor your event. Or ask for a gift transfer (see Section IV).
- Do some fundraising. Student Activities can help you brainstorm and tell you if there's anything you need to consider before beginning.

SECTION IV - SPENDING MONEY

Now that I have money allocated to my organization, how do I get my hands on it and what can I do with it?

There are three things that you can do with your money:

- You can spend it on the item or event **approved** by Senate through either the Funding Process or Finance Committee.
- You can ask to buy other things, including transferring money between categories.
- You can ask to **transfer** your allocations to another organization.

Regardless of which of these options you are using, you must keep a paper trail. For the second and third option, you must get permission from the Vice-President, Treasurer, or Finance Committee.

Every year the student body goes through a professional audit. This means it is in the Treasurer's best interest to make sure everything goes smoothly with your organization and in accordance with the **financial bylaws** (and you should as well, given that you agreed to them in signing your Signator's contract.).

What this means is that you absolutely, positively NEED a receipt or contract for every transaction, or you won't get your money.

The student body does NOT “owe” you the money allocated to your organization. YOU have to play by the rules in order to receive that money.

DISBURSEMENTS

This is when you buy an item or items that have been **approved** by Senate, for the amount of money **approved** by Senate. Turn in a **receipt** and get reimbursed for the purchase of that item. Disbursements are *much* easier for everyone involved than loans are, and as such they are generally encouraged over loans.

STEP 1: Make sure you **have enough money** allocated for the item(s), and that it is in the proper category.

- If you don't, you can ask the Treasurer for a category transfer. Depending on the magnitude of the transfer, you might be referred to either the Vice President or Finance Committee. It is essential to mark the **proper category** before filling out a disbursement or loan form.
- Please note that **only** organizations in the Top 40 have money in the “categories” of wages, refreshments, entertainment, administration, capital improvements, etc.
- If your organization was not in the Top 40, and you received funding through Finance Committee, mark Finance Committee as the source of the money.
- Please also note Finance Committee as the source of funds if your organization was in the Top 40, but you had to come to Finance Committee to get more money.

STEP 2: Buy something; pay for it. **You should pay up front** whenever possible. Keep the receipt!

- If the store or person you are paying does not have receipts with their name on it, please use the receipt of payment form.
- If you are contracting with a speaker, band, etc., you should use the handy-dandy pre-made **contract** available in the Student Activities office. **Payment will not be made if there is no contract.**
- IF YOU DO NOT HAVE A RECEIPT, YOU WILL NOT BE PAID.

STEP 3: Fill out a **Disbursement** Request Form (which you will find outside the student body Treasurer's office) and staple the receipt to it.

- The **disbursement** request form has the same categories on it as in the budget request. Please mark the correct category, and clearly indicate what you purchased, as described in your funding budget or proposal to Finance Committee.
- If you have purchased multiple items from multiple vendors, and the money needs to be disbursed to only **one** person, please fill out **one disbursement form**, for the total amount of **all** the receipts attached. This makes things **much easier** for the Treasurers, and eliminates having to write multiple checks to one person.

- The Treasurers also **don't** like to write checks for extremely small amounts of money, so if you're constantly buying items for your organization that are less than \$5 or so, please try to **save** up receipts throughout the semester until you reach a reasonable amount (hopefully over \$10-15).

STEP 4: Leave the form in the Treasurer's box or slide under the Treasurer's office door, located in the South SU hallway, #215. (Either use the outside staircase, or go through the door in the South SU loft.)

STEP 5: Wait for your check. The standard amount of time reserved for processing disbursement is one week, although it generally gets done within a few days. If you need a check urgently, talk to the Treasurer. A little foresight goes a very, very, very long way.

STEP 6: Please **deposit** the check or cash it **soon** after you receive it. It is difficult for the Treasurers to keep the records straight if we have written you a check but it has not been cashed and does not appear on our statement. After 90 days, the check will be considered **void**.

LOANS

If you or the members of your organization cannot pay up front for your purchases, you can get a loan from the Student Body. However: loans are a favor, not a right.

- **RECEIPTS FOR LOANS MUST BE TURNED IN WITHIN TWO WEEKS OF THE DATE THE LOAN CHECK WAS ISSUED.** ONCE AGAIN: RECEIPTS MUST BE TURNED IN WITHIN TWO WEEKS OF THE DATE A LOAN WAS MADE. TWO WEEKS. AFTER THAT, YOUR BUSINESS ACCOUNT WILL BE CHARGED. No exceptions. The Treasurers **will not** deal with excuses. Rather, we will debit your business account with the Almighty Treasurer Flourish of Wrath. <evil laugh>
- Loan forms must list the **exact** amount to be spent.
- Loans can only be used for paying a specific vendor or person an exact amount. Loan checks will not be issued to Signators or to "cash" under any circumstances.
- **Don't lose your receipts.** Your business account will be charged if you do not produce a receipt.
- Don't ask for a loan for all the money that your organization has all at once. You need to fill out a separate loan form for money that is in a different category, and for each vendor.

Other than that, the process for getting a loan is the same as getting a disbursement except the loan request form says **LOAN** in big letters at the top. A disbursement is not a loan. The disbursement form tells you that you need a receipt. Right there on the form. It says "must have receipt." Don't have a receipt? It's not a disbursement. **It's a loan.** Loan. Say it with me now: loan. L-O-A-N. Rhymes with phone, bone, cone, groan. And GROAN is what we do when you are silly enough to fill out the wrong form. No receipt? It's a loan. Fill out the right form and we'll all be happy.

THE CREDIT CARD

If it would be easiest for you to make purchases online, the student body has a credit card that you can use. Come to the Treasury's office hours (these will be listed on the door), and you can use the card to purchase things from our computer. The card is not allowed to leave the office, and cannot be used on other computers. We will have a form for you to fill out, and the money will automatically be deducted from your account. Make sure you print out the receipt for your purchase immediately; we will do our best to make you accountable, but we don't want to have to hunt you down later because we don't have proof of the purchase.

PAYING PEOPLE/STUDENT BODY WAGES

There is a process you must follow in order to pay your staff members for their work. This is due to the fact that the United States Government has the right to tax individual income. The result is that **people must be paid through the business office payroll. We cannot pay people directly with checks.** It's the law. This is why organization members generally are **not** paid wages.

Bonuses

Sometimes Signators receive a **bonus** at the end of a semester if Senate feels they have done a particularly outstanding job with their organization. **Bonuses are not mandatory.** It doesn't matter if someone who signated your organization in the past got one—a bonus is based on your personal performance, not tradition. Please don't ask us for a bonus, either—we will give you one if your work merits one.

Paying people in your organization

STEP 1: Determine if the payee has ever had a Reed job before. If they haven't, tell them they must go to Payroll, in the Business office, and fill out I-9 and W-4 forms. Make sure they do it. No one will be paid without filling out those forms. **(If you have any questions, e-mail Janie Hinkle-Clayton.** She is very nice, and is the person who would be able to help you with these matters.)

STEP 2: You, the Signator, fill out a student body Time Slip. Don't confuse this with the pink ones from the Business Office. There are copies of the student body Time Slip available outside the Treasurer's office and online.

STEP 3: Turn it in to the Treasurer's office by the 15th of the month. This is an important deadline. It corresponds to our deadline with the Business Office. If you are a day late, your people **won't be paid** until the next month, and they will be angry with you.

STEP 4: Get paid on the last working day of the month, **through the Business Office** (not the Treasurers). Since you are being paid through the Business Office, that means

you should direct your complaints or questions through them, not through the Treasurers. E-mail Janie Hinkle-Clayton. She will always know exactly what to do.

Note: You should not promise to pay people that are not enrolled at Reed. In order to pay someone from outside of Reed, there are massive amounts of paperwork to be completed. Any questions about this can be directed to Janie Hinkle-Clayton in the Payroll Office. As a rule, **Senate will not pay wages to someone not enrolled at Reed.**

Paying Sound Kollektiv

In order to pay Sound Kollektiv, please fill out a "Paying Sound Kollektiv" form. The money will be transferred from your wage account to theirs. It is **very important** that you do this in a **timely** manner, or the SK employee won't get paid, and it will be a headache for everyone involved.

Sound Kollektiv needs to follow the steps above for "Paying people in your organization" in order for their workers to be paid.

GIFT TRANSFERS

If you aren't going to spend all of the money that has been allocated to your group, you can donate it to another student body organization.

- Get a gift transfer form from outside the Treasurers' office or online.
- Fill it out.
- Bring it to Finance Committee.
- Your funds will be transferred as soon as Finance Committee approves it.

USE IT OR LOSE IT

If you don't spend all the money allocated to you in a given semester, it will not carry over to the next semester unless you receive permission from the Vice President or the Treasurer. You must also have a **good reason** for us to agree to hold over your money.

Note: a good reason is NOT that you were unorganized and never got around to spending your money.

KEEPING TRACK OF MONEY

As a Signator, your responsibility is **not** simply to sign disbursement and loan forms for members of your organization without taking any notice of what those forms are for. **You must keep track of how much money your organization has.** The Treasurers will **not** always be willing or able to tell you how much money you have in your account. Moreover, the amount in the Treasurers' records may not match how much you actually have, depending on whether or not the Treasurers have processed all of the forms you have submitted. Please use these handy-dandy forms (created specifically for you, the beautiful Signator!) to monitor the financial progress of your organization! You can get a Signator's budgeting form from the Treasurer.

Section V – Annual Senate Events

Contact Senate or Student Activities for current dates.

September

First Senate Meeting – first week of class

Student Activities Fair – first week of class

Signator training – first week of class

Funding Poll – usually second week of class

Funding Circus/Hell – usually second or third weekend of class

Finance Committee starts to meet – week after funding process

Throughout the semester

Finance Committee

Appointments Committee

November

Senate Elections (President, VP, half the senate seats, Quest)

December

New Treasurer and Assistant Vice Treasurer Appointed

January

Paideia – week before classes

First Senate Meeting – first week of class

Student Activities Fair – first week of class

Signator training – usually first week of class

Funding Poll – usually second week of class

Funding Circus/Hell – usually second or third weekend of class

Finance Committee starts to meet – week after funding process

March

Senate Elections (half the senate seats, Quest)

April

New Treasurer and Assistant Vice Treasurer Appointed

Renn Fayre

Section VI – Campus Event Planning

Please see the event planning information on the Student Activities web site or pick up a brochure outside the Student Activities Office (GCC 104). There is also a lot more information including detailed checklists in the Signator's Toolkit, available from Student Activities. Here is a quick version:

Get Money

- Go through the funding process or Finance Committee.
- Apply for co-sponsorship through Student Activities, the MRC or the Dean of Student Services' offices.

Sign a Contract

- We can't stress this enough...SIGN A CONTRACT. This protects you and the person you're bringing to campus. It also acts as your receipt for the Senate Treasurer. You can either get one from Student Activities or the performer can provide their own.
- Senate will not cut a check for contracts over \$200 if they are not co-signed by a student activities staff member AND a treasurer or the VP. This is for your protection and ours.
- Contracts are important even if the person/group is performing for FREE!

Reserve a Space and Register the Event

- Student Activities can help you with most spaces on campus while you are registering your event.
- Go online to www.reed.edu/student_activities and follow the instructions for online event registration.
- This program will guide you through the whole process. It will let you know who to contact for your various needs.
- If you have questions, you can always top by the Student Activities Office.

Think Ahead about Risk Management

- If someone gets hurt or something gets damaged at your event, you are legally liable and could be the target of a lawsuit. Take some time to think about possible issues and take time to mitigate them. Student Activities staff can help you think through your options.
- Is this an event where you should have insurance coverage? Bands, bouncy castles, mechanical bull, etc.?
- Will you have off campus guests? Think about the environment of your event and how guests might behave. Many of the problems that arise at student events (fights, damage, etc.) are because of off campus guests. Do you have a plan to keep them behaving the way you want? Will off-campus guests outnumber Reedies? How can you ensure that both you and they will be safe.
- Consider staffing your event. You can and should control who comes in. Placing people at the doors helps you control what's going on at the event.

For the 2008-09 year, events advertised to off-campus guests will be scrutinized with the utmost intensity. After several events where people were sent to the hospital and campus got trashed and then not cleaned up, Senate is not too keen at having people who don't go to school here get drunk, break stuff, write on our walls, pee on our floors and then leave. Senate requires that any and all signators who wish to invite off-campus guests to any function they are throwing abide by the following:

- No persons under the age of 18 not directly related to a Reddie may be on campus without supervision (and you and your buddies don't count as supervision).
- Events where there is even an anticipation of beer being present MUST card everyone at the door and all possible precautions must be taken to ensure that underage drinking by off-campus guests is not occurring.
- You must have a plan for how to work the doors, keep the off-campus guests (as much as is possible) from wandering all over campus, and how to handle any problems that arise (hence alerting the CSOs to the fact that you are having a shindig).
- Senate requires you to speak with Community Safety if you want to have an event that is advertised off-campus.
- To post fliers off-campus, you must have Senate approval. Failure to get Senate's approval for this and doing it anyway means no money in the future for you or your events
- The signator is 100% responsible for EVERYTHING that occurs at his/her event, which means that if things get out of hand and stuff is trashed or broken, they will be charged.

Talk to Other Parties

- Go to the Sound Kollektiv web site: <http://sin.reed.edu/sk/>
- Confirm with A/V.
- Talk to Community Safety about your event if it is extremely large, involves off-campus guests or presents safety issues.

Advertise

- See the "Getting the Word Out" section

Have a fun and safe event!

SECTION VII – Campus Guidelines

ONLINE RESOURCES

In the effort to increase transparency and clarify expectations, we've put some guidelines up on the web. Check here for information related to student groups and events on campus: http://web.reed.edu/student_activities/office_guidelines/index.html.

NOISE

The city of Portland noise ordinances require that we be quiet after 10 p.m. Please respect our neighbors and help us maintain this guideline. We will not register noisy outdoor events after that time. See the online guideline for more details and information about applying for a noise variance.

HAZING

State law is clear that no organization can haze its members or recruits. Hazing is defined in a surprisingly broad way. Check online to make sure you are not doing it without knowing.

ALCOHOL AND OTHER DRUGS

The AOD Implementation Plan includes a couple sections that pertain to student groups.

Publications

Section III

- Take steps to assure that all persons, who use college resources, auspices, or funding (including student body funds) to publish advice about the risks of using AOD, are fully informed about the personal and institutional legal risks if such advice proves to be erroneous or misleading.

Please be aware that you expose yourself and the college to legal action if you publish information that leads to harm. Be sure to always use reputable sources and always cite them so your audience can form their own opinions. For more information, contact a Student Activities staff member.

Expenditure of SB funds

Section V – operating principles

- The expenditure of college funds (including student body funds and all other monies collected or disbursed by Reed College) by faculty, staff or students for the purchase of any illegal drug or for the purchase of alcohol for the purpose of distribution to minors is prohibited by the Drug and Alcohol Policy (section II.A). Enforcement of this provision may include the initiation of an honor proceedings or

grievance against the person authorizing or making such expenditure, including in the case of an expenditure by any student organization, the signator(s) of that organization. Authorization or expenditure of funds for the purchase of illegal drugs will be regarded as comparable in severity to direct distribution of those drugs. Enforcement of this provision will also include a demand by the College that the person authorizing or making such expenditure reimburse the College in the amount of funds improperly expended.

Know that you are not only putting yourself at risk, but also the SB Treasurers and VP if you misrepresent your purchases or spend money on illegal drugs or purchase alcohol for minors with College funds.

SECTION VIII - Your Student Space

MAINTENANCE

If your space is damaged, needs attention, or needs some improvements contact Michele McPherson in Physical Plant to place a work order. Physical Plant staff can come and fix most problems. If you are requesting changes to your space (new shelves, etc) contact Senate first since they will need to allocate funds for the project.

ACCESS

Signators can go to Student Activities to fill out Key Request Forms for themselves or any member of their organization. Forms will need to be signed by the signator, the VP of Senate and a Student Activities staff member. Student Activities will email you when your form is ready to pick up and you can take it to Physical Plant to get the key.

Some signators prefer not to give keys to every member of their organization. There are three ways you can handle access to your space if you do not want to give everyone keys.

- 1) You can request that Community Safety check out keys to group members. To do this you should ask Student Activities for key request forms and provide an access list to Community Safety.
- 2) You can buy a lock box which affixes to the door of your space. These are available at most hardware stores including Ace Hardware on Woodstock. Give the code out to people you trust. Some groups like the MRC have an agreement so the code isn't distributed, others like the women's center want free access to all and pass the code along. Be clear with your group what the expectations are.
- 3) Finally, you can give Community Safety an access list and ask them to key in those people. This isn't ideal since students will need to wait for access and this makes the CSOs' jobs that much busier.

Remember that only current students should have access to student spaces. Those not currently registered as students are welcome to be guests but won't be given access independently.

Access to student spaces is not generally available during winter break.

USER AGREEMENTS

This is your space and as Signator you have responsibility for it. This also means that you have the right to take care of it and protect yourself from repercussions of other students damaging it. Some Signators have created User Agreements to be sure that their space is taken care of. This is a great way to make sure that you're not stuck paying for repairs for other people's damage or constantly cleaning up after other group members. The agreements can cover any areas you think are important. Some agreements written in the past have covered areas such as damage to the space, leaving the space clean, giving out the lockbox combo, or care of equipment. They list consequences such as losing access to the space or being fined for damage.

SMOKING

Remember that no smoking is allowed in the Gray Campus Center or the Student Union. The Multnomah County Health Department has been on campus to check before and may be back again.

There is a \$2000 fine that can be levied against the Student Body if you are caught smoking by the fire marshall or if the fire marshall finds evidence of your smoking. If the Student Body has to pay this fine because of you, that is \$2000 that will not be going to Renn Fayre, shows or anything else.

SAFETY INSPECTIONS

From time to time various officials (including the Fire Marshall, OSHA and Multnomah County Health Dept) will make unannounced visits to student spaces. Please keep the following areas in mind in order to avoid getting fined.

- Christmas lights (can only be used within 30 days of Christmas and must be commercial grade)
- Extension cords used for more than a day (use power strips instead – available from the bookstore)
- Bedding material/obvious sleeping arrangements in an unalarmed room or one not permitted for occupancy
- Storage and other items must be more than 18 inches from the ceiling and from fire sprinklers
- Signs of smoking (ashtrays, burn marks, cigarette butts)
- Holes in ceiling tiles/things hanging from the ceiling
- Excessive garbage/cans and bottles
- Blocked exits

- Lots of paper on the walls
- Overloaded plugs
- Improper storage of chemicals (dark room and print shop)
- Any items covering smoke detectors or touching sprinklers
- Disabled smoke detectors or other fire safety equipment
- Electrical outlets or boxes with damaged or missing covers

In order to help you remember to follow these guidelines, someone from Student Activities will walk through student spaces midway through each semester. We will notify you ahead of time and send you this checklist as a reminder. We'll follow up by letting you know what areas you need to keep in mind.

SECTION IX- Technology Tips from CUS

In running your organization you may find it helpful to use technological resources like computers, mailing lists, shared file space, and so on. CUS can help!

BASIC COMPUTER CARE

Here are some tips for taking care of your equipment;

- Backup your work. It is very important to keep copies of all critical data in at least two places. See <http://web.reed.edu/cis/help/backup.html> for details.
- Keep your operating system and programs up to date.
- Don't turn on unnecessary network services, such as file sharing.
- Use anti-virus software. See <http://web.reed.edu/cis/help/nav.html> for details.
- Leave at least 10% of your hard drive free. Your computer needs this space to function properly.
- Take care eating or drinking around your computer equipment. There's nothing like a spilt drink or food to kill a computer.
- Use a Macintosh unless your organization needs software that won't run on a Mac. If you must use Windows, we recommend Windows XP Professional and particular models of Dells. Contact CUS for more details. In using Windows you will need to take extra precautions to ensure your computer is safe for use on the network. Please consult *The Technology Survival Guide* for more details.
- Save the CDs, manuals, and license codes that came with your computer and purchased software. You will need them sooner or later for reinstallation.

PROTECTING YOUR DATA

No matter what other computer-stuff you do, it's vitally important to keep your files backed up. Every computer will fail one day—usually a bad day. Keep your work backed up on CD, a USB drive, your Home server, or somewhere. Anywhere will do as long as you have a few copies in different places.

GETTING COMPUTERS

Recently (2005) CUS and Senate have been collaborating to make computers available to student organizations. CUS provides a number of older computers, complete with software, to Senate for allocation to student organizations. Contact Senate to see if you qualify for one. At the time of writing the allocated computers are brightly-colored iMacs with Mac OS9 and Office (think IRCs circa 2001/2). You can also buy or build your own computers of course, but if you want CUS help it's important to talk to them before buying. CUS offers limited support for nonstandard computers and peripherals.

HELP WITH COMPUTERS

CUS generally provides the same level of support for organization-owned computers as for privately-owned computers. It's a good idea to name one person in your group to work with CUS; the continuity helps everyone avoid a lot of frustration. Ethan Benatan (CUS director) is happy to meet you and talk about your computer needs at any time of the year. It's very helpful to pass on a list of what mailing lists, folders, and other computer resources you have from one signator to the next.

MAILING LISTS

Your group can request mailing lists for topical discussion or to facilitate communication. You can use a full-featured Mailman list (request at <http://web.reed.edu/cis/help/lists-mailmanform.html>) or a simpler but less powerful distribution list (no form yet; ask CUS for details). Either way, someone needs to take responsibility for running the list: helping people subscribe and unsubscribe, dealing with spam, etc.

SERVER SPACE

The Griffin Exchange is a space for campus organizations to share and distribute information. You can request publicly accessible "drop boxes" so that anyone in the Reed community can drop file for you; you can also use the Griffin Exchange as a way to share files amongst your members. You can request space by visiting <http://web.reed.edu/cis/links/create.html>

The Griffin Exchange is shared space for all of campus so please use your space judiciously and remove files you no longer need. It's not for long-term storage; if you are archiving your work consider burning it to CDs or DVDs.

WEB SITE

You may be entitled to a web site on the Student Information Network (SIN) server, which is operated by Senate. This is a great way to communicate with students on campus. SIN is available to on-campus users or via proxy for off-campus users. The student webmaster maintains this server and can help you get your group up and

running with a site. Senate or Student Activities will know who the current Webmaster is.

You can also get space on Reed servers or buy space on an off-campus server; details are governed by the Student Body Web Server Policy, available at http://web.reed.edu/policies/stu_web_server.html.

You can also fill out the Student Organization Survey in Student Activities. They will put you in their publicly searchable Student Organization Database, so people can find out about your group and how to contact your organization.

SECTION X – What Student Activities can do for you

EVENT REGISTRATION

It's important to register your events to reserve your space, communicate with other people on campus and to request tables, chairs, A/V, etc.

Register your events online at iris.reed.edu. In the Student Section, click on "student events." Make sure to give us as many details as you can. We'll take care of contacting the SU manager or other people who need to be notified. We'll also let you know whether you need to meet with us, the CSOs, A/V or anyone else. It's fast and easy with the online system.

LEADERSHIP AND INVOLVEMENT SERIES

Check our current schedule for leadership and involvement workshops. These sessions can help you develop skills that will make your student group work easier. Also, ask Student Activities staff members about our "house calls" program. After a consultation meeting with you, we'll tailor sessions for your group's needs.

STRUCTURES

If you want to avoid the heartache of having the structure you slaved over taken down and the cost of having your materials thrown away, go to Student Activities and register your event. Fill out the one page form and you can make it official for up to 10 days. During the process you can also ask for resources like paint, tarps or flags for the sprinklers.

For structures that you want up more than 10 days, write a proposal for the Vice Presidents to consider. You can deliver the proposal to the President's Office or the

VP/Dean of Student Services' Office. Proposals should include duration of the structure, how it will be maintained, why it benefits the college and a description of the project.

EQUIPMENT CHECKOUT

Student Activities has a number of items available for checkout. Items can be checked out for varying lengths of time. If you'd like to see Student Activities buy other types of equipment please let them know.

- Books (Topics include leadership, diversity, local travel and interest, etc.)
- Maps
- Diversity Toolkit and games
- Croquet Set
- Markers
- Lamination Machine (must provide own supplies)
- Small and Large Button Makers (must provide own supplies or purchase from Student Activities)
- Bingo Cage and Cards
- Paper cutter
- Bull Horn

SIGNATOR TOOLKITS

If you want some resources to help keep track of your organization, go pick up a Signator's Toolkit from Student Activities. This is essentially a workbook that will help you keep records of contacts, events, budgets, meetings and other helpful things. When your time is up as signator, simply pass this on to the next person to help keep institutional memory for your organization.

STUDENT ORGANIZATION RECORD KEEPING

Student Activities is happy to keep records for you. Between signators or over the summer, you can drop off your records and we'll pass them on to the next person. These can include Signator Toolkits, files, books, etc.

If you'd like to email Student Activities any electronic files, we can hold those on our server and pass them on to the next group.

SECTION XI - Getting The Word Out

You've scheduled your speaker, your band, or your performance. You've booked the room. Now all you need to do is make sure you have an audience! Where do you start?! Generating great publicity for your event is a creative enterprise. The communications

office looks forward to working with you to produce visual support for your events, while effectively representing Reed's community image.

PUBLIC AFFAIRS OFFICE

Publications

Reed's publications staff can help you create posters or mailers if your event is sponsored by an academic department. They can also provide general guidance on creating your own print materials for non-sponsored events. However, in both cases, you will be responsible for any printing and mailing costs. Contact publications manager, Stacey Kim for more information. Please plan on 3-4 weeks of lead-time for these services.

Media Relations

If you are looking for information on how to promote your event to the general public or audiences outside of Reed, please contact Kevin Meyers in media relations at ext. 7574 or by email at Kevin.meyers@reed.edu. She can offer guidance on how to write and distribute a press release, and provide you with pertinent press contacts and calendar deadlines. A minimum of 4-6 weeks in advance is recommended in order to publicize your event in most local media.

AT-REED

At-Reed is a weekly e-newsletter that goes out to all students, faculty, and staff. It is sent out Fridays. If you would like to send information about an upcoming event you can email at.reed@directory.reed.edu. Submissions are due Thursdays by 8 a.m.

STUDENT BODY INFO

The Student Body President regularly sends out this email to the student body. The email is sent as needed so there are not deadlines for publication. To submit an announcement, contact the current Student Body President.

THE QUEST

The Quest is eager to print information about what's happening on campus. Submissions are due by 5 p.m. on Fridays for a Tuesday publication. To make a submission email Quest@reed.edu.

FLYERS

You do not need permission to post flyers on campus. Use any unmarked bulletin board. In most buildings on campus, flyers are not allowed on doors and windows and are removed nightly by custodians. Keep this in mind when you're spending lots of time and money on flyers around campus. The exception is the Gray Campus Center where

flyers are removed Mondays and Thursdays. Out of courtesy to our staff, please remove them yourselves after your event.

BANNERS

Student Activities can provide banner paper and paint pens to help advertise your events. Come by during business hours for supplies. Again, please remove these after your event so Physical Plant doesn't have to.

SECTION XII – Student Travel

SAFETY TIPS

Whether you are driving a personal vehicle or a Reed vehicle, there are some simple things you should do to make sure you have a safe trip:

- Make sure you have a cell phone and all the contact info to get help from campus resources.
- Poor maintenance is the leading cause of accidents where college students are injured. Make sure that your car is in good repair. If it's not or you're not sure, then find another vehicle.
- Don't overload the vehicles with people or gear. This is a roll factor for vans and SUV's.
- Make sure everyone has a seatbelt and is using it.
- Drowsy driving is another leading factor in injury accidents among college students. If you're tired, pull over. Don't put yourself and others at risk.

TRAVEL DATABASE

Student Activities is working on a Database that will help track student travel. We ask that you fill this out if you are traveling more than 60 miles from campus and/or spending the night off campus. This allows us to know where you are and what your plans are if there is an emergency.

While we are constructing the student travel web site, we ask that you come to Student Activities to fill out a form for us.

RELEASES

If you are traveling for a college event, be sure to fill out a release form. These are also available from Student Activities.

VANS

Below is the Physical Plant Van Policy, followed by some useful tips. Contact Michele McPherson with questions about the policy listed below.

I. Use of Vehicles

All van usage subject to cancellation due to weather or road conditions as determined by the vehicle coordinator.

- A. Reed College vehicles are to be used only for official school functions. Events intended for Reed College students will only transport students who are currently enrolled without prior College approval.
- B. Vehicles are for passenger transportation only and are not to be used for heavy-duty hauling.
- C. Vehicles are reserved in advance on a "first come" basis. If vans are needed for a scheduled class, the sports center has priority and can "bump" other groups from the reservation book. Additional vehicles may be rented from Enterprise in case of scheduling conflicts or as needed. Please call Michele at x7283 or Will at x7285 for specifics.

II. Procedures

- A. Reservations
 1. Confirm availability of vehicles by calling Michele at x7283.
 2. Complete part 1 of the Vehicle Reservation Form and be sure to include the complete department budget number and name of authorized driver. Be sure to obtain departmental approval. These forms are available at the physical plant or from Student Activities.
 3. Return completed reservation form to the physical plant office at least two working days prior to reservation date to finalize your reservation. (Vehicle will not be considered reserved until this completed form is returned.)
- B. Cancellations
 1. Notice must be given within 24 hours of scheduled departure time. Weekends and holiday trips must be canceled before 4:00 p.m. on the last working day prior to scheduled departure time.
- C. Drivers
 1. Drivers are arranged for by the requester and/or department. Email van-drivers@reed.edu to hire one.
 2. Only Reed College authorized drivers may drive Reed College vehicles.
- D. Van Packet
 1. A van packet will be issued by the physical plant office during regular working hours, Monday through Friday, 8:30 a.m. to 5:00 p.m. or the Switchboard at Greywood for evening, weekend, early morning, and holiday trips. Vehicles may not be picked up sooner than one-half hour before departure time. Vehicles are not to be taken home overnight for early morning departures.

2. The van packet will include completed reservation form, vehicle safety check form, van trip information sheet, keys, and a gas credit card.
 3. Before leaving campus you must turn in all information forms completely filled out to the switchboard. Once forms have been given to the switchboard a cellular phone will be issued.
 4. The vehicle must be left in a clean and presentable condition for the next scheduled user.
 5. The vehicle must be parked in its designated space. (Notify community safety of any unauthorized vehicle parked in a van space.)
- E. Van Break Down or Other Emergency
1. Using the cellular phone contact dispatch at 503-777-7533. Driver will state nature of emergency and location. Dispatch will contact van coordinator via pager.

III. Rates and Additional Charges

- A. Cost for in-town trips is ϕ .50 per mile. Cost for out-of-town trips is ϕ .40 per mile.
- B. Any citations, parking fees, etc., will be charged to the department.
- C. Any passes, lunches, etc., needed by the driver will be provided for by the department.

IV. Billing Procedure

- A. Upon completion of trip, the charges will be computed and entered on the reservation form.
- B. Departments will be charged through the business office by means of monthly journal entries from the physical plant office. A copy of these charges will be put in your mailbox.
- C. Student driver wages will be charged to the department and/or organization at the current hourly rate.
- D. Any discrepancies must be resolved with the physical plant office as soon as possible.

***Excessive Damages As A Direct Result of Negligence
On The Part Of Any User Can Result In The
Loss of the Privilege Of Using Reed College Vehicles.***

More tips on van use...

- If you know a group member who is an authorized driver, feel free to talk that person into driving. That way you save on van driver wages.
- Plan ahead. On busy weekends, vans may be reserved weeks ahead. Be sure to check availability before you finalize your event.
- Don't forget to include mileage in your budget! Gas is included in this cost.
- Under the "department budget" line of the van reservation form, put Senate's account number. This can be obtained from the Treasurer. The Treasurer will need to sign your form as well.