



Student Activities Office
Student Organization
Handbook
2020

Table of Contents

Policies4

- Assemblies and Protests.....4
- Campus Space Reservations4
- Chalking Policy.....5
- Contractual Agreements5
- Equipment Rental5
- Film/TV Public Performance5
- Food and Dining Service6
- Fundraising6
- Noise Policy6
- Non-Smoking Policy7
- Organization Accounts through Bradley.....7
- Posting Policy7
- Ribbon Campaigns8
- Statement on Sexual Harassment and Discrimination8
- Student Organization Registration.....9

Resources 10

- Bradley Tech Crew10
- Catering.....10
- Student Activity Budget Review Committee Funding.....11
- Marketing Opportunities.....11
- Bradley Credit Cards.....12
- Organization Categories12
- Organization Status.....13
- Student Activities Communication.....13
- Student Organization Storage Space13
- Tax Exemption13

Dear Bradley Student leaders,

Your involvement in student organizations plays a positive role in your college experience and in the greater Bradley community.

Student Activities Office provides a variety of services to student organizations and the campus community including program planning, leadership and organizational development, contracts and negotiation, posting validation, publicity and promotion development, talent acquisition and financial management.

YOU are at the center of what we do, so it's important that you understand our values.

We Value:

- Civic engagement
- Engagement
- Experiential learning
- Fun
- Inclusiveness
- Leadership
- Peer accountability
- Self-discovery

This handbook is designed to give you information that can assist you in managing your student organization including policies to follow and resources at your disposal.

It is expected that all students and student organizations abide by all campus policies as outlined in the University Student Handbook and this document only serves to supplement the policies that govern all students.

We look forward to working with you to achieve your personal and organizational goals!

Go Braves!

Cara Wood
Director
Student Activities

Michel Student Center, room 28
(309) 677-3050
studentactivities@fsmail.bradley.edu

Bradley University students and student organizations are expected to abide by all University Policies, Standards of Conduct, local, state and federal laws. The policies below specifically apply to registered Student Organization operations.

Policies

Assemblies and Protests

1. Any student organization requesting use of campus grounds for assembly or protest must obtain approval from the Executive Director of Student Involvement, who will consult with appropriate University officials at least 72 hours in advance.
2. The proposed assembly must allow persons to enter buildings and walk freely on campus.
3. If the assembly is held when classes are in session, noise may not be heard inside academic classrooms.
4. Persons passing by must be free from harassment from the protesters.
5. Due to the possible sensitive nature of planned assemblies, the confidentiality of the proposed event will be maintained if requested by the sponsor.
6. Non-compliance with these procedures and/or a threat to the health, safety, or welfare of Bradley students will be directed to the Director of Student Activities for a conduct referral and individuals who violate these policies may also be subject to University conduct procedures.
7. There must be a 24-hour period between protest activities.

Campus Space Reservations

1. Student Organizations registered with the Student Activities Office and in good standing are able to reserve space free of charge if a simple majority of the attendees are Bradley students, faculty or staff. If Markin is requested, any non-members must pay the \$5 guest fee.
2. All reservation requests for use by student organizations should be submitted online. Student leaders are able to review available spaces and submit table or room requests using one form. Please visit the Event Services website at <https://www.bradley.edu/offices/business/eventservices/>
3. All reservation requests must be submitted at least 72 hours in advance.
4. Failure to cancel a Student Center room that you will not be using at least 72 hours in advance may result in rental charges. Charges will be equal to 50% of the rental rate for that space.
5. Please note that student organizations wishing to use Renaissance Coliseum should schedule a preliminary meeting with Student Activities staff to discuss the proposed event. Student Organizations are encouraged to plan at least one semester if not more from the date of their desired event.
6. Student organizations, campus departments and non-University groups may reserve table space on the first floor of the Michel Student Center. Table reservations are limited to two days per week per event or a total of four times per semester per event.
7. Student organizations are responsible for all tables and chairs for the times for which they are reserved. Failure to return the proper number of tables and chairs will result in a financial charge to the organization. Until such charge is paid, the organization will not be allowed to use campus facilities.
8. If an admission fee, registration fee or similar is assessed, the organization must pay the student organization rental rate for that space. Fees collected to purchase prizes, awards, etc. are not considered donations and rental fees will still apply. Any support services such as staffing, custodial, etc. may apply.
9. If collected fees are 100% donated (minus operating expenses) to an outside organization, rental fees will be waived. Organizations must show proof of donation with a valid receipt from the benefiting organization. Validation is completed through the Event Services Office. A receipt must be submitted within 30 days of the conclusion of the event or will be charged the rental fee for the space.
10. Event Services recognizes that events are sometimes co-sponsored by multiple organizations and entities; however, student organizations shall not use their privileges for access to Bradley University space and services inappropriately to “front” for a non-university group or commercial vendor in order to avoid or reduce expenses and /or provide access to campus for those entities. Student organizations are not to reserve space for events, which they are not directly involved in, and present at. All instances of “fronting” for other student organizations, off-campus groups, or commercial vendors will result in an adjustment of all related fees to the non-university rate and may result in the loss of reservation privileges.
11. Non-University organizations and businesses will be charged a fee for the use of space. The fee will be determined by Event Services.

12. In the event of harassment of people passing by, the group may receive one (1) verbal warning depending on the severity. If the harassment continues, the group will be asked to leave the premises and will not be allowed to continue the event if it is scheduled for another day.
13. Any group requesting space for a march or demonstration must follow the Assemblies and Protests Policy as written in the Student Organization Handbook.
14. Electricity is only available on Olin Quad and Alumni Quad.
15. Arrangements for serving or selling food must meet the guidelines outlined below in Food and Dining Services section of this Handbook.
16. No heavy equipment or vehicles may be placed on the Quads due to sprinkling systems.
17. Staking of signs, tents, inflatables, etc. is not permitted on Olin Quad without consultation with Facilities and Grounds.
18. All Bradley regulations including the posting policy must be adhered to.
19. All events must adhere to the Noise Policy found in this handbook.

Chalking Policy

1. Only sidewalk chalk may be used. No spray chalk is to be used.
2. Chalking can occur on sidewalks, that are exposed to the elements. No red brick or textured brick surfaces should be chalked on.
3. Chalking must be at least five feet from the entry of any building.
4. No chalking of steps or curbs is permitted.
5. Chalking of the exterior of a building is strictly prohibited.
6. Organizations are encouraged to inform Student Activities of chalking plans in advance.
7. Failure to follow guidelines will result in clean up fees being assessed to the student organization.

Contractual Agreements

Students are never authorized to sign any sort of contract on behalf of the University.

The Director of Student Activities (or designee) is required to sign performance contracts under the following conditions:

1. The program is funded by SABRC.
2. The program is to be held on campus and is open to all students. In this case, proof of available funds to settle the contract must be presented to the Director or designee.

Agreements for fundraisers and events held off-campus may be signed by a student organization's advisor. The Director of Student Activities is available to review all contracts.

If any contracts or legal agreements are negotiated and entered by any unauthorized person, Bradley University will not accept legal or financial responsibility for these contracts or agreements.

Equipment Rental

1. Student Organizations planning events can request equipment such as tables, chairs, trash cans, etc... during the reservation request process in EMS.
2. Limited tables/chairs may be rented through Student Activities for events held in residence halls, fraternity/sorority housing etc... that do not require a room reservation. This equipment must be picked up by the registered student organization from Student Activities during normal business hours, Monday-Friday.
3. Student organizations are responsible for all tables and chairs for the times for which they are reserved.
4. Failure to return the proper number of tables and chairs will result in a financial charge to the organization. Until such charge is paid, the organization will not be allowed to use campus facilities.
5. Student Organizations are able to reserve equipment, supplies, decorations, and games through the Student Activities Office.
6. All Student Activity equipment rentals can be requested online using the Equipment Request form:
<https://bradley.presence.io/form/student-activities-equipment-request>

Film/TV Public Performance

If you want to show a movie or a TV show at an event (in a public venue), Federal Law requires that you must purchase a license. If showing a movie or TV show is part of or your entire event, please contact Student Activities to request and purchase a license at least two weeks in advance. Note that willful infringement on this Law is punishable as a misdemeanor with a maximum sentence of one year in jail and/or \$100,000 fine.

Food and Dining Service

Student Activities in partnership with Dining Services seeks to assist students in providing food or dining services during events and functions on campus.

The following guidelines are established for regular food/dining requests.

- **Bake Sales**- permitted with no special restrictions
- **Groups cooking and serving food for invited guests**: Defined as those groups that have set up invites for a selected guest group and the event is not open to the public. The group has made the decision to prep/cook and serve the food themselves. They are making food at home or they stopped by the grocery store and picked up food and snacks and they are setting that up for their attendees. They are generally setting up in small meeting rooms on campus or outdoors. No communication with Dining Services is needed.
- **External Catering Company**: For those groups that would like to use an outside caterer on campus for a formalized function, Dining Services has the first right of refusal. If unable to assist the group, then Dining Services can approve the outside caterer, and the caterer would need to provide either a certificate of insurance or a copy of their Food Service Catering License to keep on file.
- **Other External Vendors**: For those groups who wish to use an outside vendor/restaurant or caterer for small, informal events such as ordering pizza, having an ice cream or popsicle giveaway, small cook out or sandwiches do not need to communicate with Dining Services in advance.
- **Groups hosting an event that is open to the public**: The group will need to work through the Dining Services Department. If unable to assist then Dining Services can review with the organization what other options are available to ensure that all attendees have a safe food experience.

Fundraising

Student Organizations may choose to fundraise for charitable causes or to help with the costs of their organization. When conducting a fundraiser for a charitable cause, we encourage student organizations to report their donations on Braves Volunteer (volunteer.bradley.edu).

Game of Chance/Raffles/Casino Nights

All fundraisers must comply with University, state and local ordinances and laws. Due to the number of legal, tax and operational issues associated with games of chance, raffles and casino nights, student organizations are not permitted to sponsor them in order to raise funds.

Bradley Merchandise - T-shirts, Mugs, etc.

Only an approved vendor may print an item with the Bradley University logo, "Bradley". A list of local approved vendors is available in Student Activities.

Alcohol

Fundraisers associated with the sale or consumption of alcohol are prohibited.

Date Auctions

Date Auctions are not permitted. Bradley University values all individuals and as such does not allow the sale of people or people for service.

Noise Policy

1. All set-up requiring amplification or speakers on Olin Quad is to be done in the grass in front of the cement bench.
2. All set-up requiring amplification or speakers on Alumni Quad is to be done on the cement directly in front of the Hayden-Clark Alumni Center

3. Music amplification, i.e. live band and DJ, will be allowed after 6pm, Monday-Thursday.
4. Music amplification will be allowed after 3pm Friday.
5. Amplification is to end by 10pm, Sunday-Thursday and 11pm, Friday and Saturday.
6. Amplification is not to interfere with classes in session.
7. Sponsors will be given one warning to adjust their volume if a complaint is received. A second complaint will result in the event being shut down.
8. Exceptions to this policy must be approved in writing by the Director of Student Activities. Exceptions will only be considered for all-campus special events such as Welcome Week, Homecoming and Family Weekends.

Non-Smoking Policy

The Smoke Free Illinois Act became effective January 1, 2008. The Act mandates Illinois facilities are smoke free with very few exceptions. The Act also prohibits outdoor smoking within a minimum distance of 15 feet from building entrances, exits, windows that open and ventilation intakes. The University is smoke free in all University owned buildings and vehicles. "No smoking" signs are posted at all entrances, exits and throughout all university buildings as required by the act.

Organization Accounts through Bradley

Student organizations are welcome to establish financial accounts at Bradley. The money deposited into one of these accounts will act as a checking account and allow departments, such as food service, duplicating and work control, to bill the account directly. This is one advantage to the account and will save your members the hassle of getting reimbursed for organizational expenses they pay for out of their own pocket.

Establishing an Account/Policies

1. The organization's advisor must request an account from the Controller's Office. The advisor will then serve as the signature authority for this account. Students will not be able to request money directly.
2. Campus departments will bill the account directly for expenses incurred.
3. To pay bills outside the University, the advisor will need to complete a requisition form and turn it into the Controller's office with the original bill. If it is a personal reimbursement, an original receipt must be attached to the requisition.
4. In order to pay for goods or services up front, the advisor may complete a requisition for a cash advance. Receipts and remaining cash after the purchase must be returned to the Controller's Office immediately, or the advisor will be held responsible for the cash that was advanced. Under no circumstances will cash be available for withdrawal, as with a checking or savings account through a bank.
5. Purchase Orders (which allow goods to be purchased without paying sales tax) can NOT be issued from organization accounts. Sales tax must be paid on goods purchased from these accounts.
6. Account balances will roll over each fiscal year.
7. If an organization account goes into the negative, all activities of the organization will be frozen until money is deposited into the account. Organizations will be unable to reserve campus facilities and have flyers/posters duplicated or approved for posting.

Posting Policy

1. The Student Activities Office must approve materials at least 24 hours in advance of the event.
2. Approval can be requested in person or via email. We encourage student organizations to submit their flyers to studentactivities@bradley.edu for digital stamp before making copies. If that is not possible, please bring all copies to Student Activities for an ink stamp.
3. Only currently registered Student Organizations and Bradley University departments are permitted to post. We do not approve flyers/posters from outside entities.
4. Materials should clearly detail:
 - a. The name of the sponsoring organization.
 - b. The date of the event/activity
5. Flyers must have ample space for the approval stamp and accommodations statement.
6. Flyers should be in good taste and may not include offensive language or photos and may not advertise the sale of alcohol.
7. Materials may be only posted on bulletin boards in public areas of Bradley buildings.
8. Only one piece of printed material per bulletin board (for each event/service announcement, etc.)
9. No materials may be handed out to individuals in public areas or from door to door unless requested and approved in writing from the Director of Student Activities.

10. Yard signs are also included in this posting policy. Yard signs should not be displayed for more than 14 consecutive days.
11. The sponsor must remove all materials within 24 hours of completion of the event/posting expiration.
12. Failure to follow policy will result in all future requests for approval to be denied.
13. If you wish to have flyers placed in Residence Hall mailboxes please contact Residence Life for count and distribution information.

Illegal Areas to Post:

1. Floors/Hallways Trees/Shrubs
2. Painted Surfaces
3. Doors/Windows
4. Cars
5. Benches
6. Hallways
7. Trash Cans
8. Lamp Posts
9. Buildings Exteriors/Signs
10. Other Signs (Stop, Parking, etc)

Ribbon Campaigns

Bradley University grounds and facilities are maintained and cared for by several professionals however it is everyone's responsibility to maintain the environment.

Ribbon Campaigns

Student Groups wishing to promote a campaign or cause by trying ribbon on trees or light posts should get permission from the Director of Student Activities first.

All ribbons may be only be displayed for three consecutive days. At the end of the campaign all ribbons must be taken down by the requesting student organization.

Lydia Moss Bradley statue

The Lydia Moss Bradley statue in the center of Founder's Circle is a commemorative area and is not programmable space. As such Lydia may not be included in a ribbon campaign.

Statement on Sexual Harassment and Discrimination

Bradley University reaffirms the principle that its students, faculty, and staff have a right to be free from sexist and racist actions in the form of racial discrimination or sexual harassment by any member of the University community or by any unfair or inappropriate treatment accorded as a result of one's ethnicity, national origin, disability, age, gender, sexual orientation, unfavorable military discharge, military status or other basis that may be protected by applicable law.

Bradley University does not tolerate such discrimination and harassment in the enlightened society in which it operates and will commit its efforts to educate its students and staff that the understanding of and sensitivity to these issues are paramount in the world both inside and outside the University.

Racial discrimination is defined as an action which results in unfair treatment of members of a minority group or the demonstration of partial or preferential treatment to members of a majority group as a result of race. Decisions and actions based upon race or ethnic considerations have no place in a university community.

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working or educational environment. Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations to the unwelcomed emphasizing of sexual identity.

Racial discrimination and sexual harassment in any situation are inexcusable, but they are even more reprehensible when they influence decisions impacting the student's academic status or career goals or when they exploit the educational dependence and trust between student and faculty. Statement On Sexual Assault Policy.

Bradley University is a community of trust whose existence depends on strict adherence to the Standard of Conduct as found in the Bradley University Student Handbook. Sexual assault is a violation of these standards, specifically #5. Sexual assault refers to any act of sexual penetration or sexual conduct where the accused knew, or reasonably should have known, that the victim was unable to understand the nature of the act or was unable to give knowing consent. Sexual conduct means any intentional or knowing touching or fondling by the victim or the accused, either directly or through clothing, or the sex organs, anus, or breast of the victim or the accused.

Student Organization Registration

Renewal

1. Student organizations must renew every year with Student Activities.
2. Renewal registration includes participation by two student leaders, (one of which is the president) in Bradley Organization Leader Training (BOLT), and the completion of the Transition form in B Involved.
3. Active Student Organizations must maintain:
 - a. At least four students enrolled full time
 - b. Bradley University-employed staff member as an advisor
 - c. A current constitution and by-laws
4. Some student organizations require pre-approval including:
 - a. Recognition societies, honor societies and academic organizations must have approval from the dean of their college to register.
 - b. Club sports must be approved by the Assistant Director of Campus Recreation and Athletic Facilities (Programs).
 - c. Communication and media groups, i.e. newspaper, radio station, literary journals, etc., must be approved by the Director of Student Activities.
 - d. Fraternities and sororities must be approved by the Assistant Director of Student Activities-Fraternity and Sorority Life
5. Deadlines: Student Organization Renewals will open on April 1st annually
 - a. Priority 1 Registration will be August 1st
 - i. Incentive: Allowed to register and participate in the Student Activities Fair during Welcome Week
 - b. Priority 2 Registration will be September 1st
 - i. Incentive: Allowed to be active for the year
 - c. Organizations who fail to register by September 1st will be considered deactivated until they complete the registration process.

New Charter

1. New organizations are encouraged to schedule a consultation with Student Activities first, before beginning the registration process to ensure they are not duplicating efforts and to gain access to the required BOLT training.
2. Any new student organization, or re-chartering of an organization which has been inactive for more than 2 years can do so through the Organization Registration form online.
3. New student organizations may form at any time.
4. All new student organizations must have:
 - a. At least four students enrolled full time
 - b. Bradley University-employed staff member as an advisor
 - c. A current constitution and by-laws
 - i. If the organization is affiliated with a regional or national organization, students shall submit that constitution and by-laws as well. Sample constitutions and by-laws are available on the Student Activities website.
5. Some student organizations require pre-approval including:
 - a. Recognition societies, honor societies and academic organizations must have approval from the dean of their college to register.
 - b. Club sports must be approved by the Assistant Director of Recreation and Athletic Facilities (Programs).
 - c. Communication and media groups, i.e. newspaper, radio station, literary journals, etc., must be approved by the Director of Student Activities.
 - d. Fraternities and sororities must be approved by the Assistant Director of Student Activities-Fraternity and Sorority Life

Resources

Bradley Tech Crew

The Bradley Tech Crew is a paid student organization that provides technical support for SABRC funded events as well as student organizations, University departments and outside organization events. For more information, visit

<https://www.bradley.edu/campuslife/sao/resources/tech-crew/>

Save the date requests may be sent via email to butechcrew@mail.bradle.edu.

For all bookings please complete the request form online at

<https://www.bradley.edu/campuslife/sao/resources/tech-crew/>

Cost of Events

WITH SABRC FUNDING

Using Tech Crew for SABRC funded events is of no cost to the hosting organization. Tech Crew has obtained their own budget to cover the labor costs of these events, granted the event request is submitted on time and according to guidelines. Any fees that accumulate due to the event request being submitted late are not covered by SABRC and must be paid out of pocket by the organization two business days prior to the event taking place.

WITHOUT SABRC FUNDING

Non-SABRC funded events have an equipment fee of \$50, a late fee (if applicable), plus the cost of labor, which will be determined by hours worked and number of technicians needed for the event as determined by BU Tech Crew managers. These events will receive a formal estimate of the cost of their event after submitting a completed tech request form.

Late Fee Rates

Due to the added stress that last-minute requests Tech Crew reserves the right to deny services or charge late fees for events submitted less than 4 weeks in advance.

Catering

All catering at meetings and banquets held at Bradley University must be supplied by the University's food service. Orders can be placed through Catertrax online at <http://bradley.campusdish.com/Catering/OrderNow.aspx>. If your organization is interested in serving food donated by a local restaurant, you **MUST** get written clearance from the Director of Food Service, basement of Williams Hall, x3210.

Billing

Billing will be made 15 days following the event. Payment in full is required upon receipt of bill unless arrangements are made prior to date of function. All state and city taxes will be added to all functions. Additional set-up charges may be applied for elaborate or extensive setup. Tax exempt groups must submit their tax exempt number and official letter of exemption 10 days prior to function date.

Guarantees

Guarantees for the number of guests at your function are required 72 hours (not including holidays and weekends) prior to the function in order to properly prepare and order for your group. Bradley will be prepared to serve guests up to 10% over your guarantee. In the event no guarantee is given, you will be billed for the original number of guests expected. Prices are subject to change until a completed contract with menu selection is confirmed.

Menus

Menus must be finalized three weeks prior to the function date. Entree selection on a sit down banquet is limited to a choice of two; however, special consideration will be given to dietary and religious needs. All buffets require a minimum of 50 for dinner and 30 for breakfast or lunch. All federal, state and local laws regarding food and beverage purchase and consumption will be adhered to.

Cancellation

Cancellation of beverage contracts must be made at least 5 hours prior to the event and cancellation of food contracts must be made 24 hours prior to the event and by 10am Friday for weekend events.

Student Activity Budget Review Committee Funding

Purpose

To fund activities sponsored by recognized student organizations at Bradley University. These activities are to be educational or entertaining in nature, or provide a service to students which is unavailable elsewhere. All funded activities are to be open to the entire student body.

Obtaining Funds

SABRC holds two funding periods each year - one in the spring for the following academic year and one on the fall for the following spring semester. In addition, SABRC has some funds available for last minute appeals that arise outside of the funding periods. All student organizations are encouraged to apply for funds in order to provide programming of an all campus nature.

Marketing Opportunities

Hilltop Happenings

Submission forms are available on the Student Activities Office website.

1. The event must be sponsored by a Bradley student organization or campus department.
2. The event must be alcohol free and open to the entire campus community.
4. Hilltop Happenings features announcements for campus only
5. Hilltop Happenings is issued on Monday and Thursday's during the Fall and Spring Academic Semesters, when classes are in session.
6. The Student Activities Office reserves the right to edit messages and to determine the appropriateness of event for posting.

B Involved

All registered student organizations have access to B Involved for student organization management features such as forms, document storage, roster maintenance, event advertisement and mobile event attendance tracking. Visit Bradley.presence.io to search for student organizations and upcoming events. Student organization events approved through B Involved web portal will also be posted to the B Involved events app. Student organizations are encouraged to market all events, meetings or other opportunities through B Involved and to track attendance where possible using the corresponding Check Point by Presence app.

Approved Bulletin Board Locations

Burgess Hall:	first floor entrance
Bradley Hall:	in classrooms
CGCC:	2nd & 3rd floor
Haussler Hall:	main entrance
Heuser Hall:	foyer
Jobst Hall:	main entrance
Library:	main floor
Morgan Hall:	north entrance
Student Center:	first floor, lower level
Swords Hall:	main floor
Residence Halls:	lobbies

Digital Signage (TV Screens)

Student Organizations wishing to share their advertisements on the digital signage (TV screens) around campus may submit the item via email to Renee Charles at rcharles@fsmail.bradley.edu at least 2 weeks in advance of first fun date.

Format:

Submit image(s) that are 1920 x 1080 pixels at 72 pixels per inch (PPI); landscape orientation and jpeg format.

Duplicating

Student Organizations wishing to print materials may do so at Duplicating Services. For price information please visit their website at <https://www.bradley.edu/offices/other/irt/itms/duplicating/>.

Bradley Credit Cards

The credit cards, listed below are available in the Purchasing Department. Best Buy, Office Depot and Sears require a purchase order. Requisitions and purchase orders may be done on the other vendors, but it is not mandatory. If a requisition is done, the number will be notated on the month end financial reports along with the charge. The credit cards can be signed out between the hours of 8 a.m. – 4 p.m. After the purchase is made, the card should be promptly returned along with the original receipt. The receipt needs to be notated with the general ledger account to be charged, the business purpose, and an authorized signature. If a requisition is done and left in the Purchasing Department when the card is checked out, just return the card and receipt. The Purchasing Department already has the authorization and account number. If the supplies are being purchased under a restricted account number, prior approval must be received from the Grants & Restricted Funds' department. Students are also allowed to sign out the credit cards. They must have their id with them to sign out the card. The following is a current list of available credit cards:

- Best Buy (requires requisition)
- Gordon Food Service
- Hy-Vee
- Krogers
- Lowes
- Menards
- Office Depot (requires requisition)
- Sears (requires requisition)
- Wal-mart

Bradley also has a membership at Sam's Club. Create a requisition and send it over to Purchasing. A purchase order will be created and within a few days, Facilities will send someone out to pick up the order.

Organization Categories

Registered student organizations select from the following categories based upon their interests and goals. This is done to foster communication between clubs that may share similar philosophical underpinnings and to assist interested students in finding an organization that suits their needs. The classifications available to select from are:

Academic/Honorary – Provide opportunities for individuals to discuss and share information related to a specific academic discipline, topic or interest. These student organizations provide opportunities to get to know other students in one's academic discipline as well as faculty members inside and outside of the classroom. Honorary organizations may also recognize students who excel academically. Membership in the group is often based on GPA.

Club Sports- Provide opportunities for members to engage in various sporting and recreational activities. These clubs vary in competitive nature, but usually include a schedule of contests against clubs representing other colleges and universities.

Creative & Performing Arts - Provides students with an outlet for their creative talents.

Cultural – Promotes cultural diversity and the support of other nations and/or ethnic groups.

Media- Provide individuals with an opportunity to produce content for newspaper, radio station, literary journals, etc.

Other Fraternity and Sorority – Professional, honorary, service or other fraternal organizations, not included in the social fraternity/sorority category. May require membership education, initiation or induction and generally associated with a inter/national organization.

Professional – Provides an opportunity for individuals to discuss, share information about, and preview specific academic disciplines, topics or interests. Membership may be composed of a specific academic discipline, topic or interest.

Religious/Spiritual – Supports students' interest in specific spiritual beliefs, religions or denominations.

Service and Philanthropy– Provides and/or promotes service and volunteer opportunities locally, regionally, nationally and internationally. May also consist of organizations whose purpose is to raise funds for charitable causes.

Social Action/Political - Promotes and/or furthers the interest of a particular political group or social issue.

Social Fraternity and Sorority - Provides life-long opportunities for leadership, service, academic achievement, and social involvement. These groups must be affiliated with a inter/national fraternal organization and are composed of all male or female members (single sex organizations). These groups are advised by the Assistant Director of Fraternity and Sorority Life in the Student Activities Office and are members of the Interfraternity Council, Panhellenic Council, National Pan-Hellenic Council or Multicultural Greek Council.

Special Interest – Focus on a specific topic or hobby.

Sports Leisure – Promotes a common interest in fostering participation, and competition in a specific sport or recreational activities and games.

Organization Status

Organizations may be considered any one of these statuses:

1. **Active**- active student organizations have completed all renewal registration requirements and are in good standing with Student Activities. Active organizations are entitled to all rights and privileges described in this handbook.
2. **Inactive**- student organizations who have not completed the renewal registration process by September 1st are deactivated

Student Activities Communication

Student Activities communicates with students and student organizations a number of ways:

1. There is a Student Activities Facebook page and Twitter account which all students are encouraged to follow. There are frequent postings about upcoming events or schedule changes.
2. Limited emails will be sent to student organization presidents and/or advisors announcing select information from the Student Activities. These typically are included in the Monthly eNewsletter.

Student Organization Storage Space

Limited storage is available for student organizations to keep non-perishable items and supplies. To maintain storage space in Sisson Hall, organizations must register each year with the Student Activities by September 1. All organizations will be randomly surveyed to assess usage of the storage space. Applications for storage space will be accepted throughout the year as space is available.

Tax Exemption

Non-profit status, or 501(c)3, is granted by the Internal Revenue Service, and generally allows those organizations to be exempt from paying sales tax. Registered Student Organizations at Bradley are not entitled to the University's tax-exemption status. Many student organizations that are affiliated with national organizations may already have non-profit or tax-exempt status. All SABRC accounts are covered by Bradley's tax-exempt status while regular organization agency accounts are not. All organizations that are re-selling items, such as t-shirts, for fundraisers must pay sales tax on these items. Registered student organization may not conduct fundraisers with the University's tax ID number.

To obtain non-profit status, an organization must first be a corporation incorporated into one of the states. The corporation must then have articles of incorporation, by-laws, board of directors and officers. To file for non-profit status costs a few hundred dollars and takes over one year to complete the federal portion and less time to complete the state portion. Both portions require application forms and detailed information regarding by-laws, articles of incorporation, board members, budgets, purposes, etc.