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### **Readership Review Description and Origin of Funding**

- I. The Budget Review Committee is composed of nine students. Eight of the members must hold the position of Student Senator. The ninth member of the Committee will be the Student Body Treasurer.
  - a. The eight Student Senator Positions are held by any of the Student Senators elected by the Student Body.
  - b. Senators will be appointed by the Student Body President and approved by the Senate, to serve on this committee.
  
- II. The Student Body Treasurer will chair the Budget Review Committee.
  - a. All funding to be allocated from the Senate to any organization must comply with guidelines thus set forth by the Student Senate, as detailed later in this manual.
    - i. According to the Constitution, any group, club, or organization receiving funding from the Senate must be a Senate-recognized organization or their request needs to be deemed beneficial to the whole Wartburg College Student Body by the full Senate. If the organization is not officially recognized, a College Department must sponsor the organization.
    - ii. The Budget Review Committee shall aid the Student Body Treasurer in estimating and allocating of funds to all clubs, groups, and organizations under Student Senate.
  
- III. Readership money for the Student Senate is derived from the Readership Program Fee at Wartburg College.
  - a. The Readership fee is a fee that is paid by every full-time Wartburg College Student.
    - i. Of this Readership Fee, the Student Senate shall receive an allotment to continue funding the Newspaper program. The surplus shall be used for the reasons to be discussed later in this manual
    - ii. The Wartburg College Board of Regents, along with the recommendation of the Student Body through the Student Senate shall determine the amount of the Readership Fee and how it is allocated.

### **Recognition of Clubs**

## **WARTBURG COLLEGE** **PROCEDURE FOR OFFICIAL RECOGNITION OF STUDENT CLUBS AND** **ORGANIZATIONS**

The official recognition of student clubs and organizations is governed by policies established by the Office of Campus Programming and Student Senate. Organized student activities and programs are an integral part of the college educational program. The application of student clubs and organizations will be reviewed in terms of both their congruence with the mission of Wartburg College and their ability to contribute significantly to the students' educational process and personal development.

All organizations at Wartburg College are required to be officially recognized and annually registered with the Office of Campus Programming and Student Senate. Recognition provides for official identification as an affiliated organization, use of college facilities, opportunities for leadership training, and access to communication between the college administration and other clubs and organizations. New organizations may apply for conditional recognition. Conditional recognition gives unrecognized clubs

and organizations the privileges of using on-campus facilities for organizational meetings for sixty (60) days. During this time, new organizations are expected to recruit members and complete the formal recognition process.

Clubs and organizations must be established for purposes that are legal, consistent with the educational aims and the mission of the college, and in accordance with the regulations, guidelines, and policies of Wartburg College, the City of Waverly, and the State of Iowa. However, recognition does not imply college endorsement of the purposes of the organization on or off the property of the college.

In order to become an officially recognized student club or organization by Wartburg College, a group must:

- A. Complete the student Organization Registration Application. This application must be fully completed and will not be accepted without the names of officers or a faculty/staff advisor. **Two copies of the organization constitution and the Student Organization Registration Application must be submitted to the Office of Campus Programming.**
- B. The Director of Campus Programming and Student Senate will review the organization constitution and will make their respective recommendation for acceptance or denial of recognition to the Vice President for Student Life/Dean of Students. The Vice President for Student Life/Dean of Students will make a decision to grant recognition after reviewing the organization's alignment with the college's mission and ensuring that the student officers are enrolled and in "good standing" with Wartburg College.
- C. If the Vice President for Student Life/Dean of Students denies the request for recognition, the organization may request reconsideration. In reconsidering the request, the Vice President/Dean of Students must consult with the Student Life and Retention Committee before making a final decision.

To maintain eligibility, a recognized student organization must register annually with the office of Campus Programming. All recognized student organizations will receive renewal instructions from the Office of Campus Programming at the beginning of every academic year. This annual registration process must include, but is not limited to, **providing the Office of Campus Programming with the following:**

1. two copies of an updated list of officers or contact persons and the faculty/staff advisor(s)
2. two copies of the current organization constitution and bylaws (if amended since last registration)

Any student organization that has been inactive or failed to register for two consecutive years will lose its recognition status. Groups that have lost recognition must reapply for official recognition.

#### **General Funding Guidelines**

- I. Student Senate has established funding guidelines to facilitate and standardize the funding process. The purpose of the funding guidelines is to set standard rules and procedures for funding to be allocated to various endeavors best seen fit to improve campus.
- II. Student Senate has instituted the policy that all funding from the Readership fund come with the intent of fulfilling the following objectives:

- Campus Improvement Projects
  - Must come in the form of physical improvement to the campus. Examples include handicapped doors and sustainability projects.
  - May be spent at Executive Team's discretion
  - Organizations and Students must submit a Readership supplemental request which must be voted on by full Senate
  - Any student may submit a campus improvement request.
- Sustainability Incentives
  - Student organizations that offer programming may have up to \$25 funded by Senate for use of "green" materials
  - The request shall be treated as a supplemental request and given to budget review and voted on by full Senate.
  - "Green," in this instance refers to materials that incorporate a minimum of at least 2 of the following: biodegradable, made from recycled materials and/or are recyclable or reusable.
- Student Wide Events
  - Events that are student-wide and Senate planned, such as Outfly, may be funded through the Readership fund.
  - Funding for Outfly must be voted on by full Senate.
  - The Student Body President-Elect and Vice-President Elect shall present a funding request to Budget Review which shall be sent to full Senate for approval the year prior.
  - May Term Senate may amend said amount up to \$500 if necessary and at request of president.
- Organizational Improvement
  - Organizations that require the use of technical equipment which requires continued efforts to stay updated may apply for supplemental funds from the Readership program. Groups may only apply once per 4 years of activity and must meet eligibility standards as defined above.
  - Such requests must be in regards to equipment not provided or available elsewhere on campus.
  - The Readership supplemental form must be filled out and presented to budget review for approval before the vote of full Senate.
  - In order for approval of request, an organization's executive member must come and speak to the budget review committee about the nature of the request.
- Senate Supplemental Assistance
  - In the event that Budget Review feels that additional funds are needed for supplemental requests, they may request up to \$3,000 contingency funds.
  - Such an action requires a majority vote of the Senate.
  - All unused funds must be returned to Readership account. It shall be treasurer's responsibility to log what money is spent from the supplemental assistance.
- Large Event Funding
  - Organizations that plan campus-wide events for the entire student body may apply for up to \$750.00 to help with Neumann/Lyceum labor costs which entails technical and support staff.
  - Organizations that apply must first contact the Wartburg Event & Scheduling Coordinator to set-up and plan their events.
  - Organizations must also have the Wartburg Event & Scheduling Coordinator sign the request form stating the event has been set-up in the most cost efficient manner and to demonstrate need for labor.
- Residence Hall Improvements
  - Each Hall Council shall submit one request a year for a project to improve their residency halls of which they represent.
  - It is requested that the Hall Councils seek feedback from constituents for what project shall be undertaken.

- The request shall be submitted to budget review and the administrative ombudsperson and may be used up to \$1,000 a year.
- It shall be the Treasurer's responsibility to maintain records of funds spent. Unused funds may be spent on other Readership projects as needed..

III. The Readership Fund may not be used to fund events that can be funded through the general fund unless stipulated above.

IV. Itemized receipts must be presented as proof of expenses in connection to use above.

V. There shall be no allocation process of Readership money. Such requests should go to general funds and the spring allocation process that follows with it. Spring allocation meetings must deal only with the general fund.

VI. At no point in the allocation process should money be drawn from the Readership fund.

VII. There shall be no roll-over of Readership funds to student organizations of which the funding was awarded. The funds left over will remain in the fund itself.

### **Readership Spending Guidelines**

I. The first purpose of the Readership fund is to provide newspapers campus wide for the student body.

II. Below is a brief three history of the Readership fund and its income:

Readership	2006-2007	2007-2008	2008-2009	Average
Yearly Income (before expenditures)	\$11,594.24	\$29,713	\$28,010	\$23,105.75
Yearly Income (after expenditures)	\$11,954	\$965.35	\$7,701.82	\$6,873.72
Yearly Expenditures (Newspapers)	\$12,326.33	\$12,339.65	\$10,541.75	\$11,735.91
Yearly Expenditures (Other)	\$3,419.43	\$16,408	\$9,847.43	\$9,891.62
Total Expenditures	\$15,745.76	\$28,747.65	\$20,389.18	\$21,627.53

III. As seen, above, it is precedent that the Readership generally receives about \$28,000 a year, removing 2006-2007. It is also common for newspaper expenses to be \$11,735.91 on average.

IV. In order to ensure adequate use of funds, effort should be made to spend as much of the yearly income as possible. Newspaper expenses should be estimated at \$12,000 per year.

V. Money may be spent from the Readership fund surplus in a given year should 2/3 of full senate approve. Surplus money spent shall not exceed \$1,500.

VI. It will be the responsibility of the Treasurer and executive team as a whole to determine priorities for Readership money. Full senate approval is required to fund spending as noted above.

# Wartburg College Student Senate Readership Allocation Request Form

**THIS FORM MUST BE TYPED**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Club/Organization: \_\_\_\_\_

E-mail: \_\_\_\_\_

Account Number in which money is to be transferred: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Reason for Requesting Funding:

Amount Desired:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
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Total Amount Requested: \_\_\_\_\_

Additional Comments:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Senate Use Only:

1<sup>st</sup> Reading: Date: \_\_\_\_\_ Committee Assign. \_\_\_\_\_ Vice-  
President \_\_\_\_\_

Presented to Senate Date: \_\_\_\_\_ Vote: \_\_\_\_ to \_\_\_\_ to \_\_\_\_     Passed     Failed

Briefly explain all of the requested information below and include it with the Readership Request Form.

Goals of the Organization:

Reason organizational improvement is needed:

How will this expenditure benefit the Wartburg Community?

Has your organization had any past fundraising efforts? Include date, amount raised, and a description.

What financial contribution will your group be paying? What other sources of funding have been utilized?

Will you be coming back to Senate later this year for additional funding?

# Wartburg College Student Senate Large Event Request Form

**THIS FORM MUST BE TYPED**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Club/Organization: \_\_\_\_\_

E-mail: \_\_\_\_\_

Account Number in which money is to be transferred: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Reason for Requesting Funding:

Amount Desired:

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Total Amount Requested: \_\_\_\_\_

Additional Comments:

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For Senate Use Only:

1<sup>st</sup> Reading: Date: \_\_\_\_\_ Committee Assign. \_\_\_\_\_ Vice-  
President \_\_\_\_\_

Presented to Senate Date: \_\_\_\_\_ Vote: \_\_\_\_ to \_\_\_\_ to \_\_\_\_     Passed     Failed



Briefly explain all of the requested information below and include it with the Large Event Request Form.

Goals of the Organization:

Event being planned:

Logistics of the event:

Projected Costs:

How will this expenditure benefit the Wartburg Community?

Has your organization had any past fundraising efforts? Include date, amount raised, and a description.

Events and Scheduling Coordinator \_\_\_\_\_  
*Must be signed to ensure logistics and cost charges are accurate.*

# Wartburg College Student Senate Student Campus Improvement Form

**THIS FORM MUST BE TYPED**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Club/Organization: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Account Number in which money is to be transferred: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Reason for Requesting Funding:

Amount Desired:


Total Amount Requested: \_\_\_\_\_

Additional Comments:

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**For Senate Use Only:**

1<sup>st</sup> Reading: Date: \_\_\_\_\_ Committee Assign. \_\_\_\_\_ Vice-  
 President \_\_\_\_\_

Presented to Senate Date: \_\_\_\_\_ Vote: \_\_\_\_ to \_\_\_\_ to \_\_\_\_     Passed     Failed

Briefly explain all of the requested information below and include it with the Student Improvement Request Form

Goals of the Improvement Project:

Plan for implementation:

Logistics t:

Projected Costs:

How will this expenditure benefit the Wartburg Community?

Advisor: \_\_\_\_\_

*Must be signed to ensure logistics and cost charges are accurate.*

