A Guide for a Successful Semester
Student Leader Handbook

Included:
• Allocation/Appeal Guidelines
• Tips for a Productive Semester
• Room Reservation Info
• Important Contact Info
A MESSAGE FROM THE S.G.A. PRESIDENT

“As a student leader on this campus, you have a profound impact on the life of those around you and our campus community at large. Through your efforts and the undertakings of your organizations, you bring depth to our campus and make Albright’s student life dynamic and vibrant.

I hope that this handbook helps you to be an effective leader and that it aids in the success of your organization now and into the future. Remember that the Student Government Association is your organization’s partner.

We are continually working towards improving student and campus life and so we urge you to utilize our services and work with us in enhancing the Albright College student experience. I look forward to what we will achieve in the coming year.”

Sincerely,

Simon K. Foster
S.G.A. President
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Preparation/Planning

Preparing and planning ahead for each semester is crucial for your organization to have a successful and productive year. Below are some tips and information that will give you an edge to help make the semester a very productive and enjoyable one.

Activities Fair

At the Activities Fair, organizations are able to reserve and set-up a table to display what their organization is all about. This event is great to generate an “interest list” for membership and participation. Sign-up at the campus center desk to reserve a table for your club. The activities fair is held twice a year, once in the beginning of each semester. **BE SURE TO RESERVE A TABLE EARLY AT THE CAMPUS CENTER DESK.**

President/Treasurer Workshop

This event serves as a great way for organizations to become familiar with the resources and services that Albright is able to provide for organizations to be successful. Though it is mandatory for the President and Treasurer of each organization to attend, any member of the student population is able to attend.

Organization Registration

The organization registration form is important to keep S.G.A. updated on an organization’s executive board. Please fill out the form with your organization’s officer names [President/Vice-President/Treasurer/Secretary/S.G.A. Representative] and their contact information as well as the advisor’s name and contact information. This form needs to be completed in its entirety along with the roster form for an organization to be officially recognized by the S.G.A.

Organization Roster

The organization roster form is another document that each organization needs to have completed in order to be officially recognized by S.G.A. The roster should have each active member’s name, position, and box #. Please do not use the “interest list” from the Activities Fair and try to make sure the roster accurately reflects the number of active members in your club. If, throughout the semester, membership changes, please provide S.G.A. with an accurate up-to-date list of your members.
Submitting Allocations Checklist

☐ Pick up Allocation form

☐ Fill out form according to guidelines listed below. Attach as much documentation as possible.

☐ Visit S.G.A. extended office hours before allocations are due for assistance (see S.G.A. office for extended hours)

☐ Submit form by deadline established by S.G.A.

When filling out the allocation form, please remember these important guidelines:

**Conference/Trip Guidelines**

The S.G.A. will only fund for the Executive Board, one additional organizational member, and advisor to attend.

- Executive Board consists of President, VP, Treasurer, and Secretary

S.G.A. cannot fund the following:

- Alcohol
- Payment for tips
- Charity donations/contributions
- Anything item/material held outside the academic year
- Awards and/or Prizes
- Gifts
- Trips outside the country

- Anything that will end up being owned by an individual, not the organization
  - Ex: clothing for personal use
- Fundraiser materials/items
- Food (Unless it is the event itself)
- Decorations
- Personal Loans

**NOTE:** S.G.A. will have extended office hours to provide guidance and support on the allocation process. Please stop by the S.G.A. office if you are in need of assistance and a S.G.A. member will be happy to help you out.
THE IMPORTANCE OF DOCUMENTATION
In order to appropriately distribute funds to all student organizations and determine the accuracy of student requests, documentation must be provided with each allocation request.

WHAT IS DOCUMENTATION?
Documentation is anything that supports an organization’s request to be funded. This includes the following:

- Any quotes from vendors or businesses
- Either through writing, e-mail conversations etc.
- Ad clippings, print-outs from websites etc.

Any form or document that supports the expenses/costs that you are requesting the S.G.A. to fund is considered valid documentation.

Supplying documentation explains where each organization came up with the monetary amount that they are requesting.

*Please note that though estimating expenditures for food may be difficult sometimes, GIANT Food Stores has a feature online that allows you to “shop online” and browse through their grocery items and are able to view prices. *

NO ALLOCATION WITHOUT DOCUMENTATION
If an organization does not provide necessary documentation, they will not be granted funds for the items that they have not supplied documentation for.

BASIC RATES THAT DO NOT NEED DOCUMENTATION:

Printing:
S.G.A. usually funds up to $10.00 for basic printing. However, S.G.A. may fund additional printing expenditures for large events/activities that an organization may host. This does not include postage materials. When filling out the “Printing/Postage” section, please still identify what exactly you plan to do with the funds given towards printing.

Pizza Parties
If your organization is planning on hosting a pizza party, S.G.A. traditionally funds $50.00 for each pizza party. Special circumstances apply. Please still include when you plan on hosting the pizza party and its expected attendance.
Standard Rates and Quotes

Bus Rates
Bus rates and fees are determined on a case by case basis depending on how many students are traveling and the distance your organization is traveling to. Please fill out a bus request form on the Student Activities section under the Campus Life page on the Albright website.

DJ Entertainment
The S.G.A. collaborates with DJ Majik Entertainment to provide the best rates available to students. DJ Majik typically charges $275.00 for 3 hour events. If your organization is able to find a DJ that is able to provide similar services at a lesser cost or is willing to fund the additional amount of using another DJ service, S.G.A. will still provide funding if approved in the allocation process. DJ rates are subject to change.

Food Services
The meal exchange program with student meal plans is based on the cost of food and not on a straight-up exchange. Every food service request is treated on a case to case basis. Please contact Food Services for more information. Remember that food requests MUST be put in 10 days in advance for the order to be processed.

Public Safety Rates
If your organization is hosting an event that needs to be staffed by Public Safety, the Public Safety department charges $25.00 per hour per officer. An officer is needed for each 50 people at an event.

S.G.A. Van Costs
The cost of utilizing the S.G.A. is $25.00 per hour for the driver as well as an additional fee per mile. Please contact the public safety office for more information concerning the fee per mile. Cost per mile is subject to change.

NOTE: Rates are subject to change. For more information about any of the rates or services listed above, please refer to the back of the handbook for contact information.
### What is the Appeal Process?
The appeal process gives organizations the opportunity to make a request for the same funds that they have previously requested. Organizations are often denied funds because they do not provide enough documentation.

The appeal process gives organizations another chance to provide information that supports the amount of money that they have requested for the semester. The appeal process also allows organizations the opportunity to petition S.G.A.’s decision on their original allocation request and to provide justification why their request should be allocated.

### What is the Re-Allocation Process?
The re-allocation process allows organizations to request additional funds that they may have overlooked during their first allocation requests.

Please note that the appeal process and the re-allocation process have the same deadline and both use the same “Appeal/Re-allocation” form.

### How does an organization appeal or re-allocate?
All an organization needs to do is fill out the Allocations Appeal Form (also used for re-allocations). Please fill out the form as accurately as possible and remember to attach documentation. Along with the form, write a formal letter of appeal explaining why you are appealing or reallocating. Please use this as an opportunity to explain in full detail the amount you are requesting and how it will benefit the student population.

To see a sample formal letter of appeal, please turn to page 7, titled “Example Formal Letter of Appeal” to use as a guide.

### NOTE:
Please remember to be as thorough as possible during the first round of allocations. You have the best probability of getting funding during the preliminary round of allocations as funds are limited during re-allocations and appeals.
[Insert Date]

Dear Student Government Association,

The members of [insert organization] would like you to reconsider our allocation request for the fall semester. We are asking for [cost] for [item/material/event]. [Explain why item/material/event costs this amount and why it will benefit the student body. Please go into detail.]

Attached along with this letter is documentation that supports the amount requested above.

Thank you for considering this allocation appeal. If you have any questions, please contact [contact person] at [contact e-mail address/or cell-phone number].

Sincerely,

[President]
[Organization name]
[President’s contact information]

NOTE: Please provide, along with this formal letter of appeal, the necessary documentation and information to support your allocation appeal request.
After you are granted funds through the allocation process, there are four ways to make payments to vendors or to make use of your allocated funds.

**Check Requests**
If you would like a check to be sent directly to the vendor or place of payment to pay for an item, event, or activity, please check this option off. Write the name of the vendor (or who the check should be made payable to), address etc.

**Reimbursements**
If someone has already purchased an item and needs to be reimbursed, please check this option. Attach the receipt. **Please remember to use tax-exempt form when paying for items allocated for by S.G.A; taxes will not be paid back.**

**Cash/Check Advances**
Use this option if you would like to receive cash or a check in advance to pay for allocated items/events. Cash advances may not exceed $50.00

**Charging of Campus Account**
For departments such as the Bookstore, Food Service, Public Safety, a check request is not necessary. These campus departments are able to charge your organization’s account directly for expenses.

**All check disbursements and advances over $50.00 require a TEN DAY processing period.**

Please keep these items in consideration:

- **Attend Senate Meetings**
  - Remember to have a representative attend senate meetings. If an organization misses more than one senate meeting their allocated account will be frozen until a meeting is scheduled with the S.G.A. President or Treasurer.

- **Stay within allocated budget**
  - If an organization goes over the amount allocated, S.G.A. will withdraw the amount in excess over the budget from the organization’s self-gen account.

- **Only use allocated funds for allocated items.**
  - An organization is also not allowed to use excess funds from allocated amount to pay for other items or events that have not been allocated for. (Special circumstances apply. Speak to the S.G.A. Treasurer if you have any questions.)
Effectively marketing an organization and the events and activities that it is involved in is very important for an organization to be successful. Here are some tips and suggestions to market your organization and its events. Remember, be creative and use innovative techniques and strategies to capture students’ attention.

- **Radio spots on WXAC**
  - Contact the WXAC at (610) 921-7545

- **Albrightian Advertisements**
  - Can submit an article idea to albrightian@albright.edu
  - Can post an advertisement for an event sponsored by your organization

- **Weekly e-mail that is sent out to student body**
  - Send an e-mail to bsmith@alb.edu by the Thursday before the following week to have your event/activity published. Remember to include the date of event, time and location of event, and a description of no more than 2-3 sentences.

- **Campus Center Posters**
  - Talk to a campus center attendant to use paper and markers

- **Chalking campus--catches eye, very inexpensive**

- **Flyers, large posters, table tents-use copy center**
  - Table tents--put in Jake’s Java, Jake’s Place, Cafeteria, Peg’s Cafe

- **ACTV and MTVU**
  - Talk to a campus center attendant for more information.

- **S.G.A. Calendar (in S.G.A. window and online)**
  - Contact S.G.A. at sga@albright.edu

- **Guerilla marketing (special events that attract attention)**

- **Asking professors to put ads on chalk/white boards in classroom**

- **Co Sponsor an activity or event with another campus organization**
  - Combine both organizations’ resources (memberships, financial assistance, talents etc.)

- **Create a facebook event**

- **Use bulletin boards around the community (example Giant)**
Room Reservations

1. Open your Internet Browser and type in www.myschoolbuilding.com in the address bar and press Enter or click on Go.

-Or-

Click on the link below to take you directly to the Schedule Request Tab on the MySchoolBuilding page:

http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.aspacctnum= 663554853

Follow steps 2-6 if you are a first time user or if asked to enter an Organization Account Number.

If it is the first time your computer has been to the website, enter the Account Number: Organization Account Number

663554853

2. Enter your e-mail address and click SUBMIT. If prompted, enter your first/last name.

3. Click on Schedule Request Tab if you do not see the screen below. Select your schedule type.
Room Reservations

4. Fill out all boxes with a ☑ beside it.  

  Do not forget to:
  - Choose your event dates by clicking on the date in the calendar boxes.
  - Click on the drop down arrows to see your selection choices for each box.
  - Click on the black arrows in the calendar boxes to change months.
  - Use the Check Availability button to verify you are not double booking a room.

5. At the bottom, enter the submittal password and then click the “save” button.

    Submittal Password
    acevent

6. Click on the My Request Tab, then Schedule Request. Here you can find up-to-date information on your requests and what status they are currently in.
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| Albrightian                         | (610) 921-7558  
  albrightian@albright.edu          |
| Alumni Relations                     | (610) 921-7510  
  albrightian@albright.edu          |
| Conference Office/Room Reservations | (610) 921-7612  
  Director of Conferences lkubinak@alb.edu |
| Copy Center                         | (610) 921-7646  
  copycenter@alb.edu                 |
| DJ Majik                            | (610) 374-2920  
  majikdj@verizon.net                |
| Facilities Department               | (610) 921-7520  
  Facilities Department               |
| Food Services                       | (610) 921-7525  
  Catering Coordinator mmiller@alb.edu |
| Public Safety Office                | (610) 921-7670  
  Public Safety Office                |
| Student Activities                  | (610) 921-7529  
  Director of Student Activities bsmith@alb.edu |
| Volunteer Center                    | (610) 921-7621  
  volunteer@albright.edu              |
| WXAC                                | (610) 921-7545  
  General Manager mcohen@alb.edu      |
Have any Questions? Contact S.G.A.

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<tr>
<th>Role</th>
<th>Name</th>
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