# TABLE OF CONTENTS

StUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES: STUDENT ORGANIZATIONS ................................................. 4
STUDENT ORGANIZATION GUIDELINES ......................................................................................................................... 5

**QUICK GUIDE**

RESERVING SPACE
- Reserving Space on Campus .......................................................................................................................... 7
- Reserving Space in the Residence Halls ............................................................................................................ 7
- Ordering Catering for Campus Events ............................................................................................................. 8

MONEY
- Requesting an Annual "Budget" .......................................................................................................................... 8
- Spending Money from your Activities Office "Budget" ....................................................................................... 9
- Spending Money from your Student Council "Budget" ..................................................................................... 9
- Requesting Emergency Funding ...................................................................................................................... 10
- Spending Money from your Emergency Funding Allocation ........................................................................... 10
- Requesting an Alcohol Free Programming Grant .......................................................................................... 11
- Spending Money from your Alcohol Free Programming Grant .................................................................... 11
- Making a Deposit into your Agency Account .................................................................................................. 12
- Spending Money from your Agency Account .................................................................................................. 12

ADVERTISING
- Create & Post Advertisements ......................................................................................................................... 13
- Advertising on Campus .................................................................................................................................... 13
- Advertising on JeffLine .................................................................................................................................... 13
- Advertising in the Residence Halls ................................................................................................................ 14

MISCELLANEOUS
- Change Organization Contact Information ....................................................................................................... 14
- Hosting a Charity Drive .................................................................................................................................... 14
- Establishing a PULSE Site .................................................................................................................................. 15
- If You Want To ................................................................................................................................................... 16
- Did You Know ................................................................................................................................................... 16
- In the Student Organization Suite You Can ...................................................................................................... 16

NEW STUDENT ORGANIZATIONS
- Establishing New Student Organizations ........................................................................................................ 18
- Writing Organizational Bylaws ......................................................................................................................... 19

ANNUAL REGISTRATION PROCEDURES
- Activities Office Registration Procedures ........................................................................................................ 21
- Annual Registration Form .................................................................................................................................. 21
- Student Organization Directory Submission Form ............................................................................................. 21
- Posting Policy Confirmation Form .................................................................................................................. 21
- Community Benefit Occurrence Form ............................................................................................................ 21
- Change of Contact Information Sheet .............................................................................................................. 21
JEFFERSON SERVICES & RESOURCES

ADVERTISING
Bulletin Boards .................................................................................................................. 23
Campus News ..................................................................................................................... 23
Class Announcements ....................................................................................................... 23
Email .................................................................................................................................. 23
JeffLine ............................................................................................................................... 23
Public Relations ................................................................................................................. 23
Residence Life .................................................................................................................... 23
University Calendar ......................................................................................................... 23
Posting Policy .................................................................................................................... 23

ADVISOR GUIDELINES ................................................................................................. 24

AGENCY ACCOUNTS
Basic Information .............................................................................................................. 24
Agency Account Initiation Form .......................................................................................... 24
Agency Account Authorization Form .................................................................................. 24
Agency Account Payment Request Form .............................................................................. 24

ALCOHOL
Student Alcohol Policy .................................................................................................... 24
Alcohol Free Programming Grant Criteria ........................................................................ 25
Sample Application: Alcohol Free Programming Grant .................................................. 26

BAKE SALES ................................................................................................................... 27
BALLOONS ....................................................................................................................... 27
BOOKSTORE .................................................................................................................... 27
CATERING: NUTRITION & DIETETICS ........................................................................ 27
COMmuter SERVICES ...................................................................................................... 28
DONATIONS TO STUDENT ORGANIZATIONS ................................................................. 28

CHARITY Drives
Basic Information ............................................................................................................... 28
Approved Charity Drive Collection Locations .................................................................. 28
Charity Drive Registration Form ........................................................................................ 28

EMAIL ADDRESSES ....................................................................................................... 29

FILm SHOWINGS .............................................................................................................. 29

FUNDING FOR STUDENT ORGANIZATIONS
Activities Office Advisory Committee Financial Assistance Funding Guidelines ................. 30
Application for Financial Assistance .................................................................................. 30
Activities Office Advisory Committee Guidelines for Using Monetary Allocations ............ 31
Activities Office Advisory Committee Reimbursement Request Form ................................. 31
Sample Activities Office Advisory Committee Emergency Funding Request ....................... 32
Jefferson Medical College Student Council ....................................................................... 33
Jefferson Medical College Student Council Reimbursement Form ...................................... 33

HEALTH FAIRS ............................................................................................................... 34
INSTRUCTORS .................................................................................................................. 34
MEDICAL MEDIA SERVICES
Menu of Services........................................................................................................34

PHOTO RELEASE WAIVERS
Adults ................................................................................................................................35
Minors ..........................................................................................................................35

PIANO
Piano Usage Guidelines ..............................................................................................35
Piano Movement Guidelines .........................................................................................35
Barringer Lounge Piano Policies & Procedures .............................................................35
Piano Agreement (Jefferson Alumni Hall) ......................................................................35

PRINTING OPTIONS ........................................................................................................36

PULSE SITES FOR STUDENT ORGANIZATIONS
Basic Information ..........................................................................................................37
Sample Student Organization PULSE Profile ..............................................................37-38

ROOM RESERVATIONS
Room Reservation Protocol ..........................................................................................39
Reservation Procedures ...............................................................................................39
Student Organization Room Reservation Process .........................................................39
Auxiliary Services .........................................................................................................40
Department of Housing & Residence Life ..................................................................41
Gymnasium, Swimming Pool & Group Exercise Studio Reservation Procedures ........41
Reservation Request Form: Jeff-IBC Wellness Center ..................................................41

SOCIAL MEDIA POLICY ..................................................................................................41

STUDENT ORGANIZATION EVENT PROPOSAL ................................................................42

TRANSPORTATION
Statement on Travel & Transportation by Student Organizations ..............................42
Travel & Transportation Resources ................................................................................42

TRADEMARK
Trademark Policy ...........................................................................................................43
Use of the Jefferson Name .............................................................................................43
Guidelines for Use of the Jefferson Name by Student Organizations .........................43
Sample Student Group Name Request Form ..................................................................43
A. Students are free to organize and join associations that promote their common interests. Organizations that operate in a manner consistent with the University's mission, regulations, and policies, including its non-discrimination policies and meet the requirements below may be recognized by the University. If recognized, such organizations may seek funding from University sources. The requirements for recognition are:

1. The membership, policies, and actions of a student organization shall be developed only by vote of those persons who are matriculated students of Thomas Jefferson University.

2. Each student organization that seeks recognition by the University is required to submit to the Office of Student Affairs and/or the appropriate oversight body of its college complete bylaws, a statement of purpose, criteria for membership, rules of procedure, a current list of officers and members, and the name of a designated faculty or administrative staff advisor. Any changes in the preceding modus operandi, or advisor must be submitted to the college's Office of Student Affairs within two weeks of the change. Such organizations must annually resubmit for recognition and/or funding.

3. The advisor shall be chosen with his or her consent. Advisors will advise organizations about University policies and procedures. However, the advisor does not have the authority to control the policy of such organizations.

4. Recognized organizations must refrain from:
   a) Using the organization for the financial enrichment of any officer, member, or affiliate of the student organizations.
   b) Directly or indirectly using University resources for the express benefit of external affiliates.
   c) Maintaining outside bank accounts. (Accounting for such organizations will be through the TJU Controller’s Office or the Activities Office.)
   d) Using the name of the University or any of its divisions on private bank accounts.
   e) Entering or attempting to enter into contractual obligations on behalf of the University or any of its divisions or departments without prior written authorization from the appropriate University senior officer or his or her designee. The organization’s advisor may not give such consent.
   f) Soliciting funds outside of the University without the written approval by the student affairs office of the appropriate college.

B. A campus student organization may be affiliated with a parent or corresponding extramural organization, but the campus student organization must:

1. Disclose to the University oversight body such extramural affiliations.
2. Provide the constitution and bylaws of any affiliated organization.
3. Certify that all conditions for affiliation meet the standards of the University.

C. A student who misrepresents his/her own or a group’s relationship with the University or violates any of his/her college’s or the University’s rules shall be subject to sanctions.

D. Student groups that are not recognized by the University

1. May not represent themselves as affiliated with the University or any of its parts.
2. May not receive funds from the University.
3. May use University facilities only if they meet the requirements for use of University facilities by outside parties and meet the requirements stated in section A.4.
STUDENT ORGANIZATION GUIDELINES

1. Thomas Jefferson University Student Organizations may be organized by matriculated students only. To remain in good standing, 60% of the group’s membership must be made up of students.

2. Only students may make decisions that affect group policy or activities. A group’s bylaws must outline the role of student officers within the organization.

3. To initiate registration with the University, groups must submit the following:
   - Bylaws (see page 19)
   - Statement of Purpose
   - Criteria for Membership
   - Rules of Procedure
   - Current List of Officers & Members
   - Name of a Faculty or Administrative Staff Advisor

   These documents must be submitted to the Activities Office Advisory Committee. Please note that additional requirements may be necessary for registration within a particular college/school.

4. Any changes to the required information must be submitted to the Activities Office within two weeks of the change.

5. To keep an organization’s registration current, and to request funds, groups must submit the following documents on an annual basis:
   - Registration Form
   - Student Organization Directory Submission Form
   - Posting Policy Confirmation
   - Trademark Use Request Form
   - Community Benefit Inventory Reports

6. Advisors must consent to their role, but have no authority to control the policy or activities of the organization. Advisors will be required to review and sign off on any funding requests of the organization.

7. Groups may not:
   - use the organization for any type of financial enrichment.
   - use University resources to benefit external entities.
   - maintain an outside bank account.
   - use the name of the University or any of its departments on private bank accounts.
   - enter into any type of contract without written authorization from the Dean of the College; the advisor may not give consent.
   - solicit outside funds without the written approval of the college’s designated student affairs officer.
   - maintain an outside e-mail account (i.e. gmail, yahoo, msn, aol, etc.)

8. Groups can be affiliated with a “parent”/external group, but the campus organization must:
   - disclose the affiliation.
   - provide the Constitution and Bylaws of the organization.
   - certify the conditions for affiliation meet the standards of the University.

9. Groups that are not recognized by the University (i.e. fraternities) may not:
   - represent themselves as affiliated with any part of the University.
   - receive funds from the University.
   - use University facilities if they do not meet the requirements for use of facilities by outside parties.

Any groups found to be in violation of these guidelines will not be able to register with the University and/or be considered active for one full academic year.
QUICK GUIDE
RESERVING SPACE ON CAMPUS

STEP 1
Submit your request to the Activities Office, via kim.graham@jefferson.edu or kaitlyn.delengowski@jefferson.edu, for event approval. Include:

- Student Organization Name
- Event Date
- Event Start & End Times
- 3 Space Request Preferences (Hamilton Building rooms should not be included)
- Name of Event (This information appears on the Master Calendar, so be brief, but specific)
- Expected number of attendees
- Name & phone number of requestor/contact
- Jefferson email address of requestor/contact
- Non-Jefferson participants? Yes or No

STEP 2
The Activities Office will respond to the requestor and the Registrar’s Office with event approval.

STEP 3
Wait 2-4 business days for an e-mail Room Reservation Confirmation from the Registrar’s Office.

STEP 4
Contact the appropriate departments to secure services (A-V, set-ups, security, catering). Contact information is provided with your Room Reservation Confirmation or page 40.

RESERVING LOUNGE SPACE IN THE RESIDENCE HALLS

STEP 1
Pick-up a reservation form from the Barringer, Orlowitz or Martin Front Desk; reservations are granted in order of inquiry via a completed reservation form.

STEP 2
Submit your reservation form five business days prior to the date of your event.

STEP 3
Your reservation is confirmed when you receive a copy of the reservation in person or via your on-campus mailbox.

STEP 4
If you plan to serve alcohol at your event, you must obtain an alcohol permit in advance by meeting with the Assistant Director of Housing and Residence Life.

STEP 5
Clean up at the conclusion of your event, which must end by 11:00 pm. Exceptions are only made with written permission of the Assistant Director of Housing and Residence Life.
ORDER CATERING FOR CAMPUS EVENTS

STEP 1
Prior to placing any orders, be sure that you have both a menu and budget in mind.
Note: outside catering is only allowed for items not offered through Jefferson’s catering department

STEP 2
Contact the catering department at least 3 business days in advance of your event

STEP 3
Place your order by calling 215.955.7947 and providing the following information:
- Date
- Beginning & Ending Time
- Building & Room Number
- Approximate Number of Attendees
- Agency Account Number or Billing Information
- Contact Person & Phone Number
- Menu

STEP 4
Changes to the menu, number of attendees or cancellations must be made 2 business days prior to 9:00 am the day of the event

REQUESTING AN ANNUAL “BUDGET”

STEP 1
Review the Funding Guidelines for both the Activities Office Advisory Committee and Jefferson Medical College Student Council on the Student Organization Link on PULSE or page 30

STEP 2
Access the Application for Financial Assistance on the Student Organization Link on PULSE or page 30

STEP 3
Complete the form as directed

STEP 4
Submit two copies of the completed and signed form to the Activities Office, Room B67 Jefferson Alumni Hall, by the due date (Spring Semester)

STEP 5
Await funding decision letter via student organization mailboxes, Student Organization Suite, Room B67 Jefferson Alumni Hall, in mid-July
SPENDING MONEY FROM YOUR ACTIVITIES OFFICE “BUDGET”

STEP 1
Make purchase or place order for product or service that is in line with the educational mission of your organization and the Activities Office Advisory Committee Funding Guidelines. NOTE: The Activities Office may be able to cover advance payments via credit-card, please email kaitlyn.delengowski@jefferson.edu for more information.

STEP 2
Complete, in full, a blue Reimbursement Request Form, found in the Student Organization Suite, Room B67 Jefferson Alumni Hall, on the Student Organization Link on PULSE or page 31. NOTE: You cannot request a reimbursement for yourself.

STEP 3
Attach the original receipt, indicating the bill is paid in full, to the Reimbursement Request Form and turn in to the Activities Office, Room B67 Jefferson Alumni Hall

STEP 4
Patiently wait 1 month for the request to be processed and check to be received

STEP 5
Check recipient will be emailed to pick up their reimbursement check during normal business hours of the Activities Office, Room B67 Jefferson Alumni Hall

SPENDING MONEY FROM YOUR STUDENT COUNCIL “BUDGET”

STEP 1
Make purchase or place order for product or service that is in line with the educational mission of your organization and the Jefferson Medical College Student Council Funding Guidelines

STEP 2
Complete, in full, a white Jefferson Medical College Student Council Reimbursement Form, found in the Student Organization Suite, Room B67 Jefferson Alumni Hall or page 33.

STEP 3
Paperclip the original receipt indicating the bill is paid in full, along with 2 additional photocopies of the receipt to the reimbursement form

STEP 4
Submit the completed reimbursement form, with all required receipts, within 30 days of the expense (the day of the expense is the date printed on the receipt) to the Office of Student Affairs and Career Counseling, 157 Jefferson Alumni Hall

STEP 5
Check recipient will be emailed to pick up their reimbursement check from the Office of Student Affairs and Career Counseling, 157 Jefferson Alumni Hall
REQUESTING EMERGENCY FUNDING

STEP 1
Review the Funding Guidelines for the Activities Office Advisory Committee on the Student Organization Link on PULSE or page 30

STEP 2
Access the Emergency Funding Request Template on the Student Organization Link on PULSE or page 32

STEP 3
Develop your Emergency Funding Request according to guidelines and the template

STEP 4
Submit request electronically to kim.graham@jefferson.edu and kaitlyn.delengowski@jefferson.edu

STEP 5
Await funding decision via email

SPENDING MONEY FROM YOUR EMERGENCY FUNDING ALLOCATION

STEP 1
Make purchase or place order for product or service. NOTE: The Activities Office may be able to cover advance payments via credit-card, please email kaitlyn.delengowski@jefferson.edu for more information.

STEP 2
Complete, in full, a blue Reimbursement Request Form, found in the Student Organization Suite, Room B67 Jefferson Alumni Hall, on the Student Organization Link on PULSE or page 31. NOTE: You cannot request a reimbursement for yourself.

STEP 3
Attach the original receipt, indicating the bill is paid in full, to the Reimbursement Request Form and turn in to the Activities Office, Room B67 Jefferson Alumni Hall

STEP 4
Patiently wait 1 month for the request to be processed and check to be received

STEP 5
Check recipient will be emailed to pick up their reimbursement check during normal business hours of the Activities Office, Room B67 Jefferson Alumni Hall
REQUESTING AN ALCOHOL FREE PROGRAMMING GRANT

STEP 1
Review the Alcohol Free Programming Grant Criteria on the Student Organization Link on PULSE or page 25

STEP 2
Access the Alcohol Free Programming Grant Template on the Student Organization Link on PULSE or page 26

STEP 3
Develop your Alcohol Free Programming Grant request according to criteria and the template

STEP 4
Submit request electronically to kim.graham@jefferson.edu and kaitlyn.delengowski@jefferson.edu

STEP 5
Await funding decision via email

SPENDING MONEY FROM YOUR ALCOHOL FREE PROGRAMMING GRANT

STEP 1
Make purchase or place order for product or service that is in line with the requested expense in your Alcohol Free Programming Grant. NOTE: The Activities Office may be able to cover advance payments via credit-card, please email kaitlyn.delengowski@jefferson.edu for more information

STEP 2
Complete, in full, a blue Reimbursement Request Form, found in the Student Organization Suite, Room B67 Jefferson Alumni Hall, on the Student Organization Link on PULSE or page 31. NOTE: You cannot request a reimbursement for yourself.

STEP 3
Attach the original receipt, indicating the bill is paid in full, to the Reimbursement Request Form and turn in to the Activities Office, Room B67 Jefferson Alumni Hall

STEP 4
Patiently wait 1 month for the request to be processed and check to be received

STEP 5
Check recipient will be emailed to pick up their reimbursement check during normal business hours of the Activities Office, Room B67 Jefferson Alumni Hall
MAKING A DEPOSIT INTO YOUR AGENCY ACCOUNT

STEP 1
As soon as possible after the receipt of cash and/or checks, but no later than the next business day, report to the Student Organization Suite, Room B67 Jefferson Alumni Hall to retrieve a red Agency Account Deposit Envelope

STEP 2
Complete, in full, the required information on the envelope: name of organization, agency account number, amount in cash, and amount in checks

STEP 3
Bring envelope to the Activities Office, Room B67 Jefferson Alumni Hall, to be stored in the safe until the next bank deposit is processed

STEP 4
Activities Office Staff will process your deposit and leave a receipt, with current account balance in your group’s mailbox in the Student Organization Suite, Room B67 Jefferson Alumni Hall

STEP 5
Confirm deposit amount and account balance with your group’s records and contact the Activities Office, Room B67 Jefferson Alumni Hall, with any discrepancies or questions

SPENDING MONEY FROM YOUR AGENCY ACCOUNT

STEP 1
Make purchase or place order for product or service. NOTE: The Activities Office may be able to cover advance payments via credit-card, please email kaitlyn.delengowski@jefferson.edu for more information.

STEP 2
Complete, in full, a red Agency Account Payment Request Form, found in the Student Organization Suite, Room B67 Jefferson Alumni Hall, on the Student Organization Link on PULSE or page 24. NOTE: You cannot request a reimbursement for yourself.

STEP 3
Attach the original receipt, indicating the bill is paid in full, to the Agency Account Payment Request Form and turn in to the Activities Office, Room B67 Jefferson Alumni Hall

STEP 4
Patiently wait 1 month for the request to be processed and check to be received

STEP 5
Check recipient will be emailed to pick up their reimbursement check during normal business hours of the Activities Office, Room B67 Jefferson Alumni Hall
CREATE & POST ADVERTISEMENTS

STEP 1
Create an 8.5" x 11" flyer that includes all pertinent information about the event.

STEP 2
Insure that your flyer lists the sponsor of the event (registered student organization, TJU/TJUH department or individual member of the Jefferson community) and contact information (telephone number or Jefferson email address) for a representative that can be reached for additional information.

STEP 3
Insure that your flyer is in accordance with the Posting Policy (102.38) and Trademark Policy (104.04). NOTE: no student organizations have an approved logo. Email your flyer to kaitlyn.delengowski@jefferson.edu for pre-approval.

STEP 4
Bring 30 copies of the flyer to the Activities Office for approval and stamping; this process takes about 2-3 hours.

STEP 5
Pick up your flyers and post in approved campus locations (i.e. bulletin boards, tack strips, etc.) Don’t forget to remove them within two weeks from the conclusion of your event.

ADVERTISING ON CAMPUS

CAMPUS NEWS/BROADCAST NOTICES/TODAY AT JEFFERSON EVENTS/JEFFNEWS/TV BULLETIN BOARD MONITOR SYSTEM

STEP 1
Log-in to PULSE

STEP 2
Click on Campus News

STEP 3
Scroll to the bottom of the page and click on Submit News for the Intranet, Broadcast Notices and JeffNEWS here

STEP 4
Complete the form as directed

NOTE
TV monitor messages are created from the information submitted via this form at the discretion of the Communications Department. Time-sensitive information should be submitted at least two weeks prior to the event/deadline; this will allow planning of content and ensure effective overall pre-promotion.

ADVERTISING ON JEFFLINE

STEP 1
Go to http://jeffline.jefferson.edu/Students/announcements.html

STEP 2
Complete the Announcement Request Form

STEP 3
Submit your announcement
ADVERTISING IN THE RESIDENCE HALLS

STEP 1
Submit your flyers for approval and stamping by the Residence Life Office, 103 Orlowitz

STEP 2
Allow 1 week for approval

STEP 3
Post in approved locations within the Residence Halls

CHANGE ORGANIZATION CONTACT INFORMATION

STEP 1
Pick up a Change of Contact Information Sheet in the Student Organization Suite, Room B67 Jefferson Alumni Hall, on the Student Organization Link on PULSE, or page 21

STEP 2
Complete the form as directed

STEP 3
Drop off the form in the Activities Office, Room B67 Jefferson Alumni Hall

HOSTING A CHARITY DRIVE

STEP 1
Complete a Drive Registration form in the Activities Office, Room B67 Jefferson Alumni Hall, on the Student Organization Link on PULSE, or page 28 and be willing to collaborate with other organizations should there be interest in a similar drive

STEP 2
Develop a professional looking and visually appealing collection box

STEP 3
List contact information for two organization members on the outside of the collection box

STEP 4
Place the collection box(s) at approved campus locations

STEP 5
Empty the collection box a minimum of once a week or more often if needed
ESTABLISHING A PULSE SITE

STEP 1
Search PULSE to see if an “organization” already exists for your group
• Log-in to PULSE
• Click the Organizations Tab
• Utilize the Search function by typing in the name of your group

STEP 2
If a Pulse organization has been established for your group
• Open a Jeff-IT Service Request at http://pulse.jefferson.edu
• Identify a representative as the site manager
• Once the request has been accepted, you will be able to make changes to your page

If a PULSE organization does not exist for your group
• Open a Jeff-IT Service Request at http://pulse.jefferson.edu
• Identify a representative as the site manager
• Jeff-IT will confirm your organization’s status with the Activities Office
• Once confirmed, you will be able to set-up your page

STEP 3
Identify a group representative as the site “manager” to be responsible for page contents, updates, changes, etc. Multiple representatives may be listed as a site manager, but most groups list one student and the advisor.
IF YOU WANT TO . . .

- open a “bank account"
- serve alcohol at a campus event
- have t-shirts, sweatshirts, jackets or other specialty items made
- host an author event
- show a film on campus
- host a fundraiser/raffle
- use a campus piano
- transport your group to an off campus location
- use “Jefferson” or “Jeff” in the name of your group
- have a press release written
- advertise on the University Calendar

meet with Kait Delengowski or Kim Graham-Pfeffer in the Activities Office

DID YOU KNOW . . .

- your organization can host a Bake Sale in the Bookstore? Think of the traffic!!
- the Activities Office can provide your group with tickets as prize donations?
- the Bookstore can organize an author signing event?
- the Activities Office provides 90 FREE copies to each group annually? And there are a variety of printing service locations both on campus and in the neighborhood?
- the Activities Office provides grants for Alcohol Free Social Events?
- the Commuter Services office can assist your group with discount transportation or parking?
- Medical Media Services can assist with A/V, graphic, photographic and video services?

IN THE STUDENT ORGANIZATION SUITE,

ROOM B67 JEFFERSON ALUMNI HALL YOU CAN . . .

- check your organization mailbox
- leave mail for another group
- make local calls
- send outgoing faxes
- make posters
- borrow easels
- pick up Reimbursement Request Forms for Activities Office and Student Council “budgets,” emergency funding and Alcohol Free Programming Grants
- pick up Agency Account Deposit Envelopes
- pick up Agency Account Payment Request Forms
- host a small meeting
NEW ORGANIZATIONS
ESTABLISHING NEW STUDENT ORGANIZATIONS

STEP 1
Develop Proposal
- Bylaws (see page 19)
- Name of Society
- Purpose
- Membership Requirements
- Officers
- Members
- Goals
- Faculty Advisor

STEP 2
Submit Proposal For Review to the Activities Office Advisory Committee

STEP 3
Upon Approval, Complete Necessary Documents Which Will be Provided by the Activities Office
- Registration Form
- Posting Policy Confirmation Form
- Student Group Name Request Form (if necessary)

STEP 4
Annually Resubmit Registration Forms for Recognition and/or Funding.
While the requirements for organization registration in each school may vary, it is helpful for each organization to have a governing statement in the form of bylaws. Bylaws govern the group and explain how the group should be organized. The bylaws should explain the group’s name and purpose; the qualifications of membership and members' duties; rights and responsibilities; the details of meeting; handling of funds; the amendment of bylaws; advisor selection; and other details about the group's organization and operation. They should also outline a regular and fair method of selecting leadership for the organization. **Bylaws are fixed and changed in only very specific circumstances, so no proper names or other types of contact information should be included.**

**Article I: Name**  
Section 1. The name of this organization shall be . . .

**Article II: Purpose**  
Section 1. The purpose of this organization shall be . . .

**Article III: Field of Membership**  
Section 1. Policy of Nondiscrimination  
- Thomas Jefferson University is committed to providing equal educational and employment opportunities for all persons, without regard to race, color, national and ethnic origin, religion, sex, sexual orientation, age, disability or veteran’s status.

Section 2. Eligibility Requirements  
- Methods of Induction  
- Selection Requirements  
- Meeting/Activity Participation  
- Payment of Dues

**Article IV: Officers**  
Section 1. Office Titles  
- President  
- Vice President  
- Secretary  
- Treasurer  
- Advisor

Section 2. Qualifications for each Office

Section 3. Terms of Office

Section 4. Duties of Officers

Section 5. Provisions for Selection/Replacement of Officers  
- How & When  
- How will power be transferred to new leadership?

Section 6. Provisions for Removal of Officers

**Article V: Elections**  
Section 1. Voting  
- Who may vote?  
- Rules regarding proxy votes

**Article VI: Handling of Funds**  
Section 1. Application Process  
Section 2. Depositing of Funds  
Section 3. The Role of the Treasurer

**Article VII: Amendments**  
Section 1. Bylaws may be amended by . . .  
Section 2. Provision for advance notice of amendments.

Based On:  
*Recognized Student Organization Bylaws, RSO Resource Guide, University of Chicago*
ANNUAL REGISTRATION PROCEDURES
The Activities Office requires each student organization to provide the office with basic information regarding the group, including: a mission statement, constitution/bylaws, and student and advisor contact information, and to notify the Activities Office if and when the information changes. Having this information available will enable the staff of the Activities Office to answer the various questions received on a daily basis regarding the active groups at Jefferson, and to contact organizations when necessary.

Each year the Thomas Jefferson University Activities Office facilitates the annual student organization registration process. This process allows the Activities Office to update files for all active organizations and to establish files for those groups founded during the previous academic year. A variety of benefits and services, including various forms of funding, are made available to student organizations contingent on the completion of the registration process. All student organizations are expected to submit the following documents by the deadline set by the Activities Office:

- Registration Form
- Student Organization Directory Submission Form
- Posting Policy Confirmation Form
- Student Group Name Request (if applicable)
- Community Benefit Inventory Reports (if applicable)
- Application for Financial Assistance (if applicable)

Examples of these forms can be found throughout the Manual, as well as the Student Organization Link on PULSE. Should contact information for the student representative or advisor change, the organization is expected to submit a Change of Contact Information Sheet to the Activities Office as soon as possible, an example can be found on page 21.

The Activities Office also compiles the annual Student Organization Directory. This directory is intended to be a comprehensive guide for the members of the Jefferson community interested in participating in student organizations. The purpose of the Student Organization Directory is to provide listings for every club, committee, group, and organization on campus, regardless of school/college affiliation. The directory is distributed at the annual Student Organization Fair, as well as to prospective students. Contact the Activities Office and complete a Student Organization Directory Submission Form to ensure that the information about your organization is up to date and available to all interested parties.

The Student Organization Annual Registration Form can be found at: http://www.surveymonkey.com/s/2013OrgRegistration

The Student Organization Directory Submission Form can be found at: http://www.surveymonkey.com/s/2013DirectoryForm

The Posting Policy Confirmation Form is attached to this document.

The Community Benefit Occurrence Form can be found at: http://www.surveymonkey.com/s/1314CBISA

The Change of Contact Information Sheet is attached to this document.
JEFFERSON SERVICES & RESOURCES
ADVERTISING
**Any publication or advertising materials using “Jeff,” “Jefferson” or Jefferson logos must comply with the Trademark Use Policy**
**Prior to developing any advertising, review the Posting Policy attached to this document.**
NOTE: no student organizations have an approved logo

BULLETIN BOARDS
Posters and other similar written notices may be put only in locations designated for that purpose.
The following postings will NOT be permitted:
- Flyers advertising an activity/service of a non-registered student organization or non-Jefferson organization.
- Flyers that mention the availability of alcohol.
- Flyers with incorrect and/or unapproved use of the Jefferson name and/or logo.
- Flyers without contact information.

CAMPUS NEWS / BROADCAST NOTICES / TODAY AT JEFFERSON EVENTS / JEFFNEWS / TV BULLETIN BOARD

MONITOR SYSTEM
- Log into PULSE
- Click on Campus News
- Scroll to the bottom of the page and click on Submit News for the Intranet, Broadcast Notices and JeffNEWS here.
- Complete the form as directed.

The TV Bulletin Board/Monitor System, programmed and designed by Jefferson’s Communications Department, is intended to inform the campus of important events, news developments, achievements, strategic initiatives and building-specific classroom/symposium schedules. The current content structure of this system has been developed to mirror/reinforce news that appears on the Intranet home page (Hospital) and the PULSE Campus News page (University).

Although not noted separately on the Campus News form, TV monitor messages are created from the information submitted via this form at the discretion of the Communications Department. Time-sensitive information should be submitted at least two weeks prior to the event/deadline via the online form which is accessible from the Campus News page of PULSE. This will allow planning of content and ensure effective overall pre-promotion (via the monitor, Intranet, and if appropriate, JeffNEWS).

EMAIL
Registered student organizations have been provided with Jefferson email addresses for organizational business. Addresses are activated once the group identifies a student administrator to manage all correspondence. All communication using the assigned address is subject to all applicable Jefferson policies and procedures (i.e. Student Alcohol Policy, Social Media Policy, etc.).

Student organizations can communicate with each other via studentactivities@lists.jefferson.edu. NOTE: messages to this address are moderated by the staff of the Activities Office, and when approved sent to all registered student organizations. Communication to this list is subject to all applicable Jefferson policies and procedures (i.e. Student Alcohol Policy, Social Media Policy, etc.).

JMC Student Council sends emails to medical students regarding upcoming events; send event details to SCSecretary@jefferson.edu.

JEFFLINE
Student groups are welcome to announce special events and meetings on JEFFLINE. Please complete the online request form at http://jeffline.jefferson.edu/Students/announcements.html

PUBLIC RELATIONS
The Public Relations Department can prepare press releases and initiate media coverage for large-scale events and community-oriented activities. Contact: Public Relations Office, 833 Chestnut Street, Suite 1140, 215.955.6300.

RESIDENCE LIFE
Bulletin boards adjacent to elevators on some residential floors are for Thomas Jefferson University and resident information notices. Signs or flyers must be approved and stamped by the Residence Life Office, 103 Orlowitz. Please allow 1 week for approval. Housing Management reserves the right to deny the posting of material that is not formatted to the specifications outlined in the university Posting Policy (102.38). Housing Management also reserves the right to deny the posting of material that is deemed either offensive or inappropriate, as well as the removal of such items from tenants’ doors, windows, or other communal areas.

UNIVERSITY CALENDAR
University departments and appropriately registered student organizations have the opportunity to publicize their events on the University Calendar. Off campus alcohol-related events and events hosted by non-Jefferson organizations/individuals cannot be posted.
To post your event on the University Calendar:
- Access the calendar on the Thomas Jefferson University Homepage or via PULSE.
- Click “Submit Event” on the top blue bar.
- Fill in the form with complete event details, then click “Submit.”
- Your request will be sent to the Calendar Manager for review and approval.
- Once approved, your event will automatically be added to the calendar.
ADVISOR GUIDELINES

A student organization advisor must be a full-time faculty or staff member. Depending on the purpose of the organization, an individual with special expertise and/or experience may be required; student organizations tend to choose their advisor based on relevance to their organization's goals and mission.

Responsibility to individual group members
- Help the students find balance between their academics and their co-curricular activities.
- Encourage each individual to participate in and plan group events.
- Encourage students to accept responsibility for specific roles within the group.

Responsibility to the student organization
- Assist the group in developing realistic goals for the academic year.
- Take an active role, rendering advice and counsel as circumstances dictate.
- Be aware of all plans and activities of the group.
- Be available to organization officers/members and regularly meet with the organization.
- Provide continuity within the group and should be familiar with the group's history and constitution.
- Offer ideas for projects and events.
- Maintain continuity and tradition of organization as members graduate.

Responsibility to the institution – Thomas Jefferson University
- Work with the group, but not direct its activities.
- Remind the organization of institutional policies.
- Work with the organization's officers to establish and maintain internal group standards and regulations for conduct.
- Ensure compliance with the Student Organization Leadership Manual

AGENCY ACCOUNTS

The Thomas Jefferson University Student Rights, Freedoms and Responsibilities statement on Student Organizations clearly states that groups may not establish an outside bank account. Accounts for organizational finances and transactions must be established through the Controller's Office via the Activities Office.

Agency Accounts are available to all registered student organizations of Thomas Jefferson University. These accounts will allow groups to make deposits and payments similar to a bank account.

Agency Accounts are separate from organization budgets received from the Activities Office Advisory Committee and/or the Jefferson Medical College Student Council. Funds from organization budgets cannot be transferred into an agency account for any reason. To open an agency account, please complete the Account Initiation Form and Agency Account Authorization Form and return to the Activities Office. Examples of other account related documents can be found on the following pages.

The Agency Account Initiation Form, Authorization Form and Payment Request Form are attached to this document.

FOR MORE INFORMATION:
Kait Delengowski
Activities Office
Jefferson Alumni Hall, Room B67
215-503-9085
kaitlyn.delengowski@jefferson.edu

ALCOHOL POLICY

The Thomas Jefferson University Student Alcohol Policy is attached to this document.
• Grants are available to student organizations, groups of students or individual students to plan alcohol free social programming on campus.

• Programs eligible for this grant must be social in nature, held on the campus of TJU, and are in no way affiliated with alcohol.

• Priority will be give to innovative programs that seek to change traditions and/or provide a healthy alternative (i.e. an ice cream social exam break).

• Priority will be given to programs with a minimal educational component.

• Multiple groups sponsoring one event may apply for more than one grant.

• Grants will not be awarded for lectures, regular organizational meetings, etc.

• Grant funds may be used to finance food, beverages, entertainment and advertising. If any alcohol is found to be at the event, all grant funding will be forfeited.

• Grant funds will be disbursed through a reimbursement process after the event.

• The grant application must detail how the event organizers will make participants aware that they are attending an event deliberately designed to provide an alcohol free social option.

• Groups are limited to one award per academic year.

• Student organizations applying for grant funds must have a complete file in the Activities Office.
**VIA EMAIL**

To the Activities Office Advisory Committee,

The student organization requests an alcohol free programming grant to be used for the ______ ______ event on day, date at time in location.

The plan for our event is as follows:
The purpose/goal of this event is to: ________________________________.

We will insure that participants know they are attending an event deliberately designed to provide an alcohol free social option by ___________________________. This is evident in our proposed event publicity, an example has been attached.

The student organization has the following expenses for this event:

**EXPENSE 1**
Explanation of expense                                          $XX.XX

**EXPENSE 2**
Explanation of expense                                          $XX.XX

**TOTAL EVENT EXPENDITURES**  TOTAL $XX.XX

The student organization has the following estimated income* for this event.

**INCOME SOURCE 1**
Explanation of income source 1                                  $XX.XX

**INCOME SOURCE 2**
Explanation of income source 2                                  $XX.XX

**TOTAL INCOME**  TOTAL $XX.XX

The student organization is requesting $XX.XX from the Activities Office Advisory Committee to cover the following event expenses: list of expenses

Respectfully Submitted,
Name of Representative
Student Organization
Local Phone
Email

**REQUEST MUST BE ACCOMPANIED BY A STUDENT ORGANIZATION EVENT PROPOSAL**

* - entry fees, agency account funds, departmental funds, etc.
BAKE SALES
All registered student organizations, with active Agency Accounts, are authorized to host bake sales on Jefferson’s campus. Groups must reserve the preferred space for the sale as per the room reservation protocol outlined on page 39. Upon receipt of a Room Reservation Confirmation the group must make arrangements with Custodial Services for the necessary tables and chairs; contact information is included in the confirmation.

At the conclusion of the sale, the area must be left free of all food, waste and signage, and all funds must be immediately delivered to the Activities Office for Agency Account deposit.

BALLOONS
Latex balloons are not permitted on hospital/university premises due to the increasing number of latex allergies. Mylar and foil balloons are safe and can be brought on to the Jefferson campus.

BOOKSTORE
The Jefferson Medical and Health Science Bookstore is a full service bookstore that can support your organization by assisting with custom orders, special events and fundraisers. The Bookstore can help to plan author signings or book related events, as well as host in-store fundraisers.

The Bookstore is your source for custom insignia merchandise. Our experienced staff can ease the special order process by obtaining trademark usage approval, offering discounts, and providing a wide range of product options.

FOR MORE INFORMATION:
Jefferson Medical and Health Science Bookstore
1009 Chestnut Street
215-955-7922
215-923-1844 – FAX
www.jefferson.edu/bookstore
Hours: Monday-Friday: 7:00 a.m. to 5:30 p.m.
Saturday: 9:00 a.m. to 1:00 p.m.

CATERING: NUTRITION & DIETETICS
Catering is available for most spaces on campus, with the exception of College & Curtis Classrooms. The information below will help you to make appropriate choices for food service at your meetings and events. Please note that outside catering is only allowed for items not offered on the catering menu.

IMPORTANT INFORMATION
- Catering must be arranged at least 3 business days in advance.
- When placing a catering order, the following information is necessary:
  - Date
  - Beginning & Ending Time
  - Building & Room Number
  - Approximate Number of Attendees
  - Agency Account number or Billing Information
  - Contact Person & Phone Number
  - Menu
- Any changes of menu, number of attendees, or cancellations must be made 2 business days prior to 9:00 a.m. the day of the event.

FOR MORE INFORMATION:
Shelly Elliott-Williams
2340A Gibbon Building
215-955-7947
COMMMUTER SERVICES
The Commuter Services Office provides mass transit and parking information and savings on these services to Jefferson students and employees with a valid ID. Benefits include maps and schedules of bus and rail line routes and discounts on SEPTA, New Jersey Transit, and PATCO products as well as discounts with selected local parking garages.

FOR MORE INFORMATION:
Commuter Services Office
1009 Chestnut Street
215-955-6417
www.jefferson.edu/cso
Hours: Monday-Friday: 7:00 a.m. to 5:30 p.m.
         Saturday: 9:00 a.m. to 1:00 p.m.

DONATIONS TO STUDENT ORGANIZATIONS
The Thomas Jefferson University Activities Office and Bookstore have a limited budget available for making in-kind donations to student organizations to be utilized as prizes or incentives. Donation requests will be considered on a first come – first served basis.

DRIVE REGISTRATION
In order to maintain a professional campus environment, all organization charity drives must be registered with the Activities Office. As hosts of a charity drive, your organization is required to:
- Complete a Drive Registration form in the Student Organization Suite, Activities Office, JAH B67
- Develop a professional looking and visually appealing collection box.
- List contact information for two organization members on the outside of the collection box.
- Only place the collection box at approved areas on campus.
- Empty the collection box a minimum of once a week or more often if needed.
- Be willing to collaborate with another organization should they be interested in doing a similar drive.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>833 Chestnut Street</td>
<td>Lobby</td>
</tr>
<tr>
<td>Bluemle Life Sciences Building</td>
<td>Lobby</td>
</tr>
<tr>
<td>College Building</td>
<td>2nd Floor Lobby</td>
</tr>
<tr>
<td>Edison Building</td>
<td>Lobby</td>
</tr>
<tr>
<td>Gibbon Building</td>
<td>Lobby</td>
</tr>
<tr>
<td>Hamilton Building</td>
<td>2nd Floor Elevator Lobby</td>
</tr>
<tr>
<td>Jefferson Alumni Hall</td>
<td>Lobby</td>
</tr>
<tr>
<td>Jefferson Hospital for Neuroscience</td>
<td>Lobby</td>
</tr>
</tbody>
</table>

The Charity Drive Registration Form is attached to this document.

To register a collection drive in the Residence Halls, contact:
Housing and Residence Life
1000 Walnut Street, Suite 103
Philadelphia, PA 19107-5518
university.housing@jefferson.edu
215.955.8913
215.923.1981 (FAX)
EMAIL ADDRESSES

All registered student organizations are eligible for a @jefferson.edu email address for organization business. Simply email kim.graham@jefferson.edu the following information and an email address will be established for your group:

- Name of Organization
- Requested Email Address
- Name of Student Representative to Administer Email Account
- Email Address of Student Representative
- Name of Advisor

Remember - student organizations cannot utilize non-Jefferson email addresses (i.e. gmail, msn, yahoo, etc).

FILM SHOWINGS

A license is needed when using videotape programming in any public or private location where the audience extends beyond the scope of a single family and its social acquaintances. The following are examples of public screenings that are illegal unless the film title being shown is a copy which was obtained with a license: in residence hall lounges; in any cafeteria, lounge, classroom; or in common rooms open to residence hall populations.

It is illegal to conduct a public showing without first obtaining the necessary license for the program. Without such license, the public showing (deliberate, innocent or inadvertent) is copyright infringement and the violators can be prosecuted and held liable for fines, penalties, court costs, and legal fees upwards of $50,000 per abuse. The copyright laws apply whether you charge admission or not, and no distinctions are made between profit or non-profit groups. Ownership of an individual video tape does not give one the right to show it in a public place; it is for home use only.

Anyone connected with the illegal showing of a copyrighted film can be named in a copyright infringement suit. This includes student organizations, academic departments, organization advisors, and college officials as well as the individual who knowingly operated the equipment at the illegal showings.

One can use a copyrighted film in teaching activities which can be exempt from the licensing requirement if all of the following conditions are met:

- The showing of the video can be by the instructor or students
- The showing of the video must be a part of face-to-face teaching activities. The teacher and students must be present simultaneously in the same general area. The exemption does not include remote transmission, such as closed circuit or cable originating from another part of the school.
- The showing of the video must be a part of the teaching activities of a non-profit educational institution.
- The showing of the video must occur in a classroom or similar place devoted to instruction.
- The performance must not use a film copy, which was illegally made, and which the person responsible knew or had reason to believe was not lawfully made.

From:
Public Performance Rights for Movies and the Face to Face Teaching Exemption, College of St. Benedict and St. John's University, www.csbsju.edu/studentactivities/club_resources/face_to_face_exemption.htm
Copyright Law, Motion Picture Licensing Corporation, http://www.mplc.com/index2.htm

FOR MORE INFORMATION:
Kim Graham-Pfeffer
Activities Office
Jefferson Alumni Hall, Room B67
215-503-9085
kim.graham@jefferson.edu
FUNDING FOR STUDENT ORGANIZATIONS

ACTIVITIES OFFICE ADVISORY COMMITTEE

Limited funding is available to organizations through the Activities Office Advisory Committee. Funds can be requested in the form of an annual budget or an event-to-event basis through emergency funding. The Activities Office Advisory Committee Application for Financial Assistance is attached to this document.

These funds are meant to support programs sponsored by registered Jefferson social, cultural, professional, and recreational clubs and organizations. Please note that food, beverages, items of a personal nature, and gifts/donations will not be funded.

I. ELIGIBILITY
   A. Applications are limited to registered Thomas Jefferson University social, cultural, educational, or recreational groups.

II. CRITERIA
   A. Applications for Financial Assistance must be accompanied by a completed Annual Registration packet.
   B. Consideration for funding includes a review of the number of students involved in the organization, dues collection or access to supplemental funds (i.e. JMC Student Council, Departmental funding), and utilization of past allocations.
   C. The Activities Office Advisory Committee will not fund food or beverages for regular organizational meetings, or items of a personal nature (i.e. uniforms, awards, individual dues, etc.)
   D. The Activities Office Advisory Committee will fund such items as food and beverages for events/programs, honorariums, stationary supplies, and costs for printing and transportation.

III. ASSIGNMENT PRIORITIES
   A. First Priority – University-wide social, cultural, educational, or recreational groups.
   B. Second Priority – Special interest/professional groups for the first two years of their existence.
   C. Third Priority – Special interest/professional groups in existence for two years or longer.

IV. METHOD
   A. Application For and Disbursement of Funds
      1. All applicants must complete an Application for Financial Assistance. This application can be found on the Student Organization Link on PULSE.
      2. The deadline for applications will be announced when packets are distributed, and set for late-Spring.
      3. Funding decisions will be made in late-Spring and communicated in writing to each applicant group during the summer months.
      4. No more than ninety percent of available funds will be assigned during the funding period. Ten percent will remain available for new groups and emergency funding.
   B. Emergency and New Group Funding
      1. Emergency funding is available for uncontrollable and unallocated expenses incurred by funded groups.
      2. Requests for emergency funding or funding for new groups must be made in writing directly to the Activities Office Advisory Committee, c/o the Activities Office, Jefferson Alumni Hall Room B67.
      3. The Activities Office Advisory Committee will approve emergency requests individually.

V. APPEALS
   A. Appeals of Annual Funding Decisions
      1. All appeals of funding decision must be made in writing to the Activities Office Advisory Committee by September 15.
      2. Appeals will be decided upon by the Activities Office Advisory Committee at a meeting in the fall semester.
   B. Appeals of Emergency Funding Decisions
      1. Appeals of emergency funding decisions are heard at the discretion of the Activities Office Advisory Committee.

VI. REDISTRIBUTION OF FUNDS
   A. Usage of Funds
      1. All funds allocated to student organizations via the regular or emergency funding process must be used or allocated for use by the last business day of February or they will be forfeited.
      2. A room confirmation and event agenda are required for proof of allocation.
   B. Requesting Funds
      1. Funds that are not utilized or allocated by the last working day of February will be used for redistribution to organizations.
      2. Funds will be made available on a first come, first served basis via the established Emergency Funding procedure.
      3. Groups that forfeited their funds will not be eligible for this process.
DUES/FEES
Original invoices and bills should be submitted to the Activities Office, Jefferson Alumni Hall, Room B-67.

REIMBURSEMENTS
You must bring all original receipts, along with the payee’s mailing address, to the Student Organization Suite, Activities Office, Jefferson Alumni Hall, Room B-67 in order to complete an Activities Office Advisory Committee Reimbursement Request Form. Cash advances are not available and you cannot request a reimbursement for yourself!

PLEASE NOTE:
1. Failure to provide all necessary information will result in a delay in processing your request.

2. The processing time for all requests is approximately 4 weeks. Once your request is received by the Activities Office, the Activities Office staff will complete a Request for Payment form, submit the form to our Director for approval, and deliver to Accounts Payable for processing. Once the check is received by our office, the payee will be contacted via e-mail to pick up his/her check during our regular office hours.

3. Only submit requests that are in accordance with the educational mission of your organization and the Activities Office Advisory Committee Funding Guidelines or they will not be processed.

4. If the contact person for your organization changes, you must complete a Change of Contact Information Sheet and/or alert the staff of the Activities Office as soon as possible, so your file can be updated accordingly.

5. You will be notified of your account balance in late January/early February – in advance of the start of the redistribution process. Please check your records upon receipt of these balance updates to make sure that all figures coincide.

6. All funds must be used or allocated by the last business day of February or they will be forfeited and used for redistribution to other organizations.

**THIS DOCUMENT CAN BE FOUND ON THE STUDENT ORGANIZATION LINK ON PULSE**

The Activities Office Advisory Committee Reimbursement Request Form is attached to this document.
**VIA EMAIL**

To the Activities Office Advisory Committee,

The student organization requests emergency funding to be used for the ____________ event on ____________ day, date at ____________ time in ____________ location.

The plan for our event is as follows:
The purpose/goal of this event is to: ________________________________

The student organization has the following expenses for this event:

**EXPENSE 1**
Explanation of expense                        $XX.XX

**EXPENSE 2**
Explanation of expense                        $XX.XX

**TOTAL EVENT EXPENDITURES**
TOTAL $XX.XX

The student organization has the following estimated income* for this event.

**INCOME SOURCE 1**
Explanation of income source 1                 $XX.XX

**INCOME SOURCE 2**
Explanation of income source 2                 $XX.XX

**TOTAL INCOME**
TOTAL $XX.XX

The student organization is requesting $XX.XX from the Activities Office Advisory Committee to cover the following event expenses: list of expenses

Respectfully Submitted,
Name of Representative
Student Organization
Local Phone
Email

**REQUEST MUST BE ACCOMPANIED BY A STUDENT ORGANIZATION EVENT PROPOSAL**

* - entry fees, agency account funds, departmental funds, etc.
Requesting Reimbursement
Funding allocated by Student Council to individual student groups is not given up front, but rather is reimbursed after expenditures have been made. This is done to assure that unspent money does not go to waste. Reimbursements are deducted from the group's annual budget and the treasurer of each organization should keep a detailed record of all expenses. This will allow the board of the organization to plan expenses accordingly so as to not run out of funds early in the academic year. All accounts are reset on July 1st of each year and remaining funds do not “roll-over.”

What Can and Cannot be Reimbursed
When in doubt about whether your expenses will be approved for reimbursement, please contact the current Student Council Treasurer, or one of the Student Affairs Deans FIRST. Spending before asking may result in you not getting your money back. Note that these rules are different from those of the Activities Office Advisory Committee. The following lists should provide some solid ground rules.

Approved Student Organization Expenses include the following:
- Lunch/Dinner for students attending an event/lecture
- Supplies for putting on a lecture or event (e.g., photocopies)
- Sporting equipment
- Travel expenses
- Cab rides, train rides
- Private vehicle - $0.505/mile *
- Gas for car rental- funds can be used towards gas for rental cars only

Expenses that WILL NOT be reimbursed:
- Lodging expenses for students, faculty or speakers
- Gifts/Honorarium/Flowers for students, faculty or speakers
- Alcohol
- Gasoline *
- Expenses that will not be reimbursed for purchased gas, but will reimburse $0.505/mile traveled. Students need only to specify the number of miles driven on their request form- no documentation is necessary. This is actually a much better deal, because it takes into account the expense of putting miles on your car, as well as purchasing gas.

Proper Documentation of Reimbursement Requests
Please read the following paragraph carefully. Submission of an unacceptable receipt will delay the process of your reimbursement and in some cases might even result in our inability to process your request. This is a list of the proper documentation required for some of the most common forms of payment:

Cash: The Accounts Payable Office needs the original cash-register receipt (You can submit the slip that the delivery guy gives you but you must also have the cash register receipt.)

A Credit Card: Original (customer copy) credit card receipt with signature. (Note that only the person who signed the receipt may be reimbursed). If you paid for something on-line with a credit card you must submit the bill showing that you paid with a credit card or your credit card statement with the on-line purchase highlighted.

Invoice/Order Slip: Invoice or delivery slip AND bank statement showing that payment was made (printed invoices from online sites are order verifications, but do not verify that payment was made, even if it states so. Again, note that only the person whose account was charged may be reimbursed.)

A Check: You must submit a copy of the front of the check as well as the back of the check after it has been cancelled by your bank. Once again, note that only the person whose name is on the check will be reimbursed.

In order to be reimbursed, each submitted Reimbursement Request Form is required to have the signature of the student group’s treasurer. Reimbursement requests without the appropriate group's treasurer's signature will not be processed. An e-mail from the treasurer with the payee's name, event description, and total reimbursement request will be accepted in lieu of a physical signature. E-mails must be addressed to SCTreasurer@jefferson.edu. In order to be reimbursed, please submit the Reimbursement Request Form paper-clipped with the original receipt (showing method of payment, date, and amount) and 1 (ONE) photocopy of the original receipt to the Student Affairs Office in JAH. Your reimbursement request will take approximately 4-6 weeks to process and the check will be mailed to the address listed on the reimbursement form.

If you are not certain whether your receipt is considered proper documentation, please contact the Student Council Treasurer at SCTreasurer@jefferson.edu.

The JMC Student Council Reimbursement Form is attached to this document.
HEALTH FAIRS
Student organization involvement in health fairs/screenings requires liability insurance, documentation and oversight by an appropriate health care professional. Please visit the Activities Office to discuss your plans for health fair involvement before making any commitments.

INSTRUCTORS
If your student organization is planning on hiring an instructor of any sort to provide classes (i.e. dance, martial arts, CPR, etc.), please visit the Activities Office prior to moving forward with any arrangements; student organizations are not authorized to “employ” instructors. The Activities Office can provide additional information and assistance.

MEDICAL MEDIA SERVICES

AUDIOVISUAL SERVICES
- ISDN- and IP-based video conferencing services
- High-resolution data and video projectors
- Laptops
- Audience Response System
- Wireless stethophones
- Interactive annotation tablet (Smart podium, Sympodium)
- DVD and videotape playback equipment
- Wired and wireless microphones
- Laser pointers and PowerPoint remotes
- Slides and overhead transparency projectors
- Portable projection screens
- Audio cassette players and recorders
- Consultation and technical assistance for meetings and special events
- Classroom Lecture Archiving System (CLAS)

FOR MORE INFORMATION:
Jefferson Alumni Hall, Room M97
215-503-1290
av.mms@jefferson.edu

GRAPHICS & MEDICAL ILLUSTRATION SERVICES
- Medical and general illustrations and schematics
- Graphic Design: brochures, invitations and programs
- Poster, title and banner design
- In-house, high-quality large format printing
- Presentation design
- Color and B&W high-resolution scanning
- High-resolution color laser printing
- Text slides, tables and graphs
- Digital photo retouching
- Mounting and lamination services
- Image and file archiving on CD-Rom
- Project planning and consultation

FOR MORE INFORMATION:
Jefferson Alumni Hall, Room 523
215-503-7841
graphics.mms@jefferson.edu

PHOTOGRAPHY SERVICES
- Medical, surgical and research photography
- On-location, studio and special-event photography
- Digital photo retouching
- Digital photography for Web or presentations
- High resolution scanning
- Stock photos of the Jefferson campus for use in presentations
- Custom mounting and framing
- Passport and application photos while you wait.

FOR MORE INFORMATION:
Jefferson Alumni Hall, Room 523
215-503-7841
photo.mms@jefferson.edu

VIDEO SERVICES
High and Standard definition studio or location recording
Non-linear Digital Editing
- Including: titles, graphics, animation, narration and background music
Finished digitized video for distribution by DVD, videotape, Web or CD-ROM
Standard Conversion:
- PAL (Europe) to NTSC (North America & Japan)
- NTSC to PAL
- Conversion of most computer platforms & resolutions
Complete Audio Production Services
- Voice over recording
- Digital editing
CD and DVD duplication
- From 1 to 1,000 (or more!)
Script Preparation from Notes & Outlines
Classroom Lecture Archiving System (CLAS)
Videoteleconferencing
Webcasting

FOR MORE INFORMATION:
137 S. 10th Street
215-503-1543
video.mms@jefferson.edu
PHOTO WAIVERS

Photo Release Waivers for both adults and minors are attached to this document.

PIANOS

JEFFERSON ALUMNI HALL PIANO USAGE GUIDELINES
A grand piano is housed in the Eakins Lounge and can be used in that space or moved to the Jefferson Alumni Hall cafeteria for events on an as needed basis.

When your organization requires the use of one of the piano, a representative must be designated to take responsibility for the use of the piano.

The piano must be reserved through the Activities Office at least 2 business days prior to your event. Once your request has been approved, the Activities Office will notify the appropriate department (i.e. catering, custodial) of your reservation.

The piano is to remain locked at all times, except when in use by the player designated by your organization.

The organizational representative can pick-up the key from the Activities Office, Jefferson Alumni Hall, Room B67, Monday through Friday, 8am-6pm on the day of your event. If the event falls on a weekend, the key must be picked up on the last business day prior to the event. Please note that this is the only way to access the piano.

At the conclusion of your event, the representative must secure and lock the piano and return the key to the Activities Office on the next business day.

The organizational representative is the only person authorized to pick up the key to the piano. At the conclusion of your event, if the key or lock are missing or not returned your organization will be charged a replacement fee of $125.00.

JEFFERSON ALUMNI HALL PIANO MOVEMENT GUIDELINES
Organizations will be charged a fee of $25.00 for approved, requested moves of the grand piano from Eakins Lounge.

Organizations will be charged a fee of $100.00 for any unauthorized or unnecessary moves of the grand piano to offset the cost of keeping the piano maintained and in tune. If a department or organization requests that the piano be moved from Eakins Lounge because it interferes with their event, that department/organization will be charged the moving fee.

FOR MORE INFORMATION:
Kait Delengowski
Activities Office
Jefferson Alumni Hall, Room B67
215-503-9085
kaitlyn.delengowski@jefferson.edu

BARRINGER LOUNGE PIANO POLICY AND PROCEDURES
- Jefferson individuals who are registered with the Department of Housing and Residence Life (DHRL) are permitted to use the piano. Contact the Assistant Director of Residence Life at 215-955-1755 to register for the piano list.
- The piano and list are maintained by the DHRL. DHRL administration may revoke playing privileges at any time.
- The use of the piano is by reservation only. Reservations can be made in advance at the Barringer Residence front desk via a lounge reservation form. In order for the reservation to be approved, the individual must either be on the DHRL office piano list or present a DHRL piano permission slip. Reservations are granted in order of inquiry via the completed reservation form.
- The hours that the piano is available to be played are 9:00am – 11:00 pm, 7 days a week.
- There is a one (1) hour time limit.
- Individuals may be asked to discontinue playing if a noise complaint is received.
- Individuals are held responsible for any damage that may occur to the piano during the time they are using the piano.

The Piano Agreement form is attached to this document.
PRINTING OPTIONS

Great Impressions
1837 Gibbon Building
215-503-COPY (2679)
great.impressions@jeffersonhospital.org
Monday – Friday: 7:30am-4:00pm

Print Center
Jefferson Alumni Hall, Room B29
215-503-6502
print.center@jeffersonhospital.org
Monday-Friday: 7:30am-4:30pm

Creative Characters
125 S. 9th Street, Suite 701
Philadelphia, PA 19107
215-923-2679
orders@creativecharacters.com

FedEx Office Print & Ship Center
924 Chestnut Street, Suite 32
Philadelphia, PA 19107
215-925-2472

ReproMAX
1015 Chestnut Street
Philadelphia, PA 19107
215.627.6493
PULSE SITES FOR STUDENT ORGANIZATIONS

All Student Organizations officially registered with the University are eligible for sites on PULSE. Groups will need to identify at least one representative to be the site “manager.” The person will be responsible for the contents within the organization site, and will be contacted for any content update, changes, etc. You may list as many representatives as site managers, but most groups list one student representative along with the advisor.

Prior to initiating a request for a new PULSE site, please search PULSE to see if an organization already exists for your group.

- Log-in to PULSE
- Click the “Organizations” Tab
- Utilize the “Search” function by typing in the name of your group
- You may also search by clicking on the “Student Organization” link under “Organization Catalog.”

If a PULSE organization has been initiated for your organization, please follow these steps:

- Open a Jeff-IT Service Request at http://pulse.jefferson.edu
- Identify a representative as the site manager.
- Once this request has been accepted, you will be able to make changes to your page.

If a PULSE organization does not exist for your group, please follow these steps:

- Open a Jeff-IT Service Request at http://pulse.jefferson.edu
- Identify a representative as the site manager.
- Jeff-IT will confirm the organization’s status with the Activities Office; once confirmed you will be able to set up your page.

For assistance in updating and maintaining your PULSE site, please make an appointment with Kim Graham in the Activities Office.

FOR MORE INFORMATION:
Kim Graham-Pfeffer
Activities Office
Jefferson Alumni Hall, Room B67
215-503-9085
kim.graham@jefferson.edu

SAMPLE PULSE ANNOUNCEMENT PAGE

Jefferson Association of Good Deeds

August 18, 2013 – August 24, 2013

Tue, Sep 3, 2013 – MEETING SCHEDULE
Put our regular meetings on your schedule now!
Don’t miss out!
Organization Link: Information / REGULAR MEETING TIMES

Tue, Sep 3, 2013 – STUDENT ORGANIZATION FAIR!
Learn more about the Jefferson Association of Good Deeds at the Annual Student Organization Fair!
Tuesday, September 10.
Organization Link: Information / UPCOMING EVENTS / STUDENT ORGANIZATION FAIR
ORGANIZATION NAME
Jefferson Association of Good Deeds
Jeff Good Deeds

ORGANIZATION MISSION STATEMENT
The mission of the Jefferson Association of Good Deeds is to do good deeds on campus and in the community.

STUDENT REPRESENTATIVE
Lois Lane
Jefferson Medical College
215.555.1214
lois.lane@jefferson.edu

ORGANIZATION ADVISOR
Redjack Ryan, MD
Department of Good Medicine
College Building Room 000
215.555.9999
redjack.ryan@jefferson.edu

REGULAR MEETING TIMES
Wednesdays
5:00 p.m.
Jefferson Alumni Hall

UPCOMING EVENTS

EVENT 1

EVENT 2

EVENT 3

DOCUMENTS

CONSTITUTION/BY-LAWS

OTHER PERTINENT ORGANIZATIONAL DOCUMENTS
ROOM RESERVATION PROTOCOL

The purpose of this protocol is to ensure efficient, effective, and collegial space management on Thomas Jefferson University’s campus. In this vein, and to the extent possible, the University Registrar’s Office will make every effort to meet the room reservation needs of the entire campus. Where feasible, preference will be given to rooms in the proximity to the user group, and recurring uses will be scheduled in the same room. However, in responding to requests, the issues of i) primary use (i.e. education), ii) event size, iii) event duration, iv) special circumstances, and v) the unique nature of specialized space must be considered.

The schedule releasing space to the general campus community is as follows:
- First Week of April: Release Date for May through December room requests.
- Second Week of November – Release Date for January through May room requests.

This schedule is based on the current process in which all academic programs provide class schedules one semester prior to the class(es) being held.

RESERVATION PROCEDURES
1. All non-Core Educational Mission room requests should be submitted at least 48 hours prior to an event.
2. If a reservation has been confirmed and the Registrar’s Office receives a request from any of the entities identified as “Tier One” or “Tier Two,” then the reservation may be reassigned. In this case, the Registrar’s Office will assume responsibility for finding a room of comparable size to accommodate the original reservation, and will notify the representative of the change in location of the prior reservation. The Registrar’s Office will also assume responsibility for posting notification of the room change at the room location.
3. Maintaining the same room reservation on an annual basis cannot be guaranteed.
4. Study space, while considered an educational event, is reserved on a first come, first served, as available basis. Requests for study space may be made no more than one week ahead of the requested date.
5. Organizations are discouraged from reserving rooms on an “if needed” basis. It is understood that occasionally multiple dates may be reserved pending additional information (e.g. speaker availability). In this instance, the multiple reservations may not be held for more than two weeks.
6. Organizations are expected to cancel room reservations in a timely manner if they find that the original reservation is not required.
7. At the end of an event, organizations are expected to restore seating to the original order, dispose of any handout materials, unused food, food containers and other waste, erase blackboards and turn off AV equipment and lights. If you ordered food through the Catering Department, organizations are expected to contact Nutrition and Dietetics to ensure prompt clean-up of the space.

STUDENT ORGANIZATION ROOM REQUEST PROCESS

STEP 1: Submit your complete event request to the Activities Office via kim.graham@jefferson.edu or kaitlyn.delengowski@jefferson.edu, for EVENT APPROVAL. All of the following information must be included:
- Student Organization Name
- Event Date
- Event Start and End Times
- 3 Space Request Preferences (Hamilton Building rooms should NOT be included)
- Name of Event (This information appears on the Master Calendar, so be brief, but specific)
- Expected # of attendees
- Requestor's/contact's Name, Phone #
- Requestor's/contact's Jefferson e-mail address
- Non-Jefferson participants? Yes or No

STEP 2: The Activities Office will respond to the requestor and the Registrar’s Office with EVENT APPROVAL

STEP 3: Wait 2-4 days for an e-mail Room Reservation CONFIRMATION from the Registrar's Office

IMPORTANT NOTES:
- Incomplete and walk-in requests cannot be processed.
- You will be required to contact the appropriate departments to secure services (A-V, set-ups, security, catering). A cost may be incurred for these services and some services may be mandatory (i.e. security). Contact information for these services will be provided with your confirmation.
- Please try to coordinate requests with others in your organization to avoid duplicate requests.
- Cancellations must be submitted in writing at least 24 hours prior to your event.
- The following spaces are recommended for student organization events:
  o Bluemle Life Sciences Building (BLSB): Rooms 101 & Lobby, 105 and 107
  o College Building: Foerderer Auditorium in McClellan Hall, Rooms 202-207, Herbut Auditorium
  o Curtis Building: Rooms 213-219
AUXILIARY SERVICES
Questions and requests for auxiliary services should be addressed to the appropriate department. Requests must be submitted no later than one-week prior to your event or services cannot be guaranteed.

CUSTODIAL SERVICES
Dispatch: 215-955-6846

Set-Ups: Antoinette Ramos
215.955.6846
antoinette.ramos@jefferson.edu
215.923.1402 (FAX)

For custodial issues that arise during the course of an event, please contact the appropriate supervisor:

<table>
<thead>
<tr>
<th>College &amp; Curtis Buildings</th>
<th>Bluemle &amp; Edison Buildings</th>
<th>JAH &amp; Hamilton Building</th>
<th>After 5:00 pm – All Buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerry Singleton</td>
<td>Heath Stewart</td>
<td>Donald Burton</td>
<td>Walter Peeler</td>
</tr>
<tr>
<td><a href="mailto:jerry.singleton@jefferson.edu">jerry.singleton@jefferson.edu</a></td>
<td><a href="mailto:health.stewart@jefferson.edu">health.stewart@jefferson.edu</a></td>
<td><a href="mailto:donald.burton@jefferson.edu">donald.burton@jefferson.edu</a></td>
<td><a href="mailto:walter.peeler@jefferson.edu">walter.peeler@jefferson.edu</a></td>
</tr>
<tr>
<td>215.923.4522 (FAX)</td>
<td>215.503.4466 (FAX)</td>
<td>215.503.5293 (FAX)</td>
<td>215.503.4398 (FAX)</td>
</tr>
</tbody>
</table>

AUDIOVISUAL EQUIPMENT
Medical Media Services
215.503.1290
jeffline.jefferson.edu/mms

CATERING SERVICES
Nutrition & Dietetics
215.955.8617

NOTE: Food and beverage are not permitted in the 2nd Floor Classroom/Lecture areas of the College & Curtis Buildings.

SECURITY
Tony Tigro
215.955.6182
marcello.tigro@jefferson.edu

NOTE: Security must be notified at least seven days in advance for events held after normal business hours, during weekends, or include non-Jefferson participants. Related charges may apply.

COMPUTER LABS: Jefferson Alumni Hall Mezzanine, Room 509 / Scott Memorial Library Learning Resource Center
Learning Resources
215.503.2832
jeffline.jefferson.edu/LR/

FOR MORE INFORMATION:
www.jefferson.edu/academic-affairs/tju/academic-services/registrar/resources/room_rsvp.html
DEPARTMENT OF HOUSING & RESIDENCE LIFE
Barringer, Orlowitz and Martin Residence Halls contain social lounges for residents in University Housing who wish to hold private gatherings.

Reservations for social lounges can be made by picking up a reservation form from the Barringer, Orlowitz or Martin front desks. Reservations will be granted in order of inquiry via the completed request form. Reservation requests must be submitted five business days prior to the date of the intended event. You will receive a carbon copy of the confirmed reservation in person or in your on-campus mailbox.

Community Lounge Reservation Request forms also contain an alcohol permit section. Alcohol may be served at events when an alcohol permit has been obtained in advance. Authorization for an alcohol permit will only be granted following a meeting with the Assistant Director of Residence Life to review the DHRL and TJU alcohol policies. Residents are expected to clean up after their events, which must terminate by 11:00 PM. Exceptions to that time can be made with written permission of the Assistant Director of Housing and Residence Life.

GYMNASIUM, SWIMMING POOL & GROUP EXERCISE STUDIOS
The Jefferson-Independence Blue Cross Wellness center allows reservations of the gymnasium, swimming pool and group exercise studio as outlined below:

- Pick-up a Reservation Form from the Wellness Center Front Desk.
- Return the completed Reservation Form at least one (1) week in advance of the proposed event.
- Provide specific, detailed information about your event:
  - Name of Event
  - Student Organization Name
  - Event Date
  - Event Start and End Times
  - Event Purpose
  - Expected # of attendees
  - Requestor's/contact's Name, Phone #
  - Requestor's/contact's Jefferson e-mail address
  - Non-Jefferson participants? Yes or No
    - Names of Non-Jefferson Participants
  - By signing the Reservation Form, you knowingly and voluntarily waive and release Thomas Jefferson University, its officers, employees, and students from any liability or claim for damages as a result of any injury or loss sustained during your reserved activity. The organization representative also accepts full financial responsibility for any damages and losses incurred.

Only Jeff-IBC Wellness Center Members and Jefferson Students may reserve the recreation facilities. Any person involved in the event who is not a member of the Jeff-IBC Wellness Center must pay a guest fee of $10. Guest restrictions apply.

The recreation areas may not be reserved during peak hours Monday through Friday (11:00am – 2:00pm; 4:00pm – 7:00pm)

Approval is dependent upon the number of previously approved reservations and the schedule Wellness Center activities and programs.

Due to the large number of intramural activities in the fall and spring, no reservations will be approved after 4:00 pm, Monday through Thursday.

Only parties of eight or more may reserve the full gymnasium. Parties of seven or less will be limited to half court.

Reservation approvals are not guaranteed.

FOR MORE INFORMATION:
Justin Holman
Jefferson-Independence Blue Cross Wellness Center
Jefferson Alumni Hall, Room B67
215-503-9059
justin.holman@jefferson.edu

The Jeff-IBC Wellness Center Reservation Request Form is attached to this document.

SOCIAL MEDIA POLICY

The Thomas Jefferson University Social Media Policy is attached to this document.
TRANSPORTATION
STATEMENT ON TRAVEL & TRANSPORTATION BY STUDENT ORGANIZATIONS

When an organization must travel locally or long distance, Thomas Jefferson University recommends the use of public transportation and taxi services. When these options are not feasible for the intended destination, Thomas Jefferson University recommends the use of a bus or van rental service with an employed driver. The use of personal or rental vehicles is not recommended.

Thomas Jefferson University student organizations sponsoring and/or participating in programs off site must note the following:
- transportation of adult third-parties may occur only when a bus and driver have been secured by an outside company.
- transportation of minor-children third-parties by any means is strictly prohibited.

When an organization is planning to secure a bus or transporting third-parties, approval must be obtained from the designated student affairs officer of the college/school.

Though not recommended, if a personal vehicle is utilized:
- the driver must have a current, valid US state driver’s license for at least one year
- the driver and passengers should understand that they may not be covered by University insurance and that the driver’s personal insurance may be the only insurance coverage available
- the driver should understand that he/she is assuming all risk and liability.

TRANSPORTATION & TRAVEL RESOURCES

Activities Office staff members are available to assist student organizations in finding the best transportation option for their needs. Below is a brief list of local transportation options that may assist you in the work of your organization.

TAXIS

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Cab Company</td>
<td>215-492-6500</td>
</tr>
<tr>
<td>Millennium Taxi</td>
<td>215-444-4444</td>
</tr>
<tr>
<td>Olde City Taxi</td>
<td>215-338-0838</td>
</tr>
<tr>
<td>Penn Cab Co.</td>
<td>215-438-8888</td>
</tr>
<tr>
<td>United Cab</td>
<td>215-423-8000</td>
</tr>
</tbody>
</table>

BUS RENTAL

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Krapf’s Coaches</td>
<td>215-569-2001</td>
</tr>
<tr>
<td>Starr Tours</td>
<td>215-745-8144</td>
</tr>
<tr>
<td>Yellowbird Bus Co.</td>
<td>215-289-1022</td>
</tr>
</tbody>
</table>

PUBLIC TRANSPORTATION

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amtrak</td>
<td>1-800-872-7245</td>
</tr>
<tr>
<td>New Jersey Transit</td>
<td>1-800-772-2222</td>
</tr>
<tr>
<td>PATCO</td>
<td>856-772-6900</td>
</tr>
<tr>
<td>SEPTA</td>
<td>215-580-7800</td>
</tr>
</tbody>
</table>

Commuter Services provides mass transit and parking information and savings on these services to eligible Jefferson employees and students. Benefits include maps and schedules of bus and rail line routes; discounts on SEPTA, New Jersey Transit, and PATCO transit products; as well as discounts with selected local parking garages.

For more information about Jefferson’s Commuter Services Office please see page 28.

Commuter Services Office
1009 Chestnut Street
215-955-6417
www.jefferson.edu/cso

Hours: Monday-Friday: 7:00 a.m. to 5:30 p.m.
Saturday: 9:00 a.m. to 1:00 p.m.
TRADEMARK POLICY

The Thomas Jefferson University Trademark Policy is attached to this document.

USE OF THE JEFFERSON NAME

No student organization or individual student may use the name “Thomas Jefferson University,” “Jefferson” or any derivation thereof, without prior approval through the Dean of the School/College and without application pursuant to the Trademark Committee. The “Trademark Policy 104.04” regulates the use of all forms of the name “Thomas Jefferson University” including logotype, slogans, etc. For more information about this policy or to request access, refer to the above policy via PULSE under the University Policy tab.

No student organization or individual student may enter into contractual agreement using the name of the organization or of the University, without prior approval through the Dean of the School/College or without University Counsel Review of the contractual agreement.

NOTE: no student organizations have an approved logo.

GUIDELINES FOR USE OF THE JEFFERSON NAME BY STUDENT ORGANIZATIONS

Student Organizations that use “Jefferson” or “Jeff” in the name of their group must register with and be approved by the Trademark Committee to use the name on any brochure cover, newsletter, flyer, poster and other print media.

The correct treatment for use of “Jefferson” or “Jeff” in the name of the organization is as follows: “Jefferson” or “Jeff” must be printed in “Times New Roman Bold” and the group name/activity must be printed in “Times New Roman.”

Student Organizations must register their name once a year by completing a Thomas Jefferson University Student Group Name Request Form. The form must be completed in full and returned to the Activities Office for processing. When requesting the use of the name/trademark for anything other than print media, a Thomas Jefferson University Trademark Use Request Form must be submitted.

To complete the Student Group Name Request Form, please follow the directions as outlined below:

Question 1
- List who may be a member of the organization (i.e. Membership in our organization is open to:)

Question 2
- Describe the mission/purpose of the organization.

Question 3
- List two variations of the name you are proposing to use (i.e. Jefferson Example Society / Jeff Example)

Question 4
- Provide the name and contact information for an organizational representative who is knowledgeable about the request and can answer any questions about how the name will be used.

Submit form to the Activities Office for processing.

The Student Group Name Request Form is attached to this document.