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STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES

STUDENT ORGANIZATIONS

- 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, for event approval

Include:

- Student Organization Name
- Name of Event (This information appears on the Master Calendar, so be brief, but specific)
- Event Date
- Event Start & End Times
- 3 Space Request Preferences (Hamilton Building rooms should not be included)
- Expected number of attendees
- Name of requestor/contact
- Phone number of requestor/contact
- Jefferson email address of requestor/contact

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

RESERVING 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

STEP 2

Access the *Application for Financial Assistance* on the *Student Organization Link* on PULSE

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

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

Patently 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

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

STEP 2

Access the *Emergency Funding Request Template* on the *Student Organization Link* on PULSE

STEP 3

Develop your Emergency Funding Request according to guidelines and the template

STEP 4

Submit request electronically to kim.graham@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

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

Patently 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

STEP 2

Access the *Alcohol Free Programming Grant Template* on the *Student Organization Link* on PULSE

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

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

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

Patently 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

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

Patently 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). 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 Orlovitz

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

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 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 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 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
- use a computer
- 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

- Registration Form
- Posting Policy Confirmation Form
- Student Group Name Request Form (if necessary)

STEP 4

Annually Resubmit Registration Forms for Recognition and/or Funding.

WRITING ORGANIZATIONAL BYLAWS

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

ACTIVITIES OFFICE 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
- Community Benefit Inventory Reports

Examples of these forms can be found on pages 22-27, 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, a copy is attached to this document.

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/orgregistration>

The **Student Organization Directory Submission Form** can be found at:
<http://www.surveymonkey.com/s/orgdirectory1213>

The **Posting Policy Confirmation Form** is attached to this document.

The **Community Benefit Occurrence Form** can be found at:
<http://www.surveymonkey.com/s/cbisa>

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.**

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*).

CLASS ANNOUNCEMENTS

Be brief and to the point when making announcements to your class. Remember: one timely announcement is better than several untimely ones.

The JMC Student Council sends out tri-weekly emails to the medical student body advertising upcoming events. Email the event details and description to SCSecretary@jefferson.edu for inclusion in the next email message.

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, 211 S. 9th Street, Suite 310, 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 Orlovitz. Please allow 1 week for approval. Housing Management 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 can not 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.
- Choose the calendar(s) where you would like your event listed, then click the right arrow to move your choice to "Selected Calendars," then click "Continue."
- 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.

An advisor is expected to provide continuity and stability and support the annual transition.

An advisor helps students understand the overall mission of the University, how to access resources and exercise good judgment.

An advisor and the leadership of the organization should discuss and establish expectations of one another.

An advisor provides advice and counsel and serves as a liaison and a resource.

The advisor should stay well informed about the plans and activities of the group, and should be prepared to deal with major problems or emergencies within the organization.

Advisors should be aware of the general financial condition of the group and encourage the keeping of accurate financial records.

In order for the advisor-organization relationship to be successful, the student leaders must also be aware of their responsibility to their advisor.

UNIVERSITY POLICIES

- interpret and advise the organization on University Policies.
- ensure that members conduct themselves in a manner consistent with our mission and reflects positively upon the University.
- report any activities that violate University Policy.

PLANNING

- assist with the direction and planning of the budget.
- assist with the planning of programs.
- supervise the facilitation of programs.
- assist with setting realistic annual goals and objectives.
- be aware of important deadlines and paperwork.

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.

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.

THOMAS JEFFERSON UNIVERSITY

ACTIVITIES OFFICE

ALCOHOL FREE PROGRAMMING GRANT CRITERIA

- 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.

**SAMPLE APPLICATION
STUDENT ORGANIZATIONS
ALCOHOL-FREE PROGRAMMING GRANT**

Date of Request

Activities Office Advisory Committee
c/o Activities Office
Thomas Jefferson University
1020 Locust Street, Room B67
Philadelphia, PA 19107

To the Advisory Committee,

The student organization requests an alcohol-free programming grant in the amount of \$XX.XX to be used for _____ on day, date at time in location.

The plan for our event is as follows:

The 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 is requesting \$XX.XX from the Activities Office Advisory Committee to cover the following expenses: list expenses

EXPENSE 1	AMOUNT
<u>Explanation of expense</u>	<u>\$XX.XX</u>
EXPENSE 2	AMOUNT
<u>Explanation of expense</u>	<u>\$XX.XX</u>
TOTAL EVENT EXPENDITURES/BUDGET	TOTAL AMOUNT
	<u>\$XX.XX</u>

Respectfully Submitted,

Student Organization Representative
Student Organization
Address
City, State, Zip
Local Phone
Email

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

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 61. 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.

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

COMMUTER 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.

APPROVED CHARITY DRIVE COLLECTION LOCATIONS

BUILDING	AREA
833 Chestnut Street	Lobby
Bluemle Life Sciences Building	Lobby
College Building	2 nd Floor Lobby
Edison Building	Lobby
Gibbon Building	Lobby
Hamilton Building	2 nd Floor Elevator Lobby
Jefferson Alumni Hall	Lobby
Jefferson Hospital for Neuroscience	Lobby

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
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.

FINANCIAL ASSISTANCE FUNDING GUIDELINES

- 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 or JEFFLINE.
 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 their first meeting of 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.

ACTIVITIES OFFICE ADVISORY COMMITTEE GUIDELINES FOR USING MONETARY ALLOCATIONS

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.

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 1 month. 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 your 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 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.**

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

**SAMPLE LETTER
STUDENT ORGANIZATIONS
EMERGENCY FUNDING REQUEST**

Date of Request

Activities Office Advisory Committee
c/o Activities Office
Thomas Jefferson University
1020 Locust Street, Room B67
Philadelphia, PA 19107

To the Advisory Committee,

The student organization has the following expenses for the _____ event on event date for the upcoming academic year.

EXPENSE 1	AMOUNT
<u>Explanation of expense</u>	<u>\$XX.XX</u>
EXPENSE 2	AMOUNT
<u>Explanation of expense</u>	<u>\$XX.XX</u>
TOTAL EVENT EXPENDITURES/BUDGET	TOTAL AMOUNT
	<u>\$XX.XX</u>

The student organization has the following estimated income for the upcoming academic year.

INCOME SOURCE 1	AMOUNT
<u>Explanation of income source 1</u>	<u>\$XX.XX</u>
INCOME SOURCE 2	AMOUNT
<u>Explanation of income source 2</u>	<u>\$XX.XX</u>
TOTAL INCOME	TOTAL AMOUNT
	<u>\$XX.XX</u>

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

Respectfully Submitted,

Student Organization Representative
Address
City, State, Zip
Local Phone
Email

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

JEFFERSON MEDICAL COLLEGE STUDENT COUNCIL

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 *

Accounts payable will not reimburse 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.

**JEFFERSON MEDICAL COLLEGE
STUDENT COUNCIL REIMBURSEMENT FORM**

Before completing this form it is recommended that you read the "Reimbursement Request Guidelines" for important information regarding reimbursable expenses, proper documentation of incurred expenses and deadlines.

I. ORGANIZATION'S INFORMATION:

STUDENT GROUP: _____

ACTIVITY / EVENT DATE: _____ TODAY'S DATE: _____

ACTIVITY / EVENT (please be specific!): _____

II. PAYEE'S INFORMATION:

NAME: _____

STUDENT ID NUMBER (on back of ID card): _____

ADDRESS: _____

PHONE NUMBER: _____ E-MAIL: _____

TOTAL REIMBURSEMENT REQUEST: \$ _____

III. STUDENT GROUP TREASURER INFORMATION: (SAME AS ABOVE)

STUDENT GROUP TREASURER: _____

TREASURER PHONE NUMBER _____ E-MAIL: _____

TREASURER'S SIGNATURE _____

IV. IMPORTANT: MUST PAPERCLIP TO THIS FORM:

1. THE ORIGINAL RECEIPT* INDICATING THAT THE BILL IS PAID IN FULL
2. ONE SEPERATE PHOTOCOPY OF RECEIPT

****COMPLETED REIMBURSEMENT REQUEST FORMS MUST BE SUBMITTED WITHIN 30 DAYS OF THE EXPENSE. THE DAY OF THE EXPENSE IS THE DATE PRINTED ON THE RECEIPT.***

RETURN THIS FORM TO: Office of Student Affairs and Career Counseling, 157 Jefferson Alumni Hall

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 MENU OF 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, Symposium)
- 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)

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

PHOTOGRAPHY SERVICES

- Medical, surgical and research photography
- Digital photography direct to your Web site or output device
- On-location, studio and special-event photography
- Digital photo retouching
- Custom or standard color prints and enlargements
- Color and B&W high-resolution scanning
- Instant photos (B&W or color) for applications or passports
- Stock photos of the Jefferson campus for use in presentations
- Mounting and lamination services
- Custom framing

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:

Medical Media Services

Jefferson Alumni Hall, Room 523

215-503-7841

Hours: Monday – Friday: 8:30 a.m. to 5:30 p.m.

PHOTO WAIVERS

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

PIANO

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.

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

PRINTING

APPLICATIONS

- Announcements
- Annual Reports
- Booklets
- Brochures
- Business Cards
- Color Copies
- Color Transparencies
- Directories
- Flyers
- Grants
- Invitations
- Manuals
- Memo Pads
- Menus
- Newsletters
- Notes
- Prescription Pads
- Reports
- Resumes
- Stationery
- Term Papers
- Theses
- Transparencies

ACCEPTED FORMS OF MEDIA

- Compact Disks
- Diskettes
- Electronic Mail
- Hard Copy
- Internet Sites
- Network Access

FINISHING TOUCHES

- Collating/Stapling: Large volume documents can be collaged and stapled on line, up to 70 sheets.
- Laminating: Page sizes range from 3"x5" to 11" x 17"
- Cutting & Trimming: Paper or cardstock can be cut down from 17" to 1"
- Padding: Padding can be done at the top or the side, and cut into individual pads of 100 sheets each.
- Velobinding: Holes are punched on the side (up to 500 pages) and manually bound using a hard plastic grip
- Spiral Comb Binding: Small rectangle holes are punched on the side or top (up to 2") and plastic spiral combs are inserted.
- Strip Binding: Documents can be bound in various colors (blue, black, white, and red) up to a max of 250 sheets, including covers.
- Folding: Documents can be accordion, letter, or program folded.

TURNAROUND TIME

- Same Day Service
- Requests for service can be initiated by a Great Impressions Request Form or Electronically via Email at greatimpressions@mail.tju.edu

FOR MORE INFORMATION:

Great Impressions
1837 Gibbon Building
215-503-COPY (0134)
Hours: Monday – Friday: 8:00 AM to 5:30 PM

OTHER PRINTING OPTIONS:

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
usa2274@fedex.com

ReproMAX
1015 Chestnut Street
Philadelphia, PA 19107
215.627.6493
csr.philly@nrinet.com

PULSE SITES FOR STUDENT ORGANIZATIONS

All Student Organizations officially registered with 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
Activities Office
Jefferson Alumni Hall, Room B67
215-503-9085
kim.graham@jefferson.edu

SAMPLE PULSE ANNOUNCEMENT PAGE

[ORGANIZATIONS](#) > [JEFFERSON ASSOCIATION OF GOOD DEEDS](#) > [ANNOUNCEMENTS](#)

Jefferson Association of Good Deeds

[VIEW TODAY](#)

[VIEW LAST 7 DAYS](#)

[VIEW LAST 30 DAYS](#)

[VIEW ALL](#)

August 19, 2012 – August 25, 2012



Tue, Sep 4, 2012 – MEETING SCHEDULE

Put our regular meetings on your schedule now!
Don't miss out!

Organization Link: [Information / REGULAR MEETING TIMES](#)

Posted by Lois Lane



Tue, Sep 4, 2012 – STUDENT ORGANIZATION FAIR!

Learn more about the Jefferson Association of Good Deeds at the Annual Student Organization Fair!
Tuesday, September 13.

Organization Link: [Information / UPCOMING EVENTS / STUDENT ORGANIZATION FAIR](#)

Posted by Lois Lane

SAMPLE PULSE PROFILE

[ORGANIZATIONS](#) > [JEFFERSON](#) ASSOCIATION OF GOOD DEEDS > INFORMATION



Information



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

[ORGANIZATIONS](#) > [JEFFERSON](#) SAMPLE ORGANIZATION > DOCUMENTS



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 re 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

The Activities and Registrar Offices have revised the process for requesting space for student organization events. In an effort to provide more efficient services, a simple 3-step process has been developed.

STEP 1

Submit your complete event request to the Activities Office via kim.graham@jefferson.edu, for EVENT APPROVAL. All of the following information must be included:

- Student Organization Name
- Name of Event (This information appears on the Master Calendar, so be brief, but specific)
- Event Date
- Event Start and End Times
- 3 Space Request Preferences (Hamilton Building rooms should **NOT** be included)
- Expected # of attendees
- Requestor's/contact's Name, Phone #
- Requestor's/contact's Jefferson e-mail address

STEP 2

- The Activities Office will respond to the requestor and the Registrar's Office with EVENT APPROVAL

STEP 3

- 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.

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

Joel Sumner, Administrative Event Manager

215.503.1841

joel.sumner@jefferson.edu

215.923.1402 (FAX)

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

College & Curtis Buildings

Jerry Singleton

215.828.3767

jerry.singleton@jefferson.edu

215.923.4522 (FAX)

Bluemle & Edison Buildings

Heath Stewart

267.236.2285

heath.stewart@jefferson.edu

215.503.4466 (FAX)

JAH & Hamilton Building

Donald Burton

215.828.3764

donald.burton@jefferson.edu

215.503.5293 (FAX)

After 5:00 pm – All Buildings

Walter Peeler

215.828.3761

walter.peeler@jefferson.edu

215.503.4398 (FAX)

AUDIOVISUAL EQUIPMENT

Medical Media Services

215.503.1290

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

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.

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. Tenants 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.

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.

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

City Cab Company 215-492-6500	Millennium Taxi 215-444-4444	Olde City Taxi 215-338-0838	Penn Cab Co. 215-438-8888	United Cab 215-423-8000
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BUS RENTAL

Krapf's Coaches 215-569-2001 www.krapfbus.com	Starr Tours 215-745-8144 www.starrtours.com	Yellowbird Bus Company 215-289-1022
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PUBLIC TRANSPORTATION

Amtrak 1-800-872-7245 www.amtrak.com	New Jersey Transit 1-800-772-2222 www.njtransit.com	PATCO 856-772-6900 www.ridepatco.org	SEPTA 215-580-7800 www.septa.org
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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.

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.

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.

A completed template of the **Student Group Name Request Form** is attached to this document.

A blank **Student Group Name Request Form** is attached to this document.