



## Student Org Policy Cheat Sheet

### **BOOKING SPACE | *provide as much detail as possible***

- <https://events-venues.gwu.edu/student-organizations>
- The more detail the better – fill in requests from the point of view of someone who has no clue about the event. No “TBD” or acronyms
- Authorized schedulers are added through OrgSync – search for ‘schedulers’ in the top search bar
  - One change per semester, generally, and the change can take 2-3 business days
- Changes to an event reservation can be requested by submitting an event modification form: <http://events-venues.gwu.edu/event-modification-student-organization>
- Students can sign booking confirmations, but not contracts – advisors should sign internal University contracts
- Student organizations are restricted to 3 major spaces (i.e. Continental Ballroom, Grand Ballroom, etc.) per month
- Student orgs must be present for the duration of any event they are hosting
- An amplified sound request is required for all outdoor sound (megaphone, subwoofers, iHome): <https://events-venues.gwu.edu/sound-request-form-student-organization>
- To avoid late cancellations and no-show penalties, cancellations for a meeting space must be submitted at least three business days in advance and five business days out for a major space.
- Use CSE Reservations to book space in District House, Mitchell Theater, and several other spaces across campus: [go.gwu.edu/CSEReservations](http://go.gwu.edu/CSEReservations)

### **EVENTS WITH ALCOHOL | *all org events with alcohol must be registered | sober monitors are required***

- All organizational events with alcohol must be registered with the George Washington University
  - The registration form is on OrgSync – search for ‘events with alcohol’
  - Registration for Events with Alcohol forms must be submitted at least nine (9) business days prior to the event
- Organizations must have sober monitors in proportional number for anticipated attendees (1:25 for undergraduate organizations and 1:50 for graduate organizations)
  - Sober monitors must refrain from consuming alcohol the day of the event and for the duration of the event; no training is required
- Refer to the Procedures for Events with Alcohol on the Health Promotion and Prevention Services website for more information

### **CONTRACTS | *don't sign anything | contracts must be submitted for signature 7 days out, so start the process way before that***

- A contract = any agreement with an external service provider -- legally binding and enforceable by law
  - Students are not permitted to sign any type of agreement with external service providers – including speakers, caterers, venues, hotels, DJs, etc.
- Student organizations that are planning an event or purchase that involves any type of signed agreement must involve their advisor in discussions. The advisor's role is to ensure the appropriate contract is created and then forwarded to the correct person for signature. There are only certain people at GW that are permitted to sign contracts – students and org advisors are not.
- Contracts MUST be submitted for signature at least 7 business days in advance of an event, which means contract/agreement discussions should start prior to that cut-off.
- Keep your advisor informed – they will provide support throughout the process

### **TRAVEL | *all travel outside of the Beltway must be registered | book accommodations at least one week in advance***

- All student organization travel outside of D.C.'s I-495 Beltway must be registered
  - Travel is registered via OrgSync – search for ‘schedulers’
  - Travel registration must be accompanied by the Travel Participation Waiver. Find this form on OrgSync – search for ‘travel participation’
  - Trips should be registered at least 10 business days in advance
  - International travel has a different procedure that must be completed 8 weeks prior to travel. Talk to your advisor before planning any international travel
  - Unregistered trips are not eligible for reimbursement and put the organization's registration status at risk
- Travel accommodations are booked in OrgSync, as part of a spending request.
  - For more information on how to make a spending request, search for ‘spending’ in the OrgSync search bar
  - Reservations will be made by CSE staff within 24 hours of approval of the request
    - Students must come in to the office and book flights in person; cars and hotels are booked by CSE automatically

### **DRIVING | *all students driving on behalf of a student org must be authorized | driver authorization takes up to 10 business days***

- Any student driving any vehicle (personal, rented, or car share) on behalf of the University or for a University/org event must be an authorized driver
  - The authorized driver application can be found on OrgSync – search for ‘driver authorization’
  - Students should complete the form(s) and send it to their advisor with a copy of their driver's license
- Student organizations are limited to a 300 mile one-way driving radius, per trip
- Students who are 21+ are eligible to drive rented vehicles
- Students who are 18-20 may drive personal vehicles or car share vehicles, but still need to be authorized drivers

### **TRADEMARKS | *submit designs for approval | use a GW approved vendor for promo items***

- All promotional items must have the University's trademark logos or names in a design approved by the Licensing and Trademarks Program
- You must use a GW-approved vendor to print merchandise – see the list (and design approval form) on <http://licensing.gwu.edu>

For more information or clarification on any policy, please contact your student org advisor or the Center for Student Engagement at [orghelp@gwu.edu](mailto:orghelp@gwu.edu).

## Student Org Finances Cheat Sheet

**FINANCES | spend money via OrgSync | request co-sponsorship money from SA | plan ahead**

- Orgs have two types of accounts: SA and Revenue
  - Revenue accounts work like a bank account; money rolls over from year to year
  - Money left in an SA account will not roll over from year to year
- Request payments via OrgSync. Know what you'll need:

Payment Type	Required Documentation	Relevant Deadlines	Come to CSE to complete?	Other Notes
Credit Card	None		Yes	
Check to Vendor	Invoice, memo, or contract		No	Payment can take 6-8 weeks
Reimbursement	Itemized receipt with vendor name If food, also need list of attendees or copy of promotional material	Within 30 days of purchase	No	Requestor cannot also be the recipient of the reimbursement
Petty Cash	None	5 business days in advance	Yes	\$150 maximum
Student Org Transfer	None		No	The organization <i>giving</i> money should submit the payment request
University Department Transfer	Contract or invoice		No	
Airfare/Train	None	2 weeks prior to trip	Yes	
Hotel	None	2 weeks prior to trip	No	
Enterprise Car Rental	None	2 weeks prior to trip	No	Drivers must be on the Approved Drivers List

- Get more money by fundraising for your revenue account or requesting a co-sponsorship from SA
  - Fundraising:
    - The University has resources for student organizations. Talk to your advisor to get connected with the Division of Student Affairs Planning & Outreach
  - Co-sponsorships:
    - Request an SA co-sponsorship through OrgSync by submitting a budget request under your org's Treasury
    - There is more money available for co-sponsorships than in previous years – as such, more requests are expected, so requests should be thorough and thoughtful
    - Requests should be specific and descriptive with itemized lists of what will be purchased
      - No description yields no allocation
      - SA typically does not fund t-shirts, food (unless it's religiously or culturally significant), marketing costs, or gifts for speakers or events
- Deadline for next year's SA annual budget requests is mid-late March – start planning now!
- Additional information about SA Finances can be found on OrgSync – search for 'SA Finance Presentation'
- For help, contact:
  - Your advisor
  - CSE Finance at [csefinance@gwu.edu](mailto:csefinance@gwu.edu)
  - SA Finance at [GWSAfinance@gmail.com](mailto:GWSAfinance@gmail.com) or <http://gwcse.orgsync.com/org/sa/finance>
    - SA Finance Chair Nate Pasko at [natepasko1@gwmail.gwu.edu](mailto:natepasko1@gwmail.gwu.edu)
    - SA Finance Vice Chair Devan Cole at [devancole6@gwmail.gwu.edu](mailto:devancole6@gwmail.gwu.edu)
  - Your SA Finance Cohort Captain (by org category):
    - Cultural/Ethnic & Religious: Devan Cole, [devancole6@gwmail.gwu.edu](mailto:devancole6@gwmail.gwu.edu)
    - Visual/Performing Arts & Recreation: Alex Hersh, [ajhersh@gwmail.gwu.edu](mailto:ajhersh@gwmail.gwu.edu)
    - Advocacy: Luke Plowden, [plowden26@gwmail.gwu.edu](mailto:plowden26@gwmail.gwu.edu)
    - Academic & Professional: TBD
    - Greek Life/Social & Special Interest: TBD