TO: Smeal Student Organization Members

FROM: Career and Corporate Connections and Smeal Student Organizations Office


Welcome to another exciting year at Smeal! We are looking forward to helping our students build off of past successes and achieve new heights in the coming semesters.

The handbook in front of you has been compiled through the efforts of staff throughout the college that are heavily invested in your development. Here you will find information covering a wide range of topics including:

- Benefits and requirements applicable to Smeal student organizations
- Descriptions on how to make appointments, reserve space, register programs and other items
- Funding guidelines
- Corporate interaction guidelines
- Travel and personal conduct policies

Our goal is to provide you with the resources necessary to develop as leaders and have a productive experience beyond that which takes place in the classroom. In turn, it is expected that students will take responsibility for the direction and actions of themselves and their organizations.

We aim to promote collaboration among our organizations and provide outlets for guidance and advice along the way. Please do not hesitate to contact available staff members as you navigate the challenges of leading a successful student organization.

We look forward to working with you. Best wishes on a successful year.

Sincerely,

Jeff Sharp  
Associate Dean for Undergraduate Education

Ashley Rippey  
Assistant Director for Professional Development

Meg Handley  
Director, Career and Corporate Connections

Meg Brower  
Associate Director for Corporate Outreach

Doug McAcy  
Student Organization Manager
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The Penn State University Park campus features over 800 recognized student interest groups, but only a select few have the distinction of being Smeal student organizations. Our highly regarded student organizations are a central component to what makes the Smeal brand unique. The purposes of this document are to highlight the benefits that come with being a Smeal organization, to outline the requirements for membership, and to serve as a reference point for policies and procedures.

**BENEFITS OF BEING A SMEAL STUDENT ORGANIZATION**

1. Organization is granted use of the Smeal name and logo for use in professional correspondence and promotional materials.
   - You will carry the strength of the Smeal brand as ambassadors of the college.

2. The group has the opportunity to apply for an unrestricted ASA donation from the Smeal College of Business Student Allocation Board (SAB) for organization development.
   - These funds can supplement general fundraising to enhance group activities.

3. The organization is eligible to apply for monetary “Smeal Student Organization Awards.”
   - Top groups will be recognized and rewarded at the conclusion of the academic year.

4. Charges are waived for facility/equipment use in the Business Building.
   - Groups will have access to the building and its resources at no cost. Restrictions apply.

5. Smeal student organization contacts will be shared with all visiting recruiters. In addition, we will provide requested recruiter contacts as appropriate.
   - Enhance your meetings and activities with a corporate presence.

6. Organization may sign up to utilize the office space in 111 Business Building.
   - Conduct officer meetings, print and copy, conduct presentations, and hold light storage.

7. Groups may secure space at both the fall involvement fair @ Smeal and the spring Big Event.
   - These events can promote your organization and assist in recruiting new members.

8. The group will gain access to staff event planner to schedule facilities and organize events.
   - Schedule rooms, advertise events, and seek advice pertaining to group activities.

9. The organization has the ability to schedule C&CC staff to present to your organization.
   - Schedule a group resume review, interview workshop, or other presentation.

10. Apply to the Smeal College of Business student organization professional mentoring program.
    - Employ a mentor for your organization from the Smeal alumni network.

11. The group will have access to various types of leadership training and development programs.
    - Sharpen skills that lead to enhanced organization efficiency and workplace readiness.
REFERENCE HANDBOOK

REQUIREMENTS FOR SMEAL STUDENT ORGANIZATION STATUS

The following page outlines the elements necessary to achieve Smeal student organization status in a given academic year. Issues can be clarified with the student organization manager at any time.

1. The organization will adhere to all university policies governing recognized student organizations including all guidelines set forth in this manual by the college.
   - Smeal organizations are expected to follow the guidelines set forth by Penn State.

2. The group and its members will act in accordance with the professional development guidelines set forth by Career and Corporate Connections.
   - The framework of a Smeal organization should be rooted in professionalism.

3. The organization will enlist the guidance of an advisor working in the Smeal College of Business in addition to the Smeal student organization manager.
   - The advisor may be any full time faculty or staff member at Smeal. Groups may enlist other advisors from different areas of the university.

4. The organization membership will consist of a majority of students (50%+1) enrolled in either a Smeal degree program or the Division of Undergraduate Studies.
   - Students will have access to online databases allowing for simple tracking of organization members. Roster will be checked at the end of fall and spring semesters.

5. The organization president will attend, at minimum, 2/3 of all Smeal Student Council meetings.
   - In the event absence is unavoidable, the president will send another officer to represent the group. All groups must be represented at each SSC meeting.

6. Leaders will meet at the start of each semester, or when officers change, with the Smeal student organizations manager to discuss plans, goals, and issues.
   - The organization leaders will use this time to update the progress of goals, discuss new ideas, and address ongoing issues with the student organization manager.

7. The organization will submit a strategic plan during the summer to begin developing goals and activities to meet those goals throughout the coming academic year.
   - Plans allow for recruiters to support group activities and will promote strategic thinking and leadership development that the organization throughout the year.

8. The organization will remain active throughout the year by completing at least two (2) options from the following list each semester.
   - Host a professional development event on a relevant topic open to Smeal students
   - Secure a minimum of ten (10) students to attend an Executive Insights presentation
   - Participate or lead a Smeal based honor and integrity initiative
   - Perform community service actions in the State College area or other location
   - Initiate an idea for a project or event to complete one of these requirements
ENFORCEMENT OF SMEAL REQUIREMENTS FOR STUDENT ORGANIZATIONS

It is expected that organizations will adhere to the requirements listed on the previous page. In addition, students and their organizations are subject to the regulations put forth by the Office of Student Activities and the university as a whole. While collaborating with appropriate entities, Career and Corporate Connections and the student organization manager will handle infractions on a case by case basis. Repercussions may include:

- Loss of the ability to apply for organization funding through Smeal
- Loss of the ability to secure meeting facilities and equipment
- Exclusion from special invitation events

UNIVERSITY POLICY REFERENCE PAGE - http://guru.psu.edu/policies/

This page features a thorough listing of policy as established by the Pennsylvania State University. Not all policies are applicable to your organization, but you are encouraged to familiarize yourself with the various guidelines. Here are a few important regulations for your organization.

AD 07 – Use of University Name, Symbols, and/or Graphic Devices
- Organizations may use to promote themselves provided proper licensing channels are used

AD 26 – Sale and Serving of Food and Beverages at University Locations
- Safety is the primary concern. Allowable in certain instances and requires program registration.

AD 27 – Commercial Sales Activities at University Locations (READ CAREFULLY)
- Fundraising IS allowed by recognized organizations. Requires detailed program registration.

AD 62 – Scheduling and Use of General Purpose Classrooms
- NO food or drink allowed in classrooms. Space must be left in satisfactory condition.
- MANDATORY compliance in order to access Smeal scheduling services

POLICIES FOR RECOGNIZED STUDENT ORGANIZATIONS - http://studentaffairs.psu.edu/organizationrules/

These are regulations established by the Office of Student Activities (209 HUB) that govern all student organizations at University Park. Organizations should familiarize themselves with the content contained within and direct questions to the Smeal Student Organization Manager or the Office of Student Activities.

STUDENT CODE OF CONDUCT - http://studentaffairs.psu.edu/conduct/pdf/CodeofConduct.PDF

All Penn State students are guided by the principles established by the Code of Conduct

OFF CAMPUS MISCONDUCT POLICY - http://studentaffairs.psu.edu/conduct/policies/offcampus.shtml

Student travel pertaining to university activities is guided by this policy.
THE BASICS
SCHEDULING AN APPOINTMENT WITH THE SMEAL STUDENT ORGANIZATION MANAGER

1. Go to http://ugstudents.smeal.psu.edu/student-organizations - “Schedule an Appointment”

2. Select an available date from the options listed.
3. Select an available time on the day that you selected. The green plus sign indicates a particular time slot is available for you to select.

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4. Select “Student Organization Appointment.” You will receive confirmation that you have scheduled the meeting.

**Please select the type of appointment you would like to have with your counselor by clicking the green link:**

- **Resume Review** - Smeal Career Staff will guide you through strategies to improve your resume or cover letters.
- **Mock Interview** - Smeal Career Staff will conduct a mock interview based on your career search and upcoming interviews.
- **Career Advice** - Smeal Career Staff will discuss your career aspirations/goals/internship options/evaluating job offers and/or questions on the SmealConnect internship/co-op system.
- **Student Organization Appointment** - meet with the manager to plan upcoming events, apply for possible funding, complete paperwork, or discuss any other issue relating to your student organization. Students may also schedule advice of which group to join or to discuss the creation of a new organization.

5. **NOTE:** You may also use this function to schedule resume reviews, mock interviews, or career advice appointments with any of the listed available coaches. Simply make your selections accordingly.
REQUESTING ROOM SPACE AND EQUIPMENT THROUGH CAREER AND CORPORATE CONNECTIONS

1. Go to [http://ugstudents.smeal.psu.edu/student-organizations](http://ugstudents.smeal.psu.edu/student-organizations) and click “Current Organization Resources.

2. Click “Event Space and Equipment Request Form.”

3. Enter your Penn State login credentials.
4. Complete all open fields on the request form.

- Carefully read all information and instructions!
- Complete ALL required fields with as much detail as possible
- Be sure to include names where possible indicating any visitors
- Please expand upon any potentially unclear information in the “Additional Comments” space
- Click “Submit” when finished. You will be sent a follow up for clarification or confirmation.
REIMBURSEMENT PROCEDURES FOR SMEAL STUDENT ORGANIZATIONS

- The section below is taken directly from the ASA Treasurer’s Guide found here.  
  http://studentaffairs.psu.edu/hub/finance/pdf/treasurerguide.pdf

- It is strongly recommended that all organization officers familiarize themselves with the 
  contents of this guide to maintain financial compliance and ensure efficient processing.

- All Smeal organization reimbursements must be first vetted by the student organization 
  manager. This is unique to Smeal groups. ASA will not process without the student organization 
  manager’s signature. Treasurers should bring the original receipts first to the student 
  organization manager for review prior to going to ASA. Sections of the green reimbursement 
  form are reviewed on the following page. Below is an excerpt from the treasurer’s guide.

Check Requests/Reimbursements

Check requests are used to reimburse individuals for expenses incurred during club 
activities. For example, a person may have purchased office supplies, or officers may 
have gone to dinner and want to be reimbursed. The individual seeking reimbursement 
MUST get a receipt showing the dollar amount as being “paid.” It is the treasurer’s 
responsibility to make sure the request form is filled out properly and to attach the 
original receipt. AN ORIGINAL RECEIPT MUST ALWAYS BE PRESENT IN ORDER TO 
RECEIVE REIMBURSEMENT. This is ASA’s policy in accordance with University 
guidelines. Original receipts eliminate the possibility of duplicate reimbursement. If a 
request is turned in without proper documentation, it will be returned to the treasurer and 
no reimbursement will be given.

Many organizations now utilize the internet to purchase products. During the ordering 
process you should have the opportunity to print out a page showing the billing 
information and the amount as being paid by an individual, including the method of 
payment. DO NOT bring us a printout of the product and its cost if you are seeking 
reimbursement for an individual; we must have a printout showing some form of 
transaction. CREDIT CARD STATEMENTS ARE NOT VALID RECEIPTS FOR THIS OR 
ANY EXPENSE.

Donations to non-profit organizations will most likely not have documentation or 
receipts, and therefore the treasurer, as well as another officer or the advisor, must sign 
the request form. If any other situation arises where documentation or receipts are not 
available, your requests for reimbursement must be pre-approved by the ASA staff, who 
can possibly offer alternate solutions. If you are unsure of what you need to do, ASK.

Treasurers seeking reimbursement themselves do not require any additional signatures 
with proper receipts. When the treasurer is the recipient of deposit refunds, mileage 
reimbursement, or per diem, the advisor must co-sign the request form, as well as one 
additional officer.

Again, many vendors accept purchase orders. Whenever possible, take the time to get a 
purchase order; it will save an individual from having to front the cash. Please see 
PURCHASE ORDERS on page 11 for more details.

NOTE: Student organization funds may NOT be used to reimburse and/or pay for ANY 
ALCOHOL AND/OR WEAPONS/AMMUNITION. FOOD RECEIPTS must show an 
itemized listing detailing purchases made. Alcoholic items will be excluded for 
reimbursement.
Most transactions will be from the unrestricted source. This is money generated from dues collection or other fundraising.

Transactions using UPAC funds or other standing allocations will check the other boxes.

Include organization account number and full group name.

Enter a complete description and amount to be paid. Object codes can be filled in at ASA.

Full name of the person to be reimbursed. They must have been the one that actually paid.

Check can be picked up by the treasurer or mailed via postal service.

Treasurer signature and email required.

Must be signed by Jadine Reese in Career and Corporate Connections prior to submission at ASA!

**ASSOCIATED STUDENT ACTIVITIES**

**CHECK REQUEST**

**DATE:**

**FUNDING SOURCE**

(Choose applicable boxes and show splits in FS column below):

- UNRESTRICTED (30) (funds raised by organization)
- UPAC allocated funds (11)
- Summer Activity Allocation
- ACTIVITY FEE (40) (Standing Allocation)

**ORG/ACCT #**

**ORGANIZATION:**

*Original itemized receipts MUST be submitted with this form*

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<th>EXPENSE DESCRIPTION</th>
<th>FS</th>
<th>OBJECT CODE</th>
<th>AMOUNT</th>
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</table>

**PAYEE** (please print clearly)

Check applicable box:

- [ ] PICK UP
- [ ] CAMPUS MAIL
- [ ] MAIL

**MAILING ADDRESS (If applicable):**

*All Check Requests are subject to ASA Verification*
*Check Requests may take several days to process. Please consult an ASA Representative.*

**TREASURER SIGNATURE (required)**

**E-MAIL**

**ADVISOR/CO-SIGNING OFFICER (please circle one)**

(An advisor or co-signing officer signature is only required for applicable requests.)

**DATE RECEIVED BY ASA:**

**RECEIVED BY:**
SUBMITTING AN ACTIVE MEMBER ROSTER FOR YOUR ORGANIZATION

It is the responsibility of each Smeal student organization to maintain an accurate listing of active student members within each group. This is important for ensuring efficient organization operations and for providing the college with relevant participation data.

Organizations must keep their own rosters updated beginning in the fall semester. This can be managed with an Excel file that can be updated with ease. Be sure to have the students include their Penn State user ID (abc123). For the purposes of reporting information to the college, you will submit an Excel file with each member user ID listed in the left hand column to either the student organization manager or the designated dropbox within the Smeal Student Council ANGEL group.

1. Each organization will delegate someone to be in charge of tracking the group roster throughout the year. It will be collected once at the conclusion of fall semester and once at the end of spring.

2. When saving the Excel file, be sure to save the file type as CSV (Comma Delimited). Please save it with a file name indicating your organization name, the semester, and year.

3. Your file should look like the sample image below with as many rows as necessary.

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4. While you are only required to submit user IDs, it is strongly encouraged that the organization keep track of its own members in a way that is convenient in order to track active statuses and allow for simple communication among members.

5. To assist with your own tracking, you may submit a list of user IDs to the student organization manager at any time and receive a spreadsheet indicating member names, emails, and semester standing at Penn State.
STUDENT PROGRAM REGISTRATION FORM

Organizations may conduct a wide variety of activities and events on and off the Penn State campus. If the group wishes to simply conduct a general meeting with members to discuss club business, they can place a normal request through the online form housed on the Smeal Student Exchange website.

However, if an organization proposes any other kind of interaction that is not a general meeting; they MUST complete a program registration form with the Events Management Office in 125 HUB. A copy of this form is included in the packet, and they are available in the office at 125 HUB. It can also be found online here: http://studentaffairs.psu.edu/hub/pdf/ProgramRegistrationForm.pdf

The form is in place to ensure that your activity can be conducted safely and within the parameters of various Penn State policies. By completing the form with appropriate details, the program advisors at the HUB will make sure that you complete all necessary steps for a successful event.

If you find yourself asking whether or not you need to complete a program registration form for your event, the answer is most likely YES. It’s a good idea to become familiar with the form itself so that you can recognize instances where it is appropriate to complete. Below you will find an abbreviated list of situations where you would need to complete this form and turn it in for review at the HUB.

- Any time you are utilizing UPAC funding to pay for all or part of the event
- If the event is a fundraiser of any kind
- If you will be selling any type of merchandise
- If anyone under the age of 18 will be participating in the event
- If the program plans to contain material, whether oral, written, or visual that is sexually explicit or graphically violent
- If you will be charging admission or selling tickets to the event
- If you plan to secure the services of a vendor or performer for the event. It does not matter if they will be paid or not for this service. Agreements with vendors to work or perform on campus require a standard university contract. This contract will be initiated by the HUB office once you complete the registration form. If the contract is not completed in advance, the vendor will not be paid in a timely manner
Student Program Registration and Facility Request Form
To be completed by the sponsoring recognized student organization/student group

Student Organization Name (no abbreviations): ASA
ASA Account: ____________

Primary Contact Name: ____________________________ Secondary Contact Name: ____________________________
PSU Email: ____________________________ Contact Phone: ____________________________
PSU Email: ____________________________ Contact Phone: ____________________________

Will UPAC (University Park Allocation Committee) funds be requested for this program? ☐ YES ☐ NO

IF YES: UPAC deadline to submit requests is 40 academic days prior to program. UPAC Office, room 229 HUB, phone (814) 863-8951, email upac@psu.edu

Event Type: ____________________________ Event Name: ____________________________
Anticipated Attendance: ____________________________ Proposed Location: ____________________________

Event Date(s): ____________________________ Day(s) of the Week: ____________________________
Event Time(s): ____________________________ Setup Time: ____________________________ Tear Down: ____________________________

Description of program (please provide as much detail as possible, include supporting documents if necessary):

If you would like to reserve a HUB Information Table to promote this event, you will need to make a reservation online at www.reservations.psu.edu.

Will there be food and/or beverages at the event? ☐ YES ☐ NO If the event is in academic or athletic space, no food or drink is permitted, except for bottled water.

Is this program being co-sponsored/planned with another organization, group, or department? ☐ YES ☐ NO
If yes, please list them here:

Is this program a fundraiser? ☐ YES ☐ NO
If yes, and the funds are raised for a philanthropy, please list the non-profit organization:
Please describe the nature of your fundraiser or the product(s) you are selling:

Will you be charging registration and/or admission fees? ☐ YES ☐ NO If yes, please list the prices for the following groups:

Penn State Students: $ ____________________________ PSU Faculty / Staff: $ ____________________________ General Public: $ ____________________________ Children / Youth: $ ____________________________

Approximate overall cost of the program: $ ______

Will an individual(s) or a company be providing a service at your program? ☐ YES ☐ NO
If yes, please explain (i.e. speaker, DJ, instructor, showing a film, performance, etc.):

Will you be paying honoraria or any other expenses for this service (i.e., travel, meals, lodging, stage, lights, sound, etc.)? ☐ YES ☐ NO

Will any payments be made to an individual person? ☐ YES ☐ NO If checks are made to individuals, a minimum of 15 days will be needed to process payment.

IF YES, is the individual a United States Citizen? ☐ YES ☐ NO

Will the honoraria cost for any individual speaker/performers be over $10,000? ☐ YES ☐ NO

Will this program contain the presentation of material, whether oral, written, or visual, which is sexually explicit or graphically violent? ☐ YES ☐ NO
If yes, explain:

Will community members (non-students, faculty or staff) be participating in this program? ☐ YES ☐ NO
If yes, will anyone under the age of 18 be participating and/or attending? ☐ YES ☐ NO
If requesting UPAC funds, you must go to 229 HUB.

Tickets are required since there is admission for your program. All ticketed programs must have tickets printed by the Union and Student Activities Marketing Office, room 232 HUB (usamarketing@psu.edu) and a completed ticket accountability form in the Associated Student Activities (ASA) Office, room 240 HUB, prior to the selling of tickets. All unused tickets and money collected must be returned to ASA Office at the conclusion of the event. Allow up to 4 days for ticket requests to be completed.

Since the cost of your admission ticket is $5.00 or more, the impact fee of $.50 per ticket will apply. In rare instances, this fee may vary based on location.

Registration fee or meal only, no impact fee is required.

Since funds are being collected for this program, all funds must be deposited directly into your ASA account immediately following your program (240 HUB).

A waiver form to serve food will need to be completed with the Events Management Office (125D HUB). All food for programs that is not provided by Penn State Food Services must be approved and be from a University approved food vendor. A list of approved food vendors can be found at the following website: www.controller.psu.edu/Divisions/RiskManagement/vendors/caterers

Contracts are required for this program and must be issued by the University. Contracts will be issued by a Program Registration Advisor once your funding has been secured or 20 academic days before your program, whichever is first. Submit completed contract: 10 academic days prior to program (230 HUB).

PSU employment verification required for contracts.

For zero dollar contracts please provide the following information: speaker/artist name, address, phone number, and email address.

Contracts are not required for this program.

Security is required for this program. You must schedule pre-event meeting 10 business days in advance to coordinate security with Police Services. Please contact the venue representative to schedule this meeting. Date of meeting: _______________  Initials: _______________

Proof of ownership of the products you are selling and or giving away must be provided to the Event Management Office (125D HUB). If the products are being donated, you will need to provide a letter from the donor that lists items donated to your organization, the specified event, contact name, address, and phone number.

Date received: _______________  Initials: _______________

Room Set-up and Audio/Visual Needs: Must be provided to Events Management (125D HUB) or venue representative 10 days prior to event.

Date received: _______________  Initials: _______________

Date Auction form required. Date received: _______________  Initials: _______________

Copyright permission required: Written proof to show a film must be submitted to Events Management (125D HUB). Date received: _______________  Initials: _______________

Policy AD 39 - Minors involved in University sponsored programs and/or hosted in University facilities. Policy applies: _______________  Policy does NOT apply: _______________

Small Games of Chance License Required. License on file:  Yes  No  License Expiration Date: _______________  License Number: _______________

Other: _______________

The Program Registration Advisor signature does not indicate approval of a program, only that the program has been registered. This form outlines the offices that must be worked with in order to conduct your program based on the information provided. The Program Registration Advisor will place an “X” by all required signatures and N/A for those signatures not required.

Student Organization Representative  Date  Program Registration Advisor  Date

Venue Representative - Tentative Hold On Space  Date  Venue Representative - Space Confirmed  Date

Addendum Form Attached  Date  Contracts Issued  Date

UPAC - 229 HUB  UPAC Request forms  Date  Completed Contracts Returned  Date

Tickets - 232 HUB  Ticket Request form  Date  Student Activities - 209 HUB  for approval of sexually explicit or graphically violent materials  Date

ASA - 240 HUB  Ticket Accountability form  Date  Other  Date

Appointments can be scheduled during regular business hours, Monday - Friday, 8:00 a.m. - 5:00 p.m.

Appointments can be scheduled during regular business hours, Monday - Friday, 8:00 a.m. - 5:00 p.m.

Yes  No  Office Location: _______________  Appointment Date: _______________  Appointment Time: _______________.

Revised 08/2012

PLEASE RETURN THIS FORM WITH ALL REQUIRED SIGNATURES TO 125C HUB-Robeson Center

Failure to complete this process with all necessary signatures may have an effect on future programs.
FUNDING GUIDELINES
University Park Allocation Committee (UPAC)

UPAC funds expenses for clubs including operations, conferences, equipment, media, and programming such as speakers, cultural events, concerts, student performances, homecoming, movies and debates. UPAC should always be your first funding inquiry, particularly if you are planning an event that projects to have a high cost associated with it.

For complete information regarding UPAC policies, procedures, deadlines, and other details, organization members should visit the UPAC Home Page. On their website, you will find the comprehensive UPAC requestor's handbook that covers everything you need to know in great detail.

Contact Information

University Park Allocation Committee

229 HUB-Robeson Center
University Park PA, 16802
Phone: 814-863-8951

upac@psu.edu

http://www.upac.psu.edu/
Smeal Allocation Board (SAB)

Funding Process

Note: Before requesting funding through the Smeal Allocation Board, it is strongly recommended to apply for UPAC funding.

Step 1: Complete SAB Request of Funds Forms Part A and B as soon as possible (suggested: 3-4 weeks before the event date)

Step 2: E-mail completed forms to Doug McAcy (dbm18@psu.edu) and the Smeal Allocation Board (smealallocationboard@googlegroups.com).

Step 3: The SAB will e-mail you back with an appointment time to discuss the event and use of funding. The appointment times are Thursdays at 5:30pm.

Step 4: Show up to the appointment and the SAB will guide you in any way possible in funding for the event.

Step 5: Complete and submit the SAB Request of Funds Part C after your event.

NOTES:

- The organization Treasurer must be present at Smeal Allocation Board Appointments.

- All funding is on a reimbursement basis.

- We encourage you to bring any additional relevant documentation of your event
  Example: Budget projections, travel itineraries, etc.
**Smeal College of Business**

**Request for Funds: Smeal Allocation Board**

**PART A: Submitted as soon as possible (Suggested 3-4 weeks before event date)**

This form must be e-mailed to Doug McAcy (dbm18@psu.edu) and The Smeal Allocation Board (smealallocationboard@googlegroups.com).

<table>
<thead>
<tr>
<th>Name of Organization &amp; Event:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Person Submitting: Name: Email:</td>
<td></td>
</tr>
<tr>
<td>Event Date:</td>
<td></td>
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</tbody>
</table>

**Description of Event (include copy of brochure if available):**

What is this event? What is the current planning timeline? What is the history of this event?

<table>
<thead>
<tr>
<th>Attendance</th>
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<tbody>
<tr>
<td>Event is open to: {Example: all PSU students, members only, specific individuals}</td>
<td></td>
</tr>
<tr>
<td>Expected Attendance (approximate range):</td>
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</tr>
<tr>
<td>Does the cost change depending on attendance? Are there individual contributions to the event? {Example: Admission Fee, Portion of Dues, etc.}</td>
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</table>

**Justification for attendance and sponsorship:**

How does the funding of this event improve the quality of the Smeal student community?

<table>
<thead>
<tr>
<th>Organization President, Project Organizer, Treasurer:</th>
<th>Contact E-mail:</th>
<th>Contact Phone:</th>
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</tbody>
</table>
**Smeal College of Business**  
**Request for Funds: Smeal Allocation Board**  
**PART B: BUDGET INFORMATION**  
*To be completed and submitted with Part A*

### Name of Event:  

<table>
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<th>Event Date:</th>
<th>Event Location:</th>
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<tr>
<th>Item Name</th>
<th>Cost Per Unit</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Notes (if needed)</th>
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<tbody>
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<td>20</td>
<td>$1.00</td>
<td>Using machine through RIIT group.</td>
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**ORGANIZATION'S CONTRIBUTION**  
$  

**TOTAL FUNDS RECEIVED FROM OTHER SOURCES (UPAC, etc.):**  
$  

**TOTAL:**  
$

**Subtract TOTAL EARNED & OTHER Funds:**  
- $  

**TOTAL FUNDS REQUESTED:**  
$ 0.00
### Request for Funds: Smeal Allocation Board

**PART C: FOLLOW-UP REQUIREMENTS** After approval of funds, you will be notified you must:

Email this form to Doug MCACy (dbm18@psu.edu) and The Smeal Allocation Board ([smealallocationboard@googlegroups.com](mailto:smealallocationboard@googlegroups.com)).

<table>
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<th>Name of Event &amp; Organization:</th>
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</thead>
<tbody>
<tr>
<td>Name of Person Submitting Form:</td>
<td></td>
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<tr>
<td>Date of Event:</td>
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</tr>
</tbody>
</table>

**Description of event and what went well / not so well:**

(if additional space is required, please type document and attach)

**Student participant information for those who attended:**

(if additional space is required, please type document and attach)

<table>
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<tr>
<th>Expected Student Attendance:</th>
<th>Actual Student Attendance:</th>
</tr>
</thead>
</table>

**Actual expenses incurred (Please include receipts):**

**Other sources of funding for the event:**

**Insight/recommendations for future event planners:**


CORPORATE
INTERACTION
GUIDELINES
TIPS AND GUIDELINES FOR EFFECTIVE CORPORATE INTERACTIONS

Being a part of the Smeal community affords many excellent opportunities of which you may choose to take advantage. There are hundreds of job postings available through Smeal Connect along with an engaging staff that is prepared to assist you with your career development. In addition, student organization engagement can serve as a meaningful out of class experience that increases your visibility in the job market. This section will help guide you before and during corporate interactions.

The engagement platforms at Smeal are privileges, and as such, participants are expected to treat the environment with the proper respect. All students are expected to be conscious of the policies put in place by the college with respect to professional development. The policies are listed at the link below.

CAREER AND CORPORATE CONNECTIONS POLICIES - http://ugstudents.smeal.psu.edu/careers/policies

Students seeking clarification on any existing policy may consult the Career and Corporate Connections staff in 114 Business Building.

SMEAL CORPORATE ASSOCIATE PROGRAM

The Corporate Associate Program is a growing collection of companies interested in networking with and providing professional development opportunities for leaders and organizations at Smeal. The following companies are enrolled in the program for the upcoming year. You can learn more about the program by visiting this homepage. http://ugstudents.smeal.psu.edu/careers/corporate-associates

Aldi
Altria Group Distribution Company
AT&T
Baker Tilly
Bechtel
Deloitte
Dick’s Sporting Goods
Ernst and Young (EY)
Ferguson
First National Bank
Grant Thornton
H.J. Heinz
Ingersoll Rand
Johnson and Johnson
Kohl’s
KPMG
Macy’s
PNC
PPG Industries
Pricewaterhousecoopers (PWC)
Shell
University of Pittsburgh Medical Center (UPMC)
HOW CAN YOUR ORGANIZATION CONNECT WITH COMPANIES?

- The Career and Corporate Connections staff is equipped to assist in connecting your membership with an engaging company presence. To get started, contact the Smeal Student Organization Manager with an idea of what you’d like to accomplish.

- Check the career events calendar on the Smeal Student Exchange website often as there are usually a number of quality corporate interactions taking place on campus. This is especially true in the heavy recruiting seasons of early fall and mid spring.

- Your faculty advisor or academic department may be able to recommend certain contacts that are related to your area of interest.

- The Smeal Office of Alumni Relations is expanding new and interesting ways for students to connect with alums in varying professional fields. Student groups wishing to learn more about potential alumni interactions can first contact the Smeal Student Organization Manager.

- Leveraging personal connections can be an effective way to provide new opportunities to your organization. Speak with family, friends, and former co-workers to see if their company would be interested in presenting to your organization.

- Career and Corporate Connections will share primary student organization contacts with companies that request the information. You may decide on the most appropriate person to contact from your organization. If you do not wish to be contacted by recruiting companies, you may choose to opt out of the process.

- The office CANNOT provide recruiter contacts to students unless the recruiter agrees to it. If you would like to connect with a company and do not have an existing contact, let us know and we will reach out to the individual for you. If it is agreeable, we will put the recruiter in touch with the organization. Please understand that this procedure is not meant to be restrictive. However, we cannot have recruiters overwhelmed by student requests.

- On an intermittent basis throughout the year, the college welcomes high level executives or other special guests to campus for visits. Oftentimes, these folks will want to interact with students that are interested in their areas of expertise. If you are approached by staff with the opportunity to interact with a distinguished guest, it is STRONGLY recommended that you make this a priority within the group and do everything possible to get the requested students engaged. We want to make sure all of our guests have an exceptional experience, and engaging with our best students reflects positively on the college.
SOME DOS AND DON'TS OF MANAGING CORPORATE RELATIONSHIPS

- **DO** Keep your emails short and professional with a formal tone. You are representing your organization and Penn State so be organized and prepared. If connecting on a phone call, speak clearly and avoid using informal language. Be respectful of the time others have afforded you.

- If requesting an interaction or other support, **DO** have clear details on what you want to accomplish. Avoid unnecessary back and forth communications. Be clear and decisive.

- **DO NOT** make unsolicited contact with high level executives through email or phone calls. If you happen to meet a VIP during their visit to campus and they offer to stay in touch, do so with respect. Smeal places a premium on its relationships with all types of business professionals.

- **DO NOT** bombard contacts with phone calls and emails. Be prepared and know what you want to accomplish. This extends to the use of social media such as LinkedIn.

If you make a connection for a company visit on your own, **DO BE SURE** to alert Career and Corporate Connections through the online space request form. This allows for us to check and see if there are any conflicts with anything that might already be scheduled. We also want to make our visitors feel welcome and may wish to conduct other business with them.

HANDLING CORPORATE DONATIONS OF TIME, MONEY, AND OTHER RESOURCES

- Recruiting companies may elect to give donations or other monetary support to student organizations. These can range from something as simple as buying sandwiches for a meeting all the way up to a large gift as part of a broader corporate philanthropy initiative. No matter the amount, proper acknowledgement of such generosity is essential.

- If you receive a donation through the course of a relationship that you have cultivated on your own, it is your responsibility to obtain an appropriate contact for follow up. You must also report the donation to Career and Corporate Connections so that we may notify our development office for tracking purposes if necessary. If you receive a donation that is filtered through the college, we will alert you and provide the most appropriate contact at the company.

- In each of the above scenarios, it is REQUIRED that a thank you note be sent to the donor within two weeks. In many cases, a formal email message will be sufficient. However, writing a personal letter and mailing it can provide a more personal touch. In either case, you MUST provide a copy of the correspondence to Smeal student organization manager Bill Lippert. You may copy him on the email sent or email him a copy of the letter to be sent through the mail. This is an important step in maintaining quality corporate relations and is one that you are expected to take seriously. If you need assistance in writing something, please contact Bill.
HOW CAN YOUR ORGANIZATION SCHEDULE A PROFESSIONAL DEVELOPMENT WORKSHOP?

- Poll your membership and find out exactly what would be most beneficial to the group. Some possible topics include resume workshops, interview skills, effective writing, or workplace transition. Decide whether you would prefer to have the presentation conducted by a visiting company or Smeal staff members.

- Your group should be open to collaboration with other student organizations when planning and executing workshops and company visits. Many organizations are interested in the same types of interactions and opportunities. Collaboration can provide a greater audience for a guest presenter and allow for more students to take advantage of the interaction.

- Be prepared to share useful details about your club(s) and your ideas to provide the presenters with information that can help shape the program. Consider the following factors:
  - Date and time options. It’s best to be flexible to accommodate all involved.
  - A solid topic and firm idea of what you want to accomplish
  - How many students plan to be in attendance?
  - What is the makeup of your organization (years, majors)
  - Panel discussion, traditional presentation, or other

- If you have an existing relationship with a company representative that would make a quality fit for your idea, reach out to them in a respectful manner to set up an engagement.

- For a staff presentation, contact the Smeal Student Organization Manager to initiate the process. Be sure to include the relevant details.

- If you are looking for a company presentation with someone you haven’t worked with previously, or wish to make a connection through alumni relations, contact the Smeal Student Organization Manager first. We will work to make the connections on your behalf.
WHERE CAN WE FIND UPDATES ON UPCOMING EVENTS AND NETWORKING OPPORTUNITIES?

- The career events calendar is updated regularly with available interactions. The calendar can be found on Smeal Connect and the UG Exchange website and called the career events calendar.

- The Smeal Recruiting Newswire is sent to all Smeal students every Monday afternoon. It features upcoming resume submission deadlines for positions listed in Smeal Connect along with upcoming events and other spotlighted initiatives. Make sure your email client is set to receive messages from smalcareers@smeal.psu.edu. NOTE: Organization members that are not Smeal or DUS students will not receive the newswire.

- Check out the television screens or posters in the atrium for information on upcoming events. Organization leaders may also receive periodic email updates from the student organization manager regarding items of interest.

- Follow Career and Corporate Connections social media accounts. LIKE the Smeal Career Connections page on Facebook. Follow on Twitter @SmealCareers.
TIPS FOR WRITING PROPOSALS FOR CORPORATE INVOLVEMENT

When attempting to connect with a corporate recruiter for the purposes of interacting with your organization, it really pays to provide as much detail as possible. By being clear with your intentions up front, it avoids a lot of unnecessary back and forth that waste the time of both you and the recruiter. Outlined below are some basic items to consider including when preparing a proposal.

1. A short introduction
   a. A little bit about the organization history
   b. A mission statement if applicable
   c. Some examples of past successful events with this, or other, companies
   d. Goals for the event or the organization as a whole

2. Specifics about the proposed interaction
   a. What do you need from the sponsor? Monetary support? Refreshments? Speaker?
   b. When is the event?
   c. Where is the event?
   d. Why do you want to hold this event, and what is in it for the company?
   e. Highlight company benefits. Interacting with top students, assisting with philanthropy, developing future leaders, etc.

3. Budget breakdown
   a. Itemized list of costs
   b. Other sources of funding you may have already acquired
   c. Other sponsoring organizations
   d. If you are asking for time rather than financial support, give a breakdown of the time requested

4. Available assistance
   a. Feel free to contact the Smeal student organization manager or other member of the Career and Corporate Connections staff for assistance in preparing a proposal.
Corporate Interactions Tip Sheet

**DO**

• Report your company interactions to Career and Corporate Connections by completing the online request form in detail.
• Send your thank you notes in a timely manner.
• Practice professionalism in all interactions
• Be respectful

**DO NOT**

• Forget to say thank you
• Make unsolicited contact with high level executives
• Overwhelm contacts with emails, phone calls, or social media messages
• Be unprepared for an agreed upon meeting or event
**TRAVEL GUIDELINES FOR SMEAL STUDENT ORGANIZATIONS**

Students traveling on university business are governed by a series of regulations established by Penn State. There are a number of reasons for organization travel including educational field trips, conferences, charity purposes, or recreation. If your organization plans to travel, there are several factors that you should take into consideration.

**REQUIRED TRAVEL REGISTRATION FORM**

1. All student and/or student organization travel utilizing UPAC or ASA funds must complete the Student Travel Registration Form and submit a detailed travel itinerary prior to the departure date. The Student Travel Registration Form must be submitted to 230 HUB. Student Organization travel includes, but is not limited to, all modes of transportation, lodging, and registration for conferences, competitions, performances, service trips, field trips and student organization retreats. **Failure to complete this form thoroughly and accurately prior to travel will result in the individual and/or student organization not being eligible for reimbursement for travel expenses.**

http://studentaffairs.psu.edu/hub/studentorgs/pdf/StudentTravelRegistrationForm.pdf  The travel registration form can be found at the preceding link. A print out is also included in this packet for reference.

2. Recognized Student Organizations traveling outside of the 50 United States and the District of Columbia must adhere to University Policy FN-20. [http://guru.psu.edu/policies/FN20.html](http://guru.psu.edu/policies/FN20.html)

3. Students traveling with their organization are subject to Penn State’s Off Campus Misconduct Policy. [http://studentaffairs.psu.edu/conduct/pdf/Off-Campus_Misconduct_Policy.PDF](http://studentaffairs.psu.edu/conduct/pdf/Off-Campus_Misconduct_Policy.PDF) A copy of this document is also included in this packet. It is important that all students recognize their responsibilities while representing the university off campus. All traveling parties should review this document prior to departure.

4. In addition to submitting the required travel registration form to 230 HUB, the group must provide a copy of the form to the Smeal student organization manager in 111 Business Building prior to departure. Please also include the cell phone numbers for three leaders on the trip that can be reached should a situation call for it. As noted above, form is already required to utilize ASA reimbursement, so simply make it a point to drop a copy at 111 Business Building as well.

5. Along with all relevant university requirements, the college reserves the right to protect the manner in which it is represented on and off campus. Students are encouraged to learn freely and enjoy the traveling experience while taking seriously their roles as ambassadors off campus. This is not independent leisure travel. You are expected to conduct yourself at all times in a manner that reflects positively upon you and the college. In addition, you will be required to follow the directions of the designated trip leader. Those directions may include designated times to be present at certain locations. **The following conduct is specifically prohibited:**

- Violating of any law or ordinance including legal prohibitions regarding alcohol and illegal substances.

- Engaging in any activity that results in the presence of local law enforcement (excluding emergency assistance).
• Traveling to a location outside of the immediate proximity of the conference or competition facilities without the consent of a trip leader.

• Failing to be on the premises of the designated sleeping quarters between the hours of 1 AM and 7 AM (unless specifically directed otherwise by a trip leader).

• Damaging or misusing facilities or property of others.

• Failing to comply with any rule or direction given by a designated trip leader.

If the college becomes aware of untoward actions by traveling groups, students will be called to meet with the Associate Dean for Undergraduate Education and the student organization manager. Depending on subsequent determinations, additional measures may be taken beyond those imposed by the Office of Student Conduct including the loss of standing within an organization.

6. If you are traveling with a recognized Penn State appointed advisor, that person is in charge during your time on the road. You must follow their instructions as they are responsible for your well-being. If you wish to participate in an activity that is not part of the scheduled agenda, you must clear it with the advisor first and respect the decision rendered.

7. If traveling without the presence of an advisor, you must follow the directive of your designated student leaders. You are all responsible for each other. Let common sense guide your actions, and be receptive to the input of your peers. NO ONE is to operate independently without the knowledge of group leaders. Everyone should be able to be reached in the event of a situation arising. Be safe, and look out for one another during your travels.

### Student Organization Travel Checklist

#### DO!

• Complete the travel registration form and provide a copy to 230 HUB and 111 Business Building
• Provide phone numbers for 3 trip leaders
• Review Off Campus Conduct Policy
• Follow advisor directions
• Be respectful and receptive while communicating with peer leaders
• Inform travel leaders of plans that differ from the established agenda
• Create a contact list prior to departure ensuring that everyone can be reached if necessary
• Make sure cell phones are properly charged before leaving the hotel
• Use common sense at all times

#### DO NOT!

• Travel alone!
• Break laws or other regulations
• Engage in reckless behavior
• Do your own thing without permission or checking in with others
• Damage or misuse property
• Be away from the premises of the designated sleeping quarters during early AM hours
• Bring negative attention to your group and school
Student Travel Registration Form
Complete and Return to 230 HUB

This form must be completed and returned prior to any individual student travel or student organization-sponsored travel. If you fail to complete this form thoroughly and accurately prior to travel, you and/or your student organization will not be reimbursed for travel expenses from your ASA account.

Travel Registration Form and required information must be submitted three days prior to the date of travel. If any changes are made after the form has been submitted, please contact Galen Chelko (gmc5@psu.edu, 863-4016) to notify her of the changes immediately.

Name (primary contact): __________________________ ASA Account number: ____________
Student Organization (if applicable): ________________________________________________________________
Student ID Number: __________________________ Cell Phone: __________________________ Email: __________________________

Travel Dates: ___________________________ Destination(s): __________________________
Reason for Travel: ________________________________________________________________

Mode of Transportation: □ Air □ Bus □ Train □ Rental Car □ Personal Vehicle/Fleet Vehicle
Number of Students Traveling: ___________ Are you requesting UPAC Funding? Yes or No

The following must be submitted to complete the travel registration process. Please attach the required information.

☐ Travel Roster
  • Name, Student ID and UserID (xyz123) for each individual
  • Can be written on the back of this form or attached separately

☐ Travel Itinerary
  • For flights and train travel, official documentation from the airline or train company including flight numbers, dates, times, for both departing and return flights must be submitted for each individual traveling.
  • For buses and cars, departure date, time and estimated arrival time is needed for both to and from the location. Official documentation from bus company must be provided.

☐ Lodging Information
  • Name, address and phone number of the lodging location

☐ Day to Day Itinerary
  • If the travel will only be in one location (such as a conference at a hotel or convention center), the location, dates and times are needed.
  • If traveling during the trip (doing service projects, field trips around town, tours, etc.) a detailed schedule of where the group will be traveling must be included.

Office Use Only  *Do not sign until all required information is received*
___ Required information received for each traveler

Staff Signature __________________________ Date __________________________
The information below is required for each traveler. The emergency contact on file through eLion will be contacted in the event of an emergency. Emergency contact information can be updated on eLion.

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<thead>
<tr>
<th>Name of Traveler</th>
<th>Student ID</th>
<th>UserID (xyz111)</th>
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For additional travelers, please attach an additional sheet with the required information for each person.
Off-Campus Misconduct Policy

While the University has a primary duty to supervise behavior on its premises, there are many circumstances where the off-campus behavior of students affects a Substantial University Interest and warrants disciplinary action.

The Pennsylvania State University expects students to conduct themselves in accordance with the law. Student behavior off the premises of the campus that may have violated any local, state, or federal law, or yields a complaint from others alleging law violations or student misconduct will be reviewed by the University. Upon receipt of a complaint alleging off-campus student misconduct, the Senior Director of the Office of Student Conduct or his/her designee will review the allegations and if necessary consult with a Senior Student Affairs Administrator to determine the appropriate course of action by the University.

In cases in which criminal or civil action is involved, such action and the review of the Off-Campus Misconduct Policy and administration of the University’s discipline process will occur simultaneously. However, the University may defer action until the proceedings of the criminal or civil action have been completed. A deferment will be considered by the Office of Student Conduct following an initial review of the circumstances. Students may also delay action by the Office of Student Conduct by seeking a Disciplinary Withdrawal, whereby they would withdraw from the University until the criminal matter has been resolved.

In addition, where there is a compelling reason (such as concern for the safety of other students), the Office of Student Conduct may, after an initial review of the evidence, impose the sanction of Interim Suspension, requiring that the student leave the campus pending disciplinary proceedings or medical evaluation (See Interim Suspension, reference location).

Student conduct committed off the campus which affects a Substantial University Interest is conduct which:

* Constitutes a violation of local, state or federal law, including repeat violations of any local, state or federal law committed in the municipality where the University is located;

* Indicates that the student may present a danger or threat to the health or safety of him/herself or others;

* Significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; or

* Is detrimental to the educational interests of the University.

Any off-campus student behavior that affects a Substantial University Interest (as previously defined) violates the Code of Conduct and is subject to disciplinary action following standard University Discipline Procedures.
In accordance with University disciplinary procedures, students are entitled to contest any allegations and/or sanctions and may request a hearing or review before an Administrative Hearing Officer or the University Hearing Board. The hearing body will review the referred incidents for off-campus misconduct in the same manner they do for violations that have occurred on University premises. The hearing body may also consider whether or not the referred off-campus misconduct affects Substantial University Interest and whether the behavior should be subject to University disciplinary action.

When students are found responsible for behavior off-campus that both meets the definition of affecting Substantial University Interest, and violates the Code of Conduct, sanctions will be applied. The University has established sanctioning guidelines for University Code of Conduct violations. Specific sanctions established for off-campus misconduct will vary just as sanctions do for on-campus violations depending upon the individual nature of each situation including the student’s prior misconduct record.

The sanctions for off-campus misconduct range from a Disciplinary Warning to Expulsion.

The following is a sample list of misconduct behaviors and/or law violations in each of the University's sanctioning categories of Minor, Moderate and Major. This listing does not take into consideration a student's prior disciplinary record or account for varying degrees of severity of similar types of violations. Therefore, those students with a history of prior misconduct or who are involved with a particularly serious violation may receive firmer sanctions than those listed below for any particular act of misconduct. Also, this list is not designed to be comprehensive and the University reserves the right to respond to any off-campus misconduct that affects a Substantial University Interest as defined above.

**MANDATORY PARTICIPATION IN THE ALCOHOL EDUCATION/INTERVENTION PROGRAM AT UNIVERSITY PARK**

All students who engage in behavior on or off the premises of the campus involving the Prohibited Underage Possession or Use of Alcoholic Beverages, Public Drunkenness or Driving Under the Influence will be required to complete a University alcohol education/intervention program. Students assigned to the mandatory alcohol education/intervention program will be responsible for paying all fees and costs associated with the program.

**MAJOR STUDENT MISCONDUCT BEHAVIORS /LAW VIOLATIONS:**

The University Student Code of Conduct violations committed off the campus that typically would fall into the MAJOR category and yield a sanction range of Suspension to Expulsion are:

- Homicide; Manslaughter; Kidnapping; Assault and Abuse of a Person; Sexual Assault; Rape;
- Incest; Ethnic Intimidation; Crimes Motivated by Intolerance; Child Pornography; Confining Others; Domestic Violence; Burglary; Robbery; Major Thefts; Arson; Resisting Arrest or
Detainment; Creating or Contributing to a Dangerous Condition; Engaging in acts which encourage, prolong or contribute to a public disturbance (e.g. riot, failure to disperse); Distribution of Illegal Drugs; and Serious cases of: Hazing, Harassment and Stalking; Direct Threat of Harm; Unlawful Use or Possessions of Weapons.

MODERATE STUDENT MISCONDUCT BEHAVIORS/LAW VIOLATIONS:

The University Student Code of Conduct violations committed off the campus that typically would fall into the MODERATE category and yield a sanction range of Probation* to Suspension are:

Simple Assaults; Fights with Injury; Driving While Impaired**, Driving Under the Influence**; Furnishing Alcohol to Minors; Endangering Self or Others; Unlawful Entry; Theft; False Swearing, Reports, Witness and Identification; Impersonating a Public Servant; Obstructing an Official in their Duties; Aiding or Abetting in a Crime; Public Lewdness; Firearms Violations; Obstructing a Public Throughway; Possession of Illegal Drugs; Excessive Consumption of Alcohol**, Public Drunkenness**; Disrupting Meetings or Operations of Others and Processions; and Corruption of Minors.

*Probation may include a notation on the student's transcript

**Requires participation in a University Alcohol Education/Intervention Program

MINOR STUDENT MISCONDUCT BEHAVIORS/LAW VIOLATIONS AT UNIVERSITY PARK AND OTHER LOCATIONS AS DESIGNATED BY UNIVERSITY PARK, ALTOONA AND BERKS.

The University Student Code of Conduct violations committed off the campus that typically would fall into the MINOR category and yield a sanction range of Disciplinary Warning to One Semester of Probation* are:

Disorderly Conduct; Retail Theft; Criminal Mischief; Loitering; Public Nuisances; Underage Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverages**; Possession of Illegal Drugs and Public Damage.

*Probation may include a notation on the student's transcript

**Requires participation in a University Alcohol Education/Intervention Program

The University will review all subsequent student misconduct behaviors stated above in the Minor category. Although the continuum of sanctioning for behaviors under the Minor category range from Disciplinary Warning to University Probation, because these are repeat acts of misconduct, sanctions would typically include sanctions greater than probation.
CONDUCT

POLICIES
STATEMENT ON HAZING

Recognized student organizations at Penn State may not engage in **HAZING ACTIVITIES**.

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student organization.

Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

Any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in a recognized student organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Any recognized student organization that commits hazing is subject to disciplinary action by the Office of Student Activities.

For more information about the Pennsylvania Hazing Law, other websites about hazing, and how to report an incident at Penn State, visit [http://studentaffairs.psu.edu/hub/greeks/hazing.shtml#PSU](http://studentaffairs.psu.edu/hub/greeks/hazing.shtml#PSU)
THE CODE OF CONDUCT

The Code of Conduct describes behaviors that are inconsistent with the essential values of the University community. Intentionally attempting or assisting in these behaviors may be considered as serious as engaging in the behavior. A person commits an attempt when, with intent to commit a specific violation of the Code of Conduct, he/she performs any act that constitutes a substantial step toward the commission of that violation.

Links are provided for University policy statements that inform the Code of Conduct. The Code of Conduct behaviors include, but are not limited to:

1. ABUSE/ENDANGERMENT/HAZING OF A PERSON: Physically harming or threatening to harm any person, intentionally or recklessly causing harm to any person or reasonable apprehension of such harm or creating a condition that endangers the health and safety of self or others, including through the facilitation of or participation in any mental or physical hazing activity (also see Policy Statement 8).

2. SEXUAL MISCONDUCT OR ABUSE: The University does not tolerate sexual misconduct or abuse, such as sexual assault, rape or any other forms of nonconsensual sexual activity. Sexual misconduct and abuse can occur between acquaintances or parties unknown to each other. Sexual abuse is attempted or actual unwanted sexual activity, such as sexual touching and fondling. This includes the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttock, or clothing covering them), or forcing an unwilling person to touch another's intimate parts. Sexual misconduct includes, but is not limited to, sexual assault, rape, forcible sodomy or sexual penetration with an inanimate object, intercourse without consent, under conditions of force, threat of force, fear or when a person is unable to give consent because of substance abuse, captivity, sleep or disability (also see Policy AD-12).

3. HARASSMENT: Harassment is behavior that is sufficiently severe or pervasive so as to threaten an individual or substantially interfere with the individual’s employment, education or access to University programs, activities or opportunities, and that would detrimentally affect a reasonable person under the same circumstances.

Behaviors that meet the above definition may include, but are not limited to, the following:

- directing physical or verbal conduct at an individual because of the individual’s age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status (see AD-42);
- subjecting a person or group of persons to unwanted physical contact or threat of such;
- engaging in a course of conduct, including following the person without proper authority, under circumstances which demonstrate intent to place the other person in reasonable fear of bodily injury or to cause the other person substantial emotional distress (see AD-12);
- or harassment of a sexual nature as described (see AD-41).

4. WEAPONS, FIREARMS, AND PAINTBALL DEVICES: The possession, storing, carrying, or use of any weapon, ammunition, or explosive by any person is prohibited on all University property except by authorized law enforcement officers and other persons specifically
authorized by the University. No person shall possess, carry, or use any fireworks on University property, except for those persons authorized by University and local governments to discharge such fireworks as part of a public display. Paintball guns and paintball markers may only be used on the property of the University in connection with authorized University activities and only at approved locations (also see SY-12).

5. FIRE SAFETY VIOLATIONS: Tampering with fire or other safety equipment or setting unauthorized fires.

6. ALCOHOL AND/OR DRUGS: Illegally possessing, using, distributing, manufacturing, selling or being under the influence of alcohol or other drugs. Use, possession or distribution of beverages containing alcohol on University property shall comply with the laws of the Commonwealth of Pennsylvania and University Policies and Rules.

Note: Anyone, including those under 21, serving alcohol to persons under 21 is in violation of both University regulations and state law. Excessive consumption occurs when a person is intoxicated to the degree that the person may endanger self, other persons, or property, or annoy persons in the vicinity. (also see Policies AD-18, AD-33 and Policy Statement 3).

It is also a violation of the residence hall contract for a student to be in the presence of alcohol and/or illegal drugs in any residential area (also see http://www.hfs.psu.edu/housing/undergraduates/tcrsreshalls.shtml#policies).

7. FALSE INFORMATION: Intentionally providing false or inaccurate information or records to University or local authorities. Providing a false report of an emergency, University rule and/or Code violation. Knowingly providing false statements or testimony during a University investigation or proceeding.

8. THEFT AND OTHER PROPERTY OFFENSES: Stealing, vandalizing, damaging, destroying, or defacing University property or the property of others.

9. DISRUPTION OF OPERATIONS: Obstruction or disruption of classes, research projects, or other activities or programs of the University; or obstructing access to University facilities, property, or programs. Disruption is defined as an action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs, or prevents the operation of the University or infringes on the rights of others to freely participate in its programs and services (also see Policy Statement 1).

10. VIOLATIONS OF ACADEMIC INTEGRITY: Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, students should act with personal integrity, respect other students’ dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the
fundamental ethical principles of the University community and compromise the worth of work completed by others (see Faculty Senate Policy 49-20 and G-9 Procedures).

11. FAILURE TO COMPLY: Failing to comply with reasonable directives from University or other officials when directed to do so. Failure to provide identification or to report to an administrative office or, when reasonable cause exists, failing to leave University-controlled premises or dangerous situations when directed to do so by properly authorized persons, including police and/or other University staff. This charge may be added to other charges, e.g., when a student fails to leave a residence hall during a fire drill and refuses to leave when directed to do so by a University official.

12. FORGERY/ALTERATION: Making, using or possessing any falsified University document or official record; altering or forging any University document or record, including identification, meal or access cards. This includes but is not limited to; forging (signing another's name and/or ID number) key request forms, manufacturing IDs or tickets, altering permits, misuse of forms (letterhead stationery, University forms), and keys to mislead.

13. UNAUTHORIZED ENTRY OR USE: Unauthorized entry into or use of property or University facilities including residence halls, classrooms, offices, and other restricted facilities. Unauthorized entry or use of facilities is referred to in the University policy regarding the rights of individuals and the rights of the institution. Specifically, policy refers to an "obligation not to infringe upon the rights of all members of the campus to privacy in offices, laboratories and residence hall rooms, and in the keeping of personal papers, confidential records and effects, subject only to the general law and University regulations."

The University also has the right to control use and entry into facilities for reasons of security, safety or protection of property. This includes closing facilities at specified times. It should also be recognized that an open or unlocked door is not an invitation to enter and use facilities. The same concept applies to computer entry or misuse, including violation of any University computer policy (also see Policy AD-20 and Policy Statement 4).

14. DISORDERLY CONDUCT: Engaging in disorderly, disruptive, lewd or indecent conduct. The item includes but is not limited to: inciting or participating in a riot or group disruption; failing to leave the scene of a riot or group disruption when instructed by officials; disruption of programs, classroom activities or functions and processes of the University; creating unreasonable noise; or creating a physically hazardous or physically offensive condition.

15. VIOLATIONS OF UNIVERSITY REGULATIONS: Violating written University policy or regulations contained in any official publications, administrative announcements, contracts and/or postings.

16. VIOLATION OF LAW: When it is established that a student has violated federal, state, or local law and the violation of law affects a Substantial University Interest, the student may be charged within the Code of Conduct for Violation of Law.