



# STUDENT ORGANIZATION HANDBOOK

**Important Information for Kenyon  
College Student Organizations & Leaders  
Updated August 2015**

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# Student Activities Office Mission Statement

The Student Activities office will offer experiences that encourage students to think critically, problem solve, make informed decisions, and appreciate difference. Students will be co-creators of their individualized Kenyon experience and embrace their role and impact on the Kenyon community. Together, the Student Activities Office and students will foster a sense of belonging so that all students may thrive at Kenyon and beyond.

## Student Organization Recognition

### **BENEFITS OF RECOGNITION:**

- Reserve various spaces on campus
- Receive a bank account managed by the SAO
- Request funding from the BFC
- Receive an @kenyon.edu email address
- Request maintenance orders and sound tech setups
- Reserve vehicles from transportation
- Have an organization page on OrgSync
- Ability to rent Student Activities Office equipment

### **STUDENT ORGANIZATION REQUIREMENTS:**

#### **Existing Organizations**

In order to maintain active recognition status, student organizations must meet the following criteria:

- Organization President (or similar position) must attend two leadership meetings, one at the beginning and one at end of each semester. Four meetings in total per academic year.
- Organization portal on OrgSync shall be updated and verified near the beginning of the semester by a date determined by the Student Activities Office staff each semester. Updated information includes, but may not be limited to officers, advisors, roster, and governing documents.
- The organization must fill out a Campus Contribution Form each semester describing their contribution to the overall campus community by completing one of the following items each semester. Satisfactory completion will be at the discretion of the Student Activities Office and Student Life Committee:
  - Host an open, alcohol free, campus event
  - Provide a service for the campus
  - Produce a product of value
  - Other - will be reviewed by Student Life Committee and Director of Student Activities for approval

Failure to complete any of the above criteria will result in the following process.

- The student organization will be put on probation until they have fulfilled the requirements as approved by the Student Activities Office Staff
  - During probation the organization will not be able to advertise events, reserve space, use any campus funding, among other restrictions.
  - Once the organization meets the requirements they have missed, the Student Activities Office will make a recommendation to the Student Life Committee about standing.
- Continual issues meeting the standards will result in a hearing by the Student Life Committee that will review the charter of the organization. This hearing will provide a recommendation to Student Council and the Director of Student Activities for further action. This hearing can recommend no action, a period of probation, or revoking of recognition.

## **NEW STUDENT ORGANIZATION REQUIREMENTS:**

Students hoping to create a new student organization will submit an application to the Student Life Committee for review and recommendation to Student Council. This process will take place between the start of the semester and the mid-semester break (fall break or spring break accordingly). In order to be approved the group will need to offer a unique involvement opportunity, have a campus advisor, have a clear and balanced constitution.

If Student Council approves the new organization the organization will be on a provisional status for two semesters. This provisional status should include the following criteria:

- A \$500 limit on funding provided by the Business and Finance Committee per semester. This includes both semester allocation and supplemental requests.
- The organization leader (president or similar type position) will meet with the Chair of Student Life and the Assistant Director of Student Activities within two weeks of approval by Student Council to develop organization goals and review the Student Organization Manual. These goals will be revisited at the start of their second provisional semester to review progress.
- At the end of the second provisional semester (but before BFC allocations for following semester) the organization will meet with the Student Life Committee to for approval for full organization status. This review will be based off of the goals set by the organization, financial integrity through provisional semesters, and sustained involvement. If any of these are not met then the committee will make a recommendation of either additional provisional semesters or removal of recognition.

*NOTE: Club sports may be subject to additional requirements, responsibilities, sanctions, etc. as determined by the Club Sport Coordinator through the Department of Athletics.*

**\*\* FAILURE TO MEET REQUIREMENTS WILL RESULT IN AN INABILITY TO RECEIVE FUNDING THE FOLLOWING SEMESTER AND MAY IMPACT YOUR ORGANIZATION'S FUTURE RECOGNITION STATUS. \*\***

# What is an Advisor

## **ADVISOR FUNCTIONS:**

It may be helpful to think of the advisor's role in terms of 3 major areas:

### **MAINTENANCE FUNCTIONS**

- Providing continuity with the history and tradition of past years
- Heading off situations that might rise to poor public relations
- Providing advice when called upon
- Preventing the group from breaking College rules
- Arbitrating intra-group disputes

### **GROUP GROWTH FUNCTIONS**

- Teaching the techniques and responsibilities of being a good leader and follower
- Coaching the officers in the principles of good organizational and administrative practice
- Teaching the elements of effective group operation
- Developing procedures and plans for actions
- Keeping the group focused on its goals
- Stimulating or even initiating activities and programs

### **PROGRAM CONTENT FUNCTIONS**

- Introducing new program ideas with an intellectual flavor
- Providing opportunities for the practice of classroom-acquired skills
- Helping the group to apply principles and concepts learned in the classroom
- Pointing out new perspectives and directions to the group
- Supplying expert knowledge and insights of experience

**MENTOR • EDUCATOR • TEAM BUILDER • CONFLICT MEDIATOR • REFLECTIVE AGENT • MOTIVATOR •  
POLICY INTERPRETER**

## Club Sports

### **RECOGNITION:**

Every club sport organization is required to apply for recognition. Students hoping to start a club sport will be required to meet with the Club Sports Coordinator Grant Wallace before applying for recognition. The Club Sport Coordinator will take into account not only the information contained in the New Student Organization Application, but additional considerations such as insurance, practice space, and storage of equipment, among other things. Upon review of the application, a recommendation will be made to Student Life Committee to either approve or reject the request for recognition. The Student Life Committee, while honoring the recommendation of the Club Sport Coordinator, will review the materials and send a recommendation for approval to Student Council.

If the application is accepted, please note that Student Life Committee, reserves the right to suspend or revoke the charter of any club sport, at any time, at their and the Student Activities Office, and the Club Sport Coordinator's discretion. The Student Life Subcommittee advises the Student Council on the recognition of a club sport, however, Student Council has the final say on the approval and rejection of a club sport application.

## **TYPES OF CLUB SPORTS:**

**Competitive Club Sport:** Created because the interest demands an opportunity for students other than varsity athletes or because no varsity team exists. The team trains and is eligible to compete and actively pursue participation in registered intercollegiate, regional, national, or open tournaments and competitions. Sports that have a varsity equivalent at Kenyon must be competitive.

**Instructional Club Sport:** May compete in an occasional tournament, but the main focus of the club is the introduction, qualified instruction, and advancement of specific skills and techniques.

**Recreational Club Sport:** A group organized for sport and recreational participation on a regular basis that is not readily and feasibly available to students under informal recreation or as an intramural sport.

## **STEPS TO REGISTER A CLUB SPORT:**

1. Setup a meeting with the Club Sport Coordinator to discuss the viability of the new organization.
2. In addition, you must complete the “New Organization Application” on OrgSync.
3. Once you have completed both the online forms and the meeting you will be contacted by the Student Life Committee to setup a meeting to review your application.

## **CLUB SPORT FORMS:**

**EACH CLUB SPORT MEMBER IS REQUIRED TO COMPLETE THE FOLLOWING FORMS BEFORE HE/SHE CAN PRACTICE OR PLAY.**

- Waiver of Liability
- Code of Conduct
- Emergency Medical Information

**THESE FORMS CAN BE FOUND IN THE CLUB SPORT COORDINATOR’S OFFICE OR ONLINE ON ORGSYNC.**

## **EMERGENCY PROTOCOL:**

For more information regarding Emergency Protocol for on– and off-campus incidents please visit the Student Activities Webpage or on OrgSync.

**PLEASE NOTE: In ALL cases (minor or emergency) the student(s) involved must complete the online incident report within 24 hours. The form can be found on OrgSync.**

# Funding

The Business and Finance Committee (BFC) allocates money to Student Life and Student Council recognized organizations. At the end of each semester, groups may submit a budget proposal for the upcoming semester. In addition, the BFC holds supplemental budget meetings every other week throughout the semester for groups in need of additional funding.

## **HOW TO REQUEST SUPPLEMENTAL FUNDING:**

1. All initial budget requests start on OrgSync.
2. After the BFC views your budget, you will have a hearing with members of the BFC to discuss your request.
3. You will be able to check how much your organization was allocated the Monday following the budget hearing on OrgSync.

## **ADDITIONAL FUNDING OPPORTUNITIES:**

Student Activities Office: View the forms on OrgSync to see how to apply for different funding opportunities. See more on page 10!

- Fun Funds:** for alcohol-free programs, in general
- Phebruary Phunds:** for alcohol-free programs, held in the month of February. Application can be found on OrgSync and is due in early November.
- Co-sponsorships:** with other student organizations or departments

Kenyon Campus Community Development Fund: Funds programs involving student collaborations with faculty and/or staff members to encourage interactions with faculty and staff outside of the formal classroom setting. For more information contact Laura Kane at kanel@kenyon.edu

# BFC Bylaws

The BFC Bylaws are approved by Student Council and are listed on the Student Activities Website for organizations reference. Because the bylaws are subject to change please be sure to reference them before submitting requests for funding.

# ROOM RESERVATIONS

## **Reserving a Room**

- Navigate to event-reservations.kenyon.edu
- Login with your usual Kenyon username and password
- Select the date and time you are searching for a room
- Select the room that best fits your need
- Complete the request form, including selecting the group requesting space

## **Adding Services**

A/V (Sound Techs), Maintenance, and Catering can be added using Kenyon Reservations in the same request form. After you have selected the space and completed the required information, follow the pop-up prompt and select the green plus sign for "Add Services"

## **Sound Tech Services**

Sound Tech services are available only to recognized student organizations. They are available to be requested only through Kenyon Reservations. The following set-ups are available:

- Speaker/comedian
- Basic iPod/ DJ
- Full student band (up to 3 mics, speakers, mixer, and 2 monitors)
- Professional band

Prices are updated semesterly and can be found on the Student Activities Website or by contacting Kim Blank.

## **Catering**

AVI requires that all events held in Peirce Hall (with the exception of Peirce Pub) before 8pm be catered through them. After 8pm, outside food is allowed in Peirce, but all formal catering must be done by AVI. Alcohol may not be brought into Peirce Hall from outside sources.

AVI Catering can be requested by following the pop-up prompt and selecting the green plus sign for "Add Services".

# KENYON CALENDAR

## **POSTING AN EVENT TO THE KENYON CALENDAR:**

**\*\*\*If you post an event on the OrgSync calendar it will be sent along for approval to post on the Kenyon calendar\*\*\***

1. Go to <http://calendar.kenyon.edu/>
2. On the right side of the page, click the "Login"
3. Sign in with your email username and password.
4. Select "Submit an Event" and add your event with as many details as possible.

# Buying Supplies

## **WALMART AND KROGER CARD:**

The Student Activities Office provides credit cards for student organization use, both for online/phone orders and use at Kroger and Walmart.

- ❑ Double check with the SAO to make sure you have enough money in your account and that the BFC has approved you to use your funding for the desired event.
- ❑ Stop by the SAO to check out a credit card for Walmart or Kroger.
- ❑ **BEFORE** you check out at the store, inform them that your **purchase should be tax-exempt**.
- ❑ **Save the receipt!** The receipt and credit card must be returned to the SAO by the deadline specified at the time the card was checked out.

## **WALMART & KROGER CARD USE POLICY:**

- ❑ If a receipt is lost, it will be the responsibility of the person who checked-out the card to contact the store to request a copy of the receipt.
- ❑ The **card must be returned by 12 p.m. the next working day** (unless special arrangements have been made with the SAO in which case it is due by the date specified).
- ❑ **If the card is not returned by the deadline**, there will be a **\$5.00 fine** assessed to organization's account for **each day it is not returned**.
- ❑ **If the card is not returned within three days of the deadline, the individual will be denied future use of the card(s).**

## **REIMBURSEMENT POLICY:**

Individuals who purchase approved supplies themselves are able to get reimbursed by the college. This process takes 2-3 weeks to have a check sent to your PO box. In order to receive a reimbursement the student who made the purchase must come into the Student Activities Office with the receipt for the purchase and fill out a budget transaction form including student organization account number, address, and reason for purchase. Once this is completed the request is sent up to accounting to have a check processed.



## **PURCHASING CARD USE POLICY:**

Student organizations will have to follow the following process to make any purchase that cannot be made utilizing other payment methods available, as previously outlined.

1. Students must make an appointment to meet with one of the following staff members to complete a transaction where a credit card is needed:
  - Laura Kane: Greek organizations
  - Grant Wallace: Club Sports (located in the KAC)
  - Kim Blank: Social Board, Fun/Phebruary Funds, Horn Gallery
  - Sam Filkins: All other student organizations
2. During the scheduled time, student organizations must fill out the yellow credit card usage slip. The entire student organization account number must be written (XXXXXX-XXXXXX). The purchase must be made via phone or internet and the credit card may not leave the Student Activities Office under any circumstance.
3. Place order when in office. Use the following information for each purchase:
  - The designated staff member's email address--you may not use a personal or the student organization email address.
  - The Student Activities Office must be used for the address.
  - Include the name of the student organization on the order so the office staff will know when to alert the organization when the item arrives.
4. Ensure that the transaction receipt is sent to the designated staff member's email address. Additionally, print the order confirmation page.
5. Hand the credit card, yellow slip, and printed order confirmation to the designated staff member. Students may request a copy of the order confirmation for their records.

NOTE: Purchases should be made in a timely fashion. Late or rush shipping will not be paid for from BFC allocated funds. All purchases will be delivered to the Student Activities Office and may be retrieved by a member of the student organization that is listed on the OrgSync roster. Deliveries must be picked up during operating hours only. Students may not have access to the office to retrieve deliveries when the office is closed.

# SAO Equipment Rental

The SAO has equipment which can be rented by student organizations. **Most equipment is free of charge, but some have small fees associated with use.** Equipment is [reserved](#) on a first-come, first-served basis and requests must be made at least two business days in advance of pick-up. Failure to submit a rental request at least two business days in advance will result in a \$10 late request fee. Equipment the SAO has for student/departmental use includes:

## **SAO EQUIPMENT USE POLICY:**

- All equipment should be handled delicately and with care. Equipment must return to the office in the same condition as it was when rented.
- All equipment must be picked up during business hours at the Student Activities Office (Monday-Friday 8:30-4:30) no items will be available for pick up over the weekend or after the office has closed.
- All equipment needs to be cleaned prior to return. **If a machine or piece of equipment is not returned clean, a minimum cleaning fee of \$15.00 will be assessed and rental privileges may be suspended.**
- All equipment and extra supplies must be returned to the SAO by 12:00 PM the day following the event. If the event is held during the weekend, then the return must be made by 12:00 PM the following Monday. Failure to return equipment and supplies by these deadlines will result in a **\$15.00 per day late fee.**
- Failure to return the equipment will result in a fine equal to the cost of replacing the equipment.
- Damaged equipment will result in a fine equal to the cost of repair/replacement

# Speakers, Performers, & External Vendors

## **PROFESSIONAL CONTRACTS:**

If you plan to pay either students or outside professionals for services or performances, a **contract must reviewed by the Student Activities Office 4 weeks in advance.** Kenyon College has its own contract that must accompany the performer's contract or serve as the contract if the performer does not have his/her own contract.

You can find the [Kenyon contract](#) on OrgSync or in the SAO.

**Contracts can be very complex. Please remember the following:**

- Verbal agreements are almost always considered legally binding.**
- Written agreements are always considered legally binding.**

**\*\*\*Contracts must be signed by a Student Activities professional – NO STUDENT SHOULD EVER SIGN A CONTRACT!**

Bring any and all contracts you receive into the SAO Office for review **at least 4 weeks in advance.** You are also welcome to set up an appointment to review a contract with Kim Blank ([blankk@kenyon.edu](mailto:blankk@kenyon.edu)) or Grant Wallace for Club Sports ([Wallaceg@kenyon.edu](mailto:Wallaceg@kenyon.edu)).

## **THINGS TO ASK AN AGENT/PERFORMER:**

- When contacting an agent/performer make sure you are clear about the fact that you are inquiring about cost and availability and are not authorized to make contractual agreements for the college.
- Performance Rate/Negotiations: Student group leaders are responsible for negotiating contracts with artists/agents. You should begin negotiations at least four to six weeks before the event.
- Responsibility- Are you responsible for providing meals; transportation (airfare, mileage reimbursement, etc.); transportation to and from the airport, hotel, etc.; hotel accommodations; security; etc.;
- Does their contract contain any clauses or riders for which you will have to make arrangements ahead of time (such as ordering food, sound or light equipment)?

# Hotel Reservations

## **HOTEL RESERVATIONS:**

Local accommodations include:

**Kenyon Inn:** 100 W Wiggin St, Gambier, OH 43022

To make a reservation call 740-427-2202.

**Holiday Inn Express:** 11555 Upper Gilchrist Road, Mount Vernon, OH

To make a reservation call 740-392-1900.

**Please inform the Kenyon Inn or Holiday Inn Express staff that you are reserving the room through Kenyon and that they may direct bill us at the reduced Kenyon College rate.**

**Comfort Inn:** 150 Howard St, Mount Vernon, OH

To make a reservation call (740) 392-6886.

**Super 8:** 1000 Coshocton Ave, Mount Vernon, OH

To make a reservation (740) 397-8885

## **MAKING A HOTEL RESERVATION:**

1. Visit the SAO so you can book the room using a Purchasing Card as outlined previously.
2. Call the hotel from the SAO and let them know you are from Kenyon College. Be sure to put the room under the name of the occupant. However, make sure your organization's name will show up on the bill for accounting purposes.
3. Ask if there is a credit card authorization form to be completed. If so, they can fax the form to the SAO at 740-427-5413. \*Please let the SAO know to expect a fax from the respective establishment.
4. Request to charge only the room (no extra amenities like phone calls, room service, etc.).
5. Record the confirmation code that can be given to the person staying in the hotel. Be sure to send a copy of the receipt to the SAO.
6. Notify the person visiting of the hotel reservation along with contact information, address, and directions.

# Off Campus Events

**All events off-campus require you to fill out a Transportation Roster/Waiver of Liability form.**

1. Visit the Student Activities Office or [website](#) for all the necessary paperwork for taking an off-campus trip.
2. Fill out the form with information on where you are traveling, when you will be going/coming back, and who will be going.
3. Each person attending the trip will need to sign the roster/waiver of liability form and provide an emergency contact number.
4. **All forms should be turned into the SAO 48 BUSINESS hours before you plan to leave.** The SAO provides Campus Safety with a copy of this information.

## **HOTEL ARRANGEMENTS:**

1. Visit the SAO so you can book the room using the purchasing card as outlined previously.
2. Call the hotel from the SAO. Make sure your organization's name will show up on the bill for accounting purposes.
3. Let them know you are from Kenyon College and using a purchasing card. Ask if there is a credit card authorization form to be completed. If so, they can fax the form to the SAO at 740-427-5413. \*Please let the SAO know to expect a fax from the respective establishment.

4. Record the confirmation code and be sure to send a copy of the receipt to the SAO.
5. Print out a copy of the reservation confirmation and bring it with you on your trip.

## Transportation

### **VAN CERTIFICATION:**

To get certified to drive Kenyon vehicles, set up an appointment with Carol Duvall ([duvallc@kenyon.edu](mailto:duvallc@kenyon.edu)).

In order to be certified, a driver must:

1. Be at least 18 years of age to drive a College car or minivan, or at least 21 years old to drive a 12-passenger van.
2. Possess a valid driver's license.
3. Have fewer than six traffic violation demerit points, under Ohio state law.
4. Have no chargeable accidents within the last 24 months.
5. Have no convictions on record for driving under the influence of alcohol or drugs, or any other major traffic violation such as reckless operation, hit/skip, driving under suspension, or fleeing from a police officer.
6. Be aware that the College will require a Motor Vehicle Report (MVR) from the state the license was issued. The following states will release the MVR only to the holder of the license: California, New Hampshire, Hawaii and Texas. If you reside in one of these states you will need to obtain your own MVR and submit it to the College before you will be able to drive the College vehicles. These students will also need to update their MVR with the College on a yearly basis to continue to be certified to drive.
7. Attend a defensive driver class sponsored by the College and pass a written exam. In order to drive a 12-passenger van the driver must also complete an on-the-road training program.

**Please note: There is a \$10 annual charge to get van certified that will be billed to your student account.**

### **TRANSPORTATION REQUESTS:**

The SAO in collaboration with Campus Safety offers van service to provide student organizations the opportunity to reserve a van to access off-campus events/locations for approved college sponsored programs. Unfortunately, we will not be able to fulfill all requests and a completed form does not guarantee that a van will be reserved. **Vehicles are reserved on a first-come, first-served basis.**

Recognized student organizations have the capability to request use of Kenyon College owned vehicles for their approved off-campus travel. To request reservation of a College owned vehicle please visit the [College Vehicles & Transportation](#) portion of the website. All requests must be submitted seven (7) days before the vehicle is needed and the organization must provide drivers who have completed the [Driver Certification](#). A completed form does not mean the reservation will be accepted. You will receive a confirmation email if the vehicles have been reserved.

On the day of departure the driver(s) will turn in the Travel Roster/Waiver of Liability Form to Campus Safety and pick up keys, gas cards, and mileage forms.

**\*\*\*Make sure all travel forms for off-campus events are submitted to Campus Safety before leaving campus.\*\*\***

### **TO REQUEST A COLLEGE DRIVER:**

If you want to request a driver to pick up a performer, speaker, etc from the airport email Miracle Mahle at [transportation@kenyon.edu](mailto:transportation@kenyon.edu). Please include the following information in your email:

- Person(s) to Transport
- Title of person(s) being transported (Guest Speaker, performer, etc.)
- Flight Info (if applicable): Airline name, Flight Number, Flight flying out from (arrivals only), time of flight arrival/departure
- Where to Pick-up and drop-off Traveler
- Account number for charges

### **STUDENT USE POLICY:**

- College vehicles can only be rented by College departments or campus organizations that are registered with the College.
- Student organizations may not transport guests in private cars driven by uncertified drivers because these drivers are not covered by the College's liability insurance.
- The following vehicles are available at the listed rates:
  - Seven-passenger vans: 33 cents per mile\*
  - 12-passenger vans: 43 cents per mile\*

\*Vehicle rates subject to change. Please contact the SAO for current rates.

### **SPECIAL GUIDELINES FOR TRIPS OVER 400 MILES:**

- No more than two vans may be used for a single-destination trip.
- A minimum of one certified driver per 400 miles must be identified.
- A maximum of 16 hours of continuous travel is allowable, after which a layover of at least 8 hours is required. Drivers must rest for at least 1 hour for every 4 consecutive hours of driving and may not drive for more than 8 hours per day.
- Layovers are required in the event of adverse weather and unsafe road conditions. Renters will be issued a College credit card for such emergencies and any layover expenses will be funded by the College.
- A faculty or staff sponsor must be identified. The sponsor will either go along on the trip or provide written acknowledgment of responsibility to serve as an emergency contact here on campus.

### **TRANSPORTATION QUESTIONS?**

Contact Miracle Mahle at [transportation@kenyon.edu](mailto:transportation@kenyon.edu) or by phone at X5227 or 5109.

## **Film Screenings**

If you would like to screen a film on campus as part of a public campus program you must obtain a Public Performance License (typical range: \$300- \$1,000) for the individual film(s) from a licensing agent, which allows you the right to screen your film. This license is required even if your film is offered to the public for free and is educational in nature.

### **COPYRIGHT LAW:**

Federal Copyright Law, Title 17, Chapter 1, Section 10: To perform or display a work "publicly" means "to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered."

**\*\*\*Video Tapes and DVDs that are available for purchase, rental, or library check-out are for private home viewing purposes only.\*\*\***

**There are, however, a few exceptions. You may screen the film publicly if:**

- The film is in the Public Domain.
- You have written permission from the film's producer or other holder of the right to grant such permission.
- The film is obtained from a company that provides a Public Performance License with the purchase of the film. The Kenyon Library has a small selection of films that come with a Public Performance License. These films are most often documentary in nature.

## **HOW TO OBTAIN MOVIES LEGALLY:**

Swank: [www.swank.com](http://www.swank.com)

Criterion: [www.criterionpicusa.com](http://www.criterionpicusa.com)

## **FILM SCREENING QUESTIONS?**

Contact Kim Blank at [blankk@kenyon.edu](mailto:blankk@kenyon.edu)

# Advertising

## **LARGE SCALE COLOR POSTER PRINTING:**

The SAO is your stop for low-cost, large-scale posters. Our new printer can print full-color posters. To place an order complete the online poster order form: <https://orgsync.com/33654/forms/52902>

### **Sizes and Pricing:**

- **24 x 31- Size of a standard flipchart.**
- **36 x 44**
- **Posters requested 10 business days or more in advance of the event are FREE.**
- **Requests between 5-10 business days in advance of the event are \$5 for the smaller size and \$8 for the larger size.**
- **Requests less than 5 business days in advance of the event will not be printed.**
- **Please allow two business days for the turnaround time between request and printing. You will receive an email when the poster is ready to be picked up from the Student Activities Office.**

Posters which use a lot of ink (dark colors, solid backgrounds, etc.) are subject to a \$3 up-charge.

Posters must be paid for using student org account

## **EMAILS, NEWSCOPE & ORGSYNC:**

- Email lists include: [allstu@kenyon.edu](mailto:allstu@kenyon.edu),
- [student-info@kenyon.edu](mailto:student-info@kenyon.edu) ,[allemp@kenyon.edu](mailto:allemp@kenyon.edu). Remember, sometimes less is more. Duplicate messages to allstu and student-info are not allowed.
- Remember that student-info emails are moderated and there is a delay in them being sent.
- Email [newscope@kenyon.edu](mailto:newscope@kenyon.edu) with information about your event. Newscope is released twice a week and can be found on tables in the dining hall.
- Post events on the *OrgSync* calendar.

## **Resource Room**

Launching Fall 2015, the Student Activities Office will be offering a student organization Resource Room in Peirce 303. This K-Card accessible room will offer student leaders the opportunity to use materials outside of standard business hours. The Resource Room will include large paper and banner making supplies, markers, a die cut machine, tape, and other resources.

# Important Contacts

## **STUDENT AFFAIRS:**

**Meredith Harper Bonham**, Vice President of Student Affairs, [bonhamm@kenyon.edu](mailto:bonhamm@kenyon.edu)

**Hank Toutain**, Dean of Students, [toutainh@kenyon.edu](mailto:toutainh@kenyon.edu)

**Chris Kennerly**, Associate Dean of Students/Director of the Office of Diversity Equity and Inclusion, [kennerlyc@kenyon.edu](mailto:kennerlyc@kenyon.edu)

**Tacci Smith**, Associate Dean of Students/Director of Orientation, [smitht@kenyon.edu](mailto:smitht@kenyon.edu)

**Laura Kane**, Director, Student Activities & Greek Life, [kanel@kenyon.edu](mailto:kanel@kenyon.edu)

**Kim Blank**, Associate Director for Student Activities, [blankk@kenyon.edu](mailto:blankk@kenyon.edu)

**Sam Filkins**, Assistant Director for Leadership, Student Activities, [filkinss@kenyon.edu](mailto:filkinss@kenyon.edu)

**Lacey Filkins**, Assistant Director of New Student Orientation and Community Programs, [filkinsl@kenyon.edu](mailto:filkinsl@kenyon.edu)

**Grant Wallace**, Intramural/Club Sport Coordinator, [wallaceg@kenyon.edu](mailto:wallaceg@kenyon.edu)

**Justin Newell**, Assistant Director of Athletics/Director of the KAC, [newellj@kenyon.edu](mailto:newellj@kenyon.edu)

**Patrick Gilligan**, Director, Counseling Services, [gilliganp@kenyon.edu](mailto:gilliganp@kenyon.edu)

**Erin Salva**, Coordinator of Disability Services, [salvae@kenyon.edu](mailto:salvae@kenyon.edu)

**Samantha Jones Hughes**, Director, Office of Student Rights and Responsibilities, [hughess@kenyon.edu](mailto:hughess@kenyon.edu)

**Marne Ausec**, Director, Center for Global Engagement, [ausecm@kenyon.edu](mailto:ausecm@kenyon.edu)

**Marc Bragin**, Jewish Chaplain, Director of Spiritual and Religious Life, Hillel Director, [braginm@kenyon.edu](mailto:braginm@kenyon.edu)

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