# Section 2: Services

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Important note about Bronco E-mail:

Starting this year, all correspondence from Student Activities & the Student Organizations Office will be sent exclusively to Bronco E-mail accounts. If you do not check your Bronco E-mail regularly, you should forward it to an account you do check. It is simple to do, here is how:

1. From the BroncoWeb homepage, click on Log In To BroncoMail
2. Type in your Username and Password
3. Click on the Options box in the middle of the help box and the exit box.
4. Click on Mailbox Management
5. Forward new messages by typing in your forwarding address in the Forward to: box
6. SAVE your changes
7. Remember to redo this process if your change e-mails.
1. Create your poster or flyer and be sure to include the club name, date, time and location of the event.

2. Have your original flyer stamped by the Information Desk staff before copies are made or you will have to stamp each one individually. Outdated flyers and those that are not approved advertising local businesses, yard sales, personal sale items and other community flyers will be removed.

3. Make 60 copies of the flyer. Periodically, the number of locations available for posting may change, so verify the number of posters needed with the Info Desk before you print them. Space on the boards is limited, so the maximum size allowance is 8-1/2" by 14". Commercially produced posters larger than this size may be accepted; however, preference will be given to smaller posters because the goal of the distribution system is to maximize the circulation of student organization and Boise State information.

4. Deliver copies to the Information Desk before noon on Thursday (fall and spring semesters only) and they will be posted by a staff at designated locations across campus.

All flyers must be stamped for approval at the Information Desk. In order to gain approval, flyers must have the sponsoring organization's name printed on them.

Table Tent Promotions
The primary use of the plastic three-extension table tents is to promote student life activities and opportunities of the Student Union, Campus Rec, ASBSU, Student Programs Board, Volunteer Services Board, dining services, and the Boise State Bookstore. Unallocated space will be designated for recognized student organizations on a first-come, first-served basis. After considerations are made for student organizations, Boise State departments may request space.

Reservations are taken at the Student Union Information Desk, 426-4636 or 4170 on a first-come, first-served basis. Space may be reserved starting August 1 for the fall and December 1 for the spring (if space is available) for distribution of the advertisement and promotional materials. Items may remain in the table tent displays for two weeks. Free-standing table tents and other promotional materials are not allowed on tables.
Standards and Responsibilities

1. All table tents should be the same size (6" high by 4" wide) and printed single-sided on index card stock. Table tents on regular paper will not be accepted.

2. All table tents must be delivered to the Information Desk on Thursday prior to their installation. Make sure to reserve space before creating your table tent.

3. To aid in cutting table tents to the correct size, it is suggested that you make crop marks on the original copy, corresponding to the 6" vertical by 4" horizontal dimensions.

4. Additional responsibilities are also assigned to specific areas. ARAMARK (University Dining Services) is responsible for keeping the table tents clean. Cleaning will occur during the last two days of finals week each semester.

Marketing Booths

Take a seat in the Student Union Marketing Booth or a booth in outdoor spaces to gain exposure for your event. Five Marketing Booths are available in the Student Union by the Information Desk, for solicitation, fundraising, and/or publicity.

Outdoor spaces include Memorial Plaza, Central Quad, and Multi Purpose Plaza. To determine which location best fits your needs, see Appendix 1: Reservable Spaces. Student organizations and departments can reserve the Central Quad, the Memorial Plaza or the Multi-Purpose Plaza once a semester for up to five continuous days. For a full list of policies governing these public spaces, call the Student Union Conference Services Office at 426-1677.

Reserve the Marketing Booths or outdoor spaces just as you do rooms: through the Conference Services Office. Due to the limited number of spaces available, recognized student organizations and University departments have priority on a first-come, first-served basis. Student organizations are allowed to reserve the Marketing Booths up to 15 days per semester. The Marketing Booths are approximately 60" wide and 60" deep. Each booth consists of a permanent bench, which will seat two people comfortably, and tackable wall surfaces. Each booth may also be equipped with one 60" wide table and up to two chairs placed on the customer side of the table. Telephone jacks and power outlets are available in these facilities.

During the first two weeks of school, the Student Union will add six additional booth spaces in the Public Forum and/or Fireplace Lounges to increase the total number of booths to 11.

Each additional booth will consist of 1-4’ table with two chairs. Telephone outlets or jacks are not available in the Public Forum Lounge. Individuals, clubs, and other groups should be scheduled in the marketing booth area for no more than three days during the first two full weeks of the semester.

Priority will be given to student organizations of internal campus organizations, especially those whose activities correspond with the opening of the school year, such as recruitment and rush. It is strongly suggested that fundraising activities involving commercial enterprises and student organizations be postponed until after the first two weeks of the semester.

These additional marketing spaces are intended for those groups planning to staff their information station for at least a major portion of the day (for example, from 10:00 a.m. to 2:00 p.m.). Those setting up or occupying the booth are expected to check in with the staff at the Information Desk and to notify the desk when they are leaving the booth for the day.

All materials must be removed when the individual at the booth leaves for the day, as absolutely no storage space is available in the Student Union for that purpose. If materials remain in a booth scheduled by another group, a member of the Student Union staff will remove these materials and may discard them.

General solicitation must occur only at the table. Each group is allowed only one table per day. Refer to Guidelines for Direct Solicitation, Fund Raising, and Publicity.

All other policies, procedures, and guidelines that pertain to the permanent marketing booths also apply to the additional tables that may be added during the first full two weeks of the semester.

Specific guidelines for the marketing booths are available from the Conference Services Office at (208) 426-1677 located on the second floor of the Student Union.

Boise State Outdoor Kiosk Policy

The Boise State campus kiosks were purchased in a combined effort through the Associated Students of Boise State University (ASBSU) and Student Union for the purpose of providing permanent outside locations for advertising and promotion of activities and
special events. Currently two locations are available, one behind the Special Events Center and another in the Central Quad across from the Library.

I. Standards and Responsibilities

A. Reservations:
1. Reservations can be made for recognized ASBSU student organizations and campus departments only.
2. Reservations are made through the Information Desk.
3. Reservations will not be accepted prior to the following dates for each semester:
   - Fall — August 1
   - Spring — December 1
4. Reservations are taken on a first-come, first-served basis.
5. Reservations are allowed once per month, per entity, depending upon availability.
6. Two (2) weeks is the maximum time a reservation can be made for a single event or advertisement, depending upon availability.
7. Each location has reservable space for 4-8 banners (depending on the sizes already reserved)

B. Banner Construction:
1. The reserving party must provide banners.
2. All banners must be water-repellent vinyl or canvas material. Banners on other materials will not be accepted.
3. Banners must be the size of either:
   - 3’ long x 9’ wide with 8 grommets (4 on top, 4 on bottom) spaced evenly from corner to corner or
   - 3’ long x 4’ wide with 4-6 grommets (2-3 on top, 2-3 on bottom) spaced evenly from corner to corner
4. One-sided print only. Text must include the name of the student organization or department if it is not implied by the event name (i.e., Career Fair)
5. All other policies regarding campus posting and promotion are in effect.

C. Delivery/Pickup:
1. Banners are to be delivered to the Info Desk by 5:00 p.m. the Thursday before the reservation is scheduled.
2. Pickup of the banner should take place the Tuesday after the reservation expires.

D. Installation and Removal:
1. Information Desk is responsible for the installation and removal of all banners.
2. Banners not hung by the Information Desk will be removed.

II. Special Notation
Neither Boise State University nor the Student Union will be responsible for any vandalism or theft to the banners.

This policy was created August 29, 2001 and will be reviewed on an annual basis.

Poster Island
Need to make a banner, but don’t want to mess up your living room? The Poster Island, located on the second floor of the Student Union, across from the Student Organization Complex provides colored butcher paper and markers. Access is available Monday through Friday from 8:00 a.m. to 5:00 p.m. After-hours access can be arranged at the Student Organizations Office or with a Student Union Manager through the Information Desk.

Campus Sign Shop
Hours: Monday-Friday, 7:00 a.m.–3:30 p.m.
Location: Public Affairs–Arts West, Room 102Q
Phone: (208) 426-3588
Fax: (208) 426-5289
http://oit.boisestate.edu/printing/signs.htm
The Campus Sign Shop produces nameplates, name tags, custom engraved badges, full-color decals, and rubber stamps as well as a variety of temporary and permanent vinyl and engraved signage for indoor and outdoor use. The Campus Sign Shop features state-of-the-art sign-making equipment and the newest sign industry materials and techniques for professional, high-quality results!

Printing and Graphics Services
Campus Copy Centers
Hours: Vary by location and semester
Locations: There are three Printing and Graphics locations on campus
Phone: See below for each location
http://oit.boisestate.edu/printing/
Campus Copy Union
Located on the first floor to the Student Union, phone (208) 426-3130, fax (208) 426-3165. They offer a variety of document reproduction services plus one-color posters, lamination, bindery, and both black-and-white and color copies. Other services include computer rentals, full-color transparencies, and fax services. Check out the price list at the shop or online. Student organizations may charge directly to their ASBSU account.

Campus Copy Education
Located on the first floor of the Education Building, phone (208) 426-1351, fax (208) 426-1008. They offer basic black-and-white and color copies, bindery, and fax service. Self-service copiers are also available.

Print Shop
Located in the Applied Technology (round) Building Room 101, phone (208) 426-1269, fax (208) 426-1276. They offer a variety of digital color and black-and-white copy services, wide-format color posters, offset lithography, and graphic design.

University Relations - News Services
Hours: Monday-Friday, 8:00 a.m.–5:00 p.m.
Location: 7th Floor, Education Building
Phone: (208) 426-1577
Fax: (208) 426-4001
Utilize the expertise of the University Public Relations Officers to promote your events. The Department of University Relations coordinates the office of News Services. News Services offers valuable support to University student organizations. Services include news releases, public service announcements, press conferences, electronic reader board (Broadway Avenue), photography coverage, Boise State logo use guidelines, listing on University events phone, and publication in the university calendar and Spotlight newsletter.

News Services will also provide advice on media strategies, program brochures and advertising. A crucial part of successful program planning is effective and well-timed publicity. News Services suggests you contact their office as soon as an event date has been set; ideally, at least one month prior to the event. A member of the News Services staff will help you establish a program timeline for a publicity campaign.

See Appendix 1: News Release Examples

Organization Fairs
Twice a semester, organizations are invited to gather for an Organization Fair. These fairs usually attract a large crowd of students. The fairs offer opportunities to recruit new members, to raise funds and to increase visibility. They are usually scheduled from 10:00 a.m. to 2:00 p.m. Check with the Student Organizations Office for the dates of these fairs. Participation in the fair is free, but you do have to sign up to reserve a space at least one week prior to the event.

Policies for Student Organizations Web Sites on Boise State’s Server

Purpose of Web Sites for Student Organizations
Boise State University student organization Web accounts are intended to allow the promotion of student organizations and their activities to their members, the Boise State community and the community at large. See appendix 3 for the Web Space Request Form.

Administrative
1. Each ASBSU recognized organization in good standing may receive a site on the Boise State University server. All pages representing student organizations will be subject to review by the Student Activities Office. Adherence to Boise State policy will be reviewed and recommendations for linking and de-linking, modifying, or in some cases, removing the pages from the server may be made.
2. Each organization's name will be incorporated into the URL (for example, www.boisestate.edu/clubs/xyzclub/).

3. Any student organization wishing to host a Web page on the Boise State server must have a Webmaster listed on the Student Organization Officer Card, on file in the Student Organizations Office. Should the Webmaster change, an update must be turned into the Student Organizations Office. If the listed Webmaster is found to be out of date at any point, Boise State's Web administrator will remove the student organization website until the officer card is updated. Student Activities Office staff will inform the Boise State's Web administrator when this should occur.

4. Accounts and passwords on the Boise State server will only be distributed to the Webmaster of a student organization and copied to the Student Activities Office Administrative Assistant. Passwords must not be shared with anyone. Revealing passwords or otherwise permitting the use by others (by intent or negligence) is prohibited and if it occurs may result in the site's being removed from the Boise State server. The student organization Webmaster is responsible for compliance with all appropriate Boise State polices regarding the Web. Accounts will expire at the end of each academic year. To renew your password, call 426-HELP.

5. All requests for new websites will be submitted to the Student Organizations Office. The Student Organizations Office will forward approved requests to Boise State's Web administrator. The Web administrator will provide account information and passwords directly to the new student organization’s Webmaster. An informational e-mail will be sent to the Student Affairs Web Administrator and the student organization’s advisor indicating that the account is active.

6. Before any student organization site is disconnected, the Student Organizations Office will provide one week’s notice to the student organization’s president and Webmaster (at the most recent phone number or e-mail on file).

Content

1. Contents of all electronic pages must be consistent with Boise State University policies.

2. All pages must identify their relationship with Boise State University. The full University name should be used in the title tag of the home page. All pages must contain the name of the organization and the individual responsible for content and maintenance.

3. Each page must include an e-mail link to a member of the student organization.

4. All pages and sub-pages will include a link back to Boise State University home page and the Student Union home page.

5. The student organization Webmaster is responsible for developing and maintaining an organization's page. He/she must check for spelling, grammar, punctuation, and general content. It is recommended that Webmasters publish only what can be maintained. Sites that have not received any maintenance for the span of a semester will be disconnected.

6. No personal pages may be placed on the Boise State server. A link to individual pages may exist on the organization's page, but no pages may exist on the server itself.

7. People with disabilities, special needs or who lack access to appropriate hardware or software may be browsing student organization sites. Some visitors cannot see graphics or photos because of visual impairments or hear audio because of hearing impairments. Universal design principles such as providing text descriptions of graphics and photos and captions for all audio and video components should be used so that all visitors can access a page. All student organization pages shall support text browsers directly on the page or have an alternative text page displaying the same information. Helpful sites for Web page design and accessible multimedia are located at:
   - W3C Web Accessibility Initiative
     http://www.w3.org/WAI/
   - Writers Guild AWARE Center
     http://aware.hwg.org
   - National Center for Accessible Media
     http://ncam.wgbh.org/webaccess/magpie/

Text links must contain words that clearly describe the content of the linked page. Words such as "this," "here," or "click" alone do not convey adequate information about the link.

8. Use of relative URLs is encouraged. That is, avoid using full URLs when linking to files that are in the same directory or subordinate directories on the server. Whenever linked files are in the same directory as the main page, use just the file name (without the full directory path).
Sites will be immediately disconnected if they are found to have such materials, and the offending organization can lose the right to use Boise State’s server for up to one calendar year. The Student Activities Office will inform the organization when removal of a site occurs after the site is taken offline.

3. Use of student organization websites for private business or commercial activities, personal financial gain, fundraising, or advertising on behalf of non-Boise State organizations is prohibited.

4. Hosting sites, even for non-profit use, for non-Boise State entities is prohibited.

5. Student organization websites must not imply that they speak on behalf of the University. Affiliation with the University does not imply authorization to speak on behalf of the University.

6. The processing of financial transactions on student organization sites is forbidden. No fundraising may occur through a student organization site hosted on the Boise State server. Advertisements of any kind for non-Boise State entities may not be hosted on the Boise State server.

7. No confidential information (such as student grades or Social Security numbers) may be placed on a student organization website. Sites providing or requesting such information will be disconnected.

8. Content that generates a high number of hits and causes slowdowns to the Boise State website as a whole is prohibited. If such content is placed on a student organization’s website, Boise State’s Web administrator may remove it
immediately. The organization will be notified after the information has been removed.

Student organizations wishing to host a website may have up to two megabytes of space on the Boise State University server. Organizations must indicate the name of their webmaster on their Officer Card. The listed webmaster will receive account information and passwords from the Boise State Web administrator, as well as a full list of polices.

Office Support

Photocopying
Recognized student organizations may use the photocopy machine in the ASBSU Executive offices. Organizations may make up to 250 copies per semester at no charge. Copies made in excess of 250 per semester will be charged to the organization at a rate of $0.05 per copy at the end of each semester. Photocopying records will be closed at the end of each semester. Each organization is assigned a copier access code, which the organization's president can obtain from the Student Organizations Office. The president can share the copy code with pertinent individuals. Each organization is responsible for all copies charged to its access code.

Postage/Mail Services
Recognized student organizations are provided with up to $50 in postage per semester for official mailings. Envelopes may be obtained from the ASBSU Administrative Assistant. Envelopes ready to be mailed (stuffed and addressed) should be returned to the ASBSU office for postage. The club's name must be written above the return address. The records for envelopes and postage will be closed after each semester. Unused postage does not carry over into the next semester.

Third Class Bulk Mailings may be processed using the University’s Bulk Mail Permit. The ASBSU Administrative Assistant should be consulted prior to the process to ensure the following have been completed:
1. At least 200 identical items are needed to receive the reduced rate; items must be printed, computer-generated or photocopied (not hand-written or typewritten).
2. Mailings must consist of machinable-size envelopes or self-mailers.

3. The minimum size for a self-mailer is .007 inch thick (such as a post card) by 3-1/2 inches high by 5 inches long. Postage permit information must be printed or hand-stamped on each piece.
4. Letter-size envelopes can be automatically sealed (leave flaps up) and postage applied by machine.
5. All items must be in numerical ZIP code sequence from lowest number to highest.
6. Mailings must be taken to the ASBSU office to be recorded and mailed.
7. To qualify for the non-profit postage rate, each piece must bear the ASBSU account stamp and Boise State return address; additional requirements also may apply. Call the Boise State Mail Services Manager at (208) 426-1693 for complete information.

Student Organization Mailboxes
Each recognized student organization is assigned a mailbox in the Student Activities Office. Only the president will be provided combinations and mailbox numbers. To ensure security of the organization's mail, the combination should be kept confidential. The organization should designate one officer (ideally the president) to pick up the mail at least once a week.

The bottom row of boxes is designated for packages. When a package is received, a key corresponding to a package mailbox will be placed in the organization's mailbox. To retrieve the package, insert the key into the bottom lock and open the mailbox (the key will stay in the lock).

Use the following return address for mail:

Name of Organization

http://union.boisestate.edu (208) 426-5951 The Source 2: Services
Club Sports Mailboxes
All club sports mailboxes are located at Campus Recreation main office. All U.S. Mail, on campus mail and ASBSU announcements for Club Sports arrive there. For more information, call Alain Rodriguez at 426-2447. Here is how to write your address

Name of Club Sport
Boise State University
1910 University Drive
Student Recreation Center
Boise, ID 83725-1711

Student organizations are required to check their mailbox regularly to maintain recognition.

Fax Machine
Recognized student organizations may use the fax machine located in the ASBSU Office. The cost to send a fax within the United States is $1.25 per page. International faxes are $4.00 for the first page and $1.25 for each additional page. The charge to receive a fax is $0.25 per page. Recognized organizations are allocated $5.00 worth of fax service per semester at no charge. Any charges over $5.00 are the responsibility of the organization. Unused allowances do not carry over into the next semester.

The ASBSU Administrative Assistant or student office assistant will do faxing. A form will be provided and must be completed with the following information: sender’s name, organization, recipient’s name, phone number, fax number, destination (city/state) of fax, and number of pages to be sent. The ASBSU fax number is (208) 426-4233.

Long Distance Telephone
Groups may use the ASBSU telephone during regular office hours to make long distance calls for official organization business. Organizations must sign in on the designated sign-up sheet; the call will be charged to the club at a reduced rate. If your group needs long distance privileges from an organization office phone, a long distance calling card can be ordered from the ASBSU Business Office.

Notary Public
ASBSU’s Administrative Assistant is a Notary Public, capable of certifying official documents. The service is free. Call 426-1440 to determine what information/papers you will need to bring with you to have them notarized.

Attorney
Fee-paying students and student organizations are provided with free legal counsel during the academic year, provided by contractual arrangements with an attorney from the community. Call the ASBSU office at (208) 426-1440 for appointments. The attorney is available every Monday and Thursday from 9:30 a.m. to 2:30 p.m. by appointment only.

The following services are provided:
- Review of student organization contracts with speakers and entertainers.
- Consultation regarding student organization liability issues.
- Consultation on any legal matter.
- Advice on all areas of the law, including, but not limited to: Landlord/tenant problems, small claims court, divorce proceedings, child support, wills, insurance claims, automobile accidents/personal injury, guardianship, probate, adoptions and name changes.

The attorney will not represent a student in court unless the student is willing to pay for this service.

An attorney specializing in international issues is kept on retainer by ASBSU. Should a student or student organization have a need of such a lawyer contact ASBSU for an appointment. This lawyer can assist with: VISAs, permanent residency, green cards, employment, criminal charges and deportation. Those needing such services can call International Programs at 426-3652. The initial appointment will be for thirty minutes.

An international student is hereby defined as a student holding a valid “J” or “F” visa, properly registered for full-time enrollment and/or one who is enrolled part-time, but has paid ASBSU fees at Boise State University, but shall not include non-students, wives or husbands, relatives, friends, teachers or staff at Boise State University.
The Space Allocation Committee, a subcommittee of the Student Union’s Board of Governors, recommends office space assignments. Each year, student organizations interested in acquiring space must complete and return an application to the Student Activities Office by mid-March. Applications will be placed in each organization’s Student Activities Office mailbox and are also available year-round at the Student Activities Office counter.

The Space Allocation Committee reviews each application and prioritizes them based on established criteria. Recommendations are made to the Director of the Student Union that reflect the prioritization of the groups.

The Space Allocation Committee bases its recommendations on the following criteria:
- The purpose and goals of the organization
- The number of Boise State students who benefit from the organization’s activities
- The number of student organization officers and advisors listed on an organization’s officer card and faculty and staff are eligible to check out a total of three items for up to two weeks at a time. Renewal of items may be made by phone or e-mail, unless there is a waiting list for an item. Materials may be renewed maximum of three times.

A person can make no further checkouts if he or she has not returned a resource. The person who checked out the resource is responsible for its return and safekeeping. Lost, stolen or damaged items may be billed to the student organization or department account. Items kept for more than two months will be presumed lost and the account may be charged.

Student Union Retreat Resources
The Student Activities Office provides a complete retreat-planning guide for students, which is located at [http://union.boisestate.edu/organizations/guides/retreat/index.html](http://union.boisestate.edu/organizations/guides/retreat/index.html). The guide includes a list of regional retreat sites with cost of facilities, amenities and contact information.

In addition, there are sample retreat agendas, providing the novice retreat planner with useful ideas on how to create a successful retreat. For advisors, three full presentations are available for download: event planning, officer transition and goal setting. Advisors (or officers) can download the text of the lecture, as well as all handouts to provide to attendees. The leadership library, outlined above, can provide icebreakers, team-building exercises, diversity education materials and virtually anything else you may need to create an outstanding retreat.

Student Organization Complex
Office Space
The Student Union provides a very limited number of office spaces to student organizations. In addition, the Student Union also provides 16 cabinets (14” wide x 33” high x 29” deep) and 14 closets (13” wide x 66” high x 23” deep) in the Student Organization Complex.
year, once a completed officer card is turned in to Student Activities.

While the majority of the space is allocated in April for the following academic year, as long as vacancies remain, student groups may request space. The following policies pertain to organizations assigned office space.

Terms of Agreement for Student Organization Complex

1. Spaces are not guaranteed, but every attempt will be made to provide the space requested by your organization. This space is very limited. Tenants will be selected on a need-based and used-based criterion.

2. Organizations with space elsewhere on campus, of any kind, are ineligible for space in the organization complex.

3. Student groups eligible for Organization Complex assignments, in priority order, are:
   - Currently recognized ASBSU student organizations
   - Issued-oriented student groups
   - Department-affiliated student groups

4. Should an organization be derecognized or fail to use the space assigned to them, that space will be made available to other student organizations.

5. The allocation for space will expire on May 6, 2005. Organizations not assigned space for the following year must remove all materials from their space by May 6, 2005. If not, their materials will be moved out for them, kept in storage for one month, then discarded.

6. Organization Complex allocations will be reviewed on a yearly basis. All organizations must reapply for space in March of each year. Applications, with the specific deadline, will be distributed in March to all student organization mailboxes, in the Student Activities Office.

7. For annual assignments, the deadline to move in to the office is three (3) weeks into fall semester. At other times of the year, the deadline to move into the semi-private office is three (3) weeks from the date space was awarded.

8. Student organizations must attend a mandatory orientation meeting to the Organization Complex. Attendees of this meeting will be issued Bronco Card Access to the Complex, which will permit members to enter the area after closing.

9. A single phone will be provided in each office, which will be shared among the groups. Should an organization want its own phone line and phone, it can be provided at a rate of $20 per month, which will be charged to the student organization’s account.

10. The Student Union Building Facility Foreman in the Administrative Offices distributes all keys for the Organization Complex to the officers of the student organization. Up to four office keys are available for assignment by the Building Facility Foreman with a required $20.00 deposit per key. Office keys may also be checked out for the day from the Information Desk with a valid Student ID. The Student Organization Office distributes all cabinet combinations to the student organization president. The president is responsible for combination distribution to responsible members. Combinations may be changed at the beginning of each semester, the beginning of the summer and other times as necessary to ensure security.

11. The organization is responsible for maintaining the office space and keeping it clean. Offices may be periodically inspected to confirm compliance. Tape of any kind may not be used on the windows, doors or walls of the offices. Bulletin boards are provided. Tack putty is available from the Student Activities Office for wall posters. The Assistant Director, Student Activities must approve any exceptions. Student Union staff will take down any items found mounted with tape.

12. Food items are not to be stored in the Organization Complex because of the possibility of spoilage, leakage and rodents. Refrigerators, microwaves, hot plates and such are prohibited. There is a general use kitchen facility adjacent to the Organization Complex, which student organizations may use.

13. Offices are for the use of the student organization to which they are assigned. Storage of personal items or possessions of members, other than on an incidental basis, is prohibited. The office space is intended for organizing and conducting the day-to-day business of student organizations; other uses are not allowed.

14. All damages or repairs must be reported to the Facility Foreman in the Administrative Offices, second floor Student Union.

15. The Organization Complex is University property. Misuse of office space or violations of Univer-
sity policies (e.g., alcohol, firearms, smoking, flammable items) may result in the termination of the group's space allocation, and/or in disciplinary action against individual members.

16. Any changes in office location and/or physical setup of an office must have prior approval from the Student Union Director. No outside phones may be installed in the offices. If other phones are discovered, they will be confiscated.

17. The Student Union does not assume any responsibility for theft, loss and/or damage of property involving organizations. This includes materials left in the organization space when a group has been derecognized and/or not reassigned space.

18. Usage requirements:

- If an organization is not using the space, it may lose it. Items removed from the space will be kept in Student Activities for one month, and then sent to the University Archives.

Organization Complex Key Policy for ASBSU, Student Organizations, SPB, and VSB

Organizations and ASBSU departmental offices all require keys for access. Keys are available to authorized members of the organizations in one of two ways:

1. Each Desk in the student organization offices, as well as in VSB and SPB has a locking file cabinet as well as locking overhead bin. Keys may be checked out from the Information Desk on a day/loaner basis. Keys must be returned before the desk closes. Students are required to leave their student ID at the desk until the key is returned. A list of which students involved with the club have access to this key is kept on file at the Information Desk. It is the responsibility of the organization president to update this list.

2. Officers may sign out desk keys through the Operations Office on a long-term basis by paying a $20 deposit for each key. Four keys per club are available for assignment to club officers. The Operations Office is on the second floor of the Student Union.

Same Day Loaner Key Checkout and Return Procedure

1. The Information Desk provides a form to be completed by the organization officers. This form should be returned to the Information Desk with a complete list of all who are allowed access to the offices. A current officer must sign the authorization list for it to be valid. It is strongly recommended that officers who have personally checked out keys on a long-term basis also be included on the day/loaner access list maintained at the Information Desk.

2. Once a list is on file at the Information Desk, names may be added or deleted by submitting an authorization list to the Information Desk with the new or additional information, current officer names with position titles, and signature.

3. If a key is already checked out when requested, the Information Desk will tell the requestor the name of the person who has the key.

4. The Union manager on duty will carry a master key to all offices for emergency access. Emergency access will be limited to persons on the authorized list provided by the officer. Managers on duty will work with the organization to eliminate access difficulties.

5. Persons not on the key access authorization list may retrieve personal possessions from the office by providing positive identification prior to entering the area (e.g., describe a backpack, its contents, and some unique item in the pack known to the owner). The manager on duty will assist in this process.

6. Those wishing to check out a key must supply their name, home telephone number, and student ID or valid driver's license. The ID will be retained at the Information Desk until the key is returned. IDs will be returned only to their rightful owner.

7. Keys must be returned to the Information Desk prior to its closing. If keys are not returned by closing, the Desk will attempt to call the person who signed out the key at his/her office, his/her home, and his/her workplace. If the key holder is not reached, additional calls will be made by the Student Union Manager at closing (approximately midnight) and the following morning at opening. Keys that are unaccounted for at closing will be highlighted in the key checkout log to assist in tracking.

8. Persons who have checked out keys and do not return them prior to the Information Desk closing on more than two occasions will be removed from the key access list at the Information Desk for a period of one semester.

9. The person who checked them out must return keys.

10. Keys may not be duplicated. Duplication will be treated as a lost key and will result in dis-
disciplinary action and loss of all key access privileges.

11. Key holders are responsible for the key they have checked out. Loss of the key will result in charge of $20 to the officer to re-key the office. Charges may not be taken out of organization funds. Each person is responsible for his/her own actions.

**Long-Term Key Check Out**

1. Each person is responsible for the key checked out in his/her name.

2. Only four officers are allowed to check out keys on a long-term basis. Others may do so with written permission of the president or officer of the student organization.

3. Each officer may obtain a key by signing a Student Organization Officers Key Sign Out Form. A $20 deposit is required for the person to obtain a key. The deposit will be refunded at the end of the officer’s term and when the key is returned to the Operations Administrative Assistant. Deposits may not be taken out of organization funds.

4. The officer must return his/her own key before a deposit will be refunded. Deposits cannot be given to others returning the key unless the officer has given written consent (signatures must match).

   **Deposits paid by check will be cashed. For auditing purposes, the Student Union is not able to keep checks for long periods of time.**

5. Lost, missing, or stolen keys: If a key is not returned after 30 days of the officer’s term ending, the key will be considered lost and the deposit will be forfeited. The deposit will be used to re-key the entire office. The person who lost the key must make a new deposit of $20 before new key will be issued. Charges may not be taken out of the organization’s funds. When a student returns a key to the Student Union, the deposit will be returned in cash.

**Student Union Services**

**Programs and Services**

Nearly every student organization utilizes the programs, services, and facilities of the Student Union to complete their daily operations. This section will acquaint you with the many resources available, along with applicable policies and procedures. New programs and services are developed throughout the year in response to the needs of organizations. Your feedback and input are always welcome.

One means of providing input and feedback about the Student Union services is through the Student Union Board of Governors. The Board of Governors is composed of Boise State students, faculty, staff, and ASBSU officials as well as Boise community members. The Board’s purpose is to make recommendations to or advise Student Union staff in the establishment of policies and services in the operation of the Student Union.

**Student Activities Office**

Hours: Monday–Thursday, 8:00 a.m.–6:00 p.m.  
Friday, 8:00 a.m.–5:00 p.m.

Location: First Floor, Student Union  
Phone: (208) 426-1223  
Fax: (208) 426-1391

The Student Activities Office staff assists Boise State encourages leadership and personal development, and coordinates a variety of campus programs. Specifically, the Student Activities Office staff advises ASBSU branches and committees, the Student Programs Board, Homecoming, Martin Luther King Human Rights Celebration and the Volunteer Services Board.

**Student Organizations Office**

Hours: Monday–Thursday, 8:00 a.m.–6:00 p.m.  
Friday, 8:00 a.m.–5:00 p.m.

Location: Student Organization Complex, Second Floor, Student Union  
Phone: (208) 426-5951  
Fax: (208) 426-1391  
http://union.boisestate.edu/organizations/index.html

The Organizations Office staff maintains records, manages services and programs and provides assis-
The Boise State Women's Center empowers students to achieve their goals and promotes social change by providing educational outreach, support services, and a safe place. The Women's Center works to raise awareness about women's issues in policies, services and programs throughout the University. Some of the topics that have been addressed in our programming include dating and domestic violence, women's health, women's sexuality, self-esteem, empowerment, safety on campus, assertiveness and leadership training. Think of the Women's Center as a point of entry. Whether you are struggling with a personal issue and need help identifying support services, need resources for writing a paper, training support for your organization or class about gender-related topics, or simply want a comfortable place to hang out, the Women's Center is here for you.

- Cultural Center
  - Hours: Monday–Thursday, 8:00 a.m.–6:00 p.m.
  - Location: Second Floor, Student Union
  - Phone: (208) 426-5950
  - Fax: (208) 426-1391
  - http://culturalcenter.boisestate.edu/

  The Cultural Center is committed to creating an inclusive environment where cultural diversity is appreciated and valued. The Center provides an atmosphere in which students are able to create relationships on campus and ease into the adjustment of University life. The Center supports different ethnic and cultural peoples’ pursuit of their educational goals and the retention of their culture, and works closely with ethnic student organizations to bring authentic cultural festivals and celebrations to campus. The Center is inclusive of all students who would like to share their culture with others.

- Women's Center
  - Hours: Monday–Friday, 8:00 a.m.–5:00 p.m.
  - Location: SUB Annex II, 1605 University Drive
  - Phone: (208) 426-4259
  - Fax: (208) 426-2407
  - http://womenscenter.boisestate.edu/

  The Boise State Women’s Center supports a 24-hour sexual assault response crisis line staffed by trained advocates who assist both female and male victims of sexual assault in identifying a variety of possible options. Students seeking assistance are NOT making a report or a formal complaint. Where practical, all discussions are private and confidential and do not commit students to further action. At the request of the student, advocates will contact police, health and counseling services, local women’s shelter, and any other appropriate agency, while acting as an advocate in the process.

  The advocates do not investigate or adjudicate complaints of sexual assault or rape; rather advocates work to support a student who has been victimized, at his or her request, through the system as the investigation occurs. If students choose not to formally report the crime, the only information that will be shared with University Security is that a sexual assault was reported; no names and specific information will be given. Boise State University must comply with the federal Student-Right-to-Know Act, which requires reporting these statistics.

- Information Desk and Ticket Office
  - Desk Hours: Monday–Saturday, 7:30 a.m.–10 p.m.
  - Location: First Floor, Student Union
  - Phone: (208) 426-4259
  - Fax: (208) 426-1024
  - http://union.boisestate.edu/services/infodesk.html

  The Source 2: Services
Student Organizations make deposits to their ASBSU accounts at the Information Desk. The Information Desk provides information about campus and community affairs, special events and office locations. The Boise State University Lost and Found is also located here. Services include the sale of consignment tickets and discount movie passes for Edwards Theaters, The Funny Bone, Roaring Springs and the Flicks.

The Ticket Office, next door to the Information Desk, sells tickets for Select-a-Seat programs, as well as Boise State University football and basketball games. If a student organization would like to sell tickets for an event it sponsors, they can call Select-a-Seat at 426-3071 for more information.

**University Conference Services Office**

Hours: Monday–Friday, 8:00 a.m.–5:00 p.m.
Location: Second Floor, Student Union
Phone: (208) 426-1677
http://union.boisestate.edu/conferences/index.html

The Conference Services and Catering Office makes reservations for space and supports the planning and coordinating of events in the Student Union, the Special Events Center, and the Quad.

Student organizations can reserve parking lots for free for events through the Conference Services and Catering Office. When making a reservation, ask about parking.

You can also arrange for an attendant to monitor the lot during the event. Rates for this service vary; contact the Parking and Transportation Office at 426-1681 or visit http://www.boisestate.edu/parking/ for more information.

**Games Center**

Hours: Monday–Thursday, 9:00 a.m.–Midnight
Friday, 9:00 a.m.–1:00 a.m.
Saturday, Noon–1:00 a.m.
Sunday, Noon–Midnight
Location: First Floor, Student Union
Phone: (208) 426-1456
http://union.boisestate.edu/services/gamescenter/index.html

Looking for an inexpensive way to thank your club members? Book bowling lanes and/or billiard tables at the Games Center and receive a special group rate! For details, call (208) 426-1456.

The Games Center is one of many unique services offered by the Student Union. It has been designed as a place where students can visit, play games, or relax in between and after classes. Billiards, bowling, pinball and video games are just some of the activities available. The Games Center also holds tournaments throughout the year. Arrangements can be made for student organizations to reserve portions of the Games Center for group activities. The Games Center’s goal is to be a fun place where students can socialize with others. During non-peak times, groups may reserve bowling lanes and billiard tables.

**Associated Students of Boise State University (ASBSU)**

Hours: Monday–Friday, 8:00 a.m.–5:00 p.m.
Location: First Floor, Student Union
Phone: (208) 426-1440
http://union.boisestate.edu/asbsu/opening.htm

ASBSU is the student government of Boise State, which represents and advocates for students. Students are elected to legislative (Senate) and executive (President and Vice President) positions. Election for all positions occurs in the second week of March. Judicial and executive staff positions are appointed by the President and subject to Senate review. When a Senate seat becomes vacant, the ASBSU President appoints an individual to fill it and the
Senate approves the appointment. These are paid positions. All positions require a minimum GPA of 2.50. Judiciary members must have and maintain a minimum cumulative GPA of 2.6.

**Positions Available in ASBSU**

- **Executive Staff**
  The ASBSU President and Vice President administer the affairs of ASBSU and carry out the policies adopted by the Student Senate.

- **Senate**
  The ASBSU Senate is the policy-making body of the student government. The ASBSU Senate acts as the student voice to the administration on campus as they aid in budgetary processes for student organizations. Sixteen Senators make up the Senate, with eight at-large positions and eight college senators. At-large positions do not require a student to be a member of a specific college or group. The Senate meets at 4:00 p.m. every Tuesday and Thursday during the academic year in the Forum Room of the Student Union.

- **University Committees**
  The University has over 40 committees, which require student representation. If you are interested in being involved in these volunteer positions, stop by the ASBSU desk and ask for an application.

- **Judiciary**
  The ASBSU Judiciary interprets the ASBSU Constitution and acts of the Senate and is comprised of four Associate Justices and one Chief Justice. The Judiciary hears all cases involving alleged violations of ASBSU regulations, rules and laws. Also, they recognize student organizations and review any changes to the constitutions of current organizations. Judiciary meets on Thursdays during the academic year at 3:30 p.m. in the Chief Joseph Room of the Student Union.

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**Student Programs Board (SPB)**

Hours: Posted at the Student Activities Office
Location: First Floor, Student Union
Phone: (208) 426-1223 or (208) 426-4239
http://spb.boisestate.edu/

Student Programs Board (SPB) is the campus board providing students with the opportunity to bring high quality entertainment, and educational and cultural events to the Boise State community. SPB comprises the following six committees: Annual Events, Concerts, Family Events, Films, Lectures, and Special Events.

SPB continually plans and produces a variety of exciting and interesting activities and is willing to co-sponsor events with student organizations. Come check out the opportunities, join the fun and help provide Boise State with a well-rounded activities program to enhance its classroom learning.

**SPB Co-Sponsorship**

Co-sponsorship of events with SPB can be extremely beneficial to student organizations. The Student Programs Board is an established organization with a great reputation both on campus and in the community. The committee coordinators are all experienced in planning and producing events and can be a valuable resource to organizations that are new at promoting events. SPB continuously receives promotional materials from various speakers, groups and artists all over the country. If a club wants to plan a special event and needs ideas, SPB can help.

SPB also has the contacts needed to effectively publicize events. By co-sponsoring with SPB, an organization will be able to tap into their publicity network that will aid in increasing public awareness of the organization. SPB also employs experienced graphic artists who can develop high-quality professional promotional items. Good publicity will increase attendance at any event. Pooling your resources with SPB will result in quality events on campus.
It must be emphasized that the Student Programs Board is NOT a funding source but rather is a programming organization. Therefore, clubs should approach SPB with their ideas in the initial planning stages and SPB must play a significant role in the production of the event.

The following is a list of Service Saturday dates.

- August 28
- September 18
- October 9 (Into the Streets)
- November 13
- January 22, 2005
- February 12
- March 12
- April 9
- April 30

For more information, call the VSB at (208) 426-4240.
Providing Food at Organization Meetings

ARAMARK can provide a wide variety of meals or snacks for meetings of student organizations. If you are having an event on campus where food is needed, you must order food from ARAMARK. Food orders from the Student Organization Catering Guide may be placed at the Conference Services and Catering Office on the second floor of the Student Union, or by calling (208) 426-3890. Some important things to keep in mind:

- Orders must be placed a minimum of three business days in advance (five days in advance is suggested).
- All items are "self-service" and must be picked up by the ordering party at a location and time determined upon ordering.
- All food and beverage orders are packaged and include disposable service ware.
- The Student Organization assumes all responsibility for the clean-up and proper disposal of all food and beverage items as well as the return of all equipment immediately upon the conclusion of the meeting.

Serving Non-ARAMARK Food at Organization Meetings

Many student organizations find that providing refreshments at meetings increases attendance; however, many organization budgets are limited. Organizations may provide refreshments other than those available from ARAMARK at a group meeting only if the following conditions are met:

- The student organization is officially recognized by the ASBSU.
- The meeting is a regularly scheduled meeting, not a special event.
- Only group members will be present at the meeting. No members of the public may be in attendance.
- This policy applies to all departments, facilities and areas of Boise State.

A Catering Exemption Request form is required and may be obtained from the Student Union Offices on the second floor (See Appendix 2). The form must be completed by the organization, signed by one representative of the Student Union and one representative of University Dining Services, and returned to the Student Union Offices no later than 48 hours before the event (one week’s notice would be appreciated).

Boise State Student Organization Catering Menu

RISE AND SHINE
These selections are packaged and ready to go first thing in the morning.

Pastries and Such (priced per dozen)
Danish.............................................................$8.50
Jumbo Muffins .................................................$7.95
Scones.............................................................$8.50
Bagels and Cream Cheese .........................$12.00
Breakfast Breads (1 loaf serves 12)........... $8.50/loaf
Fresh Seasonal Sliced Fruit Platter........ $8.50/platter (serves 12)

Juices and Brews
Priced and sold by the gallon (1 gallon = twenty 6-oz. servings)
Fresh Brewed Coffee and Condiments..............$6.50
Hot Tea Selection.............................................$6.00
Fruit Juice—Orange, Apple or Cranberry...........$7.00
Lemonade........................................................$6.00
Iced Tea...........................................................$5.00

Canned Soda .......................................... $0.60 each
Bottled Water .......................................... $0.60 each

BROWN BAGGIN’
Wrapped, sacked and packed to go (minimum order of 5 servings)

The Deli Bag
Ham and Swiss, roast beef and cheddar, or turkey and jack on sourdough with a bag of chips, fruit, and a can of soda or bottled water.........................$3.95

The Simple Sack
Tuna or chicken salad served on sourdough with a bag of chips, fruit, and a can of soda or bottled water .................................................$3.50

The S.U.B. Club
Ham, turkey and bacon with American cheese on a hoagie roll with a bag of chips, fruit, and a can of soda or bottled water.........................$4.25

Add 2 fresh baked cookies for $0.75
Add a fresh baked brownie for $0.75

http://union.boisestate.edu (208) 426-5951 The Source 2: Services 17
Substitute fruit juice for soda for $0.50 more

**GUESS WHO'S COMING TO DINNER**
All you have to do is pick it up and serve! (ordered in increments of 10 servings)

**Rotisserie Chicken Dinner**
Three whole herbed rotisserie chickens, with mashed potatoes, gravy, and mixed veggies, along with dinner rolls and butter, brownies or cookies, and canned soda. ..............................................$49.95

**English-Style Fish & Chips**
Beer battered and fried to golden brown, served with coleslaw, rolls and butter, cookies or brownies, and canned soda. ..........................................$32.95

**Taco Feed**
Spicy ground beef, shredded cheddar, sour cream, lettuce, tomatoes, diced onions, salsa, crispy and soft taco shells (enough for 2-3 each), a side of refried beans, cinnamon crispas for dessert, and canned soda. .................................................................$32.95

**A “Penne” for Your Thoughts**
Penne pasta tossed with your choice of marinara meat sauce or Alfredo sauce, served with green salad with your choice of vinaigrette, thousand island or ranch dressing, garlic bread, cookies or brownies for dessert, and canned soda. .................................................................$29.95

**Chili Fiesta**
Our homemade chili with pinto beans, beef, onions, garlic, tomatoes, and special seasoning, simmered slow over a low flame until just-so spicy, served with shredded cheese, diced onions, and cornbread, along with some pepper sauce on the side for those who like it hot! Also comes with cookies or brownies for dessert and canned soda. .................................................................$29.95

**Killer Subs**
A pair of outrageous sandwiches piled high with salami, ham, both Swiss and American cheese, lettuce, tomatoes, cucumbers, onions, pepperoncinis, black olives and pickles, with our special dressing on large French loaves. A veggie option is also available on half or whole. These come with your choice of coleslaw, potato salad or pasta salad, cookies or brownies, and canned soda. .................................................................$25.95

**Super Soup 'n' Salad Bar**
Garden-fresh tossed salad with two dressings, six toppings, rolls and butter, and two soups de jour (one cream, one vegetarian), along with canned soda. .................................................................$24.95

**SNACK ATTACK**
All you have to do is pick it up and serve! (ordered in increments of 10 servings)

**Nacho Bar**
Chips, nacho cheese sauce, salsa, jalapenos, and refried beans ..............................................$15.95
Add chicken or spicy taco beef, guacamole and sour cream .........................................................$23.95

**Chicken Fingers**
Served with your choice of honey mustard or BBQ dipping sauce ..............................................$16.95

**Chicken Wings**
Served with your choice of Asian BBQ glaze or Cajun red-hot glaze ..............................................$16.95

**Taquitos**
Your choice of chicken or beef, served with salsa and sour cream ..............................................$17.95
Add guacamole ..............................................$7.00

**Fried Mozzarella Sticks**
Served with marinara sauce ..............................................$16.95

**Hot Pretzels**
Served with assorted mustards ..............................................$16.95

**Pizza! Pizza! Pizza!**
You can order pizza directly from Chicago Connection in the SUB. Call 426-5555 to order for pickup.

**PARTY FIXIN’S**

**Cookies ‘n’ Cakes**
Cookies, brownies, and biscotti are priced by the dozen; cakes are priced individually.

Large Gourmet Cookies ..............................................$4.75
Biscotti ..............................................$7.50
Brownies ..............................................$7.00
Round “Birthday” Cake (serves 10) ..............................................$15.00
Half Sheet Cake (serves 30-40) ..............................................$30.00
Full Sheet Cake (serves 60-80) ..............................................$55.00

**Ice Cream Social**
One 3-gallon tub of vanilla ice cream with five delicious toppings (serves 30-40) ..............................................$52.50
Sweet Things (priced by the pound)
Gummi Bears ................................................... $3.84
Gummi Worms .................................................. $3.84
Starlight Mints ............................................... $3.84
M&Ms ............................................................. $4.64
Chocolate Raisins ......................................... $4.64
Jolly Ranchers ............................................... $4.64
Swedish Fish ................................................... $4.64

ARAMARK Catering for Meetings and Events
Need catering for a large event, or a more formal affair? We offer many impressive appetizers and full-scale meals for any occasion in our expanded Classic Fare Catering Menu. Our staff will prepare, set up and/or serve anything from snacks to a full course meal in any of the reserved Student Union meeting rooms, anywhere on campus or in the Boise community. Catering services are available to student organizations at terrific discounts, and you don’t have to do any of the work.

For more information or to obtain a complete catering packet, stop by the Conference Services and Catering Office on the second floor of the Student Union or call (208) 426-3890.
Appendix 1: News Release Examples

NEWS RELEASE
January 23, 2004

New Cultural Center/Student Organization Complex
Grand Opening

The Grand Opening of the new Cultural Center/Student Organization complex on the second floor of the Student Union will take place on Friday, February 20 from 1:00 to 7:00 p.m.

Dr. Peg Blake, Vice President of Student Affairs, will preside over the ribbon-cutting ceremony at 1:00 p.m. The Center will host an open house until 7:00 p.m. with performances by dancers, singers, and musicians in the outer Multicultural Lounge. Folk artists will be making crafts inside the center, and a sampling of cultural finger foods will be available.

New Administrative Assistant Chriselda Garcia will support both centers. She has previously worked on campus with HEP, the Pavilion and the New Student Information Services.

“We are so happy to be here,” said Cultural Center Coordinator Ro Parker. “It’s been a long time in coming and thanks to the hard work of staff and students, it is now a reality. We are in place and ready for business, so please stop by to see us!”

Parker said is the opportunity this move will provide for the Cultural Center to occupy a central position in student life on campus, both literally and figuratively. “The big push will be to bring people into the center,” she said. “We will be infusing culture into this area of campus.” Being located in the same complex as student organizations also will allow for tremendous networking and collaborating opportunities, she said.

“I’m delighted to have the Cultural Center as new neighbors in the Student Organization Complex. I look forward to the increased collaboration such proximity will bring,” said Mike Esposito, Assistant Director, Student Activities.

All Grand Opening activities are free and open to the public. For more information, call the Cultural Center at 425-5950 or Student Activities at 426-1223.

-30-

Contact
Ro Parker, Cultural Center Coordinator
426-4317

Mike Esposito, Assistant Director, Student Activities
426-1590
Boise State Students Volunteer in San Diego

Rivers, beaches and wetland areas in the San Diego area will be cleaner after spring break thanks to a hard-working group of Boise State students.

The Volunteer Services Board (VSB) has recruited 19 students to travel to San Diego from March 22 to March 26 to perform a week’s worth of volunteer service for their Alternative Spring Break. They will assist the San Diego Audubon Society and the San Diego River Park Foundation with removing invasive plant species, repairing trails, picking up trash, and restoring bird habitat at several locations in and around San Diego. The trip, organized entirely by students through the VSB, is the first university-sponsored alternative spring break trip in several years and the first trip through VSB.

Tara Farmer, VSB’s Hunger and Homelessness Issues Coordinator, said she wants the trip to become an annual tradition of service in different communities. For this year, Farmer said, the group had three goals: “First, to serve in an interest area that needs volunteer help, so we chose environmental work for our group. Second, to become acquainted with the diversity and culture of a big city, which is why we chose San Diego. And third, to foster awareness and civic mindedness within the individuals in our group.”

Farmer said that the work itself, as well as the satisfaction that comes from being of service, will be the greatest rewards for the students who are participating. In addition, she said, the process of organizing the trip has forged a group of strangers into a team. “This one is really significant,” she said, “because our team has gone from not knowing each other to fundraising their way to San Diego, and finally to serving with each other.”

Travel and housing expenses for the trip will be funded by the participating students themselves and fundraising efforts. Albertsons, Quizno’s, and the American Audubon Society are providing some of the food for the week. VSB has been consistently raising funds for the venture since last fall through a variety of projects both on and off campus. The group will spend each weekday of their vacation working with other volunteer groups at a site selected by the host organizations. Sites include the Famosa Slough wetland area, the Mission Valley Preserve city park, and a portion of the San Diego River estuary.

“We have exceptionally generous and thoughtful students at Boise State who are very environmentally minded and eager for this opportunity to be of service,” said Assistant Director, Student Activities Mike Esposito. Esposito, who advises VSB, will accompany the group to San Diego.

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Contact

Mike Esposito
Assistant Director, Student Activities
426-5951
Boise State Student Organizations to be honored at Recognition Dinner

The Associated Students of Boise State University (ASBSU) and the Student Activities Office will host the 16th annual ASBSU Hall of Fame & Student Organization Recognition Dinner at 6 p.m. on Monday, April 12 in the Student Union Jordan Ballroom.

Awards to be presented at the dinner include several ASBSU Hall of Fame awards, the David S. Taylor Award, several Outstanding Student Organization awards and Student Organization Advisor Award.

The ASBSU Hall of Fame awards recognize outstanding performance in the categories of alumni, student government, student organizations, outstanding academic achievement, varsity athletes, performing/fine arts, community service and applied technology. With the exception of the Alumni Award, all nominees for these awards must be graduating seniors. The following awards also will be presented at the Recognition Dinner:

- The David S. Taylor award honors the lifetime achievements of an outstanding Boise State administrator, faculty, advisor, alumni or employee who demonstrates ongoing commitment and dedication to the service of students, student learning and the quality of student life at Boise State.

- The Outstanding Student Organization awards are presented to student organizations that have shown leadership and involvement in the community and at Boise State. One organization will be named Student Organization of the Year; additional awards will be presented for each of the eight types of student organizations: religious, Greek, academic/professional, honorary, sports, cultural/ethnic, University housing and special interest.

- The Student Organization Advisor Award recognizes the efforts of those individuals who have made it possible for the organizations to thrive. Advisors’ responsibilities include helping organizations reach their goals, providing a positive working relationship with club members and demonstrating exceptional dedication and service to the organization.

A selection committee composed of representatives from student government, faculty, student housing, the Student Union and the Student Programs Board will select the winners.

The Recognition Dinner is open to the public and all are welcome to attend. Tickets can be purchased through Wednesday, April 7 at the Student Activities Office in the Student Union. The cost is $8.00 a person before Spring Break and $10.00 a person after the break.

For more information, call the Student Activities Office at (208) 426-1223 or visit http://union.boisestate.edu.

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Contact

Lisa Shaw
Student Organizations Graduate Assistant
426-1223
Appendix 2: Catering Exemption Request Form

This form is available online at http://union.boisestate.edu/forms/student_organization/foodservice.pdf

Catering Exemption Request Form

Boise State University meets its campus food service needs with an outside contractor, ARAMARK Corporation. The contract guarantees ARAMARK the exclusive right to provide all food services, concession, vending and catering on the entire Boise State campus. As such, the University is indemnified from liability. One form can be completed for the entire semester.

Realizing that many student organizations would like to provide refreshments at club meetings, but have limited funds, the Catering Exemption was developed. It accommodates recognized student organizations who want to provide food or beverages for their regularly scheduled business meetings, where only members of the group are invited and where the public is not expected. This exception is available ONLY to ASBSU recognized student organizations. This policy applies to all departments, facilities and areas of the Boise State University campus. For more information, contact the Student Union Assistant Director, (208) 426-1677.

Return this form to: Student Union Director’s Office, 1910 University Dr., Boise, ID 83725-1335
or the second floor, Student Union

(Please print on all items) Student Union reservation number (if applicable) ____________

Student organization ____________________________ Today’s date ____________

Date(s) & time(s) of meeting(s) ____________________________ Location of meeting(s) ____________________________

(Student only)

Primary contact ____________________________ E-mail ____________________________

Full address ____________________________

Phone ____________________________ Cell ____________________________

Please check Yes or No to the following questions:

Yes  No

—— Our Student Organization is fully recognized by ASBSU.

—— This is a regular meeting of our student organization, not a special event or activity.

—— Only members of our organization will be present at the meeting, the public is not invited.

—— We have read the Central District Health Guidelines, on the back, and will comply with them.

—— We have spoken with ARAMARK and they are unable to meet our needs.

Name of ARAMARK staff:

Explanation of any “no” answer (use extra paper, if needed):

Primary Contact Signature ____________________________ Date ____________

Official Use Only

Student Union Assistant Director Approved/Denied ____________________________ Date ____________

ARAMARK General Manager Approved/Denied ____________________________ Date ____________

Student Union Director
(if denied by others) Approved/Denied ____________________________ Date ____________

White: Conference Services Yellow: ARAMARK Pink: Director’s Office Goldenrod: Organization

http://union.boisestate.edu  (208) 426-5951  The Source 2: Services
Appendix 3: Student Organization Web Request Form

This form is needed when student organizations request Web space on the Boise State server.

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Your signature below acknowledges that you have read the University Information Technology Resource Use policy (found at http://it.union.boisestate.edu/policies.html) and agree to abide by University policies, as well as Federal and Idaho laws pertaining to the use of computers.

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Note to student organizations:
Upon completion, submit this form to the Student Involvement Center. Your request will be processed and you will then be informed when your site is made accessible by the Office of Information Technology.