Section 2: Services

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Advertising

Banner Wire Spaces

Ever notice the banners hanging by the Boise State Bookstore? They are hanging from the “Banner Wire.” Banner Wire space is available for recognized student organizations to promote their organization and to advertise their events. The Banner Wire is a University-owned display and is not considered a public forum. Student Activities reserves the right to decline any banner.

Banner space can be reserved by calling the Student Union Information Desk, 426-4636 or 4170, or just stop by. The Info Desk is located on the first floor of the Student Union.

Banners should be double-sided with a maximum size of 2’ wide by 3’ high on paper. The Poster Island (second floor, SUB) is available for making banners. Banners must be approved and stamped by a member of the Information Desk staff before they are hung. Banners will be hung vertically.

To hang a banner on the wire, go to the Info Desk. Only paper can be used for the banner wire. No foam core, no cardboard—paper only. The staff will radio a facility crewmember to provide a ladder and assist in hanging banners. The Student Union is not responsible for lost or stolen banners.

All banners must include the full name of the organization (no abbreviations) and a contact phone number, e-mail, or website.

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Poster Distribution

The Info Desk will post flyers for student organizations in various locations across campus. The poster distribution program is provided free to ASBSU recognized organizations and, when space is available, University departments. Its principle purpose is event advertisement and general information postings, not advocacy advertising. Bulletin Boards are University-owned displays and are not considered public forums. Student Activities reserves the right to decline any poster.

Posters will only be accepted 3 WEEKS prior to an event’s date. Posters for general information (i.e. advertising weekly club meetings) will only stay up 3 WEEKS at any one time. The info desk cannot guarantee all posters submitted will go up on every board on campus. To utilize this service, follow these steps:

1. Create your poster or flyer and be sure to include the full club name (no abbreviations), date, time and location of the event, as well as a phone number (or email).
2. Have your original flyer stamped by the Information Desk staff before copies are made or you will have to stamp each one individually. It is also recommended that flyers be checked by the Information Desk prior to printing to ensure that all criteria are met. Outdated flyers and those that are not permitted 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 is 8-1/2” by 11”. Commercially produced posters larger than this size may be accepted; however, preference is given to smaller posters because the goal of the distribution program is to maximize the circulation of student organizations and Boise State information.
4. Deliver copies to the Information Desk before 10:00p.m., Thursday and they will be posted by a staff at designated locations across campus. Posters are distributed during fall and spring semesters only, with the final distribution the weekend prior to dead week.

All flyers must be stamped by the Information Desk. Flyers must have the sponsoring organization’s name printed on them and a contact number, email or website. Advertisements promoting the
use of alcohol, or activities at a facility where alcohol will be served, will not be accepted for any advertisement venue of Boise State University.

Student organization flyers will take precedence over department flyers.

In all instances, event postings take precedence over general advertising. Student organization and ASBSU/SPB/VSB event postings take precedence over department event postings. Department event advertising takes precedence over club general advertising, but not club event advertising. Smaller posters take precedence over larger ones. Only one posting per club/department per board is allowed at any one time.

Table Tent Promotions
The primary use of the plastic three-extension table tents is to promote student life activities and opportunities of Student Activities, 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 one week. Free-standing table tents and other promotional materials are not allowed on tables.

All table tents must include the full name of the organization (no abbreviations) and a contact name and phone number (or email).

Standards and Responsibilities
1. All table tents must be the same size (6” high by 4” wide) and printed single-sided on index card stock. Table tents on regular paper or the wrong size 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, 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. University Dining Services is responsible for keeping the table tents clean. Cleaning will occur during winter and summer breaks.
5. All table tents must include the full name of the organization (no abbreviations) and a phone number, e-mail, or website.

Marketing Booths
Take a seat in the Student Union Marketing Booth, or at a booth in an outdoor space 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. Reserve the Marketing Booths or outdoor spaces just as you do rooms: through the Student Union 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 a 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, Fundraising and Publicity” in Section 3 of The Source, page 15.
- 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 located on the second floor of the Student Union. Call (208) 426-1677.

**Outdoor Kiosk Policy**
The Boise State campus kiosks were purchased in a combined effort through the Associated Students of Boise State University (ASBSU) and the 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. The size of the banner must be known at the time of the reservation.
      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-repellant 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 Information 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 is 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.

Advertising Content
Advertisements promoting the use of alcohol, or activities at a facility where alcohol will be served, will not be accepted for any advertisement venue of Boise State University. Additionally, any promotion advocating activity which would be a violation of the Student Code of Conduct will also not be accepted for advertisement through campus advertising venues.

Campus Sign Shop
Hours: Monday–Friday, 8:00 a.m.–5:00 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.
Visit http://oit.boisestate.edu/printing/

1. Campus Copy Union
Located on the first floor of 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.

2. 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.

3. Campus Copy West
Located in the Canyon County Center. They offer basic black-and-white and color copies. Self-service copiers are also available at Canyon Counter Center and Boise State West Campus. Phone: 426-3130.

4. 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 Communications and Marketing
Hours: Monday–Friday, 8:00 a.m.–5:00 p.m.
Location: Capitol Village Plaza
Phone: (208) 426-1577
Fax: (208) 426-4001
Utilize the expertise of the University’s communications specialists to promote your events. The Department of University Communications and Marketing 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.

University Communications and Marketing will also provide advice on media strategies, program brochures and advertising. A crucial part of successful program planning is effective and well-timed publicity. The department 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 staff will help you establish a program timeline for a publicity campaign.
For news release examples, please see Appendix 1 on pages 18 and 19.

Organizations Fairs
Each 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.

Office Support
Photocopying
Recognized student organizations may use the photocopier machine in the ASBSU office. Organizations may make up to 500 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 totals will be reset at the beginning of each semester. Unused copies will not carry over into the next 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 club members. Each organization is responsible for all copies charged to its access code.

Postage/Mail Services
Recognized student organizations are provided with up to $100 postage or 250 envelopes with postage per year for official mailing. 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 number 10-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 nonprofit 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, Campus Recreation or the Cultural Center. Only the president will be provided combinations and mailbox numbers in Student Activities. 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.

Use the following return address for mail:

Name of Organization
Boise State University
1910 University Dr.
Student Union Building
Boise, ID 83725-1335

Club Sports Mailboxes
Club sports mailboxes are located at the Campus Recreation main office. All U.S. mail, on-campus mail and ASBSU announcements for Club Sports arrive at the Rec office. For more information, call Alain Rodrigue at 426-2447. Write your address as follows:

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

Fax Machine Service
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 $10 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.

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 deport-
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.

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 Organizations 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 Student Development 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 students involved as members;
- The number of Boise State students who benefit from the organization’s activities;
- The type and quantity of programs, projects, conferences, etc., the organization plans and sponsors;
- The plans the group has for using the space and flexibility with the type of office space they will use;
- The effective use of office space in the past, if the organization has previously been allocated space; and
- The availability of other space on campus.

After-Hours Access to the Organization Complex
Twenty-four-hour access is available to student organizations with office space and cabinets/closets. A Bronco ID card reader is stationed on the side door of the Organization Complex. All student organization officers listed on the officer card will automatically have access to the Complex. For a student (who is not an officer) to gain access to the
Complex after 6:00 p.m. or on weekends, authorization must be given to Student Activities by a club officer. Advisors will NOT be given 24-hour access to the Student Union, nor will they be given after-hour access to the Complex.

Door Combinations
Doors to student organization offices have a six-digit combination that will change every academic year. Only the student organization president will be given this combination at the beginning of the year, once a completed officer card is turned in to the Student Organizations Office.

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. 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.

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

4. The allocation for space will expire on the first Friday in May. Organizations not assigned space for the following year must remove all materials from their space by the first Friday in May. If not, their materials will be moved out, kept in storage for one month, then sent to University Archives.
5. 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 to all student organization mailboxes, in the Student Activities Office.
6. For annual assignments, offices will be available for move-in starting the first week of June. 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 in to the semi-private office is three (3) weeks from the date space was awarded.
7. Student organization officers 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. Other officers/members may be granted access to the Organization Complex Door by completing a registration form. Access may be deactivated during the December holiday break and during summer. Access is only available to student organizations affiliated with the Cultural Center or who have a space assignment in the Organization Complex.
8. At least one phone per office will be provided. These phones can be used to call on-campus and local Boise phone numbers. They do NOT have voice mail or long distance. Student Organizations may not bring non-Cisco phones or other devices (i.e. answering machines) to use on the phone jacks. If other such devices are found, they will be confiscated permanently.
9. Each student organization office, closet and cabinet has a five or six digit combination. Only presidents of student organizations assigned space will be provided the combinations. They can distribute that code to their members, but the Student Organizations Office will only re-issue the combination to the club president (e.g. if a member forgets the combination, we cannot provide that member the combination). For security reasons, all offices and cabinets must be locked when club members leave the area.
10. The organization is responsible for maintaining the office space and keeping it clean. Offices may be periodically inspected to confirm compliance.
11. Tape or stickers of any kind may not be used on the windows, doors or walls of the offices, cabinets or closets. The Assistant Director of 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 spoil-
age, leakage and rodents. Refrigerators, microwaves, hot plates and such are prohibited. There is a general-use kitchen 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 belonging to 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 (located on the second floor of the Student Union).

15. The Organization Complex is University property. Misuse of office space or violations of University 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 set up of an office must have prior approval from the Director of Student Development.

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:
   a. Student members must use the office 16 hours a month, when school is in session. 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.
   b. These hours may be fulfilled through regular office hours and/or officer and committee meetings in the area. Advisors may use the office, however only student hours will be included in calculations for space allocation.

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

For organizations and ASBSU departmental offices (or desk with lockable doors), keys can be acquired in one of two ways:

1. Each Desk in the student organization offices, as well as in VSB and SPB, have a locking file cabinet as well as a 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 who 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 for organization presidents. The president lists which officers and members they authorize to have key access. This form should be returned to the Info Desk. The president 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 Info Desk.

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

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. 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 who 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.
10. Keys may not be duplicated. Duplication will be treated as a lost key and will result in 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 a 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 advise or make recommendations to the 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. They encourage leadership and personal development, and they coordinate 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.
The Organizations Office staff maintains records, manages services and programs, and provides assistance to student organizations. The office is a key contact point for all groups who need access to Boise State services, or for those interested in starting a new club. The office advises ASBSU Judiciary and fraternities and sororities directly.

Cultural Center
Hours: Monday–Thursday, 8:00 a.m.–6:00 p.m.
Friday, 8:00 a.m.–5:00 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 learn about various cultures or 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 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 violence, campus safety, women's health and sexuality, self-esteem, empowerment, assertiveness, leadership training, success in school, career development, parenting strategies, relationship communication, and issues around oppression and discrimination. 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, want to speak with a counselor, need resources for writing a paper, need 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.

**Sexual Assault Support Services**

The Women's Center provides support and advocacy services to 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, the Office of Student Conduct, local women's shelters, and/or 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. Advocates work to support students who have been victimized, at her or his 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 (anonymously).

**Information Desk**

Desk Hours: Monday–Friday, 7:30 a.m.–10 p.m.
Sat. & Sun., 9:30 a.m.–10 p.m.
Ticket Office: Monday–Saturday, 10 a.m.–6 p.m.
Sunday, Closed
Location: First Floor, Student Union
Phone: (208) 426-INFO (4636)
TTY: (208) 426-1024
http://sub.boisestate.edu/

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 some events, as well as Boise State University football and basketball games.

**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://conferenceservices.boisestate.edu/

University Conference Services provides professional conference and event management services to Boise State University and to groups that further enhance the University's community involvement, educational opportunities, and academic mission. We deliver outstanding customer service in a welcoming first class facility, complemented by exceptional cuisine, the latest in audio visual technology, and a dedicated staff.

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

**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://sub.boisestate.edu/

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://www.asbsu.org

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.

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 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.

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The Volunteer Services Board (VSB) is a campus board that provides students with the opportunity to gain career experience and personal growth through volunteering to assist with special needs at Boise State University and the surrounding communities.

Volunteer Services is an ongoing initiative to inspire students in volunteerism; to develop an awareness in and a commitment to community service; to arouse in the larger community a heightened sense of civic responsibility to meet community needs; and provide action-learning experiences for its participants to acquire increased knowledge, skills and abilities basic to enlightened community service. The Volunteer Services Board is an excellent resource for organizations looking for community service projects.

**Service Saturdays**

Service Saturdays are events held on one Saturday of every month. Four or five service projects will occur on the same day at the same time. Volunteers gather at the Student Union, pick a project they would like to do, then drive to the project. Once complete, the volunteers will evaluate the success of the program. Snacks and drinks will be provided.

Service Saturdays are a dependable, consistent way for student organizations to complete their community service requirements. Once completed, the student organization leaders need to remember to complete the service project reporting form.

The following is a list of Service Saturday dates.

- August 4
- September 8
- November 10
- January 26
Providing Food at Organization Meetings

University Dining Services 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 University Dining Services. 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 points to keep in mind:

Who can place an order?
The Student Organization Menu is available only to recognized ASBSU student organizations and residence hall assistants or directors. You must be an officer of the club or a residence hall assistant/director to place an order.

Advance Notice
We recommend placing your order as early as possible. While every effort is made to accommodate all catering requests, late orders may slow our operational efficiency.

• Place all orders no less than 3 business days prior to your event.

If orders are placed less than 3 business days prior, you will be charged regular catering prices.

Place orders by phone, fax or email Monday through Friday from 8:00 a.m. until 5:00 p.m. Orders received after 5:00 p.m. are considered to be placed the next business day.

Phone: 426-3890
Fax: 426-5222
Email: catering@boisestate.edu

Guarantee Counts and Menu Confirmation

A final guarantee of attendance and confirmation of the menu is required three (3) business days prior to your event. If no guarantee is given in this time frame, the estimated attendance count on your confirmation will be considered your final guarantee. You will be billed for your final guarantee or the number served, whichever is greater.

Cancellations and Changes

Events or menu items cancelled or changed after the order request will be subject to the following charges:

• Cancellations/change five (5) business days or more prior to event incur no additional charge.
• Cancellation/change fewer than five business days from event may result in additional charges or may not be accommodated.
• Cancellation within 24 hours of event will result in a charge of the full cost of event.

Linens

Dining table linens are not available with items ordered from the Student Organization Menu.

Additional Responsibilities

☐ Due to the Central Health Department Service code, food provided by University Catering Services at events is not to be removed from the event location.
☐ By ordering from the Student Organization Menu, the student organization assumes all responsibility for the cleanup and proper disposal of all food and beverage items as well as the return of any and all equipment immediately
upon conclusion of the meeting or event. There will be a $25.00 fee assessed per event for items not returned to the pick-up location. Also, the student organization will be held financially responsible for lost or damaged equipment.

- Only student organization’s student officers may order from the Student Organization Menu. Officers may also order from the standard Catering Menu although the student organization is responsible for following the standard catering menu policies and guidelines.

- The Student Union does not recognize co-sponsorship between non-university groups and student organizations, University departments, educational organizations, or governmental agencies when the co-sponsorship seeks to reduce applicable costs for facilities or services.

- Student Organizations may provide refreshments other than those available from University Catering Services 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.
  - A Catering Exemption Request form is required and must be completed by the student organization and signed by one representative of the Student Union and one representative of University Dining Services. This form must be returned to the Student Union offices no later than 48 hours prior to the event.

**Payment**

Prior to placing an order with University Dining Services, you must confirm with the ASBSU Business Office to ensure that there is money in the account.

University Catering Services will provide an order confirmation within 48 business hours of your order request. All events require signature confirmation before services can be rendered.

Upon receiving the confirmation, the student organization officer must complete a “Student Organization Payment Request Form” and an “Entertainment Expense Form” and turn it into the ASBSU Business Office. This form must be completed prior to the event, and all required documentation must be attached.

Proof of a “business purpose” for the expense must also be provided to the ASBSU Business Office prior to the event. This may be in the form of a flyer announcing the event, an agenda or minutes or a copy of an email announcing the meeting or event.

After receiving the form, the ASBSU Business Office acquires the appropriate administrative signatures and will forward the documentation to Accounts Payable where a check will be cut. Student Organizations must pay for catering services by check and are NOT allowed to charge catering to the State Purchasing Credit card or “P-card.”

Student Organizations that have past invoices older than 30 days will not be allowed to order food until payment is received.

**Order Pick-up**

All Student Organization Menu items are self-service, to be picked up by the ordering party at the location and time determined upon ordering.

All food and beverage orders will be packaged and include the appropriate disposable service ware.

All dining services equipment must be returned by the ordering party to the agreed upon location at the completion of the meeting or event. There will be a $25.00 fee assessed per event for items not returned to the pick-up location.

The student organization will be held financially responsible for lost or damaged equipment.

**Serving Non-University Dining Services Food at Organization Meetings**

Many student organizations find that providing refreshments at meetings increases attendance; however, many organization budgets are limited. Orga-
nizations may provide refreshments other than those available from University Dining Services 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, page 20). 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
Visit http://diningservices.boisestate.edu/ for the most current catering menu.

University Dining Services Catering for Meetings and Events
Need catering for a large event, or a more formal affair? University Dining Services offers many impressive appetizers and full-scale meals for any occasion in our expanded Classic Fare Catering Menu. The 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.

Note: For more information regarding catering, including the required paperwork, please see Appendix 2 of this section, as well as Section 4, page 23.
Appendix 1: News Release Examples

NEWS RELEASE
February 1, 2007
Release online: http://news.boisestate.edu

Student Programs Board Presents 'Borat'

Boise State Student Programs Board will show the film “Borat” four times, at 7 p.m. and 9 p.m. Feb. 15 and 16 in the Student Union Special Events Center. The film is free for Boise State students with ID and $1 for non-students.

British Comedian Sacha Baron Cohen stars in this 2006 Golden Globe-winning film. In the controversial comedy, Kazakh character Borat Sagdiyev tours America with a documentary crew in tow. On his quest, Borat encounters real people in real situations. This film is rated “R.”

SPB will show other films this semester, including “We are Marshall” and “Night at the Museum.”

For more information, contact April Raine at 426-3835.

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Contact: April Raine, Boise State Student Programs Board, (208) 426-3835, spbfilms@boisestate.edu
Media Contact: Tessa Schweigert, University Communications, (208) 426-3196, nsintern@boisestate.edu

We’re proud to be the home of the undefeated, Fiesta Bowl champion Broncos, the national champion student speech and debate team, and the nation’s 12th-ranked engineering program among public, comprehensive universities.
NEWS RELEASE

April 20, 2007
Online: http://news.boisestate.edu

Associated Students of Boise State University Invite Community to Candlelight Vigil to Honor Virginia Tech

The Associated Students of Boise State University will hold a candlelight vigil to honor the victims of the Virginia Tech shootings at 9 p.m. Monday on the Quad on the Boise State campus. The community is invited to participate in the vigil.

“It is our hope to show that students at Boise State, along with campuses nationwide, can come together, share our grief, and pay our respects,” said Amy Ortmann, ASBSU president. “I ask that we, as students, faculty, staff, administrators and community members, unite to remember and support those who have been impacted by this devastating event.”

Ortmann has been in contact with other schools in Idaho and around the nation that will hold similar vigils on campus on Monday or later in the week, including the College of Southern Idaho, Lewis and Clark State College, the University of Idaho, Idaho State University, BYU-Idaho, Texas Tech University, Utah State University and the University of Texas.

For more information about counseling options for Boise State students or to read the university’s response to the shootings, visit www.boisestate.edu.

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Contact: Amy Ortmann, ASBSU, (208) 426 1440
Media Contact: Julie Hahn, University Communications, (208) 426-5540, juliehahn@boisestate.edu

Where you see blue, we see a metropolitan research university of distinction, the largest institution of higher education in Idaho, and a place of science, business, nature and art. Discover the New U Beyond the Blue.
Appendix 2: Catering Exemption Request Form

This form is needed when student organizations, for regularly scheduled meetings with only members attending, want to bring in non-catered food. (This is a sample, please visit http://clubs.boisestate.edu/ for a usable form.)

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) 426-1877.

**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  Goldened: Organization