Graduate Student Groups Handbook
2016-17

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HOW TO START A NEW GRADUATE STUDENT GROUP

You're planning to start a new group for graduate students at Washington University in St. Louis. That's great! Here are a few essentials to keep in mind as you prepare to apply for university recognition and funding.

New Group Registration Requirements

1. Membership must be open to all graduate and professional students of the university.
2. The name and purpose of the group must be consistent with the mission of Washington University and its policies.
3. There must be at least 15 current and active members.
4. At least 80% of current members must be WU graduate or professional students. No more than 40% of the members may come from any one school.
5. There must be a formal constitution for the group, approved by the members and leadership. Samples of such documents can be found on the GPC website; one is included here.
6. All groups approved for Full Status must submit an annual summary including an overview of activities during the previous year and a final budget report by June 1. You should also submit a renewal of group registration, including new officer's names, positions, and contact information and proposed activities plan and budget, before fall classes begin OR by June 1 if university funding is requested.

Remember the Mission Statement

This probably won't be a problem, but remember that the objectives of your group must adhere to the mission statement of Washington University. Here it is, in case you don't have it memorized (you should). We've also included the university policy on non-discrimination as a helpful reference.

Washington University Mission Statement

Washington University's mission is to discover and disseminate knowledge, and protect the freedom of inquiry through research, teaching, and learning.

Washington University creates an environment to encourage and support an ethos of wide- ranging exploration. Washington University's faculty and staff strive to enhance the lives and livelihoods of students, the people of the greater St. Louis community, the country, and the world.

Our goals are:

- To welcome students, faculty and staff from all backgrounds to create an inclusive com- munity that is welcoming, nurturing, and intellectually rigorous;
- To foster excellence in our teaching, research, scholarship, and service;
- To prepare students with attitudes, skills, and habits of lifelong learning and leadership thereby enabling them to be productive members of a global society; and
- To be an institution that excels by its accomplishments in our home community, St. Louis, as well as in the nation and the world. To this end we intend:
  - To judge ourselves by the most exacting standards
  - To attract people of great ability from diverse backgrounds
  - To encourage faculty and students to be bold, independent, and creative thinkers
  - To provide an exemplary, respectful, and responsive environment for living, teaching, learning, and working for present and future generations

        o   To focus on meaningful measurable results for all of our endeavors

Approved by the Faculty Senate Council April 10, 2012

Approved by the Board of Trustees May 4, 2012 Washington University in St. Louis
http://provost.wustl.edu/mission_statement

University Non-Discrimination Statement

Washington University encourages and gives full consideration to all applicants for admission, financial aid, and employment. The University does not discriminate in access to, or treatment or employment in, its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information. Inquiries about compliance should be addressed to the University's Vice Chancellor for Human Resources, Washington University, Campus Box 1184, One Brookings Drive, St. Louis, MO 63130.

Washington University in St. Louis http://provost.wustl.edu/non_discrimination_statement

Preparing an Application

Once you've developed a group mission and identity, you can start preparing your application. First, you'll need to write a constitution. Here are the components you need.

Guidelines for Drafting Constitution/Bylaws

- Identify the group's primary and ancillary missions and define them clearly and succinctly. Provide examples of the type and nature of expected programs and activities.
- Define the expected membership clearly, including both the voting (core) members as well as potential non-voting participants (example: associate members might include postdocs, spouses/partners, etc.)
- Define organizational leadership in terms of
  a. Who qualifies to run for office?
  b. How will the election be held? (specific election plan and process)
  c. Identify at least two specific leadership positions (president and treasurer) and leave room for others as needed.
  d. Define the nomination process, notifications, and necessary lead times.
  e. Identify the scope of authority for the leadership team
- Define the succession of leadership in terms of
  a. Length of term for elected offices
  b. Limitations on successive terms in office (if any)
  c. Timing of elections (strongly encourage March/April)
  d. Methodology of elections – in person, online, electronic, etc. (all methods should be private)
  e. Define the necessary lead time and notifications process
- Define your organization's operating processes in terms of
  a. General membership meetings: timing, frequency, notification
  b. Executive leadership meetings: timing, frequency, notification, agenda, and communication between leadership and members.

c. Communication and notification process for group sponsored activities, events, etc.
- Define and identify the specific procedures for changing the constitution or bylaws of the organization.

A few general and common-sense tips
- Keep it as simple as possible while achieving your goals.
- Do not overly define areas that do not require such definition – leave room for growth and change within the rules as they exist.
- For examples, look to the constitution and organizational structures of existing, university-wide graduate students groups. You can find more information about these groups here: https://gradcenter.wustl.edu/groups
- When in doubt – ask for help from the GPC and ProGradS, particularly the Organizational Advisory Committee

Process to Request Registration Approval for a New Group; or, Submitting Your Application and the Aftermath

To register as a university-wide graduate student group, interested graduate student group members should initiate an application and review process through the GPC. Applications should be directed to the GPC President and must be received at least 7-10 days prior to the next GPC general body meeting in order to be reviewed. Applications will be reviewed by the GPC within two monthly meetings with the understanding that it is preferable to review applications as soon as possible. The GPC voting members will vote on the acceptance or denial of each group's registration. A majority vote of those present or voting in absentia will suffice. However, a quorum is required for this vote.

Groups approved will be recommended to the ProGradS Committee for **Provisional Status** registration for a period of time not to exceed one year. Once ProGradS confirms provisional registration, the group may reserve on campus space, use campus facilities, apply for email accounts, and carry on activities, including internal fundraising (example: membership dues, not external fundraising) to support their efforts during this period. The leadership of a newly registered group should meet as soon as possible with the ProGradS liaison to complete registration; during the semester of initial approval, if needed, also plan to meet with the Organizational Advisory Committee (which is comprised of GPC and ProGradS members) to develop additional organizational logistics.

Obtaining Full Status

After the group has been approved for Provisional Status, has met with the Organizational Advisory Committee, and has operated for at least one semester and presented a group activity report, the GPC will review and recommend the group to the ProGradS Committee for approval of Full Status. If ProGradS votes to approve, the group will be considered fully registered at that time.

If ProGradS voices concerns over the registration of any group (s), GPC will review the application (s) of said group (s) at their next regular meeting. If GPC votes to resubmit the registration (with or without additional information) ProGradS will reconsider the application at their next regular meeting. Full status registration qualifies groups for access to additional Washington University social networking media, and ability to develop additional funding, including external fundraising (within University guidelines) and university funding through the ProGradS Committee chair.

HOW TO RUN YOUR NEW GROUP
Developing a Group Website

It is a truth universally acknowledged, that a young graduate student group must be in want of a website. Effective communication is essential if your graduate student group wants to have a presence in the Washington University graduate community, develop its membership, and publicize events. Cultivating a positive online presence can help you achieve these objectives.

A registered Washington University graduate student group should create and maintain its primary web page for the group on the Washington University web server (gradpages.wustl.edu). This provides easy, consistent access to the group, both within the Washington University community, and beyond. Student groups identifying themselves as a Washington University group should not post their group website on a non-university site; officers should not use individual or non-university email for their university group email address or group email lists.

Process to Request a Website for Groups (GradPages)

A registered graduate student can obtain a university-hosted Grad Pages website by contacting the Liberman Graduate Center. Once approved, a group may work with Arts & Sciences Computing to create a Grad Pages website.

Best Practices and Guidelines for Web Manager

- For security purposes, group account access should be limited to one person from the group who serves as web manager. All group sites are supported by the Drupal content management systems. The web manager should plan to meet with the Liberman Graduate Center to receive information and suggestions about web content. The student group will be responsible for maintaining & updating content, however.
- The password for your group's account should be changed each time the designated group Web Manager with account access changes. This typically happens when new officers are elected. Reminder: keep a record of your student group account information, including password that can be passed along to and changed by the new student group contact for next year. Forward a copy of any changes in group status and or student contact information to the Liberman Graduate Center.

Additional Information

These sites provide information about use of university logos, graphics, images (note: partial use is not permitted) and restrictions (for examples, copyrights and prohibition of use of university systems or networks for commercial purposes, except where explicitly approved).

- WU Computer Use Policy: http://www.wustl.edu/policies/compolicy.html
- WU Style Guide for Publishing Webpages: http://brand.wustl.edu
- WU Office of Public Affairs: http://publicaffairs.wustl.edu

Requesting an Email Account

A registered graduate student group can request an @wustl.edu email account by contacting the Liberman Graduate Center staff. Graduate group officers given this permission will be able to access the group's email account with their WUSTL key and password once the account is created.

WU Listserv

A registered graduate student group that already has an approved group email account and website may request use of a moderated group mailing list (group listserv), to enable group members to communicate by email about group events, programs and information/discussions that are consistent with the group mission.

Registered graduate student groups can request a group listserv using the following process:

1. The president of the student organization should email a written request for a group mailing list to the Liberman Graduate Center. Include the following information: name of graduate student organization; requested group email account name; name and contact information of the designated group officer(s) who will be responsible for moderating and administering the group listserv. This liaison must also be a group officer or designated board member of that student organization.
2. Approved requests will be forwarded to Arts & Sciences Computing to set up the listserv for the student group. (Allow *at least* 7 working days for setup). Approval information will be sent to the group officer designated to serve as the group moderator with a copy to the president of the group.
3. Designated group officer is responsible for populating the list with group member email addresses and updating/auditing the addresses regularly.

Requirements:

- Group members who are enrolled as graduate students at Washington University are eligible to be added. Individuals not affiliated with Washington University are not eligible to be added to the group listserv without prior approval of group officers in consultation with the Graduate School office; registration process should include criteria for identifying and approving non-wustl.edu users.
- Group members added to the group listserv must have the option of opting out of receiving future messages if they wish. The listserv is set up with automatic student opt-out. Information on how to opt out of the list must appear at the bottom of every email message that is posted on the group listserv.

For example: You are currently subscribed to (yourgroup name@wustl.edu) listserv moderated by the (your group name) and administered by the ProGradS Committee and managed by GPC of Washington University in St. Louis. To unsubscribe, email listserv@wustl.edu with "unsubscribe (your group name)" in the body of email.

Managing your Group List

- The designated group moderator will be responsible for approving members to the listserv. In the event of unresolved complaint or concern about the list, the designated moderator should inform the Graduate School office.
- The group listserv should be used primarily to communicate group events, programs, and information of interest to members and consistent with group mission.
- The group listserv should not be used for commercial purposes, advertising, or to promote events outside the university that do not further the group mission.

Security and Privacy; or, Avoiding Awkward Email Situations

The group should make every effort to keep student user information available only to the designated group moderator and officers designated to moderate and administer the group social media. Emails sent using the

mailing list must not reveal information about the other members of the list. In addition, it should not be possible for any member of the list to respond to the entire list simply by hitting "reply."

Social Media Presence

Groups may use social media sites (Facebook, Twitter, Instagram, etc.) as secondary web pages to supplement publicity for their group. If you plan to create a Facebook page, please notify the Liberman Graduate Center. You should also add a staff member of the Center as an administrator of the Facebook page to ensure continuity for group use, particularly due to officer transitions. All use of WU resources as well as group use of other social networking tools must be in accordance with university and Arts & Sciences computer use policies. Please visit the following WU websites that provide important information about development and use of the university web resources:

WU Social Media Policy: http://www.wustl.edu/policies/socialmedia.html

HOW TO RUN A GRADUATE STUDENT GROUP

Successful graduate student groups maintain a regular schedule of meetings and events. You should hold a general body meeting once a month in order to keep your members invested in the group and informed about its projects. Providing a selection of snacks and beverages at these meetings is generally a good way to foster *esprit de corps* – and to entice people to the meetings in the first place.

You should also map out a number of group events for the year. Try to space them evenly across the fall and spring semesters.

FUNDING
How to Manage Your Group Budget & Other Useful Financial Information

ProGradS and GPC place a great deal of emphasis on student group responsibility and autonomy. Once funds are allocated to your group, it is your responsibility to spend them properly according to the approved line item allocations. The Liberman Graduate Center can provide periodic spreadsheets with your group's expenses paid and account balances to assist your treasurer. Use of funds for reasons other than those approved in the line item budget, or re-allocations of funding without prior approval, may result in a suspension of funding privileges for the group(s) involved. The intentional misuse of funds or use of funds for personal benefit will result in the filing of a suit with the university judicial administrator and may subject your group members or your group to disciplinary action or expulsion. You may be held personally accountable for the repayment of misused funds. Group budget accounts will be reviewed annually or as needed.

How to Request University Funds for Your Group

Registered groups may submit request for limited university funds available to assist with expenses of approved planned events or programs; requests should be made to the ProGradS Committee Chair as part of the annual renewal/updating process.

Guidelines for Submitting Budget Proposals
All budget proposals must include:

- Group name
- Names of the president and treasurer along with contact information (email and phone number)
- Number of current student members

- A list of events (or other types of expenses) which includes projected number of attendees, purpose, and detailed list of anticipated expenditures for each proposed event
- Report of previous year with expenditure and income summaries

PLEASE NOTE:

- Groups with detailed budget requests are much more likely to obtain funding than groups that do not.
- Groups whose events were successful in the past are more likely to obtain similar amounts of funding for repeated events.
- Proposed events should align with the stated mission of the group.
- Groups submitting budget requests *by the required deadline* are more likely to obtain funding than groups that do not.

Factors Typically Considered in Determining Level of Funding
- Detailed budget proposal: be as specific as possible. Be sure to identify each specific event and itemize expenditures needed for that event. Include all other anticipated sources of income for the year.
- Description of programming: what number of WU graduate students will benefit from the program? Does the student group make a legitimate effort to involve the entire campus? In what ways does it contribute to the mission and purpose of your group? Is its implementation reasonable and feasible?
- Membership: university funding will be dispersed in consideration of the group size.
- Previous budget reports: Historical budget reports are considered to determine the spending and fundraising habits of your group. These reports should include the amount and source of financial support, success of programs, responsible use of funds, adherence to requirements and the number of people involved in events.

How to Set up Your Group Budget: Types of Group Accounts

University Operating Account
Registered graduate student groups may request limited university funds during the annual registration renewal process. Once university funds are approved by ProGradS Committee Chair, they will be placed in a university operating account for your group. Payment of expenses and deposits will be made by the Graduate Student Leadership Coordinator.

These funds cover itemized expenses for approved planned events and budgeted programs as described in approved proposal. Changes in use of line items require prior authorization; requests for changes should be emailed to the Liberman Graduate Center prior to the event. Unused operating funds are recollected at the end of each academic/fiscal year (June 30).

Requests for reimbursement for approved itemized expenses should be made through the Graduate School offices located in the Liberman Graduate Center.

Fiscal year runs from July 1-June 30.

Fundraising Account
Fundraising may be undertaken by registered graduate student groups to fund approved planned events or to supplement budgeted programs. Specifics about fundraising options must be arranged in advance with the Liberman Graduate Center to avoid potential conflicts with other university policies.

A separate fundraising/external fund account will be created for a registered student group for deposit of funds generated by membership dues or other donations from non-university sources. Groups should consider fundraising funds as an income source in their annual budget proposal, and use for line item expenses approved by the Liberman Graduate Center. New projects or non-budget items require approval by the Liberman Graduate Center. Only deposits of cash or checks earned from fundraising or other external sources can be deposited in this account; university funds must remain in the group university operating account.

All non-university funds given to WU registered graduate groups must be processed through the group's fundraising account. For accountability, this includes individual student membership dues and donations.

Checks for donations must be made payable to Washington University and the graduate student group name, not to individual students. Donor requests and requests for tax deductions must be handled through the Liberman Graduate Center.

No Outside Bank Accounts

Registered groups, upon approval, should contact the Graduate Student Leadership Coordinator to make arrangements to transfer any group funds held in an outside bank account to a university account. Evidence of an outside bank account will result in a freeze placed on the student group's account and possible denial of funding in the future.

How to Access and Use Group Funds in your Accounts; or, Paying People

Money to cover the cost of your group event must be in your graduate student group account (university and/or fundraising) before you spend it. Use the Graduate Student Group Reimbursement Form to process your requests for reimbursements of funds from your group accounts.

How to Track Account Balance

It is the responsibility of the group treasurer to keep track of their accounts. The Graduate School office can assist group treasurers with questions and periodically provide updates about the account(s).

How to Submit Deposits

Money collected from membership dues, event guests, contributions, sponsors, etc. must be deposited into your group's fundraising account. All deposits should be delivered in person within 1-2 days of events to the Liberman Graduate Center. Group representatives should request a receipt indicating amount of deposit, account name, and date. The group representative should also notify the Liberman Graduate Center of the date and amount of the deposit. The deposits are generally available for group use within 2-3 working days.

How to Pay Vendors & Request Reimbursements

Vendors may be paid in one of three ways: by purchase order (PO), check request (CR), or interdepartmental order (ID).

- A *vendor* is any person or business who provides goods or services which they are paid for; this includes graduate group members who make purchases on behalf of the group.
- Some vendors (typically caterers) may request a 50% deposit via check request prior to events with a signed contract. Balance will be paid upon conclusion of event and receipt of final invoice which shows amount of contract, less 50% deposit paid, with remaining balance due.

- All reimbursements for expenditures made on behalf of the group must be accompanied by documentation. Proper reimbursement documentation must show itemization and proof of payment.
- Schnucks, Campus Bookstore, Office Essentials, and Hi/Tec: Groups may make purchases from these vendors which require no out-of-pocket expenditure; there is a corporate charge card which can be checked out for Schnucks (proper documentation for payment must be submitted when charge card is checked back in), and purchases from the Campus Bookstore and/or Office Essentials and Hi/Tec can be arranged through the Liberman Graduate Center. All charges will automatically be billed to the group university account.
- Additional information for reimbursement procedures is available online at http://gradcenter.wustl.edu/groups/reimbursement. Any questions may be directed to Kim McCabe (Graduate Student Leadership Coordinator) at the Liberman Graduate Center.

NOTE: Washington University is a sales tax exempt institution. All WU registered university-wide graduate student groups should present a copy of WU's tax exempt letter when purchasing items for approved graduate student group events to avoid paying sales tax. Most St. Louis companies will accept this exemption. Group representatives may obtain a copy of the letter from the Liberman Graduate Center.

Fundraising

Fundraising may be undertaken by registered graduate student groups to fund approved planned events or to supplement budgeted programs. Specifics about fundraising options must be arranged in advance with the Liberman Graduate Center to avoid potential conflicts with other university policies.

A separate fundraising/external fund account will be created for a registered student group for deposit of funds generated by membership dues or other donations from non-university sources. Groups should consider fundraising funds as income source in their annual budget proposal, and use for line item expenses approved by the Liberman Graduate Center. New projects or non-budget items require approval by the Liberman Graduate Center. Only deposits of cash or checks earned from fundraising or other external sources can be deposited in this account; University funds must remain in the group university operating account.

All non-university funds given to WU registered graduate groups must be processed through the group's fundraising account. For accountability, this includes individual student membership dues and donations.

Checks for donations must be made payable to Washington University and the graduate student group name, not to individual students. Donor requests and requests for tax deductions must be handled through the Liberman Graduate Center

Registered graduate student groups may request donations to cover approved events. Groups interested in engaging in this or other new fundraising activities should obtain prior approval from the ProGradS liaison. Student groups may NOT fundraise outside the university without prior approval of the ProGradS Chair, who may involve Alumni and Development. Please note that there may be sales tax implications for monies raised by ticket sales, donations, or other methods. Prior approval is needed before starting, to avoid tax and other complications.

Prizes and Awards

Occasionally student groups consider the use of a recognition award or prize at an event. Groups should first carefully consider the following: gifts and gift certificates have tax implications and may require special forms.

Group officers must contact the Liberman Graduate Center in advance because failure to obtain prior approval may result in non-reimbursement. Gifts costing $75 or more and gift certificates of $1 or more are considered taxable; a student or staff member will see an additional deduction of taxes for this in their payroll check. Gifts under $75 (not in the form of gift cards or certificates) are not considered taxable income to the recipient.

University funds cannot be used to purchase individual gifts; such gift expenses will be charged to the group's fundraising account. Requests for graduate group use of funds must be approved in advance by the Liberman Graduate Center.

Request Carry-Forwards and Extensions
Because university funds are allocated on an academic year (July 1-June 30) basis, your spring semester budget will be closed out at the conclusion of the semester. The last day to spend your funds will be June 1. With the exception of the registered group fundraising allocation account, funds do not carry forward from year to year. If your group has unusual circumstances that may require funds beyond the spending deadline, the group should request an extension from the Liberman Graduate Center in writing at least two weeks prior to the deadline.

HOW TO SCHEDULE AND PLAN EVENTS

An *event* refers to any programming your group does, ranging from general body meetings to lectures, singing competitions, movie nights, karaoke nights, panel discussions, parties, performances, exhibits, or information sessions. Since the opening of the Liberman Graduate Center and the great leadership and enthusiasm of our student leaders, there has been a rise in the number and types of events graduate student groups host.

Step 1: Choose a date
Pick a date early – the university calendar fills up quickly. The earlier you can decide on
dates for your signature events, the more lead time you will have to prepare and the more chance you will secure your desired venue. Also, try to avoid scheduling events during other large university events. Always post your event date and details on the GPC's website calendar.

Step 2: Choose a venue
We recommend your group start with the Liberman Graduate Center, which provides priority reservation with no rental fee for graduate student groups. Event Management also maintains a list of other spaces available on campus. Check out this link: https://eventmanagement.wustl.edu/find-a-space/

Here are some things to consider as you select a space for your event:
- What sort of space would be the best fit for the event and available to my group?
- Who do I contact to reserve space?
- What are the rules associated with using the space?
- How much does it cost to reserve space and what are associated cleaning, and set-up expenses?

Note: Special arrangements and advanced planning with the Graduate Group Adviser may be necessary for new events or those with 100+ attendance, alcohol service, and/or new spaces your group has not previously used.

 The rules and costs associated with reserving each space vary, so it is very important to complete an Event Planning Form (found here: http://gradcenter.wustl.edu/pre-event-planning-graduate-student-groups) to make sure all of your group needs (capacity, third-party vendors, budget) are taken into consideration.

Familiarize your group with the policies and procedures for use of university space and facilities so your event can run smoothly. In addition, individual room spaces may have additional guidelines, particularly when serving food, alcohol or large groups. There may be rental, setup and cleaning charges for rooms. Ask the appropriate room reservation office about specific requirements and schedule in advance.

AVAILABLE SPACES ON THE DANFORTH CAMPUS

The Liberman Graduate Center

If you would like to hold an event on the Danforth Campus, your first stop should be the Liberman Graduate Center. It is a dedicated space for graduate and professional students from all eight schools. Priority is given to graduate student groups in reserving space in the Liberman Graduate Center (no charge). The Center is ADA-accessible and located on the third floor of the Danforth University Center in suite 300, with direct access from the south elevator. For more information, visit the website at: gradcenter.wustl.edu.

The following spaces can be reserved for graduate student events within the Liberman Graduate Center:
- Thach Commons – area can also be set up for receptions or auditorium-style seating (60 seats)
- Friedman Conference Room (up to 20 seats)
- Small Meeting Room (6-8 seats)
- All of the above for large events

Amenities
- Kitchen with microwave & refrigerator
- Wireless internet access
- Bulletin board with information & events of interest
- Coffee & tea service
- Apple computer email access stations
- Dishes, glasses, flatware, etc.
- Projectors in Thach Commons area and Friedman Conference Room.

How to Reserve

Registered graduate groups can work with Liberman Center staff to reserve space during open hours as well as on evenings and weekends. To request space for meetings, receptions or for other events for graduate students, visit https://gradcenter.wustl.edu/request-reservation to submit an online reservation request. You will receive a follow-up email confirmation from Liberman Graduate Center staff when your request is approved. *Do not* assume that you have the space without that confirmation.

Other Spaces available on the Danforth Campus:

The DUC Events Management office can assist in locating and reserving space on the Danforth Campus. Contact: Event Management office on the Danforth Campus at http://eventmanagement.wustl.edu. They may also be reached by email at events@wustl.edu or by phone at 935-5234. There are three tiers of rental spaces available, listed here in order from cheapest (and least onerous) to most expensive (and most onerous). Depending on the space you select, you may be required to work with Event Management staff to determine

room arrangement, setup, and clean up. Visit Reserve-a-Space on the Event Management website to check space availability and to request a reservation. Requests will be processed in the order received.

Please allow at least two business days for the Event Management staff to process your request and issue a confirmation. Although an auto-reply email will be sent to the requester upon submission, the reservation should not be considered final until a confirmation is received from Event Management.

Self-Service Event Spaces

Self-service event spaces allow for clients to choose their own caterer, self-set the space with the available furniture, and use provided audio-visual equipment without coordination with an event coordinator. In these spaces, it is expected that the rooms will be returned to their standard sets and trash will be removed by the client. If set-up or post-clean services are desired, the client should contact WFF Event Services directly to coordinate their services.

Self-Service Event Spaces include:
- DUC Meeting Rooms
- Pooled Classrooms

Standard Event Spaces

Standard spaces offer clients the option to choose their own caterer or provide their own food; however, all food service must comply with university guidelines for food distribution. Clients may also choose to set up and tear down rooms themselves, except if an event serves food or beverages or is larger than fifty people. In that case, WFF will provide these services. Event coordinators work with each client to determine the appropriate room setup for the event.

Standard event spaces include:

- McMillan Café
- Danforth University Center, Room 234
- Danforth University Center, Room 276
- Gargoyle
- Schoenberg Gallery
- Bowles Plaza

Premier Event Spaces

These spaces are going to cost your group lots of $$$, so plan accordingly. In premier spaces, Bon Appetit is the exclusive caterer (except Graham Chapel, Rettner Gallery and Tisch Commons) and WFF must be used for all setup and teardown services.

A post-clean is required if the event serves food or beverages or if the event is larger than fifty people. WFF will provide these services. Event coordinators work closely with all Premier Space events to ensure quality and thorough attention to detail.

Premier event spaces include:

- Goldberg Formal Lounge

- [Graham Chapel](#)
- [Holmes Lounge](#)
- [Orchid Room](#)
- [Rettner Gallery](#)
- [Tisch Commons](#)
- [Women's Building Formal Lounge](#)
- [Umrath Lounge](#)

Rooms Reserved through Graduate & Professional Schools

There are also spaces within the 7 Graduate-Professional Schools. Check with the Scheduling Office of each School (Law, Business, Social Work, Engineering, Architecture, Art, and Medicine) Schools about availability and reservations. Usually it is most effective to ask a student member who is enrolled in that School to make the reservation, as it may impact rental cost.

A Useful Contact for Printing

Engineering IT   Lopata Hall, Room 408
$25-$35 – 935-6100   8:00 – 11:00 am: ~1hr to make

HOSTING AN EVENT AT THE MEDICAL SCHOOL CAMPUS

The following is a list of available rooms to rent on the Medical Campus along with the contact numbers of the individuals who manage them. The only space that requires a rental fee is the King Center, although you should ask about possible AV charges when booking your room.

You can book a space on the medical campus through an individual contact or through this comprehensive website:

https://wusmspace.wustl.edu/archibus/schema/ab-core/views/process-navigator/navigator-details.axvw;jsessionid=C0BE9D285AD57FAE656936783F4AB58C

Here are some useful, basic contacts for the Medical Campus if you choose to host an event there:

Custodial Services: Mary 362-3563
Table and Chair Rental; trash containers

Facilities Management Department
Melanie Strowmatt/FISC Lead
362-4448
strowmattm@wusm.wustl.edu
https://wusm.service-now.com

Rooms at the Farrell Learning and Teaching Center

- Clopton Auditorium (located in lower level of Wohl Clinic; right of elevator)

- Wohl Auditorium (located in lower level of Wohl Clinic; left of elevator)
- Cori Auditorium (seats 100)

- Erlanger Auditorium
- Moore Auditorium
- Seashell Lobby
- Room 213A & 213B (seats 29)
- Room 214A & 214B (seats 42)
- Holden Auditorium (Case Study Room)
  (seats 77)
  Katy: **362-3759**
  Reserve at fltc.wustl.edu.
- King Center: charges
  747-0034 or reserve online at
  http://becker.wustl.edu/services/rooms/king.html
- Room 601A & B Medical Library
  Pat: **362-2774**
- 102 Medical Library (no overhead)
  Holds 4 people with phone line
  Rose: **362-2781**
  kettlerr@wustl.edu
- 301 Medical Library (holds 14-16)
- 401 Medical Library (holds 14-16)
  Rose: **362-2781**
  kettlerr@wustl.edu
- Shaffer Conference Room
  Cancer Research Bldg. (holds about 25)
  Across from Patio Courtyard
  Patio Courtyard: with phone line
  Sharon (Dr. Shapiro's office): **362-6827**
- Seashell Lobby - Stevie
  seiberts@wusm.wustl.edu
- Olin Link/Gym/Penthouse/Lounge
  Chris: **362-3230**
- 775 McDonnell Science Bldg.
  (under construction)
- 501 McDonnell Science Bldg. (seats 100)
  Regina: **747-3635**
- Needleman Library/Pharmacology
  3907 South Bldg
  Connie: **362-7054**
  caustin@molecool.wustl.edu
- Pharmacology Office Conference Room
  3901 South Bldg. – holds 12
  Connie: **362-7054**

caustin@molecool.wustl.edu
- 3608 Cancer Research Bldg.
  (12:00 – 3:00 pm reserved)
  Connie: **362-7054**
  caustin@molecool.wustl.edu
- Cell Biology Library
  426 McDonnell Science Bldg. (holds 60-70)
  Diana: **362-6946**
- Cell Biology Conference Room
  418 McDonnell Science Bldg.
  362-6945
- 6616 Cancer Research Bldg. (holds 20)
  362-6945
- 1903 South Bldg. Conference Room
- 2908 South Bldg. Conference Room (holds 10)
- 264 McDonnell Sciences Bldg. (seminar room 20-30 people)
- 2807 North Bldg. (holds 10)
  Anna: **362-4152**
  blanchrd@biochem.wustl.edu
- 7738 Clinical Science Research Bldg.
  7th Floor North Tower CSRB
  Jerri: **362-8740**
  jerri@pathology.wustl.edu
- 8841 Clinical Science Research Bldg.-
  Hematology Library
  Katie: **362-8802**
- 928 McDonnell Science Bldg. (lecture room 67 people)
  Linda Hardin: **362-3536**
  hardinl@pcg.wustl.edu
- 983 McDonnell Science Bldg. (holds 20)
  984 McDonnell Science Bldg. (holds 8-10)
  455 McDonnell Science Bldg. (holds 15-20)
  Linda Hardin: **362-3536**
  hardinl@pcg.wustl.edu
- McDonnell Pediatric Research Building
  For any activity being held in 8101, please describe the room as follows on flyers or any published material:
  "Molecular Microbiology Seminar Room – 8101" or

"Molecular Microbiology Seminar Room – 8101 MPRB"
- Located in the McDonnell Pediatric Research Building
  Laura: **6-0061** (8th, 9th & 10th floors)
  Pam Wilson: **6-2778** (4th, 5th & 6th floors)
- BJCIH lobby/plaza, CID lobby, McDonnell Pediatric lobby and CSRB Link (west side ONLY)/Limited to 100
  Reserve through FLTC
- Medical Library Media Center
  362-2793
- 2nd Floor Conference Room (holds up to 12)
- 201 Medical Library
  Zoe: **362-2781**
- Barnes Hospital West Pavilion (Amphitheater setting)
  Maggie: **362-0961**
- Schwartz Auditorium (holds 65)
  Faye: **362-7139**
- Eric P. Newman Education Center
  Phone lines available
  Ann: **747-6338**
- Genetics Conference Room
  716 McDonnell Science Bldg.
  Pat Winkler: **362-7072**
- A-V Medical Library (equipment only)
  362-2793
- DBBS Conference Room
  Room 522 Medical Library
  Katy: **362-3759**
- DBBS Classroom
  Room 521 Medical Library
  Katy: **362-3759**
- DBBS New Classroom

Room 510 Medical Library
Katy: **362-3759**
- CSRB-North Tower
  1st Floor Conference
  Room 101 (holds about 50)
  Margie: **362-7010**
- CSRB-North Tower
  8th Floor Conference
  Room 801 (holds about 50)
  Linda: **362-8901**
- CSRB-North Tower
  9th Floor Conference
  Room 901 (holds about 50)
  Amanda: **362-2027**
- CSRB-North Tower
  10th Floor Conference
  Room 1001 (holds about 50)
  Nikki: **362-4249**
- 7706 Wohl Hospital
  Ginger: **362-8180**
- Farrell Conference Room
  Center for Advanced Medicine
CAMConferenceRooms@msnotes.wustl.edu
- BJCIH building
  Paula Hampton: **6-1758**
  http://bjcih-cal.wustl.edu/Pages/Default.aspx
  (to check availability)
- 4444 Forest Park Parkway
  Amy Dodson: **362-2975**
- 4444 Forest Park Parkway, 6th Floor
  Classroom
  Laura Kyro: **362-0280**
- 201 East McDonnell Bldg
  301 East McDonnell Bldg
  Susan Danker: **362-7043**
  susan@brainvis.wustl.edu

HOSTING AN EVENT OFF-CAMPUS

If you wish to host an event off-campus, be sure to contact the Liberman Graduate Center staff immediately so they can help steer you through the logistics. University policies still apply at all off-campus events, including the policy on alcohol consumption and distribution.

STUDENTS ARE NOT ALLOWED TO SIGN CONTRACTS ON BEHALF OF THE UNIVERSITY. Submit all contracts to the Liberman Graduate Center for signing.

Step 3 - Consider your vendors; or, dealing with contracts

A contract is required when a student group invites a vendor or individual to campus to perform a service; this includes third party vendors, caterers, DJs, speakers, musical performers, etc. Students are not legal signatories of the university and may not sign contracts or agreements, or enter into any verbal agreements, on behalf of their group. This requirement is for the protection of the student group who is booking the vendor, as well as the university. Contact the Liberman Graduate Center for details; be aware it may take at least 2-3 weeks prior to the planned engagement to attain all needed approvals and signatures.

To process a contract:

1. Ask the vendor to complete and sign the contract. You may use a Washington University standard contract or the vendor's contract. (Washington University contract may be required for groups and performers).
2. Groups must submit the contract to the Liberman Graduate Center for review and approval. Students should *never* sign contracts.
3. Liberman Graduate Center staff will send a copy of the signed contract to the vendor and notify student groups that the contract has been completed.
4. Allow at least 7-10 days for processing.

Step 4 - Submit the Event Planning Form

Your group should submit an Event Planning Form at http://gradcenter.wustl.edu/groups. To find it, click Event Planning Webform on the webpage sidebar. This form is designed to help with event logistics and to help you navigate university policies. Before submitting the form, you are welcome to come in and meet with Liberman Graduate Center staff, who can help your group navigate university policies and logistics to plan your event. Please submit the Event Planning Form online as soon as you have scheduled your event. For large or complex events—especially those with 100+ attendees, contracts, new locations or off-campus spaces—contact the Liberman Graduate Center 4-6 weeks in advance as planning may require contact with other university offices including campus security to facilitate logistics.

Step 5 - Prepare a Budget

Estimate all fees and charges for catering, decorations, DJ's, B&D Security, etc. in advance and submit a budget to the Liberman Graduate Center. The budget does not have to be exact, but should reflect what you expect to spend. This will also help with the reimbursement process after your event.

Step 6 - Advertise

This is crucial if you are going to have a successful event. Be sure to invest some time and thought in spreading the word. Here are a few simple ways to do that:

1. GPC online calendar (http://gpc.wustl.edu/events). Registered graduate student groups can make online requests to post their events on the GPC online calendar if the event is open to the university-wide graduate student community.

2. GPC weekly listserv email announcement. Group events posted on the online calendar will automatically be listed on the GPC weekly events email. It is sent out every Monday to 6,000+ graduate and professional student subscribers.
3. Your own group website, group listserv or email, and calendar.
4. The Liberman Graduate Center: Your event can be posted on the website (http://gradcenter.wustl.edu), on the bulletin boards, and on the flat screen TV PowerPoint rotation.
5. The university encourages the use of social media as a supplementary way to promote events and your group. University Social Media Policy: http://www.wustl.edu/policies/socialmedia.html
6. Best promotion is often word of mouth and members encouraging other members to attend.

NOTE: Alcohol may be mentioned or implied in campus advertising of the event to graduate students, using conventional phrases such as "happy hour," "beer & pizza," "wine and cheese," etc., but alcohol may not be the *primar*y focus of an event. **Events open to the general public and/or advertised off campus are not permitted to include alcohol.**

AT THE EVENT – DEALING WITH ALCOHOL
University Alcohol Policy

The Washington University in St. Louis Drug and Alcohol Policy affords recognized student groups the privilege of serving alcohol at certain events. As adults, students are expected to know and abide by all applicable state and federal laws and University policies and procedures. Ultimately, students are responsible for their own behavior; however, if a student group provides alcohol as part of their event, they share in the responsibility to provide a safe environment for all attendees. Any on or off campus event sponsored by a recognized graduate-professional student group (registered by ProGradS or recognized by one of the eight Schools) must comply with the Drug and Alcohol Policy of Washington University if it involves alcohol.

Distribution of Alcohol
In compliance with Missouri's Liquor Control Law, alcohol must be served in a controlled manner and not freely accessible. No one who is under the age of 21 or visibly intoxicated may be served. Alcohol must not leave the confines of the event.

Options Regarding Serving Alcohol

1. Third Party Vendor: Student groups may contract with a third-party vendor, such as Bon Appetit, to acquire and serve alcohol. The third party vendor uses its own liquor license and provides bartenders.
2. Group Purchases the Alcohol: Student group members may order, set up, and control distribution of the alcohol at the event independently in compliance with this Policy. See Responsible Contact section. Some university common spaces require a third party vendor; check guidelines in advance with the appropriate reserving office, Danforth Campus Event Management, or School dean's office.

Location
Student groups should check in advance with Events Management, School dean's office, or the appropriate reserving office for specific location guidelines. When alcohol is permitted, the space must be secured (or

roped off as is necessary for outdoor locations) to ensure that proper admittance and alcohol distribution can be regulated easily and effectively.

Security

School deans or the ProGradS Chair or their designees must be notified at least one week in advance of the event. At the discretion of dean or dean's designee, University Police may be notified, and private security guards may be required, to assist with safety of participants and security of facility, when total attendance involves more than 100 students. The cost of private security guards is the responsibility of the sponsoring student group. The guards or designated group members are required to verify the age of each participant with identification that lists date of birth – a student ID is not sufficient. If the event is held outside, or in an unsecured area, distinct identification (such as wristband or stamp) is required to identify attendees 21 years and over; this is to ensure that those passing through an event do not receive alcohol.

Responsible Contacts

Two people from the sponsoring group must be designated as the Responsible Contacts for the event. Responsible Contacts should not consume alcohol immediately prior to or during the event. The Contacts are responsible for overseeing and ensuring the safety of the event, the distribution of alcohol, and the implementation of this Policy. Contacts are to introduce themselves to the University Police as well as any security guards and serve as the point persons with these agencies. Responsible Contacts, with the assistance of University Police and security guards as needed, must be able to shut down an event if this policy is not being implemented effectively or if other problems arise.

Food and Beverages

Food must be provided at all events where alcohol is served. Among the food there should be non-salty options readily available, free and displayed in an attractive manner. Non-alcoholic beverages also should be readily available and free. Water should be one of the non-alcoholic beverages provided. The food and non-alcoholic beverages should be replenished several times throughout the program so that they are constantly available.

Sanctions

The sponsoring group will be held accountable for any and all violations of this Policy. Sanctions for a violation may include, but are not limited to, loss of space reservation privileges, loss of university student group registration, or other sanctions pursuant to the University Judicial Code (www.wustl.edu/policies/judicial.html#V)

"Missouri's Liquor Control Law makes it illegal for a person under the age of twenty-one years to purchase, attempt to purchase, or possess any intoxicating liquor. Section 311.325 RSMo. Violation of this provision can subject one to a fine between $50 and $1000 and/or imprisonment for a maximum term of one year. County and municipality ordinances contain similar prohibitions and sanctions." To review specific provisions of applicable ordinances and statutes, contact the Office of the General Counsel (935-5152). Washington University Policies and Procedures, Drug and Alcohol Policy: www.wustl.edu/policies/ drugandalcohol.html --Section III B.

For more on this, see http://prograds.wustl.edu/alcohol-service-policy

AFTER THE EVENT - GETTING REIMBURSED

Turn in receipts for reimbursements within a week after your event. This will help keep your university budget up to date, as well as allow the treasurer to keep accurate records and students to be reimbursed. You will need to submit reimbursement forms to reimburse individuals who have used their own money and to pay vendors.

1. Submit a completed Graduate Student Group Reimbursement Form, making sure all fields are filled in, including payee name, address, Student number, (or Federal ID number, if business) to the Liberman Graduate Center.
2. Attach an original, itemized receipt and/or invoice with the Graduate Student Group Reimbursement Form. The receipt must clearly show an itemized list of purchases as well as proof of payment.
3. If the receipt is one that does not show proof of payment, a credit card or bank statement must be included to show proof of payment. NOTE: Often a receipt from a web purchase will not show proof of payment.
4. Be sure that your group's treasurer has approved the reimbursement and signed the form or emailed their approval.

Gambling Policy

Gambling, with only a few highly regulated exceptions, is illegal in Missouri (RSMo § 527). Illegal gambling of any form is not allowed at Washington University in St. Louis.

Groups wishing to reserve University space for fundraising events involving games, including poker tournaments, "casino nights," and other games commonly played in a casino must abide by the following guidelines:

1. Games may **not** include **all three** of the following elements:
    a. Consideration – The exchange of something of value for the opportunity to participate in the game. Consideration includes donations that are "requested" but not "required."
    b. Chance – The winner is chosen by "luck" with little or no skill or ability. In Missouri, poker is considered a game of luck.
    c. Prize – Any benefit, cash or property awarded to a winner.
2. Game rules must be clearly described to participants before play begins.
3. Alcohol may **not** be served or consumed during the event.
4. Events may only be open to University students, faculty or staff.

Here are examples of acceptable gaming events:

Example #1: Poker Night with admission fee (i.e. consideration), but no prizes. Admission fee and "winnings" must go to recognized 501c (3) charitable organization. Participants and non-charitable hosting organizations may not profit or win prizes.

Example #2: Casino Night without admission fee/exchange of money (i.e. Consideration). Prizes may be awarded to winners.

Questions about this statement or your planned event should be directed to the Assistant Vice Chancellor/Director of Campus Life.

THINGS NOT TO DO

Things involving technology and the Internet

- Student groups identifying themselves as a Washington University group should not post their group website on a non-university site; officers should not use individual or non-university email for their university group email address or group email lists.
- Do not disseminate copyrighted information on group web pages or on social media.
- Do not use your listserv to advertise things that have nothing to do with the university or group mission.

Things involving the WashU "brand"

- Do not design your own logo for the university or alter approved university logos in any group communications or advertising.
- Do not write "WashU" as "Wash U."
- For more on this, consult http://publicaffairs.wustl.edu.

Other things

- Do not sign a contract on behalf of the university
- Do not host a gambling event.

KEEPING YOUR GROUP ALIVE - THE ANNUAL RENEWAL OF REGISTRATION

Group registration must be renewed annually, no later than June 1, by submitting an end-of-the-year annual budget and activities report; and a proposed activities plan and budget for the upcoming year. Forms should be submitted to the Liberman Graduate Center.

Be sure that your annual report is thorough. Include line-item budgets for your group events, so that all expenditures are accounted for.

Thank you for your interest in starting or maintaining a Graduate Student Group at Washington University. These organizations help bring meaning and community to our academic work, allowing important conversations to transcend the lab or the classroom. They are also, quite simply, a good time.

Graduate Student Groups Handbook, Ninth Edition, 2016-17.