

Membership of Organization

200 ____ -- 200 ____

(Please print or type all information except signatures.)

Organization Name

NAME (first, middle initial, last)	Empl. I.D. #	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

NOTE: At least 10 members are required for registration

to ensure the group can sustain itself.

Additional forms are available through Pioneer Involvement Center.

UW-Platteville

Advisor to A Student Organization Contract

An advisor is normally a member of the UW-Platteville faculty or staff. Where specialized needs exist, the Assistant Chancellor for Student Affairs may approve a person not employed by the University as an organization's advisor. However, such persons cannot represent the State of Wisconsin and/or the University of Wisconsin-Platteville.

Advisors responsibilities specifically include:

- *Familiarity with and an understanding of responsibilities written in the Handbook for Student Organizations and Advisors.
- *Attending two meetings developed for advisors, an informational meeting and a risk management meeting.
- *Understanding the financial status of the organization.
- *Whenever possible, prevent any group from the violation of State, University or community regulations.
- *Responsibility to the University to see that funds are reasonably spent, accurately accounted for, and deficits are paid.
- *Questioning activities and voicing disagreement if problems are foreseen with a proposed event.

An advisor has the following authority as dictated by need:

- *May authorize payment of debts (from organization funds) incurred by the organization during periods when regularly authorized officers are not available. (Note: Advisors not employed by the University cannot authorize payment.)
- *Will interpret the institution's policies and regulations to keep the organization and institution's best interests in mind.
- *Will recommend suspension of privileges or removal from organizational registration if the advisor feels plans or activities of the organization will be a violation of State, University, or community regulations. Any such recommendation MUST be reported to the Leadership Development Coordinator with responsibility for student organizations. The suspension shall remain in effect until the Leadership Development Coordinator and the Student Organization Committee (SOC) of the Student Senate reviews the situation and acts on the findings.

I, _____, have read and understand, this contract and the Handbook for Student Organizations & Advisors. I further understand that as a UW-Platteville educator and information source, I will attempt to meet these responsibilities in ways that will assist the organization in fulfilling its constitutionally stated purpose.

Print Name

Date

Print Department Name

Phone #

Signature

E-mail

I will be advising _____ organization.

UW-Platteville Statement of Meal Expenses

DATE: _____

Purpose: _____

Location: _____

Dates of Event/s: _____

Department
Account Code: _____

ELIGIBILITY

Breakfast: Depart before 6:00 a.m.

Lunch: Depart before 10:30 a.m.
Return after 2:30 p.m.

Dinner: Return after 7:00 p.m.

If a student meets the time guidelines under state regulations for two more meals, he or she may use the full daily allotment set by SUFAC.

While participating in the above event the individuals who have signed this statement each received \$ _____ for meals.

Participant Signatures:	
1)	17)
2)	18)
3)	19)
4)	20)
5)	21)
6)	22)
7)	23)
8)	24)
9)	25)
10)	26)
11)	27)
12)	28)
13)	29)
14)	30)
15)	31)
16)	32)

Organization and Department VMS Account Request

Organization/Department Name:	
Preferred VMS User name (if possible) - Must be 8 characters or less:	
President/Chair Name:	Signature:
Address:	Phone:
<i>Organization Accounts Only:</i>	
Faculty Advisor's Name:	Signature:
<i>People with access to the account:</i>	
Name:	VMS User name:
Name:	VMS User name:
Name:	VMS User name:
Name:	VMS User name:
Name:	VMS User name:
<i>Please use another sheet if more people have access to this account.</i>	

Use for account (Circle all that apply):

E-mail

WWW

Other:

The President / Chair and Faculty Advisor agree to be responsible for use of the account and agree to:

1. Be responsible for the content and use of computing resources by the organization.
2. Read and comply with OIT Policy #2 - Acceptable Use of Computing and Information Technology Resources.
3. Advise the membership of the respective organization/department that access to computing and information technology resources is a privilege that will be granted as long as the organization abides by OIT Policy #2.

OIT Use Only

Received By:	Received Date:
OIT Approval Signature:	Date:
Account Created By:	Date:
VMS Users Name Assigned:	Type:

Return completed form to OIT. The president / chair of the organization or the department will be notified by e-mail when the request has been completed.

Center for the Arts Reservation Form:

<http://www.uwplatt.edu/~cfa/information/reservations.html>

Center for the Arts Policies:

<http://www.uwplatt.edu/~cfa/information/policies.html>

Community Service Project Report

UWP is very interested in what work you or your group has done in the community. In order to create a database of service projects, it is important for organizations to celebrate what has been accomplished. As soon as possible following completion of a project, please copy this page or send a memo to the Pioneer Involvement Center, listing the following:

Name of the organization: _____

Chair/spokesperson of the project: _____

Phone: _____

Whom the project benefited: _____

If sponsored through a larger org. _____

(MDA, Girl Scouts, etc.) list name: _____

Approximate hours involved, start-to-finish: _____

What the organization accomplished and how it was done: _____

What the organization learned from the process: _____

Any outstanding accomplishments or special memories that can be shared: _____

Does the organization plan to repeat the project? _____

(Feel free to use additional pages if necessary.)

Thank you for your contribution to the UWP Campus Community!

FUND-RAISING and/or FOOD SELLING/SERVING Approval Form *(Please print)*

Please submit 30 days prior to event.

*This **fund-raising form** is provided for registered student organizations requesting to sponsor a Fund-Raising event and/or sell or serve food as a UWP organization/college/department. The funds raised from the event will be used for funding the organization’s activities and/or donated to a local charitable organization. Please return the completed application to the Pioneer Involvement Center at least 30 days prior to the event. All activities must be conducted according to the fund-raising policy found in the on-line Handbook for Student Organizations and Advisors.

*The **food selling/serving section** of this form is used to request a waiver from UWP that requires all food and beverages served on campus to be exclusively served by University Dining Services or under campus vending contract.

Name of Student Organization / College / Department	
Name of event <i>(only one event per form please)</i>	Type of event <i>(brat sale, potluck, bake sale, etc.)</i>
Date/s of event	Time(s) of event – start to finish
Circle one of the following Fund-raiser Non fund-raiser	
Location of event (you must reserve the space if held on UWP campus) Building:	Room Location:
UWP student organization contact person	UWP contact phone & e-mail address
Advisor signature for student organization	Advisor phone & e-mail address
Type of food being served	How many food serving/selling events have you sponsored in the last 12 months? <i>(only 3 allowed per academic year)</i>

To raise funds, we hope to (check all that apply):

- Run an event
- Offer a service
- Sell something
- Ask for donations

(Please attach a list of businesses, foundations, alumni, faculty/staff groups, or individuals that you are interested in soliciting for donations.)

Do you presently hold a food handler’s permit? Yes ___ No ___ If yes, expiration date of permit: _____

Please give a brief description of the fund-raising activity and how this event will be run: _____

If your organization is selling/serving food, what steps will be taken to ensure customer safety?

Please check all boxes that apply to your fund-raiser (each designated box must be explained):

- Sales price of item \$ _____ Each / price range (<circle one)
- Admission or ticket price \$ _____ Person / couple (<circle one)
- Food will be served
- Outside vendor will be used Please see UWP Food Selling/Serving regulations—available in PIC)

These funds will be used to benefit ???

(Over →)

Organization Liability:

I understand that if this waiver is granted and any illness, or harm occurs as a result of the food served for this event that my organization and I may be held liable for all financial or legal consequences. I also agree to indemnify and hold harmless the Board of Regents of the UW-System and the UW-Platteville including its agents and employees.

Person Completing Form (Signature): _____

Date: _____

Reservation of Space

**Pioneer Student Center, Ullsvik Center, Center For the Arts, Glenview Commons,
& Outdoor Reservations 342-1451--Housing 342-1845**

Signature _____

Date: _____

Fund-raising Approval

<p><i>(Office Use Only)</i> <input type="checkbox"/> <i>Approved</i> Date Rec'd: _____ <input type="checkbox"/> <i>Approved with the attached adjustments</i> <input type="checkbox"/> <i>Not Approved</i></p> <p>Signature of Leadership Development Coordinator: _____</p> <p>Date: _____</p>	<p><i>(Office Use Only)</i> <input type="checkbox"/> <i>Approved</i> Date Rec'd: _____ <input type="checkbox"/> <i>Approved with the attached adjustments</i> <input type="checkbox"/> <i>Not Approved</i></p> <p>Signature Division of University Advancement: _____</p> <p>Date: _____</p>
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2. Food Selling / Serving Approval

(Office use only)

Signatures:

- Approved
 Not Approved
 Approved with changes as attached

Director University Centers and Dining Services: _____

Date _____

This form **MUST** be completed for all fundraising activities held on-campus or off-campus by all Registered student organizations.

Food Selling / Serving Regulations On UW-Platteville Campus

Policy Statement

Any organization or group which wishes to sell and/or serve food on the UW-Platteville campus more than three (3) times per year must have a "Temporary Food Permit" and abide by health regulations established by the State of Wisconsin. Organizations/groups need to register with the PSC Pioneer Involvement Center **30 days prior** to selling/serving food on campus.

Frequently Asked Questions

1. Who can sell/serve food?

Any recognized group/organization/department or college affiliated with UW-Platteville.

2. What food items require a permit?

Food items that are pre-packaged by a commercial manufacturer that are specified in the university beverage and snack food contract may not be sold for less than the University contracted price. Examples include canned and bottled soda, packaged chips, crackers, cookies, candy, gum, etc.

Food items classified as potentially hazardous may only be sold through the use of a food permit. "Potentially hazardous food" means any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustaceans, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. "Potentially hazardous food" does not include foods that have a pH level of 4.6 or below or a water activity (a_w) value of 0.85 or less. (Wisconsin Administrative Code, Department of Health and Social Services, Chapter HSS 196, Restaurants, Section 196.03 Definitions, page 865, Register, March 1994, No. 459)

3. What is the cost of a food permit?

A State of Wisconsin temporary food permit currently costs \$100.00. This cost may vary from year to year. You do not need the permit unless your group will hold more than 3 different food sales or one food sale that covers more than 3 days. If you exceed 3 events during a 12-month period, you are required to pay \$100.00 for the permit to hold the fourth (4th) event; each additional event will cost another \$25.00.

4. What types of events need to follow these regulations?

Any event where food is sold/served to the general public or the campus community.

5. What steps does an organization/group follow to sell/serve food?

All organizations/groups need to register with the Pioneer Involvement Center, 342.1075, prior to selling/serving food on campus.

6. What if the event is not a fund-raiser?

All events involving the serving/selling of food must be registered with the Pioneer Involvement Center by following the above steps.

7. Which state health regulations will our organization be required to follow?

Please refer to a copy of the state regulations, available from the Pioneer Involvement Center office. Individuals must use proper hand washing and food handling procedures. Organizational members should also have knowledge regarding the correct temperature to prepare, serve, and store products.

8. Does our organization need a food permit to sell/serve food on campus?

Organizations may serve/sell food on campus up to 3 times within a twelve month period without having to apply for a food permit. Simply follow the steps mentioned above for approval. Organizations/groups who plan to sell/serve food **four or more times within a twelve-month period** need to secure a food permit. In order to receive a permit from the Health Department, the organization applying needs a base operation where they can store supplies and wash utensils. The State Health Food Inspector may choose to inspect this area, if so, there may be an inspection fee.

9. Where do I obtain a food permit?

Food permits may be obtained by contacting the Public Health Sanitarian:

Jim Udelhoven, 1865 U.S. Hwy. 18, Fennimore, WI 53809 Phone: 608.943.8551

10. What are the areas on campus where food sale/distribution is not permitted?

Food is not to be sold or distributed within 100 feet of the Pioneer Student Center and Glenview Commons. This includes inside, as well as outside, of these buildings. Exceptions may be requested, in writing, to the Director of Campus Life.

Vending Pricing 2002-2003				
20 oz. soda	\$1.00		Candy	.60
Chips	.45 - .65		Cookies	.55 - .75
Candy bars	.60		Cupcakes/pies	.75
Gum	.40		Nuts	.50

Critical Sanitation Requirements	
Hand Washing	Wisconsin Food Code recommends washing your hands a minimum of every 20 min. or more often if necessary. Hands should be rubbed together, with soap, under as hot of water as possible, for 20 seconds. Hands are not to be dried on dirty aprons or soiled towels.
Holding Temps	Pre-heated foods are to be held at a minimum of 140 degrees or above. Thermometers need to be wiped with an alcohol swab.
Bare Hands Contact	The Wisconsin Food Code states not to use bare hands for any foods that are ready to eat (RTE). With a few exceptions, spatulas, tongs, deli paper, or plastic or latex gloves are to be used when handling and preparing RTE foods.
Other	Other food handling regulations may apply. Please contact UWP Dining Services for more complete guidelines.

Rev. 10/28/02

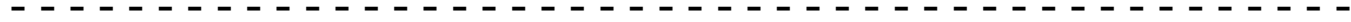
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Request for Payment(s) From the UWP Organizations Account System

TO: UWP Office of Financial Services
 FROM: Organization Name _____
 Organization Account #: _____

The following bills (receipts and/or invoices attached) are approved for payment:

Make Payment To:	Payment For:	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
FACULTY ADVISOR SIGNATURE :		Date:



Request for Payment(s) From the UWP Organizations Account System

TO: UWP Office of Financial Services
 FROM: Organization Name _____
 Organization Account #: _____

The following bills (receipts and/or invoices attached) are approved for payment:

Make Payment To:	Payment For:	Amount
1.		
2.		
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4.		
5.		
6.		
7.		
8.		
FACULTY ADVISOR SIGNATURE :		Date: