

STUDENT ACTIVITIES GUIDE

[Section 1: Resources](#)

- Important Phone Numbers
- Campus Contacts & Resources
- Campus Map and Directions
- Campus Building Hours
- Trophies, Awards, & Apparel Information

[Section 2: Student Senate Policies](#)

- Senate Information
- MBAR System
- Responsibilities
- Renewal of Organization Recognition

[Section 3: Financial Information](#)

- How to Request Student Senate Funding
- My Guide to Money
- MBAR System Guidelines
- Making a Budget
- Financial Committee Codes
- Fundraising

[Section 4: Event Planning](#)

- General Event Planning Information
- Event Planning

[Section 5: Spaces & Services](#)

- Reservation Procedures
- Outdoor Events
- Room Information
- Lumina Room / Dining Area
- Refectory Guidelines
- CCLIR Reservation Guidelines
- Decoration Guidelines
- Sound & Lighting Information
- Ticket Sales & Pickup / Drop-off Services
- Food & Catering
- Obtaining Other Spaces
- Founders Table/The Hearth

[Section 6: Publicity](#)

- Trademarks Standards
- Promotion & Advertising
- Union Posting Policy

- VU Calendars
- IT for Organizations

[Section 7: Policies](#)

- Student Organization Office Use Agreement
- Video Use Law
- Student Travel Policy - NEW!
- Parking Policies
- Loading Dock Procedures
- Emergency Procedures
- Maintenance Requests
- Contracts
- Concerts
- Solicitation Policy
- Liability & Non-discrimination
- Multipurpose Room & Kitchen Policies
- *(other space related policies can be found under [Spaces & Services.](#))*

[Section 8 : Forms & Contracts](#)

Student Senate Forms

- Recognition Form
- Encumbrance Form
- Funding Request - STEP 1
- Funding Request - STEP 2
- Contract Approval

Adworks Forms

- Black/White Copies Order Form Front Page
- Black/White Copies Order Form Back Page
- Color Copies Order Form
- Poster Order Form

Welcome Desk Forms

- Ticket Sale Request Form - *FILL OUT ONLINE!*
- Info Desk Pick-up/Drop-off Form
- Union Key List Update Form - *FILL OUT ONLINE!*

Travel Forms - NEW!

- Student Trip Application
- Student Self-Transportation Agreement
- Release of All Claims
- Student Driver Authorization Application

Union General Forms

- Union Display Request

- Room Request Form
- Online Calendar Request Form
- Outdoor Equipment Reservation & Rental Contract

Performance/Service Forms

- VU Contract Rider
- VU Performance Contract
- VU Services Rendered Contract

Dining Services Forms

- Dining Services Release Agreement

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