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2/5/02

CONTACT: Don Schutt, (608) 263-1016, dschutt@bascom.wisc.edu

IN AND OUT OF CLASS, UNDERGRADS GAIN INSIGHT FROM ERROR

MADISON -- Episodes of bad judgment, lousy timing, regrettable purchases, missed opportunities, unfortunate outcomes: Whose career as a student isn't littered with such misadventure?

With time and reflection, we are able to absorb our lapses and misfortunes, and in the process get beyond them -- and grow up a little.

"Learning from experience enables us to recognize when we need new behaviors, skills or attitudes. Failure of any kind also provides the energy we need to acquire the necessary learning to gain these new insights," says Don Schutt, director of the University of Wisconsin-Madison Office of Human Resource Development. He also teaches an undergraduate leadership seminar in the UW-Madison Department of Sociology.

Without question, the ability to seek and discover useful meaning from undeserved tough breaks and even willful errors is a crucial element in the training and development of leaders.

One of these leaders may prove to be Joe Holm, a sophomore from Chippewa Falls, Wis. who enrolled in Schutt's seminar last semester. Holm is a double major in religious studies and psychology. In addition, he is the site coordinator for the Wisconsin Union Directorate's Alternative Breaks program, which organizes service travel packages for UW-Madison students. He also works in the campus chapters of Amnesty International; Play for Peace, which brings children and communities in conflict together for peaceful play; and Madison's Integrated Liberal Studies program, a series of related courses for first- and second-year students.

Holm says his extracurricular activities reveal secrets about managing time and setting priorities.

"My first mistake at college was attempting to be as involved here as I was in high school. I quickly felt swamped and empty," he says, adding that the emotional exhaustion he felt triggered an epiphany about his own psyche.

"I learned that I had to be passionate about the cause I was working for, or I wouldn't be happy working for it," Holm says. "Now, as a sophomore, I'm involved in nearly as many organizations as I was last year, but I feel passionate and excited about each of them. Working for them is a joy, rather than a burden."

On the other hand, David Ngo. Ngo, who graduated in December with a bachelor's degree in economics, says he made the opposite mistake, hanging back too much, at least at the beginning.

"I came to Madison from a smaller high school" -- in Lancaster, Wis. -- "where everyone pretty much knew each other. There were only 100 students in my class, and about 5,000 people in the entire town, so coming to Madison was a bit intimidating," Ngo says.

Student orgs - general

"I thought to myself, I'll just sit back and lay low, get used to the campus and new surroundings. I thought I'd worry about making friends later," he says. "I lived in Sellery that first year. Living in the residence halls would have been a perfect way to meet new people, but instead I just crawled into a shell and shied away from other people. I just did school work, and I was often lonely. By the time I came out of my shell, most people had built the foundations of friendships, and I found myself on the outside."

Ngo's story has a happy ending, however. During sophomore year -- "second semester," he says ruefully -- he was able to hook up with a group of good friends - without neglecting his studies. Degree now in hand, Ngo plans to work in Madison for a few years, and then pursue a master's degree in business administration.

In contrast to Ngo's wait-and-see approach, Schutt says that he has tried to control every last detail about each and every situation.

"I've learned through experience that, often, the more I try to control something, the less in control I actually am. That's why the leadership seminar focuses less on a formula for leadership success and more on providing students with experiences, resources, tools and opportunities to challenge their own thinking and view of the world to engage more fully the context in which they live," he says.

Holm's life bears this out, specifically as it related to roommate selection. "In my first semester I had a roomie who was less than well-matched to my personality. Although it may seem like I merely ran away from the problem by moving out on him, I was able to learn a lot from that experience, most notably that everything needs to be put into perspective.

"I realize now that I overdramatized small incidents and conflicts," Holm says. "My second roommate probably was no better suited to my personality than the first, but I managed to have a very pleasant semester with him due to my more relaxed attitude. If he didn't water the plants, I saw that as a tiny problem rather than a drastic event that would alter the course of the year. So small problems remained small, or, on good days, not even a problem at all," Holm says.

In addition to lofty "life lessons," dead ends also can provide practical tools for negotiating the world and/or a particular field of study. Tracy Hirigoyen has had a number of occasions to reflect on decisions made in haste throughout the course of her undergraduate career. A native of St. Paul, Hirigoyen will graduate this spring with a degree in journalism and will be looking for work on a daily newspaper. Although now she feels on track about her education and major, that wasn't always the case.

"I wasn't really prepared to apply to colleges -- I loved high school and didn't want it to end," she recalls. "My mother lobbied for me to go to UW-Madison, but I wound up spending my first semester at Loyola in Chicago. It's a commuter school and I lived in a residence hall. It didn't work for me -- I only stayed one semester and then transferred here," she says.

Once at UW-Madison, it took her a while longer to settle on the right major. "I had it in my mind that I was going to be pre-med. I ignored the fact that I'm a good writer. Plus, my father is in public relations, but I didn't want to consider what he did. I learned I have to keep an open mind about things, and also to listen to myself, and trust my interests and abilities," she says.

Indeed, the advising offices in all UW-Madison's academic colleges and schools are crammed with students who realized they had made a significant mistake in declaring a particular major when another one would have cued up more precisely with their inclinations and talents. The UW-Madison Office of Budget, Planning and Analysis estimates that at least 25 percent of undergraduates declare a major only to switch to another one later.

The College of Letters and Science Cross-College Advising Service devotes its efforts expressly to students who have yet to decide on a major, "and that's most students," at least in the first few semesters, says CCAS advisor Stacie Haen-Darden. "A lot of the students I talk to change majors four or five times - they think they'd like to

major in engineering, and then they take that first calculus class ..."

In addition to its academic advisers, the CCAS recently added career advisers to help beginning students put possible majors into professional perspective. However, Hirigoyen believes it's better not to dwell too much on the employment potential of academic majors.

"Choose a major based on what you enjoy, not with an eye toward how you're going to make a living," she advises.

Adds Joe Holm, "My most important classes are the ones I love. They put me more at ease with my college experience, and that carries into my daily life and interpersonal relationships."

Ultimately, it is one of higher education's primary missions to prepare undergraduate students for their adult lives, in both the world of work and as citizens of the world. Holm says he's making great progress in those areas. "I hope what I'm learning will carry me through the rest of my life," he says. "That may sound a little idealistic, but I think idealism is a great place to start."

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FOR IMMEDIATE RELEASE

September 15, 1999

CONTACT: Roger Howard, (608) 263-5704; Michael Goldberg, (608) 262-2202

GROUP ISSUES GUIDELINES FOR CAMPUS LECTURES

MADISON -- Campus organizations sponsoring public lectures now have a guide to help them plan and carry out their events.

The "Framework for Planning a Public Lecture" covers topics such as how to line up a speaker, reserve adequate space, make technical arrangements, schedule news conferences and post-lecture events, establish ticket policies and conduct question-and-answer sessions.

The document was developed by an ad hoc committee of faculty, staff and students appointed in fall 1998. Chancellor David Ward created the committee after concerns were expressed about the ticket distribution, seating arrangements and the question-and-answer session for the appearance of University of California regent Ward Connerly, a critic of affirmative action whose address was disrupted by audience members.

"These are suggested guidelines, not official policies or rules," emphasizes Associate Dean of Students Roger Howard, who served as co-facilitator of the committee along with Wisconsin Union Theater Director Michael Goldberg. "The committee was committed to protecting the right of free speech on this campus."

Goldberg views the document as a road map for lecture planners: "The content is grounded in the past experience of campus programmers. While nothing we do can guarantee a successful, trouble-free event, careful planning and preparation can go a long way toward preventing or minimizing problems. And, as with so much that we do, clear, complete and timely communications are critical."

The document outlines alternatives for question-and-answer sessions, noting that event sponsors need to carefully plan the format they will use.

"The committee deserves credit for operationalizing the cherished tradition of the University of Wisconsin-Madison that students, staff and faculty must be free to seek the truth through that process of 'continual and fearless sifting and winnowing from which alone the truth can be found,'" Ward says

For a copy of the document, contact Central Reservations, (608) 262-2511; centralreso@mac.wisc.edu, or the Office of Student Organizations, (608) 263-0365; soo@redgym.wisc.edu. Both offices plan to post the guidelines on the Web.

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[Version for printing](#)

in addressing the conference at the Monona Terrace Convention Center.

Keeling is also executive editor of the Journal of American College Health and a member of the National Conference for Higher Education and the Health of Youth. He will speak at 9:15 a.m.

Kuhl is a nationally recognized researcher who spoke at the April 1997 White House Conference on "Early Learning and the Brain." She will address a luncheon session.

To register, call (800) 871-7176.

Fee: \$25 includes a continental breakfast, lunch and all sessions. Information: Deborah Still, 833-8545.

School reformer headlines event

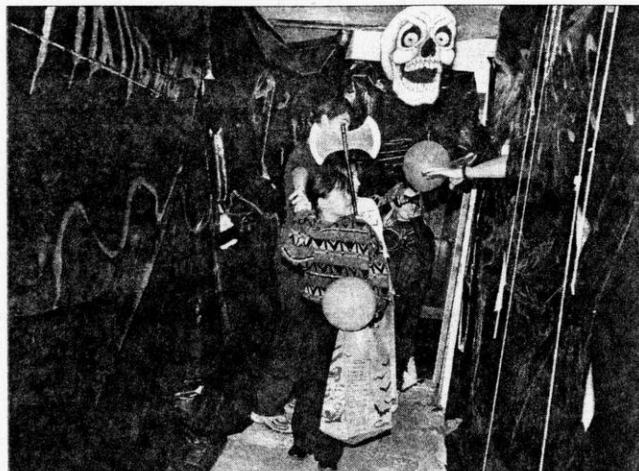
A speech by school reformer James Comer, a professor of child psychiatry at Yale University, will cap American Education Week activities sponsored by the School of Education.

Comer will speak on "Waiting for a Miracle: Why Schools Alone Can't Solve Our Problems and How We Can" in Memorial Union Theater at 7:30 p.m. Thursday, Nov. 18.

An expert on reforming troubled schools, Comer originated the "Comer Process," which is based on the idea that all stakeholders in a school, including parents, should have a say in how it is run. The process has been adopted by more than 250 schools in 18 states and has been credited with helping to raise test scores, increase school attendance and reduce disciplinary problems.

In his latest book, "Waiting for a Miracle," Comer shares his belief that the problems facing American schools reflect the entire culture and society. He maintains that "rampant individualism and racism" have created a social failure to commit to families, communities and educational institutions.

Other UW-Madison American Education Week activities Nov. 15-19 include a luncheon address on community-based arts education, an evening discussion of popular children's book-series character Harry Potter and an instructional technology fair. Information: 262-0054.



Spookable Greeks

Seemingly disembodied hands reach out for children from area community centers in a haunted house at the Sigma Phi Epsilon fraternity this past Halloween weekend. The community event was sponsored by the Panhellenic Council and other Greek system student organizations. Photo: Jeff Miller

MILESTONES

George W. Sledge dies at 71

George W. Sledge, 71, a longtime administrator in the College of Agricultural and Life Sciences died of cancer Oct. 20. A funeral was held Oct. 26.

Sledge joined the deans office at CALS in 1960. From 1966 until his retirement in 1993, he served as associate dean of academic student affairs.

Under his guidance, and with the help of faculty and staff, the college initiated honors degree and internship programs for students, and expanded its scholarship program, personal advising program, and career advising and placement service.

Ling memorial scheduled

The Association of Asian American Graduate Students is sponsoring a memorial to Amy Ling, professor of Asian American studies and English, who died in August after a long struggle with breast cancer. "Remembering Amy Ling: Writer, Scholar, Activist Pioneer Between Two Worlds" will recall the founder of the first Asian American studies program in

the Midwest and a national pioneer in the field. The event is planned in the On Wisconsin Room, Red Gym, 4 p.m. on Friday, Nov. 5, in the On Wisconsin Room at the Red Gym. A potluck will follow.

GOVERNANCE

Group questions Launder review

The contract review of Jim Launder, former university men's soccer coach, was a special case and should have been handled differently, according to a committee.

The report from the Ad Hoc Committee to Review Athletic Board Relationships says the Athletic Department's process for evaluating and retaining coaches "generally works well." But special cases such as Launder's "call for special procedures."

"This was apparently recognized by those involved, but was not adequately implemented," says the report, which was presented to the Faculty Senate Monday.

After Launder's contract was not renewed by the Athletic Board in February 1997, the Faculty Senate voted to establish the ad hoc committee when several senators and others called for further review of the situation. The ad hoc committee spent more than two years examining a number of issues related to the Athletic Board.

Ad Hoc Committee Chair Norman Foster, professor of pediatrics, says the ad hoc panel specifically examined the process that led to Launder's removal, and not the decision itself.

The ad hoc committee also recommended that an appeals process for special cases of non-renewal should be considered; that long-term contracts for coaches of non-income sports should be allowed; and that the way student evaluations are used in retention decisions should be reconsidered.

The committee also questioned the Athletic Board's original decision to include the "non-disparagement" clause in the Reebok contract, which was later dropped.

The University Committee has already begun its review of the recommendations and will report back to the senate.

Recent sightings by Jeff Miller: Up a tree



Spencer Cronk, a university sophomore, goes out on a limb near one of the lakeshore residence halls on a recent late autumn day. Students may still be just hanging around as November wears on, but sweats will replace those shorts as temperatures dip.

Almanac lists facts, figures, resources and miscellany of campus interest. Know something or want to know? Call us: 262-3846, or e-mail: wisweek@news.wisc.edu.

Guesswork: Pumpkin nets \$60

They finally wrestled that great pumpkin on display at Helen C. White College Library onto the freight scale at Memorial Union. The gargantuan gourd tipped the scales at 223.6 pounds. Security Officer J.D. Rosandick grew the pumpkin at his home in northwestern Dane County, and brought it to campus for a contest to guess the weight. Student John Springer, who guessed 221.9 pounds, won the "Great Pumpkin Scholarship" of \$60 donated by College Library staff. Eighty-six students took a guess at the weight, and Library Services Assistant Bruce Broker says most of them were "way off." So much for higher education.

Services: Free flu shots

University Health Services will administer free flu shots to students, faculty and staff at the Union South satellite clinic 11 a.m.-5 p.m. Monday, Nov. 8, and Tuesday, Nov. 9.

Despite all the benefits of getting a flu shot, some people are reluctant to get immunized because they believe the immunization could make them sicker than the illness. "You cannot get influenza from the vaccine," says Craig Roberts, UHS community health director. "This is the middle of 'cold season' though, so lots of people will be getting respiratory infections during a time when they also get a flu shot. Sometimes people blame it on the shot, but it's only coincidence."

Janet Johnson, a registered nurse at UHS, says many people think the flu is a stomach illness, when it really is a highly contagious respiratory illness. Symptoms include fever, chills, cough, sore throat, headache and muscle aches.

Most people experience no serious problems from the shots.

Calendar: Trust fund hearing

The UW System Board of Regents holds its annual hearing on trust fund investments. Thursday, Nov. 4, from 3:30-6 p.m. in Room 21 of the Human Ecology Building, 1300 Linden Drive.

Professional development: Wisconsin Idea seminar

One of the ways for faculty and staff to listen and learn from the citizens throughout the state is through the Wisconsin Idea Seminar. Begun in 1984, the Wisconsin Idea Seminar is a five-day study tour of Wisconsin, designed to introduce and promote the Wisconsin Idea: the commitment to use university expertise and resources to solve the problems of the state. Now in its 16th year, more than 500 faculty and staff have participated in this traveling seminar.

The next Wisconsin Idea seminar will take place Monday-Friday, May 22-26. Nominations may be made by colleagues, department chairs and directors through their dean's office until March 15. Information: Miriam Simmons, Outreach Development, 262-9970; msimmons@mail.bascom.wisc.edu

Backward glance

From Wisconsin Week, Nov. 1, 1989: Faculty may be asked next month to decide whether or not to expel ROTC from campus because it bars gay men and lesbians from service... The Genetics Computer Group will soon sever its university ties to become a private company... The Athletic Board has named a special committee to conduct a broad-ranging review of the football program.

Quotable

"I'm surprised that other scientists aren't more personally aware of their own actions."

—Jonathan Foley, on his personal effort to cut carbon dioxide emissions (for more, see page 4)



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NEWS

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8/23/99

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Carren Martin, Office of Assistance and Student Orientation, (608)263-0363**

BACK TO SCHOOL SPECIAL:

WISCONSIN WELCOME PLANNED FOR NEW, RETURNING STUDENTS

MADISON – More than 5,600 freshmen and 1,100 transfer students are expected to join about 30,000 returning students at the University of Wisconsin-Madison during the next few weeks, and dozens of events are planned to help make the new students feel welcome.

Wisconsin Welcome 1999 features different events each day – such as open houses, skills workshops, faculty lectures and fun residence hall programs -- starting Tuesday, Aug. 24.

Arctic explorer Alvah Simon will be the keynote speaker at the Chancellor's Convocation Wednesday, Sept. 1, at 2 p.m. in the Kohl Center. Simon, author of "North to the Night: A Year in the Arctic Ice," will talk about his experiences surviving five months of isolation on his 36-foot sailboat high above the Arctic Circle. After his talk, free Babcock Hall ice cream will be served to commemorate his icy trip.

Some of the other highlights of Wisconsin Welcome 1999 include:

-- Fifth Quarter Pep Rally and Badger Tailgate, 4:30-7 p.m., Sunday, Aug. 29, in Camp Randall Stadium. The UW Marching Band, cheerleaders, dance squad and Bucky Badger will teach traditional Wisconsin cheers and fight songs to the newest Badgers, to be followed by a tailgate party.

-- Free Midnight Movies to close out the new students' first weekend on campus starting at 11 p.m. Sunday, Aug. 29, at the Memorial Union.

--more--

-- ComedySportz, a local improvisational group, to perform humorous skits about college life and survival tips at 9 p.m. and 11 p.m. Monday, Aug. 30, in the Wisconsin Union Theater.

-- The Morgridge Center Open House, 716 Langdon St., 1-4 p.m., Tuesday, Aug. 31. Students may sign up for community service opportunities with local, regional, national and international service organizations.

-- Rec Sports "Up At Night" Party, starting at 10 p.m. Tuesday, Aug. 31, which invites students to the Natatorium and SERF (Southeast Recreational Facility) for some late-night hours of sports, games, dancing, food, movies and prizes.

-- "Getting the Most Out of Your Freshman Year," a program sponsored by the Cross-College Advising Service, featuring survival skills for avoiding freshman pitfalls. It will run from 9:30 to 11:45 a.m. Wednesday, Sept. 1, in B10 Ingraham Hall, located on Observatory Drive.

-- UW-Madison Society of Poets Fall Picnic combining food and poetry at 4 p.m. Friday, Sept. 3, near the fountain on Library Mall.

-- Labor Day Bash, 12-3 p.m., Monday, Sept. 6, next to Vilas Hall, 821 University Avenue. One of Madison's best local bands will entertain students who may grill out while enjoying the music.

-- Global Connections, an all-campus social event with dance performances and instruction for all students, faculty and staff interested in meeting students from around the world, exchanging travel experiences and making new friends. From 8-11 p.m., Thursday, Sept. 9, Global Connections will be held in the Great Hall, fourth floor, of Memorial Union.

Tours of 10 UW-Madison libraries will be available starting Thursday, Aug. 26. Students may begin moving into residence halls on Friday, Aug. 27, and Saturday, Aug. 28. Special events are scheduled for commuter students and older adult students. And many campus religious organizations also are planning receptions for new students.

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-- Eileen Gilligan, (608) 265-5359

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THE WISCONSIN WEEK WIRE - July 14, 1999
for UW-Madison faculty and staff
(issue on Web at <http://www.news.wisc.edu/wire/i071499/>)

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Wisconsin Week's print edition is on vacation until Wednesday, Aug. 25, but the Wire will continue to keep you updated through the summer.

TOP NEWS

- o Wisconsin lands transportation research center
- o Hospital ranks high in magazine survey
- o Students return home after African bus-train crash
- o Smoothie pies win spot in national food fight

RESEARCH

- o Study: Rural women do not take enough calcium
- o Lung cancer drug study underway
- o Environmental health facility dedicated

SPOTLIGHT

- o Bluebirds, birdies cohabitate at UW golf course

ON CAMPUS

- o Author to share Arctic adventures at convocation
- o Events calendar: <http://calendar.news.wisc.edu>

MILESTONES

- o Interim director named for EDRC
- o Professor to lead weather satellite science group

NEWS IN BRIEF

- o State budget in conference committee
- o Economists: Regional dairy compacts are bad policy
- o Professor: Ad regulators ignore deceptive spots
- o Two humanities grants go to campus projects
- o Asthma study participants sought
- o UW-Elsewhere: News from around the system

RESOURCES

- o DOIT delivers new email option

TIP: GETTING AROUND

- o Observatory Drive closes July 14-19

(issue on Web at <http://www.news.wisc.edu/wire/i071499/>)

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Top news

WISCONSIN LANDS TRANSPORTATION RESEARCH CENTER

Wisconsin is behind the wheel of a multi-million dollar regional transportation research center, thanks to an innovative partnership forged between university engineers and state officials. The U.S. Department of Transportation awarded UW-Madison \$890,000 per year over five years to support the new University Transportation Center. That funding will in turn be matched by the Wisconsin Department of Transportation and private industry, bringing the total budget of the project to nearly \$9 million over five years. (Full story: <http://www.news.wisc.edu/wire/i071499/transport.html>).

HOSPITAL RANKS HIGH IN MAGAZINE SURVEY

University of Wisconsin Hospital and Clinics ranks among the top 2 percent of the nation's major medical centers in 10 of the 16 medical specialties ranked in U.S. News and World Report's "America's Best Hospitals" guide. The guide assesses care in 16 specialties at 1,881 major medical centers. The hospital ranked among the top 2 percent in the following categories: ophthalmology, rheumatology, urology, endocrinology, geriatrics, otolaryngology, cardiology/heart surgery, orthopedics, cancer and gastroenterology. Most categories are assessed based on reputation, mortality rates and a mix of other data.

(Full story: <http://www.news.wisc.edu/wire/i071499/hosp.html>)

STUDENTS RETURN HOME AFTER AFRICAN BUS-TRAIN CRASH

Ten university study tour participants have returned to Madison after their 14-member group was involved in a minibus-train crash in Malawi. Funeral services were held Tuesday, July 13, for medical student Michele Tracy, 24, of Middleton, who along with Malawian bus driver Herbert Chissaka died in the crash near the village of Balaka. Three group members remain in Johannesburg, South Africa, recovering from injuries. The group was on a month-long student-organized program in the central African nation. The crash took place as the group was heading for the airport to return home.

(Full story: <http://www.news.wisc.edu/wire/i071499/ret.html>)

SMOOTHIE PIES EARN SPOT IN NATIONAL 'FOOD FIGHT'

Food science students have earned a finalist spot in a national competition by inventing a healthy taste treat, "smoothie pies." The students have turned the traditional smoothie into a refrigerated treat made of a thick, creamy strawberry and yogurt filling that is cradled by a crunchy graham cracker pie crust and separated by a thin layer of chocolate. Six university teams will engage in the "food fight" at the Institute of Food Technologists annual meeting July 25-26 in Chicago. The annual North American contest honors the top three food product inventions of student teams.

(Full story: <http://www.news.wisc.edu/wire/i071499/smoothie.html>)

Research

STUDY: RURAL WOMEN DO NOT TAKE ENOUGH CALCIUM

Less than 40 percent of rural Wisconsin women participating in a pilot study of osteoporosis risk reported taking the recommended amount of calcium, according to preliminary findings from a unique research project involving the schools of pharmacy and medicine and five community pharmacies. Osteoporosis, or low bone mass, affects up to 25 million Americans.

(Full story: <http://www.news.wisc.edu/wire/i071499/calcium.html>)

LUNG CANCER DRUG STUDY UNDERWAY

A study to assess the safety and effectiveness of squalamine, a new drug designed to treat the most common form of lung cancer, is underway at the Comprehensive Cancer Center. Unlike conventional chemotherapy, which destroys cancer cells, squalamine is a so-called anti-angiogenic agent - something that actually prevents the creation of blood vessels that feed cancer cells.

(Full story: <http://www.news.wisc.edu/wire/i071499/lung.html>)

ENVIRONMENTAL HEALTH FACILITY DEDICATED

The Wisconsin State Laboratory of Hygiene Environmental Health Division facility, dedicated Friday, June 18, is expected to help WSLH scientists expand their research in exploring the link between the environment and human health. The \$16.8 million facility on Madison's east side allows the hygiene lab to consolidate from its current four sites to two: the new east side facility and its current UW-Madison campus clinical laboratory facility, which will be remodeled.

(Full story: <http://www.news.wisc.edu/wire/i071499/wslheh.html>)

Spotlight

BLUEBIRDS, BIRDIES COHABITATE AT UW GOLF COURSE

With some forethought and routine maintenance, bluebirds and birdies can find common ground on Wisconsin's golf courses. Gary Gaard, a turfgrass diagnostician at the College of Agricultural and Life Sciences, has established the bluebird trail at the 225-acre, 18-hole University Ridge public golf course outside Madison. The number of nesting bluebird pairs along the trail has jumped from one to 12 bluebird nests in a single year.

(Full story: <http://www.news.wisc.edu/wire/i071499/birdie.html>)

On Campus

(Events calendar: <http://calendar.news.wisc.edu>)

AUTHOR TO SHARE ARCTIC ADVENTURES AT CONVOCATION

Author and explorer Alvah Simon will share lessons he learned while trapped in the Arctic at a presentation Wednesday, Sept. 1, to new freshmen at the 1999 Chancellor's Convocation. Simon's best-seller "North by the Night: A Year in the Arctic Ice," chronicles his five-month, harrowing expedition high above the Arctic Circle. The free event, scheduled at 2 p.m. at the Kohl Center, is also open to other students and the public.

(Full story: <http://www.news.wisc.edu/wire/i071499/simon.html>)

Milestones

INTERIM DIRECTOR NAMED FOR EDRC

Luis A. Piñero, associate director of the Equity and Diversity Resource Center, has been named the center's interim director. Piñero replaces Gregory J. Vincent, who has accepted a position as vice provost for campus diversity at Louisiana State University. Piñero's appointment began July 9. Piñero will oversee the day-to-day operations of the EDRC and assume a leadership role on campus workforce diversity initiatives and issues, including faculty hiring.

PROFESSOR TO LEAD WEATHER SATELLITE SCIENCE GROUP

Professor Steven A. Ackerman has been named director of the Cooperative Institute for Meteorological Satellite Studies. Ackerman is a scientist in the Space Science and Engineering Center and professor in the Department of Atmospheric and Oceanic Sciences.

News in brief

STATE BUDGET IN CONFERENCE COMMITTEE

A conference committee made up of state lawmakers from both houses is hammering out an agreement needed to send the state's \$41 billion budget on to the governor for final approval. Among other things, the committee has agreed to allow new UW System faculty and academic staff to be eligible for health insurance beginning on the first day of employment (rather than the current six months after employment). The measure includes many other items of departmental and individual interest. For an overview of recent action, visit: <http://www.news.wisc.edu/chancellor/staterelations/>

ECONOMISTS: REGIONAL DAIRY COMPACTS ARE BAD POLICY

As Congress considers enlarging interstate dairy compacts, a new study by three campus agricultural economists denounces the compacts as bad public policy. Members of Congress from the Northeast and South want to create new dairy compacts for their regions in order to circumvent federal milk pricing reforms and the scheduled elimination of dairy price supports next January. Will Hughes, one of the study's authors, says: "Compacts protect a small segment of dairy farmers in one region at the expense of dairy farmers in other regions. This flies in the face of efforts to develop national dairy policies that work for everyone in an equitable manner."

PROFESSOR: AD REGULATORS IGNORE DECEPTIVE SPOTS

A university advertising expert charges advertising regulators, including the Federal Trade Commission, with dereliction of duty in identifying and prosecuting deceptive advertising claims. Ivan L. Preston, professor emeritus of journalism and mass communication, has published an article that says the FTC gives potentially deceptive advertisers immunity from investigation under so-called "loophole" exemptions. Preston says chief among the deceptions is "puffery," the marketplace term for unverified opinions such as "better" and "best." Preston says the solution is for the FTC and other regulators to examine carefully how advertising claims work in the minds of consumers and eliminate deceptive claims: "The public should be able to trust rather than forced to distrust advertisers."

TWO HUMANITIES GRANTS GO TO CAMPUS PROJECTS

Two university projects, both dealing with African art and culture, have won grants from the Wisconsin Humanities Council. Using \$2,000, the UW-Madison African Studies Program and the South Madison Branch Public Library will explore recent African books and in free public forums at the Harambee Center, 2222 S. Park St., beginning Saturday, Sept. 18. Educational programs surrounding the Elvehjem Museum of Art exhibition "Beads, Body and Soul: Art and Light in the Yoruba Universe" beginning in January 2000, received \$9,800 to cover 10 lecturers, a film series, teacher workshops and curricular materials.

ASTHMA STUDY PARTICIPANTS SOUGHT

If you have asthma, the Asthma and Allergy Clinical Research program could use your help to evaluate new treatments by participating in a study. Studies may include evaluations of new medications, devices, or medications already available. Some studies evaluate no medications and are instead designed to study the causes and mechanisms of asthma. Additional information may also be found by visiting:
<http://www.medicine.wisc.edu/sections/allergy>

UW-ELSEWHERE: NEWS FROM AROUND THE SYSTEM

* Parkside: After penning five major books, including a best-selling biography of John F. Kennedy, history professor Thomas C. Reeves is working on a biography of 1950s Catholic archbishop Fulton J. Sheen.

* Stevens Point: Sociology professor Robert P. Wolensky, his daughter and his brother, have written "The Knox Mine Disaster," published on the 40th anniversary of the notorious Pennsylvania accident in which a river flooded a mine, drowning 12.

* Eau Claire: The social work program received a reaffirmation of accreditation, which lasts until 2007, from the Council on Social Work Education, a nation-wide standard-setting body in the social work field.

* Oshkosh: Ibrahim Y. Mahmoud, professor emeritus of biology, has been awarded a Fulbright grant to teach graduate students and conduct research at Sultan Qaboos University in Oman from September 1999 to July 2000.

Resources

DOIT DELIVERS NEW EMAIL OPTION

The Division of Information Technology has announced the release UW-MadMail, a new server-based email system that is unique because it provides email storage on a dedicated server and backup of email. These are key benefits for mobile users who need access to email from different locations on campus or their home computer. For details, visit: <http://pubs.doit.wisc.edu/f/news/newsitem.cfm?filename=214>

Tip: Getting around

OBSERVATORY DRIVE CLOSES JULY 14-19

Observatory Drive between Liz Waters and the top of Bascom Hill will be closed starting Wednesday, July 14, for patching and final resurfacing, concluding last year's water utility project. The road should be open by Monday, July 19. Bus traffic will be re-routed. Access to parking lots will be maintained as feasible, but some parking stalls near Elizabeth Waters Hall will need to be closed.

The Wisconsin Week Wire: Vol. III (No. 13)



NEWS

UNIVERSITY OF WISCONSIN-MADISON

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FOR IMMEDIATE RELEASE 7/12/99

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STUDENTS' SMOOTHIE PIES EARN SPOT IN NATIONAL 'FOOD FIGHT'

MADISON-- University of Wisconsin-Madison food science students have earned a finalist spot in a national competition by inventing a healthy taste treat, "smoothie pies."

The students have turned the traditional smoothie into a refrigerated treat made of a thick, creamy strawberry and yogurt filling that is cradled by a crunchy graham cracker pie crust and separated by a thin layer of chocolate.

The pies contain calcium, protein, and vitamins A, C, D, and E, as well as the probiotic yogurt culture *Lactobacillus acidophilus*, which may benefit the gastrointestinal system.

The treats are designed to attract today's nutrition-savvy consumers as well as those who simply enjoy the smoothie taste, says team member James Colby, a graduate student in the Department of Biological Systems Engineering.

But he's not saying too much more than that at this point: Colby says team members, sponsored by the UW-Madison Food Science Club, think they've got a winner and may patent the product. Members don't want to give away too many secrets in advance of the competition.

Six university teams will engage in the "food fight" at the Institute of Food Technologists annual meeting July 25-26 in Chicago as finalists in the IFT Student Association's Product Development Competition.

The annual North American contest honors the top three food product inventions of student teams based on written reports, oral and poster presentations, and taste tests at IFT's meeting.

The finalists were selected by a panel of industry food scientists based on preliminary proposals that described the technical aspects and marketability of their inventions. Winners will be chosen based on product originality, feasibility, innovativeness, and market potential, as well as on team members' presentation skills.

Besides Colby, the UW-Madison team includes food science students Laura Lebak of Bismarck, N.D., who is working toward a master's degree; David Schmidt, a senior from Tomah; and Vidya Venkat, a doctoral candidate from Harrison township, Mich.

Colby says the team refined their product by putting out samples for focus groups drawn from a tough crowd -- staff and students at Babcock Hall, home of UW-Madison's famously delicious ice cream.

Even so, the group faces stiff competition: Cornell University, for example, is hawking Sweet Spots, individually wrapped frozen treats that consist of a whole, crisp Jonagold apple, filled with a dollop of vanilla ice cream and coated with caramel and oats.

Meanwhile, students from the University of Minnesota will compete with Sunrise Dippin' Duos, oblong English muffins filled with egg, diced ham, onions, green bell peppers and a blend of spices. The University of Illinois at Urbana-Champaign team will offer Tater Stuffs, a variation on traditional cheese fries.

The UW-Madison team has delivered reports on the smoothie pie idea to the judges, and is preparing posters and presentations for the competition. Also still to come is the moment of truth: taste testing. Judges will sample the smoothie pie and other food inventions 12-2 p.m. Monday, July 26, in room S404bc, McCormick Place convention center, Chicago. Winners will be announced at 7 p.m.

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-- Tim Kelley, (608) 265-9870; tpkelley@facstaff.wisc.edu

New committee aims to start Korean Studies program

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BY JULIE BOSMAN
FEATURES REPORTER

As part of an effort to bring a Korean Studies program to UW-Madison, the newly formed Tiger 2000 Committee for Korean Studies held a conference titled "Tearing Down Boundaries" Friday.

The event, part of Asian American Heritage Month, explored the history and culture of Korea and Korean Americans.

Despite Korea's status as a prominent country in East Asia, UW currently has no Korean Studies Department and offers only one class per semester in Korean language instruction, organizers said.

Sophomore Meegan Voskuil, conference director for "Crossing Boundaries," said tremendous support exists from UW students for courses in Korean Studies.

"People on this campus really want Korean-American Studies, and I think it is vital to our education," she said. "It should be a given that we have Korean-American Studies on a campus of this size."

Speakers at the conference included writer/director Jennifer Arndt, a Korean-American adoptee who spoke about her own experience and issues of international adoption.

Voskuil said the problems of Korean adoptees have been invisible

in this country, despite the larger issues involved.

"Adoption is so personal and everyone deals with it differently," Voskuil said. "Even though [adoptees] are physiologically Korean, we were raised in a culture that is basically white."

Voskuil said many growing up in her position suffer from identity problems.

"Mostly, when people hit college, everyone is trying to find out who they are and what they want to do. For adoptees, it's so much more," Voskuil said. "You constantly ask yourself, am I Korean, Korean-American, a mixture, a different group, where do I fit in?"

Peggy Choy, adviser to Tiger 2000, said the group hopes to launch Korean Studies at UW and introduce improved teaching methods.

"Alongside looking at a new area of study, we're looking at ways of conceptualizing the study," she said. "Hopefully, we will have a new vision of education."

Choy described Korea as a key country of East Asia with a strong cultural identity.

"Korea is a small country with a colonial history, but often dominated by China and Japan," Choy said. "It is being looked to as an example of economic recovery in Asia."

According to Choy, many



CHRISTOPHER SMITH/Herald Photo

A View: Professor Kyeyoung Park (left) and writer Jennifer Arndt (right) spoke about Korean adoptees in a panel discussion Friday.

Midwestern universities ignore Korean studies.

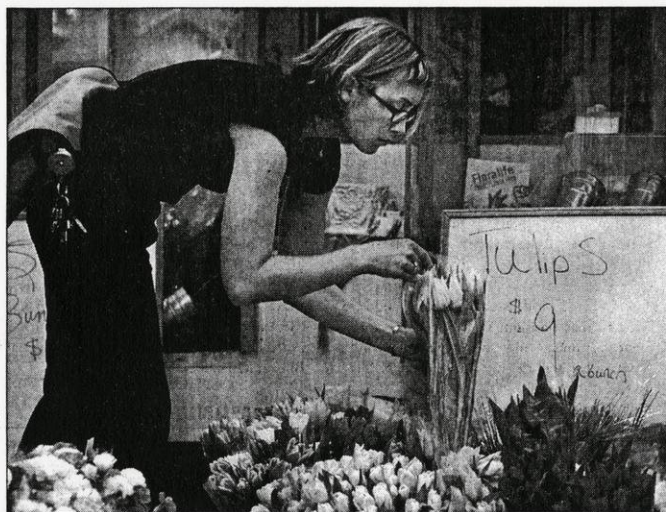
"It seems that it is time to pay attention to the history, culture and issues such as adoption that are staring us in the face by the changing demographics of the Midwest," she said. "We can't set up good relations from a standpoint of ignorance."

Junior Akiko Ikeno, public relations coordinator of Asian American Month, said the committee hopes to

receive greater support from the UW administration in order to see Korean and Korean-American Studies developed.

"We know that the faculty and staff will be here longer than we will, so we want them to keep the fire going," Ikeno said. "The big focus is on students — this university is for students, and if it's not offering what students want, it's not doing what it's supposed to be doing."

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Nicole Rogers, senior in communication arts, peruses flowers from the Petals in the Wind cart on Library Mall. Only a few centuries ago, the bulbs that produce these colorful flowers were luxuries that only the rich could afford. At the height of the brief, speculative "tulip mania" in 1636-37, rare tulip bulbs could fetch the equivalent of the price of an Amsterdam townhouse, or about 60-80 times the annual wage of a manual worker of the era. Today you can persuade a campus-area vendor to part with a top-line tulip with less money than it takes to plug a parking meter for the morning.

has been very busy," Priskina says. "I've had to cover a number of areas."

Law librarians will visit FESU as well during the first two years of the partnership to help the university further develop its law library. In addition, three FESU faculty members will participate in the Law School's summer program in U.S. Law and Legal Institutions, held in Madison.

Changes considered in release of student disciplinary records

A university committee is considering possible changes to university rules governing the release of student disciplinary records.

The Student Policies and Non-Academic Program Committee held a public hearing on the matter last week. The group is seeking student, faculty and staff views on limited release of some student records to parents and release of information on campus violent crimes and some sexual offenses. After receiving comments, the group will make a recommendation to the chancellor.

The review results from recent action by Congress that amends the Family Educational Rights and Privacy Act of 1974, a federal law that restricts the release of student educational records. Two amendments permit, but do not require, institutions to release student records that previously have been confidential:

- The university would have the option of making public the final results of student disciplinary proceedings when the institution has concluded that a student violated its rules and his/her conduct would constitute a "crime of violence" or a "nonforcible sex offense."
- The university also would have the option of disclosing to parents or legal guardians any student violation of federal, state, or local law or institutional rules governing the use or possession of alcohol or controlled substances if the student is under 21 and the possession constitutes a disciplinary violation.

The committee, chaired by Hardin Coleman, an associate professor in the School of Education, so far has met with housing and health staff who generally support keeping current confidentiality rules. Notifying parents of student disciplinary action conflicts with the campus's fundamental philosophy of treating students as adults, some staff say.

Campus community members can also register their views in writing. Comments should be directed to: The Student Policies and Non-Academic Program Committee, c/o Dean of Students Office, attn: Assistant Dean Janice Sheppard, 75 Bascom Hall; or e-mailed to: conduct@mail.bascom.wisc.edu.

Tech training program for students launched

The Division of Information Technology plans to train up to 85 undergraduates in a unique program this summer.

The Summer Student Technical Training Program is part of a System-wide effort designed to prepare more than 800 students to fill a shortage of technical helpers on UW campuses.

SSTT includes two weeks of paid, intensive training and will assist students in finding part-time tech employment when their training is completed. Participants will be trained in desktop installation of software and installation of modems, monitors and printers; basic client-server concepts and networking; and advanced network concepts. Information: 262-0596.

ON CAMPUS

Climate change symposium warms up geology celebration

Global warming and sustainable development, two of the most pressing environmental issues of our day, will be the topic of a public symposium Saturday, May 8, as the Department of Geology and Geophysics celebrates 150 years of Wisconsin earth science.

The symposium, to be held in AB20 Weeks Hall, will feature three authorities on issues of climate change and sustainable development: Richard Alley, a Penn State professor of geosciences and a leading climate change detective whose work deciphering ice cores from the Antarctic and Greenland has rewritten our understanding of rapid climate change; John Wise, a charter member of the Environmental Protection Agency and director of the agency's Office of Strategic Planning in San Francisco; and George Nicolaidis, vice president of the BP-Amoco Oil Technology Group and a director of technology resources for the company's world-wide refining system.

The climate symposium begins at 2 p.m. In the morning, five current and emeritus UW-Madison geology and geophysics faculty will discuss their work beginning at 8:30 a.m. The morning symposium will span a range of topics from new developments in geomicrobiology and seismic sensing of deep-earth structures to historic contributions made by Wisconsin geology faculty and glaciology in Patagonia.

Madison to host black grad student meeting

The university will host the 12th Annual Black Graduate Student Conference March 29-April 2 next year.

From 400 to 600 African-American students — undergraduate, graduate and postdoctoral — are expected to attend, representing a variety of disciplines and universities nationwide. The conference will include a career fair, graduate school recruiting fair, paper presentations and professional development seminars.

The theme will be "Facing the Challenge: Black Leadership 2000 and Beyond." Sponsors are the Black Graduate and Professional Student Organization, the Graduate School, and the Equity and Diversity Resource Center.

NOTABLE

Mathematician elected to NAS

The National Academy of Sciences has elected mathematics professor Richard A. Askey to membership in the prestigious organization.

Sixty U.S. scientists and 15 foreign associates were elected to membership Tuesday, April 27, during the business session of the 136th annual meeting of the academy, a private organization of scientists established by congressional act of incorporation in 1863. Election to membership is considered one of the highest honors that can be accorded a U.S. scientist or engineer.

Askey is the Gabor Szego Professor of Mathematics. His areas of interest include harmonic analysis and special function. He is also known as an inspiring teacher and an ardent proponent of mathematics education, as well as a student of the history of mathematics.

Askey joined the UW-Madison faculty in 1963. He has written more than 150 papers and several books. Askey's honors include fellowships in the American Association for the Advancement of Science and the American Academy of Arts and Sciences. He also is an honorary member of the Indian Academy of Sciences.

Economy triples Vilas Trust funds

Due to the healthy economy and a one-time capital gains increase, Vilas Trust money available for spending in 1999-2000 will be about three times larger than usual.

Annual income from the trust — established in the will of UW alumnus William F. Vilas — usually totals \$7 million each year. But the one-time infusion in the trust from its investment gains has made possible this year's plan to spend just over \$20 million.

Under the rules of the trust, money not spent this year, would be returned to the endowment and could not be spent.

"This extra income allows us to expand some of the ongoing fellowship, scholarship and research support programs specified in the trust," says John Torphy, vice chancellor for administration. "It also provides us with some one-time, private-sector support, which we will use to match funding that we hope to receive in the state budget."

"I want to make clear that none of this one-time funding replaces state monies, and it's only available for one year," Torphy adds.

Vilas, a former U.S. senator and presidential cabinet member, died in 1908 and bequeathed his estate to the university.

The UW System Board of Regents is expected to act on the plan at a May 6-7 meeting.

As permitted by the trust, the university plans to allocate \$11.45 million to help pay for the \$52 million Engineering Centers project. Another \$1 million will be used to provide promised private-sector support consistent with the Madison Initiative that is part of the state budget plan. Of that \$1 million, \$750,000 will be used to create 10 Vilas young investigator awards for newly hired assistant professors. Another \$247,175 will fund the creation of 12 additional Vilas Associates, which target untenured faculty and those conducting interdisciplinary research.

Other one-time spending includes \$2.55 million to create 170 research investigator awards for graduate students and \$1.275 million to create 4,250 scholarships for undergraduates eligible for need-based financial aid related to the Madison Initiative. ■

NEWSMAKERS

CAN A VIRUS MAKE YOU FAT?

Although the idea sounds more like the premise of a B-movie than scientific theory, two campus scientists believe they've found a virus that causes some people to get fat, reports the Ottawa Citizen (Sunday, April 18).

Nikhil Dhurandhar and Richard Atkinson say that when they injected a virus known as AD36 into mice and chickens, the animals' body fat increased. Then the scientists decided to test for the presence of antibodies to the virus in humans. Of 154 people tested, about 15 per cent of those who were obese had the antibodies. None of the lean people did.

However, the findings don't necessarily prove that the virus causes obesity in the test group: Obese people may simply be more susceptible to such a virus. Still, in recent years, researchers have been surprised to find that viruses can be linked to so many diseases that had been thought to have other origins. For example, viruses are now implicated in several types of cancer, hardening of the arteries, and even mental disorders such as depression. In addition, five viruses besides AD36 have already been shown to cause obesity in animals. The good news is that the same methods that produce flu shots each year could ultimately be used to make an anti-obesity injection.

STEM CELLS STILL EXCITE

Researcher James Thomson's advances in embryonic stem cell research continue to reverberate throughout science, ethics and politics, says the Star Tribune of Minneapolis (Sunday, April 11).

Thomson now has held a culture of cells in an embryonic state for more than a year by dividing them and nurturing them in a carefully concocted culture. If, as Thomson expects, they prove to be immortal, a small collection of the cells could be multiplied to commercial-scale production. And a few cells also could serve as the beginnings of any part of a person's body, a potential boon for research on aging.

The cells also are expected to shed light on abnormal growth and thus help prevent and treat birth defects and cancer. And they could speed up the development of drugs while cutting down on the numbers of animal studies and human clinical trials.

"There is almost no realm of medicine that might not be touched by [Thomson's] innovation," says Harold Varmus, director of the National Institutes of Health.

SMART SCALPELS

New surgical instruments developed on campus give new meaning to the term "cutting edge," says Business Week (Monday, April 19). Engineering assistant professor Amit Lal has devised a way to carve tiny blades from silicon using microlithography, the technique that etches computer chips. Lal figures that the knives, which can be 10 times sharper than metal tools, will quickly find use in delicate procedures, such as neurosurgery or cataract surgery.

Moreover, because the blades are made of silicon, they can be equipped with computer circuits — for example, built-in sensors that detect whether the tissue being cut is healthy or diseased, and relay this to the surgeon.

Becton Dickinson & Co., a medical-supply company in Franklin Lakes, N.J., hopes to use the technology to make painless needles for syringes. Thanks to their ultrasonic action, such needles would require almost no pressure to puncture the skin — banishing the "ouch" from injections.

FOR IMMEDIATE RELEASE 5/3/99

CONTACT: Hardin Coleman, (608) 262-2161; Mary Rouse, (608) 263-5702

CHANCELLOR APPOINTS DEAN OF STUDENTS SEARCH COMMITTEE

MADISON-University of Wisconsin-Madison Chancellor David Ward today (Monday, May 3) announced the appointment of a search and screen committee to select a new dean of students.

The committee will recruit applicants and select finalists for the position. The new dean will succeed Mary Rouse, who will become an assistant vice chancellor in charge of strengthening and expanding programs that connect classroom and service learning. Rouse will continue as dean of students until Ward chooses a new dean.

Hardin Coleman, associate professor of counseling psychology in the School of Education, will chair the 12-member search and screen committee. The committee will be comprised of four students, four academic staff members and four faculty.

Ward has asked Associated Students of Madison, the Academic Staff Executive Committee and the University Committee, the executive panel of the Faculty Senate, to appoint their four representatives prior to commencement weekend May 14-16. David Musolf, secretary of the faculty, will staff the search committee.

"The equal representation of academic staff is a reflection of the important role that staff play in designing and delivering key student services. The equal representation of students reflects the importance of their role in student life, services and interests. The integral role that the faculty play in academic connections to student life, services and interests, especially out-of-classroom learning, is also reflected in equal representation on this committee," Ward wrote in a memo to Associated Students of Madison announcing the committee's formation. Ward met with ASM representatives Monday.

To facilitate greater student input because of the unique focus of the dean position, Ward has invited several student groups to form a special screening panel. Groups suggested by ASM include ASM's Shared Governance Committee; Campus Women's Center; Lesbian, Gay, Bisexual & Transgender Campus Center; Multicultural Student Center; National Pan-Hellenic Council; Panhellenic Association/Interfraternity Council; Student Athlete Advisory Board; and the Student Organization Council. Ward recommended adding the University Residence Halls Board and the Wisconsin Union Directorate.

This panel will be asked to work with Musolf to develop a process for the job finalists to meet with student leaders and make presentations to the panel. Ward has also invited the panel to share individual and collective observations about the finalists with him.

Rouse has served as dean of students since 1987. The position oversees student life and services for the university's 40,000 students.

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-Erik Christianson, (608) 262-0930; echristi@facstaff.wisc.edu.

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CONTACT: Mary Rouse, (608) 262-5702

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SERVICE INITIATIVES: A KEY IN FUTURE UW LEARNING

MADISON - Mary Rouse's appointment to lead service initiatives highlights a growing priority in undergraduate education at the University of Wisconsin-Madison.

Rouse, named Monday (March 15) as an assistant vice chancellor for academic affairs, will be in charge of strengthening and expanding programs that connect classroom and service learning.

The campus already offers students hundreds of opportunities to do volunteer work or organize and participate in community service projects. Rouse will be working to organize and expand these projects - and to make community service a more visible and integral part of university life.

"By integrating in- and out-of-classroom activities, we're empowering students to fully participate in campus and community life," Rouse said.

Rouse also will be working with faculty and staff who are interested in adding a community service component to their courses. She says that many faculty have expressed an interest in adding a service component to their courses.

Rouse's appointment comes at a time when the university is taking a hard look at its future as part of a reaccreditation study. A recently published self-study refers to the importance of service as part of student life and learning.

"We need to be much more institutional about providing these opportunities," said Chancellor David Ward, who named Rouse to the new assistant vice chancellor's post. "This is not the start of something new, but Mary's new position is meant to bring more visibility to our current efforts and to embark on both a broader and more fundamental effort to integrate learning in and outside the classroom."

The university already is a leader in this fast-developing area of higher education. As one example, Rouse noted that on April 7-9 the campus will host a national conference that is expected to attract faculty, student services staff and students who want to learn more about the concept of service learning.

Service learning - the inclusion of requiring community service for course credit or as out-of-classroom experiences - is emerging as a national trend as large research institutions look for ways to better prepare graduates for work and community life.

Helping students connect learning inside the lecture hall with experiences in the broader community is one key way to increase the value of higher education, said Roger Howard, associate dean of students.

Currently, about 80 UW-Madison courses each semester require enrollees to complete some outside service activities, Howard says. Many programs and student groups offer not-for-credit opportunities as well. For example:

* The Morgridge Center for Public Service, part of the Wisconsin Union, matches interested students with volunteer activities and helps faculty members incorporate service learning into their classes. Rouse will oversee its operation.

* Among other student groups, Circle K, an international service organization of college students affiliated with Kiwanis, do volunteer work and sponsor events to promote disability awareness and other community issues.

* The Alternative Breaks program at UW-Madison is one of the most active in the nation, sending volunteers around America during winter, spring and summer breaks to work with groups such as Habitat for Humanity.

* Professor Mona Wasow has taught a course on the homeless in which her students volunteer five hours a week to work with homeless people. This Thursday (March 18), she will share her techniques and experiences with colleagues in a noon roundtable at Memorial Union.

A spirit of community service already motivates a substantial segment of university students, Rouse added. Among the oft-cited examples: UW-Madison consistently ranks among a few universities that each year send the largest number of students to the Peace Corps. And it also sends the largest number of any university to the Teach America and Americorps service programs.

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- Tim Kelley (608) 265-9870

See Out Loud

NEWS BRIEFS FROM THE UNIVERSITY OF WISCONSIN-MADISON

- o Health of aging women explored at April 22-23 colloquium
- o Expo '99: A bridge to the new millennium
- o Journalism school to honor distinguished alumni
- o Parking, traffic flow change during forensics meet
- o 'Out and About' events scheduled on campus

HEALTH OF AGING WOMEN EXPLORED AT APRIL 22-23 COLLOQUIUM

CONTACT: Carol Ryff, (608) 262-1818

MADISON - Health issues for aging women will be explored in a colloquium April 22-23 sponsored by the University of Wisconsin-Madison Institute on Aging.

The event will begin with a dinner lecture at 6 p.m. Thursday, April 22, by Linda George, a professor of sociology and psychiatry at Duke University. George is associate director of Duke's Center for the Study of Aging and Human Development, and is best known for her work in social factors and chronic disease.

George's talk and all other colloquium events will be held at the Pyle Center, 702 Langdon Street.

At noon Friday, April 23, Gloria Sarto, a UW-Madison emeritus professor of obstetrics and gynecology, will present the institute's annual emeritus lecture on "Women's Health: Past, Present and Future." Sarto performed influential genetic research during her career and was influential in the training and career development of women physicians.

During the April 23 morning colloquium, with presentations beginning at 9 a.m., UW-Madison scientists will explore a variety of topics related to the health of aging women, including sensory impairments, bone loss and menopause.

For more information on the colloquium, contact the Institute on Aging at (608) 262-1818. Advance registration is required for the April 22 dinner and April 23 box lunch, but not for the emeritus lecture or other events.

EXPO '99: A BRIDGE TO THE NEW MILLENNIUM

MADISON -- From rampaging robots to high-tech racing machines, EXPO '99 on the College of Engineering campus April 16-18 will showcase the creativity

and innovation of students and industry.

Once again, EXPO will highlight engineering advances from companies like GM, Ford and others. Friday is K-12 students' day with many hands-on activities for the young.

EXPO will be held Friday, April 16 from 9 a.m. to 6 p.m., Saturday, April 17 from 9 a.m. to 5 p.m. and Sunday, April 18 from 10 a.m. to 5 p.m. The cost is \$4.00 for adults and \$3.00 for students and seniors. Children ages four and under attend free.

JOURNALISM SCHOOL TO HONOR DISTINGUISHED ALUMNI

CONTACT: Sharon Dunwoody, (608) 263-4080

MADISON -- Journalists at the forefront of print and broadcast media, public information and mass communications education will be honored Friday, April 23 by the University of Wisconsin-Madison School of Journalism and Mass Communication.

All are either alumni of the school or attended it. Receiving the school's award for distinguished service are Owen Ullmann (MA '73), senior news editor for the Washington bureau of Business Week magazine; David Maraniss, a UW student in the late 1960s, now a Pulitzer Prize-winner and reporter for the Washington Post; Jim Mott (BA '56), former sports information director for the UW-Madison Athletic Department; and J. Paul Van Nevel (BS '61), National Cancer Institute associate director for cancer communications.

In addition, Cynthia Goldberg (BA '89) will receive the Ralph O. Nafziger Award for outstanding achievement within 10 years of graduation. She currently is producer for ABC-TV's "Good Morning America."

Terry Hynes (MA '71, Ph.D. '75), dean of the College of Journalism and Communications at the University of Florida, will be awarded the Harold L. Nelson Award for outstanding contributions to journalism education.

According to Sharon Dunwoody, Evjue-Bascom Professor and director of the school, the annual awards are a way to recognize excellence in professions that are becoming increasingly important to society.

"Media messages form a surrogate reality for what we can't experience personally," she says. "While we can -- and often do -- complain when that surrogate reality seems flawed, it's probably a lot more useful to praise good work than to denigrate bad."

The 1999 awards banquet will begin with a social hour at 6 p.m. in Tripp Commons, Memorial Union. Dinner will follow at 7 p.m. Tickets, \$25, may be reserved through the school, (608) 263-4080.

PARKING, TRAFFIC FLOW CHANGE DURING FORENSICS MEET

MADISON -- The annual Wisconsin High School Forensic Association State Speech Festival is being held at the University of Wisconsin-Madison this weekend.

About 6,000 students from nearly 400 high schools, along with 600 judges, are expected to attend. Competition will be taking place in some 200 rooms in 15 buildings on or near Bascom Hill.

Because of the large numbers of visitors and school buses in that area, Observatory Drive traffic will be limited to one way westbound from Park Street to Charter Street between mid-afternoon and 10 p.m. on Friday, April 16, and all day on Saturday, April 17.

During the affected time period, permit holders or others using Bascom Hill parking lots 9, 10 and 11 will only be able to access those lots by entering Observatory Drive from Park Street. When leaving the lots, they will have to turn left toward Charter Street.

The state forensic meet has been held on the Madison campus for more than 100 years. When it began, fewer than 10 students took part in the competition, according to the association.

'OUT AND ABOUT' EVENTS SCHEDULED ON CAMPUS

CONTACT: Dave O'Brien, (608) 265-3344

MADISON -- Several student groups at the University of Wisconsin-Madison are busily preparing for more than a week of events celebrating the lesbian, gay, bisexual and transsexual community.

"Out & About," scheduled April 15-23, features lectures by Shane Windmeyer, co-editor of "Out on Fraternity Row," and Riki Anne Wilchins, co-founder of the Transsexual Menace and executive director of GenderPAC, two dances and other events.

Sponsors of the "Out & About" series include the Ten Percent Society, Associated Students of Madison, Dean of Students Office, Sex Out Loud, University Health Services, and the Panhellenic Council.

"Our goal has been to provide a balance between fun and education," says Dave O'Brien, LGBT campus center director.

Here are some highlights:

* Saturday, April 17, 9-12:30 p.m. "Dyke," a dance event for all genders. 109 Union South. Proceeds support the Lesbian Rights Summit. \$3 in advance, \$4 at the door.

* Sunday, April 18, 7:30 p.m., 3650 Humanities Building. Lecture by Shane Windmeyer, co-editor of "Out on Fraternity Row: Personal Accounts of Being Gay in a College Fraternity." Windmeyer will talk about his experience coming out to his fraternity and how homophobia hurts everyone in the college Greek system.

* Wednesday, April 21, 8 p.m., Straight Allies Social, LGBT Campus Center, 2nd Floor, Memorial Union. Discussion of what straight students can do to make UW-Madison a safer environment for LGBT students.

* Thursday, April 22, 7 p.m. Lecture by Riki Anne Wilchins, cofounder of the Transsexual Menace and executive director of GenderPAC, an organization devoted to gender, affectional, and racial equality. She is author of "Read My Lips: Sexual Subversion and the End of Gender."

* Friday, April 23, 8-12:45 a.m., Ten Percent Society Out & About Dance. Memorial Union, Great Hall. \$3.

For information, visit: <http://lgbcc.studentorg.wisc.edu/frames.html>

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Choose Your Own Adventure

Book for students, by students' offers sage advice

By Barbara Wolff

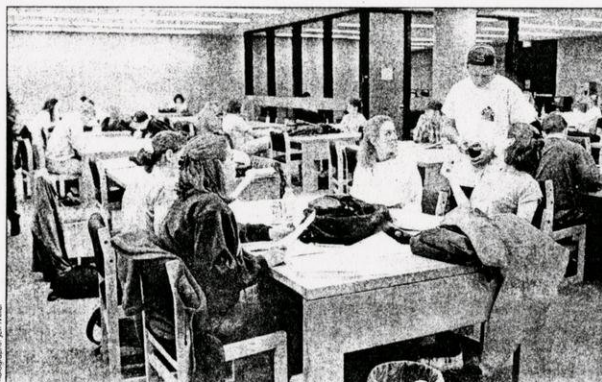
A STUDENT lifestyle is much easier to work out successfully when you know exactly how many computer disks you're really going to need for that comp lit paper.

However, before you can realize such exemplary efficiency, you will need to round up somebody to explain how many disks the task will require. And sometimes students don't find that person — or answers to their questions — until they are juniors or seniors.

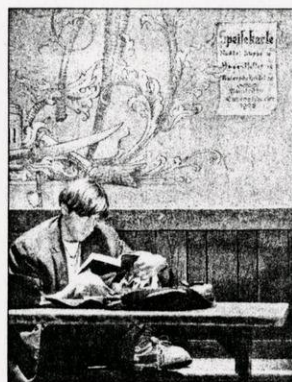
To short-circuit this sometimes tortuous process of finding university sea legs, undergraduate students in the UW-Madison Pathways to Excellence Student Organization have written a book outlining critical, but sometimes subtle, aspects of student life here.

Choose Your Own Adventure: A Guide to UW-Madison For Students, By Students covers academic horizons including study strategies, research, learning beyond the classroom and similar topics. But it also goes beyond that. Recreational pursuits such as Madison's classical music scene, sports, film, restaurants and more have their own chapter. Recommendations for planning a life after college are included, as is advice on technology and the university's history.

The nine students who wrote and designed the book were guided by



Helen C. White Library (above, left) is a good place to meet people, and the Memorial Union Rathskeller (right) is a great spot for laid-back study.



William Cronon, history professor and the faculty director of UW-Madison's Pathways to Excellence project. Cronon believes the book is a first.

"I know of no comparable guide anywhere in the country," he says. "Many colleges and universities publish handbooks for their students, but none is written entirely by undergraduates for the benefit of other undergraduates."

The undergraduate co-authors also added dimensions to their own educations by working on the handbook. Kendra Frederick, a sophomore on Fond du Lac, Wis., majoring in molecular biology and French, learned how effective teamwork can be in scaling massive projects down to size.

"This was a huge project, and no one could have done it on his or her own, so it was necessary to divide the work and cooperate with each other," she says.

Another student author was Emese Gaal from Budapest, Hungary. A senior majoring in English and also working toward a business certificate, Gaal says she hopes the book will encourage beginning students to experiment.

"College is about two things: learning about the world and learning about yourself," she says. "And the two are intertwined. You will learn as much outside the classroom as inside it. If you were planning to go on vacation, you would read all the guidebooks and brochures, talk to a few travel agents and some of your friends. College — and life, for that matter — are no different. Get the guidebooks, and talk to people like advisers, professors, mentors and friends."

At 180 pages, the book was a big project for the student authors, but it is an easy read. The guide also is a delightful one, combining real information with humor and insight, notes Janet Vandevender, an associate dean in the College of Letters and Science.

"UW-Madison is full of opportunities. Students are a wonderful wealth of information, and this is a guide to everything

from advising to Hoofers," she says.

"UW-Madison offers thousands of possibilities. Every freshman should take advantage of these options before graduation," advises Winn Collins, a senior from Appleton, Wis., working on a sociology degree emphasizing criminal justice. "It's important for freshmen to find a niche, but they shouldn't become limited by it."

Writing the handbook offered Kendra Frederick a glimpse into the foreign world of publishing — "I'll never look at a book in the same way again," she vows. She got a partial taste of what authors go through during book tours and chats: "I was a student moderator at the Freshman Fall Retreat this year. The hand-

book was given away at it, and at lunch some of the freshmen were looking it over. I was there too, and so was Bill Cronon, and he mentioned I was one of the authors.

"The student sitting next to me asked me to sign his book. I was a little embarrassed by the attention, but I signed it."

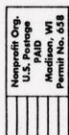
Choose Your Own Adventure is available free to students at 104 South Hall on campus. Others can purchase the guide for \$5 at the University Book Store and Canterbury Booksellers in Madison.

Oh, and by the way, according to the authors, an advisable number of computer disks to buy for that paper is "three times as many as you think you'll need."

Don't Forget That Extra Underwear—And a Dustbuster

Students provide a valuable perspective on life at the university and much it is contained in *Choose Your Own Adventure*. Some of the advice:

- Packing to come to campus? Include everything you think you want to bring, then eliminate half of it. But, says one student, it also is a good idea to "buy lots of socks and underwear so you don't have to do laundry as often."
- Get to know (and enjoy) your professors as people. "Relax, because professors aren't always judging you," say the authors. "What if the guy you bump into while buying soup at the grocery store is a professor? Do you think they will translate everything you chat about into a final course grade? Probably not."
- Among items students might want in their room: a Dustbuster, "even if you use it only before your parents come to visit."
- The "big three" places to study on campus are Memorial Library, Helen C. White Library and Memorial Union, which "doesn't even pretend to be a library," but is nevertheless a good spot for "very laid-back studying and people-watching."
- Long-distance relationships usually don't work out and cost a lot of time and money to keep intact. On the other hand, starting a relationship the moment you arrive at college isn't a good idea; either.
- Where's a good place to meet people? Believe it or not, say the students, it's campus libraries. Because they have both quiet and not-so-quiet study areas, they offer the opportunity to talk to the people at your table. "And violat — a brand new friend."
- Take advantage of your adviser. "You'll hear this about as often as you order pizza, but really, it's true!" says the book. Even if initial appointments don't yield much, keep at it, because advisers know the in's and out's of the university, and can make phone calls or pull strings for you when you really need it.
- Bored by large lectures? Sit in the front of the classroom. "It's amazing how this one little change can increase your interest level and attentiveness," say the authors. It puts you close to the professor, limits distractions and makes a class seem smaller. And get some sleep ahead of time, says one student: "Sometimes an extra hour of sleep is all it takes. I went to bed at 12:30 instead of 1:30 and found that ecology is more interesting if you're awake."



HOME ADDRESS

Sept. 30, 1998

TO: Editors, news directors
FROM: Jeff Iseminger, (608) 262-8287
RE: Students write guide for students

Amid the blizzard of guidebooks for college students written by people who are not college students, a new handbook stands out - "Choose Your Own Adventure: A Guide to UW-Madison For Students, By Students."

The 180-page guidebook and its electronic counterpart (<http://www.sit.wisc.edu/-psohandbook>) were written, edited and designed by a group of mostly first- and second-year students at the University of Wisconsin-Madison. Copies of the hard-copy version are free for students.

The authors' goal was to offer tips to undergraduates who are eager to get the best possible education at UW-Madison. The humor-laced guide defines education broadly and includes sections on "Getting to Know Professors as People," "Life in Residential Colleges and Residential Learning Communities," "Movies and Theater" and "How to Use the Buses."

The handbook is the product of the Pathways to Excellence Project and aided by a grant from Madison's Evjue Foundation. Pathways to Excellence is designed to engage and empower undergraduates to get involved in the heart of the educational enterprise at UW-Madison.

"This handbook is a remarkable example of what can happen when students are given the opportunity to play a genuine leadership role in working to change the undergraduate culture at UW-Madison," says William Cronon, professor of history and faculty director of Pathways to Excellence.

"Faculty and staff, not just students, can benefit from reading it."

For more information on "Choose Your Own Adventure," contact Cronon at (608) 265-6023 or crononw@maccc.wisc.edu.

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The fight for student fees

BH 9-2-98

STORY BY NATHAN ARNOLD • CAMPUS EDITOR
PHOTOS BY JESSE KASENDORF • PHOTO EDITOR

In a room of impressionable freshmen, many ready to experience everything college has to offer, students from Sex Out Loud will soon walk into the heart of the residence hall lounge and discuss ways to handle relationships and avoid sex crimes.

Through anecdotal stories of their own college experiences, they intend to prevent other UW students from following in some of their mistaken footsteps.

Later in the week and across

campus, Wisconsin Public Interest Research Group members will systematically sort through hundreds of books in preparation for their student-run book swap in Memorial Union. From freshmen through seniors, a steady stream of students will avoid the lines and cellophane-wrapped book prices by exchanging their used textbooks for this year's model.

From opposite ends of the spectrum, Sex Out Loud and WisPIRG hardly have the same goals, but both share a defining characteristic that could drastically affect their futures in a worse case scenario. Since they are both funded by student activities fees, they could be gone within a year if a higher court upholds an appeal and students take advantage of the ruling.

While many student organiza-

■ FEES see Back Page



■ FEES from page 1A

tion leaders and UW administrators say that will never happen, two weeks ago the 7th Circuit Court of Appeals upheld an earlier decision stating that the university cannot force students to pay fees out of their tuition to student organizations they do not believe in. Although the decision did not single out any student-funded organizations, it stated that forcing students to pay for political student groups violates their First Amendment right to free speech.

"It's unfortunate that we had to go to court to give rights back to the students," said Scott Southworth, one of three students who filed the lawsuit back in spring of 1996. "This decision ultimately bodes well for the university."

But many in the UW System are quick to point out otherwise, saying the decision does anything but uphold the constitution.

John Grabel, United Council president, added that the decision violates UW's mission statement, which states the university will "extend knowledge and its application beyond the boundaries of its campuses and serve and stimulate society by heightening intellectual, cultural and humane sensitivities."

Others, like Dean of Students



Go, Fight, Win! Students gather in support of seg fees.

Mary Rouse, say the appellate court overlooks an important state law that permits students to share in the governance process. Telling student government it can spend money on some organizations but not others undermines the authority and reasoning behind a student government, she said.

"They have asked us to draw an arbitrary line," Eric Brakken, chair of Associated Students of Madison, said about the ruling, which states UW must decide which organizations are politically motivated and thus cannot be funded without student permission. "It's not vital for students to participate in all organizations, but having them on campus is vital to our autonomy."

Southworth, however, adamantly contends that organizations should not be allowed to collect money from those who do not support their cause. If they have the support of a majority of students, he said, they should have no problem collecting the money from supporters or through fundraisers.

The appellate court agreed with him, stating UW's mission statement was too vague and that many of these groups had a political agenda as well as an educational one.

For just a few pennies...

Like many student organization leaders, Rob Buchanan, interim director of the Lesbian, Gay, Bisexual and Transgendered Campus Center, spent the week before classes preparing the center's modest State Street apartment for the upcoming semester. In only a short time, he has to sort through the finances and prepare material for incoming freshman.

"Without us, people don't know where they can turn to for help," Buchanan said.

The LGBTCC is just one of the many student organizations that receives almost 100 percent of its funding through student fees. Without it, he said, the help they could provide students would be limited.

From a P.O. Box in Memorial Union, Moses Klein of Amnesty

International, prepares to bring guest speakers to the university over the next year. Although Klein said Amnesty International could survive without student funds, the first thing to go would be guest speakers, including a line-up of human rights activists.

"These are activities that relate to the mission of the university," he said.

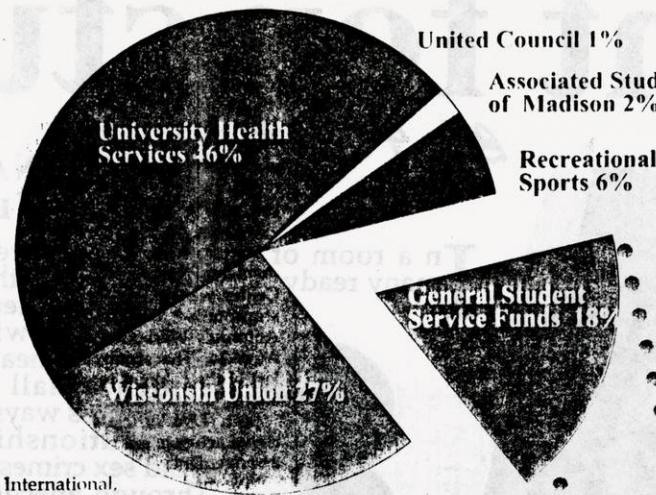
For less than \$30 per year per student, students can provide everyone with the opportunity for cultural enrichment, Brakken said.

Comparing the opportunities to a "couple of more six-packs of beer," Brakken said he hopes students will make the wise choice.

But overlooked in the whole lawsuit is just that question: How many students will line up for their \$15 a semester rebate?

Rouse said at other universities, where students have the opportunity to receive a refund check after paying their tuition in full, few actually follow through with filing the forms. Most consider the fee part of getting an education.

But the difference between other schools and the appellate court decision as it stands is UW cannot implement a refund system. Instead, they



Boatloads of money: These charts show how the disputed student activity fees are distributed among student organizations.

must provide a way for students to decide up front which organizations they wish to fund.

"There's no telling what to expect," Rouse said.

Although no formal plans have been officially considered, the most feasible alternative would be having students check off the organizations they wish to fund from a card and then send them personalized tuition bills, UW officials said.

But the process could be a nightmare for accountants and the university, Rouse said.

In either scenario, the wait for tuition lines, already stretching out onto University Avenue, could grow longer and the cost of reprogramming computers and personalizing tuition bills could raise tuition.

But even Southworth admits the lawsuit is not about the money, but rather ideology. Whether students would take advantage of the system is irrelevant.

"It doesn't matter if it is only one penny," he said. "It is not that much, does that mean I shouldn't mind paying?"

To the future... In the standing room-only Board of Regents meeting Aug. 20, student organization leaders united on the 18th floor of Van Hise to urge the board to appeal the decision for yet a second time.

Many stood the duration of the four-hour meeting, the whole while holding signs above their heads such as "EDUCATION IS POLITICAL" and "BACK TO THE 7TH." After listening to students outline the flawed rationale behind the court decision, Regents took over an hour in closed session before returning.

Although the only public statement released was simply "The Regents have chosen to appeal the decision," reports from inside the meeting say Regents were divided on the issue and had a lively debate. Now, it will be up to the full 7th Circuit Court of Appeals — not just the three judges who heard the case before — to decide whether they

will hear a retrial or let the three-judge decision stand.

Although the full panel has rarely overruled their three-judge panel, Brakken said he believes the "excessively faulty" reasoning, which was against the mission statement and the constitution of UW, will be overturned.

Meanwhile, student organization will continue around campus. WisPIRC's plans to host its boo swap and internship program have not been hindered, member Dian Madsen said. Nor has Sex On Loud's plans to continue educating the campus about proper use of condoms and the effect alcohol can have on making poor decisions, organizer Roger Schimberg said.

Although Southworth listed 10 organizations he felt were politically driven — including the Campus Women's Center, Madison AIDS Support Network (now Sex On Loud) and Amnesty International — in a worse case scenario where the decision is upheld, Brakken said, it will be tough for student government to draw the ultimate line.

"UW Health Services gives away free condoms," he said. "I suppose someone will say that is political."

The Money Pit: How much goes where?

General student services	1998-99	%
Adventure Learning Programs	\$21,590	1.43
Campus Women's Center	\$44,060	2.91
Child Care Tuition Assl. Program	\$399,100	26.36
Civil Rights Defense Coalition	\$14,480	0.96
Greater University Tutorial Service	\$64,803	4.28
Lesbian, Gay, Bisexual Campus Center	\$34,013	2.25
Movimiento Estudiantil Chicano de Aztlan	\$21,873	1.44
Rape Crisis Center	\$30,504	2.01
SAFE Nighttime Services	\$152,500	10.07
Sex Out Loud	\$26,842	1.77
Student Information Technology	\$12,400	0.82
Student Leadership Program	\$14,645	0.97
Tenant Resource Center	\$31,312	2.07
United States Student Association	\$10,000	2.64
UW Greens Infoshop	\$16,300	1.08
UW Legal Information Center	\$10,967	0.72
UW-Madison Student Radio	\$498,315	32.91
Vets for Vets	\$13,575	0.90
Wisconsin Public Interest Research Group	\$66,700	4.41



WISCONSIN WEEK

February 12, 1997
For Faculty & Staff
University of Wisconsin-Madison

Student Organizations
- General

Present, future of research funding look promising

Education gains favor in federal government

Erik Christianson

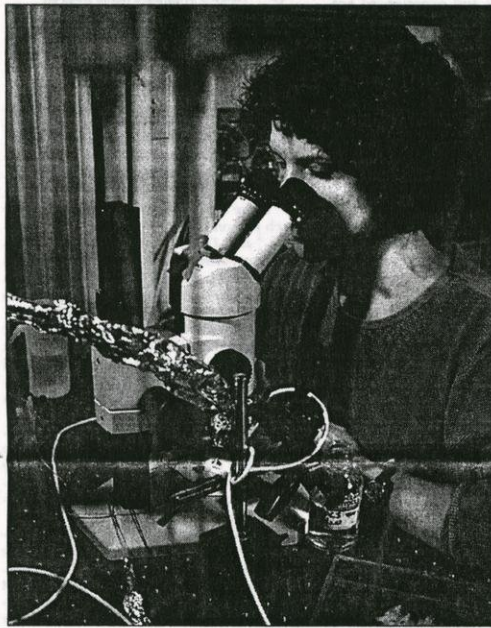
Higher education appears to be the early favorite this year of Congress and President Clinton.

The first two bills introduced in the U.S. Senate by majority Republicans and other early pieces of legislation introduced by Democrats call for the creation of tax-free savings accounts and other provisions to help pay college costs.

Other early GOP Senate measures would double funding at the National Institutes of Health over five years and double spending on federal non-defense research and development over 10 years.

President Clinton, meanwhile, announced Jan. 28 his plan to increase federal financial aid, cut student loan costs, establish honors scholarships for top high school students and set up several tax provisions to pay for college.

The President highlighted his
see CONGRESS, page 7



Jeff Miller

Student call for social investing also on Regents' agenda

Jeff Iseminger

Board of Regents President Michael Grebe said the regents will likely vote at their March 6-7 meeting on a policy regarding socially responsible investing of UW System funds.

His announcement came at the end of last Friday's regents meeting, when Grebe, System President Katharine Lyall, and regents Kathleen Hempel and Brigit Brown met with students from UW-Madison, UW-Eau Claire and UW-Stevens Point. The students requested that a review board screen the UW portfolio, using social criteria in addition to profitability in making investment decisions.

In other business at the meeting:
• UW-Madison Graduate School Dean Virginia Hinshaw reported that research funding is in "quite excellent shape." Funding this academic year has kept pace with 1995-

96, when UW-Madison received \$339 million in research grants.

• The Education Committee postponed action on a proposal to levy an "excess credits" surcharge on students taking more than 150 credits. Instead, the regents will wait to see if measures now being implemented on UW campuses, such as reduction of graduation credit requirements, will help open slots for incoming students.

• President Lyall reported to the board that the "one-third" rule will continue to be used in the 1997-99 biennium to guide campuses in compensation adjustments for faculty and academic staff. That is, at least one-third of pay increases should be based on merit and market factors, at least one-third on "solid" or satisfactory performance, and the remainder at campus discretion. Across-the-board adjustments not based on merit are prohibited.

• The regents approved a \$1.7 million fiber-optic fire alarm system that will link UW-Madison's 500 buildings.

Funding for research projects such as Gail Robertson's physiology lab work has kept pace with last year's levels.

Inside

4 Feeling Leary?

University Theatre invites two guest experts to take on Shakespeare's "King Lear."

7 Circle of friends

Staff mentoring program aims to make a big place smaller.

Departments

- 2 News & Notes
- 3 Milestones
- 4 Campus Calendar
- 6 Events Bulletin
- 8 For the Record
- 8 Position Vacancies

Mutual relationship

Faculty see rewards when they advise student groups

Valerie Panou

Interaction between faculty, staff and students does not have to end in the classroom. In fact, with more than 560 student organizations on campus, faculty and staff have unlimited opportunities to offer experience and professional knowledge to student groups.

That's the message from the Student Organization Office, which is sponsoring an effort to match faculty and staff with registered student groups that need advisors. Currently, a diverse group of 20 organizations have requested an advisor to assist with their development.

"It's been difficult in the past to link advisors and student groups, and part of that difficulty had to do with not having a clear sense of what the advisor and group wanted from each other," says Janice Sheppard, director of the Student Organization Office. "We think more specific matching can

lead to successful advising relationships."

Working with students in a more informal manner can allow faculty to see students translating the educational experience to an everyday life setting, Sheppard says.

"From our perspective, the advising relationship benefits everyone," she says. "Being an advisor gives faculty and staff an opportunity to make personal connections and see the complexity of students' lives in ways that usually aren't part of interactions in a classroom or office setting."

"Having an advisor allows students to feel themselves in community with those they see as role models and mentors."

Kristin Tenwinkel, producer of Humorology, the largest student-run philanthropy in the nation and one of the groups seeking an advisor, says faculty and staff interaction can help break down many of the barriers that can exist at a large university.

"When sitting in a large lecture hall, or even a discussion, it's hard to see that person being influential in your life," she says. "But when you get to know that professor on a personal level, you feel as though



Ryan O'Hara/Theisen

you can bother them."

Tenwinkel says faculty and staff can add continuity and stability to student organizations, which often have high membership turnover.

Shiela Reaves, associate professor of journalism and mass communication, has served as an advisor for both *The Daily Cardinal* student newspaper and Women in Communications. She says working with student groups has helped her become a better teacher by gaining a deeper understanding of her students.

"You have to approach students

Shiela Reaves (right), professor of journalism and mass communication and advisor to the Women in Communications club, talks with club president Michelle Pafford (center) and guest speaker Laura Wardell of Wood Communications before a meeting.

in a holistic manner if you're going to be able to teach as effectively as you can," Reaves says. "I saw a greater maturity because I was seeing them as young professionals, and it gave me a richer experience."

"In the classroom, students can
see ADVISORS, page 7

Porter Butts Gallery. It features 36 works by artists from throughout the country, representing diverse artistic styles, techniques and media from the Renaissance to Pop Art. The exhibition is co-sponsored by the Division of Information Technology, Associated Students of Madison and Student Information Technology.

CARNIVAL CELEBRATION: Saturday, Feb. 15, 8 p.m.-2 a.m., Union South. The grandest festival of them all to coincide with the traditional, and occasionally wild, Carnival celebrations of Brazil. Free music, Games Room specials and Red Oak Grill food specials are just some of the activities planned. Scheduled events include:

8-10 p.m.: Jake Donze, acoustic guitar, Red Oak Grill; Tarot Card Reading, Copper Hearth; Samba Dance Lessons, Room 302.

10-11 p.m.: Comedysportz, Red Oak Grill.
10 p.m.-2 a.m.: dmf Anti-Valentine's Dance, Room 140 (non-toxic, techno, industrial dance environment); Chicago Samba School, Martin Luther King Lounge; live live music with "Mama Digidowns Brass Junction."

VARSITY BAND CONCERT: April 10, 11 and 12, 7:30 p.m., Field House. The University of Wisconsin Bands will present the 23rd Annual Varsity Band Concert. This will be the official "Farewell to the Field House." Tickets will go on sale on Monday, Feb. 17, at the UW Athletic Ticket Office and the Vilas Hall Box office. Mail-order ticket applications are also available at these locations. For information call 263-1896.

THE ART OF SMALL TALK: Thursdays, Feb. 20 and 27, campus, 6-9:30 p.m. Learn how to start a conversation while meeting new people at this Union minicourse. Call 262-3156 for more information or to register.

Learning

CLASSES • LECTURES • SEMINARS • CONFERENCES

MASA LUNCHEON: Wednesday, Feb. 19, 11:45 a.m., University Club. Sponsored by the Madison Academic Staff Association. Features State Senate Majority Leader Chuck Chvala, speaking on the state and university budget for the next biennium. Reservations are \$7 and can be made with Julie Johnson at the University Club or by e-mail: julianne.johnson@mail.admin.wisc.edu.

UNLEARNING RACISM: March 13-14, 8:30 a.m.-4:30 p.m., Wisconsin Center. A UW-Madison outreach workshop on confronting institutional and interpersonal racism. Will examine attitudes and actions that may unwittingly support institutional racism, the dynamics of power and privilege, and ways to create pluralistic organizations. The instructors are Kathy Germann, a consultant in cultural sensitivity and conflict resolution, and Brenda Rodriguez, a training specialist in diversity education. The cost is \$160. Call 263-4431.

EXPLORING SPIRITUAL ENERGY: Thursday, March 6, 9 a.m.-4 p.m., Lowell Hall. A one-day Health and Human Issues workshop designed to help participants explore the realm of spiritual energy. Uses guided imagery and movement to explore laws of energy, thought and interactions with the environment. Beverly Crane, who counsels and conducts programs in personal and spiritual growth, will lead the workshop. The enrollment fee is \$75. Call 263-4431.

THE MEDIEVAL WORLD: PARIS AND CHARTRES: Thursdays, Feb. 20-March 13, Elvehjem Museum, 7:30-8:45 p.m. A four-part Continuing Studies slide/lecture series that focuses on the city of Paris from the 12th through the 15th centuries. It will look at various aspects of urban life and several major religious and secular buildings. Instructor is Jane Schlenker. Cost \$25. To register call 262-2451.

ITALIAN: BEGINNING 2: Tuesdays and Thursdays, Feb. 27-April 3, West High School, 7:15-8:45 p.m. Liberal Studies language and culture class stresses conversation in Italian in a variety of situations. Review of Italian grammar and vocabulary is also emphasized. For information call 262-7389. To register call 262-2452.

FATHERS AND SONS IN HISTORY: Mondays, March 3-31, Wisconsin Center, 7:30-9 p.m. This Continuing Studies slide/lecture series will study Frederick William and Frederick the Great; Peter the Great and Alexis of Russia; Phillip II and Don Carlos of Spain; Paul I and Alexander I of Russia; and Suleiman and sons Mustafa, Bayezed and Selim of the Ottoman Empire. Instructor is Robert Schacht. Cost: \$8 per lecture or \$37 for the series. To register call 262-2451.

MULTIMEDIA FAIR USE VIDEOCONFERENCE: Thursday, Feb. 20, noon-2 p.m., 1610 Engineering Hall, noon-2 p.m. Fair Use Guidelines for Educational Multimedia: The Final Document" is a follow-up to last year's "Multimedia Fair Use Guidelines" video conference. This year's program will present information on the fair use guidelines developed by the Consortium of College and University Media Centers (CCUMC) in cooperation with educational associations, proprietary groups and the U.S. Copyright office. Presenters include: Mary Lever-

ing, assistant registrar, National Copyright Programs, U.S. Copyright Office; Lisa Livingston, Chair CCUMC Government Relations and Public Policy Committee; Donald Rieck, Executive Director, CCUMC; Carol Risher, vice president, Association of American Publishers; Judy Saffer, assistant general counsel, Broadcast Music, Inc., and president, Copyright Society of the United States; Bernard Sorkin, senior counsel, Time Warner, Inc., and representative for Creative Industries Coalition and Motion Picture Association of America; and Joann Stevens, vice president, Association of American Colleges and Universities.

Etc.

ANNOUNCEMENTS • OPPORTUNITIES

DIAL MESSAGE OF THE WEEK:

Feb. 10: #3250: Overeaters Anonymous
Feb. 17: #3340, Preparing for and Taking Exams
Call DIAL, 263-3100
gopher://gopher.adp.wisc.edu:70/11/brouse/METACACDI

DIAL help-line recorded messages, sponsored by the Campus Assistance Center, are accessible 24 hours a day by calling 263-3100 and entering the four-digit code of the message you wish to hear. By rotary phone, you can dial the CAC at 263-2400 and request the messages by number. Messages are available on WiscINFO, in the General Campus and Community Information folder.

UW SUMMER BULLETIN/TIMETABLE: The 1997 UW-Madison Summer Bulletin/Timetable, listing all summer classes offered on campus, is currently available at all major campus information centers including both unions, the Campus Assistance Center, the Peterson Building information desk and the Division of Continuing Studies, 905 University Ave. Copies are also available at Dane County public libraries. To request a copy be mailed to you, call 262-1156 or fax 265-4555.

ADVISORS

from page 1

appear two-dimensional, but when you see them operating outside the classroom, there's this depth that suddenly is added that you don't always have. Because they're not trying to impress you for a grade, you see the fullness of them, so you could understand your B and A students more," she says.

Judy Manning, professor of microbiology and immunology, says she has had more immediate contact with students working with the Immunology and Microbiology Club than as an undergraduate advisor and lecturer.

"Working with the club gets rid of the notion of a huge research institution and the impersonality of it," she says. "What the club does is it allows you to know the students and gives you a family-type atmosphere."

Since it started two years ago, the microbiology and immunology club has doubled in size. Manning attributes the growth to her department's support.

"Our club has served as a funnel between faculty and our undergraduate majors," she says. "We feel as though students find us very user friendly, but the club furthers that user-friendly atmosphere. It serves as a vehicle for contact with students."

While some faculty cite a lack of time as a concern, Reeves says advising, which can be considered as part of the public-service component in tenure reviews, can be a gratifying addition.

"If faculty have any extra time, I would suggest advise a student group as opposed to joining more committees," she says. "It's public service, and I think it's more fulfilling. It's another side of the university."

Reeves also suggests faculty and staff need not limit themselves to groups in their field. "My experience is that students are dealing with a lot of life matters and life questions," she says. "We could bring those life experiences as answers, and it doesn't have to be in our area. Students are so grateful just to have faculty and to see that we care."

Sheppard says prospective advisors can find descriptions of each student organization and what it needs from an advisor on the Student Organization Office Web site (<http://www.storg.org.wisc.edu/soo/webpages/advisor/advisor.html>). She also encourages faculty and staff to call her directly (265-2407) to discuss advising opportunities.

Ready-made support group

Academic-staff mentors lend help to new and old

Erik Christianson

When Jean Meyer Buehlman began working in University Housing 23 years ago as a limited-term employee, it took her awhile to learn the culture of UW-Madison.

"I had never worked on a university campus before. It was a whole new world to me," says Meyer Buehlman, now an instructional program manager in the Department of Physics who is serving as chair of the Academic Staff Mentoring Advisory Committee.

Knowing that working in a university setting can sometimes be a challenge, Meyer Buehlman is helping form a mentoring program for both new and experienced academic staff.

"This is for the scientist, the lecturer, for any academic staff," she says.

The need for such a program is great, she says. With approximately 5,500 academic staff — about 25 percent of the university workforce — holding one of 1,000 different titles across campus, there is much diversity — but also much isolation — among staff, she says.

The mentoring program is designed to build networking relationships, teach staff about the university culture and encourage involvement in academic staff governance. Organizers hope the program will help staff feel more connected to the university and serve as a model for other educational institutions.

The pilot mentoring program will begin this spring by pairing 30 to 50 academic staff with veteran academic staff who will serve as mentors. The pilot will run through the 1997-98 academic year.

Staff will be paired with mentors based on mutual interests and will be expected to devote at least two hours a month to the program. Specific activities are for staff member and mentor to decide. Staff not selected for the pilot program will be able to participate in the regular program once the pilot ends.

The effort to form the program began about two years ago and accelerated six months ago when Betsy Draine, associate vice chancellor for academic affairs, asked the Academic Staff Executive Committee to form an advisory panel to examine career

How to get involved

Apply by contacting Steve Myrah, secretary of the academic staff, at 263-2985 or by e-mail at myrah@mail.bascom.wisc.edu. Brochures can also be picked up at 270 Bascom Hall. Deadline is Feb. 28.

Attend a mentoring program brown bag lunch sponsored by the Professional Development and Recognition Committee on Feb. 17 at noon in Memorial Union.

Visit the program's home page on the World Wide Web at <http://www.physics.wisc.edu/people/mentor/>.

ladders and mentoring.

The panel last fall recommended the creation of the mentoring program, using a developmental checklist from *Mentoring Revisited: Making an Impact on Individuals and Institutions* by Marie Wunsch, UW Centers provost and vice chancellor of academic affairs.

"There's very little bureaucracy and very much person-to-person support in this program," says Draine while praising the advisory committee's work. "This program has tremendous potential to build individuals and provide the conditions for people to do their best work and grow while doing it."

Some mentoring programs already exist on campus, including one in the Department of Family Medicine at the UW Medical School; the Women Faculty Mentoring Program; and the New Colleagues Program in the General Library System.

Draine and Meyer Buehlman say the academic staff mentoring program fits well into Chancellor David Ward's vision to cultivate a stronger community spirit at the university by taking advantage of its greatest resource — people.

"I think mentoring is one of most important strategies that people on campus can use to maximize human resources," Draine says.

"We would like to create an environment where this becomes the norm, where wanting a mentor is expected," adds Meyer Buehlman.

CONGRESS

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education proposals as the centerpiece of his Feb. 4 State of the Union address.

This emphasis on higher education and research funding, albeit still early in the process, could bode well for universities, says Rhonda D. Norsetter, special assistant to the chancellor for federal relations.

"There's a long way to go in the legislative and budget process before we know how much funding we'll get, but it's significant to have bipartisan support," says Norsetter, who is closely monitoring activity in Washington for UW-Madison. "The challenge will be to work toward these goals in a fiscally constrained situation."

Those fiscal constraints come from the desire of congressional Democrats and Republicans and the White House to balance the federal budget by 2002 while maintaining funding for Social Security and Medicare, two programs over which Congress has very little spending authority.

Among the higher education and research proposals introduced this year in the 105th Congress, according to the Association of American Universities:

- Senate Bill 1, introduced by the GOP leadership, would establish tax-free savings accounts to pay for college; restore the ability to deduct interest from student loan payments up to \$2,500 a year during the first five years the loan is paid off; and make payments from federal work-study tax-free.

- Senate Bill 2, also introduced by the GOP leadership, would allow tax- and pen-

alty-free withdrawals from Individual Retirement Accounts for educational costs.

- Senate Bill 12, offered by Democrats, would create a refundable \$1,500 tax credit for the first two years of college for high school students with a B average and no drug convictions, and allow the deduction of up to \$10,000 for higher education costs. Taxpayers would have to choose between the two provisions during their first two years of college. This bill would also restore the ability to deduct student loan interest.

- Senate Bill 14, also a Democratic measure, would allow tax-free and penalty-free IRA withdrawals for college costs.

- Sen. Connie Mack, R-Fla., has introduced Senate Resolution 15 to double NIH funding by 2002. Sen. Phil Gramm, R-Texas, has introduced Senate Bill 124 to double non-defense research and development spending by 2007 at several agencies, including NIH, National Science Foundation, and the departments of Agriculture, Education and Energy.

Among the education measures proposed by President Clinton:

- Increase need-based Pell Grants from \$2,700 to \$3,000, adding \$1.7 billion to the program for federal fiscal year 1998.

- Cut fees for the Stafford subsidized loans, unsubsidized loans and PLUS loans and set lower interest rates while a student is in school.

- Make tax credits available to more middle-class families based on family structure and tax burden.

- Give \$1,000 to every high school senior who graduates in the top 5 percent of their class, at a projected cost of \$132 million.



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NEWS

*Student organizations -
general*

UNIVERSITY OF WISCONSIN-MADISON

Office of News and Public Affairs
28 Bascom Hall • 500 Lincoln Drive
Madison, Wisconsin 53706-1380

Phone: 608/262-3571
Fax: 608/262-2331

FOR IMMEDIATE RELEASE

3/7/95

CONTACT: Phil Cooney, (608) 262-2421

'SATURN CHALLENGE' AWARDS OPEN TO UW-MADISON STUDENTS

MADISON — University of Wisconsin-Madison student groups are invited to apply for an awards program sponsored by the Saturn Corporation that encourages student teamwork and community involvement.

The 1995 Teamwork Challenge Award, sponsored by Saturn at a select group of college campuses nationwide, is being coordinated by the UW-Madison Student Organization Office (SOO). The winning team will receive from Saturn a trophy and a \$1,000 check for the best project at a campus awards ceremony planned for April 27.

Applications are available at the Student Organization Office, Room 90 of Bascom Hall, and are due back to the office no later than Thursday, March 30 at 5 p.m. Applications are also available at the Associated Students of Madison office, Room 511 of Memorial Union, and in several display stands around campus. For more information, students can call (608) 262-2421 or send electronic mail to: saturn@macc.wisc.edu.

In the first competition held at UW-Madison last year, the Bosnia Relief Committee won the award for its work collecting medical supplies and clothing for victims of the war-ravaged region. A total of 17 teams competed last year.

Phil Cooney, assistant coordinator of SOO, said any effort organized by students involving teamwork and community service is eligible for the award. Past examples include conducting a science research project and raising funds for the homeless.

The winning team will also be eligible for a national award of \$5,000 given this summer by Saturn.

###

— Brian Mattmiller, (608) 262-9772

*Student
Group
Signed*

Release: Immediately 10/13/89

CONTACT: Karin Koslow (608) 263-2458/256-1918

STUDENT RECYCLING PROJECT UNDER WAY

MADISON--Three bright yellow recycling bins have appeared on the University of Wisconsin-Madison campus, thanks to a group of environmentally concerned students called the UW Greens.

Members of the group worked with city and university officials for a more than a year to get the recycling bins in place. Now, student Karin Koslow hopes that people -- and especially students -- will start making use of them.

"Until now, a lot of students had no place to take recyclables, because they don't have cars to drive to recycling places off campus," Koslow said.

Two of the bins are on the northwest corner of Johnson and Frances streets, opposite the Nitty Gritty bar and near the Southeast Residence Hall complex; the other bin is in the back of Lot 60 on the far west side of campus.

The bins have separate openings in the top for glass, plastic and aluminum. Glass containers must be rinsed and labels and lids removed; plastic is limited to milk jugs, two-liter soda bottles and non-food containers.

"Once we generate awareness of the increasing waste we're producing and the decreasing landfill space, I think people will respond," Koslow said.

"One simple thing students in the southeast dorms could do, for instance, would be to just carry down a bag of soda cans once a week on their way to class and dump them in the bins. It's an easy habit to get into."

###

Student & General

From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: 608/262-3571

Release: Immediately

7/27/89

CONTACT: Linda Bishop (608) 263-5714, Mary Rouse (608) 263-5700

BISHOP NAMED ACTING COORDINATOR FOR UW-MADISON STUDENT ORGANIZATIONS

MADISON--Linda C. Bishop has been named acting coordinator for student organizations at University of Wisconsin-Madison, Dean of Students Mary Rouse has announced.

Bishop will coordinate activities for the university's Office of Student Organizations through June 1990, when a permanent coordinator will be hired.

Bishop's specific duties will include daily supervision of the student organizations office; implementation of recommendations made this spring by a Commission on the Future of Fraternities and Sororities; a complete review and revision of rules regulating UW-Madison student groups; and continued work in her position as chair of the Campus Security Committee.

"To be successful, the university needs to provide students with quality experiences in all facets of campus life," Rouse said. "Just as we have high expectations for the performance of students in the classroom, we must have high standards for the quality of student life beyond the classroom."

Bishop said she believes the student organizations office is in a position to help students think carefully about the goals of their particular groups and with handling the responsibilities of self-governance.

Bishop has served as membership director for the Wisconsin Union since November, 1986. Her professional career prior to that involved a long history of working with student groups, including two years as UW-Madison sports club coordinator and another two years as director of intramural sports and

Add 1--Bishop Appointment

recreation at UW-Stout. She also served from 1975-78 as assistant director for recreation and intramural sports at Ohio State University.

She earned her undergraduate degree from the University of Michigan in 1973, double majoring in physical education and special education. She received a master's degree in recreation, sport administration at Michigan State University in 1975.

The salary for the one-year position is \$30,000. Rouse said a national search for a permanent coordinator will be conducted next spring.

###

--Patrick Dorn (608) 262-2650

1988

STUDENT ORGANIZATION DIRECTORY

Student Org -
General

The following student organizations were registered by November 7, 1988. More information about these organizations and organizations registered after this date can be obtained from the Student Organization Advising, Registration & Finance Office, 27 Bascom Hall (263-0365).

ACADEMY OF STUDENTS OF PHARMACY

425 N. Charter; Susan Morris, 1715 Adams Street, #2, 53711 (257-8542)

ACTUARIAL CLUB

1155 Observatory Drive (263-4264); Robert Yafchak, 217 Lakelawn 53703 (255-7016)

AD CLUB (UW)

5115 Vilas Hall (263-4701); Lorna Haid, 201 Langdon, #102, 53703 (256-7241)

ADMINISTRATIVE MANAGEMENT SOCIETY

1155 Observatory Drive; Sherri Swiggum, 114 S. Randall Avenue 53715 (257-1103)

ADULT STUDENT ALLIANCE

Janice Beckman, 1041 E. Gorham 53703 (255-9111)

ADVENTIST STUDENT FELLOWSHIP

James E. Miller, 1556 Simpson, #7, 53713 (221-8328)

ADVOCATE (THE)

Law School; Tom Sinsky, 661 Mendota Court, #1403E, 53703 (256-7214)

AERONAUTICS AND ASTRONAUTICS (AMERICAN INSTITUTE OF)

Tim Engeliien, 2110 University Avenue, Apt. 110, 53705 (255-3970)

AFRICAN STUDENTS UNION

1416 Van Hise Hall; Bassirou Tidjani, 511 W. Main, #102, 53703 (255-7015)

AG ECON CLUB

427 Lorch Street; Lori Swain, 1430 Mound Street, F-1, 53711 (257-8925)

AGRICULTURE EDUCATION AND EXTENSION

112 Teacher Education; Cheryl Helmeid, 1935 University Avenue 53705 (238-8497)

AIESEC (THE INTERNATIONAL ASSOCIATION OF STUDENTS IN ECONOMICS & BUSINESS)

200A Bascom Hall (263-5716); Patrick Zanoni, 314 N. Mills Street 53715 (255-8234)

AIKIDO CLUB (UW)

3rd Floor, Armory Gym; K. Bartlett Durand, Jr., 633 Langdon Street, #308, 53703 (256-8472)

AIM

B104 Engineering Research (263-1596); I. Samy Mohammad, 816-F Eagle Heights 53705 (263-1596)

ALPHA CHI RHO (PHI OMICRON CHAPTER)

17 W. Gilman 53703 (255-8687); James Cleveland (255-3007)

ALPHA CHI SIGMA

621 N. Lake Street (251-1159); Lisa Meiers (257-1774)

ALPHA EPSILON PHI

110 Lakelawn Place 53703 (255-3774); Laura Silverberg (255-6163)

ALPHA EPSILON PI

142 Langdon 53703 (255-2374); Craig Leva (256-8909)

ALPHA GAMMA RHO

Kevin Griswold, 233 Lakelawn Place 53703 (257-3871)

ALPHA KAPPA ALPHA SORORITY, INC.

Box 45 Union South; April Madison, 226-1/2 State Street 53703 (257-9055)

ALPHA PHI

28 Langdon (257-2549); Marci Oxman (256-0761)

ALPHA PHI ALPHA FRATERNITY, INC. (GAMMA EPSILON CHAPTER)

Box 409 Memorial Union; Joe L. Randle, Jr., 415 W. Gilman, Apt. 206, 53703 (251-2599)

ALPHA PI MU

390 Mechanical Engineering (262-5051); Kimberly Paulson, 5214 Greenbriar 53714 (221-1409)

ALPHA XI DELTA SORORITY

120 W. Gorham 53703 (251-3735); Hope E. Beck (255-8930)

ALPHA ZETA (BABCOCK CHAPTER)

116 Ag Hall; Darlene Konkle, 1018 Emerald Street 53715 (251-4759)

ALTERNATIVE MEDIA PROJECT

William R. Seaman, 418 W. Main Street, #3, 53703 (256-2099)

AMERICAN FOUNDRYMEN'S SOCIETY

236 M&ME Building; Dave Olson, 2422 High Ridge Trail 53713 (273-2524)

AMERICAN INDIAN GRADUATE & PROFESSIONAL STUDENTS (COUNCIL OF)

710 University Avenue, Room 208 (263-2048); Alan Moomaw, 1121 Alrita Court, No. 3, 53713 (255-4930)

AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY (AISES)

T24 General Engineering (262-7764); Alan Moomaw, 1121 Alrita Court, #3, 53713 (255-4930)

AMERICAN INSTITUTE OF CHEMICAL ENGINEERS (ALChE)

1415 Johnson Drive, Room 1102G; Wendy Midlarsky, 1402 Regent Street, #607, 53711 (257-7614)

AMERICAN MEDICAL STUDENTS ASSOCIATION

1300 University Avenue; Brita E. Lundberg, 1620 Madison Street, #2, 53711 (255-3766)

AMERICAN METEOROLOGICAL SOCIETY-MADISON CHAPTER

1225 W. Dayton (262-2828); Kurt F. Brueske, 4705 Declaration Lane 53704 (244-1274)

AMERICAN ORGANIZATION OF LOONS

Jeffrey S. Murer, 1 N. Bedford, #304, 53703 (255-3825)

AMERICAN PRODUCTION & INVENTORY CONTROL SOCIETY, INC.

Maria M. Munoz, 1315 Spring Street, Apt. 2108, 53715 (251-0244)

AMERICAN UFO CLUB

Box 20 Union South; Chris Hempowicz, 111 S. Orchard 53715 (251-5565)

AMNESTY INTERNATIONAL

Box 503 Memorial Union; Jay Schieber, 1328 Vilas Avenue 53715 (257-6593)

ANCIENT EARTHWORKS SOCIETY - STUDENT CHAPTER

1415 Johnson Drive, Room 1221 (262-3944); Timothy H. Diehl, 505-E Eagle Heights 53705 (238-3712)

ANTHROPOLOGY CIRCLE

1180 Observatory Drive, Room 5117 (262-2131); David C. Steven, 33 University Square, #125, 53715 (246-0000)

ANTI-RACISM ACTION COALITION

Lamoin Werlein-Jaen, 732 E. Johnson 53703 (251-1845)

ARK IMPROVIZATIONAL THEATRE

220 N. Bassett Street 53703 (256-6624); Christina Tridle, 151 W. Wilson Street, #3, 53703 (256-4968)

ARMENIAN STUDENT ORGANIZATION

Carol Kalvonjian, 404 Barnard Hall (264-0471)

ARNOLD AIR SOCIETY

1402 University Avenue (262-3440); Michael Strachan, 2921 Fish Hatchery Road, #105, 53713 (276-8778)

ASIAN AMERICAN STUDENT UNION

420 N. Lake, Room 306 (263-6318); Cliff Ho, 133 Lathrop Street, #2, 53705 (233-4124)

ASIAN CHRISTIAN FELLOWSHIP

Seesun Yoo, 237 Langdon 53703 (255-8528)

ASIAN COALITION

Lon Kurashige, 428 Cantwell Court, Apt. C 53703 (256-4548)

ASIAN MEDICAL STUDENT GROUP

1300 University Avenue (263-4922); Hugo Higa (274-9373)

ASSOCIATION OF TRIAL LAWYERS OF AMERICA & WISCONSIN ACADEMY OF TRIAL LAWYERS (ATLA/WATL STUDENT CHAPTER)

Law School; Jane Buchanan, 445 N. Lake, #201, 53715 (255-2529)

ATHLETES IN ACTION

Chris Norenberg, 136 Lathrop Street, 3rd Floor, 53705 (238-5902)

AUTOMOTIVE ENGINEERS (SOCIETY OF - UW STUDENT BRANCH)

1513 University Avenue 53705; Tammy Kaufmann, 9 Adeline Circle, #3, 53713 (256-5150)

BABCOCK HOUSE

David Helke, 1936 University Avenue 53705 (238-7384)

BADGER AMATEUR RADIO SOCIETY

B314 Engineering (262-1142); Tim Richardson, 2309 Brentwood Pkwy., #3, 53704 (246-2874)

BADGER CROPS & SOILS CLUB

373 Agronomy (262-1370); Dave Mickelson, 233 Lakelawn Place 53703 (257-3871)

BADGER DAIRY CLUB

266 Animal Science (263-3308); Kevin Jorgensen, 2110 University Avenue, #309 (53705 (238-1608)

BADGER HERALD, INC.

550 State Street 53703 (257-4712); Timothy Jossart, 4202 Bagley Parkway, Madison 53705 (231-6928)

BADGER HUNTING CLUB

Peter J. Alfini, 221 Langdon 53703 (251-4656)

BADGER SPACE SOCIETY

P.O. Box 1503, 53701-1503; Julie S. Sargent, 6001 Hempstead Road 53711 (274-4520)

BADGER TURF AND GROUNDS CLUB

1525 Observatory Drive, Room 263 (262-2633); Jeffery Bahr, 111 N. Randall Avenue, #2, 53715 (261-4987)

BADGER YEARBOOK, INC.

2147 Vilas (263-6810); Karen Armaganian, 1403 University, #1, 53715 (256-7826)

BAHA'I ASSOCIATION (UW-MADISON)

Box 502 Memorial Union; Alfred Skerpan, 2227 Woodview Court, #26, 53713 (255-9638)

BALLROOM DANCE CLUB (UW)

Jeff Nehrass, 636 Langdon 53703 (251-4213)

BALTIC CLUB

Peteris Juris Kalnins, 632 E. Mifflin 53703 (251-0128)

BANDS (UW)

4561 Humanities (263-1896); Tim Pronley, 525 W. Main Street 53703 (255-5719)

BAPTIST STUDENT UNION

902 Magnolia Lane, #1, 53713 (255-7489); Verla Peterson, 318 Amoth Court, #1F, 53704 (246-8290)

BARNARD 1 AND 2 HOUSE GOVERNMENT

Janelle Lewison, 216 Barnard (264-0459)

BARNARD HALL 1 & 3

Dana Betzner, 318 Barnard (264-0414)

BARNARD HALL ASSOCIATION

930 University Avenue (262-2872); Leslie M. Olson, 328 Barnard Hall (264-0442)

BASEBALL ADDICTS LOVE KARDS

Paul Geller, 501 N. Henry, Apt. 1012, 53703 (256-3409)

BETA ALPHA PSI

Brian Fahrney, 915 College Court 53715 (256-0347)

BIERMAN HOUSE

Kimberly Kleiman, 101 Bierman/Slichter (264-1400)

BIPOLAR SUPPORT GROUP

Steve Crossan, 337 W. Main, #35, 53703 (255-9534)

BLACK GRADUATE & PROFESSIONAL STUDENTS

Box 514 Memorial Union; Frank Giles, 2341 Badger Pkwy., #16, 53713 (255-8499)

BLACK GREEK PANHELLENIC COUNCIL

April Madison, 226-1/2 State Street, #2, 53703 (257-9234)

BLACK LAW STUDENTS ASSOCIATION (BLSA)

441-L Law School; Stanley B. Stallworth, 919 W. Dayton Street, #358, 53715 (264-4272)

BOB KASTEN SCHOOL OF DRIVING

Rob McGinnis, 1325 Bowen Court, #2, 53715 (256-1631)

BOSTON TEA PARTY

Anat Hakim, 312 N. Carroll Street, #2, 53703 (256-8973)

BRITTINGHAM VIKING DESCENDENTS

203 Bradley Hospital (263-9436); Erik O. Schoff, 414 Chamberlain Avenue 53705 (238-5066)

BUDDISM STUDY GROUP

Yachung Syu, 502-I Eagle Heights 53705 (233-0552)

BUNCH OF GAY AND LESBIAN GRADUATE AND PROFESSIONAL STUDENTS (BAGALS)

Box 614 Memorial Union; Joe Marx, 1240 Drake, #2, 53715 (251-6974)

CALVARY LUTHERAN CHAPEL AND STUDENT CENTER

701 State Street 53703 (255-7214); Robert Gifford, 1809 Keyes Avenue, #2, 53711 (257-4473)

CAMEO/AMIGA SIG

Box 53 Union South; James C. McKinnell, 1021 Lorraine Drive 53705 (238-0150)

CAMPUS CHRISTIAN FELLOWSHIP

Susan Morris, 1715 Adams Street 53711 (257-8542)

CAMPUS CRUSADE FOR CHRIST

7409 Kenyon Drive, Middleton 53562 (836-3100); Peter Spychalla, 209 Bernard Court 53715 (257-5162)

CAMPUS FOR KASTENMEIER

19 N. Pinckney 53703 (255-4262); Beth O. Steffen, 446 W. Gilman, #4, 53703 (256-0418)

CARE (A CHINESE CHRISTIAN STUDENT FELLOWSHIP)

Kwokkin Yuen, 1661 Simpson Street, #312, 53713 (221-0962)

CARNS HOUSE

Kelly Connerton, 3615 Carns House/Elizabeth Waters (264-0735)

CARP (COLLEGIATE ASSOCIATION FOR RESEARCH OF PRINCIPLES)

Dan Sladich, 111 S. Orchard 53715 (251-6127)

CARTEL (THE)

Reed J. Peterson, 12 Langdon Street 53703 (251-8102)

CATALAN STUDENT ASSOCIATION

Joan-Carles Casas, 3106 Bluff Street, #4, 53705 (238-2260/263-2802)

CATHOLIC STUDENT COALITION

723 State Street 53703 (258-3140); Joann J. Ordille, 211 N. Paterson, #1, 53703 (256-8730)

CELEBRATE DIFFERENCE

611 Langdon 53703 (256-8361); Elena Weissman, 315 W. Wilson 53703 (257-8880)

CELTIC MUSIC ASSOCIATION

Robert C. Newton, 2226 Rusk Street, #2, 53704 (249-9419)

CELTIC RENAISSANCE CONSORT

Gina L. Brooks, 1338 Jenifer Street, #2, 53703 (256-2987)

CENTER FOR CONFLICT RESOLUTION

731 State Street 53703, Gillian Pomplun, 430 Sidney Street 53703 (255-0479)

CERES STUDENT NEWSPAPER

107 Ag Journalism (262-1898); Brent Honadel, 149 E. Gilman Street 53703 (257-7697)

CHABAD HOUSE

1722 Regent Street 53705 (231-3450); Debra M. Petashnick, 943-A Eagle Heights 53705 (238-2379)

CHADBOURNE HALL ASSOCIATION

420 N. Park, Room 108 (264-3644); Kristin Ritter, 202 Chadbourne Hall (264-0325)

CHAMBERLIN HOUSE

Nic Bur, 207 Chamberlin (264-1505)

CHANNING-MURRAY

900 University Bay Drive 53705 (233-9774); Paige LaMar, 202 Bashford/Tripp (264-1012)

CHESS CLUB (UW)

Box 42 Union South; Bill Olk, 215 N. Frances 53703 (257-1593)

CHI EPSILON

1261 Engineering; Shawn Stauske, 3580 Breckenridge Court, #10, 53713 (276-8658)

CHI OMEGA

115 Langdon 53703 (255-7013); Karen McDonough (257-0590)

CHI PSI

150 Iota Court 53703 (256-1391); Mike Fernandez (257-3099)

CHI-RHO ASSOCIATION

Rex Kochanski, 1203 Chandler Street 53705-1523 (258-8613)

CHICANO/A GRADUATE STUDENT ASSOCIATION

175 Science Hall (263-4486); C. Alejandra Elenes, 2511 Badger Pkwy., #14, 53713 (251-1679)

CHILE SOLIDARITY COMMITTEE

512 Memorial Union; Seemin Qayum, 2811 Monroe Street, #2W, 53711 (238-4074)

CHINESE CLUB

Peter A. Zaldivar, 265 Langdon, #202, 53703 (257-3370)

CHINESE SCHOLAR AND STUDENT ASSOCIATION

Box 63 Union South; Jian Tang, 107-E Eagle Heights 53705 (233-4236)

CHINESE STUDENT ASSOCIATION

Box 70 Union South; Kelvin Lee, 430 W. Johnson, #7B, 53703 (257-3467)

CHRISTIAN BUSINESS SOCIETY (CBS)

Commerce Building; Michael J. Mistele, 5321 Old Middleton Road, Apt. A 53705 (233-3841)

CHRISTIAN LEGAL SOCIETY (UW LAW SCHOOL STUDENT CHAPTER)

Law School; Jeffrey R. Munson, 926 W. Badger Road 53713 (258-9042)

CHRISTIAN LIFE

Thomas Wagener, 1804 Madison Street 53711 (257-0165)

CHRISTIAN MEDICAL SOCIETY

3119 Medical Sciences Center; Scott J. Samuelson, 2214 Kendall Avenue 53705 (238-7660)

CHRISTIAN SCIENCE ORGANIZATION

315 N. Mills 53715 (251-9452); Alan Fanta, 511 W. Main 53703 (258-8615)

CIRCLE K OF UW MADISON

Thad J. Radzanowski, 307 Gilman/Kronshage (264-1707)

CIVIL ENGINEERS (AMERICAN SOCIETY OF - STUDENT CHAPTER)

1415 Johnson Drive; Rich S. Warren, 1228 Mound Street 53715 (256-8607)

CLUB OF WORLD RELIGIONS

Box 37 Union South (251-5565); Amit Patel, 1402 Regent Street, #207, 53711 (251-3395)

COLE, BRADLEY, SULLIVAN PROGRAM COUNCIL

1450 Kronshage Drive (262-7777); Bruce S. Williamson, 303 Ross/Cole (264-2002)

COLLECTIVE FOR SOCIALIST AND FEMINIST ALTERNATIVES

Box 515 Memorial Union; Roger Horowitz, 1233 Elizabeth 53703 (255-2284)

COLLEGE BOWL GROUP

227 N. Randall, Room 303 (263-2432); Philip Schumacher, 1013 Milton Street, Apt. 105, 53715 (255-9869)

COLLEGE REPUBLICANS

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WOMEN'S CENTER (ADA JAMES CAMPUS)

710 University Avenue, Room 202 (262-8093); Kristen Wilson, 1221 Jenifer Street 53703

WOMEN'S FASTPITCH SOFTBALL

Donna Eisenach, 39 N. Randall Street 53715 (257-6341)

WOMEN'S FUND

P.O. Box 1661, 53701 (256-1888); Sandra Tarver, 2002 Jefferson 53711 (256-1412)

WOMEN'S INTERNATIONAL LEAGUE FOR PEACE AND FREEDOM (MADISON BRANCH)

731 State Street 53703 (257-7562); Mary Giovagnoli, 765 W. Washington Avenue 53715 (257-7307)

WOMEN'S POLITICAL CAUCUS

Marian Letellier, 1305 N. Westfield Road, Middleton 53562 (831-2501)

WOMEN'S STUDIES STUDENT ASSOCIATION

209 N. Brooks 53715; Elizabeth K. Johnson, 2353 Allied Drive, #143, 53711 (273-8552)

WOMEN'S TRANSIT AUTHORITY

306 N. Brooks 53715 (256-3710); Lori Brown, 2405 Fish Hatchery Road, #3, 53713 (251-2262)

WORLD PEACE UNLIMITED

2821 Monroe Street, #1E, 53711 (238-6937); Steve Semler, 537 W. Johnson, #6, 53703 (255-6533)

WUNK SHEEK

710 University Avenue, Room 208 (263-2048); Susan Corn, 222 S. Carroll, Apt. 102, 53703 (256-0968)

YIN-YANG DO KARATE ASSOCIATION

Dan Hagengruber, 234 Breese Terrace, #1, 53705 (238-9427)

YMCA (UNIVERSITY)

306 N. Brooks 53715 (257-2534); Joyce S. Mahan, 827 E. Gorham, #1, 53703 (255-1788)

ZOE BAYLISS ASSOCIATION

Terese Fuehrer, 915 W. Johnson 53715 (264-4168)

* Designates Film Society

1462u

Release: Immediately

4/18/88

CONTACT: Brian Finley (608) 255-4305 or Damone Richardson (608) 257-2872

UW-MADISON STUDENT GROUP STAGES DANCE FOR UNITY

MADISON--A University of Wisconsin-Madison student group dedicated to increasing majority and minority student interaction will hold a dance party this week, and the event already is a success in one respect -- more than 30 other student organizations have joined in sponsoring it.

ROAD -- Realization Of A Dream -- was begun last year by Phi Delta Theta fraternity brothers Brian Finley and Damone Richardson to "break down the barriers" between minority and majority students. They sponsored dance parties last November and this past January, but both were small-scale events held in a Langdon Street fraternity house.

This dance -- Unity III -- will be in Great Hall of the Memorial Union. It is scheduled for Thursday (April 21) from 9 p.m. to 12:30 a.m.

Other sponsors include the Wisconsin Black Student Union, the Interfraternity Council, the Pan-Hellenic Association, Wisconsin Student Association, United Colors of Madison, Union Puertorriquena, the Asian American Student Union, and seven black and 21 majority frats or sororities.

Unity III is open to all students free of charge. Three disc jockeys will work throughout the evening and refreshments will be available for purchase.

Since its inception last fall, ROAD has sponsored the Unity I and Unity II dances and staged a fundraiser which resulted in a \$200 donation by the group to the Martin Luther King Coalition of Madison.

###

-- Patrick Dorn (608) 262-2650

Release: Immediately

3/23/88

CONTACT: Robert Hartwig (608) 262-4981, Mary Rouse (608) 263-5702

UNIVERSITY OFFICIALS INVESTIGATING 'PUPPY BURNING' THREAT

MADISON--University of Wisconsin-Madison officials said Wednesday (March 23) they are investigating reports that a UW-Madison student, David Read, plans to douse a puppy with gasoline and set it on fire on the Memorial Union steps at noon next Monday (March 28) in protest of "the war in Nicaragua."

University records indicate Read is a registered student, majoring in philosophy. The political organization to which he said he belongs, the Nihilist Workers Party, is not registered as a student organization with the Dean of Students Office.

The university released the following two statements:

STATEMENT BY UW-MADISON POLICE AND SECURITY CAPT. ROBERT HARTWIG:

"On Wednesday, 3/23/88, university police became aware through local radio station reports and newspaper articles of statements attributed to a UW-Madison student, David Read. These media accounts stated that Read planned to douse a puppy with gasoline on the steps of the Memorial Union and set it on fire this coming Monday, March 28. According to these reports, the action is planned as a political statement by Read and the Nihilist Workers Party.

The matter is currently under investigation by university police, who will attempt to determine if there is any serious intent to the statements, or if they were made as a "sick joke" or a ploy to gain attention.

An investigator was assigned by university police early this morning to

-more-

Add 1--Read statement

begin conducting a full investigation of the matter, including an interview with Mr. Read when he can be located. Should it be determined there is any serious intent involved, the investigator will be in contact with the Dane County District Attorney's office, Madison police and fire departments, capital police, and the Dane County Humane Society. Prevention of such an act will be the goal of police, and a court injunction against Mr. Read will be among alternatives considered to deal with the matter.

Among the dozens of calls received by university police in reaction to the news report have been some counterthreats of severe physical harm to anyone attempting to carry out such an act on Monday.

STATEMENT BY UW-MADISON DEAN OF STUDENTS MARY ROUSE

"I was most distressed to learn that one of our students plans to torture and kill a dog next Monday at noon to draw the community's attention to the political problems and war in Nicaragua. Brutality and killing in one part of the world does not justify cruelty to animals in another part of the world. I will do everything in my power to stop this event. If we seek to change the world for the better, we must act in ways contrary to hate and affirm life rather than destroy it."

###

-- Karen Walsh (608) 262-0065

Student Org - Gen

STUDENT ORGANIZATION HANDBOOK

Revised 1987

This Handbook represents the cooperative efforts of the Wisconsin Union Directorate, the Office of the Dean of Students and the Wisconsin Student Association.

Copies available from:

Office of the Dean of Students
Wisconsin Student Association
Campus Assistance Center

Cover by: Maggie Zoeller



Sponsored by the Wisconsin Student Association.

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Office of the Dean of Students

117 Bascom Hall
500 Lincoln Drive
Madison, Wisconsin 53706
608/263-5700

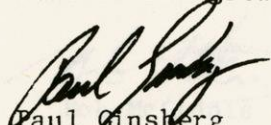
INTRODUCTION TO THE STUDENT ORGANIZATION HANDBOOK

Student organizations have traditionally played a very important role at the University of Wisconsin-Madison. We believe most strongly that our educational commitment has two roles - one is the development of the intellect and the mind, to challenge to the maximum the intellectual abilities of each student. The second equally important role is the development and growth of each student as a person - the strengthening of his or her skills of communication, leadership, of being sensitive to the needs of others, working with others toward common goals, planning programs and activities. The development of the mind and the intellect take place primarily in the classroom; the development of the person, learning how to become an active contributing member of our community, takes place primarily in the area of extracurricular activities, in the world of student organizations.

The contributions of students and student organizations to our University environment are enormous. Participation in the development of University policies and procedures, informal interaction with members of the faculty and staff, offering ideas and suggestions on University issues from a student perspective are all significant contributions of student organizations to the University environment. Finally, and of major importance, is the energy and enthusiasm students contribute to the vitality and growth of the University.

There is considerable agreement that the University community benefits greatly from the presence of strong student organizations: Of equal importance is the role that student organizations play in the lives of individual students. Learning how to work together, the development of leadership skills, learning the importance of negotiation and compromise that is so essential to successful group planning, learning how to interact and get along with other members of the community are but some of the important contributions that student organizations make to individual students. To work together and play together, to laugh together and sometimes cry together, to share success and sometimes failure together - to have the opportunity to stand back and say to yourself and to others in your group, "we accomplished our goal and we did it well" are great and wonderful feelings. And of most importance, for the individual student, one finds friends in student organizations, one finds a way to personalize a large University, one finds a place to belong. And that is so important.

My hope is that this handbook will help you and your organization open doors to exciting and significant activities and programs. All of us benefit and grow from your successes.


Paul Ginsberg
Dean of Students

August 1987

INTRODUCTION TO THE STUDENT ORGANIZATION HANDBOOK

HOW TO USE THIS HANDBOOK

Congratulations! You are the leader of a student organization. Whether your group is a large and long-standing UW tradition or a small, newly formed club, you surely want greater efficiency and more effective programming. You may be surrounded by a well experienced staff, or just sharing ideas with your friends. In either case, you and your organization are in search of a basic guide to help you accomplish your goals. This Handbook has been compiled to help organizations of every shape, size and style.

We feel the most advantageous way to use the Handbook is to make one thorough first reading, followed by a review of pertinent sections. Please disseminate the information found in this Handbook to others in your group who could benefit, especially those who have expressed intent to assume a leadership position.

This Handbook is not a panacea. It will not magically refill a treasury or guarantee an active membership. What it will do, however, is give you a source for ideas that have proven valuable in the past.

GOOD LUCK AND HAVE A SUCCESSFUL YEAR!

Dean of Students

Wisconsin Student Association

UNIVERSITY OF WISCONSIN
511 MEMORIAL UNION
(608) 262-1081



MADISON 53706

August 1987

Dear Student,

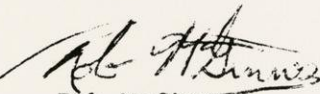
When you look around this very large campus of ours, you will notice a number of things very quickly. This first is classes. Some classes are enjoyable, interesting, and are what the academic learning process is all about. On the other hand, there are classes that are boring, pointless, and are simply one of the reasons that we use lecture notes. Then there are landlords. Once again, there are both good and bad. Landlords that make you feel like your're at home and landlords that make you wish you'd move back home! Finally, there are student organizations with many diverse services that present themselves to you to help you fulfill your needs. A caution to you--look around; some want your membership, others your money.

The **Wisconsin Student Association** is your student government and we try to provide as many important services to you as possible. WSA works to protect your rights, keep your tuition down, provide you with entertainment, and hopefully this year maybe even make you laugh. Quality health insurance, lecture notes and old exams at WSA, Studentprint, and WSA Exam and Aid, respectively, and a voice in University governance only begin a list of the services that we provide for our members and all registered students of the UW-Madison are members, so that means you. Make WSA, make us, work for you.

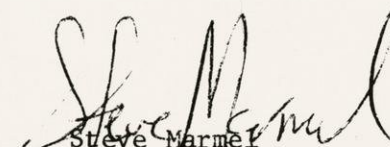
Whether you know it or not, WSA services are working for you. WSA lobbying at all levels--local, state, and federal--provides results for students. At the state and federal level, WSA works to maintain educational quality while protecting students' rights and keeping tuition down. WSA also provides funding for student organizations, as well as providing funding for services such as GUTS/HASH tutoring, child care, the Campus Assistance Center, and the Women's Transit Authority, among others. A book sale, student advocacy, speakers, and events like the annual Halloween Party on State Street, which has been called the Mardi Gras of the Midwest, are examples of how we try to keep your interests at heart.

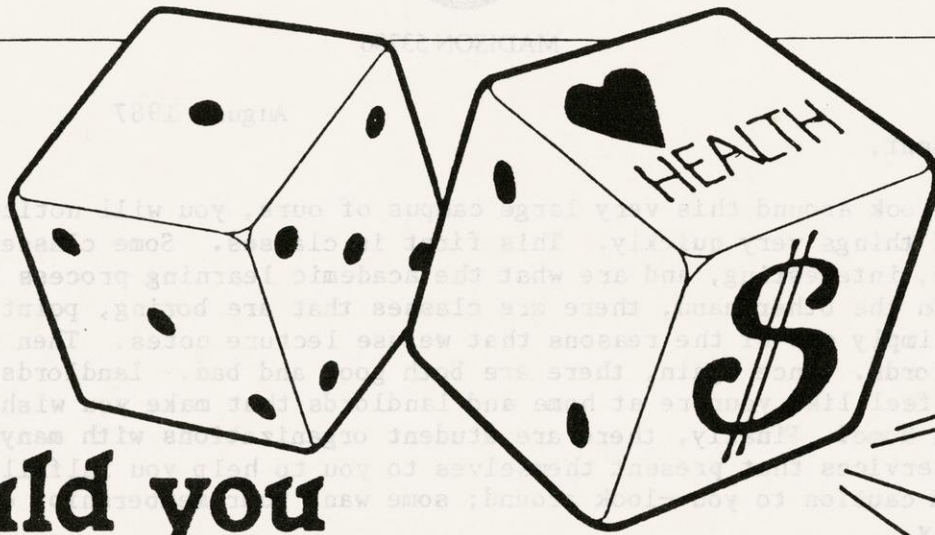
WSA is your organization; it is maintained by students. Participate in WSA; it's like no other organization around. That we promise you. Call today. The number is 262-1081. Or drop by 511 Memorial Union and ask for Steve. Maybe he'll tell how he got involved or when he is going to graduate or any other question you can think of. But please stop by; your interests are here at the Wisconsin Student Association.

Sincerely,


Rob McGinnis
WSA CoPresident

an equal opportunity employer


Steve Marmel
WSA CoPresident



Would you gamble an arm and a leg for half a semester's tuition?

An arm or leg injury requiring hospitalization could mean well over \$1,000 in unexpected costs if you're without health insurance. UW Health Service provides no hospitalization or emergency room benefits, and many parent plans discontinue coverage for dependents at age 21.

But for less than half of one semester's* tuition—\$28.33 per month—a single student can obtain group coverage worldwide from WSA for up to \$50,000 per illness or injury.

Protect yourself from unexpected losses that could cripple your college career.

Don't gamble an arm and a leg on your education.

Call or write:



WSA Student Insurance Office
Box 413 Memorial Union
Madison, WI 53706
(608) 262-2621
Monday—Friday 10—4PM

Compare Coverage	WSA	UW Health Service	Your Plan
Outpatient	☒	☒	☐
Hospitalization	☒	☐	☐
Emergency Coverage	☒	☐	☐
Dependent Coverage	☒	☐	☐
Dental (Optional)	☒	☐	☐

*Based on UW Madison 85-86 in-state tuition

CHAPTER ONE

REGISTRATION OF STUDENT ORGANIZATIONSPROCEDURES /GUIDELINES

University policy requires that all campus student organizations be registered with the Dean of Students Office in order to use University facilities or the name of the University of Wisconsin-Madison.

To be eligible for registration with the University, an organization must be a not-for profit, formalized group which is COMPOSED MAINLY OF STUDENTS AND IS CONTROLLED AND DIRECTED BY STUDENTS and whose purpose is related to student life on campus. Each member should have the right to complete intellectual freedom, the right to his or her opinions, and the right to be heard. It is expected that student organizations will help create an environment where students can develop a fuller understanding of the University community and the total community of which the University is a part, where students can be helped to develop a commitment to learning, where students can be given the opportunity to develop a new personal relationship and skills, and where students can be helped to gain greater self-understanding.

University policy, as well as federal and state laws, prohibits discrimination on the basis of race, color, creed, disability, sexual orientation or national origin by any registered student organization. University affiliated groups may not discriminate on these prohibited grounds in selecting, pledging, or initiating new members or in electing officers or in providing any aid, benefit or service. Most groups receiving funds, office space or other significant assistance from the University are also prohibited from discriminating on the basis of sex in choosing members or providing services.

Each student organization is responsible for insuring that its regulations, traditions, rituals and sponsored events are free of discriminatory content. Programs or sponsored parties, for example, that clearly demean others on the basis of race, color, creed, sex, sexual orientation, disability or national origin will be held as evidence of intent to discriminate in providing membership or service and will result in University sanctions against the sponsoring student organization.

The registration of student organizations is an annual process. Once an organization is registered in any academic year, the registration status is in effect until the first day of the fall semester of the following academic year, unless withdrawn by the University.

Registration packets may be obtained from the Dean of Students Office, 117 Bascom Hall, during the first week of registration of the fall semester. The process requires the primary contact to complete the registration form included in the packet and return it to the Dean of Students Office.

All organizations that complete the registration process by the end of the second week of classes will be listed in the Student Organization Directory which is published by the Dean of Students Office. For film societies, as well as some other organizations, there may be additional registration requirements. Students interested in registering a film society should check with the Office of the Dean of Students. The Campus Assistance Center also maintains a description on file of student organizations.

It is the responsibility of representatives of student organizations to become thoroughly familiar with the policies regarding the non-instructional use of University facilities. These policies include limits on the use of University facilities for political purposes or to raise revenue, the requirement that membership be non-discriminatory, and a variety of other state statutes and University rules. These documents are included in the student organization registration packets and in the Wheat & Chaff. Call 263-5700 if you would like additional information or have questions.

Dean of Students Office
117 Bascom Hall
263-5700

CHAPTER TWO

HOW TO BUILD YOUR ORGANIZATION

Although each organization is different, there are some basic guidelines and components that apply to most groups. In developing an organizational structure, it is helpful to look for model structures in other organizations. The following information attempts to provide a basic framework for your reference.

CONSTITUTION AND BYLAWS

In forming a constitution and bylaws, it is always best to have copies of those adopted by similar groups. Compare them and select one as a basis for your own, amending the articles to suit your needs. Whatever structure you choose should be formally adopted by the organization. Some organizations may choose to adopt a constitution, while others operate with bylaws alone.

Elements Of A Constitution

Name and statement of purpose of the organization.

Qualifications for membership.

Officers, election procedures and duties.

Meetings of the organization (include only what is essential; leave details to the bylaws).

How to amend the constitution.

How To Amend A Constitution And Bylaws

A Constitution

May be arranged in five articles, each article being subdivided into sections. The constitution should contain only what is fundamental to the document and should therefore be difficult to amend. Usually to amend a constitution, previous notice is required of the amendment with a two-thirds or three-fourths vote for its adoption. An amendment should not be permitted except after having been proposed at the previous meeting.

The Bylaws

Contain all the other standing rules of organization. They also should be placed out of the power of any one meeting to modify.

CHAPTER THREE

RECRUITMENT OF MEMBERS/VOLUNTEERS

Developing member criteria and policy:

What will members do?

Can you communicate a structure/reason for involvement, e.g., plan programs, make recommendations for procedure/policy change, etc.? Refer to the goals and purpose of your organization. Develop a written statement defining members' roles.

What is your need and why? The usual plea of "we need your help" is getting more ineffective because so many groups and causes need help. As volunteers become more selective and concerned about the value of involvement, they insist on knowing what skills will be needed so that they can make intelligent decisions as to whether they fit that need or not. Be honest about how much time and what type of work the volunteer job will entail.

Why do people volunteer? Consider their motivations.

The desire to utilize special knowledge and skills.

The need to feel one's life has purpose, meaning and significance.

The need to be a part of activities that have local, regional or national importance.

The desire to help others.

The desire for recognition and status.

An interest in learning new skills and participating in enjoyable and rewarding activities.

The desire to gain visibility and skills to aid in employment and social arenas.

The need to actively utilize leisure time and reduce stress and pressure.

TIPS FOR RECRUITMENT - GENERAL

Use specific rather than general recruiting whenever possible. Some generalized public relations is necessary to acquaint the community at large with your program and to establish both visibility and credibility. Few volunteers, however, are recruited this way. It is better to:

Choose appropriate audiences whose interests and priorities match your needs.

Determine where the skills are that you need and actively seek them out.

Be as specific and honest in your appeal as possible.

Have a year-round recruitment plan.

Most organizations find early fall and January to be their most fruitful recruitment months. During the slower months, plan the speeches, human interest stories, brochures, etc. that can be used during your busy time. Plan events and campaigns for recruitment.

Utilize a variety of recruitment techniques.

Certain approaches will appeal to one person and not others, so try variety and creativity. Some possible techniques are:

newspapers: feature and news stories, ads, special columns

radio and TV: free public service spots, news stories

posters, billboards or bumper stickers

presentations and speeches to interested groups

brochures and other printed materials

displays: pictures, posters, slides, novelty buttons

person to person: at a coffee, social event or in public (the most effective of all)

tours and open houses

literature or notices to attract hard-to-reach volunteers in laundromats, grocery stores, community centers, employment offices

newsletters

Recruit by inviting people to respond to the goals of the organization, not by telling them they ought to be concerned and involved. Hopefully, if the jobs you have designed are meaningful, based on clear goals, you can enthusiastically approach your audience with a real offer of an opportunity to serve, to grow, and make a difference.

TIPS FOR RECRUITMENT - SPECIFIC TO CAMPUS

Develop good promotional pieces about your organization.

Plan registration week activities.

Use informational tables in the Unions (check with the Reservations Office in Memorial Union or Union South for procedure).

Try word of mouth; have members talk to friends, classmates, room-mates, professors, etc.

Deliver informal speeches to other groups.

Put out press releases and public service announcements (psa's); see the publicity section.

Attend the recruitment fair for student organizations (check with the Dean of Students Office to register).

Make class announcements.

Plan co-sponsorships with other groups.

Consult with the Volunteer Services Office, Union South, Room 303, 263-2432 (VSO is a service open to volunteer organizations. VSO activities include publishing a newsletter and sponsoring a volunteer placement day each semester).

Review the Residence Hall Interest Inventory Labels (available from Residence Halls, Gordon Commons).

Consider receptions for new members.

Remember, when planning a program, announce your group's sponsorship and invite people to join.

To have your membership represent the diverse population of this campus, consider doing outreach to various ethnic and special student groups. Some key people and places to start with are:

Multi-Cultural Council and its member groups - contact the Dean of Students Office, 263-5700

Campus Assistance Center, 263-2400

Office for Foreign Students and Faculty, 262-2044

Nontraditional Student Network - contact Pat Clark, Union South, Room 303, 263-2432

Adult Student Friendship Alliance - contact William E. Dumke, 2130 University Avenue, Apt. 121, 53705, 231-2957

Office of Continuing Education Services, 263-6960

McBurney Resource Center for Persons with Disabilities, 263-2741

Women's Center, 262-8093

Women's Studies, 263-4703

Ten Percent Society, 710 University Avenue, 262-7365

United, P.O. Box 310, 53701, 255-8582

Gay/Lesbian Resource Center, P.O. Box 1722, 53701, 257-7575

Various ethnic academic departments

Various academic services areas, e.g., New Student Services

List of registered student organizations published by the Dean of Students Office

HOW TO TRAIN YOUR MEMBERS AND SUCCESSOR

Your group's long-term success is only as good as your ability to train your members and successor. The time you take now will pay off in the months ahead.

Good position descriptions

responsibilities/duties

rewards

accountabilities

Pre-job training

handbooks

observing others doing the job

learning organization: goals, structure, policies and procedures

speaking with professors and professionals

On-the-job training

extend and improve skills

role playing

skills workshops

visual aids

Continuing education

workshops

classes

conferences

Support from membership

team effort

CHAPTER FOUR

HOW TO GET THE JOB DONE

As a leader you are not only a leader of an organization but also are leading individual people. Leading people brings with it different problems than leading an organization. A leader should make sure that the group members have: (1) a sense of belonging, (2) an input in planning the group's goals, (3) a voice in establishing the rules of the group, and (4) a clear understanding of what is expected of him or her. Finally, a leader should always monitor the progress of the organization's goals.

Assemble officers, board members or anyone of decision-making importance to formulate a written set of goals and objectives.

DEVELOPING ORGANIZATION GOALS AND OBJECTIVESIdentification of Purpose

Is the general description of the organization's purpose clearly stated so that it will be easily understood by others?

Do you feel comfortable with the description of your organization's expected responsibilities? Do these expectations seem realistic?

Setting GoalsRoutine Goals

What are some of the traditional responsibilities of the organization that you would like to see continued?

Would you recommend any changes in the basic content or format of the organization's ongoing program, or would you continue the program as is?

Problem-solving Goals

Based on your knowledge of the organization, what improvements would you like to make in terms of the group's program content, program format, etc.?

Assuming you have identified some of the problem areas of the organization, what seem to be the solutions to correct these difficulties?

Developmental Goals

What experiences would you like your organization members to gain as a member of your group?

How will you insure that these experiences will be realized for your organization members?

Why do you think students will want to join your organization?
What do you think their motives will be?

How will you provide for both social intermingling and task accomplishment as chairperson of your organization? Are the two concepts mutually exclusive or compatible?

How would you assess your strengths and weaknesses in working with a group of people? In what areas do you think that you will need help?

Determining Objectives

What are some of the basic steps in accomplishing the stated goals?

Is the objective specific, clearly stated and understood, and related to a time frame whenever possible?

Have all of the possible objectives been considered?

Do the objectives seem realistic and within the scope of the organization?

Implementation Of Goals And Objectives

Task Assignment

What are the specific jobs that need to be done in order to fulfill the objectives?

Who will take responsibility for the separate tasks?

When will each task be completed?

Budgeting

How much will each item cost and what is the total cost of producing the program?

After figuring the costs per event, what is the total budget required for the year?

What is the cost of each program in relation to the total budget?

Evaluation

Based on the means in which the tasks were completed, how would you evaluate the organization's programs?

Did the organization fulfill its stated goals and objectives? If not, what seem to have been the difficulties and what changes in the stated plans could be made so that the goals will be met? If yes, is the committee able to report a successful completion of its aims and directions for the year?

Have the organization members been commended on jobs successfully completed?

TIPS FOR CHAIRING A MEETING

The quality of an organization's meeting can often be the key to effective functioning and member commitment. Many program ideas or group decisions arise and need to be acted on during an organization's formal meeting. This section is intended to guide your group to well thought out decisions.

When conducting a meeting, a leader needs to guide group interactions so that the group members will:

Accept and maintain opposing points of view.

Clearly communicate their own ideas so that others can understand them.

Completely express disagreement without personal malice.

Listen completely and use feedback to check understanding.

Freely criticize the content of diverse ideas without criticizing those who express them.

Accept criticism on an intellectual rather than a personal basis.

Leave disagreements in the meeting.

How To Plan And Conduct A Meeting

Before:

Reserve a room.

Notify members at least 48 hours in advance.

NOTE: Time (beginning and ending)

Date

Place

Prepare an agenda (refer to illustration)

AGENDA FOR A MEETING

1. Call the meeting to order - President
 2. Roll call - Secretary
 3. Approval of minutes
 4. Standing reports
 - A. President
 - B. Treasurer
 5. Old business
 6. New business
 7. Announcements
 8. Adjournment
-

If a decision needs to be reached:

Prepare members to make best decision.

If group size is appropriate, would a subcommittee be more efficient?

Define the problem.

List the alternatives.

Be prepared to implement decision.

FROM IDEA TO RESOLUTION

When the Chair calls for new business, there is an opportunity for new ideas to be presented.

The Chair must recognize the speaker.

Express the idea clearly. Include all relative information.

The Chair should allow approximately 5 minutes for discussion.

The Chair should end discussion and summarize the outcome of the discussion. Include the original idea and any add-ons suggested by others. The Chair then calls or asks for a motion.

The motion clearly states all necessary information; a second is also asked for by the Chair.

After the motion is made and seconded, there is a two-minute discussion period. Discussion may pertain only to the motion on the floor.

Chair announces outcome of the vote.

Move on to the next item!

Order equipment in advance.

Check out equipment before meeting to insure condition.

Bring extra paper, pens.

Arrive early to be sure all is in order.

During:

Begin and end on time.

Setting should be suitable to the task.

Follow agenda as closely as possible.

Use visual aids.

If there is discussion, keep it on the task.

After:

Provide refreshments and a social setting for further member interaction.

Rearrange the room.

Minutes should be written summarizing decisions made.

Should be received by members within 24 hours.

Minutes should include assignments and tasks to be completed by the next meeting.

Minutes should include those present, date, time and place of the next meeting.

Evaluation:

Ask members for feedback.

Was there good use of members' time.

Did the meeting accomplish something?

Roberts Rules Of Order/Parliamentary Procedure

Parliamentary procedure is a useful tool in running a meeting. It is presided over by the chairperson, who delegates privileges. Using parliamentary procedure allows for free and open debate which should insure a fair hearing for all points of view. The basic principles of parliamentary procedure are flexible enough to serve the needs of every type of meeting. It can be used with varying degrees of formality and informality. The following chart "Roberts At A Glance" can serve as a guide.

ROBERTS AT A GLANCE

Type	Motion	Purpose	Second	Debat- able	Amend- able	Required Vote	Interrupt Speaker
PRIVILEGED	To fix time to adjourn **	To arrange time for adjournment	Yes	No	Yes	Maj	No
	To adjourn **	To dismiss the meeting	Yes	No	No	Maj	No
	To take a recess **	Dismiss for a fixed length of time	Yes	No	Yes	Maj	No
	Questions of privilege	To make personal request during debate	No	No	No	None	Yes
	Call for orders of the day	Force consideration of postponed motion	No	No	No	None	Yes
SUBSIDIARY	To table	To defer action	Yes	No	No	Maj	No
	Previous question	Force immediate vote	Yes	No	No	2/3	No
	To modify debate	Extend or limit debate time	Yes	No	Yes	2/3	No
	Postpone definitely **2/3	To defer action	Yes	Yes	Yes	Maj	No
	To refer to a committee **	For further study	Yes	Yes	Yes	Maj	No
	To amend **2/3	To modify a motion	Yes	Yes	Yes	Maj	No
	Postpone indefinitely **2/3	To suppress action	Yes	Yes	No	Maj	No
	Main (or principal) motion	To introduce business	Yes	Yes	Yes	Maj	No
INCIDENTAL	Appeal decision of Chair	Reverse decision of Chair	Yes	XX	No	Maj	No
	Suspend the rules	Change convention rules	Yes	No	No	2/3	No
	Point of order	Ask question or correct parliamentary error	No	No	No	Chair	Yes
	Object to consideration of a question	To suppress action	No	No	No	2/3	Yes
	Call for division or roll call vote	To verify a voice vote	No	No	No	1/3 or Chair	Yes
	To withdraw or modify motion	To withdraw or modify a motion	No	No	No	Maj	No
	To divide the question	To consider its parts separately	No	Yes	Yes	Maj	No
	To reconsider	To consider a defeated motion	Yes	XX	No	Maj	No
	To take from the table	To consider tabled motion	Yes	No	No	Maj	No

** Sometimes main motions **2/3 Requires 2/3 vote when used as main motion XX-Yes when applied to debatable motion

CHAPTER FIVE

HOW TO PLAN A PROGRAM

Putting on a program is the grand finale of any organization. Careful planning is required from the initial idea to the point when the last bill is paid.

Brainstorm - choose the program.

Be creative.

What audience will the program reach?

Check past events of similar nature.

Talk with other students and/or groups.

HOW TO BRAINSTORM

Brainstorming is often one of the best ways for a group to come up with ideas for general programming, fund raisers and publicity gimmicks.

The essential features of brainstorming are few and simple...

The number of participants is not important, but the group should be large enough so that there are many sources of ideas. Brainstorming groups may be anywhere from 10 to perhaps 20 or 25 in number.

The participants should be of somewhat equal status so that all will feel free to contribute their ideas. They should also have some familiarity with the problem.

They should be seated around a table facing each other so that the ground work for free discussion is laid.

Minutes should be taken during the meeting.

The chairperson states the problem and also makes clear that the ground rules are to be observed.

The five commandments of brainstorming

Every idea presented must be positive.

There will be no comments allowed regarding any idea presented. Criticism of ideas should wait until after the session.

Everyone is encouraged to speak up and to express ideas regardless of how crackpot or fantastic they may seem.

Members are encouraged to present ideas as rapidly as they come to mind.

Members are also encouraged to "Hitch-Hike" which means to add to or revise ideas suggested by other members of the brainstorming team.

NOTE: After the brainstorming session, it is essential that someone evaluate, condense, and bring together the ideas presented to discard those which obviously are not workable and to terminate the period with a listing of those which are worthy of further consideration.

Check Resources

will the program be of interest
 is anyone else doing this type of program
 is there enough group support
 are there enough people for the necessary jobs
 is it worth the estimated cost
 can it be done in the time allotted

Begin Planning

set possible dates
 determine possible conflicts, i.e., exams, holiday, weather, other programs
 look for space for the program
 develop publicity and release it well ahead
 what are the special needs of the program, i.e., equipment, freight costs, insurance, etc.

Budgeting (see section on budgeting)

submit proposals to funding sources
 finalize contractual agreements only after the budget is approved

Confirm Plans

finalize room/equipment reservation and setup needs
 write confirming letters, keep a copy for your files
 organize your group's efforts and coordinate each person's responsibilities

Publicity (also see section on publicity)

prepare information for press releases - Daily Cardinal, Badger Herald, WisconsinWeek

remember to include the WHO-WHAT-WHERE-WHEN-WHY and any sponsorship information on all publicity

on campus try posters, leaflets, display, banners, departments, classroom announcements or chalkboards and public service announcements
University News Service

Attend the Program

get there early, check all setups
meet performers or speaker
take care of last minute details
introduce the event/persons and identify your group and sponsor
monitor break times, keep program on schedule
pay speaker or performer if prearranged

Evaluate the Program

how well did the event go
consider audience attendance
were program goals met
make recommendations for improvements
file the evaluation for future use

Cancellations

Notify news service and any other media source, reservations office, room and equipment suppliers and any others involved regarding checks or requisitions for payment.

CHAPTER SIX

MANAGING YOUR ORGANIZATION'S FINANCIAL RESPONSIBILITIES

Sound financial planning can be a major source of your organization's strength and stability. Fiscal responsibility will attract members and add permanence to your organization. It will also gain you respect from vendors and other groups you work with.

HOW TO DEVELOP A BUDGET

Budgeting is an important planning tool and an integral part of program planning. Basically a budget is a projection of income (revenue) and expenses (disbursements). Budgets may be revised in the event the financial plans of an organization or program change. Budgets should be prepared for annual operations of an organization, fund raising events, committee activities and special events.

Major Budget Components

Income or revenue for student organizations usually derives from a variety of sources, such as ticket sales, donations, fund raising activities, membership dues or special funds.

Expenses for an organization are typically those operating expenses, such as national or regional membership dues, rental or office space, postage, duplicating, and telephone charges. Salaries, where applicable, are also included. For special activities or programs, expenses or disbursements can include speaker/entertainer fees, space rental, travel, lodging, publicity, reception costs, and Wisconsin sales tax.

A budget summary shows your income or deficit after expenses have been deducted. It is perfectly normal for the balance to be zero because student organizations by definition are not profit making entities.

A typical budget for a special program and a typical operating budget for the "XYZ Student Organization" are illustrated on the following pages.

Budget Sample A

XYZ Student Organization
Macomb Witherspock Lecture

September 28, 198_, Memorial Union, 7 p.m.

<u>Income</u>	<u>Amount</u>
XYZ Organization	\$200.00
Wisconsin Student Association	100.00
Multi-Cultural Council	75.00
Wisconsin Union Directorate	50.00
TOTAL INCOME	\$425.00

<u>Expenses</u>	
Speaker (honorarium)	\$200.00
Publicity (posters/advertisement)	50.00
Reception (refreshments)	25.00
Postage (invitations - 50 @ .20 each)	10.00
Speaker travel (from Chicago)	50.00
Speaker lodging/meals for 1 day	75.00
Expenses	15.00
TOTAL EXPENSES	\$425.00

AVAILABLE FUNDS

-0-

In some instances where a program/event is co-sponsored, as in this sample budget below, a supplementary income/expense summary may be used.

<u>INCOME/EXPENSES</u>	<u>WSA</u>	<u>MCC</u>	<u>XYZ</u>	<u>WUD</u>	<u>TOTALS</u>
Speaker fee	\$ 25.00	\$25.00	\$150.00		\$200.00
Publicity			25.00	\$25.00	50.00
Reception	25.00				25.00
Travel	50.00				50.00
Lodging		50.00		25.00	75.00
Postage			10.00		10.00
Miscellaneous			15.00		15.00
TOTALS	\$100.00	\$75.00	\$200.00	\$50.00	\$425.00

Budget Sample B

XYZ Student Organization Operating Budget

July 1, 198_ - June 30, 198_

<u>Income</u>	<u>Amount</u>	
Membership dues - 35 @ 25.00	\$875.00	
Fund raiser	50.00	
Contest entry fee	25.00	
Aluminum can sales	27.00	
T-shirt sales	468.00	
Parties	200.00	
TOTAL INCOME		\$1,645.00
<u>Expenses</u>		
Parties	\$720.00	
Intramurals	5.00	
Gifts	55.00	
Refreshments	100.00	
National/regional dues - 35 @ 5.00	125.00	
Fund raiser	44.00	
T-shirts	450.00	
Picnic	99.00	
Office supplies/duplicating	28.00	
State sales tax	19.00	
TOTAL EXPENSES		\$1,645.00
AVAILABLE FUNDS		-0-

HOW TO KEEP FINANCIAL RECORDS

Maintaining accurate, up-to-date, concise financial records is an important aspect of organizational operations. Organizations should select, appoint or elect a financial officer to manage the financial transactions for the organization. In performing the duties of a financial officer, it is important to maintain an accurate picture of the organization's monetary status in preparation of budgets and planning activities for the year.

The setup and maintenance of financial records need not be complicated or time consuming. Some organizations may also choose to have a finance/budget committee.

The following example of a ledger may be useful to financial officers in keeping track of organization finances.

XYZ Organization

Date	Payee	Reason	Receipts or Income or Dr. to Cash Acct.	Disbursements or Expense or Cr. to Cash Acct.	Balance
1982					
Sept. 1	balance				250.50
3	deposit	dues			600.50
28	postmaster	stamps			580.50
Oct. 15	Jane Lange	meeting refreshments			540.22
28	deposit	banquet			740.22
Nov. 3	deposit	banquet			760.22
6	Wisconsin Union	banquet			540.22
10	Univ. Bookstore	supplies			526.49
Dec. 8	Concourse	Christmas party			151.28

An organization should not keep funds in a cash box. Funds generated through use of University facilities must be deposited with the Financial Advisor's Office (see below). For other monies, the group may open a checking account with a financial institution. You will usually be charged a small monthly service fee for your organization's checking account. When establishing an account, you will need a tax identification number. This number is available from the local Office of the Internal Revenue Service. An organization may use the social security number of its treasurer or financial officer. Any interest generated by the account will be reported by the bank to the Internal Revenue Service as having been earned by the individual or organization whose identification or social security number is used for the account.

FINANCIAL ADVISOR TO STUDENT ORGANIZATIONS OFFICE

The Financial Advisor to Student Organizations Office in 117 Bascom Hall, 262-2421, will maintain your records and issue your checks at no cost to your organization. For further information, contact that office.

IT IS NECESSARY TO REGISTER YOUR ORGANIZATION AND COMPLETE AN AUTHORIZED SIGNATURE CARD WHEN OPENING AN ACCOUNT. THE INFORMATION MUST BE RENEWED EVERY YEAR AT THE BEGINNING OF THE FALL SEMESTER.

Office hours are 9:00 a.m. - 11:45 a.m. and 12:30 p.m. - 3:30 p.m., Monday through Friday.

When making deposits, you must have endorsed all checks, counted the cash and totaled the amount before you arrive at the Advisor's Office. No voucher is required for a deposit. A receipt will be issued when you submit the funds.

Vouchers are authorizations to pay out money from your group's account. The voucher form (see sample below) must be completed in advance and must have an authorized signature (someone on the group's signature card). When you have multiple checks for the SAME budget classification, ONE voucher is required.

Your account will be updated once a month. Copies will be available 10 days after the first of the month upon request.

(SAMPLE VOUCHER)

Voucher No. (LEAVE BLANK)

STUDENT ORGANIZATION ACCOUNT
Financial Advisor to Student Organizations
University of Wisconsin-Madison

Name (TO WHOM CHECK SHOULD BE ISSUED)

Street Address (ONLY IF YOU WANT CHECK MAILED)

City _____ State _____ Zip _____

Date of Check (LEAVE BLANK) Check No. (LEAVE BLANK)

Organization Charged	Amount	
<u>(NAME OF ORGANIZATION - DO NOT ABBREVIATE)</u>	<u>(DOLLAR)</u>	<u>AMOUNT)</u>

Budget Classification (REASON FOR CHECK, i.e., supplies, dues, etc.)

Approved by (SIGNATURE OF AUTHORIZED PERSON ON SIGNATURE CARD)

Approved by _____

Documentation: Either a receipt or handwritten bill must accompany (placed inside) every voucher. Petty cash vouchers can be submitted for up to \$75.00. (Any amount over \$75.00 must also have a cash advance card completed.) Any documentation submitted late should have the check number notated on the receipt when it is submitted.

When you owe another house or organization money and this office handles their account, a transfer voucher should be submitted in place of using a check.

There will be an \$8.00 service charge to the organization for any check deposited that is returned for insufficient funds. There will also be a \$10.00 service charge to the requesting organization for a stop payment.

For any event where there is a charge for admission, A BUDGET MUST BE APPROVED AND THE TICKETS LOGGED IN BEFORE THEY GO ON SALE. The tickets should have the name of the sponsoring organization, the price (and that should say "tax inc."), the date of the event and they must be numbered.

This office will provide roll tickets at no charge for events where tickets are door sales ONLY (no advance sales). Any deposits involving a sales tax will have the tax deducted at the time of deposit.

CONTRACTING FOR SERVICES

The signing of contracts or the purchase of service agreements is yet another important part in program planning. Caution is necessary because this process involves making a financial commitment for an organization. For example, telephone messages, verbal agreements, memorandums, and telegrams may become binding to an organization or individual. Organizations and, in some cases, individuals in organizations can be held financially liable for their contracts and agreements, both written and oral. The University ordinarily is not a party to contracts made by student organizations unless University funds are used. The following guidelines may be useful once program plans have been finalized and a contract seems appropriate.

Terminology

Professional agency contract is a standard contract generally used by individuals or groups who use the services of a professional agent for the purpose of scheduling and collecting fees and stating the terms of service.

Confirmation letters/telegrams, etc. (contracts) are traditionally initiated by the organization seeking to employ the services of an individual or group who does not use the services of a professional agent. This communication should specify all the necessary information, such as date, time, topic, travel arrangements and fees.

Riders may be used in a variety of ways such as to amend a contract and to expand the terms of a contract initiated by a professional agency. Riders spell out the necessary details of service.

Process of Contracting for Services

Contact the individual or group to request date and secure necessary information.

Require all contracts to be in writing.

Confirm in writing the date, time, place, topic, fee, travel arrangements and cost. If the individual or group uses the services of a professional agency, a contract will be issued.

Keep written records of all contacts, contracts, riders and amendments.

Read the contract carefully, insuring that the details are correct and the document does not contain blank spaces.

Correct a contract using a rider to amend the original.

Return the contract and/or rider to the individual or group or professional agency.

University Contract Procedures - When University funds are used, a University rider is almost always attached to a contract from a professional agent. A standard University contract is initiated for those individuals or groups where a professional agent is not involved. In both instances, a rider may be used for a variety of reasons.

Remember, student organizations are responsible for their financial commitments. If you have questions or need assistance, contact the University office involved with your program or the Dean of Students Office.

CHAPTER SEVEN

EFFECTIVE PUBLICITY

Effective publicity means being creative, as well as deciding who you want to reach and how best to reach them. There is no formula for successful advertising. Each event demands its own emphasis. It is up to the people working on the publicity effort to plan, organize, initiate, control, and evaluate their promotional techniques. Delegate a member with writing or publicity experience to carry out the publicity campaign.

Publicity is important for three reasons:

Creates interest and involvement.

Involves people in the group's planned activity.

Stimulates the conscious awareness of people who are interested in specific kinds of events or activities.

PUBLICITY CAMPAIGN

When determining an event's publicity campaign, consider:

Target Audience

Each publicity campaign should be directed towards the audience that will derive the most from the production and will be the most likely to attend.

Expenditures

An amount of money should be allocated, by activity or program, for the planned publicity campaign.

Amount and Type of Publicity

The amount of publicity, in regards to location and the total effect on the target audience, must always be defined. Before the actual publicity campaign is designed, it is necessary to determine a unique approach to appeal to the target population for a successful campaign. Be realistic in terms of completing the total campaign while still being accountable to your budget.

The Five W's of Publicity

WHO - the name of the sponsoring group.

WHERE - give the specific place.

WHEN - include the day, date and time.

WHAT - the name of the program or a brief description.

Highlight only the specifics.

WHY - the reason for the program.

Approach

- Be realistic about attendance and cost.
- Be imaginative in planning.
- Be creative in promotion.
- Don't forget the silent majority.
- Portray a positive and professional image.
- Prepare a budget.
- Use different media to reach different people.
- Check on other program conflicts.

Publicity Means

Newspapers

- Daily Cardinal - published Monday through Friday
- Badger Herald - published Thursday
- WisconsinWeek - published weekly
- Eagle Heights Newsletter - published monthly on the first of the month
- Madison Newspapers - daily
- Isthmus - weekly
- Out - monthly

Radio and Television

- Public service announcements on the local TV and radio stations
- Campus radio stations
- WHA

Other Publicity Methods

- various campus newsletters
- word of mouth and personal contact
- McDonald's "French Fry Connection"
- balloons
- flyers
- sandwich boards
- announcements made in classes
- announcements written on chalkboards in classrooms
- posters
- T-shirts
- departmental newsletters
- fan-gram
- hot air balloon trailers
- buttons
- pins
- bumper stickers
- people dress up in costume and parade through campus prior to an event
- pencils

University News Service - 19 Bascom Hall, 262-3571

Press releases go to state and local media (including campus newspapers and other University publications) as well as various professional publications, newspapers and magazines. The News Service also maintains a broadcast news service which radio stations call daily. A tipsheet with story ideas is sent to television stations.

Sororities and Fraternities

The Greeks are an excellent way to get your word out to the 4,500 men and women of fraternities and sororities. The Greek organizations usually have weekly meetings in which campus and membership news is reviewed. If an individual representing a campus organization wants to speak to members of a sorority or fraternity, she/he should call the President or Secretary at least 48 hours in advance of their scheduled meeting. The group representative should be prepared to briefly explain what their organization is and the specifics of their event, i.e., date, time, location and purpose to the group and also give a contact person if there should be any additional questions. Remember you are being given valuable time in the middle of another group's meeting, so be courteous and brief. Check with the Campus Assistance Center or the Dean of Students Office for the contact person and phone number.

NOTE: In an effort to promote responsible attitudes and behavior with regard to alcohol use on campus, consider several issues as you advertise events at which alcohol will be served.

Does your poster or ad focus on alcohol or use it as a draw? An alternative approach is to emphasize the positive qualities of your organization and include comments about the entertainment and/or food that will be present at the event.

If your poster or ad mentions that alcohol will be available at the event, does it also note the availability of non-alcoholic beverages as prominently? (As an alternative you can say "refreshments" or "beverages" will be served.)

POSTERING REGULATIONS AND RECOMMENDATIONS

While postering is an effective means of publicity, there are certain regulations that should be followed. These regulations also appear in the Wheat & Chaff.

Considerations

Don't do poster work at the last minute.

Be aware that some people are desensitized to posters.

Catch people's attention and draw them to read the information, i.e., use slogans.

Use of dry transfer lettering will achieve a professional appearance.

Color can make a difference in appearance and attractiveness.

Don't overload any announcement with unnecessary information.

Keep promotion materials for future reference.

Posters should be easy to read, not cluttered.

Posters must be designed for vertical postering.

Please do not use posters larger than 8-1/2 x 11 inches.

Do not poster over current posters. Exception: because only campus groups may poster on campus boards (this does not include State Street Mall), you may cover posters obviously representing non-university groups.

Use staples, tacks or masking tape, depending on the method practiced on any given board or kiosk.

Do not post on telephone poles, garbage cans, buildings, etc.

Do not post on windows of private businesses without permission.

For poster in the Wisconsin Unions, give your posters to the Reservations Office at Memorial Union and Room 103, Union South.

For information on poster in Residence Halls, see the section on "How to Use the Dorms."

Nearly every University building has poster boards available for general student organization/University department notices. Boards not available for general use are marked with the applicable restriction, for example, "Department Use Only."

POSTING, SOLICITING, PROMOTION AND SELLING IN UNIVERSITY RESIDENCE HALLS

Contact for posting and mailbox use should be with the individual Student Affairs Coordinators. Seeing them in person will be the best method to arrange for posting or mailbox use although sometimes a phone call will suffice.

Often requests may be handled routinely by the Administrative Aides (part-time secretaries) of the Student Affairs Coordinators. The best time for making a contact with the Coordinator or Aide is between 11:00 a.m. and 3:00 p.m.

Three types of bulletin boards exist in University Housing - general use boards, house bulletin boards and restricted use boards. General use boards are most often located in the commons areas of each of the ten living units. House bulletin boards are located on each of the resident occupied floors in the Residence Halls. Restricted boards are generally located in employee work areas.

Residence Halls Posting Policy

General Guidelines

No commercial posting of any kind.

Only University housing agencies, recognized resident associations and those given special approval by the Student Affairs Coordinator may post on bulletin boards provided by University Housing.

Residence Halls associations may not co-sponsor an event for agencies outside the University for the sole purpose of providing publicity for an outside agency.

No posting is allowed in places other than bulletin boards. If boards are labeled for use by a specific group or person, only signs pertaining to that specific group will be allowed.

Only masking tape or thumb tacks are to be used for posting. Poster size is not to exceed 11" x 14".

Hall or Commons Area Bulletin Boards Designated as "Open Use" Boards

Each hall will have available bulletin boards designated as "open use" boards for use by registered student organizations and University agencies. Signs will appear on each such bulletin board designating the board as an "open use" board.

NOTE: the following restrictions:

No commercial posting.

Boards may only be used by registered student organizations and/or University agencies.

Signs are not to exceed 11" x 14".

Signs may be posted only seven days before the event and are to be removed after its occurrence.

Only one sign per board is allowed.

Candidates for student association office, local, state or national political office may post on open use boards once during their campaign. Approval for a second posting may be granted by the appropriate unit resident association.

Use of House Bulletin Boards

Approval of the poster by the Student Affairs Coordinator or his or her designee is required for registered student organizations and agencies outside of Residence Halls. Blanket approval may also be given by Assistant Director-Student Affairs. The consideration for approval will be based on the activities, educational or cultural programming value to the residents, the uniqueness of the activity and the lack of alternative methods of publicity and sponsorship. Priority consideration will be given to registered student organizations or University departments. Appeals of permission denied may be made to the student association representing the unit or to the Director of Housing when that group is not in session.

Candidates for offices of registered student organizations may utilize bulletin boards for two posterings, each limited to a week's time. Additional posterings may be approved by the individual houses through the Student Affairs Coordinator.

Candidates for state, local or national political office may utilize house bulletin boards once during the course of their campaign. Houses may approve a second posting in that house.

Student Affairs Coordinators are responsible for the distribution of materials for posting on house bulletin boards.

Door-to-Door Promotion

The upper floors of all Residence Halls are considered the private living areas of our residents. Consequently, door-to-door contact with residents for the purposes of solicitation, promotion or selling is not allowed regardless if one is escorted by a resident. Selling activities in University Housing are generally prohibited. An individual resident may invite a person to his or her room for the purpose of listening to a sales promotion. Residents may not host gatherings which have as their purpose commercial promotion or sales.

Information Tables and Space

Registered student organizations, University agencies, and political organizations representing candidates for municipal, county, state or national elections may register information tables and/or space under the following guidelines:

Dining rooms, snack shops and buffet rooms may not be entered for the purpose of distributing material and/or promotion. Tables or space are offered for reservation to eligible groups or individuals to provide access to residents at a reasonable time, place, and manner. This is done to provide a balance between access and resident privacy.

Request for use of tables or space in individual Residence Halls should be made to the appropriate Student Affairs Coordinators. Each Coordinator will designate the location of such space for their unit. The policies which guide the registration and use of commons areas tables and space will also be in effect for unit registration and use.

Requests for tables or space in the foyers of dining facilities are to be directed to the administrators designated below. Because of limited space in the foyer areas of Gordon Commons, tables will not be provided.

Dining Facilities Foyer Areas

Gordon Commons (space only)	Coordinator for Student Affairs Administration-Southeast Area
Office	
Chadbourn/Barnard (tables)	Chadbourn/Barnard Student Affairs Coordinator
Carson Gulley (tables)	Carson Gulley Student Affairs Coordinator
Kronshage (tables)	Kronshage Student Affairs Coordinator
Holt (tables)	Holt Student Affairs Coordinator
Elizabeth Waters (tables)	Elizabeth Waters Student Affairs Coordinator

Use of Mailboxes

General Guidelines:

- No commercial solicitation allowed.
- All materials must be approved by the respective hall association and Student Affairs Coordinator.
- The Student Affairs Coordinator will contact the hall receptionist directly regarding approval.
- The Student Affairs Coordinator may approve distribution of materials to residents in halls under their jurisdiction on behalf of a student organization.

Residence Halls Student Organizations

Permitted to use mailboxes on approval.

Student Organizations Outside of Residence Halls

Organizations properly registered with the Dean of Students Office are permitted to use mailboxes if items are individually addressed to specific student rooms. Exceptions will be granted to the Wisconsin Student Association (WSA) or any other registered student group only if approved by the representative hall association and Student Affairs Coordinator.

Political Organizations Representing Registered Candidates for Municipal, County, State or National Elections

Not permitted to use mailboxes unless items are received through United States mail and individually addressed to specific students or rooms.

If you have any questions concerning any aspect of this policy, you may call the following people for clarification:

Paul Evans (262-6982)
Marian Iaines (262-4323)

Student Area Coordinator

Lakeshore Area Coordinator Felix Savino 262-8251

Student Affairs Coordinators

Cole, Bradley, Sullivan Karen Sepich 262-7777
Holt Commons

Kronshage/Slichter Susan Winter 2652-2386
Kronshage

Tripp/Adams Trudy Rappaport 262-1599
Adams Gatehouse

Elizabeth Waters Cathy Leahy 262-0444
Elizabeth Waters

Southeast Area Coordinator Mary Hubacher 262-4456
Gordon Commons

Student Affairs Coordinators

Chadbourne/Barnard Andrea Paff 262-2684
Chadbourne

Sellery A Genece Wade 262-1078

Sellery B Bob Wade 262-1109

Ogg East Paul Atkins 262-9986

Ogg West 262-6907

Witte A Deb Costar 262-0564

Witte B Kay Reuter-Krohn 262-7885

Student Interest Inventory

Each fall during registration week residents complete the inventory indicating their interest in University activities and programs.

Contact Marian Laines at 262-4323 for the names of students who expressed an interest in the categories that may relate to your organization.

This service is free of charge.

CHAPTER EIGHT

PROGRAM AND MEETING LOCATIONS

The City and University have many diverse meeting locations and program sites. They range from outdoor malls and park areas to traditional meeting rooms and theaters.

CAMPUS LOCATIONS

To use any space in Memorial Union, Union South, or any other campus buildings for a program or meeting, you must reserve space through the Reservations Office in either Memorial Union or Union South.

Memorial Union Reservations	Across from Main Lounge on 2nd floor 262-2511
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Union South Reservations	In Main Office on 2nd floor 263-2543
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NOTE: For a listing of University auditorium capacities, check with the Reservations Coordinator at Memorial Union.

Reserve space as soon as you know you are doing a program. Setup information can be supplied later and your reservation can always be cancelled. Don't forget to cancel if you don't do the program.

When reserving space for a program, try to be as specific as possible and as accurate as possible in estimating your equipment needs. To begin, think about the environment you are trying to create. Then try to estimate the number of people attending the program.

When filling out the reservation form, give an accurate list of equipment needs, what the equipment is to be used for, when the event is scheduled, how much setup time is needed, how the equipment should be arranged, and what the room should look like.

The room assigned to your group for a major program will be available one hour before the scheduled time of the event. Meeting rooms are available one-half hour before.

You are responsible for leaving the room in the same condition as found. Misuse of the rooms may result in a refusal to let you use the space again.

USE OF THE STATE STREET MALL AND CAPITOL CONCOURSE

Madison is fortunate to have a continual stream of activity in the State Street Mall-Capitol Concourse area. The Mall-Concourse is a City of Madison facility. There are five performance areas available to student organizations to book for appropriate activities. The five areas are: the Podium (intersection of State Street Mall and Library Mall), Frances Plaza (Frances Street and the Mall), Mini Park, 30 On The Square, and the King Street walkway. In the past, all student events have been held at the Podium because of the proximity to the campus.

Student organizations may book one of the performing areas by calling the Mall Coordinator (266-6033) and requesting a specific date. Reservations should be made as much in advance as possible to avoid potential conflicts. If electricity is required, there is a \$5.00 fee. If food and/or beverages are to be sold, the appropriate city licenses and permits will be required.

Restrictions on sound amplification adopted in July 1982 require that amplification be used only at certain times during the day. Extensions of this time period may be approved only when the Mall Coordinator has the approval of the occupants of the adjacent buildings. The times when sound amplification is allowed are as follows:

State Street Mall	12:30 p.m. to 1:30 p.m.
	5:00 p.m. to 7:00 p.m.
Concourse	11:30 a.m. to 1:30 p.m.

CHAPTER NINE

RESOURCES

The University of Wisconsin-Madison is an incomparable resource for the new and continuing student organizations. Organization leaders will need to be assertive in enlisting those resources in order to successfully achieve their goals.

ORGANIZATIONAL ADVISING RESOURCES

Dean of Students Office

The overall responsibility of the Dean of Students Office is to administer University policy regarding the use of University facilities and the registration of student organizations. Services to all student organizations include program and financial advising, training and development. For instance, if your group is wondering about how to plan a program, needs assistance with budget preparation and record keeping, would like consultation or training regarding a particular organizational issue, would like to know how to plan and implement a fund raising event, or alternatives to alcohol beverage use at organizational activities, the number to call is 263-5700.

Wisconsin Union Directorate (WUD)

The Wisconsin Union Directorate program staff provides advising services to those programs or activities that are co-sponsored or joint ventures with one of the WUD program areas.

School/College/Department

There are a number of school/college/departamental pre-professional, professional and vocational student organizations. Generally a faculty or staff adviser is associated with these groups. If your organization would like an adviser or if you are interested in starting a group, consult with the appropriate Dean or Director's Office.

Residence Halls

In Residence Halls, advising for house associations and program councils is done by the Student Affairs Coordinators. Housefellows act as advisers for the house student government organizations and officers.

Sororities/Fraternities

The Interfraternity Council, the Panhellenic and Black Panhellenic Associations offer among other services advising to campus fraternities and sororities. Also, each organization has an assigned adviser.

FUNDING RESOURCES

Within the University community, the City of Madison and Dane County there are numerous resources for obtaining funding and/or co-sponsorship for well planned programs. There are some very basic principles of program planning that have been outlined in Chapter Seven. Any group seeking funding from campus resources must be a registered student organization.

There are several types of funding opportunities, and it might be helpful to know the terminology that is commonly used by funding organizations.

Co-sponsorship	May be willing to provide funds to share the cost of a program or provide in-kind or promotional services.
Available dollars	Maximum amount available for a combination of programs or any one program.
Endorsement	May actually provide you with in-kind services, such as staff expertise, postage or public information, but not a dollar amount.
Matching or challenge funds	Will match some percentage of the dollars your organization has for a program.
General funds	Funds available for all types of programs.

Also, there are two basic types of funding organizations: those who will allocate funds after program plans are fully developed and those who want to be involved in the overall step-by-step planning of a program or activity.

Extra tips that may be useful in exploring potential resources are listed below.

Save yourself time - identify the resources most likely to meet your needs.

Once identified, contact that organization, become well versed in the organization's procedures, guidelines, restrictions and deadlines.

When submitting an application, do what the organization requires you to do, the way they tell you to do it, and when.

Attach a narrative to your program budget which specifies how funds will be used. (Visual aids, graphs and letters of support are also helpful.)

Include a brief biographical sketch of your organization's programs or projects.

Waiting for a response to your proposal is often referred to as the agony period. Depending on the organization, you might hear within a week or it might take up to six weeks. There is not much advice that can be offered to remedy your anxiety.

Once you have received notification as to whether your program has received funding or will be co-sponsored, send a letter of "thanks" regardless of the answer.

If the answer is yes, inquire in your confirmation letter as to how the funding organization should be listed in the program. Also, inquire where invitations should be sent. Finally, include a complete revised budget and program materials. At the conclusion of the program, the sponsor should be sent a final report to include a program evaluation, a budget summary, and a thank you letter.

If the answer is no, ask if you can use their name for publicity as a non-contributing co-sponsor and if their membership or contacts would be interested in receiving information about the program. Above all, try again next year.

Extra tips:

When thinking about co-sponsorship or funding resources, do not exclude other campus student organizations.

Make an organizational file describing the application process to funding resources.

Appearance of the application is often a consideration.

Accuracy and specificity of information is always important.

Send specified number of copies, keeping one in your own files.

Listed below are funding sources which have been used by student organizations. It is important that you contact a particular funding organization to obtain their guidelines before making application and also to insure that the fund is still operational and available.

Campus Funding Sources

Title: Anonymous Fund

Contact: Dean E. David Cronon, College of Letters and Science

Address: 102 South Hall, UW-Madison

Telephone: 263-2303

Deadlines: None

Description: Write a letter which details the project/program and include a budget. If the project is accepted, a University fund will be established. Committee is generally interested in funding guest speakers and artists, catalogues, and public information rather than receptions and travel. Activity should be one that appeals to the broad interest of UW-Madison community. Be sure to include a financial justification and biographical sketch. (Include 4 copies.)

Restrictions: This is a University fund, thus there are University procedures that must be followed.

Printing must be done by approved campus facilities.

Food must be purchased from the Union.

Honoraria and expenses must not exceed limits established by the University Lectures Committee.

Request from student organizations should be in conjunction and co-sponsored by an academic department.

Title: Humanistic Fund

Contact: Phillip M. Hamilton, Chairman, Dept. of Art

Address: 6541 Humanities, UW-Madison

Telephone: 262-0721/262-1660

Deadlines: None

Description: Intended to support and enlarge the cultural and artistic undertaking of the University, especially in the field of poetical and imaginative literatures, arts and philosophy. Request for funds should include a detailed justification and budget, including an explanation of how it would further the intent of the fund.

Restrictions: No limit on the size of grants. Funds are not intended to promote individual faculty and student research or programs that might otherwise be funded by departmental academic budgets.

Title: Multi-Cultural Council

Contact: Yolanda Garza, Assistant Dean of Students

Address: Dean of Students Office, 117 Bascom Hall

Telephone: 263-5706/263-5700

Deadlines: At least 30 to 60 days before program/activity

Description: Funds are distributed by the Multi-Cultural Council, a student group comprised of representatives from five ethnic University student organizations on campus. Intent is to sponsor or co-sponsor programs that are of a multicultural nature, of broad interest to the student population and that will enhance an awareness of diversity.

Restrictions: Funds may not be used for the purchase of food, off campus programs, travel related to an academic department and printing costs by non-state facilities. It is expected that organizations also seek financial support from other sources. Request guidelines should be strictly followed.

Title: University Lectures Committee

Contact: Jean Capaul

Address: 129 Bascom Hall

Telephone: 263-5741

Deadlines: Send 12 copies of request at least 6 weeks prior to proposed lecture.

Description: Committee accepts request from (1) departments, (2) interdepartmental committees, and (3) officially recognized student organizations registered with the Dean of Students Office when the program is co-sponsored by a department or in some instances a faculty committee. Topics and speakers must be of interest to undergraduate students. Subjects of interest to upper level undergraduates and graduates will be considered. Speakers to be invited should be men and women of distinction. Request should include detailed information concerning speakers, professional standing and qualifications.

Restrictions: Maximum dollars allowed for honorarium is \$150, a per diem rate of \$60 (day of lecture) plus travel up to \$600. All lectures are open to the public without charge. Committee expects that other sources of funding will be explored before applying to the University Committee. The Committee normally does not provide funds for speakers who lecture under contract for commercial agencies.

Title: Wisconsin Student Association (WSA)

Contact: WSA Office

Address: 511 Memorial Union

Telephone: 262-1081

Description: General revenue funds are available for programs and activities. Applications must be submitted to WSA 3-4 weeks before the program. Ask for date and time of Finance Committee meeting when submitting the application and also about getting on the agenda. Programs, events, services must be of broad interest to UW students. Annual funding is available but must be applied for during the previous academic year.

Restrictions: Organization must be registered in the Dean of Students Office as a University student organization. Activities may not discriminate against any person on the basis of race, creed, color, sex, sexual orientation, religion or political ideology. Strict adherence to WSA guidelines is strongly encouraged.

Title: Wisconsin Union Directorate

Contact: Student chairperson of specific interest area - Art, Adult & Family Outreach, Campus Outreach, Cross Cultures, Film, Games & Activities, Hoofers, Ideas & Issues, Memorial Union Social, Theater Arts, and Union South Music & Entertainment. When in doubt, contact the WUD Vice President for Program.

Address: 507 Memorial Union

Telephone: 262-2214

Description: The Wisconsin Union Directorate is a student programming board in Memorial Union and Union South. It is NOT a funding source per se, however, will co-sponsor/co-fund programs with registered student organizations and academic departments. Contact the student chairperson of a specific interest area. Details and procedures may vary depending on the interest area. Each area committee will decide how and if they will be involved in program planning and the dollar amount.

Restrictions: Information available for WUD Program chair/adviser.

Title: SUFAC (Segregated University Fees Allocations Committee)

Contact: SUFAC Office

Address: 420 N. Lake Street

Telephone: 263-3950

Deadlines: Awards are made annually. Applications are due in October for funding for the following fiscal year which begins July 1.

Description: The SUFAC committee, composed of students and staff, recommends to the Chancellor the proposed disbursement of the GSSF (General Student Segregated Fees) portion of SUFAC funds. The fund is designed to support services to students who compose a substantial portion of the student population. Generally, SUFAC funds programs that are ongoing. The fund is not intended to provide support to organizations for specific one-time programs or activities. The application process is quite competitive.

Restrictions: The fund does not provide support to organizations for one-time programs or activities. Applicants must demonstrate that no other more appropriate source of funds is available.

Local Funding Sources

Title: Dane County Cultural Affairs Commission

Contact: Lynne Eich

Address: 210 Monona Avenue, Madison 53709

Telephone: 266-5915

Deadlines: Awards are issued three times per year on a competitive basis.

Description: The Commission provides grants to individuals and organizations which seek supplementary financial support for cultural projects. Such projects include community and neighborhood festivals, traveling exhibitions, outdoor concerts, touring productions, workshops, publications, artists-in-residence, cultural field trips and public art projects.

Restrictions: All grants require a dollar for dollar cash and/or in-kind service match.

Title: Madison Committee of the Arts Program

Contact: Mikele Stillman

Address: 120 Municipal Building, Madison 53710

Telephone: 266-6033

Description: Several grant awards are available. Proposals may request no more than 50% of the total project cost with the balance of funds to be matched on a cash or in-kind basis. The procedures for application are quite simple. Applicants are encouraged to obtain grant materials from the City Parks Department. Programs with the most impact on the greatest number of people will probably be awarded money. Art grants are city-wide; Mall grants are limited to the Mall area only.

Title: Evjue Foundation, Inc.

Contact: Fred Miller, Treasurer

Telephone: 252-6200

Address: 1901 Fish Hatchery Road, Madison 53713

Deadlines: Anytime

Description: Fund is solely for non-profit organizations rather than individual projects. Applicants should contact the Evjue Foundation for details.

Restrictions: Information available from the Evjue Foundation.

Title: Madison Civic Center Foundation

Contact: Director, Madison Civic Center

Address: 211 State Street, Madison 53703

Telephone: 266-6550

Deadlines: February 1 and August 1

Description: Apply by available application form stating project and budget. Funding is generally available for programs in the Civic Center - speakers, performers, artists, catalogues, and brochures.

Restrictions: Information and forms available from the Madison Civic Center.

Title: Wisconsin Arts Board

Contact: Paula McCarthy-Panczenko

Address: 107 South Butler Street, Madison 53702

Telephone: 266-0190

Deadlines: February 1 - General Grants Programs & Community Arts Programs

March 1 - Artists-in-Residence Sponsor

September 1 - Individual Artist Fellowship Program

November 1 - Artistic Program Support

DEADLINES ARE SUBJECT TO CHANGE.

Description: Usually dollars must be matched by other funds or in-kind services. Follow form carefully and thoroughly, type and use complete sentences!!

Restrictions: Contact WAB for additional information.

Title: UW-System American Ethnic Studies Coordinating Committee (AESCC) Urban Corridor Consortium

Contact: Thomas Tonmesen, AESCC

Address: University of Wisconsin-Milwaukee, Milwaukee 53201

Telephone: (414) 963-4700/6701

Deadlines: May vary, usually around first of July. Awards made each fiscal year.

Description: Grants of up to \$1,000 are available for a variety of purposes, such as workshops/seminars, honoraria for guest speakers, research related to curriculum, travel, fine arts performances materials except library books. The project/program must focus or deal with ethnic minority students and directly serve UW-System populations. Faculty, academic staff, students and student organizations at all UW campuses and centers are eligible to apply.

If your proposal is chosen for funding, the monies will be transferred to the appropriate campus and departmental account via the inter-institutional agreement process. The AESCC encourages you to call its office to discuss your proposal idea before its submission.

CHAPTER TEN

FUND RAISING TIPS

Fund raising often is a long process. By keeping some basic strategies in mind, you can increase your chances of success. You begin by following the basic principles of program planning, execution, and follow through. You then have the option of initiating a request for funds, generating your own revenue from grant funds, or both. Programs and fund raising activities often provide visibility for your group, enhance your organization's goals, and may increase your membership.

Planning or promoting an event, whether it is a one-time or annual event, is important. There are specific University guidelines that must be followed regarding fund raising activities for student organizations. These guidelines are found in the Wheat & Chaff. The Dean of Students Office and your faculty/staff adviser should be consulted.

Here are a few basic tips to consider as you plan your activity.

You should:

- have fund raising goals/purpose/target
- insure membership support
- establish a fund raising committee
- prepare a budget
- decide on an appropriate fund raising technique
- research your potential funding sources
- set timeline/calendar

Questions to consider before developing a fund raising strategy.

Who are your fund raising targets?

How much can they give; what are their motivations for giving or buying?

How much risk is involved? Or is it a sure bet?

What is the cost in membership time? Is the technique labor intensive?

What are the political implications of the fund raising technique to your organization?

How will the organization be dependent on its source?

How will it affect the decision-making in the organization?

How will it affect the organization's reputation?

What implications will it have on the organization's self sufficiency?

Is the technique repeatable?

Is it a short, long or mid-range technique? Will it produce a long or short-term yield?

People give money when they:
 trust you.
 believe in your project/cause/organization.
 get something in return.
 believe your request is realistic.

What can you do to raise money?

Be creative, brainstorm with membership.
 Check the Wheat & Chaff financial regulation for student organizations and any state or local regulations. Contact the Dean of Students Office.
 Funding sources (see funding section).
 Membership dues.
 Benefits: receptions, dances, etc.
 Speaker programs, film programs, concerts.
 Book sales, rummage sales, etc.
 Car washes, bike washes, etc.
 Auctions.
 Ad books.
 Raffles.
 Direct mail.
 Door-to-door solicitation.
 T-shirts, buttons, bags, etc.
 Telethon or radio marathon.
 Tournaments.
 Recycle aluminum cans.
 Publishing cookbooks, how-to's, etc.
 Check the library for books on fund raising techniques.

SPECIAL NOTE ABOUT OUTSIDE SPONSORS AND RAFFLES

Outside Sponsors

A variety of commercial enterprises have been willing to contribute to student organization events in return for some recognition in the event advertising. University policy, however, forbids use of University facilities for "programs or activities which constitute an endorsement of a particular commercial interest or organization." It is essential, therefore, to consider carefully how outside sponsors are included in advertising. While groups should acknowledge contributions, the acknowledgement must not dominate the advertising or imply any endorsement of a particular product. If you have questions about how to comply with this policy, please discuss your proposed event early in the planning process with staff from the Dean of Students Office.

Raffles

Raffles must be licensed by the State of Wisconsin. If held on University property or associated with the name of the University, raffles will require the University's special review and authorization. Contact the Dean of Students Office for further information.

ALCOHOL SALES AND/OR SERVICE

On Campus

Sales and/or service of alcohol beverages on campus are governed by Wisconsin state laws and University of Wisconsin rules and regulations.

Anytime alcohol is sold "on campus" such sales must be handled by the Wisconsin Union or the University Residence Halls, depending on where the event is held. In other words, if your organization intends to sell alcohol at an "on campus" event, you must contact the Wisconsin Union or Residence Halls to make the necessary sales and service arrangements.

If you plan to serve, but not sell, alcohol at an "on campus" event, you may be required to purchase the alcohol beverages and arrange for the serving of the alcohol beverages through the Wisconsin Union or Residence Halls.

All sales and/or service of alcohol beverages on campus are subject to Wisconsin state laws regarding alcohol and therefore it is the legal responsibility of the provider of the alcohol beverages to (1) insure that the persons consuming alcohol are of legal age, and (2) refuse service to those who appear intoxicated to the point of impaired functioning.

If you have questions about the above policies, call the Office of the Director of the Wisconsin Union (262-2263) or the Dean of Students Office (263-5700).

Off Campus

Sales of alcohol beverages off campus require a special license granted by the local city government.

SPECIAL CLASS "B" PICNIC BEER LICENSE APPLICATION

A license is required if:

Beer is sold.

A charge is made directly or indirectly for beer.

Beer is served with a meal for which a charge is made.

A charge is made for admittance to the event even if the dinner and/or beer is free.

No license is required if:

Clubs, et al have a picnic or similar gathering where beer is served for members and invited guests only, providing that there is no charge.

A license is already held by the proprietor of the place at which the event is held.

A license cannot be granted to:

Clubs, et al for their social or business meetings.

Recodification of the beer and liquor statutes, effective July 1, 1982, provides that all applications for alcohol beverage licenses, including Special Class "B" Picnic Beer, shall be filed with the Clerk at least 15 days prior to the granting of the license. Operator's and Manager's licenses are exempt from this requirement. [Sec. 125.04(3)(f)]

All applicants must apply for a Federal Tax Stamp, Form 11, from the Internal Revenue Service, 212 E. Washington Avenue. The fee is \$2.20 per month and a Federal Tax Stamp is required for each event. The applicant must show proof to the City Clerk that said Federal Tax Stamp has been applied for before the license can be issued. The IRS Office is open Monday, Tuesday and Thursday, 9:00 a.m. to 4:30 p.m.

Special Class "B" Picnic Beer licenses may be issued for particular events, such as picnics, dances and bingo parties and may be granted only to:

Bona fide clubs, lodges, societies that have been in existence for at least 1 year prior to the date of application for such license. State, county or local fair associations or agricultural societies. Posts now or hereafter established of ex-servicepersons organizations.

NOTE: A person with a current operator's license must be present at all times.

Beer is prohibited in parks after 10:00 p.m. A fee of \$10.00 per day shall be paid at the time the application is filed.

SUGGESTIONS FOR ALCOHOL SERVERS

In addition to directly observing the above policies and procedures, those responsible for alcohol beverage service can do a lot to help maintain a legal and responsible drinking atmosphere which minimizes the risk of accidents and incidents both at your social event and after it.

1. Don't push drinks or refills.
2. Provide non-alcohol beverage (at least 1/4 of total beverage allotment). Some people don't drink alcohol and some people like to switch, and increasing numbers of students will not be old enough to be served alcohol beverages.
3. Don't serve if you are intoxicated.
4. Serve food; it moderates the rate of intoxication.
5. Total amount of alcohol should be roughly equivalent to 1 drink per person per 45 minutes.
6. If you are in doubt about whether someone is intoxicated, don't serve.
7. Don't tolerate obnoxious behavior that wouldn't be permissible if the person was sober.
8. Stop alcohol service 45 minutes before the end of the event to allow people some recovery time.
9. Discourage people from driving or biking, even walking alone, if they have had too much to drink.

The above are in the nature of suggestions (although some are Union food service and alcohol policy) which you may want to consider implementing in whole or in part.

TEMPORARY FOOD STANDS

Student organizations must follow certain procedures before operating temporary food stands in University owned or leased buildings and/or on University owned property:

1. Register as a University student organization with the Dean of Students Office.
2. Seek permission from the building manager if the requested space is under his or her direct control; if not, contact the Central Reservations Office in the Memorial Union (262-2511).
3. Obtain a permit to dispense food and/or beverage items for a nominal fee from the Office of Campus Environmental Health, 1552 University Avenue (262-1809).
4. Limit sales of food and/or beverage to periods of 5 days or less per semester. (Simply changing applicants' names or slightly altering locations to avoid this restriction is not permitted.)
5. Procure all food from either the Memorial Union, Residence Halls or a state licensed vendor. Doughnuts, cookies and other bakery products must be obtained from a licensed bakery. Home baked goods are not permitted.

For additional information, call the Office of Campus Environmental Health, 262-1809.

NOTE: Any plans to sell non-food products other than tickets to admission events or publications should be cleared through the Dean of Students Office (no charge).

CHAPTER ELEVEN

RECREATIONAL SPORTS

Each year thousands of people share in the "mind-body" sports experience that adds another dimension to University life. The aim of the Recreational Sports Program is to promote participation by students, faculty and staff in recreational activities regardless of age, sex, race, handicap, skill level or past experience. Programs are designed to complement academic curricular and social recreation programs as well as to provide services that may assist in the fulfillment of such basic human needs as relaxation, belonging, achieving, maintenance of physical fitness and, most of all, the need to have FUN. For more information: Room 1017, Unit II Gym, 262-3742 or 287 SERF, 262-8244.

The Recreational Sports Program consists of three components:

OPEN/INFORMAL RECREATION PROGRAM offers a wide variety of recreational facilities available on an informal, self-directed basis. Activities include: swimming, badminton, basketball, general exercises, racquetball, squash, weight training, ice skating, volleyball and jogging. Most activities are available weekdays until 11:00 p.m. (Friday 8:00 p.m., Saturday 9:00 a.m. - 8:00 p.m., and Sunday 12:00 Noon - 8:00 p.m.). Volleyball, racquetball, handball, and squash players should reserve courts before going out to Unit II Gym, the SERF and Nielsen. For all facilities, check with the Recreational Sports Office for details.

The Nat hours and intramural information can be obtained by calling the HOTLINE at 262-4756, 24 hours a day. Facility hours at SERF and the Armory can be obtained by calling the SERF HOTLINE at 262-7264, 24 hours a day.

INTRAMURALS feature competitive, structured participation opportunities in more than 40 team and individual activities offered for dormitory residents, fraternities, sororities, undergraduate, graduate students, faculty and staff. These are offered as men's or women's programs.

Co-recreational leagues (men and women participating on the same teams) are also offered. Team activities offered in the fall include: touch or flag football, soccer, 3-player basketball, 6-player volleyball, innertube water polo, broomball, and more. Individual activities in the fall include: tennis, golf, cross country, and racquetball.

Spring semester team activities include: 3-player volleyball, 5-player basketball, softball, ice hockey, indoor soccer, among others. Individual activities in the spring include: handball, racquetball, squash, wrestling, swimming, frisbee, tennis, badminton, cross country, and track and field.

During summer, 3-player basketball, soccer, softball, handball, racquetball, tennis, badminton, cross country running, and golf are offered. All activities are open to men and women (nominal entry fees may be charged).

SPORTS CLUBS provide a more in-depth sports experience than the intramural and/or open recreation program, including learning new skills, practicing with fellow participants, and possibly competing in contests with other clubs.

Clubs are basically self-run and funded by student fees and club-generated income; they are open to men and women. Campus sports clubs include: aikido, badminton, defensive boxing, fencing, men and women's frisbee, Japanese karate, kendo, judo, lacrosse, men's rugby, shorin ryu karate, squash, synchronized swimming, tae kwon do, women's ice hockey, women's rugby, volleyball, orienteering, water polo and ice skating. University Sport Club Program, 262-9867.

SPORTS FACILITIES

<u>Where</u>	<u>What</u>	
The Armory (Gymnasium) 716 Langdon Street 262-3791	multi-use room swimming	gymnastics gym weightlifting room
Lakeshore Halls Area Lakeshore Dorms Off Observatory Drive	18 tennis courts 6 outdoor half-courts for basketball	
The Natatorium Unit II Gym 2000 Observatory Drive 262-3742	badminton basketball exercise room golf weightlifting volleyball	swimming handball paddleball racquetball squash wrestling mat
SERF 750 W. Dayton Street 262-8244	badminton basketball exercise rooms weightlifting volleyball	swimming handball racquetball running track
Nielsen Tennis Stadium 262-0410	21 tennis courts (indoor and outdoor) 5 single and 1 double squash court	
Camp Randall Sports Center (The Shell) 1430 Monroe Street 263-6566	jogging track basketball	ice skating weightlifting

LOOK FOR INFORMATION AND SCHEDULES IN THE UNIONS, RESIDENCE HALLS, AND CHECK THE THURSDAY BADGER HERALD, RECREATIONAL SPORTS INFORMATION PAGE, DIAL TAPE, WISCONSIN, THE UNDERGRADUATE BULLETIN AND OTHER CAMPUS PUBLICATIONS.

SUGGESTIONS FOR FURTHER READING

Flanagan, Jan, The Grass Roots Fund Raising Book: How to Raise Money In Your Community, The Swallow Press, Inc., Chicago, 1977.

Gordon, Dr. Thomas, Leader Effectiveness Training: The No-Lose Way to Release the Productive Potential of People, Bantam Books, 1980.

"Responsible Drinking Party Ideas", pamphlet available from: The Wisconsin Clearinghouse, 1954 E. Washington Avenue, Madison, WI 53704.

The Whole College Catalogue About Drinking, available from: U.S. Department of Health, Education and Welfare or Dean of Students Office, UW-Madison.

"Tips On Sipping", a student guide to responsible decisions about drinking - pamphlet from: BACCHUS, c/o Campus Alcohol Information Center, University of Florida, Gainesville, FL 32611 or Dean of Students Office, UW-Madison.

Wilson, Marlene, Survival Skills For Managers, Volunteer Management Associates, 1982.

Wilson, Marlene, The Effective Management of Volunteer Programs, Volunteer Management Associates, 1981.

WSA STUDENTPRINT

Serving the University Community



Offset Printing
Laser Typesetting
Design & Pasteup
Dark Room Work
Lecture Notes

512 Memorial Union 262-6216

Student Org. Fair

From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: 608/262-3571

Release: IMMEDIATELY

9/15/87

CONTACT: Yolanda Garza (608) 263-5700

STUDENT ORGANIZATIONS SET TO RECRUIT

MADISON--Interested in lucid dreaming, vegetarianism, science fiction, or objectivism? How about playing bridge or Dungeons and Dragons?

University of Wisconsin-Madison students can join any of hundreds of student organizations devoted to interests and activities as diverse as the student body itself.

Between 60 and 80 UW-Madison student organizations will participate in an annual membership recruitment fair on the Library Mall from 10 a.m.-4 p.m. Friday (Sept. 18).

"These groups provide students with an opportunity to make friends and cultivate interests that may not be strictly academic," said Yolanda Garza, a UW-Madison assistant dean of students.

Garza expects residence halls groups, sororities and fraternities, academic, religious and athletic groups and student government activities to be represented at the fair.

Students who want to join a student group can drop by any time during the day to peruse the literature tables and talk to representatives of the organizations. Garza, (608) 263-5700, has further information.

###

--Mary Ellen Bell (608) 262-8287

Handwritten signature in red ink.

Release: Immediately

4/22/87

CONTACT: Mike Reyes (608) 238-6453/263-3912

MULTICULTURAL EVENT TO BE STAGED AT UW-MADISON SATURDAY

MADISON--Professional entertainers from Chicago, Milwaukee and Madison will join scores of amateur performers this Saturday in a multicultural celebration at University of Wisconsin-Madison titled "The Diaspora: Africa in the Americas."

The show, staged at the Union Theater, will include performances by a steel drum band, a jazz/funk ensemble, a gospel choir and several groups representing Afro-Brazilian and Afro-Puerto Rican music and dance. It will begin at 8 p.m. and is open to the public free of charge.

Saturday's performance marks the second production of the "African Diaspora," a program show organizers hope to make an annual event.

The word "diaspora" refers to a scattering or dispersion of people with a common origin or background. Michael Reyes, a UW-Madison law student and one of the forces behind the first African Diaspora show last spring, said the program is designed to demonstrate African influences on the music and dance of North and South America and the Caribbean. Dance and music in the Americas were greatly influenced by a dispersion of Africans through slavery.

The idea for an annual show originated with the Committee for the Study of the Africa Diaspora (CSAD), a UW-Madison student organization started in 1984 by two minority law students. CSAD draws its membership primarily from six other minority student organizations on campus.

Reyes said the African Diaspora concept has gained international

recognition in recent years. Three world conferences on the subject have already been held, the first in Ile Ife, Nigeria in 1984, followed by a 1985 conference in Salvador, Bahia, Brazil, and a third conference last October in New York City.

Clyde Morgan, a UW-Milwaukee dance professor and artistic director for Saturday's program, performed at the world conference last fall. Morgan specializes in Afro-Brazilian dance. African drumming specialists Stephan Collins of Madison and Carlos Equis Aguila of Chicago teamed with Morgan for the New York performance and are in charge of drumming for Saturday's show.

"Our purpose here is to continue the oral tradition of the African folklore, both in drumming and in dance," Collins noted. "If we lose the origins and traditions of Africa, we feel, as black people, that then we become truly lost."

Morgan will perform a solo dance based on the historical figure Obatala, an African deity. He said the solo slowly grows into a larger community dance paying homage to Obatala, who is known for his patience and plea for peace.

Also scheduled on the show are performances of Afro-Puerto Rican dance forms known as the Bomba and Plena, to be done by the Los Pleneros De Yucayeque, a professional musical ensemble, to be joined by a UW-Madison student dance troupe.

Musical selections scheduled for the show include appearances by the Clemente Steel Drum Band from Chicago, the LeBand Funk Ensemble, the Fresh Force Crew (rappers) and the Mount Zion Baptist Choir of Madison.

A special feature on this year's program will be a performance by a Native American dance group from Wisconsin's Menomonee Reservation. Law student Joseph Young will head the Indian dancers.

Serving as emcee for the evening and providing informational narration for individual selections is Tejumila ("Teju") F. Ologboni of Milwaukee. Teju is well known in Milwaukee for his colorful personality and is director of Milwaukee's annual Afrofest.

Morgan said many of Africa's oral traditions -- songs and mythological stories -- are preserved through regular performance in countries like Cuba, Haiti and Brazil, "and a lot of this material is as alive as someone wants to make it."

"The moment we tap into that energy, it renews its commitment to whoever is performing or witnessing the performance," he said.

###

Release: Immediately

4/28/86

*Student
Original*

CONTACT: Lynn Noel (608) 262-1904, Donald Thompson (608) 262-7395

DANCERS WILL WELCOME SPRING AT DAWN ON MAY DAY

By BARBARA WOLFF
University News Service

"Little darling, it's been a long cold lonely winter. Little darling, it seems like years since it's been clear."

--The Beatles, "Here Comes the Sun"

And after this long and lonely winter, the rising spring sun will be greeted Thursday, May 1 by the Oak Apple morris team, dancing wide-awake and fully clothed on University of Wisconsin-Madison's Picnic Point.

Morris dance, Lynn Noel said, is part of a larger English tradition called "the morris," dating back at least to Shakespeare's time and probably much earlier. The choreography is a lusty affair, characterized by vigorous leaps and intricate footwork performed by costumed dancers decked in bells.

"Our 27 team members wear about 1,087 bells," said Noel, a graduate student in geography and the team squire.

The morris began, like much lore connected with spring, as a fertility ritual in the south of England. "May Day was the most important holiday for the farmers," Noel said. "It was time for the earth to wake up and become fertile again." Besides the dances, the morris included music and mummers' plays, a form of medieval folk drama.

English villages preserved their versions of the morris through the 19th century. But by 1900, morris dancing was rare even in the Cotswold villages of its origin. Introduced in the United States in the 1920s, morris observances

did not gain popularity until the nationwide folk revival of the '60s. There are now 127 regular morris teams in the United States and twice that number in Great Britain.

But Oak Apple is the only regularly performing group in Wisconsin. Founded in 1979, members appear about 20 times a year, mostly in spring and summer. Noel says next year Madison will host the annual Midwest Ale, or morris convention, six years after Oak Apple founded the event. Meanwhile, members will be kept busy at a variety of folk festivals, fairs, farmers markets, weddings and other galas.

"But May Day is special to us," Noel said. "It's the first time we dance in public after practicing all winter. We aren't exactly 'performing,' because May Day is something we do among ourselves, for our own satisfaction, although anyone up at that hour of the morning is welcome to join us."

The current team of 27 includes men and women ranging in age from 20 to over 50.

"It's a good way of bringing all different kinds of people together," said team archivist Don Thompson, UW-Madison anthropology professor. "Many of us wear the same tongue-in-cheek 'Born-again Pagan' button with, even though we may be UW-Madison faculty or students, government employees or workers in the private sector.

"But the rapport extends far beyond Oak Apple; there's an instant bond between morris team members the world over. We were at a festival in Milwaukee last summer and some of us introduced ourselves to a team from England. They immediately took us to their dressing room and taught us one of the dances we had particularly enjoyed."

Thompson said most of the dances involve either sticks or hankchiefs; the beating of one and the waving of the other is intended to rouse the slumbering earth. Other rituals include the symbol-laden maypole and the burning of a corn husk doll.

"Corn provides a nice Wisconsin touch," Thompson said. "In England 'corn' is a generic term meaning rye or barley."

"Last year we burned the winter witch dolly, but this year she will be a harvest doll I made during Samhain (Halloween), the fall celebration," Noel said. "And, since our first snowfall was so early in November, I've kept a pint of that very snow in my freezer to destroy on Picnic Point."

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Student Org. Journal

From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: 608/262-3571

Release: Immediately

4/11/86

CONTACT: William M. Calhoun (608) 262-3662/233-6810

ENTERTAINMENT EVENING TO CELEBRATE AFRICAN CONTRIBUTION TO AMERICAN CULTURE

MADISON--Africa's contributions to culture in the Americas will be celebrated Saturday evening, April 19, at University of Wisconsin-Madison with music, dance, poetry and theatrics.

"The African Diaspora," a free evening of entertainment and dancing organized by four student groups, is scheduled at Union South from 8 p.m. until the early hours of Sunday morning. The location will be listed on the "Today in the Union" bulletin board.

"We have looked for commonalities in our cultural experience that are worthy of celebration," said William M. Calhoun, a UW-Madison law student who helped organize the event.

Calhoun said performing groups will include Cuban percussionist Carlos R. Eguis-Aguila, now of Chicago; the Madison-based music and dance group Sankofa; New World Griots in poetry and theatrics; soloist Michelle Horne; the Afro-American dance group Drive; and the contemporary Latin percussion ensemble Yambu.

Sponsors of the event include the Black Law Students Association, Latino Law Students Association, Union Puertorriquena and the Black Student Union. Funding has come from a variety of student and campus groups.

"We have been able to bring together students from the various parts of the Americas, recognizing that the common strain (in their cultural background) is Africa," Calhoun said.

###

-- Joseph H. Sayrs (608) 262-8290

Task Force on ROTC Policy Reform

Box 614, Memorial Union • Madison, WI 53706

Possible Elements of Faculty Senate Resolutions

March
May 16, 1986

*Student
of
General*

1) Condemnation of the discriminatory policy of the ROTC program

2) Communication with the Department of Defense

[UW-Milwaukee example, passed by voice vote May 17, 1983:

"In light of discrimination by the U.S. Army and/or the Department of Military Science (ROTC), ... that the Faculty Senate communicate the following to the Department of Defense:

It has been called to our attention that U.S. Army Regulation 40-501 paragraph 2-34a (2), disqualifies homosexuals from military service and therefore prevents students with a homosexual orientation from achieving cadet status and from securing any financial assistance.

Since 1956 the University of Wisconsin-Milwaukee has maintained a voluntary contract with the U.S. Army, thereby agreeing to maintain a Reserve Officer Training Corps program (R.O.T.C.) on our campus.

In 1978 the University instituted a non-discrimination policy in relation to sexual preference. The policy stated:

"The words 'sexual preference' be added to its' (UW-Milwaukee) current non-discrimination policy."

We feel it is imperative that our university keep every door open to all interested students. The discrimination against homosexual students by the U.S. Army and subsequently by the UW-Milwaukee Department of Military Science casts a cloud over our policy of non-discrimination. We therefore request that you review your policy of discriminating against homosexuals and repeal it.]

3) Communicate with Congressmen and the President

4) Form a committee, not to merely evaluate the situation with respect to ROTC policy and UW-Madison non-discrimination rules, but to actively work for change at a national level.

5) "Force compliance" of the Air Force Aerospace, Military Science, and Naval Science Departments to the non-discrimination policy of UW-Madison.

[UW-Milwaukee equivalent, passed 26-6 May 17, 1983: ... that the Chancellor's office review the 1965 contract between UWM and the Department of Defense, bringing that instrument's language up to present adding "sexual preference" to Point E (1), after "national origin".]

6) Enforce UW-Madison nondiscrimination policies by terminating the ROTC contracts, effective July 1, 1989. Seek to resolve the issue at a higher level.

[UW-Milwaukee equivalent passed by Faculty Senate April 18, 1985, 30-7, overturned with full faculty decision, 157-111, September 19, 1985.]

Richard L. Villaseñor
Chairperson, Task Force on
ROTC Policy Reform

(264-2813)
Selby

Facts on Policies of the Department of Defense and the ROTC Programs

-Army, Navy, and Air Force policies are based on uniform guidelines issued by the Department of Defense. These guidelines preclude the accessioning and retention of homosexuals in the military. The specific policy is:

"Homosexuality is incompatible with military service. The presence in the military environment of persons who engage in homosexual conduct or who, by their statements, demonstrate a propensity to engage in homosexual conduct, seriously impairs the accomplishment of the military mission. The presence of such members adversely affects the ability of the Military Services to maintain discipline, good order, and morale; to foster mutual trust and confidence among servicemembers; to ensure the integrity of the system of rank and command; to facilitate assignment and worldwide deployment of servicemembers who frequently must live and work under close conditions affording minimal privacy; to recruit and retain members of the Military Services; to maintain the public acceptability of military service; and to prevent breaches of security."

-All students at UW-Madison are eligible to enroll and participate for credit in classes of the Air Force Aerospace, Military Science, and Naval Science Departments. At the advanced course level within the ROTC program, students are considered either cadets or participating students. An ROTC cadet signs a contract, becomes a member of the U.S. Army Reserves, and is paid a subsistence allowance (July 1982: \$100 per month).

-The sole objective of the ROTC program is to qualify selected men and women for military service as officers after graduation. According to U.S. Army regulations, homosexuality is a disqualification from service in the U.S. Army and U.S. Army Reserves. Homosexuality is a disqualification as covered in Army Regulation 40-501 paragraph 2-34a (2) Character and behavior disorders. Therefore, overt homosexuals cannot be commissioned and cannot be ROTC cadets. For the department of Military Science, ROTC scholarship eligibility is covered by Army Regulation 145-1, where, in Reference d, overt homosexuality is cited as a "medical" cause for rejection.

-The UW-Madison Departments of Military Science, Naval Science, and Air Force Aerospace employees are members of the U.S. Army, Navy, Air Force or the Federal Civil Service and are selected under provisions of the Department of Defense. UW-Madison Faculty are therefore not uniformly protected by the university's nondiscrimination rules.

-On April 5, 1983, Attorney General Bronson C. La Follette issued an opinion (as distinguished from a ruling) which concluded that ROTC is exempt from the sexual orientation discrimination prohibition of Wisconsin State Law s.16.765, Stats.

-The Thirty-seventh Congress (Sec. 4) passed land grant requirements for the states, requiring "...maintenance of at least one college where the leading object shall be, without excluding other scientific and classical studies, and including military tactics,..."

-Subsection (a), section 606 of Public Law 92-436, reference (a), provides that funds appropriated for the Department of Defense may be restricted at any institution of higher learning if the Secretary of Defense or his designee determines that recruiting personnel of any of the Armed Forces are barred by policy from the institution's premises. There is confusion as to whether this directive is applicable indefinitely or only for the year 1972 when it was issued. No provisions are made for universities that terminate their ROTC contract(s).

Task Force on ROTC Policy Reform

Box 614, Memorial Union • Madison, WI 53706

Statement of Purpose

To raise awareness of the discriminatory policy of the ROTC program, and, in conjunction with other groups at the University of Wisconsin-Madison and other campuses, advocate a change in the policy.

To accomplish the short term goals of bringing awareness of the anti-gay discriminatory policies of the military to the Madison community and inducing the university to oppose these policies, the following events are planned by the ROTC Task Force in conjunction with the Ten Percent Society:

- 1) Thursday, May 1, 1986: Military Ball; Tripp Commons in the Memorial Union.
- 2) Monday, May 5, 1986: Film; "Sergeant Matlovich vs. the USAF."
- 3) Wednesday, May 7, 1986: Speakers; Miriam ben Shalom, Gordon Baldwin, and (?) Jay Hatheway.

To reach the long term goal of changing the policy of the Department of Defense which precludes gay and lesbian participation in the Army, Navy and Air Force, the following contacts should be made:

- 1) Student organizations at other campuses
- 2) National gay rights organizations (incl. Gay Veterans Association)
- 3) US Congressional representatives and President Reagan
- 4) Department of Defense (Secretary: Caspar Weinberger)

Feb 13 charter
10 or 15 people so far.
if Joe (Lipsen) for future
action next fall 2nd yr.

"In some way
come out
against
policy"

Conduct
lobbying
day

high out
"Def not
an main
goal."

Next meeting
Wed 19th
Memorial Union
7pm

1986 BUDGET

- Speaker: Miriam Ben Shalom \$100.00
- Film: Sgt. Macklovich vs. U.S. \$59.00
- Postage, Supplies, etc. \$50.00
- Publicity: Ads, Posters, etc. \$150.00

TOTAL \$359.00

- Contribution made for Film: less-\$59.00

ADJUSTED TOTAL \$300.00

Task Force on ROTC Policy Reform

Box 614, Memorial Union • Madison, WI 53706

March 18, 1986

The Task Force on ROTC Policy Reform is a registered student organization at the University of Wisconsin-Madison that was created on February 13, 1986.

Goals of the Organization

Short term:

To raise awareness of the ROTC program's policy of discrimination against gay and lesbian students and professors.

To induce the University to oppose this policy.

The group will work to reach these goals in conjunction with other groups at the University of Wisconsin-Madison and other campuses.

Long term:

To change the policy of the Department of Defense which precludes gay and lesbian participation in the Army, Navy, and Air Force.

In working toward this goal, the ROTC Task Force will contact US Congressional representatives, President Reagan, the Department of Defense, national gay rights organizations, the Gay Veterans Organization, and others.

Events Planned for this Semester

- 1) Thursday, May 1, 1986: Military Ball; Tripp Commons in the Memorial Union; 8:00 p.m. to 1:00 a.m.
- 2) Monday, May 5, 1986: Film; "Sergeant Matlovich vs. the USAF."
7:00 p.m.
- 3) Wednesday, May 7, 1986: Speakers; Miriam ben Shalom, Gordon Baldwin, and Jay Hatheway; 7:00 p.m.



*Student
org-
journal*

From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: 608/262-3571

Release: Immediately

4/18/85

UW-MADISON NEWSBRIEFS

CONTACT: Sue Finman (608) 262-0892

UNIVERSITY COMMITTEE TO DISCUSS CIA PETITIONS

The University Committee of the UW-Madison Faculty Senate will meet Monday (April 22) to discuss a student petition for a ban on CIA campus recruiting.

The meeting will be held at 4:30 p.m. in Room 5208 Social Science Building on campus.

The Citizens' Coalition Against the CIA presented the petition to UW-Madison Chancellor Irving Shain last week, and Shain passed the petitions on to the University Committee.

The protesting group contends that the CIA does not meet the criterion of being a "bona fide" employer under faculty rules because it engages in illegal activities, and therefore should not be allowed to use university facilities to conduct job interviews with students.

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-o-

NOTED PHYSICIST TO GIVE ELIZABETH AND KARL PAUL LINK LECTURE

Victor F. Weisskopf, an emeritus professor of physics at the Massachusetts Institute of Technology, will give the Annual Elizabeth and Karl Paul Link Lecture April 30 (Tuesday) at 7:30 p.m. in the auditorium of the State Historical Society.

-more-



*Student for
6-5-85*

From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: 608/262-3571

Release: Immediately

11/14/85

CONTACT: Virginia Zwickey, EROM public information officer, (608)
231-1632, or Emuye Asfaw, EROM chairwoman, (608) 233-7602

FAST FOR FAMINE WEEK PROCLAIMED

MADISON--The nation's first statewide, state-sanctioned fundraising drive for Ethiopia famine relief will start in Wisconsin next week with a "Fast for Famine Week" proclaimed by Gov. Anthony S. Earl, organizers said.

Emuye Asfaw, head of the Ethiopian Relief Organization in Madison (EROM), said the group -- which sponsored the governor's resolution -- is asking Wisconsin residents to skip a meal during the week of Nov. 17-23 and forward the money saved to one of the relief organizations operating in Ethiopia.

Asfaw urged donors to send their checks to EROM, Box 55194, Madison 53705, but to make them out to one of these relief organizations operating in Ethiopia:

Oxfam America, CARE, Save the Children Federation, U.S. Committee for UNICEF, Catholic Relief Services, Lutheran World Relief, World Vision Relief Organization or The American Red Cross.

Asfaw said EROM will forward the checks promptly, but wants to gauge the amount of support the drive received. She urged earmarking the checks for Ethiopian relief.

The governor's proclamation noted that Wisconsin residents, "being agriculturalist themselves, keenly appreciate the hardships nature may deal to those who till the land ..."

###

-- Joseph H. Sayrs (608) 262-8290

*Student
Office*

Release: Immediately

10/31/85

CONTACT: Yolanda Garza (608) 263-5706

FOOTBALL FANS CAN HELP MEXICAN EARTHQUAKE VICTIMS

MADISON--Fans entering Camp Randall Stadium for the Wisconsin-Indiana football game Saturday (Nov. 2) will be asked to make a contribution to aid Mexican earthquake victims.

The fund-raising effort, organized by several University of Wisconsin-Madison student groups, already has raised more than \$5,000 that was sent to Mexico through the American Red Cross.

Organizers hope to raise at least another \$5,000 on Saturday, according to Yolanda Garza, a UW-Madison assistant dean of students.

Donations will be collected at six locations: at each corner of the Stadium, at Union South and in Parking Lot 60.

The collection has been approved by the Dean of Students Office and reviewed by the athletic department and the Crowd Management Committee of the Athletic Board.

The Dean of Students Office, Mexican Student Association, Chicano Graduate Students Association, La Collectiva Cultural de Astlan and the Chicano Studies Program are sponsors of the fund-raising drive.

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--Mary Ellen Bell (608) 262-8287

*Student
Office
Special*

From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: 608/262-3571

Release: Immediately

10/17/85

CONTACT: Madison Men Stopping Rape (608) 255-9507/255-5265

WORKSHOPS, MARCH HIGHLIGHT MADISON MEN STOPPING RAPE WEEK

MADISON--Six evening workshops and a "Men's March for a Rape-Free Future" are planned next week as part of the Madison Men Stopping Rape group's continuing effort to raise awareness about the problem of sexual assault.

Workshops will be held Monday through Thursday (Oct. 21-24) at 7 p.m. in University of Wisconsin-Madison's Memorial Union. The march, beginning at noon Friday (Oct. 25) in front of the union, will culminate the week-long event.

A slide show, "Stale Roles and Tight Buns: Images of Men in Advertising," will kick off the week's activities Monday, followed by a discussion session. A second slide show and discussion Tuesday will focus on pornography.

Concurrent workshops will be held Wednesday and Thursday evening. Wednesday workshops cover the topics of acquaintance rape and male sexuality development. Thursday sessions include instruction on creative ways to safely interrupt violent confrontations and a discussion of sexism and racism.

Room locations will be posted on the "Today in the Union" information board. The Wednesday male sexuality and Thursday interrupting violence workshops are open to men only. Women are welcome at all other sessions.

Madison Men Stopping Rape was organized in September 1983 after the annual Take Back the Night Rally. The group currently has about 40 student and non-student members. It held a similar week-long series of activities last March attended by 400 people.

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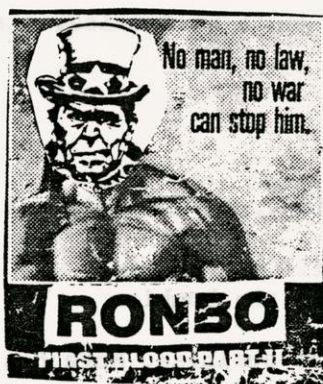
-- Patrick Dorn (608) 262-2650

THE MACHO TAX PLAN

*Student
of
General*

We, the Macho Nerds for Reagan and our Ladies Auxiliary, Girl Geeks for the Gipper proudly support the president's revolutionary tax plan. Our wealthy peers complain of slashed loopholes and a reduced business lunch deduction. Not to worry! We get it all back in lower overall rates. Cutting ostentatious business lunches is less provocative to the commoners.

A simpler, evenner tax system is in the long term interests of we, the successful. As the president pointed out Tuesday, unpopular taxes erode trust "until a total breakdown in law and order." Continuing our historic military escalation requires more money, as well as support from the lower classes. A tax break today makes them grateful. A simpler, and superficially more equitable tax system will make future increases more acceptable.



OUR PLATFORM:

1. Replace wasteful family farm subsidies with a new crop that's glowing on the horizon. We say **TWO MISSILES IN EVERY SILO!**
2. Strengthen the family, the building block of all we own. Raise taxes on working women and boost deductions for housewives. Cut social security 70%. Insure grandma and grandpa stay with the family.
3. Kidnap Nicaragua! The country is our sister state, but it's been brainwashed. What would you do if your sister got caught up with some cult?
4. Make the poor obey the president. Tuesday night he said "start your own business" and told of a major computer company started by two college students in a garage. The unemployed should start their own computer firms in the garages in the projects.
5. Honor Senator Joe McCarthy on Wisconsin's new license plates. The slogan should be: "Wisconsin: America's McCarthyland."
6. On tax forms, put an Endangered Contra Fund checkoff box.

MACHO CHANTS

Ronald Reagan's swell, you're gonna burn in hell!

Macho Nerds for Reagan, punch out the weak!

The poor are lazy, the liberals are crazy!

There's no suburbs in Russia!

We're gonna beat back the Commie attack!

Mommies, Mommies, don't be Commies, stay at home and fold pajamies!

Bomb Ronnie Bomb!

CIA not ERA!

Money for ammunition, not for tuition!

Ronnie' Ronnie, kill the Commies
Now is time to drop the bombies

More business, More business, More business in South Africa!

Free markets, not people!

Red dawn today, heh! (repeat)

Not me, draft the poor' send them to EL Salvador!

Take'em by surprise, invade with free enterprise!

Purge the sin from Wisconsin!

We believe in Reagan, the rest of you are pagans!

Nuke New Zealand!

Gold standards, not moral standards!

Four more wars!

We've got money, you're not funny!

Always say please for government cheese!

may 1985

REJOICE!

Free the Fortune 500!!!

Red Dawn Babies, Yeh!!!

Macho Nerds for Reagan &
Girl Geeks for the Gipper
Unite!!!

- He's Actually Coming Here!
and to Osh Kosh, B' Gosh!
- He's Talking on the budget
 - cut those selfish old people
out of OUR military budget!
 - Build the MX, not schools!

There No Suburbs in Russia!!!

Patriotic Nerds, a call for a.

TAKE US TO OUR LEADER
Rally!!!

No More
New Zealand!

Tuesday, May 28, 19:00 hours
Press House, 731 State St.

(That's 700 pm
for the ladies!)

- A Planning Meeting -

(No Commies, Capitol Squatters, liberals, Wimps, or
Pinko democrats.)

Not Labor
Donated

NO WOMEN! (only polite ladies and
girls--bring cookies!!!)

NO Union
Label

*Students
of
April*

From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: 608/262-3571

Release: Immediately

4/08/85

CONTACT: Jackie Austin (608) 262-1869

PUERTO RICAN WEEK AT UW-MADISON BEGINS THURSDAY

MADISON--A week of activities celebrating the culture and history of Puerto Rico will begin at University of Wisconsin-Madison Thursday (April 11).

The week highlights the cultural history of Puerto Rico and the Caribbean, which has its origins in Spanish, African and Indian societies. The program includes a series of lectures and other events on Puerto Rico's social, political and economic experience.

Events are free and open to the public unless otherwise noted. Check "Today in the Union" for room numbers of scheduled events.

The schedule includes:

-- Thursday (April 11), 7 p.m. A panel discussion on Puerto Rican civil rights in the U.S.

-- Friday (April 12), noon. A Puerto Rican lunch, Pres House, 731 State St.

-- Monday (April 15), 7 p.m. Ruth Silva, sociology professor at the University of Puerto Rico-Rio Piedras, on "The Dual Role of Puerto Rican Women: Housewives and Waged Workers."

-- Tuesday (April 16), 7 p.m. Rafael Ramirez, anthropology professor at the University of Puerto Rico-Rio Piedras, on "The Culture of the 'Shanty Town.'"

-- Wednesday (April 17), 7 p.m. Jose A. Perez Ruiz, history professor at the University of Puerto Rico-Rio Piedras, on "Contemporary Puerto Rican Art."

-- Thursday (April 18), 7 p.m. Angel I. Rivera Ortiz, political science

-more-

Add 1--Puerto Rican Week

professor at the University of Puerto Rico-Rio Piedras, on "Voting Behavior and Political Culture in Puerto Rico."

-- Friday (April 19), 8 p.m. Puerto Rican Dance, featuring music by Salsa Progresiva, at Union South.

-- Saturday (April 20), 7 p.m. Concert by Andres Jimenez ("El Jibaro"), features contemporary Puerto Rican folk music.

The activities are sponsored by Union Puertorriquena, a registered UW-Madison student organization; and by the Ibero-American studies program.

###

-- Jennifer Riddle (608) 262-2650

4/8/85

CONTACT: Judy Sponder (608) 255-6722, Jill Bernstein (608) 264-0890

*Student
org
event*

STUDENT PERSONNEL GROUP TO HOLD WORKSHOP

The UW-Madison student chapter of the American Society for Personnel Administration (ASPA) will hold workshop sessions on personal or business self-management and group decision-making Tuesday, April 23.

UW-Madison business Professor Randall P. Dunham will lead the sessions, scheduled for 8 a.m.-noon at the American Family Insurance Co., 3099 E. Washington Ave. The workshop is free.

ASPA is a registered UW-Madison student organization. The group holds monthly meetings featuring professionals in the personnel field, and also offers internships for students in local personnel offices. It is a local chapter of a larger organization that has an annual national convention.

The UW-Madison group is seeking members. Organizers say students from other areas of campus, including psychology, communication arts and industrial relations, often have interest in personnel.

Further information on the group or the workshop is available by calling Judy Sponder at (608) 255-6722 or Jill Bernstein at (608) 264-0890.

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*Student
Original*

From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone 608/262-3571

Release: Immediately

2/26/85

CONTACT: Daniel Mont (608) 262-4389

'MEN STOPPING RAPE' SPONSORS WEEK OF ACTIVITIES AT UW-MADISON

MADISON--Sexual assault is not just a woman's problem, according to a group called "Men Stopping Rape."

The organization is sponsoring a week of free activities about rape and sexism beginning Monday (March 4) at University of Wisconsin-Madison.

Highlights include a film on "Rape Culture," a speech on violence in the media by UW-Madison Professor Ed Donnerstein and a "Men's Anti-Violence March."

Both men and women are encouraged to attend most of the events.

"We realize that men have to take responsibility for this issue," said Daniel Mont, a doctoral student at UW-Madison and a founding member of the group. "There's a spectrum that runs from sexist jokes to sexual harassment, to abuse and rape. We all fit in there somewhere."

Even something as seemingly minor as a sexist joke can "get in the way of a healthy relationship and a healthy society," Mont said.

"Men Stopping Rape" has expanded its concerns from its original focus on pornography. It was formed in 1983 following a "Take Back the Night" rally.

Group members have spoken to university classes, held meetings on and off campus and handed out literature at malls and on the Capitol Square. The group plans to meet with more students, including fraternity members. Its efforts are funded in part by the Wisconsin Student Association.

Turnout has sometimes been low at the meetings, but Mont said he is encouraged by the response of those who do attend.

"It feels really good when you talk to men and find you're getting through," he said. "A common experience is that they're relieved to find this group. They thought they were the only men thinking about these things."

Topics of discussion include how to be sensitive to sexist jokes and attitudes, and how to maintain honest, healthy relationships.

"Men have a tendency to get all their emotional support through women," Mont said. "Developing close friendships with men as well can take a lot of pressure off how they relate to women."

"Men Stopping Rape" has grown substantially in the last few months, Mont said. About 40 men, both students and community members, are active in the group, and 50 more are on a mailing list. Similar organizations exist in cities such as Boston, Seattle and St. Louis, he said.

"Sometimes the problem seems insurmountable," Mont said. "But when I get discouraged, I think of what it was like 20 years ago. People's consciousness about this issue has increased so much since then."

With the exception of the Friday march, all the week's activities will be held from 7-10 p.m. in the Old Madison Room of the Memorial Union on campus. The events include:

-- Monday (March 4). Film "Rape Culture," examination of elements of American culture, from advertising to music, that promote rape. Followed by a discussion for men only led by members of "Men Stopping Rape."

The film also will be shown at noon Monday in Room 140 Bardeen Medical Lab, 1215 Linden Drive.

-- Tuesday (March 5). Slide presentation on pornography. Followed by a discussion on sexual assault in which men and women will take turns listening to each others' views, closing with a combined discussion. Presented by women from the Task Force on Prostitution and Pornography.

-- Wednesday (March 6). Speech on violence and the media, by communication arts Professor Ed Donnerstein.

-- Thursday (March 7). Two "for men only" presentations on helping stop rape: "Interrupting Sexist Violence," a workshop led by UW-Madison researcher Michael Biernbaum, and a discussion on treating sex offenders, by Dr. Larry Stava of the Mendota Mental Health Institute.

-- Friday (March 8), noon, Memorial Union steps. "Men's Anti-Violence March."

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Student Org. General

Release:

Immediately

1/18/85

CONTACT: Francis M. Giandalone (608) 256-6902

NEW LEARNING DISABLED GROUP TO HOLD FIRST MEETING

MADISON--The first meeting of an organization for learning disabled students at University of Wisconsin-Madison is scheduled Wednesday evening, Jan. 30, at Memorial Union on campus, organizers have announced.

One organizer, Francis M. Giandalone, a graduate student in communication arts, said the group will attempt to reach people who are learning disabled, or wonder if they are, and encourage them "to be more active in coping with their disabilities."

The room number of the 7 p.m. meeting will be posted on the "Today in the Union" bulletin board.

Giandalone said learning disabled students need to avoid "self-blame" and can use emotional support from others with the same problems. The group also plans to assemble a list of learning resources that can be helpful to students with learning disabilities.

The group, the Learning Disabled Students Organization, is being organized by "a handful of learning disabled students," Giandalone said. "We basically know each other from other groups, and we basically feel these (other) groups don't fulfill the need here on campus."

Additional information on the group is available by telephoning Giandalone at (608) 256-6902.

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-- Joseph H. Sayrs (608) 262-8290



From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: 608/262-3571

Release: **Immediately**

10/19/84

*Student
8/5/84
J. J. J.*

UW-MADISON NEWSBRIEF

STUDENT PRESIDENTIAL DEBATE POSTPONED

A debate between student representatives from the Mondale and Reagan presidential campaigns, scheduled for Tuesday (Oct. 23) at 7 p.m., has been postponed because of organizational difficulties, organizers say.

An attempt will be made to reschedule the debate for the following week. Organizer Tony Roberts of WLHA student radio, the sponsoring group, has more information at (608) 255-9583.

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From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: 608/262-3571

Release: Immediately

10/17/84

UW-MADISON NEWSBRIEFS

CONTACT: Tony Rogers (608) 255-9583, Mark Edelstein (608) 262-1206

STUDENTS TO DEBATE ON PRESIDENTIAL CAMPAIGN ISSUES

MADISON--Student representatives from the Mondale and Reagan presidential campaigns will debate campaign issues Tuesday, Oct. 23, at 7 p.m. in Room 3650 of the Humanities Building, 455 N. Park St.

The student campaign workers will answer questions posed by a panel of student journalists including representatives from The Daily Cardinal, the Badger Herald and WLHA student radio. A representative of WLHA will moderate the debate.

The format of the debate will be similar to that of the nationally televised debates between the presidential and vice-presidential candidates. Questions will focus on student-related issues.

The debate will be broadcast live to the Lakeshore dormitories over WLHA student radio. WLHA is sponsoring the debate.

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TWO WIN HAWKES SCHOLARSHIPS

Two UW-Madison journalism students have been awarded \$250 Lester L. Hawkes Scholarships for their scholarship, experience and interest in community newspaper work.

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Release:

CONTACT: Kari Kroskin, Wisconsin Student Association, (608) 262-1081

SERIES ON WOMEN AND THE VOTE SCHEDULED

MADISON--"Showdown in 1984: Making Women's Votes Count," a free four-day series of film and discussion, will be held on campus Tuesday through Friday (Oct. 16-19).

The series will open at 7 p.m. Tuesday with "The Gender Gap in Perspective: Yesterday and Today," at the State Historical Society, 816 State St. Included will be the film "The Gender Gap" and a discussion led by Kathy Patrick, president of the Wisconsin chapter of the National Organization for Women.

Wednesday's session, "Women Changing Politics," also at 7 p.m. at the State Historical Society, will feature Angela Bartell, circuit court judge; Ada Deer, activist and UW-Madison lecturer; Barbara Lorman, state senator; and Virginia Sapiro, UW-Madison political science professor. Madison television news anchor Andrea Ernst will moderate.

Thursday at 7 p.m. will be "The Feminization of Poverty and Other Gender Gap Issues" at the Wisconsin Center, 702 Langdon St. Kathryn F. Clarenbach, UW Extension professor of governmental affairs, will speak.

Friday at 7 p.m. will be "Public Policy: Political, Social and Economic Effects" at the State Historical Society, with Liesl Blockstein, co-founder of the Wisconsin Women's Political Caucus; Dolores Grengg, Women's International League for Peace and Freedom; and Michelle Radosevich, former state senator.

The series is sponsored by the Wisconsin Student Association's Women's Affairs Committee in conjunction with the Ada James Campus Women's Center.

CONTACT: John Wilson (608) 249-9989

Student Org. Jent

'PHYSIOLOGY OF SUCCESS' TOPIC OF TM LECTURE

Introductory lectures on the research and benefits of transcendental meditation and TM-Sidhi programs are scheduled Wednesday and Thursday evening (Oct. 10-11) at UW-Madison's Memorial Union.

The 7:30 p.m. talks are sponsored by the World Plan Executive Council, a student TM group, and will feature John Wilson, a UW-Madison doctoral candidate in the social sciences. Wilson will present emerging theory and research on the systematic awakening of individual consciousness and health, and its role in success. The room number will be posted on the union's daily events calendar.

Additional information is available by telephoning Wilson at (608) 249-9989.

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Add 1--newsbriefs

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Students
Office

campus deadline of Oct. 4; and applications for United States Churchill Foundation Scholarships for 1985-86 at Cambridge University in England must be filed in the Fellowships Office by Nov. 15.

The Fulbright-Hays and Foreign Government Grants offer the largest number of fellowships of the three programs; approximately 700 awards will be available nationwide to study in 50 foreign countries.

Information on any of the fellowships is available in the Fellowships Office, 217 Bascom Hall, telephone (608) 262-5837.

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RECRUITMENT FAIR SET FOR STUDENT GROUPS

University students looking for student organizations to join and organizations looking for members will have a chance to get together at a Recruitment Fair for Student Organizations Thursday (Sept. 20) in Great Hall of Memorial Union from 11 a.m.-6 p.m.

Some 40 student organizations will have representatives available to talk to students about their organizations.

The fair is sponsored by a number of campus groups, including the Dean of Students Office. Glenda Rooney of the Dean of Students staff has more information at (608) 263-5700.

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AAUP CHAPTER TO HOLD RECEPTION FOR FACULTY

The Madison chapter of the American Association of University Professors will sponsor a reception for its members and for all new faculty members Friday (Sept. 21) from 3:30-5:30 p.m. at the Wisconsin Center, 702 Langdon St.

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From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: 608/262-0671

Release: Immediately

8/17/84

*Student
Oppression
Network
Jensen*

NEWSBRIEF

CONTACT: Kris Penniston (608) 255-4224

MADISON--The Progressive Student Network, a student organization at the University of Wisconsin-Madison will sponsor a day of music and dialogue, including a "Rock Against Reagan" show, on Friday, August 31 from 12:30 p.m. until 7:00 p.m.

The purpose of the event is to generate interest in the upcoming Presidential election in November and to provide a forum for the campus and the community to come together and discuss important issues facing the nation, said organizers.

Aside from attending musical performances by Swampthing, the Tar Babies, Insect Fear and other groups, the students will register voters and provide a forum at which various political groups and organizations can hand out literature.

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From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: 608/262-3571

*Student
Org.
General*

Release: Immediately

3/8/83 sjs

CONTACT: Don Schutt (608) 262-6907

OGG JOG SCHEDULED FOR APRIL 23

MADISON--The fourth annual Ogg Jog 5- and 10-kilometer run for the benefit of the Easter Seal Society of Wisconsin will be held April 23 at 9:30 a.m. on the University of Wisconsin-Madison campus.

UW Marching Band Director Michael Leckrone is the honorary chairperson of the event, sponsored by the Ogg Hall dormitory student association. All entrants receive a T-shirt and are eligible for drawings for merchandise donated by area businesses. Pre-registration is \$5, race-day registration \$6.

Last year's run drew about 500 runners and raised \$950 for Easter Seals. Registration forms for this year's event are available by telephoning (608) 263-4261, or 262-6907.

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9/8/82

From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: 608/262-3571

Release: Immediately

9/8/82 sjs

CONTACT: Glenda Rooney (608) 263-5700

ROONEY TO STUDY MINORITY STUDENT ORGANIZATIONS

MADISON--Glenda Rooney, program coordinator and adviser to the Multi-Cultural Council at the University of Wisconsin-Madison Dean of Students Office, has received a research grant to examine the impact of minority student organizations on the UW-Madison campus.

The grant, awarded by the UW Systemwide Center for the Study of Minorities and the Disadvantaged, will provide Rooney with funding for a one-year study of the extent of involvement in minority student organizations on campus. She also will examine possible effects of such involvement on the students' attitudes, success and retention at the University.

There were 2,074 ethnic minority students among last spring's total UW-Madison population of nearly 42,000.

The number of minority students at UW-Madison has consistently fallen short of University goals in the past decade, in part, University officials have said, because of poor retention of minority students who have enrolled.

The Multi-Cultural Council serves as a funding and coordinating body responsible in part for multi-cultural programming on campus. It is comprised of representatives from student organizations representing the five ethnic minority groups at the University.

Release: Immediately

12/11/81 sjs

CONTACT: Gene Weil (608) 262-1081, Roger Howard (608) 263-5700

GROUP ASKS THAT NEW STUDENT FEE SUBSIDIZE SERVICES

MADISON--A student fee allocation group has recommended that University of Wisconsin-Madison ^{students} pay a little more each semester to subsidize services such as tutoring, counseling, women's safety and child day care.

A subcommittee of the Segregated University Fee Allocation Committee (SUFAC) proposed in a position paper released Friday (Dec. 11) that a fifth fee category--a general student services fund--be added to the four already in existence.

The four areas currently subsidized by the \$59.50 segregated fee collected each semester are health services, intramural athletics, student unions and Wisconsin Student Association.

Gene Weil, a SUFAC member, said no specific dollar amount for the fund had been discussed, but UW-Madison students approved the concept of paying an additional \$1 per semester for services in a fall referendum. The actual recommendation could be for \$1 to \$3 per semester, which would provide a pool of from \$90,000 to \$270,000 a year for the services. Weil said the committee also might discuss drawing some money from the other four funds to finance general student services.

The subcommittee recommendation would have to be approved by the SUFAC committee of the whole, the chancellor and Board of Regents before it could be implemented.

Add one--SUFAC

The position paper said many important student services have had their funding cut as a result of state and federal budget reductions. Many of the groups, including the GUTS/~~HASH~~ tutorial service, University Crisis Line, Student Tenant Union and Women's Transit Authority--which provides free night-time rides for women in the downtown and campus area--have been turning to the Wisconsin Student Association for help in recent years. Weil said that situation was haphazard and a drain on the already limited WSA budget.

"Actually, we feel a lot of these programs should be funded by the administration, because they provide an incredibly important service for the students," Weil said. "But the reality is that they aren't being funded, so it falls to the students to do it."

The SUFAC subcommittee also recommended that only groups that provide a direct service to the University community be eligible for funding. Political or religious groups, which have gone to WSA with requests in the past, would not qualify.

Weil said the Wisconsin Public Interest Research Group (WisPIRG), which was turned down last week (Dec. 4) by the regents on its request for a systemwide \$2.50 refundable student assessment, would probably be eligible to apply for SUFAC funds. However, he said, WisPIRG might be considered a political organization, and there also could be a reluctance on the part of SUFAC to get involved in the concept of refundable fees.

Of the \$59.50 currently collected, \$30.06 goes to student health services, \$20.74 to student unions, \$7.52 to ^{the} intramural program and \$1.18 to WSA.

Release: Immediately

7/29/81 sjs

*Student
of
year*

BACK-TO-SCHOOL

CONTACT: Roger Howard (608) 263-5700

MORE GROUPS LOOK TO STUDENT ACTIVITY FEES FOR SUPPORT

MADISON--Tuition won't be the only cost concern for students at the University of Wisconsin-Madison this fall. Students also will find an increasing number of special interest groups hoping to finance their programs through assessment of special student activity fees.

The result, according to Roger Howard, an associate dean of students at the University, is that student leaders are going to have to take a hard look at how to spend the money collected from students for student services.

Students now pay \$59 per semester over and above their tuition in what is called a "segregated fee," used only to pay for student activities and services. With 41,000 students on campus, the segregated fee fund totals nearly \$5 million a year.

Most of that money--all but \$82,000 of it last year--goes to support three student services: university health care, intramural athletics and the student unions. Funds for those services have been considered non-allocable for other purposes.

The remainder of the money has gone to the student government organization, the Wisconsin Student Association, to parcel out to other student groups.

Back-to-School
Add one--fees

But budget tightening has forced many more groups on campus to look to the segregated fee system for support this fall, Howard said. As a result, the WSA has agreed for the first time in the last three years to set up a Segregated University Fee Advisory Committee to deal with the problem. The all-student segregated fee committee was established by the University in 1976 to make recommendations to the university administration on allocation of activity fees.

Howard said the fee committee would be receiving requests from the usual groups this fall, as well as organizations such as tutoring services, University Crisis Line, campus day-care program, and "other assorted student services which can no longer be funded through the regular university channels."

Howard said the fee committee faces the difficult task of trying to decide whether to increase the activity fees to cover the cost of providing those services to students, or to keep the activity fees down and set priorities which could eliminate some of the services.

The growing concern among student groups over possible funding cutbacks was highlighted this summer when one student-backed, consumer-oriented organization, the Wisconsin Public Interest Research Group (WisPIRG), took its appeal for funds directly to the University Board of Regents.

WisPIRG representatives asked that the regents impose a \$2.50 per student fee to fund its activities. The regents turned the request down after University administration officials objected.

"We weren't objecting to WisPIRG," Howard said, "only the process they chose to seek funding. I would like to see WisPIRG active; it seems like a good organization.

"But we did not think it was fair for them to attempt to bypass the student fee committee. The segregated fee, after all, is a tax on students. Students should have a voice in who gets to use that tax."

Release: Immediately

3/2/84

CONTACT: Rick Evers (608) 256-5783

EVANS SCHOLARS SEEKS TEAMS FOR BASKETBALL-A-THON

MADISON--The eighth annual Basketball-A-Thon, a fund-raising event for the Central Wisconsin Center Volunteer Project, will be held March 30 to April 1 at Longfellow School, 210 S. Brooks St.

During the 50-hour basketball marathon, members of the Evans Scholars, the University of Wisconsin-Madison student group sponsoring the event, will take on all challengers. The entry fee to play an hour-long segment of Madison's longest basketball game is \$50 per team. Each team will receive five T-shirts.

Over the past seven years, the Evans Scholars Basketball-A-Thon has raised more than \$21,000 for charitable organizations. This year's proceeds will go to the Central Wisconsin Volunteer Project, a program to expand the social activities of the residents of Central Wisconsin Center for the Developmentally Disabled. More than 60 UW-Madison students serve as volunteers in the program.

To register a team, or for more information, telephone Rick Evers at (608) 256-5783.

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-- Mark Bello (608) 262-8289

Release: Immediately

1/25/84

UW-MADISON NEWSBRIEFS

LECTURE ON ROMANTIC CRITICISM SLATED FOR FEB. 2

Tilottama Rajan of Queen's University in Kingston, Ontario, will speak on "Paul de Man in Retrospect: Future Directions in Romantic Criticism" at 3:30 p.m. Feb. 2 in Room 6189 of Helen C. White Hall at UW-Madison.

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LIBRARIAN TO DISCUSS NOTABLE CHILDREN'S BOOKS

Jane Botham, coordinator of children's services for the Milwaukee Public Library, will review books chosen for the 1983 Notable Children's Books list at 4 p.m. Feb. 1 in the Cooperative Children's Book Center. The center is located in Room 4290 of Helen C. White Hall at UW-Madison.

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TEN PERCENT SOCIETY SPONSORS VALENTINE DANCE

The Ten Percent Society at University of Wisconsin-Madison, an organization for gay and lesbian students, will sponsor a Valentine's Day Masked Ball Feb. 14 from 7:30-11:30 p.m. in Great Hall of Memorial Union.

Tickets are \$2 in advance and \$2.50 at the door. Advance tickets are available at the Union Box Office and a number of campus area businesses.

The ball is funded in part by the Wisconsin Student Association. More information is available from Matt Miller evenings and weekends at (608) 251-9066, or the Ten Percent Society, Memorial Union Box 614, 800 Langdon St. Madison, WI 53706.

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From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: 608/262-3571

Release: Immediately

10/21/83

Student Org. General

UW-MADISON NEWSBRIEFS

CONTACT: Jana Varlejs (608) 263-3720

EXPERT TO OFFER ADVICE ON HELPING CHILDREN DEAL WITH THE BOMB

Even very young children have heard of the atomic bomb and are frightened by it, according to Mary Babula, executive director of the Wisconsin Early Childhood Association, and may need help coping with their fears.

Babula will suggest books and other resources that adults can use to discuss the bomb with children in a presentation from 4 to 5 p.m. Wednesday (Oct. 26) at UW-Madison. The program will be held in the Cooperative Children's Book Center, Room 4290 of Helen C. White Hall.

The emphasis will be on fiction and nonfiction for preschool and early elementary school children, and on resource guides for parents and teachers.

Free and open to the public, the program is part of the weekly children's literature program series sponsored by the Cooperative Children's Book Center at UW-Madison.

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CONTACT: Tom Kertscher (608) 257-4979

STUDENT JOURNALISTS TO DISCUSS PRESS AND PUBLIC RELATIONS

The relationship between the press and public relations officers will be discussed at a meeting of the student chapter of the Society of Professional

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Journalists at UW-Madison Thursday (Oct. 27).

Guest speakers will include Marta Bender, assistant city editor of the Milwaukee Sentinel, and Roberta Janz, former president of the Milwaukee chapter of Women in Communications Inc.

The meeting is scheduled at 7 p.m. in the Nafziger Conference Room on the fifth floor of Vilas Hall, 821 University Ave.

Admission is free and non-members are invited.

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GERMAN PAINTING IS TOPIC

James Steakley, a professor of German at UW-Madison, will speak on the topic "Oh Berlin! Paintings and Water Colors of Berlin's Lesbian Subculture in the 1920s by Jeanne Mammen and Christian Schad."

The colloquium is scheduled at 3:30 p.m. Friday (Oct. 28) at the Women's Studies Building, 209 N. Brooks St.

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FRENCH ECONOMIC, SOCIAL POLICY TO BE DISCUSSED

Denis Kessler, director of research at the Center for Research on Income and Wealth Inequality at the University of Paris-10 (Nanterre), will speak at UW-Madison Tuesday, Nov. 1, at 3:45 p.m. in Room 8417 of the Social Science Building, 1180 Observatory Drive.

Kessler, a member of several task forces advising the French government on economic issues, will speak on French economic and social policy since Mitterand. The lecture, open to the public, is sponsored by the Institute for Research on Poverty and by the French department.

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From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: 608/262-8571

*Student
of
Council*

Release: Immediately

9/2/83

CONTACT: Glenda Rooney (608) 263-5700

STUDENT RECRUITMENT FAIR SET AT UW-MADISON

MADISON--A Recruitment Fair for University of Wisconsin-Madison student organizations will be held Thursday, Sept. 22, in Great Hall of UW-Madison's Memorial Union.

The fair will feature booths set up by officially-registered student organizations to recruit potential members from among the student body. It will give students an opportunity to see the variety of student groups that exist on campus, according to Glenda Rooney, an assistant dean of students.

Last fall, there were 379 registered student organizations at UW-Madison.

The fair will run from 11 a.m.-1 p.m. and 4-6 p.m.

Groups interested in participating in the fair must register in the Office of the Dean of Students, 117 Bascom Hall, by Friday, Sept. 9. Rooney, at (608) 263-5700, has more information.

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-- Steve Schumacher (608) 262-8289

Release: Immediately

6/9/83

UW-MADISON NEWSBRIEFS

CONTACT: Steve Schumacher (608) 262-8289

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BENEFIT VOLLEYBALL TOURNEY SCHEDULED

A volleyball tournament to raise money for the construction of sand volleyball courts in Madison parks will be held Saturday and Sunday (June 11-12) at Olbrich Park in Madison.

The Aloha Days tournament, for three-member teams on Saturday and six-member co-ed teams on Sunday, is sponsored by the University of Wisconsin-Madison Volleyball Club, Four Lakes Volleyball Association and WISVO sporting goods. The entry fee is \$7 per player for the three-member teams and \$13 apiece for the six member teams. The fee includes refreshments. Sunday's six-member team tournament also will include a free pig roast and Aloha Days tee shirts.

More information is available from Kurt Schneider by telephoning (608) 251-7033.

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UW-MADISON BUSINESS PROFESSOR AWARDED FELLOWSHIP

Business and statistics Professor Robert B. Miller, 1808 Van Hise Ave., has been awarded a one-year fellowship by the American Statistical Association to be a guest scientist at the U.S. Census Bureau in Washington, the association has announced.

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Funding policies of WSA and SUFAC to be studied

DC
10/28/82

*Student org - 1
final*

By Tim Kelley
and Janet Thorson
of the Cardinal Staff

An independent committee is being organized to study the current funding policies and procedures of the Segregated University Fees Allocation Committee and the Wisconsin Student Association.

The committee will consist of members of SUFAC, the WSA senate and several University students without ties to the student government, according to information released by SUFAC chairperson Ric Plaisance Wednesday.

"IN THE LAST FEW months it has become apparent that there are issues that need to be addressed for the future benefit of the UW Madison student government and the organizations which are the recipients of student funds," Plaisance wrote.

Plaisance said that the current economic situation's impact on student organization has made a review of SUFAC and WSA funding policies necessary. He added that it was the "right and responsibility" of students to insure that the segregated funds were being distributed "in their own interests."

Plaisance admitted that SUFAC and WSA were not obligated to accept or adopt any of the recommendations offered by the committee, but said that he hoped the recommendations would be given thorough consideration.

Plaisance emphasized that although members of SUFAC and WSA have expressed interest in sitting on the committee, any University student could work on the project.

"THIS UNCONVENTIONAL STRUCTURE will allow for fresh ideas and will remove this review from the cumbersome, detrimental bureaucracy of the established student government," Plaisance noted.

In a related matter, a total of \$1,599,900 was requested by 15 organizations throughout the campus for funding through the

SUFAC General Student Services Fund (GSSF) for the upcoming year. Requests from eight remaining programs have yet to be received. The GSSF budget for 1982-83 totalled \$120,000 and the '83-84 budget is not expected to amount to much more.

This year's budget supported a total of 15 programs. GSSF is currently funding the McBurney Resource Center, Vets for Vets, the Student Tenant Union, Parent Advocates for Child Care survey, the Women's Transit Authority, The United, the Rape Crisis Center, the Campus Assistance Center, the Community Law Office, GUTS/HASH, Union Day Care, ABC Day Care, the University Counseling Service, Students for

Progressive Radio (conditional), and SUFAC.

Programs requesting funding for next year are those listed above, omitting the P.A.C.C. Child Care Survey and SUFAC, with the addition of the University Avenue Day Care, the Nigerian Students Union, and Northern Lights Networking.

REQUESTS FOR 1983-84 funding by GSSF yet to be received are West Campus Day Care, Basic Choices, Hoofers Sailing Club, the Women's Center, the Gay Men's Center, SPR, and GUTS/HASH.

GSSF was established last year to provide a stable funding base for campus services and organizations.

State doing well by higher education

Oshkosh Northwestern Edit 10/22/82

The University of Wisconsin's complaint that the state is not supporting it in the style to which it is entitled is not entirely borne out by some data published this week by the Chronicle of Higher Education, a specialized weekly publication.

Wisconsin continues its support of higher education in a manner described as generous when compared with other states, according to the report, but its rate of increase in education appropriations has dipped to 40th.

The weekly said Wisconsin is spending \$550 million for higher education this year, up 8 percent from two years ago.

Citing a study by M.M. Chambers of Illinois State University, the paper found Wisconsin's total expenditure on higher education is 11th highest in the

country, the same ranking it held a year ago.

But the 8 percent increase during the past two years caused the state to drop from 35th to 40th among the 50 states in that category.

Wisconsin spends \$116 per person on higher education. That is \$10 a person more than the national average. Wisconsin is also spending \$11.56 for every \$1,000 of personal income on higher education. The national average is \$10.12.

To be sure, the figures include vocational education as well as support of the state's university system.

But the report does tend to say that Wisconsin is not doing as badly in devoting resources to higher education as some sources are saying.

Add one--news briefs

Van Elderen, who has participated in archaeological excavations in Israel, Jordan and Turkey, most recently directed excavations in Egypt of a basilica related to Pachomius, the founder of monastic life in upper Egypt.

The public lecture is sponsored by the UW-Madison department of Hebrew and Semitic studies.

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CONTACT: Karyn Rotker (608) 256-8141

STUDENT GROUP TO RALLY FOR PALESTINIANS

A group of student organizations called the November 29 Coalition will hold a rally in support of the Palestinian and Lebanese people Friday (Nov. 12) at 7 p.m. in Room 3650 Humanities Building.

The rally will include music and a number of speakers, and is free. The Coalition also is sponsoring a "teach-in" Saturday from 9 a.m.-3 p.m. on the second floor of the Humanities Building, with workshops on topics such as "The Politics of Revolutionary Movements: The PLO" and "Zionism and Judaism."

Further information on either event is available by calling Karyn Rotker at (608) 256-8141.

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*Student
Group
Rally*

11/10/82

feature story

From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone: (608) 262-3571

Release: Immediately

10/1/81 sjs

*Student
Group
Fund*

CONTACT: Wit Ylitalo (608) 233-0191

THERE'S A GLOBAL GLEAM IN EYE OF JIGSAW PUZZLE CONTEST PROMOTER

MADISON--Like any sports promoter, Wit Ylitalo has big plans, ranging as far as a world-championship tournament, for her event. But the competition she is pushing involves brains, not brawn: it is, would you believe, jigsaw puzzles?

Ylitalo (pronounced U-little-O) is promoting a spectacle she calls--with a total lack of modesty and seriousness--"The First Great International Jigsaw Puzzle Contest." The competition, which will match up to 25 teams trying to be the first to complete identical puzzles, will be held Oct. 18 in Great Hall of the University of Wisconsin-Madison Memorial Union.

Ylitalo says the contest might well be a first.

"To tell you the truth, I have no idea how many people will come," she said. "But we started with the hope that it could be a lot of fun for a lot of people."

Ylitalo is a 58-year-old mother of five and a community activist who, along with her friend Mary Cunningham, conceived the contest idea as a way to raise money for charity. Proceeds will go to two of Ylitalo's favorite causes, WEA radio and the Women's International League for Peace and Freedom.

But why jigsaw puzzles?

"Well, it is a nice, communal activity," Ylitalo said. "It seems to me a lot of people do puzzles at Christmas time, or when they go to cottages for vacations, or on rainy days."

- more -

Add one--jigsaw puzzles

Ylitalo and her husband William also have taken in three international students this year, and they too have gotten wrapped up in the idea.

"One is from China, one from India and one from Switzerland," said Ylitalo. "Yet they all seem to enjoy doing the puzzles."

In fact, the three formed the Jigsaw Puzzle Organization, and registered with the UW-Madison Dean of Students office as an official student group. Their organization is the sponsor of the Madison contest, which Ylitalo says could set the stage for greater things.

"We were thinking that if this goes over, we could set up a state championship," she laughed. "Then, who knows--maybe nationals."

The contest itself will consist of teams of four players each, with the first team to finish winning \$100. A follow-up will pit the players from the first five finishing teams--20 people in all--in a race to complete another, smaller puzzle. The top three solo finishers will receive \$50, \$35 and \$10. Michael Feldman, a WHA radio personality, will host the event.

Ylitalo said her group settled on a moderately difficult 500-piece puzzle for the main contest, but she would say no more about it.

"If we let people know what the puzzle is, they'll be able to buy it and practice putting it together," she said.

The contest is open to anyone, but limited to 100 entries because there are only 25 puzzles. There is a \$4 entry fee, \$3 for senior citizens. Those interested can register at the Puzzlebox, 230 State St., or call Ylitalo at (608) 233-0191 for further information.

Meanwhile, Ylitalo will continue to reflect on the international possibilities of jigsaw competition.

"After the nationals, well. . .," she said, then added cheerfully, "You know, jigsaw puzzles are really very popular in Europe."

Don't forget folks, you read it here first.

###

Release: Immediately

2/5/80 meb

*Student
Org.
Council*

LUTHERANS AND CHRISTIAN SCIENTISTS UNDER SAME ROOF

MADISON--What looks like one new building at a busy campus corner (University Avenue and North Mills Street) is actually two buildings designed by Frank Lloyd Wright-trained architect Herb Fritz to fill the needs of two student church groups.

About two-thirds of the building belongs to the Lutheran Campus Ministry and adjacent Luther Memorial Church. The remainder is owned by the Christian Science Student Center.

Planning for the building took nearly four years, according to Jerry Knocke, Lutheran campus pastor. The structure sits on land owned by the church next door, Lutheran Campus Ministry and the Christian Science organization. The two parts are separate but share a common wall and an underground garage.

Kenneth D. Nordin (2919 Oxford Road, Madison), president of the Christian Science group, said the building's architecture is important. "Fritz's concept was of a building rising out of a garden," he explained. Nordin said it also shows "how groups can work together to fill needs they could not meet alone."

The Lutheran's share of the building will be used for a variety of educational, religious and social programs. Knocke said about 1,800 students and faculty are on the organization's mailing list with several hundred attending services and other events.

The Christian Scientists' portion of the building includes a meeting room, reading room, lounge and dormitory space for 14 students.

feature story

From the University of Wisconsin-Madison / News Service, Bascom Hall, 500 Lincoln Drive, Madison 53706 / Telephone (608) 262-3571

Release: **Immediately**

11/7/79 b1

*Student
Orgs -
Journal*

CAMPUS GROUPS PROMOTE EVERY PERSUASION

MADISON--Whatever the political, religious, educational or scientific persuasion, there is a student organization on the University of Wisconsin-Madison campus that champions the cause.

At last count, more than 150 groups had registered with the office of the Dean of Students.

The alphabet of academic disciplines is covered--from the Agronomy Interest Group to the Data Processing Management Association to the Slavic Club. And the list of student groups is still liberally sprinkled with letters from the Greek alphabet denoting both social and educational organizations.

For every group promoting a cause, there's another group espousing the counter-cause.

Students can become Ambassadors for Christ or join the Freedom from Religion Foundation. The Anti-Communist Anti-Fascist Action Alliance co-exists on campus with the Revolutionary Communist Youth Brigade.

Both sides of the nuclear power debate are represented by Americans for Nuclear Energy and the March 28th Movement. Those who find the Common Sense Coalition too liberal may choose to support the Conservative Club or UW-Madison College Republicans.

The toga-party antics of the reigning Pail and Shovel student government are well-known; the more obscure Was Here party vows to run "studious and honest students" for campus offices. A student may enlist in the Progressive Labor Party; another may promote the Society for Advancement of Management.

- more -

Add one--student groups

For some students the tug of present problems is not nearly as strong as the lure of the past or the possibilities of the future: The Society for Creative Anachronism is devoted to the study and recreation of the life of the Middle Ages while flights into fantasy occupy the Madison Science Fiction Group.

The student organization roster also has a global flavor as Thai, Chinese, Armenian, Formosan, Pakistan and other foreign students have formed their own associations.

Group activities in the arts are lively in the areas of folk music, film, gospel choir, theater, dance, photography and electronic music. Other special interests, such as karate, bridge, wargaming or an affinity for the novels of J.R.R. Tolkien, also are excuse enough to form a club.

The names of many organizations boldly declare their purpose. Vets for Vets or Protect Abortion Rights aren't likely to mislead prospective members.

But deciphering the purpose of other groups could take more ingenuity. For example, where do Wunk Sheek and Datta, Dayadhuam, Damyata go recruiting for members?

The first is actually a coalition of Native American students--"wunk sheek" is Winnebago for "human being."

The clue for the latter group is found in a footnote, no less, of T. S. Eliot's poem "The Waste Land." The words are taken from a Sanskrit legend and translate as "give, sympathize, control." Appropriately, the organization is limited to English major honors students and encourages the discussion of English literature and criticism of student work outside the classroom.

But "datta, dayadhuam, damyata" is a mouthful for even an English honors student so the club has informed the University that it doesn't mind being reduced to "3-D."

###

**NEED AN OFFICE?
TIRED OF RUNNING YOUR ORGANIZATION OUT OF SOMEONE'S
APARTMENT?
WANT TO BE WHERE THE ACTION IS?**

ASM (Associated Students of Madison) is working on a project to create a plan for both temporary and long-term office space for student organizations. Currently, most student organizations do not have any office space, or have space inadequate for their needs. Due to the importance of student groups in the campus community and the larger Madison community, there is a need to provide space for these organizations. The Campus Master Plan, in its current form, does not provide space for student organizations and in fact destroys existing space where student organizations are housed.

ASM has been working with administrators to find a place for a Student Organization Center. If you are interested in helping to create university support for the creation of student organization space, please contact ASM at 265-4ASM or asm@macc.wisc.edu. We would also appreciate emails or phone calls about how office space could benefit your organization. Watch for an upcoming meeting about student organization space in late August.

1996-97 Student Organization Registration Form

University of Wisconsin-Madison, Student Organization Office (SOO)

89 Bascom Hall, 263-0365

Eligibility

Registration of student organizations is an ANNUAL process (this form is for the period September 1996 through August 1997) that entails responsibilities and confers rights, including access to University facilities. You can register during any semester but we encourage groups to register in the fall, by September 16, to have your group's information publicized in our fall list of Registered Student Organizations and the 1996-97 UW-Madison Student Phone Directory.

Your signature on this form means that you have read this information carefully and that your organization is in compliance. If at any time your organization no longer meets eligibility, you are no longer entitled to the privileges granted Registered Student Organizations and you are obligated to inform the Student Organization Office. Student groups at UW-Madison must be registered as a student organization in order to use University facilities or the name of the University. To be eligible for registration, your student group must:

- ☒ Be a not-for-profit, formalized group.
- ☒ Be composed mainly of students.
- ☒ Be controlled and directed by students.
- ☒ Be related to student life on campus.
- ☒ Abide by Federal, State, City, and University nondiscrimination laws and policies.
- ☒ Identify a student as a primary contact person for the organization and provide the Student Organization Office with the information required on this registration form. The primary contact person's name, phone, address and email will be public information provided on the Student Organization web pages and on printed student organization lists (if the group has an office address and organization email address, those can be used instead).
- ☒ Abide by financial and all other regulations specified in the Student Organization Handbook.

University policy, as well as Federal and State laws, **prohibits discrimination on the basis of race, color, creed, disability, sexual orientation, or national origin by any Registered Student Organization (RSO).** University-affiliated groups may not discriminate on these prohibited grounds in selecting, pledging, or initiating new members or in selecting officers or in providing any aid, benefit, or service. Each student organization is responsible for assuring that its membership procedures and service provision are nondiscriminatory. Most groups receiving funds, office space or other significant assistance from the University are also prohibited from discriminating on the basis of sex in choosing members or providing services.

RSOs can hold closed meetings for the purpose of peer counseling sessions or for other purposes if attendance is limited to a preestablished list of members. If such a meeting is publicized, it must be clearly labeled as a membership meeting.

Compliance Agreement

My signature indicates that I will inform others in my organization about University policies affecting us and will assure that we comply with those policies, including the "Policy on the Conduct and Discipline of Registered Student Organizations" found in the Student Organization Handbook. My organization complies with University rules prohibiting unlawful discrimination and meets and will maintain all other eligibility requirements for registration.

- PLEASE COMPLETE THE FOLLOWING FORM IN FULL - Do not leave questions unanswered.
- PLEASE USE BLACK INK TO COMPLETE THIS FORM.

Name of Student Organization _____ (no more than 45 characters, including spaces)	
Signature _____ (Must be the group's primary contact person. Please use your full name.)	Date _____

☛ Student Contact Persons - Please use **full name** as listed on student ID

To register, each student organization must provide the full names, addresses and telephone numbers of **three currently registered UW-Madison students** who agree to serve as representatives of the organization. Information listed here will be released to any person requesting information about this organization.

☛ **NOTE:** primary contact person information is public information as a way for students to get in touch with your organization. It is available on the Student Organization Office web pages and on hard copy lists produced by the Office.

☛ **Primary Contact Person** (this person must also provide an email address)

First Name _____ Middle Initial _____ Last Name _____

Local Address _____

City _____ State & Zip _____ Local Phone No. _____

Email Address (required) _____

☐

Check if authorized to represent organization in financial matters.

(Contact Persons Two and Three must have given permission to be listed on this form.)

☛ **Contact Person Two**

First Name _____ Middle Initial _____ Last Name _____

Local Address _____

City _____ State & Zip _____ Local Phone No. _____

Email Address _____

☐

Check if authorized to represent organization in financial matters.

☛ **Contact Person Three**

First Name _____ Middle Initial _____ Last Name _____

Local Address _____

City _____ State & Zip _____ Local Phone No. _____

Email Address _____

☐

Check if authorized to represent organization in financial matters.

☛ **Advisor**

Do you have an Advisor? ☐ No ☐ Yes ☐ Not Sure

Is your Advisor a member of the University Faculty or Staff? ☐ No ☐ Yes ☐ Not Sure

Advisor's Name _____

Advisor's Campus/Local Address _____

Advisor's Email Address _____ Advisor's Phone _____

Please go on to next page ➔

Information About Your Student Organization

- ☛ Name of Student Organization _____
(no more than 45 characters, including spaces)
- ☛ Office or Local Mailing Address & Zip _____
(room number, building name, street address & zip code)
- ☛ Local or Office Phone (if any) _____ Org. Email _____
- ☛ World Wide Web Address (if applicable) http:// _____
- ☛ Is your group a campus chapter of a community, national or international organization? ☐ No ☐ Yes ☐ Not Sure
- ☛ What community, national or international organization? _____
- ☛ Is your Student Organization sponsored by a UW School, College, or Department? ☐ No ☐ Yes ☐ Not Sure
(Sponsored refers to a student group that is associated with, and has a faculty or staff advisor from a School, College, or Department.)
- ☛ If yes, what School, College, or Department? _____
- ☛ Meeting time & day _____ Frequency _____
- ☛ Meeting location _____
- ☛ Last year, how many regularly attended meetings _____ Last year, how many at your largest event _____

Describing Your Group With Key Words

Please provide us with EIGHT (or fewer) key words to help students locate your group when they use the search ability on our web pages. Be as specific as possible and try to think of all the various ways someone might identify a group with your interests and goals. For example, a theater group might want to include theater, production, performance, acting, stage, drama; a chess club might include games, board games, strategy, chess; and a Norwegian folk dance group might include folk dance, dancing, recreational dance, Norway, Scandinavia, traditional culture. We will choose among the key words you provide for the brief 2-3 word description that we publish on the hard copy version of the list of all student organizations. The way you describe your group can make a difference in your success in publicizing your group.

☛ Key words _____

☛ Please choose the **ONE** category we should use to list your student organization with similar student organizations.

- | | |
|---|--|
| ☐ Academic/Professional Interest | ☐ Political, Social, Environmental Issues |
| ☐ Arts, Media, Music | ☐ Religious |
| ☐ Cooperative (food, housing, etc.) | ☐ Residence Hall |
| ☐ Cultural/Ethnic | ☐ Service Organization |
| ☐ Honorary Society | ☐ Social Fraternity/Sorority (IFC, PHC, NPHC) |
| ☐ International Student Organization | ☐ Sports and Recreation |
| | ☐ University Student Governance |

Please go on to next page →

Purpose And Membership

 Statement of organization's purpose _____

 Membership requirements (required) _____

 Membership fees or other fees _____

 Is your organization primarily composed of ☐ Undergraduates ☐ Graduates ☐ Undergraduates & Graduates

Signature

To the best of my knowledge, the information provided in these four pages is accurate and complete. I will inform others in the organization about University policies affecting us and will assure that we comply with those policies.

Name of Student Organization _____

Signature _____ Date _____

(Must be the group's primary contact person. Please use your full name.)

Please Return All Four Completed Pages To:

Student Organization Office (SOO)

89 Bascom Hall, 500 Lincoln Dr., Madison, WI 53706

Email: soo@mail.bascom.wisc.edu Phone: 263-0365 Fax: 265-8184

Web: <http://www.stdorg.wisc.edu/soo.html>

FOR OFFICE USE ONLY:

Accepted by _____ Date _____

Update accepted by _____ Date _____

Update accepted by _____ Date _____

ADVISOR WANT AD

An opportunity to find an advisor for your organization!!

The Student Organization Office realizes that many student organizations do not have an advisor and could greatly benefit by having one. Therefore, to match up your student organization with an advisor, please let us know your needs. If an advisor is located that fits your request, they will contact you directly.

Name of Registered Student Organization:

If an advisor is interested, who in your group should be contacted:

Name: _____

Local Address: _____

Local Phone Number: _____

E-mail Address: _____

Seeking advisor with expertise in:

- | | |
|---|---|
| ☐ financial management | ☐ fund-raising |
| ☐ constitution/bylaw planning | ☐ leadership development |
| ☐ program planning | ☐ committee governance |
| ☐ liaison with UW dept : _____ | ☐ academic advising |
| ☐ membership recruitment and retention | ☐ other: _____ |

Frequency of meetings needed with advisor:

- ☐ once a week
- ☐ twice a month
- ☐ once a month
- ☐ a few times a semester
- ☐ other: _____

length of meetings:

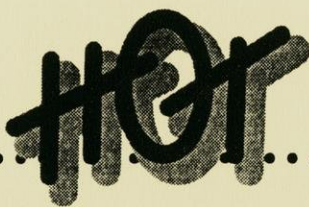
- ☐ half hour
- ☐ one hour
- ☐ two hours
- ☐ longer than two hours

Please answer the questions on the back →

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

7/30/96



Whatsup List Server

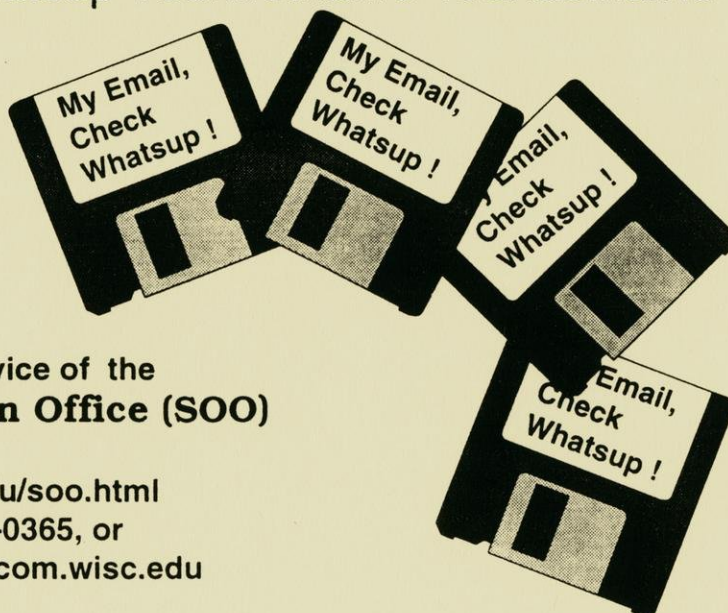
***Keep Up With Student
Organization Events!!***

To subscribe, send an electronic mail message to:
listserver@relay.doit.wisc.edu

Leave the subject line blank

Your message should read:

subscribe Whatsup Yourfirstname Yourlastname



The Whatsup List is a service of the
Student Organization Office (SOO)
Visit our homepage at
<http://www.stdorg.wisc.edu/soo.html>
Questions? Call us at 263-0365, or
email us at soo@mail.bascom.wisc.edu

1996 * 1997

Student Organization Handbook

*The policies and regulations you need to
know, and tips and information to help you
run and maintain your student organization.*

★★★★★

Student Organization
Office

University of Wisconsin-Madison
Dean of Students Office

Student Organization Handbook 1996 ★ 1997

Revised and published for 1996 by the
Student Organization Office

Janice R. Sheppard, Director
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soo@mail.bascom.wisc.edu
<http://www.stdorg.wisc.edu/soo.html>



1996-97 Student Organization Handbook

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UNIVERSITY OF
WISCONSIN
M A D I S O N

Fall 1996

Dear Student Organization Leaders,

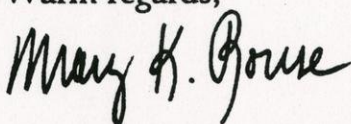
As students who lead over 500 organizations at the University each year, you make invaluable contributions to the "second curriculum" (extra-curricular activities) in our community. You and your members plan and produce a wide range of programs such as movies, chess tournaments, nationally known speakers, and folk dancers. Through these events, you make a large and complex University smaller for thousands of students. You also provide opportunities for your members to develop leadership skills.

Student organizations are not just "nice groups to have around" the University. When you get involved in student organizations, everybody benefits in many different ways. For example, last year's Homecoming Committee raised a substantial sum of money for the Dean of Students Crisis Fund. Student organizations have developed, and continue to support, important services for fellow students such as GUTS Tutorial, the Community Law Office, and the Student Tenant Union. You are full partners in the shaping of the community. The University gains or loses directly by the quality of your programs, the skill of your leadership, and the success you have in reaching large numbers of students.

This is a new edition of the handbook. It is a road map, so to speak, to guide you on your way to having successful meetings, events and activities. Please familiarize yourself with the policies, rules and regulations under which you will be governed. We welcome your comments about the handbook, and, in addition, the staff in the Student Organization Office, Room 89 Bascom Hall, telephone 263-0365, stand ready to advise you.

I am glad to have this chance to say "thank you" for all that you have done, and will do, for this community through your work with student organizations.

Warm regards,



Mary K. Rouse
Dean of Students

Dean of Students Office

1 Becoming A Registered Student Organization

► About This Handbook

The Student Organization Office (SOO), a part of the Office of the Dean of Students, assists UW-Madison students establish and maintain successful student organizations. We do this through registering and regulating student organizations and through offering advice and training to students seeking leadership opportunities.

SOO publishes this *Student Organization Handbook* to inform you of the services and facilities available to student organizations and their members and of the University regulations and policies you will be expected to follow.

Questions about the information in this Handbook, or about any other student organization-related issue, can be directed to the Director or any of the staff of SOO. You are invited to stop by or schedule an appointment by calling the office at 263-0365 or by contacting us via email: soo@mail.bascom.wisc.edu

For more information about SOO and the services we provide, see the section in this chapter entitled *Help for Student Organizations*.

► What Is A Registered Student Organization (RSO)?

Student groups at UW-Madison must register with the Student Organization Office in order to use University facilities or to use the name of the University.

Eligibility Requirements

To be eligible for registration, your student group must:

- Be a not-for-profit, formalized group.
- Be composed mainly of students.
- Be controlled and directed by students.
- Be related to student life on campus.
- Abide by Federal, State, City, and University non-discrimination laws and policies.
- Identify a student as a primary contact person for the organization and provide the Student Organization Office with the information required on the registration form.
- Abide by the financial and other regulations specified in this Handbook.

The Committee on Student Organizations (CSO), in consultation with the Director of the Student Organization Office, proposes eligibility requirements, financial regulations, and registration procedures for student organizations. These requirements are outlined in this Handbook. Policies regarding the conduct and discipline of Registered Student Organizations are

proposed by the (CSO) in consultation with the Director of the Student Organization Office and the Dean of Students and approved by the Chancellor. The Student Organization Office (SOO) is responsible for distribution of these

policies and makes them available to all students and student organizations in this publication, *Student Organization Handbook*.

► Naming Your Organization

If your organization is affiliated with a community, state, national, or international organization and you choose to use the name of the outside affiliate, your name must indicate that you are the **CAMPUS CHAPTER** of the organization: e.g., Amnesty International-Campus Chapter. This is to ensure that your group is campus based and composed of students and directed by students.

As a Registered Student Organization you may use the name of the University of Wisconsin-Madison to identify the group's affiliation. When using the name of the University, UW-Madison must *follow* the name of the organization and the student group must clearly identify itself as a student organization, e.g., "The Chess Club, a student organization at the University of Wisconsin-Madison," or "Amnesty International-Campus Chapter at the University of Wisconsin-Madison."

► Financial Regulations For RSOs

Every Registered Student Organization (RSO) at UW-Madison is governed by standards and regulations developed by the Student Organization Office. The University has adopted financial regulations for RSOs that are intended to protect the interests of the student members of each RSO and the University community. As a condition of registration as a University student organization, each RSO is required to:

- ☒ Provide the Student Organization Office with a primary contact person who is authorized to represent the RSO in their financial matters.
- ☒ Maintain accurate and complete financial records of all receipts and expenditures and make these records available to any member of the organization upon request.
- ☒ Make all financial records available for examination no later than 15 days after receiving a written request from the Chair of the Committee on Student Organizations (CSO) or the Director of the Student Organization Office. Such requests shall be made only in order to a) ensure public access to information regarding the generation of revenue using University facilities, or b) investigate allegations by a current or former member that RSO funds have been misappropriated.
- ☒ Should the Director of the Student Organization Office or the Chair of the CSO learn that a student organization is not abiding by these regulations, and should the student organization not contest that fact, the Director of the Student Organization Office, upon consultation with the Chair of the CSO, can determine appropriate sanctions. If a group contests the allegation, the Director will file a complaint requesting discipline through the CSO.

► Why Should We Register?

Registered Student Organizations benefit by receiving access to University facilities and services not available to nonregistered groups or to the general public. As a University of Wisconsin-Madison Registered Student Organization, a student group may:

- ☒ Reserve and use University facilities in the Wisconsin Union and elsewhere that are available for noninstructional use;
- ☒ Take advantage of services, events, and programs developed for Registered Student Organizations by the Student Organization Office, other University offices, programs and departments, and be eligible to apply for grants from the student government, Associated Students of Madison (ASM).
- ☒ Receive free publicity by being placed on official lists of Registered Student Organizations on the World Wide Web and in print.
- ☒ Use the name of the University of Wisconsin-Madison to identify the group's affiliation; see previous section *Naming Your Organization*.

► How Frequently Do We Register?

Registration is an annual process; registrations ***must be renewed for each academic year and the following summer***. The Student Organization Office begins accepting registrations for the current academic year (including the summer session) during Wisconsin Welcome just prior to fall semester. While SOO accepts registrations throughout the year, we encourage student groups to register by September 16, 1996 in order that your group can be listed in the Student Phone Directory for 1996-97.

You should notify the Student Organization Office immediately at any time, and as frequently as necessary, if the primary contact person or other relevant information about your organization changes. It is a good idea to identify a summer contact person who will be in Madison and can be reached easily. This will ensure that interested students will be able to contact the group to find out more about joining.

► Primary Contact Person

The primary contact person must be willing to serve as the official contact for the student organization and have their name, phone number, and email address listed with the group's name on the World Wide Web and on the student organization lists published by the Student Organization Office. The primary contact person is also responsible for signing the registration form and verifying that the group fits the criteria for being a student organization; that he/she has read and informed the members of the policies and regulations contained in the Student Organization Handbook; that the group will abide by University policy and will comply with the antidiscrimination procedures as outlined in Chapter Two of this Handbook. Any organization that does discriminate must describe the nature of the discrimination, in writing, and the exception recognized by law that the organization claims allows the discrimination.

► Completing The Registration Process

The registration form, completed in full, must be turned in at the Student Organization Office, 89 Bascom. All records will be filed and maintained by the Student Organization Office.

The form will be reviewed by a staff member in a timely manner. If accepted, the registration will remain in effect until the first class day of the following academic year on the condition that the organization maintains eligibility, follows the financial regulations outlined in this chapter, or is not subject to disciplinary sanction suspending, terminating, or placing on probation their status as an RSO. RSOs are expected to maintain eligibility and follow financial regulations at all times. Should they no longer meet the criteria, it is the obligation of the RSO to notify the Student Organization Office that their situation has changed and, as an administrative procedure, SOO may terminate their registration. Misrepresentation of any of the information on the registration form may result in the termination of the group's RSO status by the Director of the Student Organization Office.

► Help For Student Organizations

The Student Organization Office, 89 Bascom Hall (263-0365) exists to assist and advise new or existing student groups. Registered Student Organizations (RSOs) flourish on the UW campus; in 1995-96 there were 620 student groups

officially registered.

Joining or starting a new student organization is a great way to gain experience working in groups, get involved, contribute to the campus, and meet people. In a student organization, you can develop and enhance your leadership skills and your ability to function cooperatively as part of an organization — skills that will be necessary throughout your life and especially as you begin your career.

SOO can help your organization in event planning; interpretation of University policies and regulations; leadership development training for your members and officers; advising on programming, publicity and fund-raising, conflict resolution, and on general concerns about developing and strengthening a student organization.

PROGRAMS FOR YOU:

Student Leadership Program (SLP) offers workshops, retreats, and speakers on topics of interest to student leaders.

Adventure Learning Programs (ALPs) are experiential programs available to student groups on topics such as group/teambuilding, communication, problem-solving, and trust. Frequently these workshops take place outdoors.

Social Fraternity/Sorority Coordinator. This SOO staff member works closely with the leadership of campus social fraternities/sororities and with the three governance bodies that coordinate and regulate members' activities.

Peer Mediation and Conflict Resolution Program trains students to provide workshops on conflict resolution, consultation to students in a conflict, and mediation to interested parties.

Student Organization Resource Center (SORCE): In room 92 Bascom Hall, SORCE provides the following for free use by Registered Student Organizations: 3 Macintosh computers (one with a CD ROM), an IBM computer, desktop publishing, spreadsheet and word processing software, Internet and email access, a laser printer, a TV and VCR, and written resources and newsletters about fund-raising, publicity, and event planning for student organizations.

► Listing Of Current Groups

Information about currently Registered Student Organizations can be obtained from SOO, 89 Bascom Hall, 263-0365, email:

soo@mail.bascom.wisc.edu or on the World Wide Web: <http://www.stdorg.wisc.edu/soo.html>

► Questions?

Contact the staff of the Student Organization Office by telephone at 263-0365 or fax at 265-8184. The staff is also accessible by scheduling an appointment or by email at the following addresses:

soo@mail.bascom.wisc.edu

Nancy Kluever, Office Secretary, *nkluever@mail.bascom.wisc.edu*

Janice Sheppard, Director, *jsheppard@mail.bascom.wisc.edu*

Assistant Director, vacant

Laurie Snyder, Fraternity/Sorority Coord., *lasnyder@mail.bascom.wisc.edu*

► Copies Of This Handbook

Additional copies of this Handbook or individual chapters can be obtained from the Student Organization Office (SOO) at 89 Bascom Hall. Copies of the Handbook are also available at Central Reservations, 2nd Floor Memorial Union (across from the main lounge); Union South, main office; Office of the Dean of Students, 75 Bascom Hall; or Campus Assistance Center (CAC), 420 N. Lake Street.

This Handbook is also available on the World Wide Web:

<http://www.stdorg.wisc.edu/soo.html>

2 Policy On Conduct And Discipline

► Policy On The Conduct And Discipline Of Registered Student Organizations

This Policy on the standards and procedures for Registered Student Organizations at the University of Wisconsin-Madison establishes procedures for bringing complaints against student organizations and for the imposition of disciplinary sanctions. It was adopted on April 25, 1996 by the Associated Students of Madison and accepted as University Policy by Chancellor David Ward in May 1996.

This Policy acknowledges both the need to preserve the orderly processes of the University with regard to its teaching, research, and public service missions, as well as the need to observe the students' and Registered Student Organizations' procedural and substantive rights. The Committee on Student Organizations (CSO), in consultation with the Director of the Student Organization Office and the Dean of Students, and subject to approval by the Chancellor of the University of Wisconsin-Madison, shall be responsible for revisions of this Policy.

The Student Organization Code of Conduct in this Policy applies to all University of Wisconsin-Madison Registered Student Organizations. The disciplinary procedures outlined in section II apply to all Code of Conduct violations that do not allege discrimination. Violations of the Code of Conduct which allege discrimination are pursued in accordance with section IV of this Policy. Social fraternities and sororities are subject to the regulations listed in the *Student Organization Handbook* and to the registration requirements and the conduct rules of their governing umbrella groups: Panhellenic Association, National Pan-Hellenic Council, or Interfraternity Council.

Definitions:

Advisory Committee means a committee appointed by the Chancellor to fulfill the duties set forth in section IV of this Policy: Disciplinary Procedures for Discriminatory Violations of the Student Organization Code of Conduct.

Associated Students of Madison (ASM) is the student government association formed in 1994 to represent student concerns.

ASM Council is the governing body for ASM and is composed of students elected from across campus.

ASM Council Chair means the student elected by the Council to be the spokesperson for the student government.

ASM Student Judiciary means the branch of student government responsible for planning campus elections and settling disputes.

Chancellor means the Chancellor of the University of Wisconsin-Madison or designee.

Committee on Student Organizations (CSO) means the Student/Faculty Committee on Student Organizations as established and appointed by the student government association.

Committee on Student Organizations Chair is the person appointed annually by the Committee at their first meeting of the academic year. The Chair serves as the spokesperson for the Committee and is responsible for bringing information regarding complaints to the Committee.

Day means calendar day.

Dean of Students means the Dean of Students of the University of Wisconsin-Madison or his or her designee.

Disciplinary Sanction means any action affecting the status of a Registered Student Organization, as a Registered Student Organization, that is imposed in response to the organization's misconduct. The term includes, but is not limited to, probation (including denial of specified University privileges), suspension or termination.

Discrimination, as prohibited in the Policy on the Conduct and Discipline of Registered Student Organizations, shall include any actions by a Registered Student Organization which limit access to or involvement in organization activities on the basis of age, color, creed, handicap, national origin, race, religion, sex, or sexual orientation unless pursuant to an exception recognized by law.

Event(s) means any activity sponsored, cosponsored or organized by a Registered Student Organization.

Fact Finder means a faculty, academic staff or other person appointed by the Chancellor to fulfill the duties set forth in section IV of this Policy: Disciplinary Procedures for Discriminatory Violations of the Student Organization Code of Conduct.

Financial Records means account statements, checking and savings records and all other records of receipt or payment of funds from any source of organization funds.

Primary Contact means the designated contact person of the Registered Student Organization as listed on the group's registration form.

Probation means that the Registered Student Organization is permitted to remain registered only upon the condition that it complies with all University rules and regulations and with other standards of conduct which the organization is directed to observe for the duration of the period of the probation. Probation may include the suspension of some of the organization's rights. Probation may not exceed two semesters in duration for any given misconduct except that violation of probationary conditions may be cause for extension of the probation for no more than two additional semesters or for suspension of some rights.

Registered Student Organization means a group, composed mainly of, and directed by, students, and consisting of at least three (3) students, which has filed all appropriate registration forms with the Student Organization Office and meets the eligibility criteria for registration.

Student, for the purposes of this Policy, means any person who is registered for study at the University of Wisconsin-Madison for the current academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding academic period, except that a student from the spring academic session, who is not attending any summer session, shall remain classified as a student, for purposes of these regulations, until the last day for registration for the succeeding fall academic period.

Student Organization Office Director means the Director of the Student Organization Office of the University of Wisconsin-Madison or his or her designee.

Suspension means a temporary loss of some or all of a Registered Student Organization's rights for a specified period of time, not to exceed two years. Upon completion of the period of suspension, the organization shall have the same standing to register as if no suspension had been imposed.

Termination means the revocation of a student organization's status and privileges as a Registered Student Organization.

► I. Student Organization Code Of Conduct

Any violation of the following regulations by a Registered Student Organization may result in disciplinary sanctions against the organization.

1. Registered Student Organizations must comply with the eligibility requirements and financial regulations as published in the *Student Organization Handbook*.
2. A Registered Student Organization may not discriminate on the basis of age, color, creed, handicap, national origin, race, religion, sex, or sexual orientation unless pursuant to an exception recognized by law. (Disciplinary procedures for handling allegations of discrimination are defined in section IV of this Policy.)
3. A Registered Student Organization that violates federal, state, or local laws may be liable in the appropriate courts and is not exempt from discipline for such actions under this Policy.
4. A Registered Student Organization can be liable for disciplinary action as a result of actions of individual members of the organization while representing the organization.
5. A Registered Student Organization shall be responsible for all activities and/or damages resulting from its events. A Registered Student Organization must exercise reasonable precaution to insure that its events, and agents acting on its behalf, do not cause damage to the property of students, University employees, other organizations, or the University; do not harm or constitute a serious danger to the personal safety of students or University employees; do not obstruct or seriously impair University run or University authorized activities; and do not violate provisions of the University of Wisconsin System Administrative Code, chapter UWS 18.
6. Registered Student Organizations using University facilities must observe the provisions of any contract issued for use of a particular facility.
7. Registered Student Organizations must follow University policies governing the use of its facilities.
8. Registered Student Organizations shall be responsible for compliance with University policies on the use of electronic information technology, including email, web pages, and list servers.
9. When a Registered Student Organization requests use of a facility, invitations to the event taking place in that facility shall be limited to students, faculty, and staff unless an exception is specifically authorized by the Chancellor or Chancellor's designee.
10. A Registered Student Organization may not organize, sponsor, cosponsor, or in any way coordinate an event in University facilities with any student organization that has been prohibited from participating in that type of event or has had its Registered Student Organization status terminated.
11. Registered Student Organizations are accountable, through their primary contact, officers, and other designated representatives, to the University. When an organization's primary contact, officers, or other designated representatives make a knowingly false statement, either orally or in writing, to any University employee, committee, or agent, conducting an investigation under the provisions of this Policy, on a matter relating to the activities of the organization or its members, the organization shall be subject to discipline.
12. Registered Student Organizations shall be responsible for compliance with University Alcohol Beverage Regulations, State Statutes, and City Ordinances regarding possession, consumption, and sale of alcohol beverages at any event. An organization shall be responsible for verified instances of underage persons consuming or possessing an alcohol beverage, or other violations of any of the above rules at any event.

► II. Disciplinary Procedures For Violations Of The Student Organization Code Of Conduct (excluding claims of discrimination)

1. A complaint that a Registered Student Organization has violated any provision of the Code of Conduct must be submitted in writing to the Director of the Student Organization Office within four weeks of the incident and must include a statement of the facts upon which the allegation is based. No action will be taken on unsigned anonymous complaints. (If any student organization, registered student, or other concerned party has a complaint against a Registered Student Organization for reasons other than a Student Organization Code of Conduct violation, they should contact the Student Judiciary directly.)
2. The Director of the Student Organization Office will promptly forward a copy of the complaint to the Chair of the Committee on Student Organizations.
3. In consultation with the Director of the Student Organization Office, the Chair of the Committee on Student Organizations will determine:
 - a. if the complaint involves charges of discriminatory conduct; and
 - b. whether or not the complaint puts forth a possible violation of the Code of Conduct.
4. If the Director of the Student Organization Office and the Chair of the Committee on Student Organizations determine that the complaint involves charges of discriminatory conduct, the complaint shall be forwarded to the Dean of Students to initiate the process described in section IV of this Policy: Disciplinary Procedures for Discriminatory Violations of the Student Organization Code of Conduct.
5. If the Director of the Student Organization Office and the Chair of the Committee on Student Organizations determine that a possible violation of the Code of Conduct does not exist, the complaint will be dismissed. If a possible violation of the Code of Conduct does exist, the Committee on Student Organizations, in consultation with the Director of the Student Organization Office, shall conduct an investigation and offer to meet with representatives of the Registered Student Organization.
6. The Chair of the Committee on Student Organizations, in consultation with the Director of the Student Organization Office, may at any time during the investigation resolve a complaint by mutual agreement with the Registered Student Organization for the imposition of discipline; the agreement must be accepted by the complainant and respondent before it becomes effective.
7. Following the investigation, the Chair of the Committee on Student Organizations, in consultation with the Director of the Student Organization Office, shall either:
 - a. dismiss the complaint; or
 - b. file a formal complaint seeking discipline of the Registered Student Organization.
The complaint shall be filed with the Student Judiciary.
8. If a complaint is filed by the Chair of the Committee on Student Organizations, it shall be in writing and contain the following:
 - a. a reference to the Code of Conduct section of this policy which was allegedly violated,
 - b. a concise statement of facts describing the situation leading to the complaint,
 - c. a specific suggestion for sanctions,
 - d. a copy of the organization's registration form, and
 - e. a copy of the original complaint filed with the CSO.

► III. Complaints, Hearings, And Appeal Procedures For Code Of Conduct Charges Filed By The Committee On Student Organizations (CSO)

Preamble: The following is an excerpt from the Associated Students of Madison (ASM) bylaws. This section is from Part Four (Student Judiciary), Article Four (General Procedures), of the bylaws. These procedures were last revised April 11, 1996. A complete copy of these bylaws can be obtained in room 511 of the Memorial Union (ASM offices).

Section Three: Hearing Procedures

(a) Timelines

- (i) A complaining party must submit a written complaint to the Chair of the Student Judiciary within six weeks of the incident, except for Code of Conduct complaints filed by the Committee on Student Organizations.
 - (1) Complaints alleging Code of Conduct violations (as outlined in the *Student Organization Handbook*) against Registered Student Organizations must be filed with the Director of the Student Organization Office within four school weeks of the incident.
 - (2) The CSO, after properly following the regulations outlined in the *Student Organization Handbook*, must submit the complaint to the Chair of the Student Judiciary within six weeks of receiving the complaint.
 - (3) All other timelines in the Student Judiciary Hearing Procedures bylaws are applicable.
 - (4) Complaints against Registered Student Organizations alleging violations other than Code of Conduct violations must be submitted directly to the Student Judiciary in accordance with applicable bylaws.
- (ii) The Student Judiciary must schedule a hearing within four weeks of receiving the complaint.
- (iii) The Student Judiciary must issue a written decision within four weeks of the hearing.
- (iv) A party must submit a written request for an appeal within two weeks of the Student Judiciary decision issuance.
- (v) The Student Judiciary must decide whether or not to grant an appeal within two weeks of the request. This shall be done in a closed meeting by majority vote of the Student Judiciary.
- (vi) If the Student Judiciary decides to hear the appeal, they must schedule the appeal hearing within four weeks of making their decision.
- (vii) The appeal decision of the Student Judiciary is final.

(b) Conflicts

- (i) Any Justice must recuse her or himself from deciding a hearing in which she or he has a material or personal interest in the outcome.
- (ii) A party to the dispute may request that a Justice recuse her or himself. If the Justice refuses, the party making the request may ask that the whole Student Judiciary vote on whether or not the Justice in question shall be allowed to hear and decide the case. In the event of a tie vote, the Justice shall be recused.
- (iii) The decision of the whole sitting Student Judiciary shall be final.

(c) Cases

- (i) When a case is initially heard, the entire Student Judiciary will not hear the case.
- (ii) A panel of 1-3 Justices will hear the case and issue a decision per these bylaws.

- (iii) In the event of an appeal, a second panel of Justices will hear the case.
 - (a) The second panel shall not include members of the original panel.
 - (b) The second panel shall be larger than the original panel.
 - (c) The second panel shall consist of an odd number of Justices.
 - (iv) The whole Student Judiciary shall decide who hears the initial case and subsequent appeals (excluding Justices who are acting as Election Commissioners at the time of scheduling). In the event of an unresolvable conflict, the Chair shall have final decision-making authority.

(d) Confidentiality

- (i) The Student Judiciary may hear cases in which sensitive matter is discussed.
- (ii) The Student Judiciary has the authority to hold a closed hearing.
- (iii) Minutes and records of such hearings shall not name parties or provide sufficient detail that parties are easily recognizable.
- (iv) All deliberations by the Student Judiciary on a case shall be conducted in closed meetings.

The Student Judiciary decision shall be sent to the Dean of Students for review and implementation of any sanctions imposed on Registered Student Organizations. If, after consultation with the Student Judiciary and Chair of the Committee on Student Organizations, the Dean of Students concludes that the decision violates University policy or the University's obligations under state or federal law, the Dean may modify the Student Judiciary decision without a request for review.

► IV. Disciplinary Procedures For Discriminatory Violations Of The Student Organization Code of Conduct

1. A complaint alleging that a Registered Student Organization has discriminated on the basis of age, color, creed, handicap, national origin, race, religion, sex or sexual orientation must be submitted in writing to the Dean of Students or his or her designee.
 - a. The complaint may be filed by a student, a Registered Student Organization, or other persons or organizations, including the Dean of Students, with information about possible violations. It must be signed by at least one person.
 - b. The complaint must set forth the facts upon which the allegation of discrimination is based.
2. Within two weeks of receipt of the complaint, the Dean of Students (the Chancellor's designee for this purpose) will determine whether a possible discriminatory violation of the Code of Conduct occurred. This decision will be made based upon the facts alleged in the complaint unless there is a compelling reason to look beyond the complaint. If the complaint is filed by the Dean of Students, the complaint shall be forwarded directly to a fact finder.
 - a. If a possible discriminatory violation of the Code of Conduct does not exist, the complaint will be dismissed. A written rationale for the decision will be provided to the complainant(s) if requested.
 - b. If a possible discriminatory violation of the Code of Conduct does exist, the matter will be referred to a fact finder. The Registered Student Organization against which the claim is made shall be so notified. A copy of these procedures shall be forwarded to the organization with a copy of the complaint.
3. As soon as possible, but within two weeks of a determination that a possible violation exists, the Chancellor shall appoint a fact finder.

- a. As soon as possible after being appointed, the fact finder shall prepare a report of the facts as they are most likely to have occurred. These findings may be based upon interviews with witnesses and reviews of documentary and/or other evidence. Persons from the Registered Student Organization against which the complaint is filed and the complaining person(s) must be given the opportunity to present their version of the facts.
 - b. When this investigation results in inconsistent versions of facts from different witnesses, the fact finder shall include in the report the reasons for determining what is most likely to have happened.
 - c. Upon completion, the report shall be forwarded to the Advisory Committee, the Registered Student Organization and the complainant(s).
4. Upon receipt of the fact finder's report, the Advisory Committee shall schedule a meeting with the complainant(s) and the Registered Student Organization. The meeting should be held as soon as possible after receipt of the report.
 - a. The complainant and the Registered Student Organization may submit written arguments as to the fact finder's conclusions of fact. Such arguments must be delivered to the office of the Chair of the Committee no later than three working days before the date of the scheduled meeting.
 - b. During the meeting, the complainant and the Registered Student Organization may present arguments as to the appropriate disciplinary response to the facts. Both may have counsel present but in an advisory capacity only, unless the Committee agrees to allow counsel to speak on behalf of the complainant or the Registered Student Organization. The meeting will be recorded.
 - c. The Committee may, at its discretion, hear arguments from other persons or organizations.
 - d. The Committee shall, within ten days of the meeting, issue a written recommendation as to: 1) whether there was a violation of the rule; and 2) the appropriate sanction, if any. This recommendation shall contain a synopsis of the arguments presented to the Advisory Committee and the rationale for the recommendation. Recommended responses may range from dismissal of the complaint to termination of the Registered Student Organization. The recommendation shall be forwarded, with the fact finder's report and with any written arguments as to the conclusions of fact, to the Chancellor. (Both will be advisory to, rather than binding upon, the Chancellor.) Copies shall also be sent to the Registered Student Organization and the complainant(s).
5. As soon as possible after receipt of the report and the recommendation, the Chancellor shall issue a final decision which may accept or modify the factual conclusions and recommendations as to the appropriate sanction. Before reaching a decision, the Chancellor may, at his or her discretion, consult with the fact finder, members of the Advisory Committee, the complainants, the Registered Student Organization or other persons. Written statements from the complainant(s) and the Registered Student Organization shall be considered.
6. The complainant and the Registered Student Organization against which the complaint was filed may, at any time, propose an informal resolution of the matter. Such proposals shall be submitted to the Dean of Students and, if agreed upon, must be approved by the Chancellor in order to become effective.

April 25, 1996

► **Complaint Form**
For Formal Complaints Against A UW-Madison
Registered Student Organization

Complaint filed by: Name (Please print clearly) _____

Local Telephone Number _____

Local Address (street, apt. no., city, state, zipcode) _____

Email address _____

Complaint filed against _____

(name of Student Organization)

INSTRUCTIONS: Please provide a detailed account of the incident(s) and attach any additional documentation or supporting materials. You may use the space below or attach separate sheets. Unsigned complaints will not be accepted.

Signature: _____

Date: _____

Submit to the Student Organization Office, 89 Bascom Hall. See *Policy on Conduct and Discipline of Registered Student Organizations* for details on review of complaints.

OFFICE USE: attach copy of registration form and complete the following:

Date Received at SOO _____

received by _____

Date Transferred to CSO _____

received by _____

Specific Code Violation # _____

- ☐ Discrimination complaint, forwarded to the Dean of Students
- ☐ Not covered by Code of Conduct, dismissed
- ☐ Resolved during CSO investigation
- ☐ Disciplinary complaint filed by CSO, forwarded to Student Judiciary
- ☐ Other action _____

3 Student Government And Student Elections

► What Is ASM?

ASM, Associated Students of Madison, is the student government of the UW-Madison campus. Under Wisconsin State Statute 36.09[5], students are given the right to organize themselves in any manner in which they see fit to represent themselves in the governance of the University and allocate student segregated fees. ASM was founded in 1994 on the premise that student government can and should be an active and effective advocate for students. Through ASM, students have been appointed to shared governance committees that guide the University, worked to keep tuition down and financial aid available, created the *Professor Evaluations* book, provided grants for student organizations, and helped fund critical campus services such as University Health Services, Recreational Sports, GUTS Tutoring, and the SAFERide Bus late-night transportation.

ASM Council is the governing body for the student government. It is composed of 33 elected representatives from across campus. These representatives then elect a Chair that serves as the ASM spokesperson.

Student Services Finance Committee (SSFC) is the body that makes recommendations to the ASM Council on the allocation of student segregated fees to campus organizations and services. Members are either appointed or elected in the spring and fall ASM elections.

ASM Student Judiciary is the body appointed by the ASM Council responsible for planning campus elections and hearing disputes brought by individual student groups or the Committee on Student Organizations (CSO).

► Membership: How To Get Involved

In addition to the above elected positions, there are other ways to get involved with student government on this campus. Each semester ASM volunteers organize campaigns to work on issues such as saving financial aid, printing and distributing a *Professor Evaluations* booklet, and addressing University policy that adversely affects students. There's even an internship program that earns you credit for participating.

At the beginning of each semester ASM holds a large kickoff drive to get as many students involved in the organization as possible. To get involved in ASM, contact them at:

Associated Students of Madison (ASM)

511 Memorial Union

Madison, WI 53706

Telephone: 608/265-4276

Fax: 608/265-5637

Email: asm@macc.wisc.edu

Web: <http://www.stdorg.wisc.edu/asm/webpages/asm.html>

► Campus Elections

Campus elections are held at least twice throughout the course of the year to give students the opportunity to elect representatives and express their views on various referenda questions. Polling locations and sample ballots will be highly publicized in the weeks prior to each scheduled election. Below is a listing of elected positions that will be on the ballot in 1996-97.

► ASM Fall Elections, **third week in October**

2 Freshman Council seats (all other council seats are elected in Spring)
Open positions on Student Services Finance Committee (SSFC)

► ASM Spring Elections, **March (10 days before spring break)**

31 ASM Council seats divided up among the following colleges:

College of Agricultural and Life Sciences, 2 seats
School of Business, 2 seats
School of Family Resources and Consumer Sciences, 1 seat
College of Engineering, 3 seats
School of Education, 3 seats
Graduate School, 3 seats
College of Letters and Science, 13 seats
Professional Schools (i.e. Nursing, Pharmacy, Vet Med), 2 seats
Special Students, 1 seat
Open position on Student Services Finance Committee (SSFC)

To run for any of these seats, you must file for candidacy prior to the elections. Contact the ASM Student Judiciary, 265-6362, at least a month before each election for information on filing deadlines and applications.

► Referenda

While many referenda questions are put on the ballot by the ASM Council, students also have the opportunity to propose them.

"The members of the ASM shall have the right of initiative to adopt, amend or rescind any Bylaw, rule or law of the ASM, or to allocate or prohibit the allocation of any funds in the control of the ASM. The proposed initiative measure shall be submitted to an election upon the filing with the Student Judiciary of a petition signed by five percent of the members of the ASM."
(Section from ASM Constitution, ratified spring 1994.)

► Serving On University Committees

ASM is responsible for appointing over 100 students to sit on shared governance committees that have input into how various aspects of the University are run. These committees are composed of students, faculty, and academic staff. Examples include the Athletic Board, Student Radio, Bookstore Committee, Library Committee, Union Council, and many others. If you are interested in serving on a committee, call or stop by the ASM Office in *September* to get additional information and complete an application form.

► ASM Bus Passes

During the 1996 ASM Spring election, UW- Madison students voted to increase student fees by \$20.08 per fall and spring semester for an all-city bus pass. This allows all registered students to ride city bus routes free of charge by showing their validated student ID and bus pass. Students will continue to pay 50 cents to ride the L-campus bus.

► **Bus Pass Distribution: Fall Semester**

The ASM Bus Pass for Madison Metro Bus Service will be distributed August 26 - September 13, 1996 (except for Labor Day) in the **second floor lounge of Memorial Union** from 10 AM - 8 PM. You will need to bring your student ID. For more information call 265-5634 or e-mail buspass@macc.wisc.edu

► **Bus Pass Distribution: Spring Semester**

The distribution method will be announced at a later date.

► **ASM Officers & Committee Members**

ASM Chair	Angela Smith	alsmith3@students.wisc.edu
Vice Chair	Sam Sager	swsager@students.wisc.edu
Secretary	Jason Williams	willia25@students.wisc.edu

► **Fall 1996 Campaigns**

Voter Registration	Stacey Hafner	slhafner@students.wisc.edu
	Katrina Pavlik	kapavlik@students.wisc.edu
Legislative Lobbying	Leah Nelson	ljnelso1@students.wisc.edu
Professor Evaluations	Stacy Hartman	slhartma@students.wisc.edu
Study Aid Campaign	Matt Nelson	mdnelso1@students.wisc.edu
	Sean Flanagan	spflanag@students.wisc.edu
Student Service Watch	Vaughn Heyer	veheyer@students.wisc.edu

► **Committee Members**

Finance Committee

T. J. Richards (Chair) tjrichar@students.wisc.edu

Aaron Kohlbeck (Vice Chair); Dean Peterson; Chris Hacker; David Hoffman;

Brian Pleviak - at large; Nicholas Ni - at large; Elizabeth Barron - at large;

Stacey Hafner - at large

Student Services Finance Committee (SSFC)

Laura McKnight (Chair) lhmcknig@students.wisc.edu

Mike Staude (Vice Chair), Jason Haase - Council, Vaughn Heyer - Council, Sam Sager - Council, T. J. Richards - Council, Angela Vaughan - at large, Clay Norrbaum - at large, Tom Flynn - at large, Shira Diner - at large, Anne Haupt - elected, Margaret Chua Lee - elected

Shared Governance Committee

Christy Wolfe (Co-Chair) cwolfe@students.wisc.edu

Katie Smith (Co-Chair) katie@mail.soemadison.edu

David Poniewaz, Anne Leichtfuss, Matt Nelson

Diversity Committee

Sumi Hernandez (Co-Chair) slhernan@students.wisc.edu

Veronica Herrero (Co-Chair) vherrero@students.wisc.edu

Matt Nelson, Lisa Skrzeczkoski, Michelle Diggles

Nominations Committee

Sean Flanagan (Chair) spflanag@students.wisc.edu

Angela Smith, Sam Sager, Leah Nelson, Mike Kackman

Policy, Research and Development Committee

Tom Janczewski (Co-Chair) tajancze@students.wisc.edu

Lisa Skrzeczkoski (Co-Chair) leskrzec@students.wisc.edu

John Turck, Veronica Herrero, Jason Williams



Associated Students of Madison

511 Memorial Union • 800 Langdon St. • Madison, WI 53706 • (608) 265-4ASM • ASM@macc.wisc.edu

Fellow Badgers,

The Associated Students of Madison was founded in 1994 on the premise that student government can be an effective and powerful voice for students on a wide variety of issues. ASM is an action-oriented group that funds student groups, activities, services, and events while continuously fighting for student interests and rights.

Substituting grassroots tactics for back room politicking, and a spirit of volunteerism for political elitism, ASM has enjoyed many victories in its short but colorful history. Working with the University administration, ASM has curbed tuition hikes, preserved financial aid, ensured university autonomy, as well as won many other policy victories for students.

We have started a student radio station, won the right to print professor evaluations, and more. ASM also provides funding for the Wisconsin Union, the Late Night bus service, Health Services, Recreational sports, and hundreds of other smaller student groups.

ASM also appoints students to serve on many different student/faculty committees. We offer internships, and volunteer opportunities in student advocacy, as well as seats on the Student Council, the Student Judiciary, and the Student Services Finance Committee.

This year we must continue our work to keep tuition low, stop financial aid cuts, register students to vote, and ensure that student concerns are being addressed in all aspects of the University.

We hope to be in close contact with you throughout the year. Please call us at 265-4ASM, e-mail us at ASM@macc.wisc.edu, or stop by 512 Memorial Union if you would like to become involved or have any questions, concerns, or suggestions. Have a wonderful year.

Sincerely,

Angela Smith
ASM Chair

Sam Sager
ASM Vice Chair

4 Alcohol And Nonalcohol Alternatives

► Can We Sell Or Provide Alcohol At Events?

The sale or service of alcohol beverages on campus is governed by Federal Law, Wisconsin Statutes, University of Wisconsin System Administrative Codes and UW-Madison Regulations. Sale or service of alcohol beverages by students or student organizations off campus in Madison fall under the jurisdiction of the City of Madison as described by various ordinances, as well as State Statutes.

Following is a summary of the rules governing alcohol sale or service by students or student organizations:

- ☒ Individuals or student organizations may not sell alcohol beverages on University property. All alcohol sales on University property must be handled directly by the appropriate University department. (Sales is defined to include any charge made directly or indirectly for service of alcohol beverages.) In University facilities, the Wisconsin Union must handle all sales of alcohol beverages for student groups. Student groups wishing to sell alcohol beverages off campus need to obtain a Special Class B Picnic Beer License from the City of Madison, City Clerk's Office, 266-4601.
- ☒ Organizations wishing to serve (but not sell) alcohol at events in University facilities or on University grounds must obtain specific permission when reserving the facility. Serving alcohol outside Wisconsin Union buildings requires special permission from the appropriate college/school dean.
- ☒ When serving alcohol beverages at student organization sponsored events on or off campus, the organization has a legal responsibility to (a) insure that persons consuming alcohol at the event are of legal age (21 years old) and (b) refuse service to those who appear intoxicated to the point of impaired functioning. Violations may result in criminal charges and will result in University action against the sponsoring group.

In a similar manner, individual students who provide alcohol beverages to underage students will face disciplinary action. In any such cases that result in injury, damage or disruption, the student who provides alcohol will face probable suspension from the University.

► Courtesy And Safety Measures

If an organization or group does choose to serve alcohol at an event attended both by persons eligible and by those not eligible to drink alcohol, the two groups may need to be separated in some way to insure that underage persons are not served. The process of separating students by age in order to serve alcohol is likely to be very disruptive to any social program. When groups nevertheless do decide to include service of alcohol at their events, it is important that the events not be centered on the presence of alcohol. The way in which programs are advertised and organized will signal to participants what role the planners give to alcohol.

► Information And Programming Support

University Health Services staff are available to provide information, advice and support to individuals or groups about alcohol issues. They can provide help in planning a program which limits the role of alcohol in the event or provide suggestions for alcohol free programming. The staff also can meet with you to discuss your own personal experience with alcohol or how to approach a friend or family member who is having difficulty with their alcohol use. If a student or student organization is interested in group discussions, projects or activities concerning alcohol and other health-related issues, they may contact Tim Hogensen of the University Health Services Health Promotion Program at 262-5323 or email him at thogense@students.wisc.edu

A pamphlet, *When A Lot Is Too Much*, includes referral numbers, information on alcohol overdose and when someone's drinking is a problem for you.

Another pamphlet, *69 Things To Do In Madison After Dark*, includes fun things to do that don't involve alcohol. Both pamphlets are available at the Student Organization Office (SOO), 89 Bascom Hall, and University Health Services, 1552 University Ave. The Wisconsin Clearinghouse, at University Health Services, also offers videos and brochures than can help with alcohol issues.

What Can We Do To Make Our Events Safe?

1. Provide nonalcohol beverages for those who don't drink or those who might like to switch.
2. Have food available—it moderates the rate of intoxication and can extend the life of your event.
3. In any publicity for your event in which you mention alcohol, also mention that nonalcohol beverages will be available.
4. If someone has had too much to drink, discourage them from driving or biking. If they are walking home, have someone accompany them.
5. Be alert to the possibility of an alcohol overdose.
6. Limit the amount of alcohol to the expected size of the audience.

September 1996

Dear University of Wisconsin Student:

On behalf of the City of Madison Police Department, we wish to welcome you to Madison. Should you need to contact our department, the Emergency Number is **911**, the Non-Emergency Number is **266-4275**.

Alcohol and drug abuse, particularly in the setting of large house parties, is a major concern of the Madison Police Department. Typical police calls for service as a result of large parties include disturbances, fights, weapons offenses, reports of vandalism, and complaints of loud music. Hosts and guests of these types of parties are often victims of serious crimes, including sexual assault, battery, burglary, theft, and criminal damage to property.

In the past few years, the number of persons being victimized by alcohol-related crimes, and the number of police calls for service relating to large house parties, has been reduced through the enforcement of City Ordinances related to alcohol offenses. The Madison Police Department plans to continue this enforcement effort. (The Department has again received a grant from the State of Wisconsin Department of Transportation, Office of Highway Safety, for the purpose of underage alcohol enforcement.)

The following is a list of some of the ordinance violations and fines associated with each citation:

38.01	Dispensing alcohol without a license	\$332.50
38.04(1)(a)(1)	Procuring for or furnishing alcohol beverage to underage person, or	\$332.50(1st offense)
38.04(5)(a)(3)	Underage person entering or attempting to enter licensed premises	\$394.00(2nd offense)
		\$640.00(3rd offense)
		\$947.50(4th offense)
38.05(5)(b)	Underage person possessing/consuming alcohol beverage off licensed premise, or	\$148.00(1st offense)
		\$271.00(2nd offense)
38.04(5)(a)	Underage person carrying false identification showing person has obtained legal drinking age	\$394.00(3rd offense)
		\$640.00(4th offense)
38.07(7)	Possessing open container of alcohol beverage on a public street or alley	\$ 86.50
24.02(2)	Unreasonable noise, radio, phonograph, or other such device which is disturbing	\$ 86.50

It is our hope that we will not have to issue you any of the above listed citations. The Madison Police Department would like to make your stay in Madison safe and enjoyable.

Sincerely,

Tim Strassman, Police Officer
Langdon Area Neighborhood
Madison Police Department

5 Reserving And Using University Facilities

► Reserving University Space

Registered Student Organizations can reserve University facilities for meetings and events.

You can reserve campus space as soon as your Registered Student Organization (RSO) form has been approved by the Student Organization Office (allow two working days), then make reservations as soon as you have a known date.

Make your reservations even if you don't know your setup needs. They can be added later.

Nonacademic space in the Memorial Union, Union South and in most other campus buildings, including recreational, athletic, and outdoor campus areas is reserved at the Central Reservations Office (262-2511) across from the main lounge on the 2nd floor of Memorial Union, 800 Langdon Street. Reservations are due before 12 noon on the last working day before your event or before 12 noon on Friday for weekends and Monday events.

Reservations can be made 7:45AM-4:30 PM, Monday-Friday. Building Managers' permission is needed to sell food or other items in common areas of the buildings for which they are responsible. A list of Building Managers and their phone numbers is available from the Student Organization Office, 89 Bascom, or call them at 263-0365 for the information you need. See also the *Temporary Food Sales* section in Chapter Seven of this Handbook.

► What Is TITU?

TITU stands for "Today In The Union," the listing of assigned room locations for that day in the Union and classroom facilities. TITUs are posted at Union entrances and near the main floor information desks.

(Note: The term "Wisconsin Union" refers to both Union facilities, Memorial Union and Union South.)

► Outdoor campus areas

- ☑ UW Library Mall is the area between Memorial Library and the State Historical Society Building, including the fountain. This is campus space and is reserved through Central Reservations, 2nd floor, Memorial Union, 262-2511.
- ☑ Outdoor spaces between Wisconsin Union facilities and the public sidewalk are controlled by the Wisconsin Union. Reserve through Central Reservations.
- ☑ Bascom Hill is reserved through Central Reservations like other outdoor space. Some restrictions on its use apply; contact them for details.

► Outdoor city controlled areas

- ☑ State Street Mall is the area between the Memorial Library and the University Book Store and extends from Park Street to the Capitol Square. This is city space. Contact Mikele Stillman, Mall Coordinator, (266-6033).
- ☑ City sidewalks include sidewalks on Langdon Street and University Avenue. Call the City Clerk's Office (266-4601) for information about usage of sidewalk areas.

► What Is The Cost?

Rooms are free if the event is free or if the ticket price covers only the cost of a catered meal. There is a charge for rooms for an event with an admission charge or "donation requested." The cost of a room for a fund-raising event is determined by several factors; call Central Reservations for more information. Extra time is needed for the paperwork required for admission events. For fund-raising using University facilities, refer to Chapter Seven, *Fund-Raising*.

Rental charges for equipment and services may be required. Payment is due at the time of the reservation.

► May We Select The Room?

Central Reservations assigns space according to your estimated attendance and needs. You can request a specific space; this will be honored when possible. Typically, rooms are assigned the day before an event, so tell your group to check the "Today In The Union" (TITU) boards at Union entrances for which room was assigned. Building use demands may require your meeting to be scheduled outside the Union buildings in a classroom. This will be listed on "Today In The Union" also. If you have a standard weekly meeting, you may request a classroom location for the entire semester.

► When Is The Room Ready?

Meeting rooms are available one-half hour before the scheduled meeting time. Rooms for major programs will be available one hour before the scheduled event time or earlier if prearranged with Central Reservations.

► Can We Get Help To Plan A Conference?

The Union Conference Coordinator (262-2755) can help you with all your conference needs, including room reservations; coordinating publicity; and your catering, hotel, parking and AV needs. A "conference" is more than 50 people for an event that lasts more than 8 hours.

► Can The General Public Be Invited?

Student organizations may use University facilities only for events intended primarily for students, faculty and staff. **Publicity for events must indicate attendance is limited to students, faculty and staff and is not open to the public.** These restrictions also apply when student organizations invite candidates for political office to speak on campus. The general public may only be invited to events which are departmentally sponsored.

Registered Student Organizations can hold closed meetings for the purpose of peer counseling sessions, or for other purposes, if attendance is limited to a preestablished list of members. A meeting that will be closed to nonmembers must be clearly identified as a membership meeting.

► Can We Get Audiovisual Equipment?

AV equipment is available for rent through the Central Reservations Office for Union events. Make your request as soon as you know the equipment needed. Last minute requests may be difficult to honor. Plan to pay for equipment at the time the reservation is made. Equipment is delivered to the Union and set up by Union staff prior to your event. Operators are available with advance notice for a fee.

Registered students can also rent AV equipment, computers and LCD panels from the Department of Information Technology (DoIT) Rentals at 1210 W. Dayton Street (262-3605). Payment can be made by showing a valid University ID card along with a personal check, cash, MasterCard or Visa.

Don't leave equipment in unattended rooms! Cancel equipment at least 3 working days in advance to avoid charges.

A 27" color television and VCR may be used free of charge in Bascom Hall. Contact the Student Organization Office (SOO) at 263-0365 for reservation information. ASM has a TV-VCR unit with cart that can be used by RSOs free of charge in the Memorial Union. Contact ASM at 265-4276 for details and to reserve equipment.

► What About Refreshments?

Wisconsin Union Catering offers beverage and/or food service for your group event. Contact Central Reservations (262-2511). Usually food and beverages may not be brought into the Union from an outside source. Contact the Union for information on rooms that can be used for food from an outside source.

► Can We Advertise In The Union?

The Union accepts and posts fliers/posters each weekday for campus events sponsored by Registered Student Organizations and UW departments. Size should be 8 1/2" x 11." Memorial Union posts one and keeps two for the Information Desk. Union South posts two. Take fliers to the 2nd Floor Reservations Office at both facilities. See also section on *Publicity* in Chapter Eight of this Handbook.

► Can We Get Literature Tables In The Union?

Registered Student Organizations can request literature tables at Memorial Union or Union South to present their own materials or publications whenever such activities are directly related to the organization's stated purpose. An organization that is granted the use of a table may not reassign the table space to others or permit the use of the space for or by others. Because of limited space and high demand, table space will be assigned for a maximum period of two days a week and must be booked two weeks in advance. For details and rules, contact Central Reservations, 2nd floor, Memorial Union, 262-2511.

► Can We Use University Facilities For Political Purposes?

Registered Student Organizations may reserve University meeting space for political discussion, debate, and to raise funds in support of their candidates. Groups are responsible for ensuring that fund-raising activities comply with state and federal election law and with UW policies. The UWS Administrative Code requires that the University specifically agree to permit use of its facilities for any sales or revenue producing activity. Student groups must receive this permission from the University agent who reserves the facility (usually this is the Building Manager).

Remember that the general public may not be invited to events sponsored by student organizations in University facilities.

The sponsoring student organization is responsible for rental charges and other costs. Funds remaining after the costs of such events in University facilities have been paid may be used to support the activities of the sponsoring student organization(s) or other charitable or public service organizations but may not be used as individual gain or in support of commercial activity.

The appropriate means for announcements of political activities are the U.S. mail, leafleting outside University buildings, campus bulletin boards (which are not reserved for official use) and meeting announcements in Wisconsin Week and student newspapers. Campus mail cannot be used for political purposes.

"State law prohibits solicitation of a state employee for political contributions and services while the employee is on state time or engaged in official duties." (Sec. 11.26, Wis. Stats.)

► Can We Get Mailing Labels From The University?

Apply for lists or labels through Marilyn McIntyre in the Registrar's Office, Room 123 A. W. Peterson Building (265-4540). Fill out the appropriate forms and receive an estimate of the cost of the lists or labels. The cost of the lists or labels is dependent upon the number and type of labels you require or the amount of information on lists.

Upon clarifying and approving your request, Marilyn will forward it to the Division of Information Technology (DoIT) to produce the lists or labels. When they are ready, DoIT will contact you to pick them up and PAY FOR THEM at the DoIT Billing Office, 2146 Computer Science and Statistics Building, 1210 W. Dayton Street.

Order labels AT LEAST FOUR WEEKS before the time you want people to receive the information by mail. DoIT needs two weeks to produce lists or labels and if you bulk mail, a letter can take up to two weeks to reach its destination.

NOTE: If you are ordering labels for minority students, you must start the process by submitting your request to Yolanda Garza, Dean of Students Office, 75 Bascom Hall, 263-5700, rather than the Registrar's Office. Bring a draft of the letter or flier you want to send with your written request, including how payment will be made, to Yolanda. If the label request is approved, the Dean of Students Office will contact you when the labels are available for processing your mailing. Labels for minority students represent

confidential information with respect to students; therefore, labels must be adhered in the Dean of Students Office to insure that this confidentiality is maintained.

► Can We Use University Bulk Mail?

To use University Bulk Mail Services, your group must be registered with the Student Organization Office. Registered Student Organizations may send mailings through the UW-Extension Building Mail Center, Room 116, 432 N. Lake Street, 263-3377. You can obtain a bulk mail form from Extension Bulk Mail or the Student Organization Office. You must complete this form and attach it to a copy of the mail being sent. Bulk mail regulations and prices are subject to change. Contact Extension Bulk Mail, 263-3377, to obtain the most recent information on prices.

► Requirements

- ☒ You must have at least 200 pieces.
- ☒ Zip code 53706 should not be included in the 200 count; those should be sent campus mail.
- ☒ Foreign mail cannot go bulk.
- ☒ Identical materials must be sent to all individuals.
- ☒ The weight of each piece of mail must be identical.
- ☒ Return address must be a campus address including UW-Madison, Madison, WI 53706.
- ☒ A street or building address is required.

► Procedures

Contact the Student Organization Office, 89 Bascom Hall, 263-0365, to arrange space, if necessary, to adhere labels and stuff envelopes. We can also arrange a time during working hours for you to use the University bulk mail stamp. Office hours are Monday-Friday, 7:45 AM- 4:30 PM.

- ☒ Envelopes must be kept in zip code order (smallest to largest).
- ☒ Envelopes must be facing in the same direction.
- ☒ Envelopes must be sealed or have the flaps tucked in.
- ☒ Envelopes must be bulk stamped with UW permit number.
- ☒ Keep all envelopes front side up and neatly stacked in a box.
- ☒ Remember, foreign addresses cannot be sent bulk mail.

Because campus mail will go more quickly than U.S. mail, it is recommended you process campus (53706) mail last. Campus mail (53706) should be divided by building/residence halls address and separated by rubber bands. One-of-a-kind pieces can be left single. The campus address must be visible from both sides of the bundle (have one face the outside of both the top and bottom of the bundle). The following can be bundled together: Kronshage and Slichter; Tripp and Adams; Cole, Bradley and Sullivan. (REMEMBER: campus mail cannot be used for mailing political material.)

NOTE: When receiving labels from DoIT, there will be a label which states the total number of labels. Subtract the number of campus and foreign from this total to arrive at the number for the bulk mailing. You will need a total count of the number of pieces being sent bulk mail.

► Can We Use University Car Fleet Vehicles?

University Car Fleet vehicles are available only upon request from University departments for departmental business. Because student organizations are not University departments, student groups are not eligible to use University vehicles for their programs unless a University department directly sponsors and supervises the program as a departmental activity. Most student organization activities do not qualify for use of University Car Fleet vehicles and must rely instead on private vehicles obtained from local car rental agencies.

Student groups that are associated with a particular University department may want to discuss their eligibility for departmental car fleet support with their departmental faculty or staff advisor. The Dean of Students Office receives many such requests from student groups that are not associated with a particular University department. The Dean of Students Office will request University Car Fleet vehicles on behalf of student groups only in the following circumstances:

- ☒ to provide transportation for students to participate in the governance of the University of Wisconsin (e.g., serve as an appointed member of a UW System committee or student government association attending a statewide meeting of UW student governance groups).
- ☒ to support those individual student organization programs that are directly sponsored by the Dean of Students Office and supervised by University faculty or staff (e.g., a Multicultural Council funded program or a student leadership conference sponsored with and supervised by the Student Organization Office).

For further information, contact Assistant Dean of Students Connie Wilson, 75 Bascom Hall, 263-5707.

6 Handling Finances

► Financial Expectations For Registered Student Organizations

Every Registered Student Organization (RSO) at UW-Madison is governed by standards and regulations outlined in the *Financial Regulations* section of Chapter One of this Handbook. The University has adopted these financial regulations for RSOs to protect the interests of the student members of each RSO and the University community.

Officers of organizations are responsible for ensuring that their organizations are financially sound. This means your organization should follow a number of sound business practices. Our recommendations for handling the finances of your student organization are outlined in the following questions and answers.

► Why Do We Need A Bank Account?

All expenses for your organization should be paid by check and all receipts deposited into an organizational bank account in order to abide with the financial regulations detailed in Chapter One of this Handbook.

You will need to start an organizational checking account at a financial institution. Things to consider are convenience, service charges (the most common are for checks, deposits, stop payments and bad checks), services available and the potential for earning interest on your money.

► Can We Use A Member's Personal Account?

A voluntary association of individuals—such as your student organization—operates in the name of the entity and not in the name of the individuals who are part of that organization. This means that the business records for the organization must be maintained in the organization's name and not in the name of the President or Treasurer. It is important to avoid confusion with respect to whom the funds belong and avoid tax liability for an individual (as the IRS considers funds deposited into a personal account to be taxable as income). Also, keep in mind that financial institutions will require that checks made payable to the organization be deposited into an account established for the organization.

UW-Madison requires that Registered Student Organizations maintain complete financial records for the organization. This is best accomplished by maintaining a separate account relationship in the name of your organization.

► Do We Need An Employer Identification Number (EIN) To Open Account?

The United States Treasury Department and the IRS require an organization to disclose their EIN when opening any type of deposit account.

Every financial institution is required by the IRS to report dividends or interest paid to each depositor when it is in excess of \$10.00 in any given tax year. The dividend or interest amount is reported using the account name and taxpayer identification number (TIN) which is your organization's EIN. A social security number from one of your organization's members will NOT substitute for an EIN. If the IRS cannot match a TIN and name to their records, the IRS can penalize the financial institution for the incorrect reporting and the account holder for giving incorrect information to the financial institution. The penalty is normally \$50.00 but can be higher under certain circumstances.

Apply for an EIN using IRS Form SS-4. The form and instructions for completing the form are available from your financial institution or from the Student Organization Office (SOO), 89 Bascom Hall.

► Can We Use Our State Tax-Exempt Number Instead Of An EIN?

Your state tax-exempt number is for state use only. The IRS requires that organizations obtain an EIN for federal tax purposes.

► Do We Have To File Federal Income Taxes?

RSOs should contact the Federal and State Internal Revenue Service for specific information on income taxes. In general, an RSO is not required to file federal income tax forms if the club received (earned) LESS than \$5,000.00 in gross receipts in the current tax year. Gross receipts are the revenue you received from sources outside of the organization. Collecting dues from members for the benefit of members is not included in gross receipts.

An RSO IS required to file federal income taxes if the organization received (earned) MORE than \$5,000.00 in gross annual receipts in the current tax year from outside sources (interest-bearing checking accounts, investments, fundraisers, donations, etc.). If your club's expenses equal or exceed \$5,000.00 in the current tax year, the club must still file. It may be that your organization can deduct expenses, thus resulting in a loss or zero tax bill.

If your club's gross receipts were over \$5,000.00 in the current tax year, your club can ask your parent chapter (large national chapter usually) to cover you as a subsidiary in a group determination letter. If they agree to do so, your club would not have to file.

► How Do We Know If Our Organization Has Tax-Exempt Status?

It is always best to check tax questions with the Internal Revenue Service, (1-800-829-1040); however, generally the IRS considers organizations that are not private foundations and whose gross annual receipts in the current tax years have not exceeded \$5,000.00, to be automatically tax-exempt.

Some RSOs (who may have the potential to earn more than \$5,000/year) have filed for and received a determination letter granting tax-exempt status. If your organization receives a determination letter of tax-exempt status, the group does not need to pay federal income taxes but DOES need to file an Annual Information Return (Form 990) and keep good financial records in case of an audit.

► Do We Need to Collect State Sales Tax?

Student organizations are exempt from collecting state sales tax (currently 5.5%) for items sold if the student organization meets the following criteria:

- ☒ Is considered a nonprofit organization
- ☒ Does not have or is not required to have a seller's permit
- ☒ Entertainment is not involved (less than \$300 collected in admission charges)
- ☒ Is not involved in trade or business
- ☒ Had 20 days or less of sales in the calendar year

► What You Should Know To Get The Best Checking Or Savings Account

► Is there a monthly fee or minimum balance required?

Monthly fee charges vary from one financial institution to another. To avoid fee charges, a specified minimum balance or average balance in the account(s) might be required.

► Is there a cost per transaction charge?

Sometimes checking is offered with no monthly fee but with a relatively high charge per transaction such as fees for processing a deposit or for coin and currency requests or for returned checks which can be a big surprise when the first statement arrives. Be sure to ask for details.

► We've heard that some financial institutions don't return checks with the monthly checking account statement. Does it matter if our organization receives checks back?

Some financial institutions, especially credit unions, maintain copies of checks (called safekeeping or truncating) for their members or customers. Financial institutions which offer check safekeeping services will have checks with a carbon copy attached to each one. Once the check is written, the carbon copy exactly details the original check.

Your organization's account statement and the carbon copy become your proof that a check has been cleared. If you do need a copy of the check, your financial institution can produce a photocopy of both sides of the check. Depending on why a copy is needed, there may be a fee for the check copy.

► How can we avoid "hidden" costs with so-called FREE checking accounts?

By asking all the questions recommended here, the chances of discovering "hidden" costs that may crop up with free checking will be cut to a minimum.

► Will the funds in our account earn interest?

When certain average minimum balances are maintained throughout the month, your organization could qualify for an interest-earning account.

► Can we have two-signature checks?

Two-signature checks are a good idea to help prevent fraud or one person spending funds on nonapproved expenditures.

► **What will we need to open our checking or savings account?**

After you have elected officers, decide who will be responsible for managing your organization's financial business. You will need to have this noted in the minutes of your organization's official meeting. You may be required to produce a copy of the minutes when your organization's account is opened.

Certain basic documents will be required by your financial institution to open the account.

Most require:

- ☒ a. Signature cards signed at the time the account is opened by the person(s) who can sign on the account and will have permission to open the accounts. By signing these cards, the person(s) assume all liability and responsibility for the account (including overdrafts and collection agency fees, both of which may damage your credit rating).
- ☒ b. Depository Resolution establishing the financial institution as the organization's financial institution. This is signed by an officer or the Secretary of your organization.
- ☒ c. Tax ID Number (also called an Employer Identification Number: EIN). Used by the IRS to identify your organization in the same manner as your social security number identifies you.

You will need to obtain fee schedules and account disclosures from the financial institution at the time you open your organizational account. Ask for them if you don't receive them.

► **Who should be able to sign on the account?**

With any checking and/or savings account, your organization must designate one or more members authorized to withdraw funds from your account. It is not recommended that student group advisors sign checks.

Ideally, checks should require two officers' signatures to be valid. This reduces the risk of any unauthorized expenditures. "Cash back" deposits should not be allowed on an organization account.

► **Each year we elect new officers for our organization. Do we need to let the financial institution know if the authorized signers have changed?**

Yes, you do. It is imperative that you keep the authorized signers current at the financial institution. If your signers leave town, you will experience a major delay in withdrawing any funds because financial institutions will have to go through certain procedures to change the signers on any account. The signature card and the resolution designate who is authorized to transact business on the account. You cannot change the designations without notifying the financial institution, in writing, of the change. If you don't change the designations at the financial institution and the new authorized signers try to transact business, the financial institution can refuse to complete the transaction. Signers personally assume all liability for the account.

Contact your organization's financial institution to find out how they process a change of signers. Each financial institution handles this process slightly different, but most require that at least one of the previous signers authorize

the change. You may want to designate one current authorized signer to be responsible for handling any change of signers when new signers take over the account.

► **If our organization needs coin or currency, what do we do?**

Contact your financial institution. Let your financial institution know what your organization needs are and they will tell you how they can best meet the request. Remember that fees for coin and currency requests may apply to your organization's account.

► **Good Financial Practices**

► **Develop a budget**

Sound financial planning is important for your organization's strength, stability, and permanence. Budgeting is an important planning tool and an integral part of program planning. A budget is a projection of income and expenses but can be revised as plans change. Prepare a budget for your organization with expected income and expenses for the year.

Income possibilities are membership dues and fund-raising events that may include ticket sales or donations. (See Chapter Seven, *Fund-Raising*.)

Expenses could include telephone bills, printing and duplicating, equipment, postage, travel, national or regional membership dues, and rental of office space. Examples of expenses for special events include speaker/entertainment fees, officials, space rental, mileage, lodging, publicity, receptions, and sales tax.

► **Keep a financial journal**

Whether you use a bank, a credit union, or a savings and loan, a journal is useful for your Treasurer to keep track of deposits and detail expenses, earnings, and interest.

All expenses paid by an organization should be substantiated by an original receipt from the vendor. If this is not possible, the individual requesting reimbursement should be required to furnish a signed statement that explains the purpose of the expense. Such an expense should also be approved by the officer/committee person responsible for the activity/event for which the expense was incurred.

The Treasurer should reconcile the books with the bank and any investment account(s) and, at least monthly, prepare a financial statement for the organization's board/officers.

The financial statements and records of the organization should be reviewed/audited annually by an independent group/individual. This can be a separate committee of the incoming Treasurer, as long as it is done before the individual(s) have authorization to expend funds.

Organization financial records should be retained for a minimum of five years. This can be accomplished by sealing all records in an envelope or box at the time of transfer to the new Treasurer/Bookkeeper. The disposition date should be clearly identified on the container to ensure future officers know the proper disposition date.

► SAMPLE Operating Budget

July 1, 1995 to June 30, 1996

Income

Membership dues - 35 @ \$25.00	\$875.00
Fund-raiser	100.00
Contest entry fee	25.00
Aluminum can sales	27.00
T-shirt sales	468.00
Parties	200.00
Total Income	\$1,695.00

Expenses

Parties	\$710.00
Intramurals	15.00
Gifts	55.00
Refreshments	100.00
National/regional dues -35 @\$5.00	175.00
Fund-raiser	44.00
T-shirts	450.00
Picnic	99.00
Office supplies/duplicating	28.00
State & County sales tax	19.00
Total Expenses	\$1,695.00

AVAILABLE FUNDS

-0-

► SAMPLE Event Budget

Gerald Witherspock Lecture

September 28, 1995, Memorial Union, 7:00 p.m.

Income

Student Organization Own \$\$	\$205.00
Student Government	100.00
Multicultural Council	75.00
Wisconsin Union Directorate	50.00
Total Income	\$430.00

Expenses

Speaker (honorarium)	\$200.00
Publicity (posters/advertisement)	50.00
Reception (refreshments)	25.00
Postage (invitations 50 @ \$.30 each)	15.00
Speaker travel (from Chicago)	50.00
Speaker lodging/meals for 1 day	75.00
Miscellaneous	15.00

Total Expenses \$430.00

AVAILABLE FUNDS

-0-

► SAMPLE Income/Expense From Various Sources

SOURCE	ASM	MCC	RSO	WUD	TOTALS
Speaker fee	\$25.00	\$25.00	\$150.00		\$200.00
Publicity			25.00	\$25.00	50.00
Reception	25.00				25.00
Postage			15.00		15.00
Travel	50.00				50.00
Lodging/meals		\$50.00		25.00	75.00
Miscellaneous				15.00	15.00
TOTALS	\$100.00	\$75.00	\$190.00	\$65.00	\$430.00

7 Fund-Raising

► Fund-Raising Using University Facilities

If you use University facilities to advertise your fund-raiser or use University space to hold your fund-raiser, you need to be registered as a student organization. After you are registered as a student organization, go to the Central Reservations Office, Memorial Union to discuss facility and date availability. Plan at least a month or two in advance to complete additional paperwork and confirm arrangements.

The UW Administrative Code requires that the University specifically agrees to permit use of its facilities for any sales or revenue producing activity. Student groups must receive this permission from the University agent who reserves the facility (usually this is the Building Manager). See Chapter Five on *Reserving And Using University Facilities*. **Remember that the general public may not be invited to events sponsored by student organizations in University facilities.**

The sponsoring student organization is responsible for rental charges, security costs, and other costs. Funds remaining after the costs of such events in University facilities may be used to support the activities of the sponsoring student organization(s) or other charitable or public service organizations **but may not be used as individual gain or in support of commercial activity.**

► How Do We Finance Our Activities?

The primary sources of funding for most student organizations are membership dues and other fund-raising ideas. Some financial assistance for particular programs may also be available through the Associated Students of Madison (student government) or other campus funding sources listed later in this chapter. You may also want to look into seeking sponsorship by a University department, school or college. Sponsoring departments can sometimes provide student groups with help on copying costs, postage, or miscellaneous operating expenses.

If you decide to have membership dues, collect a set amount from each member each semester. Decide as a group what is a reasonable amount. It will help to know how much money you'll need for the year first. Will students pay less than nonstudent members? What if someone can't afford the dues? Be sure to disclose to dues paying members how the dues will be used. Also, establish a policy/plan regarding what happens to money left in the treasury should the group disband.

► Do We Owe Sales Tax On Money We Raise?

Income is generally considered taxable. You should get a "Temporary Seller's Permit" from the Department of Revenue (266-2776) for any major fund-raising event. Most minor income will qualify as "Occasional Sales." The

"Occasional Sales" rules are also available from the Department of Revenue. Please refer to Chapter Six, *Finances*, in this Handbook or contact the Wisconsin Department of Revenue or the Student Organization Office (SOO) for further information.

► Commercial Sponsorship

Often commercial enterprises are eager for the chance to come on campus to promote their goods or services (pizza vendors, charge card companies, telephone companies, beer distributors, etc.). They will, therefore, offer a student organization financial support or sponsorship (for example, they will pay for publicity) in order to do so. Before entering into any agreement with a commercial enterprise, set up an appointment to discuss the situation with the Student Organization Office Director or Assistant Director (263-0365).

In general, a Registered Student Organization may not use University facilities to raise money for itself or charity by selling or promoting a product. The use of University facilities is a privilege; student organizations may not use their privileged access to University facilities to promote commercial products or businesses.

On the other hand, student groups can and do receive support from various businesses for their programs and can recognize that support in the publicity for the events. When recognizing contributions from businesses to a student organization program, the business name must be secondary on the event publicity. The event is sponsored by the student organization, not the business! If the business has standardized publicity pieces, they may have to be altered to be used on this campus.

Beer/alcohol sponsorship is discouraged because the majority of students are under the legal drinking age.

► Fund-Raising Considerations

It is important that your organization adhere to University, City, State and Federal laws regarding the collecting of revenue. Please discuss your fund-raising plans with the Student Organization Office, 263-0365.

- ☒ Define your organization's goals. What do you want to accomplish this year?
- ☒ Develop your financial plans based on the organization goals.
- ☒ Map out methods to reach financial goals.

► Planning tips

Plan in advance. You have more options available when you plan ahead. Your choice of facilities, funding sources, speakers and entertainers will be more diverse.

Learn from past experiences. What fund-raisers have been successful for your organization?

Combine resources. Don't depend on only one source for contributions. Combine campus, individual, and private funding sources.

Identify your constituency. Target your audience. Who are the people most likely to support your activity?

Evaluate the fund-raiser. Write down the keys to your successes.

Keep records of everything. You can pass the victories and failures on to future members and save them some time. When planning an event, the new members will benefit from your leg work.

Always thank your contributors. Whether you thank an audience with a few words or send someone a note, it will be valuable in the future. It is also common courtesy.

► Ideas for fund-raising events

Food

- Selling food at community events (usually requires permits)
- Pancake breakfasts
- Luncheons
- Progressive dinners (change locations between courses)
- Ask a restaurant to donate a portion of the profit on a particular day)

Entertainment

- Dances/balls
- Movie nights
- Exhibition contests
- Casino night
- Concerts
- Ski tours/travel packages
- Sports tournaments/runs
- Skating parties

Publications (design your own)

- Calendars
- Cookbooks
- Cards
- Notebooks
- Bookmarks
- Newsletters (sell ads)
- Coupon books (like the Bucky Book)

Miscellaneous

- Auctions
- Book fairs
- Car washes
- Rummage/garage sales
- "Thons"...walk-a-thons, bowl-a-thons, Monopoly-a-thons,
- Rent-a-service (have people donate their skills and expertise)
- Tours (have an "insider" host a tour of their business or profession)
- Membership drives
- Information/donation solicitation at community fairs and festivals
- Grant writing
- Corporate donations (CUNA, Rayovac, Oscar Mayer)

► Regulations For Selling On And Around The Campus

- ☑ Temporary Food Sales: Requires permission from the specific campus location and an Environmental Health Permit. For details, see section *Temporary Food Sales* later in this chapter.
- ☑ Selling on UW Library Mall: Unless sponsored by an appropriate department or office, sales are not permitted on the UW Library Mall (area around the fountain between Memorial Library and the State Historical Society Library). For questions regarding UW Library Mall, contact Central Reservations, 262-2511.
- ☑ Selling on State Street Mall: The area between Memorial Library and the University Book Store (and to Park Street on the north) is city property. The city is responsible for issuing vending permits. These permits are limited and restricted to individuals selling handcrafted goods or personally prepared food items. Contact Mikele Stillman, Mall Coordinator, 266-6033.
- ☑ Selling on City Sidewalks: City sidewalks include sidewalks on Langdon Street and University Avenue. To obtain permits or information relating to sales in these areas, call the City Clerk's Office, 266-4601.
- ☑ Selling in the Union: For occasional sales within the Wisconsin Union, sellers are charged a percentage of the gross revenue. Contact Central Reservations at the Wisconsin Union for more information.
- ☑ Selling inside University buildings: The University does not generally permit sales of nonfood products in University buildings. To obtain information, call the Building Manager.

► Raffles

Raffles must be licensed by the State of Wisconsin. It can sometimes be difficult to obtain a license. The fee is \$25.00 and the form is simple, but getting approval may be tough. You have to convince the state that you qualify as one of the following types of organizations: religious, charitable, service (to the community, not just to your members), fraternal or veteran organization, or be an organization to which contributions are tax deductible. This last category requires a Letter of Determination from the IRS. If you think you qualify for a raffle, apply early. It can take up to 30 days for approval or denial. If rejected, your fee will be refunded. Generally, your group needs to have been in existence for at least one year immediately preceding its license application.

If a raffle is University related (advertised or held on University property or associated with the name of the University), you will need review and authorization by the SOO Director, 89 Bascom Hall, 263-0365. Questions on raffles can be answered at SOO and by the Wisconsin Gaming Board, Office of Charitable Gaming, 266-5433. Call the Wisconsin Gaming Board for application forms and *Guidelines For Raffles In Wisconsin*.

► Temporary Food Sales

Food sales can be profitable, but there are two things to remember: (1) get permission for the campus location and (2) purchase an Environmental Health permit. **Home baked goods are not permitted.**

Location: Any outdoor campus location needs to be reserved with Central Reservations Office/Meeting Services, 262-2511. Indoor locations require permission from the Building Manager of the facility desired. A list of the Building Managers and their phone numbers is available from the Student Organization Office (SOO), 89 Bascom, or you can call SOO at 263-0365 to get the needed information.

Obtain a permit in advance to sell food and/or beverages for a nominal fee from the Environmental Health Program, 1552 University Avenue (University Health Services), 262-1809. Permits are issued from 8:00 AM - Noon and 1:00 - 4:00 PM. It is a good idea to call before going to get the permit. Permits are granted on the basis of:

1 day of operation at a specific site	\$10.00
2 days of operation at a specific site	\$15.00
3-5 days of operation at a specific site	\$20.00

Note: Sale of food/beverage is limited to periods of 5 days or less per semester per student organization. Simply changing applicants' names or slightly altering locations to avoid this restriction is not permitted.

Food: Obtain food from the Wisconsin Union, Residence Halls or a state licensed vendor (their permit will be displayed at their store). Doughnuts, cookies and other bakery goods must be obtained from a licensed bakery. Home baked goods are not permitted. For additional information, call the Environmental Health Program, 262-1809.

► Dances, Musical Events, Speakers

These events are all possible fund-raisers. The key will be the popularity and price of the entertainment, your publicity and the cost of tickets. *In no case may student organizations invite the non-University public to these events.* Get a contract in writing from the entertainer(s). Make sure the facility you want is available the day you want AND reserved before starting publicity. **There are charges for use of a University facility for revenue producing events if the event is held on campus** (contact Central Reservations, 262-2511). If tickets are sold ahead of time, you need to print tickets. Sales tax will be due on tickets sold.

► Are we covered by University liability insurance?

Generally student organization activities are not covered by University liability insurance. There may be instances, however, when University coverage does apply. Contact Risk Management, 720 University Avenue, 262-0375, if you have any questions or concerns.

► Contracting For Goods And Services

Signing of contracts or purchase of service agreements is another important part in program planning. Caution is necessary because it involves a financial commitment on the part of your organization. Telephone messages, verbal agreements, memorandums, and telegrams can become binding to an organization or individual. Organizations or their individual members can be held liable for their contracts and agreements, both written and oral. The University is not a party to contracts made by student organizations.

If your student organization is receiving funds from a University department, office or student government, you must make arrangements with that department, office, or student government budget person before signing any contracts for goods or services. When University funds are used, a University rider is almost always attached to a contract from a professional agent. A standard University contract is initiated for those individuals or groups where a professional agent is not involved and may also include a rider. A University rider or contract can be obtained from the department providing the funds or from the Wisconsin Union for events held in Union facilities.

► Contracting terminology

Professional agency contract is a standard contract used by speakers or performers who use the services of a professional agent for the purpose of scheduling and collecting fees and stating the terms of service.

Confirmation letters, contracts, or other documents will need to be generated by your organization if you are seeking to employ the services of speakers or performers who do not use a professional agent. The documents you send should specify all necessary information: date, time, topic, travel arrangements, fees, liabilities, security arrangements, time and type of payment, and any other information you deem necessary. It is better to err on the side of having too much information, rather than too little. Be specific as to exactly what you ARE and ARE NOT paying for.

A contractor is the party initiating the contract.

A contractee is the party accepting the offer of the contractor.

A rider may be used in a variety of ways such as to amend a contract and to expand the terms of a contract initiated by a professional agency. Riders spell out the necessary details of service.

► Process of contracting services

- ☒ Contact the performer to request a date and secure needed information.
- ☒ Require all contracts with all necessary information to be in writing.
- ☒ Confirm in writing the date, time, place, topic, fee, travel arrangements, security arrangements, cost, etc. prior to signing any contract.
- ☒ Keep written records of all contacts, contracts, riders and amendments, as well as a list of all verbal communication and any agreements made.
- ☒ Read all documents carefully and note any disclaimers or provisions.

- ☒ Insure that the details of an agreement are correct and the document does not contain any blank spaces.
- ☒ If you want to make a correction to a contract, use a rider to amend the original and make sure the other party is aware of any changes.
- ☒ Return the contract and any riders to the performer or professional agency.
- ☒ Remember, student organizations are responsible for their financial commitments. If you have questions or need assistance, contact the University office involved with your program, the Student Organization Office, or the Legal Information Center (265-2396) before agreeing to anything.

► Campus Funding Sources

The following are campus funding sources which are typically used by student organizations. Contact a particular funding organization to obtain their guidelines before making application and to inquire if funds are available.

☒ Associated Students of Madison (ASM)

Contact: ASM Financial Specialist OR T. J. Richards, ASM Finance Committee Chairperson

Address: ASM Office, 511 Memorial Union, 800 Langdon St.

Telephone: 265-2272 or 265-4276

Email: asm@macc.wisc.edu or alison@macc.wisc.edu

ASM funds events sponsored by Registered Student Organizations. These events must be in the Madison area and open to all University students. Applications requesting \$1,400 or less must be received by the Monday at least four weeks prior to the date of the event. Applications requesting more than \$1,400 must be received by the Monday at least six weeks prior to the date of the event. Details for applying can be found on the comparison chart at the end of this chapter.

ASM also has three other funds that provide support to student organizations.

Recognizing that student organizations play a significant role in the education of UW-Madison students, ASM has established the *Operations Grant Fund* to support the ongoing organizational needs of student organizations. Printing, postage and office supplies are the major categories of funding. The application deadline is in March for the following year. See comparison chart for additional details.

A small amount of the Operations Grant Fund is set aside for newly formed organizations and organizations that did not apply the previous spring. The *Last Minute Operations Grants* are limited to a maximum of \$250. The applications are due on September 26, 1996.

There is also a small *Travel Grant*. The travel being funded must be central to the purpose of the organization. The deadline for this grant is the last day of the month two months prior to travel (e.g., traveling January 4, application due November 31; traveling May 29, application due March 31). The travel fund primarily supports transportation, lodging, and registration fees. These grants cannot fund food, and all expenditures must adhere to University of Wisconsin travel regulations. Typically groups receive about \$200. Please call

prior to submitting application to see if any funds are still available.

Applications for ASM funded grants are available at the following locations: ASM, 511 Memorial Union; Interim Multicultural Center (IMCC), 2nd floor, Memorial Union; Campus Assistance Center (CAC), 420 N. Lake Street; Student Organization Office (SOO), 89 Bascom Hall; Union South Program Office, 3rd floor, Union South.

All grant decisions are made by the ASM Finance Committee. The Finance Committee is made up of 9 students; 5 are appointed from among the student body and the remaining 4 are ASM Council representatives. If you are interested in serving a term on the Finance Committee, please contact Christy Wolfe or Katie Smith at 265-4276.

☒ **Multicultural Council**

Contact: Susan Colorado, Multicultural Council Advisor
Address: Interim Multicultural Center, 2nd Floor, Memorial Union

Telephone: 265-2873/262-4503

Deadlines: At least 30 to 60 days before the program.

Description: Funds are distributed by the Multicultural Council, a student group comprised of representatives from five ethnic student populations on campus. The intent is to sponsor or cosponsor programs that are of a multicultural nature, of broad interest to the student population and will enhance campus awareness of diversity.

Restrictions: Funds may not be used for the purchase of food, off campus programs, travel related to an academic department or printing costs by non-state facilities. It is expected that organizations also seek financial support from other sources. Request guidelines and strictly adhere to them. Also see the comparison chart at the end of this chapter.

☒ **Wisconsin Union Directorate (WUD)**

Contact: Student director of specific committee: Alternative Breaks, Art, Community Services, Contemporary Issues, Cross Cultures, Film, Hoofers, Ideas & Issues, Memorial Union Music & Entertainment, Performing Arts, Travel, and Union South Entertainment. When in doubt, contact the WUD Vice President for Program.

Address: 507 Memorial Union and 303 Union South,
Telephone: 262-2214 or 263-2432

Description: The Wisconsin Union Directorate is the student programming board in Memorial Union and Union South. It is not a funding source per se; however, it will cosponsor/cofund programs with Registered Student Organizations and academic departments. Contact the student director of a specific committee. Details and procedures may vary depending on the committee. Each committee will decide if and how they will be involved in program planning and the dollar amount. See WUD committee director for information. Details are on the comparison chart at the end of this chapter.

☒ **University Lectures Committee**

Contact: Secretary of the Faculty Office
Address: 133 Bascom Hall
Telephone: 262-3956

Send 9 copies of request at least 6 weeks prior to proposed lecture.

Description: Committee accepts requests from 1) departments and 2) officially recognized student organizations registered with the Student Organization Office when the program is cosponsored by a department. Topics and speakers must be of interest to undergraduate students. Subjects of interest to upper level undergraduates and graduates will be considered. Speakers to be invited should be men and women of distinction. Requests should include detailed information concerning speakers, professional standing and qualifications.

Restrictions: Honorarium of \$0, \$300, or \$600 per day according to University regulations, plus travel up to \$1,000. All lectures are open to the public without charge. Committee expects that other sources of funding will be explored before applying to the University Lectures Committee. Committee will not provide funds for speakers who lecture under contract for commercial agencies or who require large fees.

► Off Campus Funding Sources

A very complete directory of off campus funding sources called *Student Organization Funding Resources Guide* can be reviewed at SOO, the ASM Office (511 Memorial Union), or the Campus Assistance Center (420 N. Lake Street). Most of the funding sources support cultural and artistic programs and include the Humanistic Fund, the Anonymous Fund, Dane County Cultural Affairs Commission, Madison Committee for the Arts Program, Madison Civic Center Foundation and Wisconsin Arts Board. Two other groups, not restricted to cultural and artistic events, are the Evjue Foundation and the UW System Institute on Race and Ethnicity. The Evjue Foundation is for nonprofit organizations, not for individual projects. UW System Institute on Race and Ethnicity funds projects that deal with ethnic minority issues and directly serve a UW System population (it requires the student organization to have a faculty or academic staff contact person).

☒ UW System Institute on Race and Ethnicity

Contact: Thomas V. Tonnesen

Address: University of Wisconsin-Milwaukee, P.O. Box 413,
Milwaukee 53201

Telephone: (414)229-6701/4700

Deadlines: May vary. Awards are made each fiscal year.

Description: Grants of up to \$1,000 are available for a variety of purposes, such as workshops and seminars, honoraria and/or travel expenses for guest speakers, fine arts performances or cultural exhibits, or materials such as film rental. The project/program must focus or deal with ethnic minority issues and directly serve a UW System population.

Faculty, academic staff, students and student organizations at all UW campuses and centers are eligible to apply. A student organization must have a faculty or academic staff contact person. If your proposal is chosen for funding, the moneys will be transferred to the appropriate campus and departmental account. The Institute encourages you to call its office to discuss your proposal idea before its submission.

Comparison of Four Major Funding Sources for Student Organizations

	Multicultural Council Grants	Wisconsin Union Directorate Cosponsorship	ASM Event Grants	ASM Operations Grants
Requirements	Only currently enrolled students and Registered Student Organizations may receive funds from MCC.	Will cosponsor/cofund programs with Registered Student Organizations and academic departments.	Applicant organization must be a Registered Student Organization.	Applicant organization must be a Registered Student Organization.
Types of Events/ Organizations Funded	Programs that are of a multicultural nature, of broad interest to the student population, and will enhance campus awareness of diversity.	Informative, recreational and participatory events. For example: lectures; debates; art exhibits; volunteer experiences; film; music; and outdoor recreational activities.	Event Grants can be given to Registered Student Organizations only if the event is held on or near the UW campus and is open to all University students.	All Registered Student Organizations are eligible to apply.
Kinds of Materials and Expenses Funds Can Cover	Honoraria; travel; lodging; printing; copying; advertising; equipment; space rental.	Specifics should be discussed with chair of sponsoring committee.	Honoraria; speaker and entertainer fees; printing; advertising; travel and lodging for speakers and entertainers; equipment rental; supplies.	Printing, postage, office supplies, equipment rental, membership dues, subscriptions, advertising.
Kinds of Materials and Expenses NOT Covered	Funds may not be used for the purpose of food; off campus programs; travel related to an academic department; printing costs by nonstate facilities; ticket sales; social or recreational activities; speakers.	Limitations are mandated by state law. Details available from committee chairs.	Fund-raisers; food and beverages; gifts; donations; contributions; politically partisan events; events of a religious nature; financial aid; legal services; expenses incurred prior to ASM approval; conference travel; publications; nonuniversity printing services.	Events; politically partisan activities; religious in nature activities; wages; salaries; stipends; gifts; grants; prizes; telephone charges; office rent; legal services; food or beverages.
Amounts Typically Provided	\$50 to \$5,000	WUD mainly provides a variety of in-kind services: use of telephones; access to advisors; student volunteers; use of the Wisconsin Union Marketing Department; etc.	\$100 to \$6,000 Average is \$1,074	\$150 to \$1,300 Average is \$400

	Multicultural Council Grants	Wisconsin Union Directorate Cosponsorship	ASM Event Grants	ASM Operations Grants
Procedure for Application	It is mandatory that those interested in submitting MCC proposals consult with Susan Colorado, Advisor, prior to submitting a proposal. Groups organizing a large event (projected cost more than \$2,500) must consult with her at least 60 days before the event.	The first step to begin work with WUD is to contact a committee director. You can call the Vice President's office (262-7324) to find out which committee to contact. A budget and cosponsorship form completed and signed by all interested parties must be approved. After a budget and cosponsorship are approved, the money in the budget can be spent and publicity may be released to the public.	Pick up an application at the ASM office, 511 Memorial Union. Complete the application according to the instructions and submit to ASM by the deadlines stated below. All applications must be presented in person to the Finance Committee. Grants of \$1,400 or less are approved by the Finance Committee. Grants over \$1,400 also need the approval of the ASM Council.	Pick up an application at the ASM office, 511 Memorial Union. Complete the application according to the instructions and submit to ASM by the deadlines stated below. All applications need to be presented in person to the Finance Committee. All grants must be approved by the Finance Committee and the ASM Council.
Deadlines	All proposals must be submitted at least 30 days before the scheduled event. Exceptions will be made only for those events scheduled within the first four weeks of the fall semester or the first two weeks of the spring semester.	Timing is different for each program. Some, such as music and film, need to be planned several months in advance. Other programs, such as lectures and volunteer activities, can be planned just weeks in advance.	Applications for \$1,400 or less must be received by the Monday at least four weeks prior to the event. Applications for more than \$1,400 must be received by the Monday at least six weeks before the date of the scheduled event.	Friday before Spring Break (March). Groups that do not apply in time are not eligible to apply until the next year.
Contact Information	Susan Colorado - Advisor 265-2873 Jan Manser - Program Asst. 262-9340 Offices are located on the 2nd floor of Memorial Union.	David Chaffin, Vice President for Programs 262-7324 or contact the appropriate committee for cosponsoring your event.	Alison Rice, Financial Specialist 265-2272 or call 265-4276 and ask for T. J. Richards, Finance Committee Chairperson.	Alison Rice, Financial Specialist 265-2272 or call 265-4276 and ask for T. J. Richards, Finance Committee Chairperson.

8 Setting Up And Running Your Student Organization

► Identifying Leaders And Structuring Your Group

There are many ways to structure your Registered Student Organization. Your organizational structure determines the roles of your members and your leaders and defines who does what. You will likely need at least one person to take responsibility for the following tasks:

- a person to serve as primary contact person (represents the group)
- a person to serve as spokesperson, meeting facilitator
- a person responsible for recruitment of members/publicity
- a person responsible for meeting arrangements and minutes
- a person responsible for programming and fund-raising
- a person responsible for finances

Whatever organizational structure your group decides upon, the primary roles of the leaders should be to keep the group focused on their goals and to see that all members have a sense of belonging, a clear understanding of what is expected of them, and shared ownership in shaping the organization's goals. As leaders, you can't do it all — at least not for long. Make sure everyone has a part. Ask for help in your areas of weakness and encourage others to do the same. One of your goals should be for the organization to continue indefinitely. Be sure to prepare enthusiastic and responsible group members to take over leadership positions when you leave.

► Purpose, Goals And Objectives

One of the very first tasks of your group should be to decide on a clearly stated, realistic, general description of purpose that will be easily understood by members.

Your goals and programming should all connect clearly to this purpose. Before you can monitor and accomplish the organization's goals, you first have to know your purpose. If the majority of members do not agree with the purpose and goals, you will lose members and get little accomplished. Get consensus on all you do.

► Set goals

Identify short, medium and long-term goals (things to do) to accomplish during the current school year and those to come which will fulfill your group's purpose. If you have an established organization that repeats the same goals annually, discuss which you want to continue and which you want to change.

Organizations are composed of members. Members want to get something out of belonging to a group. They want to develop, to gain something personally. What experiences do members want as a group member? Why did they join? Ask them. How can you make sure that members will get these experiences? How much social interaction do members want and when?

► Financial goals

How will the group obtain money for publicity, phone calls, uniforms, trips, whatever? How much money is needed? Are there costs associated with reaching the goals you've outlined? Add up the cost of each goal to determine your financial need. Do you have the funds to cover the costs? If not, how will you obtain them? Discuss dues. Do you want them? How much? Will students pay less than nonstudents? Discuss fund-raising. Are people willing to commit time and energy? Can you realistically raise the funds you need? Will fund-raising interfere with your other goals? Include financial stability in your goals.

► Implementing goals and objectives

Develop a time line for each of the goals and steps necessary to accomplish them. Objectives are the individual steps needed to obtain each goal. Now that goals are set for the group and its members, outline the steps required to reach each of those goals. Discuss whether your total plan is realistic and fulfills the purpose of the group. Assign tasks to individuals or committees and determine who will do what.

► Rules, Constitution And Bylaws

To be effective, an organization needs basic rules. Set these rules up early to answer questions that inevitably come up: How will officers be selected? When will they be selected? How many members make a quorum? What percent of members need to be present for policy review and final decisions? Referring to these documents is especially helpful when disputes occur. Save yourself a headache and decide your procedures now.

Be sure to include rules insuring that your group will be composed mainly of students and be controlled and directed by students. Although University regulations do not specify that all your officers must be students, you should consider carefully how your selection of officers might affect your definition as a "student organization." Also refer again to the eligibility requirements section in Chapter One of this Handbook and be certain your organization meets those requirements.

A constitution and/or bylaws is a useful way to write up your rules. Some organizations may adopt a constitution while others operate with bylaws alone. Whatever structure you choose should be formally adopted by your organization. Be patient; this may take some time, but you'll benefit when it's completed.

Using the constitution and bylaws of another organization as an example saves time. Examples are available at the Student Organization Office (SOO), 89 Bascom. Use the parts that are useful to your group and discard what is not useful.

A constitution may be arranged in articles, each article being subdivided into sections. The constitution should contain only what is fundamental to the structure of the organization and should therefore be difficult to amend. Usually to amend a constitution, previous notice is required of the amendment with a two-thirds or three-fourths vote for its adoption. An amendment should not be permitted except after having been proposed at the previous meeting.

Typical elements of a constitution

- ☒ Name and statement of purpose of the organization
- ☒ Qualifications for membership
- ☒ Officers, election procedures and duties
- ☒ Meetings of the organization
- ☒ How to amend the constitution

Bylaws contain all the other standing rules of organization. Include only what is essential in the constitution; leave all other details to the bylaws. It is also a good idea to set up the bylaws so they cannot be modified during a single meeting of your group, i.e., changes should be proposed and voted on at different times.

► Your Successors

Your group's long-term success is only as good as your ability to train and pass information on to your members and successors. Write up a short report detailing your activities, your goals, your successes, and where you fell short for next semester or for next year's officers. The time you take now will pay off in the months (and years) ahead. One of the criteria for being a successful leader is the development of a group that can continue without you.

The time of year that officers are elected determines how much training successors receive. Many groups hold yearly elections at the end of fall semester, so past officers will have a semester to train new officers before they take office in the summer or following fall.

If it's not possible to have months of preparation for successors, then have a training session. Set aside a few hours, a few days, or a few weeks to review information and to have questions asked of you. Discuss specific situations, how you approached them and how you would approach them differently next time. However you structure the preparation, it will be helpful to have a loose-leaf binder to serve as your organization handbook. In this handbook, have sections for officers' position descriptions and responsibilities; your organization's purpose, goals and evaluation of goals; policies and procedures, including constitution and bylaws if available; copy of the most current Student Organization Handbook; pertinent phone lists such as University contacts, members, groups on other campuses; typical schedule of year's events and examples of publicity; remind them to reregister in the fall and to inform SOO of any contact changes or other changes to the registration form. (Primary contact changes must be made in person so the form can be resigned and redated.)

Remind new officers that they need to register the group annually, and pass along the most current copy of the *Student Organization Handbook*. Remember too, to notify the Student Organization Office of any information changes or changes in the group primary contact person.

Include in the handbook or discuss with your successors resources available for group improvement and program ideas. The Student Organization Office (SOO) holds leadership training seminars every semester that are useful for officers and active members. Contact SOO at 263-0365 for information about this year's offerings.

► Getting An Advisor

Establishing and maintaining a close and open relationship with a faculty/staff advisor is crucial to the success and development of a student organization. This includes inviting the advisor to meetings and events, meetings each semester between the advisor and the officers, and informing the advisor of changes to the leadership. For information on how to utilize your advisor or how to get an advisor, contact SOO at 263-0365.

► Meetings

Your group will need to determine how long to meet, where to meet, when to meet, and how often to meet. If you decide to meet in University facilities, reserve a room (see Chapter Five, *Reserving And Using University Facilities*). Whenever you meet, especially in the evenings, make sure everyone has a safe way home.

Let members know about the meeting. This can be done in a number of ways. Have a set place to post the meeting if you can get permission. Post notices on kiosks and bulletin boards; note whether your event is limited to your members or an open forum. Have a phone “tree” list where everyone has to call the next person. Have certain members call their own list of members. Have a contact person (with a tape recorded “meeting message” on their machine) for members to call. Utilize electronic mail (email) for your members. At each meeting, plan the next meeting date, time and location. That way all in attendance are already notified. Reserve space for the next meeting date the same or following day to be sure you get it!

► Pre-meeting planning

The work of most organizations is actually accomplished between meetings, not in them. Meetings are generally for planning, reporting, and decision making. Encourage anyone scheduled to be involved in the meeting to plan their presentation.

Check the seating arrangement of your meeting room before the meeting starts. Strive for informality and friendliness. Have a table for the chairperson of the meeting and the secretary so you can work cooperatively before the group. Whenever possible, arrange the chairs in a semicircle close to the table to facilitate eye contact and maximum participation.

Finally, check that an agenda is ready and confirm with members and guests who are scheduled to give reports to insure their attendance.

► Making an agenda

Planning an efficient agenda is the best way to insure that meetings are expedient, yet thorough. If your group conducts its meetings in a “semiformal” manner, it is strongly suggested that each member have a copy of the agenda to refer to during the meeting.

The agenda is normally developed by the officers and other members of the executive council and should be done at least one day before the meeting in order to allow time to obtain any materials, information, or resources needed.

To ensure that members feel a part of your organization, establish a process for members to submit items to be placed on the agenda

In planning an agenda for a meeting, consider what has to be accomplished and

also what should be done in light of the group's goals.

► **SAMPLE agenda (order of business)**

1. Call the meeting to order
2. Roll call (sometimes silent, written, oral or omitted)
3. Minutes of the previous meeting
4. Reports of officers (finances, correspondence, etc.)
5. Standing committee reports
6. Special committee reports
7. Old or unfinished business
8. New business
9. Adjournment

► **Conducting the meeting**

When conducting a meeting, it is important for a leader (chair) to guide group interaction and keep things under control. Discussions can get heated when there are differences of opinion. Groups can fall apart if basic courtesies aren't followed.

A well-run meeting allows you to accomplish what you want and to keep members involved and interested.

Begin on time. Follow the agenda as closely as possible. Keep discussion focused on the current topic.

End the meeting on time. Have minutes written summarizing decisions made, tasks assigned and people assigned to those tasks.

You may decide to establish basic guidelines for meeting discussions. Example guidelines could be that discussions continue only if group members will:

- ☒ accept opposing points of view
- ☒ express disagreement or criticism of ideas without criticizing those who express them
- ☒ listen completely: let others have their say without interruption
- ☒ repeat what they heard to check understanding
- ☒ understand that criticism is not meant personally
- ☒ leave disagreements at the meeting

When a decision needs to be made, give members as much information as possible about all sides of the issue. Define the problem. List the alternatives. Be prepared to implement decisions or postpone ("table") until the next meeting. If more information needs to be gathered, have a committee look into it and bring a recommendation to the next meeting.

► **Handling controversial discussions**

When setting policy or discussing controversial issues, the following format is helpful.

- ☒ The chair sets a specific time limit for an agenda item.
- ☒ The chair recognizes (calls on) a speaker.
- ☒ The chair allows a set time for discussion.
- ☒ The chair ends discussion when time is up and summarizes the

outcome, repeating the original idea and add-ons suggested by others. The chair then asks for a motion.

- ☑ A member states a motion with all the necessary information; the motion is seconded by another member or asked for by the chair.
- ☑ If the motion is seconded, there is a discussion period with a time limit set by the chair. Discussion may pertain only to the motion on the floor.
- ☑ The chair or a member calls for a vote.
- ☑ Chair announces outcome of the vote.
- ☑ If it doesn't pass, another discussion and motion can be made.
- ☑ When the time allotted for that agenda item is up, move on to the next item.

Although groups which overuse parliamentary procedure can find themselves frustrated, most organizations need some order to their meetings in order to function. Try to get the members of your group to agree on how formal your meetings will be at the beginning of the year. This may avoid the problem of individuals and subgroups using parliamentary procedures to sabotage the progress of your group.

► Follow-up

After the meeting, discuss with the officers and your advisor any problems encountered during the meeting. Ask members for feedback on whether the meeting was a good use of their time and accomplished something.

Try to hold members accountable for follow-through on any assignments made at the meeting in a supportive manner. Offer them your assistance in initiating the task or hurdling any stumbling blocks they may encounter. This should be done shortly after the meeting, not shortly before the next one.

Be sure to express your appreciation for the participation of any invited guests at your meeting.

► Minutes

Although it is a natural tendency for groups to think only in terms of "here and now," the decisions you make today may have a significant impact on the organization in future years. Consequently, it is extremely important that a thorough and accurate record of all organization meetings be maintained.

The minutes are a record of what is done and not of what is said. Generally, personal opinion of members and other discussion should be avoided.

Normally the minutes are signed by the secretary. When they are to be published, they should be signed by the president as well. In either case, they should be signed to be official.

The minutes should normally contain the following information.

- Name of organization
- Kind of meeting, regular or special
- Date and place of meeting
- Presence of president and secretary or names of substitutes
- Approval of previous minutes
- All reports and action taken
- All main motions carried or lost (include the count if contested)
- Adjournment
- Signature

► Publicizing Your Organization And Your Events

Effective publicity requires that you think about who is most likely to be interested in what your organization offers and how you are going to reach them. There is no formula; each organization will need to develop its own best methods to publicize events. Publicity serves the dual purpose of spreading the word about your organization and its activities and involving your members in working for the good of the group.

Developing a successful promotional campaign for an event takes time, planning and at least a minimal budget. You need to allow yourself sufficient time to publicize an event. A good tool to utilize is a backwards planning calendar. This will assist you in establishing deadlines for tasks to be completed, working backwards from the date of your event. Essential to any promotional campaign is understanding the limits or opportunities offered by your budget.

Publicity should be creative, attractive, and of high quality. Double and triple check the information for accuracy. Publicity should always include the day of the week, date, time, description of activity, location, rain date/location if applicable, admission price (if any), sponsor (address/phone), and contact person.

► Guidelines For Relatively Inexpensive Or Free Publicity

► Kiosks and bulletin boards

As a Registered Student Organization, you can post your publicity on campus kiosks and bulletin boards. Information regarding campus bulletin boards and regulations for posting is available from the Student Organization Office, 89 Bascom; the Campus Assistance Center, 420 N. Lake Street; or on WiscINFO, the campus on-line information database.

Be certain your members know not to post on telephone poles, garbage cans, sidewalks, stairs, or buildings and that they must not destroy or deface other organizations' posters. Do not post on private businesses or residences without prior permission. Posters placed off campus for on campus events must include a statement that indicates the event is only open to UW-Madison students, faculty and staff.

► Wisconsin Union (Memorial Union and Union South)

To display posters on the bulletin boards in the Memorial Union or Union South, bring two posters to the information desk in each building.

Memorial Union and Union South have space available for literature tables in their main lobbies. As an RSO, you can reserve a table to recruit members and publicize your organization. Literature tables can be reserved for two days a week. Reservations are accepted at Central Reservations, 262-2511, up to two weeks in advance. Central Reservations can also answer questions about placing table tents or banners in Union facilities.

► Residence Halls

To post in University Residence Halls, the following guidelines must be followed:

- ☒ No commercial posting of any kind. Only organizations given

permission by the Assistant Residence Life Director for Administration may post on bulletin boards provided by University Housing.

- ☒ No posting is allowed in places other than bulletin boards.
- ☒ Only masking tape or thumbtacks are permitted for posting.
- ☒ Signs may be posted seven (7) days before the event and are to be removed after its occurrence.
- ☒ Candidates for student government association office, municipal, county, state, or national political office may post on hall bulletin boards once during their campaign. Approval of a second posting may be granted by the appropriate unit residence association.
- ☒ The Assistant Residence Life Director for Administration must approve materials to be distributed in Residence Halls mailboxes. RSOs are permitted to use the mailboxes if items are individually addressed to specific rooms. No commercial or political solicitation is allowed.
- ☒ Door-to-door contact with residents for the purpose of solicitation, promotion or selling is not allowed.

For more information about Residence Halls publicity policies, contact Larry Davis, Assistant Residence Life Director for Administration at 262-0914.

► Chalking

Chalking can be an effective low-cost method of publicity. Chalking is only allowed on University sidewalks and city streets and sidewalks using water-soluble chalk. Chalking will be considered vandalism (a violation of UWS Administrative Code and potentially subject to fine and/or disciplinary action) when the chalking is applied to University buildings or courtyard areas or when paint or indelible markers are used. RSOs who choose to chalk notices on sidewalks or streets should cooperate promptly with any University or Madison Police requests for identification and information about the chalking activity.

► Whatsup list server

Another fast and free method of publicity is the Whatsup List Server. This list was developed to allow Registered Student Organizations to easily share information about events and activities which are open and of general interest to all RSOs. For more information, please see the section on the *Whatsup List Server* in Chapter Nine of this Handbook.

► Word of mouth

Don't forget that word of mouth publicity can be both effective and cheap. Announce your events at groups with similar interests. Whenever you have people gathered at an event, use the opportunity to inform them of your plans for the future so they can watch for the notices in the campus papers or on the kiosks.

► Leadership Training And Teambuilding Workshops

► Student Leadership Program (SLP)

SLP is coordinated by the Student Organization Office and funded by the Associated Students of Madison (ASM) through the Student Services Finance Committee (SSFC). Its programs are developed by student interns and the Student Leadership Program Development Committee. SLP offers FREE events and workshops to all students and student organizations on leadership topics such as: ethical leadership, defining your leadership style, goal setting, program planning, managing volunteers, communication skills, teambuilding, and fund-raising. The setting for the workshops is casual. No registration is needed. Participants are encouraged to bring a friend. Most workshops are presented by other student leaders, staff, or faculty.

Details and dates for SLP's lunchtime series (usually including free lunch), and their day-long conference, are available from SLP at: (608)263-4663, email: slp@mail.bascom.wisc.edu and on the SLP home page: <http://www.stdorg.wisc.edu/soo/webpages/studentleader/slp>

► Adventure Learning Programs (ALPs)

Does learning through play sound like fun?

Does participation in an experience where your problem-solving communication, trust and decision making skills will be tested sound interesting?

ALPs is a free service to UW-Madison RSOs. It is coordinated by the Student Organization Office with funding from the Associated Students of Madison (ASM) through the Student Services Finance Committee. ALPs will challenge you and your group to think, plan, talk, take risks and support one another while learning about yourself. Find out why so many people, from Cub Scouts to multinational corporations, rave about this great experience.

ALPs workshops are designed to give participants an opportunity to develop awareness and skills that lead to personal and group achievement. Student groups will have the opportunity to choose from several workshop theme packages lasting from 3 hours to a full day (or for a prearranged time period as needed by groups).

Workshops are facilitated by paid UW-Madison students (called ALPs Guides) who have participated in at least 5 days of extensive training including: safety, activity development and sequencing, processing and evaluation. All have previous experience as a participant or facilitator.

► Benefits to your group

- improved individual and group awareness
- enhanced communication skills
- team spirit
- better decision-making skills
- improved goal setting, planning and vision
- appreciation and respect for differences within a group
- fun!

For workshop reservations or additional information, contact ALPs at: (608)263-4663, email: alps@mail.bascom.wisc.edu or the ALPs home page: <http://www.stdorg.wisc.edu/soo/webpages/alps>

► Steps To Plan A Successful Program

► Decide on an activity - establish your goal

1. Brainstorm individually/among members for ideas; reach consensus on choice.
2. Decide on the goals or purpose of the event. Does it fit with the purpose of your organization?
3. Decide if a sponsor is needed (i.e., will you cosponsor with another group?) and target audience (e.g., own group, entire campus).
4. Check files from previous years, if available.
5. Outline the steps you need to accomplish for your activity.
6. Decide on a date after checking your group's calendar and the master calendar of campus events (located at the Central Reservations Office, 262-2511). Check with likely attendees to see if they are aware of conflicts not yet listed on the master calendar.
7. Delegate responsibility to group members for various portions of the event.
8. Committees should establish time lines and periodic progress checks.
9. Contact any resource persons you feel could be helpful.

► Plan budget

1. Outline income projections and expenditures (see sample budgets in Chapter 6).
2. Involve your treasurer early in planning.
3. Assign someone to solicit sponsors (if needed).

► Logistics

1. Reserve facilities (Central Reservations Office, 262-2511).
2. Initiate and sign contracts and/or letters of agreement.
3. Make reservations for special equipment (Central Reservations Office, 262-2511).
4. Make arrangements with Union Catering or other food service.
5. Make arrangements for security and door control.
6. Obtain any permits required (i.e., street closure, noise variance permits).
7. Plan transportation/lodging arrangements.
8. Establish setup and cleanup crews.

► Publicity

1. Plan advertising campaign.
2. Design layouts and order paid types of publicity:
 - A. Newspaper ads \$ _____
 - B. Radio ads \$ _____
 - C. Posters/fliers \$ _____
 - D. Banners \$ _____
 - E. Other \$ _____
3. Write and distribute public service announcements.
4. Write and distribute news releases.
5. Contact student newspaper editors for feature stories.
6. Use word of mouth publicity and the social networks of your members.

► Day of the event

1. Each committee should have a checklist to make sure all details are covered.
2. Assign members to be available to assist with last minute details and provide workers necessary supplies and/or information.
3. Make communication plan for during the event; identify point persons for different issues that may come up, for example: room setup, equipment, food, registration.
4. Take pictures!

► After the event

1. Make sure the facility is cleared and cleaned.
2. Return all equipment.
3. Take down old publicity.
4. Pay any remaining bills.
5. Evaluate the program with people involved. Did the event meet your goals and purposes?
6. Write a program summary to put in your files for next year.
7. Send thank you notes.
8. Finalize budget and review.
9. Share summary and final budget with members during regular meeting.

Modified From: *Student Organization Resource and Planning Guide*, Student Development Program, Oregon State University.

9 Information Technology Resources For RSOs

► Whatsup Email List Server

The Student Organization Office (SOO) maintains the Whatsup list to allow students the opportunity to publicize student organization events and share information that is of general interest to members of registered student organizations.

► What does this mean for my group?

It means that your student organization event can be announced to anyone who subscribes to this list--so encourage everyone to subscribe!

List servers are computer-run communication networks that send electronic mail messages directly to your mailbox (i.e., you will send subscription and unsubscription requests to a computer). One of the benefits is that all of the messages sent to the list in a single day can be "digested" — meaning you can set the list to send you only one message a day--a compilation of all the messages sent out that day.

► How do I get on the list?

To get on the list, you need to subscribe by sending an email message to the computer that will manage the list. Be sure to subscribe from the address where you want to receive your mail!! (That is, don't sign up from your buddy's computer because the list will read the email address of the machine that sends the subscribe message!)

To subscribe to Whatsup, send an electronic mail message to:

listserver@relay.doit.wisc.edu

Leave the subject line blank

Your message should read:

subscribe Whatsup Yourfirstname Yourlastname

► How do I get OFF the list?

Once you are subscribed to the list, you will receive a "Welcome" message that will give you more details about the Whatsup listserv and also information about how to "unsubscribe." KEEP the welcome message for future reference!

To unsubscribe, send an electronic mail message to:

listserver@relay.doit.wisc.edu

Leave the subject blank

Your message should read:

unsubscribe whatsup

► What is the new listserv for?

The Whatsup listserv will be a place to announce student organization events that are of interest to many people on campus. (It is not for announcements of your group's regular meeting times, etc.) This list also offers the opportunity for students to talk with members of other student organizations about managing, running, and improving their student organizations.

If you are not sure your message is appropriate to the Whatsup List Server, please contact the Director or the Assistant Director of SOO at 263-0365 or email us at soo@mail.bascom.wisc.edu

► **Who can be on the list?**

Anyone. Any interested student, staff or faculty member can subscribe. Tell your friends!

► **SOO Home Page -**
<http://www.stdorg.wisc.edu/soo.html>

Current information about student organizations, and policies and information relating to them, can be found on the SOO home page. Some of the resources include: information about all currently registered student organizations; the Student Organization Handbook (this book); advisor information; a listing of services and programs provided by SOO; and information about SOO internships. If you have any suggestions on what to add, please let us know. “

► **Student Organization Resource Center (SORCE)**

SORCE is located in room 92 Bascom Hall and is an information and computer resource for student organizations. For a more complete description, see the section on the *Student Organization Office* in Chapter One of this Handbook.

► **Student Information Technology Intern**

Supported by a grant from Associated Students of Madison (ASM), SOO has a student intern who assists Registered Student Organizations in utilizing existing campus information technology. The Info Tech intern can be reached by calling 263-0365 or by email at soo@mail.bascom.wisc.edu Services provided by the intern include:

- ☒ Assistance in developing home pages (see WWW information below)
- ☒ Basic instruction about expansion lists and email
- ☒ Assistance in using technology to enhance the success of your RSO
- ☒ Serving as a liaison with DoIT regarding student organization needs

► **Student Organization Web Pages**

The World Wide Web (WWW) is a powerful tool in navigating the Internet and sharing information.

To help meet the growing demand for student organization web pages, SOO has established a "pilot project" that allows 10-20 RSOs, selected early in the fall semester through an application process, to set up and maintain web pages using SOO web space on a DoIT server. SOO will continue to investigate opportunities for more RSOs to set up and run web pages. In the meantime, some RSOs have established home pages through cooperation with academic departments, by contracting with an off-campus Internet provider, or because they were part of a 1993 Student Information Technology Initiative (SITI) grant from the student government. Contact SOO at

soo@mail.bascom.wisc.edu for more information if your organization would be interested in setting up a web home page in the future.

► Electronic Mail Account For Your Student Organization

Registered Student Organizations (RSOs) can receive an organizational electronic mail (email) address through the Division of Information Technology (DoIT). This address is a receive-only address; email that is sent to the organizational address is actually forwarded to the email address of the primary contact person listed on the RSO registration form (see *Primary Contact Person* section of Chapter One in this Handbook). The primary contact person can respond to the email but return messages will be sent under the name/address of the primary contact person, not the RSO's address.

The advantage of the RSO address is that you can choose an address that reflects your organization and will be easier for members or prospective members to remember. If the primary contact person is using the email software provided by DoIT, it is possible to "filter" messages so that messages sent to the organization address can be stored and retrieved separately from messages sent to the personal address of the primary contact person. For help with filtering, more information on email accounts for student organizations, or to set up an account, contact the DoIT RSO Computer Support person at support@stdorg.wisc.edu or visit the web page at <http://www.stdorg.wisc.edu/doit>

To qualify for a student organization email account, your organization must be registered with the Student Organization Office (SOO), 89 Bascom Hall, (i.e., be an RSO) and provide DoIT the following information:

- ☒ Registered Student Organization name
- ☒ Campus (or off-campus) address
- ☒ Telephone number
- ☒ UW Student ID number of the RSO's primary contact person
- ☒ Department affiliation (if any)
- ☒ The name you would like to call the account (shorthand way to identify your group followed by @stdorg.wisc.edu)

► Expansion Lists For RSOs

RSOs can set up email expansion lists to facilitate group communication and information sharing among group members. Private expansion lists are usually reserved for an email list of more than 50 persons and public expansion lists are more appropriate for groups of less than 50. RSOs setting up expansion lists are subject to University policies governing their operation. Expansion lists must have a student owner who is responsible for maintaining the list and a faculty/staff contact person. Ownership of an expansion list may involve considerable time in the case of a large list, much less time for a smaller list. To set up a list or for more information, contact the DoIT RSO Computer Support person at support@stdorg.wisc.edu or visit the web page at <http://www.stdorg.wisc.edu/doit>

10 Social Fraternities And Sororities At UW-Madison

► Kinds Of Fraternities And Sororities

This campus has four differing kinds of fraternities and sororities: 1) Social fraternities and sororities 2) Professional fraternities and sororities 3) Honor societies 4) Recognition societies. These organizations differ in purpose, membership requirements and focus of interest.

Professional, honor, and recognition societies on the Madison campus can register as student organizations, are frequently affiliated with academic departments or schools and colleges, and are usually composed of both men and women.

The rest of this chapter focuses on social fraternities and sororities because they have special requirements to meet before they can register to become official Registered Student Organizations.

► Social Fraternities And Sororities

Social fraternities and sororities offer membership to students without regard to a field of study or class year and typically have a minimum grade requirement. The term "social" in social fraternity and social sorority refers to social development. The original intent of these organizations when they began in the 18th Century was to assist students to become "socialized," that is, directed, with proper consideration of one's future responsibilities as a citizen in society. The term "social" does not refer to the social functions typically hosted by social fraternities and sororities. Membership is based on mutual choice by the individual and the organization's members. Social fraternities and sororities are self-perpetuating and self-supporting organizations. On our campus most active members are undergraduate students.

Most social fraternities and sororities are single sex organizations. While social fraternities and sororities may not discriminate on the basis of age, color, creed, handicap, national origin, race, religion, or sexual orientation, University policy and Title IX of the Education Amendments of 1972 do permit their selection of members on the basis of gender.

► National Affiliations

The councils that govern social fraternities and sororities on our campus require them to be affiliated with their respective national coordinating conference. All social fraternities and sororities on this campus are affiliated with the following National Conferences:

- **National Panhellenic Conference (NPC), national organization for social sororities.**
- **National Interfraternity Conference (NIC), national organization for social fraternities.**
- **National Pan-Hellenic Conference (NPHC), national organization for all social historically African-American fraternities and sororities.**

► Governance Of Social Fraternities And Sororities

Social fraternities and sororities at UW-Madison are regulated by three governance councils composed of elected student representatives. Each council is self-governing, having the authority to determine and enforce policies and procedures that guide their member organizations.

The three governance councils share office space in 508 Memorial Union.

- ☑ **Panhellenic Association (PHA)** 262-1381. The Panhellenic Association is the governing council for the 11 collegiate National Panhellenic Conference sororities represented on campus. The council is composed of 8 executive board officers and 22 council delegates, 2 from each sorority.
- ☑ **Interfraternity Council (IFC)** 262-5697. The Interfraternity Council is the governing council for the 25 National Interfraternity Conference social fraternities represented on campus. IFC is composed of 8 executive board officers and 50 delegates, 2 from each fraternity.
- ☑ **National Pan-Hellenic Council (NPHC)** 265-2452. The National Pan-Hellenic Council is the governing council for the 7 historically African-American social fraternities and sororities represented on campus. NPHC membership consists of 4 sororities and 3 fraternities. The Council is made up of 5 executive board officers and a minimum of 7 delegates, 1 from each fraternity and sorority.

► Commission On Social Fraternities And Sororities

In 1989, the *Commission On The Future Of Fraternities And Sororities* was established to evaluate, define and recommend the relationship between the University and the fraternities and sororities. The main recommendations of the Commission were:

1. Each social fraternity and sorority must hold membership in one of the three governing councils in order to become a Registered Student Organization.
2. Each governing council shall establish, publicize, and enforce clearly stated rules, regulations and codes of conduct.
3. Each governing council and member organization must sponsor programs and activities to educate their members about issues of enduring concern to the community.
4. Each governing council must develop and enforce standards of organizational behavior regarding the responsible use and service of alcohol.
5. Each governing council shall establish its own judicial board and hearing procedure governing misconduct.
6. Each member organization's house corporation board shall establish and abide by a regular schedule of house inspections.
7. The governing councils should establish an All Greek Council consisting of representatives from all three governing councils.
8. Each governing council and all member organizations shall develop meaningful programs to encourage scholarship.

9. Each member organization shall have a chapter advisor.
10. Each member organization shall have a resident advisor who lives in the house.
11. The University shall provide a fraternity/sorority coordinator attached to the Dean of Students Office to work closely with the governing councils and the member organizations.
12. There should be a continuing University committee to oversee the relationship between the social fraternities and sororities and their governing councils.

The Chancellor accepted the Commission's recommendations and they became University policy. The Commission on Fraternities and Sororities was established as the oversight committee, and a Fraternity-Sorority Coordinator position was established in the Student Organization Office, a part of the Dean of Students Office. The restructured governing councils in turn developed sets of policies and procedures in accordance with the Commission's recommendations. These policies require that each governing council establish:

- ☒ an anti-hazing policy.
- ☒ an alcohol and party monitor policy.
- ☒ a nonalcohol membership recruitment policy and program (RUSH).
- ☒ philanthropic and community service programs.
- ☒ constitution and bylaws.
- ☒ officer descriptions and election procedures for selection of executive board officers.
- ☒ an All Greek Council that produces the Freshman Directory and carries out other all Greek activities.
- ☒ a student liaison with the Madison Police and Fire Departments.

► Becoming A Member Organization Of PHC, IFC, Or NPHC

The governing councils have membership requirements and the authority to determine if a group will be granted membership as a social fraternity or sorority. To be admitted as a new social fraternity or sorority on our campus, an organization must, at minimum, be: 1) single sex, and 2) represent a social fraternity or sorority which is affiliated with one of the three national organizations noted on the first page of this chapter.

Students wishing to be recognized as a social fraternity or sorority must apply for membership to the appropriate governance council as defined in this chapter. Groups can contact the governing council's president to request petitioning criteria materials in order to apply for membership. Each council has its own respective membership criteria, petitioning requirements and selection procedures. Also, each council determines standards, policies and codes of conduct for their member organizations.

When a group has been admitted by a governing council, it can apply for status as a Registered Student Organization and be granted access to University facilities and other privileges accorded to RSO status.

Social fraternities and sororities are required to abide by the same University regulations and policies as other RSOs (as outlined in this Handbook) and also are responsible to follow the policies, regulations and procedures of their governance council if they are to maintain their rights as a Registered Student Organization. Social fraternities and sororities are subject to regulations from the University, their National offices and their governance councils.

The three governing councils have jurisdiction to take disciplinary action against their member social fraternity or sorority should violations of the governance council's policies or procedures occur. Each council has a judicial board and hearing procedures governing organizational misconduct. Sanctions issued by a judicial board can range from giving a written warning, requiring mandatory education, community service, and/or imposing monetary fines, to altering the membership status of the organization in its governing council through probation, suspension or expulsion. Social fraternities and sororities that are suspended or expelled from their governance council will not be allowed to register or receive the benefits granted to Registered Student Organizations.

► Advising For Social Fraternities And Sororities

Questions about social fraternities or sororities on the UW-Madison campus can be directed to Laurie Snyder, the Fraternity/Sorority Coordinator in the Student Organization Office, 263-4597, 90 Bascom, or Student Interns, 263-4663, lasnyder@mail.bascom.wisc.edu. She serves as an advisor to the three governance councils, student leaders in the social fraternity/sorority system, chapter officers, and as a liaison to the Commission on Fraternities and Sororities, to alumni and the fraternity/sorority national offices. The coordinator supervises student interns who earn course credit for working with her and the fraternity/sorority student leaders. The coordinator and interns work with the governing councils and individual social fraternities and sororities to provide educational and leadership workshops, and programming to students, e.g., rush, scholarship recognition program, officer training workshops, and a resource library.

