

THE AMERICAN UNIVERSITY IN CAIRO

# Basic University Regulations for Student Leaders

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2011/2012

Student Affairs  
The Office of Student Development

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## **Chapter 1: Profile of Student Organizations:**

“Student organizations are voluntary student groups organized for educational, social, and service purposes. A student organization can and may also be referred to or classified as a club, group, association, conference, union, senate, board, or league. The Student Government and corresponding student groups are part of the broader AUC Community, and in their operations they are constrained by the general University policies, as reflected in the most recent AUC Catalog, AUC Student Handbook, and elsewhere, as by the Egyptian law.” (OSD Website)

### **1.1 The Office of Student Development (OSD)**

The Office of Student Development (OSD) is responsible for supervising all aspects of student organizations’ operations at the AUC, including any and all operations of the Student Government and all corresponding student clubs. OSD works on ensuring that all student organizations function within university guidelines provisions and those of the “Permanent Constitution of the General Assembly”. (OSD website)

#### **OSD’s Mission:**

“It aims at developing leadership qualities, interpersonal and organizational skills, and out of class learning among AUC students through the diverse extra-curricular activities and programs it guides. Students are encouraged to initiate and establish their own organizations and activities. By participating in conferences, community service programs, cultural and academic endeavors, students cultivate a sense of social responsibility, thus promoting their understanding and appreciation of differences and enhancing their academic and leadership skills, and that’s with the guidance of faculty advisors and OSD professional staff. The advantages of such extra-curricular programs to students include liberal education ideals of a well-

rounded personality, which better prepare graduates to deal with the challenges of the real world”, (OSD Website). OSD Staff shoulder the following responsibilities in order to fulfill this challenging mission:

1. **Coordinating** all logistic and financial aspects of the student groups’ activities with other University administrative offices, in order to ensure policy compliance.
2. **Ensuring** that all activities abide by the constitutions of the respective organizations and the University rules and regulations.
3. **Increasing** faculty involvement in student activities on campus, which allows them to explore some out-of-class learning opportunities for their students.
4. **Training** students’ leaders through supporting conferences, workshops, and retreats that enhance their organizational and leadership skills.
5. **Coaching** students’ leaders by keeping close personal contacts with them in regards to matters related to their activities. In this sense, OSD staff, alongside with faculty advisors, act as mentors for students’ leaders.
6. **Monitoring** and supporting students’ activities, in order to ensure that risk is minimized. In addition, OSD assures adherence to safety and security standards during performing students’ activities.
7. **Participating** in organizing the orientation programs held for newly admitted students every semester.
8. **Promoting a** sense of social responsibility in students, through various community service projects carried out by student organizations

in conjunction with other civil society organizations in the greater community.

## **1.2 The Student Government**

The Student Government is the organizational representative of all students at the AUC. It is referred to as the Student Union (SU) and it consists of three branches: legislative, executive, and judicial. The Student Senate acts as the legislative branch and includes representatives of all students enrolled in academic programs at the AUC. The Student Judicial Board represents the judicial branch, and it is comprised of newly elected members each year. The Student Union president heads the executive branch, and is elected before the end of each academic year by the student body at large. The previously mentioned bodies work in coherence to represent the large number of other student organizations, in order to support developing initiatives, opportunities, and interests. The Constitution of the Student Body describes in much more detail the structures of the AUC Student Government.

## **1.3 Student Organizations**

There are numerous active organizations at the AUC. Opportunity for membership to an organization is open to any interested AUC student. Each organization has a faculty advisor and its own constitution with a clearly stated mission, structure, and objective(s).

Student conferences are generally organized annually to address a variety of interests and focal areas.

Other Student Organizations are classified under the following categories:

- Geographic or culturally- based, such as Al Quds Club or the Music Group;
- Community service - based, such as Asahanek Ya Baladi Association (ASY), Hand-in-Hand, or Help Club;
- Academic- based, such as the Mechanical Engineering or Biology Clubs;
- Special Interest- based, such as the Entrepreneur Society;
- Governing bodies such as the Student Union with its three branches: the executive branch, the Student Senate, and the SJB.

Anyone interested in organizing a new club or in participating in any of the existing clubs should contact OSD in the Campus Center. There, any student can access any number of organizational constitutions, or obtain information on past and present activities. Students interested in starting a club should pay special attention to the procedures outlined in the next section, **Establishment of Student Organizations**.

## **Chapter 2: Establishment of Student Organizations**

OSD encourages the establishment of student organizations, as those foster the achievement of the University's broad educational mission. The following information will help any student wishing to create his/her own club or organization. Please realize that all active student organizations are required to register annually. Registration serves as the official recognition of affiliated student groups. It also grants the right to utilize the designated university facilities and services, and helps coordinate groups' activities on campus.

### **2.1 Registering Your Organization**

All new student clubs, organizations, and associations must submit a final version of their constitution at the beginning of each semester the OSD for approval within the deadline that is communicated to the student body. This process is done jointly with the Student Government.

All clubs, organizations, and associations are subject to a renewal process on annual basis. A High Board certified copy of each proposed organization constitution, an updated list of officers and their titles, ID numbers, and membership application forms, along with the name of the advisor are to be submitted to the OSD for approval. Inactive clubs may be reactivated in the same way. New clubs also follow the same procedures. Clubs not abiding by these registration procedures may be suspended. Please remember that clubs registering in the spring, and not in the fall, may risk not receiving any financing.

## **2.2 Constitutions**

Every organization must adopt a constitution. A constitution sets the procedures by which a group will operate its activities. A constitution also sets forth general guidelines regulating the activities of the organization, membership, and officer responsibilities. If an organization is willing to issue a magazine in its name, a separate constitution for the magazine is recommended.

### **2.2.1 Proposed Constitutional Format:**

The following is a suggested template for your organization's constitution:

“Article I: The name of the organization and statement of its mission.

Article II: Affiliations to other groups (campus, local, city, national, etc.)

Article III: Purpose, objectives, and functions of the organization.

Article IV: Membership requirements and limitations, including:

1. Categories of members (e.g. active or associate);
2. Provisions for application, acceptance and termination;
3. Membership dues and collections' procedures.

Article V: Officers (titles, terms of office, their election timing and procedures, responsibilities and authority, termination of office, and filing of vacancies).

Article VI: Meetings (frequency, procedures to call for special meetings, required notice prior to the holding of meetings, order of business, and disposition of minutes).

Article VII: Referendum (procedures and handling).

Article VIII: Amendments concerning proposal means, prior notifications, number of readings, and required vote for adoption.

Article IX: Ratification (requirements for adopting and amending the constitution).” (OSD Website)

### **2.22 By-laws:**

The following is a suggested list for an organization's by-laws. By-laws must not contradict with the provisions of the respective constitution. If there are topics that are not already addressed by the constitution, those are placed in the by-laws:

1. Membership (resignation, suspension and termination, rights and duties).
2. Dues (amounts and collection, any special extra fees, due date).
3. Executive structure and responsibilities / duties.
4. Committees (standing, special, formation mechanisms, chairpersons, meetings, responsibilities and duties).
5. Order of business (standard agenda for conducting meetings).
6. Clear statement of financial decision-making mechanism and which ones require membership approval.
7. Parliamentary authority (rules of order provisions, name of the parliamentary practice manual where to refer questions).
8. Other special policies and procedures confined to the organization and necessary for its operation.

### **2.3 Funding**

All legitimate student organizations are entitled to funds from the University’s collective Student Activities Fee. Decisions concerning the allocation of funds for each organization are passed under the responsibility of the Student Government. Clubs may seek external sponsorship, but must abide by the Advertising and Promotional Policy.

## **2.4 Advisors**

AUC requires student organizations to have an advisor selected from the university's full-time faculty or professional staff. All clubs and student organizations are encouraged to work in coordination with their advisors, as this will result in the benefit the sustainability of the organization on the long-run. Academic clubs must select their advisors among full-time faculty members, based on their discipline. Appointment of advisors rests in the hands of the Provost and Vice President of Student Affairs.

### **Roles of a Faculty Advisor:**

While the responsibility of supervising and coaching club leaders rests primarily with the faculty advisors, s/he is also expected to coordinate with OSD in regards to the following matters:

- Approval of the organization's comprehensive budget and plan for each semester;
- Holding periodic meetings with club members to ensure a smooth implementation process of the plan;
- Advising organization members on suitable trainings for their members;
- Reviewing the academic content of certain activities such as student conferences and seminars;
- Approval of all student publications related to their organization;
- Attending and chaperoning key events of the organization.

### **Roles of Graduate Academic Advisors:**

- Reviewing and approving all academic content of the organization;
- Participating in the club's President and Vice President selection;

- Attending the key functions of their conference;
- Assisting with transitions;
- Editing and assisting with the organization's general budget and annual output report.

## **2.5 Magazines, Publications, and Surveys**

Clubs and other student associations may publish magazines, newsletters or other types of written material related to the association's activities in accordance with AUC's Advertising and Promotional Policy and the Press Board Guidelines. Clubs and associations that wish to publish any type of material must work with an advisor as described above. Without exception, content of a publication must be approved by the club's advisor prior to publication. Supervising compliance with the AUC academic integrity standards including loading student publication through Turnitin.com is the responsibility of the faculty advisor. Any student organization or member of an organization conducting research or a survey on campus must have an approved activity sheet and a faculty advisor approval.

## **2.6 Suspending Organizations**

Registration of all student organizations is governed by the Student Body Constitution, and OSD rules and regulations. Final approval on the registration is granted by the OSD. Registration may be suspended only for the following reasons:

- a) Failure to re-register annually on the stated due date;
- b) Failure to abide by University rules and regulations;
- c) Failure to abide by the club's own constitution or violation of the constitution of the General Assembly and/ or its By-laws;
- d) Failure to perform enough activities.

The decision to suspend student groups will be reviewed on a case-by-case basis, as determined by the Student Government in consultation with the OSD. The OSD has the authority to grant the final approval of such recommendations. Student organizations which have been inactive for one year will be suspended/labeled inactive, their accounts will be frozen, and any funds remaining will be re-allocated to the General Activities Budget.

## **Chapter 3: Student Elections:**

The success of the elections depends on you; the candidates. It is your opportunity to successfully promote yourself and convince students to vote. We would like to create an atmosphere where you can have a contest, which is exciting and good-natured, leading to a high turnout of votes. The following rules are designed to help you achieve this. All candidates must not be on any academic or social probation and be clear of any kind of disciplinary action, or academic integrity violation during the academic year in which they submit their nomination forms. Otherwise, they are precluded from running for elections or being nominated for any post within the SU, the Student Senate, the SJB or any key club post i.e. president, vice-president, treasurer, etc. It should be highlighted that two warnings in the same academic year means disciplinary action.

All candidates must adhere to the rules and regulations as duly specified in the Constitution of the General Assembly of the Student Body, upon which election requirements are based upon. Any violation of the election rules and regulations by a candidate or his/her campaigner may result in immediate disqualification of the candidate and further disciplinary action may be taken if deemed necessary. Please note that you are responsible for own action as well as those of your campaigners. The AUC Elections Monitoring Committee will ensure adequate enforcement of these rules and regulations. All questions regarding these rules and regulation should be addressed to the OSD.

### **3.1 Elections Code of Ethics**

The Student Union (SU) candidates, Student Judicial Board (SIB), Student Senate and the campaigners have agreed upon the following Code of Ethics for running the student elections:

1. Transparency: candidates should be honest in their plans and promise only what they can deliver.
2. No anti-campaigning should be allowed by any means. Anti-campaigning means making personal accusation/allegations against a candidate by one of his competitors.
3. No campaigning based on religion, nationality, culture or gender will be tolerated.
4. No violation to the privacy of voting should be allowed. Voting should be private and secure.
5. Written complaints should be considered against any campaigner if violation is detected, and should be submitted to the Election Monitoring Committee.
6. Each candidate should be responsible for the rumors or any misleading information coming out of his campaign. Candidates are also responsible for the actions of their campaigners.
7. Physical and/or verbal violence will be severely punished.

Any violation of the above will lead to one or more of the following penalties by the Elections Monitoring Committee:

1. Written warnings (two of which will lead to dismissal from the campaign or from campaigning).
2. Banning from extra-curricular activities for a period ranging from one semester to one year
3. Twenty compulsory work hours at the university.
4. Any additional disciplinary action deemed by the members of the committee.
5. Immediate dismissal without written warning.

### **3.2 Election Rules and Pre-requisites:**

The following are rules and pre-requisites for the student elections. All interested student should be familiar with them prior to submitting their nomination forms.

#### **3.2.1 The Student Judicial Board (SJB):**

The SJB consists of elected and appointed members from the General Assembly.

The SJB term is stipulated in the Student Body Constitution to be one year starting at the beginning of January. The following criteria must be satisfied before runners are considered official candidates in the Student Judicial Board:

1. All candidates applying for the SJB elections must be full-time AUC students, at least second semester sophomores or completed four full semesters, and, if a senior, not to graduate before the fall semester of the following year.
2. They must have completed two consecutive semesters as a full-time students at AUC directly before the time of nomination.
3. They must have a GPA of at least 2.5 and not be on academic or social probation.
4. They must pass the qualifying exam conducted by the SJB.

Moreover, the following are rules applicable to the SJB elections:

1. SJB members are not allowed to become members in any student organization other than the SJB throughout the duration of their term with the following exceptions:
  - a) Participating as a participant or a delegate in student conferences.
  - b) Making written contributions to student publications.
  - c) Participating in community service visits.
  - d) Participating in student field trips.

2. If the number of candidates is less than that required for the elections, then Student Senate must appoint qualified members to fill in the vacancies.
3. Ties in SJB elections are broken by a replay of the election process only between candidates involved in the tie.
4. The SJB Chair is the SJB member scoring the highest grade in the SJB candidates test. If more than one member scores the highest grade, the Chair will be the one who got the highest number of votes in SJB elections. If there is a tie, it is broken by voting within the SJB. The SJB Deputy Chair is the next eligible SJB member, according to the same criteria, and he/she takes the post if the eligible member does not want to be the chairperson or whenever the chair is temporarily or permanently absent.

### **3.2.2 The Student Senate (SS):**

The Senate is composed of elected representatives of different student constituencies of the General Assembly. Those constituencies are as follows:

- a) Undeclared students, includes undergraduate students who have not declared their majors yet as well as non-degree students.
- b) Graduate students.
- c) English Language Institute students.
- d) Major students.
- e) International students, non-Egyptian members of the General Assembly.

The following criteria must be satisfied before runners are considered official candidates in the Student Senate elections:

1. Student should be full time student.
2. They must have a GPA of at least 2.5 and be clear of any academic or social probation.
3. Each one hundred and fifty members of each constituency are entitled to one representative in the Senate, where fractions are rounded up to the following one hundred and fifty.
4. Members of the General Assembly who legally belong to more than one constituency must be allowed to vote for their representatives in each of the constituencies to which they belong.
5. Nominees for the Senate membership must be members of their constituencies at the time of their nomination.
6. Each candidate shall be subject to a written quantitatively analyzed test conducted by the SJB before the Senate elections. Results of the test are to be announced on the voting ballots as a non-binding recommendation to the voters.

Moreover, the following rules applicable to Student Senate elections:

1. Senate elections for all constituencies shall be held three weeks before the end of the fall semester.
2. The Senate term starts on the first day of each spring semester and ends on the last day before the beginning of the spring semester of the following year.
3. Ties in Student Senate elections are broken by a replay of the election process only between candidates involved in the tie.
4. If, at the beginning of each fall and spring semesters, there are vacancies at the Student Senate, the SJB shall carry out elections to fill in all vacant seats

of the Senate within 15 working days of the beginning of the semester. The elections shall extend to a period of no less than three days.

### **3.2.3 Student Union Presidential Elections Rules and Pre-requisites:**

The Student Union (SU) President is the highest executive authority of the SU. The President is responsible for managing the planning and implementation of all SU activities and functions. The President is also responsible for the selection of SU members as long as this selection does not contradict this Constitution. The following are the pre-requisites that must be satisfied in each presidential candidate:

1. The President of the SU is elected by the General Assembly four (4) weeks before the end of the spring semester through a one-round simple majority secret ballot vote.
2. At the time of elections, nominees for Presidency must be full-time members of the General Assembly, at least second semester sophomores (if undergraduates) and, if a senior, not to graduate before June of the following year unless being admitted for a post-graduate program at AUC.
3. At the time of nomination, they must have completed two consecutive semesters as full-time students at AUC with a minimum GPA of 2.5.
4. Each nominee is required to submit a formal plan to the Senate prior to the beginning of the voting process.

### **3.2.4 Presidential Presentations and Debate:**

Participation in the debate is optional for qualified candidates. Each candidate must present the SJB with the text of his/her first campaign speech 24 hours before the presentation/debate. No deviation from these texts will be permitted in the presentations. Upon the approval of SJB with candidates, the presentation of speeches will then be followed by a Q and A session organized by the SJB, where each candidate will be given the opportunity to respond to questions.

### **3.3 General Election Rules:**

The following are general elections rules that are applicable to all types of elections.

#### **3.3.1 Nomination:**

All students currently registered with AUC are eligible to run for these elections. Nomination forms are available at the OSD. Forms must be completed and signed by the candidate. To be on the ballot, all nominees must fill out a nomination form and submit it to the Office of Student Development (OSD) within announced deadline. All candidates must read and sign the Code of Conduct and submit the form along with their nomination papers.

#### **3.3.2 Training:**

The Office of Student Development (OSD) conducts a mandatory training session for all candidates and their campaigners in collaboration with the SJB. The training includes:

1. Campaigning skills
2. Election rules and regulations
3. Briefing on questions to candidates
4. Publicity.
5. Election ethics, diversity and ways to be socially sensitive to others.

### **3.3.3. Campaign Policy:**

1. All candidates must conform to the AUC Code of Conduct.
2. Candidates may not begin any form of publicity before submitting all the required information. Remember campaigning can only begin after the candidates' meeting – otherwise the candidate may be excluded from the elections.
3. Candidates must register their campaigners with the OSD and current SJB; unregistered students found campaigning, will be considered violators of the elections Code of Ethics.
4. Candidates must maintain good taste and refinement in creating their electoral propaganda, ensuring that the campus looks well kept.
5. Candidates must ensure that their posters and other promotional material are in good condition.
6. Candidates are responsible for removal or repair of all materials that become torn, smeared or damaged.
7. Candidates must be respectful of other candidates' propaganda.
8. Failure to do so could result in candidate disqualification and/or other punitive actions. Unethical conduct will result in automatic disqualification and referral to the OSD.

### **3.3.4 Publicity and campaigning guidelines**

The following are useful publicity and campaigning guidelines. You are strongly advised to bear in mind the university rules in this regard. SJB or the OSD must approve all forms of publicity prior to its circulation:

1. Any publicity produced will inform voters as to when and where they can vote.

2. Do not place publicity in the following areas: offices, office doors and windows of the Campus Center. Publicity may be displayed in the following venues, with prior permission from the manager: Student Residential Life, SU Café, AUC Food Courts, or sports facilities.
3. For the purposes of the elections, the campus is defined as all university buildings and halls of residence. Prior permission may be required for campaigning within the vicinity of these areas. Advertising is limited to campus facilities ONLY.
4. All publicity must be placed in a manner which will not affect the safety of the AUC community or damage the university property. Any publicity deemed to be causing damage to property or that presents a safety hazard will be removed immediately.
5. The use of stickers is strictly prohibited.
6. Candidates and their campaigning teams should not display campaign material canvass within the district election area (i.e. within 3 meters) of the ballot boxes. This means that publicity and campaigning will not be permitted within the Library area.
7. The content of the materials displayed or circulated is the responsibility of the candidate. Material, which breaches the Student Constitution, election rules and equal opportunity policy, will be removed and the candidate, in accordance with the election rules, may be penalized.
8. Campaigning outside university boundaries (including website, emails, banners...etc) is strictly prohibited. All forms of electronic campaigning, such as the use of Facebook, MySpace, and the use of text messaging, are permitted upon the approval of Office of Student Development and SJB.
9. No voter can carry his or her candidate symbol inside the voting area, symbol defined as (logo, number or name of the candidate).

10. Publications include, but are not limited to flyers, posters, roll ups, stands, and T-Shirts (colors without number).

### **3.3.5 Conduct Violations:**

To ensure fairness of the electoral process, any individual found to have been campaigning in the Library, harassing other candidates or students, misusing the computer facilities or any other activity deemed to present a perceived or real attempt to manipulate the outcome of the elections, will be subject to investigation and disciplinary action. Candidates found to be in breach of any of these guidelines stated above, or the elections rules, will receive with a written warning from Student Elections Monitoring Committee. Candidates, who persist on breaching these guidelines, will receive a second written warning by the aforementioned committee. Further breaches will result removal from the election procedure for its duration.

### **3.3.6 The AUC Elections Monitoring Committee:**

1. It consists of current SJB members, students from General Assembly selected by SJB and approved by the candidates, Associate Dean of Students & Director of Student Development, assigned staff from Equal Opportunity and Affirmative Action Office.
2. Complaints regarding the conduct of candidates must be submitted in writing to the AUC Election Monitoring Committee before ballots are counted. Upon receiving the written complaint, the committee will decide whether the complaint requires expulsion from the election, and/or other penalties. *The AUC Elections Monitoring Committee* has the final

- authority. Decisions of the committee shall be final with no further right of appeal.
3. The AUC Elections Monitoring Committee has the right to summon any of the candidates and their campaigners to investigate certain situations such as violence or anti- campaigning.
  4. Disqualification decisions will be made with utmost consideration for all parties involved.
  5. All parties involved will be allowed time to voice their concerns before the final decision. All parties will be notified of the decision as soon as possible.
  6. Any violation of the above will lead to one or more of the penalties stated in section 3.1

### **3.3.7 Rules and Regulations for the Election Day:**

1. During the voting day, from 10 am to 8. 00 pm, candidates and campaigners are required to stay away from the voting area.
2. On the Election Day, a student monitoring committee becomes in charge of oversight over the electoral process. The *Student Election Monitoring Committee* consists of SJB members (five members), and students from General Assembly selected by SJB and approved by the candidates at least three days before the election. It has the right to invite any of the candidates and their campaigners to investigate certain situations such as violence or anti-campaigning.

3. Candidates are allowed to vote and pass the voting areas on the way to the class or library. However, they may not wait in this area. Campaigning by any candidate near voting areas will result in disqualification and or a warning.
4. During the election day, all propaganda must be at least 25 yards (approx. 23 meters) far from voting area
5. All ballot boxes will be under the supervision of the Security Office after cessation of the voting time. All boxes must be sealed and signed by the candidates.
6. At least three SJB members must be available most of the time during the elections period.

### **3.3.8 The Pooling of Votes:**

1. Prior to counting the ballots, the SJB meets with the candidates to review the rules and procedures of pooling of votes.
2. Any Student Union presidential candidate or SJB candidate has the right to send one representative to witness the counting procedures to ensure transparency.
3. The Student Senate must delegate a senate member to attend and monitor the count. In case no one is chosen, the chair of the senate should be the representative.
4. The Student Union president has the right to attend or send a representative to attend the count.
5. A representative from the General Assembly chosen by SJB and candidates should be present.

6. Representatives of each candidate and members of the general assembly in the count will only act as OBSERVERS.
7. Any representative of any candidate found disturbing the counting process or proved of any misconduct with regard to the code of ethics will have his/her tally reduced by 10 votes and a case will be filed against him/her.
8. Anyone ATTEMPTING to make/take a phone call during the session will be dismissed from the count session and a case will be filed against him/her.
9. No one in the count UNDER ANY CIRCUMSTANCES is allowed to leave the session before the count is over.
10. All candidates must agree on a percentage of error, within which the tie situation mentioned in the constitution will be applicable. If the candidates don't agree, then the error will be set as one percent of the total valid votes. All candidates should submit their agreement to the SJB 72 hours before the election.
11. Election results shall be published as soon as possible after the counting is over.

## **Chapter 4: Event Management:**

### **Section 4.1 Guidelines for Organizing Student Activities**

#### **4.1.1 Preliminary planning stages:**

All activities that occur, whether on campus or off-campus, need to be scheduled in advance. The following information is provided to guide you in planning your activity successfully. The first step is to fill out the *Activity Sheet Form* and submit it to the OSD for approval. (See the form in the form section of the appendix to this chapter). The Activity Sheet will allow the OSD to coordinate with the concerned departments to ensure that your event runs as smoothly as possible. Final approval of the event will be granted once the conditions set by the OSD are met. If the OSD does its part, so must the organizers. If the organizers are not complying with the approved format, the event can be cancelled immediately. A full-time faculty or staff chaperon is required for all activities.

#### **4.1.2 Basic event management procedures:**

It is important to note that the AUC has an Advertisement and Promotions Policy (APP) that sets the regulations that have to be followed while managing the various activities. These include campus use, promotions and publications, as well as the guidelines for getting external support. In addition, there are specific guidelines that govern fundraising, as well as booths' and banners' reservations (See the appendix to this chapter). It is essential that you become familiar with such regulations to be able to smoothly execute your planned activities.

#### **4.1.3 Materials to be submitted with the Activity Sheet:**

When materials like books, videos, etc from outside of the University are used within the context of an activity, the following guidelines apply to ensure that that intellectual property rights are respected. The list of materials that should be submitted with the Activity Sheet:

1. Any films, videos, posters, banners, cassettes, and play scripts;
2. For book exhibits or fairs, a list of the books and their authors along with the approval of the AUC Bookstore.
3. Items taken from any publications like poems, songs, or materials for presentations should be submitted in their full context.

#### **4.1.4 VIP guests:**

It has become customary that student organizations invite VIP guests including ministers, ambassadors, celebrities, and prominent businesspersons to their events. The Student Expression Policy sets all applicable regulations related to inviting VIPs, (See section 4.5). The following information is vital when you are planning to invite VIP guests to your event:

1. Submit the list of names of your potential speakers to the OSD at the beginning of each semester. In a realistic way, include as many alternates for speakers as you can.
2. When submitting your list of names, also submit a copy of the invitation and planned agenda.
3. The OSD internally coordinates with all concerned AUC departments, including senior administration, to get a clearance for your pool of

speakers. Wait for the OSD approval before you contact a VIP. Note that invitations are only issued through the OSD.

4. After all the necessary information is submitted, the OSD will obtain the proper approval for your VIP guests and send them an invitation on your behalf.
5. Once the guest accepts the invitation, the organization will be notified so they can finalize their program.

#### **4.1.5. Sit-ins:**

The Student Expression Policy explicitly sets the regulations for any planned sit-in. To enable yourself to meet the objectives of your planned sit-in, you should familiarize yourself with the policy, which is shown in section 4.5.

#### **4.1.6. Career-related and athletic Activities**

It is the policy of the American University in Cairo to centralize all career-related programs and placement activities in the Office of Career Advising and Placement Services. Accordingly, CAPS coordinates employers' requests for summer interns and part-time or full-time employees. In addition, CAPS arranges corporate seminars/case studies, careers' development workshops, on-campus recruiting, and coordinates other career-related activities with academic departments and student clubs. Students interested in organizing career-related activities, as detailed above, should coordinate their efforts with and get the consent of the CAPS. Moreover, it is important to note that any planned athletic activity must be planned directly with the Athletic Department after the OSD is notified. Reservation and implementation of activities of such nature follow the guidelines of the Athletic Department. (See section 4.6).

#### **4.1.7 Taxes:**

1. Any musical or theatrical performance, even if sale of tickets is not taking place, requires special arrangements with Tax department through the OSD.
2. For Hall reservations or grounds for this type of activities, requests should be made at least ten working days prior to the activity.
3. Ticketed activities must be coordinated with the OSD and arranged according to the stated above 10 days prior request condition. Failure to properly follow tax requirements could result in a disciplinary action against the club and cancellation of event.

#### **4.1.8. Tips:**

It is not permitted to pay ‘tips’ to University employees who help with activities as part of their job. Yet, organizers of large-scale events such as parties and bazaars will be asked to include the transportation cost of the support staff members that have to commute at late hours to serve the event. The charge will be transferred by the OSD to the budget of the concerned department

#### **4.1.9 Outsider participation:**

For safety reasons, all outside participants need the approval of the OSD and the Security Office. If press members are invited, the OSD requires that you receive clearance from them as well. This should be indicated in the activity sheet. All invitations and tickets need to be stamped by the Security Department.

#### **4.1.10 Cancellation of an activity:**

Activities can be cancelled by the club or student organization for any valid reason such as lack of participants; the OSD must then be informed in writing of the reason prior to the cancellation of the activity.

## Section 4.2 advertising and Promotions Policy:

### **1. STATEMENT OF PURPOSE**

The purpose of this policy is to set guidelines that facilitate and encourage campus activities. At the same time, the policy maintains the integrity and educational image of the University, and protects the University from commercial exploitation.

### **2. CAMPUS USE:**

The following regulations are specific to student organized activities. The Office of Student Development (OSD) provides University oversight of the regulations outlined in this policy.

All student organizations are required to comply with these regulations faithfully. OSD strictly monitors compliance. Specific training workshops on the details of sponsorship are periodically conducted by OSD for student leaders.

#### **2.1. Media and Filming on Campus:**

- a. Shooting film, videotapes and still photography on campus for commercial purposes or distribution is not permitted.
- b. Student organization requesting to film documentaries or educational programs will be decided on a case-by-case. A formal written request from the student organization should be addressed to the Director of Student Development stating the purpose of the documentary and how it will be used.
- c. Anyone seeking to enter the campus with camera equipment of any kind must first seek permission from the OSD. The following conditions apply:
  - The photographing or audio-taping of events on campus is restricted to personal use, AUC course requirement, or AUC publications/programs.

- A person being photographed/ recorded must give his or her consent in writing.
- Release of material to external media without University approval is prohibited and penalty is determined through disciplinary proceeding.

d. Media, including TV and radio, interested in covering University events or conducting interviews for special stories must send an official letter of request to OSD. The letter must state the purpose, date and duration of the event.

e. Student clubs or organizations planning to place an advertisement in newspapers or magazines promoting an AUC activity or event must first obtain approval of text and design, and print media choice. For safety reasons, OSD may limit approval of media advertisements to student conferences and lectures. Outside advertisement for social or ticketed events, concerts, or parties may not be permitted. Campus media is the key advertising vehicle to promote such events.

g. Sponsors are not permitted to use the University name in commercial advertisements.

## **2.2 Surveys:**

a. Surveys for commercial purposes are not allowed on campus.

b. Written requests from a student organization or an external source to conduct opinion or academic surveys may be allowed provided proper authorization is obtained from both OSD and Institutional Research (IR).

### **2.3. Vendors:**

- a. Commercial banners are not allowed on campus, except during approved entertainment events in the Park area.
- b. Commercial sales are not permitted to come on campus during academic days/hours, except during entertainment events in the Park area.
- c. Companies sponsoring student activities may advertise within an approved AUC booth. Size of the advertisement is limited to the permitted booth and should clearly indicate the student activity which received sponsorship.

### **2.4. Food Sales:**

- a. Student-organized food sales are restricted to the Student Union (SU) mini markets and permitted only as long as it does not sell products that compete with the AUC food service provider. Please note that grilling is not permitted.
- b. The SU must submit a detailed list of all its proposed sales or free samples to the OSD for approval. OSD coordinates with the food service provider to review and approve SU proposed items.
- c. Food sales may be approved for special events where culture is partially expressed through food, such as Club Week (for ethnic & geographic clubs), International Day, Basaisa Day and special cultural festivities. AUC's food services must be informed at least five working days in advance by OSD.
- d. Free food samples are not permitted even as a promotion for student organizations.
- e. Food vendors may be brought onto campus at times when the regular food service is not available i.e. Friday's, evenings, etc. OSD and food service provider's approvals must be obtained ahead of time. For events taking place in

the Bassily Hall or Al Alfi Halls, food vendors may operate through two booths in the shaded area of the Campus Center, refer to point 2.5.4.11. Events taking place in the Mansour, Suzan Mubarak, or other halls, vendors may be permitted to use tables placed adjacent to the halls to serve food for the participants.

f. Food from outside vendors may be donated for designated conferences with the approval of both OSD and AUC's food service provider. The food quality must comply with AUC hygiene and health standards

## **2.5. Student and Sponsor Booths:**

### **2.5.1 Location of Booths:**

1. There are maximum 14 university booths in the Plaza area. This is besides an Information Booth that is run by the Student Union to serve all students and three booths for departments. The number of booths in the Plaza maybe exceeded during the peak times of student activities and in the following occasions: Club Week, International Day, and Basaisa Day.
2. Around the Dining Hall area, there are 6 booths in the front terrace, a total of 12 booths in the back terrace.
3. Under pergola area in the front of Bassily, there are six booths.
4. Booths on Bartlett Plaza are assigned as student booths for recruitment, campaigns, and ticket sales purposes only. Sponsor booths are assigned to the back area of the Dining Hall area or under the pergola according to the availability of space.

### **2.5.2 Reservation and Cancellation Procedures for Student Booths:**

1. Only recognized student organizations. University departments may reserve space through the OSD. Prior to booth set up, student organizations must have completed and submitted the Activity Form to OSD.
2. For approved student activities, all student groups can reserve space for booths through OSD upon the availability of designated space.
3. Reservation of booth space is done at the beginning of each semester. This requires that student organizations do early planning for their anticipated activities. A coordination meeting is held at the beginning of each semester for this purpose.
4. Past the coordination meeting, few booths may be still vacant. Any student organization requesting reservations for such spaces – if available-, must write an e-mail the OSD staff member in charge of their activities and copying the designated staff member in charge of space reservations. This should be done at least 5 working days ahead of time. The design must be attached with the reservation request to facilitate the OSD approval process. Requests must state the activity, the starting and ending dates. All requests will be reviewed and responded to every Tuesday after 2 pm provided that request is submitted before that time. Student organizations may reserve a maximum of 2 booths per event if available.
5. Student booths are reserved in blocks of 5 working days per activity according to availability of space. Booths are assigned on a first-come, first-serve basis. Users may occupy only the specific booth that is assigned to them. Each organization will provide identification slips on each booth indicating the student organization's name, and the duration of the booth.

6. Shared use of a booth may be permitted upon mutual agreement between no more than two reserving groups, provided prior approval of such activities is obtained from the Office of Student Development by each group.
7. Cancellation of a reservation is required immediately by the organization in case the sponsor or organization is not able to show up. After two no-shows with failure to notify, the organization may receive an appropriate penalty.
8. A student organization **MUST** confirm its reservations with the Office of Student Development within 10 working days prior to the activity. The Office of Student Development maintains a waiting list for student organizations that need a booth.
9. Releasing booths must be done through the Office of Student Development. A student organization cannot release on its own a booth reserved to another organization.

### **2.5.3 Rules and Regulations for Using Booth Space:**

1. Student booths can be decorated in any appropriate way within the dimension (2.7 X 2.1 X 1.6).
2. Stickers with starting and ending dates of the activity must be clearly displayed on the booths.
3. Each booth is allowed only two roll-ups (2 X 1) one on each side right next to the booth.
4. For student or sponsor booths, banners or any type of promotional material must be contained within the area of the booth. Furniture or any type of promotional items such as mock-ups, dummies can only be permitted inside the booth if they can fit in.

5. Any type of booth (student or sponsor) must clearly indicate the name of the student organization and the activity in a sign that has to be 1 meter height and 3 meters width. Booths are restricted to AUC manufactured standard booths.
6. No musical equipment and furniture are allowed to be used in the booth area.
7. In the Plaza area no sound equipment is permitted in any way inside or outside the booths. In the areas around the Dining Hall, students may be permitted to use small PC speakers that have to be inspected by an OSD staff prior to getting the permission to use them.
8. Student Organizations are not allowed to move the booth from the location that will be specified on reservation time.
9. Distribution of printed materials at the booth is permitted, provided that each item is clearly labeled with the name of the organization.
10. Student selling of merchandise/ tickets or raising of funds/ donations/ for any reason, is subject to prior approval. Approval is required for each individual item, and is not related to the availability of a booth.
11. Selling food materials and home- cooked food is only permitted in the Student Union Market. Permission can be granted by the SU Service Committee Chairperson.

#### **2.5.4 Sponsor Booths:**

1. Students are only permitted to approach companies not mentioned in the restricted list. The details of potential sponsors provided on the activity

form must first be approved by the Office of Student Development before any further action is taken.

2. Businesses whose sole activity lies in alcohol or tobacco are forbidden from sponsoring any events on campus. Some sponsors, whose products could reflect negatively on the University image if promoted on campus, may not be allowed in. No political or religious groups or parties may sponsor events on campus. Advertisements or sponsorships from other educational institution offering competitive programs to those of AUC are not allowed.
3. Event organizers must secure prior approval of potential sponsors from the OSD.
4. Sponsors have to use normal University booths, and comply with the dimensions and shape of the booths. There are 6 University booths designated for sponsors in any given day that can be reserved on first come first serve basis.
5. A sponsor may not take more than 10 consecutive days, with a total of 30 days in one academic year.
6. Name of sponsors and their proposed promotional setup/ equipment must be submitted to the Office of Student Development and the Security & Safety Office 48 hours prior to the scheduled activity to obtain necessary security permits. Sponsors may be allowed to get lap tops of small LCD screens for silent demos.
7. Sponsors should support student activities with an amount based on how many days they spend at the University, and they will be charged L.E. 1500 per booth per day. The amount has to be explicitly stated in the contractual

agreement made between the student organizers and the sponsors, which has to have OSD approval.

8. Food sponsors during entertainment events maybe charged different fee, which fluctuate from one event to another in accordance with the scale of the event, and the type of food being provided. The student organizers have the right to set a suitable price per booth per day, but they have to charge the same amount to all event food sponsors to guarantee fairness to all parties. All arrangements have to be documented in a binding contract and approved by the OSD. Profit sharing agreements based on amount of sale are not permitted because they often lead to accounting inconsistencies.
9. Sponsors are not allowed to have any commercial sales on campus except in non-academic hours during night events, welcome parties, carnivals, charity events etc. Publishers selling books during such events have to be cleared by the AUC Book Store prior to the event.
10. Sponsors are allowed to have only one booth per day. Double booths are not allowed.
11. Ready-made sponsor booths are NOT permitted on AUC Avenue and maybe permitted within the academic schools provided that the approval of the Dean of the School is obtained. Entertainment events taking place in the Park area may accommodate pre-fabricated booths provided that prior OSD approval is given. Events taking place in the Bassily Hall or the Al Alfy that need catering services may be allowed to use two pre-fabricated or University booths to serve the food for the participants. The location of these two booths is only restricted in the shaded area of the conference center.

### **2.5.5 Removal of Booths and Keeping up University Properties:**

1. Damage of booths, displays, etc. must be removed once the activity is over. Removal of promotional items is the responsibility of the organizers; otherwise (F&O) will remove the items at the cost of the organizers.
2. Sponsors will be held responsible for the condition of the space after the event completion and may be held financially liable for any damages.
3. The University is not responsible for posters, banners, or printed materials left in the booth area after the reservation. Damage to the booth will be charged to the party holding the reservation.
4. Failure to comply and abide by all outlined policies and regulations will result in an appropriate penalty including but not limited to loss of booth reservation privileges in direct proportion to the number of rules violated.

### **2.6. Sales, Fairs, Carnivals, Exhibitions, Bazaars, and Open Air Concerts:**

Advertising & Promotions guidelines apply to all fairs, carnivals, exhibitions, and bazaars. In addition, the following regulations must be observed:

- a. Activities of this kind must have a humanitarian, academic or cultural purpose.
- b. Students may be permitted to have sales related to their activities. As a general rule, the sale can only be allowed provided that:
  1. All items and prices are revised and approved by the OSD at least five working days in advance.
  2. The sale must be conducted by students.

3. No commercial sales are allowed on campus except during special occasions like Mother's Day, Bassaisa Day or Valentine's Day.

c. Exhibitions of educational/commercial items such as computers should include more than one company to avoid making the University look as if it was promoting a particular product.

e. NGO and charitable sales are strictly limited to specific occasions and must be conducted with prior approval from OSD depending on booth availability. An NGO may not be permitted on campus more than once a semester.

f. Open air concerts are limited to maximum 3 ticketed open air concerts per semester, and one in the summer because of the great logistical load that such concerts impose on University facilities. All such events take place in the Park and amphitheater area, which is equipped to host these events. Proper fencing has to be provided by the student organization in charge of the event. If there are more requests than the set above limit, the Student Government may be asked to be involved to insure proper coordination, and to choose the eligible proposal within this limit. As a matter of basic rule, the SU is the representative student organization that is elected by the students. Hence, it is given advantage over all other organizations in organizing such events. Student organizations seeking to organize an open air concert has to coordinate with the SU to avoid any clash in timing or use of University facilities.

### **2.7. Music & Sources of Noise:**

a. Event organizers must obtain permission from OSD to use music or sound systems.

- b. During academic days, use of loudspeakers maybe prohibited in areas close to administrative offices and academic buildings, even during assembly hours.
- c. Concerts are allowed in closed halls/theaters during assembly hours provided that the noise level is reasonable.
- d. Music and concerts may be allowed during assembly hours outdoors in certain designated areas. This may include the athletic area and the back terrace of the Dining Hall, or the Plaza provided that the sound system is operated under the supervision of OSD staff.

## **2.8. Approval of Materials:**

When materials from outside the University are to be used within the context of an activity, the following guidelines apply:

- a. Book exhibits or fairs: a list of the names of the books and their authors must be submitted with the activity sheet, at least ten working days prior to the event.
- b. Films, videos, posters, banners, cassettes, play scripts, etc. should be submitted ten working days prior to the activity for approval of the both faculty advisor and OSD.
- c. Items taken from publications for presentations: The publication in full is to be submitted with the required Activity Sheet including identification of those parts to be used (this includes songs, poems, and drawings).
- d. All decorations, structures of any type must be cleared as part of planning the activity with the Public Safety Department. Construction and installation of any structure is done under the supervision of the Safety Office, which has sole discretion to modify or reject any arrangement that is considered unsafe. OSD will not grant an approval for the event unless the Safety regulations are adhered to.

e. All sponsors materials, articles used within any type of display or booth, which are brought from outside the University must be listed in detail for Security approval. Failure to report such items in a timely fashion will result in obstructing its entrance to the University premises.

### **3. EXTERNAL SUPPORT:**

Donations from corporations, foundations, and individuals are gifts to the University and are handled exclusively by the Development Office. A sponsor may support an activity or event by making a financial contribution to offset the cost or by offering goods or services. The selection of sponsors must be cleared with the Development Office so as not to jeopardize major gifts or special relationships with the University. The Development Office issues every semester a list of restricted sponsors, which students are not permitted to approach:

a. Student organized activities must first be approved by OSD. Details of potential sponsorship must be provided on the Activity Form and submitted to OSD before any action is taken.

b. Through the OSD, event organizers must secure approval of potential sponsors from the Development Office.

c. Names of sponsors and their proposed promotional materials and equipment must be submitted to OSD five working days prior the event in order to obtain appropriate approvals and passes.

d. Discretion should be exercised by event planners when selecting sponsors. For example, corporations whose sole business activity lies in alcohol or tobacco are forbidden from sponsoring events on campus.

e. No political or religious groups or parties may sponsor event on campus.

- f. The sponsor and event organizers must sign a University approved contract specifying the obligations of both parties which comply with University regulations. OSD must cosign all contracts. Authorized contracts are available at OSD.
- g. Sponsors are not allowed to have any commercial sales on campus.
- h. No permanent advertising of products or services is allowed on campus or AUC's website.
- i. AUC faculty, staff, and students may not endorse any commercial product in the name of AUC.
- j. Sponsors are not permitted to use the name of the University in commercial advertisements.

#### **4. PROMOTIONS AND PUBLICATIONS:**

##### **4.1. Promotional Items :Banners, Tripod Stands, and Sandwiches:**

1. All reservations for such promotional items are governed by the rules and regulations of the Conference and Visitor Center (CVC), and subject to its final approval. Locations for banners, tripod stands and sandwich boards are restricted within designated areas in the campus. To see a map for the locations, visit [http://www.aucegypt.edu/CVC/Documents/Conference\\_Center-map-9.pdf](http://www.aucegypt.edu/CVC/Documents/Conference_Center-map-9.pdf) for exact locations on campus.
2. Any student organization requesting reservations for such items, must write an e-mail the OSD staff member in charge of their activities and copying the designated staff member in charge of space reservations. This should be done at least 10 working days ahead of time, as required by CVC regulations. The

design must be attached with the reservation request to facilitate the OSD approval process.

3. Requests must state the preferred location and dates when the promotional material will be posted and removed, whereby, the maximum length of time for posting per event is 10 consecutive days.
4. The OSD internally communicates with the CVC to effect your reservations. No students are permitted to contact CVC or any of its staff members directly.
6. The OSD will respond to the student request within 5 working days from receiving the request.
7. The promotional items have to comply with the CVC size requirements as follows:
  - Banner – maximum size 2m x 2m; two banners per event
  - Tripod stands – maximum size 1m x 2m; three tripod stands per event.
  - Sandwich boards – maximum size 1m x 1.2m; four sandwich boards per event.
8. All promotional items must not carry commercial advertising and have to include a sticker indicating the start and end dates of display which must be stamped by OSD. The text must be in English; Arabic is optional.
9. The approved promotional materials will be picked up by the Office of Facilities and Operations two working days prior to the event.

#### **4.2 Posters and Flyers:**

Posters and flyers promoting campus activities and events may only be displayed on designated bulletin boards. The following guidelines are to be followed:

1. The AUC logo should be clearly displayed.

2. Size should not exceed 30 cm x 45 cm (A3 size).
3. There is a maximum of two posters or flyers per bulletin board.
4. Posters & flyers may be displayed 10 days prior and must be removed within 24 hours after an event.
5. Removal of posters and flyers is the responsibility of the organizers.
6. External cultural centers may bring posters and flyers advertising their activities.

### **4.3 Publications:**

- a. Publications for events programs, invitations and tickets must be approved in advance by the OSD, which holds supervision rights to the printing process so as to ensure compliance with University standards. Regular magazines or newspapers, and conference publications are the responsibility of the students, and the content review is done by the faculty advisor only.
- b. AUC may prohibit the appearance of commercial advertisements in University publications. Student publications may only be allowed inserts of commercial publications as specified in the sponsorship contract.
- c. Corporate sponsors' logos and names may not appear on the front cover of any event related publication, but may be recognized on the inside or back cover.

### **4.4 Other Items:**

- d. Premiums, gifts, give-away items i.e. T-shirts, caps, which carry the AUC logo should not simultaneously carry any commercial logo so as to safeguard AUC's reputation and to prevent the appearance of AUC endorsing a certain product.

e. Ground stickers are not allowed anywhere on campus. Any group found endorsing use of this form of advertising will be billed accordingly for clean-up by F&O.

#### **4.5 Motor Vehicles:**

Car companies sponsoring an activity or event must abide by the guidelines of the Advertising & Promotions Policy. The standard sponsorship contract must be signed. The following applies to the display of motor vehicles on campus.

a. Motor vehicles are not allowed to be displayed on campus during academic days.

b. Motor vehicles may be displayed only in designated areas within the parking areas. The maximum number of cars to be displayed can not exceed 5 cars in a given day.

c. No prices may appear on the motor vehicle.

d. Requests to display motor vehicles must be submitted at least 15 working days ahead of time and require OSD.

e. Removal of vehicle(s) is the responsibility of the organizers and must be done by 10 pm on the last day of the event.

f. Failure to comply with removal guidelines will result in towing the displayed vehicle at the owner's expense. Penalties may be imposed on the sponsoring group.

#### **4.6 Types of Violations:**

The following are considered clear violations to the University policy:

1. Not following AUC's size requirement stated above.

2. Attempting to install or remove any of the promotional items by students or unauthorized persons even if there is an approval for the reservation. This can also jeopardize your safety.
3. Placing any type of promotional item without permission. If such actions result in any type of damage to University property, the cost will be billed directly to the student account and may lead to a disciplinary action.
4. Removal must occur immediately after the event and before the following class day. If students request re-using the banner, they should clearly indicate this in their reservation request submitted to the OSD.

#### **5. ON CAMPUS ACTIVITY/EVENT PLANNING CHECKLIST:**

1. Read and follow the Advertising and Promotions Policy.
2. Submit an Activity Form to OSD. No publicity, seeking of sponsors, printing invitations, brochures, etc must take place before OSD's approval.
3. Reserve space for booths and display tables.
4. Allow sufficient time (normally 10 working days) for the OSD to obtain approvals for the event specifics from other University departments: Development, Communications and Marketing, F&O, Safety, and Security, Legal Office, etc.
5. Following required approvals, a contract spelling out the obligations and responsibilities of both parties must be signed by the organizers and the sponsors. Contracts for student activities must be cosigned by OSD.
6. Inform the Security Office to secure passes for any visiting guest for your event. In this, please follow Security and Safety guidelines.

7. Student organizations need the approval of OSD for event programs, tickets, or invitations. Faculty advisors have to review student magazines, newspapers, or conference proceedings to ensure that they meet the University standards of academic integrity.

8. If you need media presence in your event allow at least five days for the OSD to coordinate your needs with other concerned offices.

**6. A&PP COMMITTEE MEMBERS:**

Members of the committee will meet to decide on matters not covered in this policy are:

1. A representative for Facilities and Operations
2. Associate Vice President for Student Life
3. Associate Dean and Director of Student Development
4. Associate Director of the OSD
5. Student Union President
6. Student Union Public Relations Committee Chair

## **Section 4.3 Fundraising Procedures:**

### **4.2 Fundraising Procedures**

Before you approach any potential sponsors, the following steps shall help guide you. At any time throughout this process, feel free to discuss your ideas with the OSD and your club advisor. Remember that the OSD is here to help you plan your activities.

1. Define your needs and ideas. Contemplate what you are trying to accomplish? How will this particular company help your organization in achieving its goals?
2. Prepare an outline for the event, including your financial proposal. Keep the *Advertising & Promotions Policies* in mind when drafting your outline and proposal.
3. All organizations must register their fundraising head & members in the OSD. Failing to do so will result in the organization's loss of right to fundraise.
4. The Development office will also issue a list at the beginning of each semester of the companies that shall NOT be approached. You shall make sure to exclude those from your sponsors' lists. (This list will be updated bi-monthly by the Development office & any changes will be e-mailed to the organization fundraising head.)
5. All organizations must not approach sponsors from the restricted list issued by the Development Office every semester. To address student needs, student

groups may submit their wish list of potential sponsors to the OSD even from those included in the restricted list. The Development Office will, then, look at each case and may grant approval for worthy cases. No sponsor is to be approached prior to obtaining the Development Office's approval. Failing to do so might result in disciplinary action against the student organization. All wish lists shall be submitted together to the Development Office for approval no later than three weeks from the beginning of each semester.

6. Organizations & committees must submit the benefit package to the OSD for approval. All cover letters to be submitted to the sponsor for the benefit package must be co-signed by the OSD. You can then approach your potential sponsors to negotiate agreement.
7. When you finalize a deal with the sponsor, you should request issuing a contract from the OSD. You must fill in a **Contract Request Form**. You must have all the information about the company such as name, nature of the company business; company representative and his/her contact number. The process of issuing the contract takes 2 working days. You should first sign 3 copies of the contract with the selected sponsor, and then get the OSD to co-sign and stamp it prior to giving each party its own copy
8. Students must fill in the **Financial Responsibility Form** in order to be committed to return the OSD copy of the contract. Failing to do so might result in disciplinary action against students and their organization will be fined.
9. The student asking for the making of contract is held responsible for collection of funds from the sponsor and must fill out the **Funds Collection Form**. The

funds should be paid in checks in the name of the American University in Cairo. If a small contribution is made in cash payments, the OSD should be notified and the student organizer is responsible for depositing the amount matching what is stated in the contract in the CIB account. The student is also responsible for returning the CIB Bank receipt to the OSD to be kept with the sponsorship contract.

10. When your sponsor plans to visit the campus, you must submit a request for security permits for the representative(s) of the company.
11. When you are sure of the exact items that will be brought to the booth, as agreed in the contract, you should fill out a detailed description of those items in the security form. This has to be submitted at least two working days prior to bringing any items to campus. Throughout such interactions, make sure that one person from your team is assigned to properly coordinate such tasks.

## **Section 4.4 Detailed Guidelines for Booth Reservations**

### **Part I – General Notes**

1. Failure to comply and abide by all outlined policies and regulations will result in the loss of booth reservation privileges in direct proportion to the number of rules violated. In case of extreme misuse, the Office of Student Development and F&O may assign penalties other than those listed in these policies.
2. Only recognized student organizations, or university departments may reserve space.
3. Students are only permitted to approach companies not mentioned in the restricted list. The details of potential sponsors provided on the activity form must first be approved by the Office of Student Development before any further action is taken.
4. Businesses whose sole activity lies in alcohol or tobacco are forbidden from sponsoring any events on campus. Some sponsors, whose products could reflect negatively on the University image if promoted on campus, may not be allowed in. No political or religious groups or parties may sponsor events on campus.
5. Event organizers must secure prior approval of potential sponsors from the OSD.
6. Name of sponsors and their proposed promotional setup/ equipment must be submitted to the Office of Student Development (for student activities), the Security & Safety Office 48 hours prior to the scheduled activity to obtain necessary security permits.

7. Sponsors are not allowed to have any commercial sales on campus except during night events, welcome parties, carnivals, charity events etc.
8. No built-in booths are allowed.
9. The maximum number of sponsors on a given day can exceed 5 booths.
10. Sponsors are allowed to have only one booth per day (Double booths are not allowed). The sponsors are only allowed in Pergola area next to Alfi Hall.
11. Sponsors will be held responsible for the condition of the space after the event completion and may be held financially liable for any damages.
12. The upper sign of the booth can not exceed 3.2 meters in width and 1 meter in height. Decoration is limited to the interior of the booth and signs should not exceed 1m in height and width. No additional furniture is to be used at the booth other than the two chairs provided. Mock ups or dummies can only be permitted inside the booth if they can fit in.
13. No musical equipment and furniture are allowed to be used in the booth area.
14. Re-designing of the booth is not allowed, the booth must be kept with the same shape.
15. All student Organizations are not allowed to move the booth from the location that will be specified on reservation time.
16. The University is not responsible for posters, banners, or printed materials left in the booth area after the reservation.
17. Damage to the booth will be charged to the party holding the reservation.
18. Distribution of printed materials at the booth is permitted, provided that each item is clearly labeled with the name of the organization.

19. Student selling of merchandise/ tickets or raising of funds/ donations/ for any reason, is subject to prior approval. Approval is required for each individual item, and is not related to the availability of a booth.
20. Selling food materials and home-cooked food is only permitted in the Student Union Market. Permission can be granted by the SU Service Committee Chairperson.
21. The price of each booth in the Plaza is L.E. 1500 per day.
22. The price of each sponsor banner is L.E 500 per day. Dimensions are 2x 2m
23. Failing to comply and abide by the above mentioned rules will result in a fine of L.E. 500 that will be charged to the organization's account.

## **Part II – Reservations and Cancellations**

1. Booths are assigned on a first-come, first-serve basis. Users may occupy only the specific booth that is assigned to them. Each organization will provide identification slips on each booth giving the student organization's name, the time, and the date.
2. To reserve booths, eligible parties must send their requests to the OSD during regular office working hours (9:00am- 3:30pm). E-mails must clarify the purpose of the booth usage.
3. Shared use of a booth may be permitted upon mutual agreement between no more than two reserving groups, provided prior approval of such activities is obtained from the Office of Student Development by each group.
4. Cancellation of a reservation is required immediately by the organization in case the sponsor or organization is not able to show up. After two no-shows with failure to notify, the organization will be fined **500 LE per day**.
5. A student organization **MUST** confirm its reservations with the Office of Student Development within the announced deadline. The Office of Student Development maintains a waiting list for student organizations that need a booth.
6. Releasing booths must be done through the Office of Student Development.
7. A student organization cannot release on its own a booth reserved to another organization.

### **Part III. Banners Guidelines and Regulations**

In order to reserve a banner space, student organizations must follow the following procedures:

1. A student organization must send a request for banner space to the OSD staff member in charge of booths and banners' reservations.
2. Banner design must be attached with the reservation request.
3. Banner size must not exceed 2X2 m.
4. The deadline for reserving the banner space is Sunday before noon (12:00 pm), in order to reserve a banner for the following week.

## **Section 4.5 Freedom of Expression Procedures**

AUC's freedom of expression policy grants students, faculty and staff the right to free expression on campus. The procedures below are designed to allow members of the AUC community to fully exercise their right to free expression without impinging on the rights of others, damaging or defacing property, disrupting classes or blocking access to the University or University-scheduled events or ceremonies. In addition, individuals who exercise their right to freedom of expression must follow all other University policies and applicable laws. As stipulated in the policy, the right to freedom of expression does not absolve faculty, students and staff from their responsibilities as members of the AUC community.

### Public Assembly

1. Organizers must send an e-mail notification to the Office of Public Safety at [publicsafety@aucegypt.edu](mailto:publicsafety@aucegypt.edu) at least 72 hours prior to the planned assembly, rally or demonstration. The e-mail must include: a) time the event is expected to start b) location on campus where it will be held c) expected duration and d) whether sound amplifiers will be used. The Office of Public Safety may request a change in the location or timing of the event, if sound amplification or the proposed location will either disrupt class or block access to other University functions.
2. Recognized student clubs and organizations should also notify the Office of Student Development (OSD) 72 hours prior to the event. No approval is needed. Organizers must send an e-mail to [osd@aucegypt.edu](mailto:osd@aucegypt.edu) or send the same e-mail to both the Office of Public Safety and OSD.

3. All demonstrations or protests must be peaceful, avoiding acts or threats of violence. At the first indication of violence, security personnel will request an immediate end to the event.

4. Any member of the AUC community — a holder of an AUC ID with access to campus — is free to join any assembly on campus. Staff members who wish to participate must comply with all relevant staff policies including, but not limited, to applicable regulations governing working hours and appropriate use of resources.

5. Any individual who is a member of the AUC community is free to distribute printed materials, offer petitions for signature or make speeches without notification or approval. No one may be harassed, intimidated or otherwise unsettled by such conduct.

#### Procedure for Invited Speakers

1. All guest speakers must be invited through a University-recognized entity (office, department or student organization).

2. Any student organization interested in inviting a speaker must fill out an activity sheet, which should have the approval of its faculty adviser. The activity sheet must be submitted to the Office of Student Development at least 10 working days prior to the event to allow for necessary event planning and logistics. The activity sheet should be submitted to the associate director responsible for the student organization. OSD does not approve speakers, but the office must be notified.

3. To avoid duplication of activities, if more than one student association invites the same speaker, the Student Government will be consulted to give priority to the

student association that planned to have the speaker first. Special consideration may be given to the student association whose area of specialization fits the profile of the speaker. The Student Government is the final arbitrator of disputes over such invitations.

4. The Office of the President must be notified if government officials are being invited. A draft of the invitation to the government official must be e-mailed to the director of the president's office at least 10 working days prior to the event.

5. Faculty and staff members who wish to invite a guest speaker must do so through the relevant office or department.

#### Procedure for Distributing Publications

1. All members of the AUC community are free to distribute publications on campus.

2. Publications produced by student organizations should be shared with the organization's faculty adviser.

Hanging any posters or banners on AUC property must comply with the policies set by the Office of University Events regarding the reservation of display space. Any publications or banners that are affixed to University property without the appropriate space reservation will be subject to immediate removal.

## **Section 4.6 AUC Sports Center Facility Reservations :**

Reservations for use of the Sports Center, including all indoor and outdoor spaces, must be made through the Director of Athletics or his/her designee. A reservation form may be obtained from the Office of Athletics website. The form is required to be completely filled out before the request will be reviewed. Please submit all requests at least two weeks in advance. Once the application has been submitted, the applicant will be contacted by the Office of Athletics and informed on the status of the request.

Use of the athletic facilities, other than AUC events in the main ARTOC gymnasium, should be restricted to sports related activities intended for, and open to, the entire student body. AUC events will be given priority, when possible, over outside events. Team practices and competitions have priority in the scheduling process. Private or restricted use events that exclude and/or inhibit the recreational use of the facilities by the AUC community over extended periods of time will not be approved.

All non-AUC Office of Athletics events may be charged a rental fee. Fees vary upon the intended use, area requested and length of time the area is required. Supervision fees will also be included, depending upon the use and scope of the reservation. These supervision fees are used to provide Office of Athletics staff to assist during the rental period, and may not be waived.

Fees, for both reservations and supervision, must be paid no later than 48 hours prior to the use of the facility. Damages or additional fees must be settled within 48 hours of the completion of the reservation or event.

Participants must abide by regular AUC Office of Athletics regulations related to the specific facility to be used (i.e. proper footwear, age regulations, etc.) as well as all AUC campus regulations on gatherings and activities.

All signs, commercial banners or any other form of publicity to be displayed, broadcast, distributed or used in any manner at the sports facility are subject to review by the Director of Athletics or his/her designee. Prior approval of such items is required and should be requested well in advance of the event.

AUC sports facilities should not be used for fundraising or commercial purposes without expressed written permission. Lesson fees, professional charges for any type of instruction, or any other commercial use must be declared prior to the use of any athletic facility or area.

Any food, tents, fees charged to participants, team entry fees, other special requirements and all equipment to be used must be shown on the reservation form. Any outside vendors must be pre-approved by AUC, and may require a significant review and approval time frame. It's the applicant's responsibility to obtain approval from the appropriate AUC office(s) and include this in the application to Office of Athletics.

Clearance for admission of individuals to the campus, parking arrangements, security clearance and other AUC-provided services must be handled directly with the appropriate university offices before applying to Office of Athletics. The Office of Athletics handles only the facility reservation for space assigned to the department.

## **Chapter 5: Financial Procedures**

While the following financial procedures will not interfere with the students' rights to make decisions, they are there to ensure that the transactions of each organization are legally sound and in full consistence with the University's policies. Financial planning, budgeting, allocation, and implementation remain the responsibility of elected members; however OSD approval of the final budget is required.

### **5.1. Planning and Budgeting:**

The purpose of preparing a budget is to allow organizations to proactively address critical issues regarding their budget. Preparing a budget shapes the organization's future activities and helps achieve the goals of the organization. An organization's budget demonstrates the upcoming events and how the funds will be allocated. The budget is a financial representation of the organization's anticipated activities and operations for the upcoming year. Efficient budgeting is essential in order to effectively plan and execute student activities.

Allocation of activities fees:

The Student Senate set up a timetable to be followed by all organizations in the budgeting process.

The budget meeting is to be held no later than the second week of the beginning of the semester, in order to prepare and initiate the budget. The following items will be discussed at this meeting:

1. Discuss the long and short-term goals of the SU, student organizations, and conferences.
2. Identify operational issues to be addressed in the budget.

3. Identify information needed, estimates, and factors to be used in developing the budgets. The organization's president shall review and approve the organization's final budget and prepare a report on the anticipated activities and costs.

When developing a budget, here are some of the factors that need to be taken into consideration while assessing your projected needs:

1. Estimated income;
2. Funding sources and mechanisms;
3. Past years' income and expenses estimates;
4. Projects and their estimated cost;
5. Advertising campaigns;
6. Procurement of needs;
7. General expenses.

## **5.2. Funds Allocation:**

Following the first budget meeting, the final budget draft shall be submitted to the Student Union, which will divide the student activities fees among all organizations subject to allocation criteria. This process is subject to the approval of the Student Senate. The decision on the amount of funds allocated to each organization will be based on the following criteria:

1. The amount allocated is to be proportional to the membership size.
2. The organization's track record of activities, use of funds, and success of previous events.
3. The impact of the proposed events and their feasibility.

Several questions are asked while reviewing the proposed budgets:

1. Will the events draw a considerable amount of students?

2. Can the events generate sufficient revenue to ensure self-financing?
3. Does the organization propose to address any special needs?
4. Will these events fill in an existing gap?
5. How will this contribute to serving the University's mission and interests?
6. Do these events offer learning opportunities to the participants?

If a group has any enquiries concerning the amount of funds allocated to its activities, it should contact the OSD.

### **5.3. Budget Approval:**

As soon as the funds are allocated, the OSD shall approve the final budget. Based on the approved allocations for each organization, the treasurer of the respective organization shall prepare a cash flow scheme in order to effectively manage cash balances. The cash flow scheme shall be prepared on monthly basis and shall consist of two sides: the inflows side and the outflows side.

#### **Budget Variance:**

With the approval of the director of the OSD, the allotted funds for one item, an increase of up to 10% is permissible, if there is a surplus in another portion of the budget. This may be increased up to 15%, but only under special circumstances.

#### **Budget Review:**

If an individual variance of 5% occurs and a 10% variance occurs in total in one month, then the OSD shall be notified immediately. The OSD will analyze variances, provide justification, and report overall performance to the director of the OSD. The unit director, along with OSD staff, will determine a corrective plan of action.

## **5.4 Income**

Student organizations may receive funds raised by the group or disbursed through the University. Treasurers must maintain adequate records for tracking different types of income.

### **5.4.1 Types of Income:**

#### **5.4.1.1 OSD Allocation:**

These are OSD granted funds targeting assisting active student organizations to carry out certain activities or campaigns. The OSD decides on all spending and allocations for this fund according to objective criteria. It is important that the treasurer of the respective student organization verifies receipt of those funds by monitoring project statements and any receipt documents provided to the group.

#### **5.4.1.2 University Collected Activities' Fees:**

Use of these student activity fees must comply with the University Spending Guidelines, which specifies the percentages of this fee that each constituent receives. The percentages that go to the SU High Board, the clubs, the conferences, the graduate clubs, and the contingency fund, are all revised at the beginning of each academic year. The allocation will be disbursed on two payments: one in the fall semester and the other in the spring semester.

#### **5.4.1.3 Self-generated Funds:**

Self-generated funds are those raised by the organization for the purpose of financing specific events. Those funds are raised by members of the organization and deposited into the SU account by the treasurer. The treasurer of each organization must return to the OSD accountant a bank receipt showing that the funds have actually been deposited. The organization determines what types of income generating activities it will pursue, keeping in mind that all such activities must be approved in advance by OSD. Categories of self-generated funds include

sales, sponsorship, concerts & parties, trips, and/or membership dues. Detailed information and procedures for each type are listed under respective bullet-points below.

#### **5.4.1.4 Sales:**

All organizations conducting on-campus sales of any type must obtain approval by submitting an ‘Activity Sheet’ to the SU and OSD. Please bear in mind that commercial sales are prohibited. In such cases, all sales must be arranged through the OSD. Income generated from sales must be deposited directly into the SU account and classified on the deposit slip. No funds received from sales can be used by an organization without prior registration through deposition into the group’s account. Any exception has to be authorized by the OSD. Receipts must be issued to maintain accurate sales’ records. Refer to the following section on collections procedures for more details:

#### Sales check-list

1. Ensure that your activity has been included in your organizations’ approved yearly plan & budget.
2. All sales activities must be coordinated through the OSD.
3. Typically, there are occasions on which sales may be allowed, such as Valentine’s and Mothers’ Day.
4. Fill-in an Activity Sheet.
5. Attach details of the items to be sold with the activity sheet in order get to the OSD approval. Make sure that your booth reservations are done properly.
8. The person responsible will sign a Financial Responsibility Form at the OSD.
9. Obtain receipt booklet from the OSD.
10. A receipt must be issued for every item sold. Give the original to the purchasing individual. Keep the copy intact inside the receipt booklet.

11. Receipts must be used in consecutive order.
12. Collected funds must be submitted to the OSD intact.
13. All receipts must also be submitted to the OSD.
14. The OSD will reconcile the receipts with the funds collected.
15. The responsible student will receive a Responsibility Release Form from the OSD.
16. The SU outlet should have a monthly report showing the income and expenses, and has to be supported by appropriate receipts, and bank deposit slips.

#### **5.4.1.5 Sponsorship:**

Sponsorship may only be used to finance specific events. Sponsorships must abide by all the guidelines stated in the Advertisement and Promotions Policy (APP) and the Fundraising Procedures. “All funds collected via sponsors must be deposited into the SU account. All expenditures are to be approved within the limits of the financing available for the event. Thus, early collection is the key to the completion and success of any event. Under no circumstances shall a contract be made with a sponsor without the approval and consent of the OSD.” (OSD Website)

#### **5.4.1.6 Concerts & Parties**

Ticketed events must be prepared in coordination with the OSD. Organizations sponsoring an event with an admission charge or that include any major form of entertainment are liable to paying applicable taxes. If an organization plans to organize such an event, the OSD should be contacted well in advance. Tickets must be numbered consecutively and receipts issued to the individual purchasers. The OSD shall provide the necessary information and

monitor tax collection. The percentage of free invitations for the organization crew and guests has to be agreed upon in advance, and taken into account in settling the ticket income. This percentage is usually in the range of 5 to 20 percent of the total tickets. Sales of tickets shall be in campus. After reconciling sales with the cash collected, the treasurer shall deposit all proceeds directly into the appropriate bank account on daily basis.

#### **5.4.1.7 Trips:**

Fees for planned trips must be approved by the OSD. The selection of a tourism company may be chosen from the University approved list available at the Travel office, or the offers received by the student organizers. A minimum of three offers needed with justifications from the students. Collection of trip fees has to be through the WBS account set up for each trip at the Controller's Office. Each trip participant must pay at the CIB and keep the bank receipt as proof of payment. After reconciling the number of receipts with the cash collected, the Controller's Office will be able to make the payment installments to the implementing travel agency in accordance with the signed contract.

#### **5.4.1.8 Membership Fees:**

Membership fees for some activities may be collected from the participants. These include conferences and training workshops. Collection of such fees is subject to approval by the OSD. The treasurer shall collect all membership fees. Each student paying shall receive a receipt noting the amount paid and the corresponding event.

#### **5.4.2 Collection of Self-Generated Funds:**

Income collection is handled by the students under strict supervision of the OSD. The Treasurers of each organization are responsible for collecting income from the various sources of income, and depositing the cash or checks directly to the University Bank Account in the CIB. They shall also identify all income with a brief description of the source, so that the OSD accountant may classify income according to type of source.

Treasurers must prepare and issue receipts in all cases where cash is received. The OSD shall provide cash registers for the SU cafeteria and photocopying services if it is offered. Receipts must be numbered in consecutive order. When one receipt book is finished and another is started, the numbers should continue in series with the previous book. The original copy of a receipt goes to the student making the payment while the carbon copy remains intact in the receipt book. Receipt books are prepared by the OSD and are given to each respective treasurer, in compliance with these provisions. Each service should have its own list of specific guidelines, which must be followed by the volunteer students carrying out the service. Reconciliation between the bank deposit and expected income must be done at the OSD. Upon which, the treasurer's financial responsibility is cleared.

### **5.5 Expenses**

All funds spent drawn from an organization's account shall be used for the benefit of the organization. No funds may be spent for the personal benefit of individual member(s). Costs and expenditures incurred must comply with the SU and University spending guidelines. Below is a list of common types of expenses, along with comments on how to manage them. Any special conditions for payment are also noted.

Types of Expenses include:

**5.5.1 General Supplies:** General supplies include any miscellaneous items needed by the members of the organization. An example would be stationeries or coloring tools. In general, any expenses exceeding LE 30,000 may require a legal contract.

**5.5.2 Food:** Food may be ordered for an organization function such as receptions or meetings. The group may purchase prepared food from a food service provider. Valid receipts should be obtained as a proof of payment.

**5.5.3 Books, Magazines, and Publications:** Payment for publications should be made directly to the vendor provided that proper receipts are obtained.

**5.5.4 Printing:** Organizations may obtain photocopying and printing services on campus from either the University or the SU.

**5.5.5 Honoraria/Other Services:** Examples of honoraria payments include fees for lecturers, performers (singers), training expenses, etc. The request for payment should describe the service the person has or will perform, including dates if applicable. The organization must receive approval from the OSD prior to payment for honoraria. Approval is also required for payments concerning services provided by a University employee. No payment may be made to a University employee in exchange for his/her services if prior approval is not obtained.

**5.5.6 Rentals:** Organizations may rent various items from local agencies. The organization is responsible for returning all rented items in good condition. The vendor may hold the organization responsible for failure to return items in an acceptable condition.

**5.5.7 Capital Expenses:** Examples of capital expenses include office furniture and computers. All capital expenses should be approved by the OSD prior to commitment of funds. Record of the approval shall be made in the organizational

meeting minutes. Student organizations should contact the OSD to obtain an inventory number prior to purchasing capital equipment.

**5.5.8 Gifts:** Monetary gifts or ‘tips’ to university employees are strictly forbidden. Trophies should be obtained from approved vendors, and should be of good quality.

### **5.6 Vendors’ List and Procurements:**

1. An updated Suppliers’ List is compiled every year. Students are encouraged to deal with vendors who proved to be reliable. Selection of the vendors is the responsibility of the students. As required by the AUC Legal Affairs Office, the OSD co-signs and approves all agreements with vendors. No agreement is final without OSD authorization.
2. Agreements with vendors shall detail the terms of service, quality assurance, regulations, payment methods, and any other issue related to protecting the University and its image.
3. Members of the SU, clubs, and conferences are encouraged to deal with vendors listed in the Suppliers List. If the students decide to use vendors from outside the list, they have to submit the tax information for the vendor for excising the appropriate tax in accordance with the local laws.
4. The following are the minimum vendor requirements that must fulfilled:
  1. A working tax file and an ID number;
  2. Willingness to sign a contract co-signed by the University;
  3. Issuance of an invoice for every sales action;
  4. Issuance of a payment receipt for every payment made;
  5. Willingness to accept payment on credit;
  6. Additional requirements will be set by the OSD as deemed necessary;

7. For each product/service category, a clear and concise description of the goods or services to be purchased should be developed by the person most technically proficient with the requirements. The specifications shall be as detailed as possible; it shall include minimum acceptable standards (brand name or equal) and the special features of the named brands.
8. The number of the vendors to be included in the list is potentially unlimited provided that they meet the above-mentioned criteria.
9. Vendors can send their invoices directly to the OSD. Payments to vendors are made by check in compliance with the disbursement rules, which are detailed in the next section.

### **5.7 Bank Account and Payments:**

The Student Union and Student Clubs Bank accounts remain open with CIB, AUC branch. It is forbidden to open a bank account for the SU or clubs under another name with any other bank anywhere else. All checks require the signatures of two of the OSD staff. Checks greater than LE 10,000 to one vendor require the approval and signature of the Vice President of Student Affairs. Check books are kept under the supervision of the associate director in charge. Bank statements will be issued to the OSD and the SU, so as to reconcile all transactions in parallel.

#### **5.7.1 Payments:**

Payments are only done via checks. These require submission of an invoice, or a receipt from the vendor. Receipts must be judged valid. All receipts must include the tax file number, the commercial file number, and the sales tax registration. Checks must be requested, at least three working days in advance, to allow sufficient time for processing of the paper work.

### **5.7.2 Petty cash:**

Petty cash is cash that is on hand in order to purchase something that is vital. The amount of the advance should not exceed 5000 LE unless special circumstances arise such as conference openings. This cash is only to be used for the purpose stated in the petty cash application and is subject to the approval of the OSD. Find below a list of few restrictions and provisions regulating petty cash utilization:

1. The advance is only issued in the name of the organization's treasurer.
2. Settlement must take place within one month of cashing the advance. Settlement forms are used for this purpose.
3. All documentation and receipts need to be submitted to the OSD with the settlement.
4. All receipts will have the withholding tax deducted from them in compliance with the regulations of the Ministry of Finance.
5. Once the petty cash is reconciled by the organization, another advance can be requested.
6. In very special circumstances if receipts are lost or when vendors do not have appropriate receipts, then special statements certifying that the event has been held and that the budget lines have been spent. This must be verified by the club officers and the associate director in charge. This has to be kept to minimum to deal with such cases.

### **5.8 Bookkeeping:**

Maintaining an account with a positive balance is mandatory. Failure to achieve that may lead to actions, which could affect the organization's recognition as a registered organization. The SU and all student organizations must maintain an internal accounting system which corresponds to generally accepted accounting

principles. This system must ensure the efficient tracking of receipts and expenditures which, according to basic accounting principles, should be kept separate. Among other advantages, this practice ensures that at any given point in time there will be enough funds to cover upcoming expenses.

Organizational treasurers shall keep ongoing ledgers, which keep record of each transaction. Records may be kept either on ledger paper or by computerized ledger. Each transaction is registered either as an expense or as revenue, and then the balance column is totaled to reflect the transaction. This procedure is the same as a simple checking account ledger. The ledger should also keep separate balances for income or revenues and expenses. Finally, all income and expenses should then be classified under the appropriate budget item according to the organization's budget. Examples of income include fees, sponsorship, and allocations. Common expense categories could include telephone use, printing, rentals, and advertising. Organizations should spend according to the line items listed in the budget. At the end of each semester, ledgers should be balanced with the treasurer's books and be subjected to internal accounting by the OSD. At that point, if any errors appear on statements, the OSD shall be notified as soon as possible. Ledger books, accounting guidelines, and any further information pertaining to generally accepted accounting procedures can be obtained from the OSD.

Internally, the OSD shall have its own accounting system, set up with organizational treasures to keep track of funds and receipts. All receipts and documents must be judged as valid by the OSD. To be judged as valid, any finance-related document must include the name, address, and phone number of the vendor, a stamped receipt, and tax file numbers must appear on the invoices or receipts.

## **5.9 Financial Responsibility**

An organization treasurer bears the responsibility of overseeing the finances of the organization and submitting proper reports to the OSD. Signatures on organization registration applications will be used to verify signatures on vouchers or any other official document. A Treasurer handling cash must sign on any advance received. Any debt which is not settled with proper receipts, or any income after expenses which is not deposited, will be charged to the student account of the organization's treasurer. Upon having reconciled the advance, the charges to the student's account will be transferred through the account of the Student Union.

## **5.10 Auditing:**

There shall be a periodical audit of the books of any particular organization. All of the organization's financial records must be made available to auditors and the treasurer should submit financial statements as required. Financial records include deposit slips, payment vouchers and ledger pages. Budgets and any other relevant financial documents are also useful. It is the responsibility of the respective treasurers to ensure that the books give reliable and credible information about the amounts spent and that proper documentation and approvals have been obtained. The OSD acts as an internal controller for the SU and club finances. To ensure that all financial transactions take place in full compliance with professional standards, an external audit is set by the University. Any audit errors must be rectified with the proper corrective actions the following year. The University reserves the right to follow more strict financial procedures in a case where any abuse of the current system is detected.

## **Chapter 6: STUDENT TRAVEL**

### **6.1 General Procedures:**

The following are general rules that apply to student-organized trips. Kindly make sure that you are aware of such procedures before planning any trips:

#### **6.1.1 Local and Overseas Trips Proposals:**

All local or overseas trips organized by student clubs or associations must be approved by the OSD. However, if an organization wants to plan a trip, they shall first consult the SU in order to avoid any scheduling clashes. Student organizers are asked to provide well-written proposals for their planned trips. The deadline for receiving trip proposals is normally at the beginning of the semester, and is announced by the OSD to all student groups. No proposals will be accepted after the announced deadline. Your proposal should include:

1. A detailed Program: The day-to-day program shall target a clear educational purpose, be interactive, and meet the needs of the students. The minimum contact hours should not be less than 6 hours per day. Only one free day is permitted. Bear in mind that two trips cannot go to the same destination simultaneously. Moreover, overseas trips should have one destination /one country only since the logistics involved in moving from one country to another could overload the program of the trip.

2. The cost of the program per student should be calculated. Students should adopt a break-even model and be aware that organizing a trip is a service to their fellow students, and hence, no profit should be made out of it. The maximum number of participants, including the chaperones and the organizers, is 50

persons. The full cost of the trip shall include the following:

1. Cost of staying at a decent hotel (minimum five stars locally and three or four stars overseas)
2. Cost of hiring a facilitator or a trainer if the program entails structured sessions. It is very much encouraged that students integrate an experiential learning component in their programs.
3. Cost of medical insurance and accidents.
4. Cost of issuing visas, if students are traveling abroad.
5. Students are allowed to add a full cost of one person to the overall cost of the trip to cover 50% subsidy for two organizers.
6. Accommodation in single occupancy and transportation for the chaperone must be part of the trip cost. For general University trips, the OSD shall cover the chaperons' per diem, emergency fund for each trip, and any other chaperon-related expenses. In case of overseas trips, the free tickets shall go towards the chaperons, as it has been the case with all OSD- sponsored overseas trips.

3. Students should be aware that their proposal should include offers from any three travel agencies. They are encouraged to consult the AUC Travel Office to get any suitable offers.

### **6.1.2 Selection of the trips:**

Upon receiving trips' proposals, the OSD in consultation with the Student Government will choose the best proposals within the limitations agreed upon each semester. The choice will be based on the merit of the proposal submitted. Once the choice is made, the student group is notified to proceed with organizing the trip.

### **6.1.3 Travel Application Form:**

Students registering for a trip must sign a Travel Application Form on making the payment. Students under 21 years of age must have the form signed by one parent or a guardian. Students who fail to return the form will not be allowed to participate in the trip.

### **6.1.3 Student Participation and insurance:**

Student reservations are on a 'first-come, first-serve' basis, with no more than 50 participants for any local or international trips. Participation in AUC trips is open to only AUC students. This is due to the cost incurred by the University to support student trips and the liabilities thereby involved. The only exception is when trips are to be organized to Saudi Arabia, since each female participant is only granted a visa if she is accompanied by a male first degree relative. Student clubs or conferences planning any local or international trips should be aware that only their members are permitted to participate in their trips. Faculty advisors should be traveling with their own student groups. Such restrictions do not apply to the Student Union since it is the elected body of the students.

The list of participants needs to be submitted to the OSD before the deadline set for each trip. The list should include the participants' ID numbers, phone numbers, and emergency contacts. Failure to provide such information could result in cancellation of the trip without prior warning and at the OSD's sole discretion. It is imperative that this list be submitted on time to secure travel insurance for each participant. Chaperons shall ensure that the participants present at the time of departure are the same participants on the list submitted to the OSD. Any student whose name does not appear on the list will not be allowed to participate in the trip.

#### **6.1.4 Insurance:**

The OSD shall coordinate the travel insurance for all participants appearing on the final list with the AUC Risk Management Office, granted all previous requirements have been met. Overseas trips require an additional medical insurance. The OSD is responsible for making sure that insurance payment is made. Copies of the medical insurance are given to the chaperons of the overseas trips.

#### **6.1.5. Selection of a Travel Company:**

Out of the three travel offers submitted by the students, one is selected as the best offer based on price, and quality of service, etc. The selected travel agency is not permitted to accept any travel requests from AUC students not listed in the official AUC list. If this is detected, a financial penalty shall be imposed on the tourism company since this may be misleading to the University, the students, and their parents.

#### **6.1.6 Deposit Payment and Refunds:**

A WBS account at the CIB is set up for each trip. The organizers are responsible for making sure that payments are made at the CIB. Payments and refunds are made by the Controller's Office and they have to follow the signed contract with the selected travel agency. Refunds are made after the trip is implemented.

#### **6.1.7 Trainings and Retreats:**

Certain training companies have remote locations for experiential trainings. In this case, the organizers of the training may make arrangements to stay in the training facilities by making a contractual agreement with the training provider, which must

explicitly state the expected type of lodging and the cost per person. It should also state all details of the trip including the payment scheme, the responsibilities of the implementing companies, penalties, etc. Transportation should be organized either through the travel office or the AUC transportation service provider. All such arrangements require approval of the OSD.

#### **6.1.8 Outings:**

Student organizations often plan some outings throughout the year. Outings are usually planned in areas within Greater Cairo, and are primarily for purposes of socializing among members. It is important when submitting the activity sheet for an outing to include all the required details, such as the outing program, the number of participants, and the names list. The University mandates that an accident insurance be provided for every student appearing on the final list of participants. Every outing has to have a chaperon: either a faculty or a staff member. Transportation to the place where the outing is held should be arranged either through the AUC Travel Office or the AUC transportation service provider.

#### **6.1.9 University- Sponsored Travel:**

The OSD may organize certain trips overseas for students to participate in cultural festivals, attend a student conference, or visit another university abroad. In this case, the OSD handles all arrangements related to the trip. These include selection of students in accordance with approved criteria, planning the program, paying for the insurance, and arranging the accommodation and air travel through the Travel Office. Whenever possible, students may receive a partial subsidy towards the cost of the trip.

### **6.1.10 Independent Student Travel:**

Quite often students are invited personally to various conferences or conventions abroad. Such invitations could be linked to the study of a particular discipline, or focal area of a student organization. Students are encouraged to discuss such travel plans with their parents or guardians, especially if they are below the age of 21. This experience could be a great for their personal and professional development. Yet, it is important to note that any personal travel is the sole responsibility of the student, without any liability or responsibility on part of the American University in Cairo. Egyptian male students who need a military permit to travel abroad should do so on their own through the Military Zone they are affiliated to. Students are entitled to get a registration certificate from the Registrars Office in accordance with its rules and regulations. As a matter of basic policy, the OSD does not issue any letters to any entity inside or outside AUC to facilitate independent travel since this creates great confusion with regards to who is accountable for the travel arrangements. Students planning to travel in groups on their own are not permitted to use any of the University facilities to advertise for their planned travel since these are unofficial trips. This is a serious violation to AUC Code of ethics since it could be very confusing to parents and to the students, and may impose a liability issue on part of the AUC.

### **6.2 Organizers Responsibilities:**

The head organizer should be one of the key officers of the student organization organizing the trip. He/she should demonstrate strong leadership qualities, and should have experience in handling trips, as well as a record of efficiency and dependability. The head organizer is usually assisted by a crew of fellow students to help him/her execute his/her responsibilities. As representatives of the University and the SU, organizers should do their best to protect the reputation of

their students and the university at all times. The following are the key responsibilities of the organizers:

### **6.2.1 Program:**

Organizers should do their best to arrange a comprehensive and creative program that makes it worthwhile for participants. Remember, you want the student to leave with a positive attitude towards student-organized trips. Organizers must communicate the program itinerary of the trip to the chaperon(s) and the participants at least one week prior to departure date.

### **6.2.2 Rules and Regulations:**

The organizers should ensure compliance with the following rules:

A fair process shall be in place for the selection of travel agencies and the enrollment of student participants, and that involves:

1. Informing participants of regulations and expectations prior to departure. The organizers should play a positive role in assisting the OSD complete all the travel applications, visa requirements- if applicable, and waiver forms.
2. Ensuring the compliance of the trip program and all relevant University policies, as well as all government laws country where the trip is headed.
3. Organizers must ensure the delivery of agreed- upon services to participants at the agreed- upon price.
4. Exerting all possible effort to ensure the safety of participants. In case of an emergency of any kind, the organizers should first ensure the safety and security of the student(s) involved. They should then immediately contact the Chaperons, who are provided with a list of emergency numbers prior to departure.

5. Seeking out the chaperon's advice in regards to any emergency during the trip.
6. Reporting any difficulties they may have experienced either in the planning or in execution of the trip. These comments are always useful and help make future trips better.

### **6.3 Participants' Obligations:**

As the organizers bear certain responsibilities, so must the participants. The weight of the responsibility for proper conduct falls on the individual student, in whom the university places the trust of its community. As such, participants should follow these few guidelines:

1. Members of the university community must accept responsibility for conducting themselves in a proper manner at all times, including on public transport and in public places.
2. Participants should be aware of the fact that they represent the university at all times.
3. Participants are required to stick to the program. On international trips, it is important to note that once the chaperon hands over the boarding passes to students at the airport, it becomes the sole responsibility of the student to remain with groups so as not to miss the flight. Students are required to use the transportation provided in the trip program. This may not be changed even in the presence of parental permission because the insurance coverage is only valid when AUC explicitly declares the route of the trip prior to its departure.
4. Students should abide by the University Drug and Alcohol Policy and any other specified regulations on student conduct as outlined in this handbook and the Student Handbook.

#### **6.4 Chaperon Responsibilities:**

The OSD shall select chaperons for all the trips. In order to involve a variety of staff and students, a given faculty or professional staff member may chaperone a group for overnight trips, only once per academic year. The number of chaperons depends on the number of participants, with a ratio of one chaperon to every twelve. For trips abroad, the chaperon should have had the experience of chaperoning a trip in Egypt first. It is also recommended that the chaperon has previous experience in the country to be visited.

The chaperone is the link between the students and the University. Below is a list of responsibilities that the chaperon bears:

1. Prior to the trip, it is imperative that the chaperon meets with the coordinating student organization and other supporting University departments such as the Security and Safety Departments, the Travel Office, the AUC's Clinic, and the Risk Management Unit. This is so since the chaperon should know who to contact and what to do in case of an emergency.
2. During the pre-departure meeting with the students, the chaperon communicates the program details to all participants. This should give everyone a chance to discuss trip arrangements and expectations of conduct.
3. Upon departure, the chaperon is responsible for ensuring that the participants who are present at the time of departure correspond to the list of participants as submitted by the organizers to the OSD. Participants are not permitted, under any condition, to select a vehicle on their own (unless it is a medical emergency). Students going on their own will have their accommodation cancelled, and they will forfeit all their right for refund, and may be subject to further disciplinary action.
4. The chaperon is there to assure the safety and well-being of the students. The

chaperon can expect the student organizers to handle most situations throughout the trip. However, students are encouraged to seek the chaperon's advice, and the chaperone should intervene whenever he/she deems it necessary. He/she is also expected to play a key role in case of emergency.

5. The chaperon makes sure that the activity ends as planned on the approved Activity Sheet.

6. Chaperons are expected to serve as role models for students and to ensure that students' behavior complies with the AUC standards. In order to facilitate the chaperon's task, the OSD shall provide a letter addressed to each of the hotels where the group will be staying informing the management of the chaperon's responsibility of the group and to the University.

7. Chaperons shall enforce all relevant regulations, including the University Drug and Alcohol Policy. Hence, students are not allowed to drink alcoholic beverages on University trips, (Please find below the University Drug and Alcohol Policies and Procedures).

8. Within one week of their return, chaperons are requested to fill out the Trip Report Form supplied by the OSD. Any perceived irregularity or suggestions for the future will be kept on file by the SU and the OSD to help with future trips.

### **6.5 Violations of Proper Student Conduct:**

Participants are expected to comply with the AUC conduct guidelines, as stated in the student Handbook. Violators of the code of conduct will be subject to disciplinary action, and may be banned from participating in any social activity. Reported cases of misbehavior are taken quite seriously. Chaperons have the right to confiscate the ID of the student, take action against the violating student(s) in case their behavior becomes disruptive to the trip program. This includes verbal

and written warning to the students, or referral to a disciplinary committee. Chaperons may take additional measures in consultation with the AUC administration to address any excessive disruptive behavior. They should report any violation upon returning to the University. Types of misbehaviors include fights, sexual harassment, quarrels, disturbance, violations of Drug and Alcohol Policy, or verbal/ and or physical aggression.

### **6.6 The University Drug and Alcohol Policy:**

As stated in the AUC Student Handbook, "*University Drug and Alcohol Policies and Procedures: In light of article 34C-4 of the Egyptian Drug Law, which provides severe penalties for anyone convicted of possessing, buying, selling, handing over, transmitting, presenting for consumption, or trading drugs in educational premises; in conformity with requirements of the US Drug Free Workplace Act of 1988, which is applicable to all institutions receiving grants from the US government, including AUC: in conformity with the US Drug Free Schools and Communities Act amendments of 1989 (Public Law 101-226): and because of our own desires, it is the policy of AUC to prohibit the manufacture, distribution, dispensing, possession or use of any controlled substance (drug) or alcohol by students and employees of AUC, on the AUC campus or at student activities. Disciplinary action for violations of this policy may range from warnings to participation in rehabilitation programs to dismissal. Alcohol Policy: As a matter of standing policy, AUC has long prohibited any use or dispensing of alcohol whether prohibited by law or not, on the campus and in student activities. Egyptian law prohibits the serving or drinking of alcohol in public places except in hotels, tourist establishments and clubs of a tourist nature. AUC's policy is not only to conform to that law by prohibiting any unlawful possession, use or distribution of alcohol by students or employees on*

*the AUC campus, but also to preclude the presence of any alcohol in student activities. Dangers of Drug and Alcohol Use: Drug and alcohol abuse is a serious problem in society at large, including schools and universities. The use/abuse of alcohol, drugs and pharmaceuticals can create addiction in users with permanent harmful physical and psychological consequences for individuals and for unborn children. Family members also can be adversely affected by behavior resulting from such use of these substances."*

### **6.7 Walk Steps for Local or Intentional Trips:**

1. Write the trip proposal in accordance with regulations listed in the "Trip Section of the Student Leaders Guide". Submit the activity form along with the proposal before the deadline set by the OSD, which is at the beginning of each semester.
2. If your proposal is selected, you should obtain three offers to choose from. Select the best offer based on the quality and price of the offer.
3. Inform the OSD of your preferred choice with proper justification and pick up your approved activity sheet along with the Trip Package, which includes the Trip Application Form, the Student Information Form, and the Student List Form.
4. Reserve a booth to invite students to participate in the trip. This should be done at least two months prior to international trips and one month for local trips. You should submit all the filled out applications before the deadline set by the OSD.
5. You should carefully plan the process of trip fees payment by participants at the CIB in the assigned WBS account for the trip. Obtain the collection advice from the OSD, which may vary from student to student based on the fact that some need visas while others do not besides the room type (double or

triple). Once payments are received, a legal contract is signed with the implementing agency based on the offer.

6. The Same procedure shall be followed when organizing the students to obtain visas from respective consulates of the countries to be visited. Organizers must make sure that all students carry the needed documents prior to the interview, such as bank statements, past visas, University registration certificates, etc. Organizers should make sure that participants show up on time for their visa interviews. Any late submission of the required documents could result in cancellation of the student reservation.

7. It is obligatory to make sure that all participants are clear of any academic or social probation, Priority is given to first comers; as such activities serve on first-come-first serve basis. The number of participants can not exceed the limit set by the OSD. Remember that the number of chaperons and organizers is included in the 50 person-maximum limits. The ratio of chaperons and organizers is 1 : 12.

8. Prepare the final list of participants who made payments. This should include the full name in both Arabic and English languages, ID and contact numbers, to be used in case of emergency.

9. Assist the chaperon in accordance with the responsibilities spelled out in the Travel Section of the Student Leader Guide.

10. Prepare the trip evaluation sheet, and make sure that they are filled out.

### **6.8 Walk Steps for Outings:**

Organizers shall integrate their outings in the club plans that are to be submitted early in the semester.

1. Make sure that the faculty advisor approves of the outing and its program.
2. Fill out the activity sheet at least 15 working days prior to the outing, to obtain the approval of the concerned unit head.

3. The outing shall have a clear purpose, and any planned activities within the framework of the program should be explicitly spelled out.
4. The final list of names and the insurance fees shall be submitted at least five working days prior to the event, to allow for sufficient time for processing the insurance request.
5. Faculty advisors and professional staff members are encouraged to chaperon student outings. If this is not available, the OSD may arrange an escort for the group from the AUC Security Office.
6. Transportation can only be arranged through the AUC Travel Office, or the University Transportation Service provider.
7. Any outing arranged for any student organization is only restricted to its official members only. This has to be approved by the faculty advisors and the unit head. Chaperons will report on the conformance of the organizers to all University rules and regulations.

# **Appendix: Forms**

# Activity Planning Form

Serial # -----

## Information Section: "To be Filled by the Student Organization"

- Student Organization: \_\_\_\_\_
- President of the Organization: \_\_\_\_\_
- Advisor Name: \_\_\_\_\_
- Organizer Name: \_\_\_\_\_  
ID # \_\_\_\_\_ Tel # \_\_\_\_\_
- Event Title: \_\_\_\_\_

## Activity Section: "To be Filled by the student"

- Lecture Date: \_\_\_\_\_
- Party & major event Time: From: \_\_\_\_\_ To: \_\_\_\_\_
- Trip Place: \_\_\_\_\_
- Conference Number of audience: \_\_\_\_\_
- Banner Chaperon / Advisor: \_\_\_\_\_
- Other: \_\_\_\_\_

## Activity Section:

I agree to chaperon/ attend the event: Yes ----- No -----

Signature: -----

## Requirement Section "To be Filled by the OSD"

- Room Reservation Approval Form
- Details of Event / Lecture
- Membership list and application of all organizations
- Trip package
- Event budget plan with in / out come
- Sponsorship Package
- Flyers & Publications
- Deadlines for requirements: (One week prior of the date of the event )

Unit Manager / Director: \_\_\_\_\_  
Student Organization / the SU: \_\_\_\_\_  
Associate Dean: \_\_\_\_\_ Security/ Safety: \_\_\_\_\_  
F & O : \_\_\_\_\_  
Dean of CACE/ Library/ J.C. \_\_\_\_\_  
Associate Dean : \_\_\_\_\_



# Funds Collection Form

Student Organization: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Mobile#: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Payment Terms:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I am committed to return a signed copy of the contract and the collection of funds form to the Office of Student Development, and failing to do so might result in disciplinary action against me and my organization will be fined.

Signature: \_\_\_\_\_ SID: \_\_\_\_\_

=====

This is to certify that ----- ID # ----- has submitted the required documents as detailed above.

NAME OF OSD MEMBER: ----- DATE: -----

POSITION: ----- SIGNATURE: -----

## **Credits and Acknowledgements**

The Office of Student Development would like to recognize all the staff members that contributed to the development of the text throughout the years:

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Mia Monarca

Sherine El Saqqa

Aida Maged

Sayed Omar

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