

University Services and Resources

ASMSU Funding Board **332 Student Services Building, 355-8266**

The Funding Board allocates student tax money to student organizations for projects, equipment, publications, and promotion. To apply for funds, student organizations can pick up an application in 307 or 332 Student Services Building.

Campus Life Orientation Programs **101 Student Services Building, 353-3860**

The Campus Life Orientation Programs staff organizes and coordinates orientation programs in addition to those provided for new students during the Academic Orientation Program (AOP). These programs occur during the fall Student Life Orientation, at the beginning of each new semester, and throughout a student's first year on the campus. It is the intent of the staff to assist students in becoming knowledgeable and comfortable with the MSU support service programs and the MSU environment.

MSU Police **Public Safety Building, 355-2221**

Student organizations are often required to contact MSU Police regarding their event. Sometimes MSU Police may need to be notified for purposes of information only, and sometimes it may be necessary to have MSU Police personnel at the event. Referrals may be made to MSU Police for the following types of events:

- Campus runs
- Marches/rallies
- Outdoor events
- Marathon events
- Any major conferences
- Any event that may cause a potential traffic or parking problem
- Dances/parties/mixers etc.

Student Activities will give instructions to student organizations regarding whether MSU Police need be contacted when processing the APF.

Instructional Media Center (IMC) **126 Instructional Media Center, 353-3960**

Student groups needing audio-visual equipment for their event should secure those services from IMC. IMC will require to see and sign the APF. Groups should see IMC before returning copies of the APF to Student Activities office.

**Internationalizing Student Life Program
101 Student Services Building, 355-8288**

The Internationalizing Student Life staff work with faculty members, staff, and student organizations to develop and coordinate programs that will allow students to (1) learn about cultures other than their own through co-curricular interactions with members of the University community, (2) develop interpersonal communications skills specific to successful cross-cultural exchange in preparation to live in a more culturally heterogeneous, global, and increasingly mobile environment, (3) have out-of-class interactions among faculty, students, and staff of diverse, international backgrounds, and (4) learn how international social, political, cultural, and economic forces affect their lives. These programs occur in academic departments, residence halls, the MSU Union, and the International Center. By participating in these co-curricular activities, students will learn about the variety of cultures which coexist in the contemporary global environment and the social, political, economic and cultural forces which affect international relations as well as develop needed skills for success in their chosen careers.

**Judicial Affairs
101 Student Services Building, 432-2471**

The Judicial Affairs staff provides direction and coordination for the development and administration of judicial policies and procedures. Duties include the development of programs that help the University community living and judicial process. The staff serves as trainers for judicial bodies, judicial hearing officers, administrators of judicial records, and advisors to the judiciaries.

**Legal Services
329 Student Services Building, 353-3716**

The Associated Students of Michigan State University (ASMSU) retains three attorneys who provide free legal counsel to undergraduate students.

**Physical Plant
Physical Plant Building, 355-8485**

Student groups should be informed by Student Activities or the facility manager whether they need to secure Physical Plant services. Some of the reasons a student group may need Physical Plant Services are: to clean a facility after use; to open or close a building when using the building after regular operating hours; to move something from one facility to another; to obtain materials for which Physical Plant has responsibility (e.g. stage, ladder, tables, chairs, etc.); or to have electrical power set up for outdoor events. There is a charge for all Physical Plant services and student groups are required to have an open University account.

Students may obtain these services by completing a Service Request Form. Students can obtain these forms from either the facility manager or the Student Activities Office, 101

Student Services Building. Physical Plant Request Forms must be filled out in quadruplicate.

Prices for Services and Facilities

Prices are subject to change without notice.

Security

Police	\$45.00/hour
Green Coats	\$14.00/hour

Space Rental

Union Ballroom	\$300.00
Parlors A and B	\$75.00
Parlor C	\$125.00
Gold Room A	\$100.00
Gold Room B	\$150.00
MSU Auditorium	\$446.00 for the first six hours, \$60.00 for each additional hour (includes house sound and lights)
Festival Stage	\$466.00 for the first six hours, \$55.00 for each additional hour (includes house sound and lights)
Great Hall	\$850.00 for the first six hours, \$80.00 each additional hour
Kellogg Center	Price varies with event - contact 432-4000 for more information

All the facilities listed below require a minimum \$445.00 rental fee. Each facility has specific requirement regarding additional staff, equipment and services that may be required.

Jenison Fieldhouse	IM Sports East
Kobs Baseball Field	IM Sport West
Football Stadium	IM East Fields
Track	IM Fields (all others)
Roller Skating Arena	IM Sports Circle
Demonstration Hall Field	

Services

Services such as cleaning a classroom after hours, opening/closing a classroom after hours, or placing a banner at the Abbott Street Entrance by the Physical Plant range in cost. Typically, the price range is anywhere from \$5 - \$50.

Instructional Media Services

Overhead Projectors	\$19.00/day, \$29.00/week
VCR	\$12.00/day, \$24.00/week
Voice projector equipment	\$12.50/day, \$25.00/week
Microphones	\$14.00/day (to unlock rooms for microphone usage, there is a \$7.50 charge)
Mixers	\$10.00/day

Risk Management

372 Administration Building, 355-5022

Student groups may be referred to the Risk Management and Insurance Office, if Student Activities staff or the facility manager is concerned the activity has potential to harm life, limb, or property. Student groups are also encouraged to consult with this office on their own if they have other liability concerns.

Service-Learning Center

27 Student Services Building, 353-4400

The Service-Learning Center provides Michigan State University students with the opportunity to add valuable experience to their education through volunteer work with agencies in the Lansing area.

Both undergraduate and graduate students volunteer for many reasons: to supplement their academic work, explore career options, gain practical experience, develop personal and job-related skills, and increase their marketability. Students also volunteer to help others.

The Service-Learning Center acts as a liaison to approximately 250 agencies in the Greater Lansing area, making it possible to place students in fields such as: aging, accounting, business, communications, corrections, education, government, health, marketing, nutrition, personnel, recreation, science, social work, special education and technical areas.

Of special interest to student organizations is that the Service- Learning Center can help groups find ways to meet a desire or need to participate in short term philanthropic activities. The Service- Learning Center offers groups ways to get involved in a community project or event while also meeting a need for short term community service.

Examples of this type of activity are organizing a social event, participating in a city clean-up day, helping with Special Olympics, etc.

Student Government Advising
101 Student Services Building, 355-8286

The Student Government Advising staff has primary responsibility for encouraging student leadership growth and facilitating the development of student organizations and their campus activities. In addition to providing consulting assistance for student organizations, the staff provides advisory assistance for: all-campus student programming, registered student organizations, major governing groups, Senior Class Council, Freshman Class Council, and students involved in University governance. As advisors to ASMSU, the undergraduate student governing body, staff assist the Student Assembly, the Academic Assembly, the Programming Board, and the Funding Board to better serve their constituencies. Staff also serve individual students with questions or concerns about student government.

The staff is responsible for registering nearly 400 student organizations, as well as most of the programs and events sponsored by these groups. This registration process includes assisting student organizations in planning their events.

The SOuRCe (Student Organization Resource Center)
101 Student Services Building, 355-8286

Also a program of the Student Organizations and Government Advising area is the SOuRCe. The purpose of the SOuRCe is to aid both groups and individuals in:

1. Enhancing the effectiveness of student organizations,
2. Developing leadership skills and increasing knowledge of leadership issues,
3. Learning about campus involvement opportunities, and
4. Understanding more about their own development now and in the future.

These objectives are met through a variety of programs and services. The services of the SOuRCe are available to all students, but may especially be helpful to leaders in student organizations and to off-campus students whose access to campus information and services is sometimes limited.

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Individual Leadership Consultation

Students who want to develop their leadership skills and learn more about student leadership opportunities on campus will be interested in this service. This may involve a referral to other existing leadership programs.

Group Consultation

This service is for organizations who want assistance in operating more effectively. Sometimes an objective, outside opinion can shed some light on group problems. This service may involve a referral to other existing leadership programs or the organizations' participation in a structured group experience.

Program Referral

If your group is interested in having a workshop or forum presented on topics dealing with leadership, organizational effectiveness, or personal development issues, the staff of the SOuRCe can assist you in locating a speaker. The staff has a resource directory that includes both Michigan State University and community members who are willing to do programs for student organizations. Topics include: motivation, leadership assessment, stress management, alcohol awareness, finding a job, birth control and many more.

Leadership Training and Development Programs

A variety of programs are offered to help both individuals and organizations enhance their effectiveness. Training and development opportunities include: programs for both new students and experienced leaders; the Student Organization Orientation; and the annual Leadership Conference held in January. Program dates and topics are distributed regularly to all student organizations.

Student Organization Fair/Student Organization Directory

The Student Organization Fair during fall Welcome Week (known as Party At The Aud) allows students to informally explore involvement in and visit with representatives of approximately 125 different student groups. Information about the over 400 student organizations on campus can also be obtained by calling or visiting the office at 101 Student Services Building, 355-8286, by accessing the MSU Gopher system, or on the World Wide Web.

Tarp Rental

307 Student Services Building, 355-0659

Dances in the IM buildings and certain functions in the MSU Union require the use of a tarp to protect the floor surface. The Associated Students of Michigan State University (ASMSU) have a tarp available for rental to student organizations. Requests for use of the tarp should go to the ASMSU Business Office, 307 Student Services Building, 355-0659. There is a \$35.00 charge for this service. Physical Plant provides delivery and pick-up of the tarp. There is a charge for this service also, thus a University account is necessary.

University Accounting

360 Administration Building, 355-5000

The University does not require student organizations to have their financial accounts with the Controller's Office. Student organizations must have a University account if:

1. The organization wants to conduct revenue-producing activities on campus, or
2. To pay for University services, such as Physical Plant.

To obtain a University account, the student organization must be registered with the Student Life Center (except ASMSU, COGS, major governing groups, and on-campus living unit organizations). Account applications are available in both the Accounting Office, 360 Administration building, and in the Student Life Center, 101 Student Services Building.

Upon completion of the account application, the forms must be submitted to the Student Activities staff for review and approval. The Student Activities staff requires three (3) class days to review the material. After the material have been approved by the Student Activities staff, if it is a new account, the student organization must pick up the approved materials and take them to the Accounting Office in 360 Administration Building. A \$50.00 deposit must be made to open a new account. If the organization is only re-applying for an account, the Student Activities staff will automatically send the application to the Accounting Office after it has been approved.

University Licensing Programs 216 MSU Union, 355-3434

The University reserves ownership of any trademark, service mark, logo, insignia, seal, design, or other symbol or device associated with or referring to Michigan State University. Student organizations using any of these should go to the Office of University Licensing Programs, where approval must be obtained and specific instructions secured prior to use.

E-Mail and WWW Pages

Student organizations are not able to set up mailing lists through Pilot. Only academic classes can do that. However, organizations can set up electronic mailing lists by using the List Serve list function at the MSU Computer Center.

To set up an electronic mailing list, student organization representatives would need to go to room 305 Computer Center. They must do this between the hours of 9 am to 12 noon and 1 pm to 4 pm, Monday through Friday. Here, they should ask for the mainframe consultant on staff at that time. For an initial charge of \$10.00 and a monthly fee, approximately \$6-\$10 for every 50 people, they can send electronic mail to their members, and can add new members through a computer. The assessed fees can be charged to a university account.

Student organizations wishing to establish a Pilot account/AFS space for the purpose of developing a World Wide Web page should visit 305 Computer Center and complete an

application for Pilot Account/AFS Space. The faculty/staff advisor's name and identifying information should be used when completing the application.

Gopher and MSU's WWW Page

The most up-to-date listing of registered student organizations and contact people for the organizations can be found on the Michigan State University Gopher system or on MSU's World Wide Web page.

The Registered Student Organizations Directory can be accessed in the MSU Gopher system by selecting "Information for the MSU Community" and choosing either "Information for Students" or "Information for Faculty and Staff."

For more information, contact the Student Activities office at 355-8286 or stop by between 1 pm and 5 pm, 101 Student Services Building.