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CLUB SPORTS PROGRAM INTRODUCTION

The Shippensburg University Club Sports Program provides opportunities for students to participate in competitive sports activities. Each club is formed and governed by students within guidelines established by the Shippensburg University Student Senate (SS) and the Coordinator of Club Sports (CCS). Within this framework, the focus and programming of each club will vary with the dynamics of student leadership.

Individuals participating in club sports do so voluntarily and retain full responsibility for risk or loss, property damage, or personal injury that may be sustained as a result of involvement in club activities. Each participant is required to verify health/medical insurance coverage and must sign a Club Sports Release and Indemnity Agreement prior to involvement in any club related activity. It is strongly recommended all club members have an annual physical examination.

The Club Sports Handbook should serve as a guide for advisors, student leadership and club membership.

CONTACT INFORMATION

Coordinator of Club Sports (CCS)	Galen Piper ShipRec, Room 102 X1755 gepipe@ship.edu
Assistant Director of Recreation	Melissa Hazzard ShipRec, Room 101 X1755 mphazzard@ship.edu
Club Sports Graduate Assistant	Laura Brown ShipRec, Room 101 X1755
Student Senate Office	Lisa Laughlin, Secretary CUB 323 X1651 ljlaug@ship.edu
Student Services, Inc. (SSI) Fiscal Office	Dena Baer, Accounts Payable CUB 319 X1730, off-campus 477-1730 drbaer@ship.edu
Asst Dir for Club & Organization Services and Leadership Development.	Adam Leftin
Recreation Hotline	x1561 Press 1 for indoor facilities schedule Press 2 for outdoor facilities schedule Press 3 for intramural information Press 4 for club sports information

CLUB SPORT DEFINED:

The classification "club sport" applies to organizations meeting the following criteria:

- A voluntary organization of enrolled students meeting the requirements to be recognized by the Student Senate.
- Involved in competition of a physical nature against other institutions or organizations.
- All public references to the student organization should identify it as Club program.

ELIGIBILITY FOR CLUB SPORT PARTICIPATION:

In order to be eligible for club sport participation individuals:

- Must be registered students approved by the club constitution and meeting the requirements of the applicable sanctioning body.
- Must complete the Club Sports Release and Indemnity Agreement inclusive of proof of personal insurance. This form must be processed by the CCS prior to participation in any club related activity. It is the participant's responsibility to update the information.

Considerations:

- It is highly recommended that members of clubs involving physically demanding play receive a physician's examination prior to participation.
- An injured club member is responsible for all financial obligations incurred related to the injury.
- Club members are personally responsible for care and maintenance of all club and personal equipment used in club activities.

INSTITUTING A CLUB SPORT:

Policies and guidelines for student organizations, including instructions on the formation of an organization, may be found at: Webspace.ship.edu/senate/ClubOrganizationHandbook.swf

CLUB SPORT ACTIVITY:

Club Sport activity is defined as any function other than an organizational meeting. Activity may take place only after notification is received from the Coordinator of Club Sports (CCS) that processing of the Club Sport Compliance Package has been completed. The Club Sport Compliance Package (CSCP), which includes all materials required by the Student Senate and/or the CCS, will include but may not be limited to the documents listed below. It remains the responsibility of members and club leadership to keep all documentation current following submittal. Club Sport activity is limited to the period beginning on the first day of the Fall Semester through the last day of Spring Semester. Terminal championships, ending after the completion of the spring semester, may be considered for approval by CCS.

- ECAC Form
- Advisor Contract
- Application for Club Sport Volunteer- This form is to be supplied by club leaders to any individual chosen by membership to assist the club. It is completed once and the volunteer is responsible for maintaining current information.
- Shippensburg University Information Release Form- It must be filed only once by each volunteer. SU Human Resources may amend the frequency of filing.
- Club Sport Release and Indemnity Agreement- This color coded document is required annually of each student choosing to participate in a Club Sport. Once the CCS processes the form, the individual will be added to the membership list which is forwarded to the Student Senate.
- WebSpace Agreement- Required only from organizations opting to use webspace.
- Designation of Contacts- CCS requires the designation of two individuals to receive electronic communication. One of the individuals is usually the president of the club.
- Constitution and By-laws- If the document has been unchanged from the previous academic year, there is no submittal necessary.
- Practice and Competition Requests- This information will be season specific for each organization and, in some cases, may not be due with the first compliance package submittal.

CLUB SPORT PENALTY SCHEDULE:

Penalties assessed will be taken from the organizations operating budget. A penalty notice will be sent via email to the club Treasurer, President and Advisor. If an organization has a fully spent budget when a penalty occurs, payment must be made within two weeks or a club may be suspended from recognition.

- \$50.00 Failure to submit the CSCP by the specified deadline. An additional \$10.00 per business day late fee will be assessed for each additional day late.
- \$50.00 per occurrence for each club when an individual participates in physical activity (practice/ game) without a waiver being approved by the CCS.
- \$75.00 a travel itinerary not submitted prior to the deadline determined by the CCS.
- \$50.00 for each biweekly roster check missed. An additional \$10.00 per business day late fee will be assessed.

If a Club Sport is penalized more than two times, they may lose their recognition and be suspended from action for the remainder of the semester or school year by a 2/3 vote of the Senate. Sports Clubs cannot incur expenses under Shippensburg University without a Student Association Operating Budget.

DUTIES OF CLUB SPORT LEADERSHIP:

Club sport programs are managed by their membership within guidelines established by the SS and CCS. All club members are instructed to review policies within this document and those listed at webspace.ship.edu/senate/ClubOrganizationHandbook.swf

PRESIDENT RESPONSIBILITIES:

The president of the organization, or her/his designee, assumes the following responsibilities.

- Supplying the information, as required by the SS, to maintain status as a recognized student organization.
- Submitting funding requests by deadline established by SS
- Educating all members and prospective members of SS and University policies and procedures regarding conduct and facility usage.
- Assuring that no individuals engage in any activity until the release form is properly completed and processed by the CCS.
- Attending meetings as requested by the CCS or Student Senate.
- Establishing a mailbox at the CUB to be checked weekly.
- Establishing a "restricted account" at the Student Services, Inc. fiscal office to be the sole financial account maintained by the club or any individual representing the club.
- Establishing a protocol for dispersal of club funds.
- Submitting facility requests for practice and/or competition. Practice venues will be requested directly from CCS by email. Competition requests will be processed through www.ship.edu/event_planning. This website is available to faculty and staff.
- Arranging for CCS to store all items purchased with SA funds.
- Maintaining a current membership list through CCS. Membership list generated by CCS from completed Club Sport Release and Indemnity Agreements.
- Submitting Trip Itinerary to CCS by 8am on the last business day before departure.
- Submitting schedule changes to CCS.
- Filing of injury/incident report form to CCS within 24 hours of any injury/incident relating to practice or participation.
- Implementing "blood policy" during practice or competition. Planning of events hosted by SU within guidelines of CCS. Refer to section on "hosting events".
- Submits eligibility verification as requested by appropriate sanctioning bodies.
- Submits Club Sport Result Report to CCS within 48 hours of the event.
- Supply information to CCS relating to physical support for hosted events no less than 10 business days prior to the event in order for CCS to prepare work order.
- Verifies that club sport volunteers have completed application process and have filed the Information Release Authorization before involvement with the organization.
- Verifies, subject to audit by CCS, that all those providing club transportation are licensed drivers.

VICE PRESIDENT RESPONSIBILITIES:

- In the absence of the president, the vice president shall assume presidential responsibilities.

SECRETARY RESPONSIBILITIES:

- Record club meeting minutes and supply club advisor and CCS a copy within 1 week of the meeting date.

TREASURER RESPONSIBILITIES:

- Collects club dues as required by club constitution/by-laws.
- Documents all financial transactions.
- Works within the protocol for the dispersal of club funds as established by the President.
- Prepares funding requests in collaboration with the club president and consistent with Student Services fiscal office policies.
- Acquires approval of expenditures from CCS when required.
- Assures timely submittal of billing information to the SS Fiscal Office.
- Pays officials and obtains receipts as required by the SSI Fiscal Office.
- Acquires ECAC permits for events and fundraising activities.

STANDARD OF CONDUCT:

Participants, support personnel, and fans are subject to the standards established by the Shippensburg University Code of Conduct and Judicial Process as listed in the Swatoney. Alleged violation of the policy may result in adjudication by the University judicial system in addition to immediate disciplinary action imposed by staff members reporting to the CCS. Although each Shippensburg University student is accountable to all standards as listed in the Code of Conduct, the following tenets, as cited from section 3.0, will have the greatest implications within the club sport venue.

- No person shall harass or help create conditions that support the harassment of another person. This includes, but is not limited to, sexual harassment and stalking.
- No person shall exhibit behavior that harms or threatens to harm another person or another person's property. This includes, but is not limited to, harassment, intimidation, threats, physical harm, and property damage.
- No person shall threaten, intimidate, harass, or physically harm a University employee related to the performance of his or her job.

Since the conduct of all individuals associated with a club may impact the participation status of that club, it is imperative that club leadership make all parties aware of the expectations related to conduct in the club sport venue. Shippensburg University Policy on Hazing is included in this document and should be shared with all participants.

COORDINATOR OF CLUB SPORTS:

The CCS seeks to enhance the club sport experience for each student and organization. The following support services are available to each club sport program.

- Assistance with facility reservations and preparation
- Publicity and promotion
- Equipment storage
- Mailing/faxing entry forms
- Administrative assistance with budgeting, event scheduling, and management

HOSTING EVENTS:

- Use of SU venues must be approved by CCS before scheduling
- CCS will be supplied with name and address of a contact person for each visiting club one week prior to competition.

CLUB ADVISORS:

- Club advisors must be faculty or staff members at Shippensburg University.
- The advisor is not required to attend all club functions but should attend the initial organizational meeting and the final meeting of the academic year.
- Must be aware of club activity schedule.
- Should provide guidance to club leadership to ensure local, state, and federal laws are followed and University guidelines are applied.
- Club advisors should be the constant which promotes stability within the club as leadership changes from one academic year to another.
- Must provide an authorization signature on documents required by the SS.
- May not make any agreement, contract or financial transaction with any agency as an agent of Shippensburg University, or the Shippensburg University Student Services, Inc.

CLUB SPORT VOLUNTEERS:

- Club sport volunteers and/or instructors should be students, faculty, or staff of Shippensburg University.
- Any individual not affiliated with Shippensburg University, who wishes to provide volunteer support to a Club Sport must complete an Application for Club Sport Volunteer. No involvement in any club activity may precede the application and approval process.
- Any individual not affiliated with Shippensburg University, who is selected by a club to provide volunteer support, must complete an SU Information Release Authorization and file same with the Human Resources Department according to deadlines established by that office and the Vice President for Student Affairs.
- May not make any agreement, contract or financial transaction with any agency as an agent of Shippensburg University, or the Shippensburg University Student Services, Inc.

EMERGENCY PROCEDURES:

- Emergency callers, using other than an on-campus “emergency” phone, will dial 911. The 911 operator is located at County Control, and may not be familiar with your venue. Please be prepared to provide detail.
- Emergency phones are located adjacent to the Student Recreation Complex. Closest emergency phone to Eckels Field is along Old Main Drive. These phones provide direct communication to County Control.
- Club leadership assumes responsibility for identifying emergency phone locations to participants.

FACILITY RESERVATIONS:

Facilities may be requested by sport clubs when not used by intramurals or open recreation. Outdoor clubs should not expect availability of indoor practice facilities.

SHIPPENSBURG UNIVERSITY OF PENNSYLVANIA

CLUB SPORTS RELEASE AND INDEMNITY AGREEMENT

**THIS IS A LEGAL DOCUMENT WHICH AFFECTS YOUR RIGHTS.
READ IT CAREFULLY BEFORE SIGNING**

In partial consideration for being permitted to participate in the Shippensburg University club sports program and for using the associated practice and playing facilities and equipment, and in consideration of the voluntary nature of such participation and use, I hereby release, hold harmless, and forever discharge Shippensburg University and Shippensburg University Student Services Inc., its employees and agents, from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, property damage, or personal injury, including death, that may be sustained by me, or otherwise, while participating in such activity. Such participation includes practice, club functions, and travel to and from all club sports activities and functions.

I am fully aware of the risks and hazards associated with participation in and the use of the facilities and equipment for any club sports I elect. I hereby elect voluntarily to participate in said activities and fully acknowledge that I retain the full responsibility for any risk or loss, property damage, or any personal injury, including death, that may be sustained by me or any loss or damage to property owned by me as a result of being engaged in such activities, whether caused by negligence of the University or Shippensburg University Student Services Inc., its employees and agents, or otherwise. I further acknowledge that I have procured my own adequate insurance for such loss, damage, or injury. I further agree to indemnify and hold harmless the University and Shippensburg University Student Services Inc., its employees and agents, from any loss, liability, damage or cost, including court costs and attorney's fees, that may incur due to my participation in said activities whether caused by the negligence of the University or Shippensburg University Student Services Inc., its employees and agents, or otherwise.

This release and hold harmless agreement is binding on myself, my heirs, assigns, and personal representatives.

Prior to signing this document, I have had an adequate opportunity to read and understand it.

Agreed, this _____ day of _____, 20_____.

Participant's Signature 65 SU ID # _____
Participant's Health Ins. Co.

Participant's Printed Name Sport Club or Activity Health Ins. Policy #

Witness Participant's Local Address (include Street, Apt., City, Zip)

Parent Signature (if member is a minor) Local Phone # Class Status (Fr.,So...)

CLUB SPORT VOLUNTEERS

Guidelines for club sport volunteers:

- May not make any agreement, contract or financial transaction with any agency as an agent of Shippensburg University or Shippensburg University Student Services, Inc.
- Are encouraged to purchase personal liability insurance since none is provided by SU or Student Services, Inc.
- Serve as the discretion and invitation of the club membership subject to the approval of CCS and SS.
- Must carry personal insurance.
- May not receive payment for services.
- Should not be involved in the administration of the club.
- Must keep all application information current.
- Must adhere to state, local, federal, and University regulations during all club activities.
- Must complete the SU Information Release Form and file same with the SU Human Resources Office, Old Main 109, Shippensburg University, 1871 Old Main Dr, Shippensburg PA 17257

APPLICATION FOR CLUB SPORT VOLUNTEER

Club Organization: _____

Applicants Name: _____

Home Address: _____

Phone (H): _____ Phone(C): _____ Fax #: _____

Please briefly describe your qualifications and list and certifications you hold in the applicable sport or activity.

FOR OFFICE USE ONLY:

Approved/Denied: _____ Date: _____ Initials: _____

Policy on Hazing

Shippensburg University prohibits hazing. Alleged violations of the hazing policy, defined below, will result in the University initiating disciplinary and/or legal action against the organization and/or all involved students. When it is determined that hazing occurred, sanctions and stipulations include those outlined within the Shippensburg University Student Code of Conduct. Each campus organization is responsible for informing members, pledges, associate members, affiliates, or guests of the hazing policy.

The Shippensburg University antihazing policy is as follows. It was written to comply with the Pennsylvania Antihazing Law, Act 175 (December 1986), taking effect January 1994 as revised.

- A. All individuals in the organization are responsible for the adherence and enforcement of the hazing policy and law.
- B. Hazing is defined as an action or situation, on or off the campus, with or without consent that:
 - 1. Recklessly or intentionally or unintentionally endangers the physical health, mental health, safety, or dignity of a student.
 - 2. Creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule, or
 - 3. Willfully destroys or removes public or private property for the purpose of initiation or admission into, affiliation with, or as a condition of continued membership in any organization that operates under the sanction of or that is recognized by Shippensburg University or is comprised predominantly of Shippensburg University students.
- C. The term hazing shall include, but is not limited to, any act of a physical nature such as:
Whipping, beating, paddling or branding.
 - 1. Calisthenics or other exercises.
 - 2. Exposure to the elements.
 - 3. Forced consumption of food, alcohol, drugs, or other substances
 - 4. Requiring individuals to stay together in a private or public facility during hours not allowed in associating time.
 - 5. Forced physical activity (not previously stated in C: 1-5) adversely affecting the physical health, mental health, dignity, or safety of the individual.
- D. The term hazing shall include any activity, which would subject an individual to extreme mental stress, including but not limited to:
 - 1. Any form of fatigue, including sleep deprivation.
 - 2. Late night sessions interfering with scholastic activities or normal sleep patterns.

4. Line-ups or verbal abuse in any manner.
 5. Forced exclusion from social contact.
 6. Forced conduct which could result in embarrassment, including but not limited to uniformity in attire or physical appearance.
 7. Personal servitude.
 8. Forced activity (not previously stated in D: 1-6) which could adversely affect the mental health, physical health, safety, or dignity of a person.
- E. The term hazing shall include any activity of a non-educational or "silly" nature that is inconsistent with academic achievement or the purpose, ritual, or policy of the organization and would subject an individual to embarrassment, stress, or fear, including but not limited to:
1. Scavenger hunts, treasure hunts, or quests.
 2. Pranks or ordeals.
 3. Requiring or expecting the completion of "busy work" tasks/projects in a short amount of time and/or outside of the accepted association/affiliation time frame.
 4. Requirement or expectation of being in a specified place when not in class (other than those activities pre-approved by the Office of the Dean of Students/Director of Greek Affairs).
 5. Mandatory memorization (unless sanctioned).
 6. Blindfolding (unless as part of a sanctioned ceremony).
 7. Random or rapid fire quizzing on organizational/member information.
 8. Morally degrading or humiliating games and activities.
 9. Mandatory, formal member interviews (unless sanctioned).
 10. Any activity (not previously stated in E: 1-9), which is inconsistent with organization principles and policy, the regulations and policies of Shippensburg University or Pennsylvania Law.
- F. Any activity, as defined above, which is indirectly or directly a condition of admission into, affiliation with, or continued membership in an organization predominantly comprised of Shippensburg University students will be presumed to be "forced," willingness of the individuals to participate in such activities notwithstanding.

All reported violations or concerns pertaining to hazing will be investigated thoroughly. When there appears to be legitimacy to the reports, subsequent judicial action against the offending organization and/or participants will be initiated. When deemed necessary findings will be shared with law enforcement officials.

For additional information on the Shippensburg University Hazing Policy, please see the University Hazing Policy Interpretation or contact the Office of the Dean of Students or the Director of Greek Affairs.

FACILITY INFO/RULES:

SHIPREC:

- Adhere to posted area-specific rules.
- Arena users must wear non-marking shoes.
- Equipment/ physical setups may be assembled, disassembled, or relocated only by ShipRec staff.
- ID requirement is in effect for all users.

STUDENT RECREATION COMPLEX:

- Equipment, apparatus, field marking and maintenance devices may be assembled, disassembled or relocated only by recreation department staff.
- Pets must be leashed and are restricted from all structures and the area inside the asphalt path. Pet owners assume responsibility for cleanup.
- Bicycles are not permitted inside the asphalt path or within any structure. Bikes may be secured only to bike racks.
- After dusk, playing surfaces are not to be used unless illuminated.
- The 827-meter (.51mile) asphalt path is the only area outside the hockey rink where rollerblading and skateboarding are permitted. Pedestrians are requested to proceed in a clockwise direction while wheel traffic should travel counter-clockwise.
- The hockey rink may be used only for hockey or free skating unless approved by the Director of Recreation.
- Golfing is not permitted at the SRC.
- Recreational use is available to members of the University community presenting appropriate ID

ROBB SPORTS COMPLEX RULES AS POSTED AT SITE:

- Recreational use is available to members of the University community presenting appropriate identification.
- Gum, food and beverages are not permitted on playing surfaces.
- Softball facilities are reserved for varsity team use.
- Tennis courts may be used only for tennis activities.
- The complex is a tobacco-free environment.
- Event spectators should not enter any playing surface.
- No person shall consume or possess alcohol on campus.
- Pets, glass containers and confetti are not permitted within the complex.
- Bicycles must be placed in the storage racks.
- Use of skateboards and rollerblades is prohibited.
- Equipment, apparatus, field marking and maintenance devices may be assembled, disassembled or relocated only by department staff.
- After dusk, the facility may be used only when illuminated.
- Call the recreation hotline, 477-1561, for scheduling information.

TENNIS COURTS:

- Recreational use is available to members of the University community presenting appropriate ID.
- Courts may be used only for tennis.
- White soled tennis footwear is required.
- Bicycles must be placed in the storage rack.
- No person shall consume or possess alcohol on campus.
- Pets, glass containers and confetti are not permitted within the complex.
- Gum, food and beverages are not permitted on playing surfaces.
- The complex is a tobacco-free environment.
- Event spectators should not enter any playing surface.

Shippensburg University Recreation Department Lightning Policy

Lightning is the most consistent and significant weather hazard affecting outdoor activities. The following policy has been developed to increase the safety of individuals participating in Shippensburg University Recreation Department events located on outdoor venues. This policy applies to away events and SU club leaders are expected to take a leadership role regarding the safety of their membership.

- The determination to postpone an event due to lightning follows the recommendation of the National Severe Storms Laboratory (NSSL) to terminate play when lightning is six miles away (flash-to-bang time of 30 seconds or less). Club sports leadership must monitor the weather and, in the event of lightning meeting the aforementioned criteria, clear the playing field of all participants and spectators.
- The CCS or his designee are authorized, if present, to postpone/cancel an event if the determination is made that the criteria recommended by the NSSL exists. Club members are responsible to respond without hesitation.
- In the event no representative of the CCS is present, the responsibility to comply with the lightning policy rests with the club president or designee. The contest will not be resumed until there has been no visible lightning for ten minutes.

BLOOD POLICY

The nature of activities within the department may produce instances where exposure to blood/body fluids is possible. Medical personnel are not normally present at these activities. Therefore, it is essential that prudent decisions are made by participants and employees to protect the University community. The following procedures are designed to minimize the risk of blood-borne pathogen transmission.

Participant Responsibility-

- Preexisting wounds, cuts, and abrasions which could serve as a source of blood, or as a port of entry for blood-borne pathogens, should be covered with an occlusive dressing.
- Wear protective equipment on high risk areas of the body in order to reduce wound occurrences.
- In the event of bleeding, clean and sanitize the area where your blood has been deposited.
- Cover or remove contaminated clothing. In the event that your clothing is contaminated by another individual, it should be removed if it presents a risk of exposure to your skin.

Employee Responsibility for supervised events-

- Participants must be removed from activity in they present a risk of exposing another participant to contamination.
- Be aware of the location of disinfectant solution, cloths, latex gloves, biohazard bags, and tape.
 - ShipRec – Room 113, entry desk, and cardio/strength area
 - SRC- Equipment Distribution Shed
- Elimination of contamination
- Must wear latex gloves

On Playing Surface-

- Spray surface with disinfectant solution and wipe clean with cloth.
- Place cloth in biohazard bag, tape it shut and place it in the biohazard receptacle in HFH Training Room or deliver to Etter Health Center
- If you are unable to dispose of promptly, please record a phone mail message to the Director of Recreation who will see that proper disposal is completed. The sealed bag must be stored in a location inaccessible to the public.

On Clothing-

- In the event that an individual's own clothing has been contaminated, the contaminated area must be covered to prevent exposure to others.
- When the individual's clothing is contaminated by another it should be removed, if the potential for skin contact exists.

ADVISOR CONTRACT

Please read and review the following criteria. The Extra Curricular Activities Committees (ECAC) of the SU Student Senate is asking that all items be met in order to establish a closer communication link between the club and the advisor and with the club and ECAC. Therefore we can have a productive year for everyone.

Please return the bottom portion of this sheet through campus mail to the Student Senate Office, CUB Room 323 as soon as possible.

If you are not planning on being the advisor for the upcoming year, please notify the officers of the appropriate club and the Vice President of the Student Association by calling x 1651.

Failure to turn in in the club's ECAC Information Sheet and to notify the Student Association (SA) of any changes will result in the club or organization's budget being frozen.

I, _____, agree to the following terms as I am a
beneficial advisor for _____.

1. Meet with officers at least once a semester.
2. Establish a relationship with Student Association by:
 - A. Making sure the SA Office is aware of the current membership
 - B. Making sure club officer hands in the ECAC Information sheet by the required deadline
 - C. Notifying the Vice President of the Student Association and the club/organization officers if any information changes.

ECAC INFORMATION SHEET

Name of Organization: _____

Date: _____

Current Membership: _____

Last Membership: _____

<u>Officer</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Email</u>
President	_____	_____	_____	_____
Vice President	_____	_____	_____	_____
Secretary	_____	_____	_____	_____
Treasure	_____	_____	_____	_____
Other(Specify)	_____	_____	_____	_____

When do you elect new officers? _____

Advisors Name: _____

Advisors Signature: _____

Phone: _____

Second Advisors Name: _____

Advisors Signature: _____

Phone: _____

Person usually applying for fund-raising permits (i.e. Ways and Means Chairperson)

Name: _____ Phone: _____

THIS SHEET MUST BE COMPLETED EVERY TIME NEW OFFICERS ARE ELECTED OR ONCE EVERY ACADEMIC YEAR.

**SHIPPENSBURG UNIVERSITY
INFORMATION RELEASE AUTHORIZATION
VOLUNTEER**

I, _____, hereby authorize any educational institution, any past or present employer (including any branch of the armed services), any local, state, or federal government agency (including any laws enforcement or security agencies) to release to Shippensburg University through its authorized representative(s) bearing this authorization, all information concerning me.

I voluntarily agree to this investigation of my background with the knowledge and understanding that whatever information is obtained is for the official use of Shippensburg University and will not be released to any other parties.

I further understand any information obtained during such investigation may only be used to determine my fitness, competence, and ability for the purpose of volunteering at Shippensburg University.

I release Shippensburg University from any liability which may result from making this investigation. Furthermore, I hereby forever release anyone who has knowledge or information concerning my employment history and criminal history from any claims or demands from liability or damages for disclosure of true and accurate information provided by this investigation. This authorization shall supersede and countermand any prior request or authorizations to the contrary.

I further authorize the use of photocopies of this authorization.

Name: *Last* _____ *First* _____ *M.I.* _____
Please print clearly

Signature: _____ Date: _____

Witness: _____ Date: _____
Date of Birth: _____ SS#: _____
Current Address: _____
City/State/Zip Code: _____

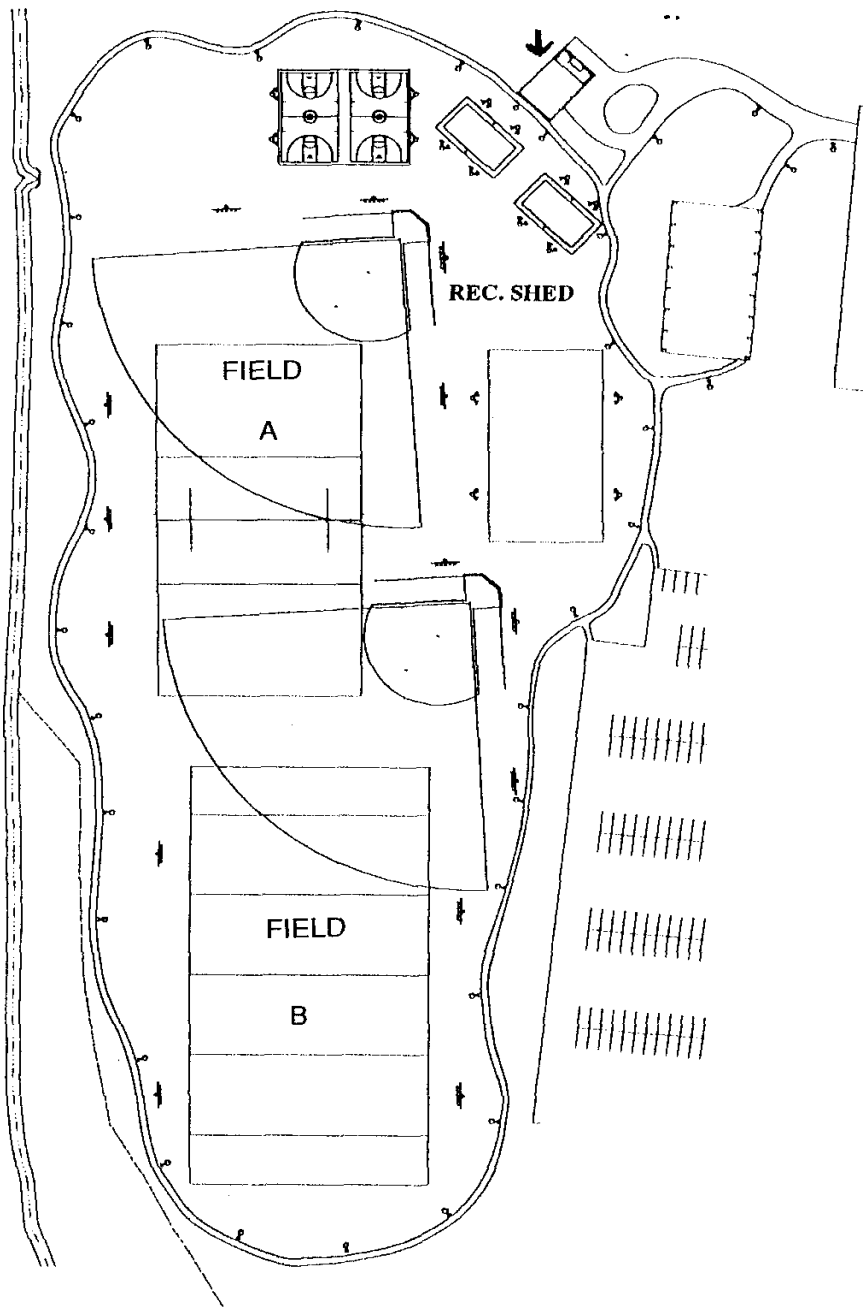
*Department/Program/Club/Sport where you are volunteering: _____

PLEASE RETURN COMPLETED/SIGNED FORM TO Shippensburg University Human Resources Office, Old Main Room 109, 1871 Old Main Dr , Shippensburg PA 17257

Rev 8/4/09

STUDENT RECREATION COMPLEX (SRC)

COMMUTER
PARKING



STORAGE
PARKING

