9-25-2012

Student Senate Meeting Minutes, September 25, 2012

Eastern Michigan University

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Eastern Michigan University

Senate Meeting

September 25, 2012

Agenda

A meeting held in open session at 6:30 p.m., room 352 of Student Center

A. Opening Roll Call
B. Approval of the Agenda
C. Approval of the Minutes
D. Constituent's Forum (Open to currently enrolled students: 1 hour/total)**
E. Special Order Speeches (Open to all people sitting w/ Senate: 3 minute limit/person)
   1. Desmond Miller, Student Body Vice President/President of the Senate
F. Standing Committee Reports
   1. Internal Affairs
   2. Business & Finance
   3. Political Action
   4. Student Relations
G. New Business (Each item of Business: 45 minute default**; amend restricted from 10-90)
   1. S.Res 99-005 (Second Read)
   2. Advisory Notice 001 (Society of Physics Students)
   3. SAM/USSA Nominations
   4. Judicial Sergeant Appointment
   5. Senator Appointments
      i. Alex Bibeau
      ii. James Murray
H. Executive Reports
   1. Student Body President
   2. President of the Senate
   3. Clerk
   4. Judicial Sergeant
   5. Director of Events and Services
   6. Director of Communications
   7. Director of Diversity
   8. Chief of Staff
I. Delegate Reports
J. Senator Project Reports (Open to Senators)
K. Gallery Comments
L. Closing Roll Call
M. Adjournment

** Majority vote may change the limit, see SG Bylaws
N. Opening Roll Call 6:30pm 13 present, 6 absent
O. Approval of the Agenda
P. Approval of the Minutes
Q. Constituent's Forum (Open to currently enrolled students: 1 hour/total)**
R. Special Order Speeches (Open to all people sitting w/ Senate: 3 minute limit/person)
   1. R. Matthew Norfleet, President of the Student Body
      i. DoC termination
      ii. Appeal Tuesday at 8:00pm, location TBA
S. Standing Committee Reports **all in reports, reports can be found in Senator packet**
   1. Internal Affairs
      i. Speaker Cartier tried to set up a meeting on Monday and unfortunately, no
         one was able to attend.
      ii. There will be a makeup meeting next Tuesday.
   2. Business & Finance
      i. Director Walla has been preparing for this coming school year.
   3. Political Action
      i. Director Monea met with Becky Alexander and Campus Life.
      ii. There will be a mock debate this month 9-10:30pm.
      iii. October 22nd, there will be a mock debate with various professors from the
           Political Science department.
   4. Student Relations
      i. Director Gill was at the Club Halle opening, he handed out free Rockstars,
         condoms, etc.
      ii. Announced various events on campus.
T. New Business (Each item of Business: 45 minute default**; amend restricted from 10-90)
   1. Director Nino Monea
      i. Voter registration training.
      ii. Turbovote training.
   2. Senator Harrold USSA
      i. US Student Government employee will be on campus Friday and would
         like to meet with students on campus.
   3. Introductions
      i. Senator and Directors introduce themselves to the Senate.
U. Executive Reports
   1. Student Body President
   2. President of the Senate
   3. Clerk
   4. Judicial Sergeant
   5. Director of Events and Services
6. Director of Communications  
7. Director of Organizational Relations  
8. Director of Diversity  
9. Chief of Staff  

V. Senator Project Reports  \(\text{(Open to Senators)}\)
   i. Senator Baugher is going to collaborate with St. Jude with an event on October 20th. This event will help provide for children’s families during their time of crisis.  
   ii. Senator Harrold will be doing voter registration Saturday at 11am.  
   iii. Senator Floyd wants to collaborate with another person for her project.  
   iv. Senator Hill wants to have someone speak about the changes in the new health care laws.  
   v. Senator Arrington would like to create a group to participate in the Breast Cancer walk.  
   vi. Senator Ennis is going to create a campus event activity.  
   vii. Senator Ball, “What to do/not do with your refund?”

W. Gallery Comments
   1. President Norfleet informs every one of the Town Hall meeting and DoC applications.

X. Closing Roll Call
Y. Adjournment 7:58 11 present, 3 absent

** Majority vote may change the limit, see SG Bylaws **
<table>
<thead>
<tr>
<th>Senators</th>
<th>Present</th>
<th>Absent</th>
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<th>Absent</th>
<th>Notes</th>
<th>Excused/Unexcused</th>
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A meeting held in open session at 5:30pm, Room 343 Student Center

A. Opening Roll Call  5:30pm  8 present, 1 absent
B. Senator’s Reports
C. Old Business
D. New business
   1. Vice Chair Selection
      i. Nominations
      ii. Jovan Kennard nominates himself, unanimous consent.
   2. Resolution First Reads
      i. S.Res-99-005
         1. Resolution needs to be rewritten.
         2. A lot of amendments need to be made.
         3. Director of Business and Finance already gives a report once a month during Senate.
         4. The Resolution was tabled.
      ii. S.Res-99-006
         1. Vice President Desmond states the failed purpose of the Jr./Sr. Senator status.
         2. The bill will take away the mentor status of a Sr. Senator.
         3. The Resolution was passed, moved to senate.
      iii. S.Res-99-**
         1. A typo was put into the budget section of the Bylaws and needs corrected.
         2. Changes the practice that the Bylaws originally intended
         3. The resolution was tabled.
   iv. Senator Stipends
      1. Was the vote really 2/3?
E. Senator Projects
F. Open Discussion
G. Adjournment  6:31pm  9 present
A. **Opening Roll Call**  6:47 p.m.  
   1. Director Andrew Walla – present  
   2. Director Jannell Thomas – present  
   3. Senator Alp Mercan – present  
   4. Senator William Donaldson – present  
   5. Senator Brianna Vanleer – present  
   6. Senator Bronson Conrado – absent  

B. **Guest Senators**  
   1. Alex Bibeau  
   2. Leo Cartier  
   3. Rocquell Arrington  
   4. Joan Kennard  

C. **Gallery Guests**  
   1. Justin Hudges  
   2. Steven Schultz  
   3. Song Ukshou  
   4. Junho Lee  
   5. Jimin Park  
   6. Lynn Lin  
   7. Hyunjoo Na  
   8. Johann Lee  

D. **Director’s Reports**  
   1. Director Walla welcomed everyone and briefly talked about the new meeting structure.  

E. **Organizational Relations Report**  
   1. Director Thomas briefly gave a report on what she has been doing.  

F. **Old Business**  
   1. Goals for the year  
      i. Director Walla lead a discussion on what our goals should be for the year and how we can improve the committee.
G. New Business
   1. Moved to next meeting to save time.
   2. Institute of Managerial Accountants allocation
      i. Approved for $1000 with 3-0-0 vote
   3. Korean Student Association
      i. Approved for $843 with 3-0-0 vote
   4. Society of Physic Students
      i. Approved for $1020 with 3-0-0 vote

H. Closing Roll Call
   1. Director Andrew Walla – present
   2. Director Jannell Thomas – present
   3. Vice Chair Alp Mercan – present
   4. Senator William Donaldson – present
   5. Senator Brianna Vanleer – present
   6. Senator Bronson Conrado – excused

I. Adjournment  8:32 p.m.
A meeting held in open session at 6:00, in room 344 of the Student Center

A. Opening Roll Call

<table>
<thead>
<tr>
<th>Name</th>
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<th>Notes</th>
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<td>Vice Chair Wolf</td>
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<td>Senator Harold</td>
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<td>Senator Hill</td>
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<td>Senator Elmgren</td>
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<tr>
<td>Kody Vitale</td>
<td>X</td>
<td></td>
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<tr>
<td>Director Williams</td>
<td>X</td>
<td></td>
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<tr>
<td>Nichelle Walker</td>
<td>X</td>
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<tr>
<td>James Murray</td>
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</table>

B. Director’s Reports

C. Old Business

1. Election Party Research
   i. I completed New Hampshire, Nevada, and Iowa.
   ii. Room layout

2. Debate Update – Ben and Kody will talk to professors for EC/LBC/speaking opportunities
   i. We began the poster design
   ii. October 3, 11, 16, and 22. 9pm to 10:30pm.
   iii. Mostly in Auditorium
   iv. Mock Debate in Ballroom on Monday, 22nd, 6:30-8:30
D. New Business

1. Internship Opportunity
   i. Get $500 per month for voter registration and get out the vote efforts.
   ii. 15-20 hours per week
   iii. Contact Anthony W. DeLaRosa at anthony@usstudents.org

2. Candidate Forum
   i. Unfortunately, only the campaign for Dr. Taj has been receptive. Congressmen Dingell, Peters, Rodgers, Walberg, and Conyers have been non-responsive
      1. Ben will try to make connection with Peters
      2. Conyers has been receptive
      3. Kody will try to make connection with Dingell
   ii. Pick a candidate, whether they be contested or not. Office or party doesn’t matter.
   iii. Tell them that the potential dates are Tuesday, Oct. 16th, Wednesday 17th, or Thursday 18th from about 11 to 4pm.
      1. Especially Tue or Thur
   iv. Possible candidates are
      **State Representatives**
      1. Bill LaVoy D17
      2. Anne Rossio R17
      3. Tim Roraback D20
      4. Kurt Heise R20
      5. Dian Slavens D21
      6. Joe Barnabei R21
      7. Harold L. Haugh D22
      8. Art Blundell R22
      9. Gretchen Driskell D52
      10. Mark Ouimet R52
      11. Jeff Irwin D53
      12. John Spisak R53
      13. David Rutledge D54 - Trevis
      14. Bill Emmerich R54 - Trevis
      15. Adam Zemke D55 - Kaity
      16. Owen Diaz R55 - Kaity
      17. James A. Fink, Circuit Court Judge - David
      18. Carol Kuhnke, Circuit Court Judge - David
      19. Ronnie D. Peterson, County Commissioner 6
      20. David H. Raatlaub, County Commissioner 6
      21. Felicia Brabec, County Commissioner 4
      22. Richard Conn, County Commissioner 4
      23. Others?
         a. Connors and Woodyard, Circuit Court Judge - David
         b. Some Detroit state reps - Nichelle
   v. The format can be anything they like, Q&A, or a simple speech. The time would be fairly brief for speeches, 15 minutes or so, but I’d be willing to let them go longer for a Q&A. Don’t confirm a time until I give the go ahead, and feel free to ask me about any questions they might have.
   vi. Paraphernalia is welcome

3. Voter Registration
i. Every needs to do at least one voter registration event.
ii. If you can’t do any, talk to me about setting one up.

**September**
Throughout the month, there will be tables to register students.

- **Wednesday, 19th:** 11am-2pm Pray-Harrold ____________________ ____________________
- **Tuesday, 25th:** 11am-2pm in Student Center ____________________ ____________________
- **Thursday, 27th:** 2-4pm Student Center ____________________ ____________________

**October**

- **Wednesday, 3rd:** 11:30am-1pm Campus Picnic in Student Center, North Patio ____________       ________________       ____________________
- **Saturday, 6th:** 11am-1pm Homecoming Tailgate, at Rynearson Stadium ____________________       ____________________       ____________________

E. **Senator Projects**

Trevis – voter registration training last Sunday
Ben – drafting LGBT proposal

F. **Adjournment at 7:03**
1. **Call to Order** 7:05 PM
2. **Roll Call:** Matt, Alyssa, Deb, Kris, Jaborius, Sam, Kody, LaTreace, and Darius
3. **Appointment of Vice Chair:** Sam volunteered to take the position
4. **Chair Persons Report:**
   a. **Monthly update**
      i. **Club Halle**
         1. Relaxation Activities
      ii. **OOHLALA**
         1. Campus groups – advertising
         2. Launch of campus game – need more people involved first
      iii. **Medical Amnesty initiatives**
   b. **Update on activities**
   c. **Times Talk**
5. **Old Business**
   a. **Ideas for the semester/Senator projects**
      i. Sam: Working with Eric Ward on Wellness project
      ii. Kris: teaching allocations, what is student government?
   b. **Real Talk** – Kody & Alyssa
      i. Mary Larkin – Religion & LGBT
      ii. Misinformation of Muslims
      iii. Criminalization of African American men
6. **New Business**
   a. **Monthly Project Updates**
      i. OCT wellness awareness month
         1. Working with Casey Jordan on Glass/Photovoice
      ii. NOV Campus no bias event
      iii. DEC Worlds AIDS Day – Kris
      iv. JAN Winter Org Fair – Jan 14-17?
      v. FEB Down with Cupid
      vi. MAR I Heart Female Orgasm
7. **Next Meeting**
8. **Adjournment** 7:58PM
A RESOLUTION TO: ELIMINATE THE ASSIGNMENT OF MENTORS TO JUNIOR SENATORS.

THE STUDENT BODY OF EASTERN MICHIGAN UNIVERSITY ENACTS:

WHEREAS, the current language assigning Senior-Ranking members as mentors to Junior Senators is unneeded and creates a division among the Senate,

NOTING, Senators are responsible student leaders who have been given designated channels of communication to be of assistance,

BE IT RESOLVED, Chapter Two, Section Two, Clause 5 of the Student Government Bylaws shall be omitted and read as follows:

5. Mentors. Senior-ranking members shall be assigned as mentors to junior senators. The role of a mentor is to be a resource and point of assistance for junior senators. The Speaker of the Senate shall make such assignments at his or her discretion.

INTRODUCED IN THE SENATE:
COMMITTEE ACTION:
VOTE REQUIRED:
SENATE VOTE TOTALS:

____ PASS
____ FAIL
____ SILENT CONSENT

____ AUTHORIZE  ____ VETO

______________________________    ______________________________
CLERK OF THE SENATE     STUDENT BODY PRESIDENT
25 September 2012

The Committee of Business and Finance in quorum on September 19, 2012, with a vote of 3 – 0 – 0, has allocated the amount of $1,000.00 to the Society of Physics Students, a recognized student organization, along with the issuance of this ADVISORY NOTICE to the Senate recommending approval of an additional $20.00 to be allocated to above organization.

Additionally, a representative from the Society of Physics Students has agreed to present and explain the nature of their application for requested funding to the Senate.

Receipts and other qualifying documents pertaining to above allocation may be obtained from the Business and Finance Committee upon request.

Finally, the Business and Finance Committee hereby endorses this ADVISORY NOTICE to be presented to the Senate for the allocation of additional funds to the Society of Physics Students.

_____________________________     ___________________
Andrew Walla         Date
Director of Business & Finance

BY A VOTE OF ___ - ___ - ___
THE SENATE HAS APPROVED $_______ OF ADDITIONAL FUNDS TO BE ALLOCATED TO ORGANIZATION.

A REQUISTION OF THE COMBINED ALLOCATED TOTAL OF $_______ IS APPROVED.
<table>
<thead>
<tr>
<th>R. Matthew Norfleet</th>
<th>Leo Cartier, Jr.</th>
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</thead>
<tbody>
<tr>
<td>Student Body President</td>
<td>Speaker of the Senate</td>
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</table>
STUDENT GOVERNMENT AND CAMPUS LIFE
Monetary Allocation Application for Student Organizations

NOTICE: ALL APPLICANTS MUST BE UPDATED CAMPUS LIFE REGISTERED STUDENT ORGANIZATIONS

The Student Organization Allocation for Campus Programs is intended to encourage student organizations to sponsor student entertainment and programming targeted to the entire EMU student population. The purpose of the allocation is to enhance student access to a range of high quality educational and entertainment experiences. Examples of programs eligible for funding include festivals, fairs, concerts, movie nights, recreational programs and lectures. Conferences, dances and fund-raisers are not eligible for funding by Campus Life but are allowable under Student Government regulations. Before completing this form, please review the Allocation Guidelines that are attached. You must adhere to these guidelines to obtain an allocation. Compliance with the guidelines will save your organization any delay in possible funding.

CAMPUS LIFE FUNDING

A maximum of $500 will be awarded per organization per academic year. Up to $1,000 can be awarded to organizations that collaborate with different student organizations outside of their purpose and mission (i.e. Greek and Religious collaboration). Programs geared toward the first-year student population will receive greater consideration. A Final Evaluation is required of all approved applications. This evaluation must be received within two weeks after the event and must include all receipts. If the evaluation is not received funding may be revoked and your organization will not be able to receive funding in the future.

STUDENT GOVERNMENT FUNDING

A representative from the applying organization must attend a Student Government Business and Finance Committee meeting to explain their allocation request and answer potential questions. Failure to send a representative may result in a denial of funds. The Student Government Business and Finance Committee can allocate a maximum $1000. If the amount requested exceeds $1,000, upon approval from the Business and Finance Committee an organization representative must attend a meeting of the full senate.

Also, the organization must submit all receipts to the Director of Business and Finance within ten (10) business days following the event. By providing sufficient receipts/invoices, AT THE TIME OF REQUEST, you can expedite the allocation process and increase the likelihood of receiving full allocation. Consequences for failing to submit receipts within ten (10) business days may include prohibition of the organization from receiving funds for at least one semester or until the receipts are submitted. Submission of this application does not guarantee funding.

Organization: Society of Physics Students

Account #: X07050 Current Account Balance: $51.11

Primary Contact: Justin Hodges Title: President
Phone / Email: (312)623-0243 Jhodge10@emich.edu

Secondary Contact: Steven Schultz Title: Vice President
Phone / Email: (734)751-9267 sachul15@emich.edu

Name of Program: 2012 Quadrennial Physics Congress Date of Program: November 8 – 10, 2012

Expected Member Attendance: 5 Total Expected Attendance: 5

Brief Description: This is a meeting that happens once every four years for undergraduate and graduate students, practicing physicists, and physics alumni. The meeting features lab tours, “roundtable discussions”, distinguished speakers, poster presentations, and a range of physics workshops.

Purpose / Goal: The theme of this meeting is “connecting worlds through science and service”, “The 2012 Congress addresses the necessity, practicality and ideals of making connections, whether they are between student and professor, scientist and society, or Earth and exoplanet.” This will give students the opportunity to build such connections to others in the physics community and hone their interests in their careers.
How Will This Program Benefit Non-Members?  

_The students attending the conference will be reporting for the American Physical Society. These articles will be published online or in a physics newspaper/magazine. Furthermore, students will discuss the experience at SPS meetings and during Lunchtime Physics which are both open to all students that are interested._

How Will This Program be Advertised?  

_There have been posters up for the congress since March 2012 on the third floor of Strong Hall. We have previously discussed the event and advertised it in meetings since March 2012._

---

Justin Hodges  
(President's Name)  

Signed ___________________________  
(Date)  

---

Steven Schultz  
(Vice President's Name)  

Signed ___________________________  
(Date)  

---

Dr. David Pawlowski  
(Faculty Advisor's Name)  

Signed ___________________________  
(Date)  

RETURN THE COMPLETED APPLICATION TO THE FRONT DESK OF THE CENTER FOR STUDENT INVOLVEMENT  
Once the application is received the information will be reviewed and your organization will be notified. All Campus Life decisions will be communicated through regular mail.
### List of Other Sources of Funding

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<th>Example:</th>
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<td>TCH Bank</td>
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<td>Move-In Magic</td>
<td>Gas</td>
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<td>Student Org out of pocket expenses</td>
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### Program Proposal Complete Budget

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<th>Business &amp; Finance Funding Requested</th>
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<td>EMU Catering</td>
<td>Example: $450</td>
<td>Example: $500</td>
<td>Example: $1500</td>
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<td>Various Gas Stations</td>
<td>Gas for driving to and from Orlando Florida</td>
<td>$325.00</td>
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<td>Caribe Royale All-Suite Hotel &amp; Convention Center</td>
<td>Two hotel rooms for four nights</td>
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COLUMN TOTALS: $1277.00 $0.00 $1020.00 $2197.00

I, the undersigned, do hereby attest to the fact that I have read and familiarized myself with the Student Organizations Guidelines. Furthermore, I understand that my disregarding of the procedures set forth in these guidelines could result in the denial/repeal of funds from the organization I represent.

Signature of Organization's Representative

President

Title

Date
STUDENT GOVERNMENT AND CAMPUS LIFE
Monetary Allocation Guideline for Student Organizations

The following are guidelines and procedures by which campus organizations may obtain funds from the Student Government Business & Finance Committee and Campus Life.

Section I. Procedure

A. In order to apply for allocation requests, student organizations must be recognized by Campus Life in order to receive an allocation. For further information, please contact the Director of Business and Finance or the Campus Life Student Coordinator for Student Organizations.

B. Applications and Guidelines are available at the front desk of the Center for Student Involvement.

C. Applications must be completely filled out (typed preferred) and submitted at the front desk of the Center for Student Involvement during normal business hours.

D. All Student Government Requests must be submitted at least one week prior to the next Business & Finance committee meeting. Student Government requests for funds must be submitted no later than four weeks after the event and no sooner than eight weeks prior to the event. All Campus Life requests must be turned in 30 days before the event. If there is not a 30 day period between the program date and the date turned in, your request will be automatically denied. Funding is limited, so the earlier you get your request in, the more likely your event will be funded.

E. To receive Student Government funding it is required that a representative from the applying organization attend a Student Government Business and Finance Committee meeting to explain the event and answer any questions the committee may have. The Business & Finance committee reserves the right to refuse funds due to lack of presentation and/or representation. Additionally, the committee may vote to amend the amount requested.

F. Once the Business & Finance committee approves an allocation, the request is submitted to the office of the Director of Business & Finance. The Director of Business & Finance will process the allocation and handle the procedures for transferring funds into the organizational account. The Director of Business & Finance may request additional information.

G. Following a Student Government sponsored event, the organization must submit all receipts within 10 business days to the Director of Business & Finance. The Director of Business & Finance and/or the Business & Finance committee may take disciplinary action. Such actions may include but are not limited to inability to receive funding from Student Government until the following academic school year and/or until receipts are submitted.

H. For Campus Life-sponsored events, a committee of various campus representatives will convene to determine the appropriateness of funding for submitted allocations. Additionally, the attached evaluation forms must be completed and returned to Campus Life within 10 business days of the event.

I. A Financial Record Statement (FRS) along with the allocation request must be submitted before an allocation can be approved.

I agree with above statements (signature required):

Section II. Allocation

A. Campus Life and Student Government have final say on the type of expenditures it will allocate funds for.

B. Student Government and Campus Life will not fund the following:

1. Events that are not open to all currently enrolled students of Eastern Michigan University.
2. Events that discriminate against any group or individual.
3. Events that do not take place on campus, except conferences.
4. Speaker fees or honorariums.
5. Travel or hotel related expenses.
6. Office equipment or supplies.
7. Any donations.
8. Any avoidable interest of fees.
9. Event where alcohol is being supplied, served, or consumed by participants.
10. Event where the law is being broken.
11. Any damages that occur during an event.
12. Deposit on equipment of facilities.
13. Prizes, gifts, or awards.
14. Any political or ideological activities, events, speech (including publications), or advocacy.
15. Any payment to a member of the organization for services provided
C. The Student Government Business and Finance Committee can allocate a maximum $1000. If the amount requested exceeds $1,000, upon approval from the Business and Finance Committee an organization representative must attend a meeting of the full senate. A maximum of $500 will be awarded per organization per academic year. Up to $1,000 can be awarded to organizations that collaborate with different student organizations outside of their purpose and mission (i.e. Greek and Religious collaboration).

I Agree with above statements (signature required): [Signature]

Section III. Other Requirements
A. Any/All advertisements prepared for the event, if sponsored by Student Government MUST include the Student Government (SG) logo or “co-sponsored by EMU Student Government” and MUST be attached with this form. If the event receives Campus Life funding the organization must state “Funded by the General Fee” in all campus publications and announcements regarding the program.

B. All advertisements must be approved by the chairperson, before publication in addition a Draft must be submitted that includes the SG logo or “co-sponsored by Student Government.”

Section V. Application for funds
A. The request must be on the official allocation request application
B. The application must be filled out fully.
C. It is the applying organization’s responsibility to make sure their request meets the requirements of the Allocation Guidelines
D. Failure to comply with any part of the Allocation Guidelines may result in termination of the allocation.
E. The applying organization is responsible for knowing the organization account number.
F. The signature of the organization’s president, treasurer, and faculty advisor must appear on the allocation application.

Section VI. Other
A. It is the organization’s responsibility to ensure funds have been allocated to their account before spending of any money. Student Government and/or Campus Life are not liable for any debts incurred due to error or management on the part of the organization, the university, or any other entity.
B. No individual member of Student Government, elected or appointed, may alter in any way an allocation that has been passed by the Business & Finance committee. Any allocation changes must be approved first by the Business & Finance committee.

Guideline Verification

I, the undersigned, do hereby attest to the fact that I have read and familiarized myself with the Monetary Allocation Guidelines. Furthermore, I understand that my disregarding of the procedures set forth in this guideline could result in the denial/repeal of funds to/from the organization I represent.

JUSTIN HOOKER  
SOCIETY OF PHYSICS STUDENTS, EMU CHAPTER  PRESIDENT

(Printed Name and Title)

[Signature]  9/13/12

(Date)

* This document is required to be submitted with the Monetary Allocation Application.

Contact Campus Life  
734.487.3045

Contact Student Government  
734.487.1470
2012 Quadrennial Physics Congress (PhysCon): Registration Confirmation

Sigma Pi Sigma <sps@aip.org>
Reply-To: cspenc16@emich.edu
To: jhodge10@emich.edu

Registration confirmation

Hotel Details:
Caribe Royale Hotel
8101 World Center Dr.
Orlando, FL
Phone: 407-238-8000
Fax: 407-238-8050

"Hotel rooms are not included in registration - discounted room rates are available for Congress attendees at $119 + tax/night (including internet) for up to quadruple occupancy. Hotel reservations must be made by 8 October for the discounted rate.

General Options
Name: chantelle spence
Title: 
Address: USA
Number of People Registered: 1
Event Title: 2012 Quadrennial Physics Congress (PhysCon)
Location: Caribe Royale Hotel
8101 World Center Dr.
Orlando, FL 32821
USA
Phone: 407-238-8000

Current Registration Details
chantelle spence

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<tbody>
<tr>
<td>2012 Quadrennial Physics Congress</td>
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</tr>
<tr>
<td>Student Fee Registration</td>
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</tr>
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</table>

<table>
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<tr>
<th>Bus Tours/Workshops</th>
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<tbody>
<tr>
<td>10:00 AM Boarding: Bus 16</td>
<td>$0.00</td>
</tr>
<tr>
<td>Workshop:</td>
<td></td>
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<tr>
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<tr>
<td>Workshop:</td>
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<tr>
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http://mail.google.com/mail/u/1?ik=288c47342365f88&view=pt&search=all&attid=1396d955e57ca73
Order Summaries

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</table>

Payment Details

If paying by check, please make it payable to “Sigma Pi Sigma.” Mail your check to the address below:

2012 Quadrennial Physics Congress Registration
Sigma Pi Sigma, One Physics Ellipse
College Park, MD 20740

If paying by Check: All checks must be received by 17 September to be eligible for the Early Bird Discount. All checks must be received by 15 October to be registered for the meeting. If your check is not received by the appropriate date, you WILL NOT BE REGISTERED. You will receive a confirmation email when your check is received and your registration is complete.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Reference #</th>
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<tr>
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<td>$170.00</td>
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</table>
2012 Quadrennial Physics Congress (PhysCon): Registration Confirmation

Wed, Sep 12, 2012 at 5:22 PM

Sigma Pi Sigma <sps@eip.org>
Reply-To: Blaycock@emich.edu
To: jhodge10@emich.edu, blaycock@emich.edu

Brandon's Registration

Hotel Details:

Caribe Royale Hotel
8101 World Center Dr.
Orlando, FL
Phone: 407-238-8000
Fax: 407-238-8050

**Hotel rooms are not included in registration - discounted room rates are available for Congress attendees at $119 + tax/night (including internet) for up to quadruple occupancy. Hotel reservations must be made by 8 October for the discounted rate.

General Options

Name: Brandon Laycock
Title: 1312 Leforge
Address: Ypsilanti, Michigan 48197
USA
Number of People Registered: 1
Event Title: 2012 Quadrennial Physics Congress (PhysCon)
Location: Caribe Royale Hotel
8101 World Center Dr.
Orlando, FL 32821
USA
Phone: 407-238-8000

Current Registration Details

Brandon Laycock

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1/2
Order Summaries

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Payment Details

*If paying by check, please make it payable to "Sigma Pi Sigma." Mail your check to the address below:*

2012 Quadrennial Physics Congress Registration
Sigma Pi Sigma, One Physics Ellipse
College Park, MD 20740

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<td>Visa</td>
<td>2785</td>
<td>$170.00</td>
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2012 Quadrennial Physics Congress (PhysCon): Registration Confirmation

4 messages

Sigma Pi Sigma <sp @alp.org>
Reply-To: sbourke@emich.edu
To: jhodge10@emich.edu

Shannon's Payment Verification

Hotel Details:

Caribe Royale Hotel
8101 World Center Dr.
Orlando, FL
Phone: 407-238-8000
Fax: 407-238-8050

**Hotel rooms are not included in registration - discounted room rates are available for Congress attendees at $119 + tax/night (including internet) for up to quadruple occupancy. Hotel reservations must be made by 8 October for the discounted rate.

General Options

Name: Shannon Bourke
Title: 
Address: 9043 Sea Breeze
Pinckney, Michigan 48169-0000
USA
Number of People Registered: 1
Event Title: 2012 Quadrennial Physics Congress (PhysCon)
Location: Caribe Royale Hotel
8101 World Center Dr.
Orlando, FL 32821
USA
Phone: 407-238-8000

Current Registration Details

Registration Items
2012 Quadrennial Physics Congress Student Fee $170.00
Registration

Bus Tours/Workshops
Shannon Bourke 11/08/2012 10:00 AM Boarding: $0.00
Bus 16
Workshop:
Shannon Bourke 11/09/2012 1:00 PM Connecting $0.00
Academia & Industry
Workshop:
Shannon Bourke 11/10/2012 10:00 AM Connecting Science $0.00
Order Summaries

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Sigma Pi Sigma <sps@aip.org>
Reply-To: sschul15@emich.edu
To: sschul15@emich.edu, jhodge10@emich.edu

Hotel Details:

Caribe Royale Hotel
8101 World Center Dr.
Orlando, FL
Phone: 407-238-8000
Fax: 407-238-8050

**Hotel rooms are not included in registration - discounted room rates are available for Congress attendees at $119 + tax/night (including internet) for up to quadruple occupancy. Hotel reservations must be made by 8 October for the discounted rate.**

General Options

Name: Steven Schultz
Title: 
Address: 44938 Crestmant
Canton, Michigan 48187-0000
USA
Number of People Registered: 1
Event Title: 2012 Quadrennial Physics Congress (PhysCon)
Location: Caribe Royale Hotel
8101 World Center Dr.
Orlando, FL 32821
Current Registration Details

Registration Items
2012 Quadrennial Physics Congress Student Fee $170.00
Registration

Bus Tours/Workshops

Steven Schultz 11/08/2012 10:00 AM Boarding:
Bus 16 Workshop:

Steven Schultz 11/09/2012 1:00 PM Connecting Academia & Industry Workshop:

Steven Schultz 11/10/2012 10:00 AM Connecting Science & Technology

Order Summaries

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College Park, MD 20740

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Sigma Pi Sigma <sps@sip.org>
Reply-To: dspyr@emich.edu
To: jhodge10@emich.edu

Doug's Registration

Hotel Details:

Caribe Royale Hotel
8101 World Center Dr.
Orlando, FL
Phone: 407-238-8000

https://mail.google.com/mail/u/0/?ui=2&ik=e73423f5f8&view=pt&search=th=139b5abb3e64f52
Fax: 407-238-8050

**Hotel rooms are not included in registration - discounted room rates are available for Congress attendees at $119 + tax/night (including internet) for up to quadruple occupancy. Hotel reservations must be made by 8 October for the discounted rate.**

**General Options**

Name: Douglas Spry  
Title:  
Address: USA  
Number of People Registered: 1  
Event Title: 2012 Quadrennial Physics Congress (PhysCon)  
Location: Caribe Royale Hotel  
8101 World Center Dr.  
Orlando, FL 32821  
USA

Phone: 407-238-8000

**Current Registration Details**

<table>
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<th>Registration Items</th>
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</table>
| 2012 Quadrennial Physics Congress Student Fee | $170.00  
| Registration |  
|  
| **Bus Tours/Workshops** |  
| Douglas Spry 11/08/2012 10:00 AM |  
| 10:00 AM Boarding: |  
| Bus 16 |  
| Workshop: |  
|  
| Douglas Spry 11/09/2012 1:00 PM |  
| Connecting Academia & Industry |  
| Workshop: |  
|  
| Douglas Spry 11/10/2012 10:00 AM |  
| Connecting Science & Technology |  
|  

**Order Summaries**

<table>
<thead>
<tr>
<th>Date</th>
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</table>

**Payment Details**

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2012 Quadrennial Physics Congress Registration
Sigma Pi Sigma, One Physics Ellipse
College Park, MD 20740

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by the appropriate date, you WILL NOT BE REGISTERED. You will receive a confirmation email when your check is received and your registration is complete.

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<th>Type</th>
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<tbody>
<tr>
<td>09/11/2012</td>
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</tbody>
</table>

Sigma Pi Sigma <sps@aip.org>  
Reply-To: jhodge10@emich.edu  
To: jhodge10@emich.edu

My Registration

**Hotel Details:**

Caribe Royale Hotel  
8101 World Center Dr.  
Orlando, FL  
Phone: 407-238-8000  
Fax: 407-238-8050

**Hotel rooms are not included in registration - discounted room rates are available for Congress attendees at $119 + tax/night (including internet) for up to quadruple occupancy. Hotel reservations must be made by 8 October for the discounted rate.**

**General Options**

Name: Justin Hodges  
Title:  
Address: 1846 Stadium Place  
Apt 5  
Ann Arbor, Michigan 48103  
USA

Number of People Registered: 1  
Event Title: 2012 Quadrennial Physics Congress (PhysCon)  
Location: Caribe Royale Hotel  
8101 World Center Dr.  
Orlando, FL 32821  
USA  
Phone: 407-238-8000

**Current Registration Details**

<table>
<thead>
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<th>Registration Items</th>
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<th>Registration</th>
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</table>

| Justin Hodges | 11/08/2012 10:00 AM Boariding: Bus 16  
|---------------|---------------------------------------|

<table>
<thead>
<tr>
<th>Justin Hodges</th>
<th>11/09/2012 1:00 PM Connecting Academic &amp; Industry Workshop:</th>
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<table>
<thead>
<tr>
<th>Justin Hodges</th>
<th>11/10/2012 10:00 AM Connecting Science &amp; Technology</th>
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https://mail.google.com/mail/u/0?i=0&ik=a734236f6b&view=pt&search=all&th=135b5abbcb3e4f52  
5/6
Order Summaries

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Sigma Pi Sigma, One Physics Ellipse  
College Park, MD 20740

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<tr>
<td>09/10/2012</td>
<td>Visa</td>
<td>2785</td>
<td>$170.00</td>
</tr>
</tbody>
</table>
What I accomplished:

I. New York Times
   a. Met with Walter Kraft to ensure that a NYT button is on the my.emich.edu page soon.

II. Civic Engagement
   a. Worked with Director Monea, Leigh Greden, the vision center and others to update and promotes our 3 part voter engagement strategy focused on registration, education and voting day efforts.
   b. Civic Engagement Strategy
      i. Assisted in creating relevant materials essential to registration training, voting efforts, etc. alongside Director Monea.
   c. Turbovote-
      i. Announced successes of Turbovote to the EMU community (Leader in the State of MI)
      ii. Oversaw the registration of at least 500 students with Turbovote via emich.turbovote.org
      iii. Took part in relevant discussions in relation to civic engagement programming
      iv. Created second campus-wide email about Turbovote

III. Marketing
   a. Advertising Stands
      i. With the advice of the Executive board, I created the application and processes necessary for advertising stand rental
      ii. Worked with relevant staff to create a service strategy for Student Organizations, etc.
      iii. Presented Ad. Stands to the IFC/Panhel joint meeting
      iv. Presented Ad. Stands to the NPHC
      v. Filled, Transported and Placed Ad. Stands in relevant locations across campus
      vi. With the help of Senator Elmgren, edited and sent a press release in reference to advertising stands to the eastern echo.
   b. Flash Drives
      i. Worked with relevant staff to ensure that EMU SG Flash drives were loaded with SG & SAAC priorities for the upcoming year.
IV. University Committees
   a. SAAC
      i. Worked with members to finalize the date, time and location of the EMU Town halls.
      ii. Planned, Attended, Facilitated “EMU Town Halls”
      iii. Discussed working on capital outlay projects
      iv. Worked with Desmond to update and reprioritize SAAC initiatives.

   b. SAC
      i. Created Power Point presentation for SAC/SG Priorities
      ii. Attended rehearsal for Student Affairs Committee Meeting
      iii. Co-presented an alteration to the student code of conduct in relation to medical amnesty compliance to the Student affairs council
      iv. Presented an overview of SG priorities to the SAC, and members of the EMU community

   c. Appointments
      i. Appointed VP Miller to the University Search Committee for Lieutenant Chief of Police
      ii. Appointed VP Miller to the University Parking Committee
      iii. Appointed Director Walla to the University Budget Council
      iv. Appointed Director Williams to the Homecoming Committee
      v. Appointed Director Jones to the Student Health Advisory Board
      vi. Committed to University Budget Council
      vii. Committed to Institutional Strategic Planning Committee
      viii. Discussed judicial appointments for EMU appeal boards with Office of Student Conduct.

   d. Misc.
      i. Prepared materials for joint address to the EMU Foundation with Regent Fitzsimmons.
      ii. Prepared comments in relation to SG priorities to the Board of Regents

V. Various Student Government Priorities
   a. EMU Rebate Initiative
      i. Scheduled a meeting with the Director of B&F and Ed Cruz to continue to craft an EMU Rebate initiative that encourages completion and protects affordability.

   b. EMU Townhalls
      i. See Section IV.

   c. 24 hour Halle library
      i. Announced pilot metrics.
      ii. Scheduled meeting with IT to discuss progress of pilot
d. EMU DREAM ACT
   i. Discussed alternative venues for implementation with relevant administrators.

e. Meetings of Note
   i. Met with Provost Schatzel
   ii. Glenna F. Miller

VI. Student Government Website
   a. Contacted EMU Communications to ensure that the SG website was launched.
   b. Assigned staff to attend training for the new website.

VII. Miscellaneous
   a. Attended various Student Org events
   b. Drafted agenda for Executive Board Meeting
   c. Requested an updated list of University Committees
   d. Prepared all relevant materials in relation to the Appeal of Joseph Stinson
   e. Delivered the case for the removal of Mr. Stinson from the Executive Board to The Judicial Board of Appeals
   f. Took photo with VP Miller for University communications
   g. Hired Subsidiary staff to aid in the creation of marketing materials for student government
   h. Worked extensively to edit, revise, and deliver on advertising materials for upcoming SG events, including EMU Town halls.
   i. Maintained and updated EMU SG Social networks
   j. Requested advertisements for the I-96 billboard, in addition to campus monitors
   k. Discussed SOLAR with relevant staff
   l. Gave statements to the press in relation to the Board of Regents
   m. Met with the Office of Student Conduct
   n. Discussed the programming of Medical Amnesty with multiple departments
o. Created executive board to-do lists

p. Met with the Disability Resource Center

q. Created campus-wide email about SG Priorities

r. Met with NYT representatives to discuss the readership program
WHAT I ACCOMPLISHED:

I. Lieutenant Search Committee
   a. Attend training session
   b. Review 57 applications
   c. Rate applicants from least to favorite
   d. Pick the top 10-12

II. Residence Hall Association
    a. Collaborate on funding with New York Times

III. Medical Amnesty Committee Meeting
     a. Get program to be LBC approved
     b. Arrange a time for the final game

IV. Carolyn Lusch, Partners for Transit Coordinator
    a. Discussed collaboration with EMU
    b. Explained the 5 year Transportation plan
    c. Arranged a time for her to speak at a Senate meeting

V. Board of Regents
   a. Attended the Educational Policy Committee
   b. Attended the Student Affairs Committee as a member
      - Reported my priorities to the board
   c. Attended Board of Regents meeting
      - Gave a speech to the board

VI. Judicial Appeals Committee
    a. Met w/Jesus Hernandez to discuss the procedure for the Judicial Appeals Committee
    b. Acted as the Chief Justice during the hearing

VII. EMU Town Halls
     a. Set up presentation for event
     b. Answered questions asked by audience members

VIII. Dr. Kim Schatzel, Provost
      a. Met w/ her to debrief about BoR meeting
      b. Discussed future of SAAC
      c. Discussed possible philanthropy collaboration with Dining Services

IX. Parking Committee
a. Sit as a representative of students
b. Discuss the problems of parking from a student perspective

X.  Senator Test
   a. Restructure test
   b. Create Review for test
   c. Create a new grading scale for test

XI. WinterFest
    a. Discuss date, food options, and event
    b. Expand it to a weeklong event
    c. Think of ways to promote it to students and student orgs
GOAL OF TWO WEEK PERIOD: My goal of the two week period has been to promote Senator applications to prospective students to fulfill the larger goal of filling the Senate.

WHAT I ACCOMPLISHED:

I. Promoted Senator applications to fellow students
   a. Passed out several Senator applications in my classes.
   b. Gave several professors applications for interested students.
   c. Made applications available in and around the Student Government office.

II. Planning second bi-weekly update on the status of the Senate.
   a. Will be sent out on September 24th.

III. Internal Affairs meeting on the 18th.

IV. Judicial appeals committee on the 18th.
GOAL OF PREVIOUS TWO WEEKS: My goal for the last two weeks was to have a smooth first B&F Committee meeting and to finalize bylaw resolutions affecting the Department of Business and Finance.

WHAT I ACCOMPLISHED:

I. Assist Student Government in developing an application process for renting display stands around campus.
II. Finish all audits from last year.
III. Present B&F bylaw resolutions to the Internal Affairs Committee (still in progress).
IV. Assist student organizations with looking up their X-fund information.
V. Assist student organizations with getting reimbursements with University Accounts Payable.
VI. Process payments for five student organization copy codes.
VII. Perform the first reconciliation from the University Banner system to the Student Government budget.
VIII. Co-administrate a goal setting session with the B&F Committee.
IX. Create the first monthly report on the budget and expenditures (see attached page).
GOAL OF NEXT PERIOD: The first of our events, such as the debate screenings and ballot initiatives, will be rolling out, so I will oversee them and finalize any last minute details.

WHAT I ACCOMPLISHED:

I. Meetings
   a. Event Planning
      i. We met to discuss room setup for the Election Party and Mock Debate.
      ii. Director Williams was there also.
   b. Campus Life
      i. We went over poster designs for all debate related events in the next month.
      ii. Posters should be ready to go in about a week.

II. Revenue Sources
   a. To help pay for our events, I sought out joint funding for events.
   b. Special thanks to Director Williams, the Student Center will cover the cost of A/V equipment for the Election Party, estimated to be about $480.
   c. Special thanks to Decky Alexander of the Office of Academic Service-Learning, she got us a $500 grant to pay for the Mock Debate.
   d. Campus Life will pay for food at all debate events, saving us several hundred dollars.
   e. Campus Life will pay for balloons and flags at the Election Party.
   f. We may be able to get Residence Life cover some food costs for the Election Party as well.

III. Voter Registration
   a. So far, we have
      i. Approximately 261 completed forms!
      ii. 180 registrations through Turbovote!
      iii. 500 reminders from Turbovote!
      iv. 440 estimated registered students!
   b. I'd love to have your help registering voters, so please sign up to help at one of our upcoming events, such as:
      Thursday, 27th: 11-2 Student Center
Thursday, 27th: 2-4 Student Center
Sunday, 30th: 6-8 Buell Hall

Wednesday, Oct. 3rd, 11:30-1 Campus Picnic at Student Center
Saturday, Oct. 6th, 11-1 Homecoming Tailgate at Rynearson Stadium

IV. Event Schedule
   a. Ballot Initiative Teach-Ins
      i. They will be Oct. 8, 9, & 10 from 5:30 – 7:30 in the Carillion Room of the Library.
   b. Candidate Forum
      i. They will be Tuesday, Wednesday, Thursday Oct. 16, 17, & 18th from 11-4pm in the Student Center food court.
      ii. First day will be Democrats, second is non-partisan, third is Republican.
   c. Debates
      i. Mock Debate, Monday, Oct. 22nd, 6:30-8:30 in the Student Center Ballroom
      ii. Live debate screenings on Oct. 3rd, 11th, 16th, & 22nd, from 9-10:30pm. The first one is in a residence hall, all the rest are in the Student Center Auditorium.
   d. Election Party
      i. Tuesday, Nov. 6th, 8-midnight in the Student Center Ballroom

c. Huge thanks to all senators and directors that lent me a hand!
The committee was finally able to meet. We made progress on developing goals for the year and assigning tasks to work toward. I worked to push some medical amnesty goals along. I was also able to make good progress on developing Winterfest.

WHAT I ACHIEVED:

XII. OOHLALA
   a. Voter registration GPS

XIII. Medical Amnesty initiatives
   a. Premed symposium

XIV. Winter org fair
   a. Working to build a committee
   b. Establish a starter schedule

Events to keep in mind

I. OCT Wellness awareness month
   a. Sam: Working with Eric Ward on Wellness project
   b. Working with Casey Jordan on Glass/Photovoice
   c.

II. NOV Campus no bias event

III. DEC World AIDS Day

IV. JAN Winter org fair

V. FEB Down with cupid

VI. MAR I heart female orgasms
GENERAL HOURS:
MON 5:30PM-8PM
TUES 11AM-12PM, 5PM-8PM
THUR 11AM-12PM, 5PM -8PM
FRI 5:30PM-7:30PM

GOAL: The past few weeks have been really dedicated to Real Talk and establishing the fine details of topics and dates. I have also been continuing the work for the Medical Amnesty campaign on campus, specifically in regards to the Pre-Med Symposium.

WHAT I ACCOMPLISHED:

I. Meetings
   a. Met with Mary Larkin and established her Real Talk topic which will focus on Religion and the LGBT community.
   b. Met with the president of the Muslim Student Association, Zaineb, and she agreed to participate in a Real Talk topic in February focused on the misinformation of Muslims.
      i. We also discussed her organization's access to an additional reflection room that would be more centrally located on campus such as in Halle or the Student Center. I directed her toward Thomas Thompson, the building manager of Halle Library.
   c. Met with the Medical Amnesty campaign committee and established the set-up for the Pre-Med Symposium.

II. Misc
   a. Attended the Black Student Union Address where I was able to speak with Myka Herron extensively on her role in Real Talk and what she would like to bring to her session.
   b. Met with the Medical Amnesty Campaign Committee and established the set-up for the Pre-Med Symposium.
   c. Attended speaker Jordan Burnham’s session for the L.I.V.E Welcome Week. Wrote a review and utilized his information on the organization Active Minds, and contacted Tiyanna Peterson, president of Active Minds at EMU and set up a meeting with her to establish a Real Talk session for her on the stigmas of Mental Health issues.
10 DAYS
MON. SEPT.10- 3:30PM-5:15PM
TUES. SEPT.11-9:30AM- 12:30PM
WED. SEPT.12- 9:20AM-1:30PM
THUR . SEPT.13-9:00AM-12:30PM
FRI. SEPT.14- 1:30PM-5:00PM
MON. SEPT.17-3:30PM-6:00PM
TUES. SEPT.18- 9:00AM-12:30PM
WED. SEPT.19-9 AM-1:30PM
THUR SEPT.20-9:00AM-12:30PM
FRI SEPT.21-10AM-1PM, 4:00PM-5:00PM

GOAL OF PERIOD: My goals for the previous weeks were to accommodate student organizations who request funding, attend student organization meetings, and support Student Government at campus events.

WHAT I ACCOMPLISHED:

I) Allocation Requests
   a) Over the past month, I have consulted with Korean Student Association, EMU-IMA Student Chapter, Society of Physics Students, Fashionality, Men’s Club Volleyball, Women’s Club Volleyball, and Ultimate Frisbee to help them complete the allocation request packet.
      i) The Korean Student Association, The EMU-IMA Student Chapter, and The Society of Physics allocations have been passed by the Business & Finance Committee, making there events a success.
      ii) The Society of Physics allocation is being submitted to the Senate to be heard.

II) Student Organization Meetings
   a) Over the past few weeks, I have attended two of the AMA meetings. While I was there, I was able to promote Student Government to the organization.

III) Voter Registration
   a) I volunteered at Pray- Harold to support Director of Political Action with voter registration.
GOAL OF TWO WEEK PERIOD: My goal for the previous two weeks was to essentially reformat the procedure in which senators and directors request room reservation for an event/senator projects. Continuing to make sure that our office has rooms booked for the upcoming fall and winter semesters in a timely and efficient manner.

WHAT I ACCOMPLISHED

I. Organized Desk
   a. Making sure that the cabinet drawers/file cabinets are now organized by folders/tabs/labels.

II. Room Reservation
   a. Booked the Halle library for the P.A.C. teach-in’s for Oct 8, 9, and 10th, from 5:30pm-7:30pm. Booked the dining stage for the candidates forum tentative dates are October 16th, 17th, and 18th from 11am to 4pm

III. Kiosk Booking/Display Stands
   a. Booked the kiosk for a few organizations on campus for the fall semester/ received to customer requests from GA and Academic advisors for the usage of the display stand the application for the display stands are now available.

IV. Copy Codes
   a. Created copy codes for 4 student organizations, copy code applications are available in the SG office, senator and executive board copy codes are available if you need your copy code please see me during your office hours or send me an email.

V. I Heart Female O
   a. Set-up a meeting with Jess Klein for Monday at 10am to discuss the event on tentative date (March 27th at 8pm in Grand Ballroom AB).
TWO WEEK GOAL: My goal for the past two weeks was to file all documents with proper organization into the common drive and various other small tasks.

WHAT I ACCOMPLISHED:

1. Senate, Executive Board, Internal Affairs
   i. I typed the minutes from the previous Senate meeting as well as the Executive Board meeting, and the Internal Affairs meeting.

2. Common Drive
   i. After typing all of the minutes and various other documents of importance, I store them for future reference in the common drive within sub folders by specific date.

3. Attendance
   i. Along with the minutes I also recorded attendance for each meeting that I attended. These are also stored in the Common Drive.

4. Judicial Appeal
   i. I attended the Judicial Appeal of our former Director of Communications and took minutes during the hearing.

5. Various Miscellaneous Tasks
   i. There are several other miscellaneous tasks that I completed the previous two weeks such as creating signs for the Senators to log onto the computers in the office, logging Senator hours, sending emails, etc.
GOAL OF TWO WEEK PERIOD: My goal of the past weeks was to learn more about the upcoming events Student Government was putting together. Also, I wanted to get more work done around the office.

WHAT I ACCOMPLISHED:

I. Voter Registration.
   a. I worked on Monday September 17th from 11am-2pm at Pray Harold registering students to vote.
   b. Also registered student for turbo vote.

II. Ad stands.
   a. I emailed Christopher Grant in the Physical Plant Department for the approval of the ad stands locations.
   b. Sent over a mock map of where the ad stands would be located around the campus.

III. Town Hall Meeting.
   a. Made copies of the Student Government Priorities for the Town Hall Meeting.

IV. Cleaned Office.
   a. I cleaned the office, vacuumed and straightened up with the help of one of the senators.