

# Section XII

## Development and Advancement

### NITTANY LION CLUB POLICY MANUAL

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Since the arrival of baseball to campus in 1875, sport has played a key role in the educational experience at Penn State. Always complementing academic pursuits instead of exceeding them, varsity athletics developed in a manner that ensured that the student element of the term student-athlete was emphasized and advanced. Over 135 years later, this approach remains in place and is a cornerstone of the Penn State philosophy. During this period, over 15,000 men and women have won varsity letters as Nittany Lions have achieved remarkable success in athletic competition, the classroom, and the world. Through their careers and lives, they have inspired millions and shown the nation that “We Are...Penn State” is more than a simple athletic chant, but rather an approach to achieving great things in both competition and life.

The Penn State All-Sports Museum is dedicated to preserving the legacies of these student-athletes and sharing their stories with students, alumni, and the larger community. Founded in 2002, the Museum has spent the last sixteen years collecting and chronicling Penn State’s sporting history while also illustrating the University’s pioneering role in areas such as racial desegregation and gender equality in athletics. As one of the flagship institutions relating to the history of the University, it works to not just share the experiences of athletes past and present, but to use their stories as a lens for examining larger issues and topics. As Penn State moves forward, the Museum is able to provide a source of pride and tradition to alumni and friends as it works to educate the public about the contributions and accomplishments of our student-athletes, both in competition and in the world beyond.

As the Museum has grown, it has developed a multitude of programs to further educate the public in regard to Penn State’s past, changing trends in athletics, as well as provided student-athletes with opportunities to engage the community. The below policies have been developed to administer various aspects of the Museum’s operations and programming.

While the Penn State All-Sports Museum is a unit of Intercollegiate Athletics, it has possessed an active advisory board since its opening in 2002. In 2013, the advisory board developed a formal set of bylaws to govern its actions and structure. These were approved by the advisory board and the Penn State

General Counsel's office in early 2014.

**ARTICLE I**  
**INTRODUCTION**

**1.01. Legal Status.** The Penn State All-Sports Museum (the “Museum”) is not a separate legal entity, but exists only as an administrative unit of The Pennsylvania State University (the “University”) under the direction and control of the Department of Intercollegiate Athletics (“ICA”).

**1.02. Statement of Purpose.** The Penn State All-Sports Museum Advisory Board (the “Board”) serves as the liaison between ICA administration and the community. As such, the Board represents the needs and wants of the community to the ICA administration and advocates for the Museum to the community. In terms of the latter, the Board shall focus its efforts on the following objectives: fundraising, audience development, special events and advocacy. The Board shall also be responsible for making sure ICA administration is aware of and responsive to the community’s concerns about those things that will make the museum experience more pleasant and more meaningful for visitors.

**1.04 Board Activities**

The Board will advise and assist ICA administration in connection with the following activities:

- (a) Fundraising.** Fundraising shall include two types of giving: cash and in-kind. Cash fundraising includes annual giving for operating expenses (especially in support of temporary exhibits and programming) and the creation of planned giving and endowments opportunities. In-kind fundraising includes, but is not limited to, housing, advertising, publications, loans or contributions of production materials, etc. All fundraising activities for the Museum must be approved by and coordinated with the Nittany Lion Club (Development) office for ICA.
- (b) Audience Development.** The Board shall work actively to bring in new and former visitors and help ensure current visitors remain active participants.
- (c) Special Events.** The Board shall conceive and implement exhibit opening night events, receptions, celebrations, and similar activities.
- (d) Advocacy.** The Board will actively seek support from local businesses, enterprises, and political entities on behalf of the Museum.

**ARTICLE II**  
**OPERATIONS**

**2.01. Fiscal Year.** As an administrative unit of the University, the fiscal year of the Museum is from July 1 to June 30.

**ARTICLE III**  
**BOARD MEMBERS**

**3.01. Election of Advisory Board Members.** The Board shall consist of a minimum of nine (9) and maximum of eighteen (18) members plus the following permanent *ex officio* members (such *ex officio* members to have no voting rights):

- (a) Museum Director;
- (b) Assistant Athletic Director, Nittany Lion Club;
- (c) Varsity 'S' Coordinator; and
- (d) Student-Athlete Advisory Board Representative

Nominees for election to the Board shall be submitted by the Nominating Committee to the Board for approval. The members of the Board shall be elected by a majority vote of the Board members present.

**3.02. Terms of Directors.** Members of the Board shall be elected for a three (3) year term to serve a maximum of two (2) consecutive terms. Former Board members shall be eligible for reconsideration after one (1) year removed from the board. The terms of Board members shall begin July 1 of each year and shall be staggered in such manner as to ensure a continual rotation of volunteers. For the initial term, Board member nominations should be evenly divided between one year, two year, and three year terms. Any member of the Board may be removed from the Board by ICA at any time if, in the judgment of the Director of Intercollegiate Athletics, the best interests of the Museum would be served thereby.

**3.03. Duties of Directors.** The members of the Board shall be expected to perform the following duties:

- (a) Support PSASM financially through personal donations annually and by participating in the fund-raising process;
- (b) Serve on at least one (1) Standing Committee;
- (c) Attend and participate in Board meetings;
- (d) Represent the Museum in the community and at special events;
- (e) Offer business advice and monitor the Museum's financial condition; and
- (f) Promote the growth of future visitation by assisting with educational efforts for young people.

**3.04 Powers; Limitations.** The role of the Board shall be solely advisory to ICA and the University. All property of the Museum shall be owned and managed by the University. The Board shall not be responsible for deciding exhibit or programming content for the Museum. Content input from

members of the Board is important, but the Board shall have no authority over content decisions or matters; such authority shall be vested in the Museum Director and ICA. The Board shall not have the power to hire or to remove any University staff member or other personnel employed by the University to work on behalf of the Museum. All documents and checks regarding the business of the Museum shall be signed by such person or persons so designated by the University. No officers or other member of the Board shall have authority to sign checks, contracts, leases, or other documents or instruments in the name, and on behalf, of the Museum.

**3.05. Meetings.** The Board shall hold regular meetings bi-monthly. Special meetings may be held at the request of the Chair or Museum Director. All meetings shall be held at the Museum unless otherwise designated by the Chair or the Museum Director. The minutes of the meeting shall be prepared by a Penn State staff member who shall retain, for future reference, those minutes and the original or a copy of these By-Laws, including amendments to date.

**3.06. Notice of Meetings.** Notice of any regular or special meetings shall be given in a reasonable time and in the most convenient manner available.

**3.07. Quorum.** The presence of at least one-half of all of the voting directors shall constitute a quorum.

**3.8. Action by Majority Vote.** The act of the majority vote of the Board members present at a meeting at which a quorum is present shall be the act of the Board unless otherwise required under these By-Laws. In cases of a tie vote, the Chair or highest ranking officer present will break the tie. All actions of the Board are subject to the approval of ICA.

**3.09. Remote Access.** Directors may participate and vote electronically via email, telephone, or other similar means should the circumstances require.

**3.10. Vacancies.** Any vacancy, and any directorship to be filled by reason of an increase in the number of directors, shall be filled by nominees of the Nominating Committee, and then elected by the Board.

**3.11. Compensation.** No compensation shall be paid to any member of the Board.

#### **ARTICLE IV** **OFFICERS**

**4.01. Qualifications.** The officers of the Board shall consist of a Chair, a Chair Elect, and a Past Chair. Nominees for the various officer positions shall be submitted by the Nominating Committee. Officers shall be elected by a majority vote of those Board members present at such meeting. Officers shall hold office for a period of two (2) years or until their successors have been elected.

**4.02. Removal.** Any officer may be removed from the Board and from his or her office by ICA at any

time if, in the judgment of the Director of Intercollegiate Athletics, the best interests of the Museum would be served thereby.

**4.03. Chair.** The Chair of the Board shall preside at meetings of the Board, and shall perform such other duties on behalf of the Museum as may be prescribed by the Board and by these By-Laws. Upon completion of his/her term of office, the Chair shall serve as a member of the Board for an additional one year.

**4.04. Chair Elect.** In the absence of the Chair, the Chair Elect shall preside at all meetings of the Board and shall perform all duties incident to the office of Chair Elect and such other duties as may be prescribed by the Board and by these By-Laws.

**4.05. Past Chair.** In the absence of the Chair and the Chair Elect, the Past Chair shall preside at meetings of the Board and shall perform all duties incident to the office of Past Chair and such other duties as may be prescribed by the Board and by these By-Laws.

**ARTICLE V**  
COMMITTEES

**5.01. Organization.** The Board may designate committees such as Development, Marketing, Collections, etc. and their purposes at the beginning of each year which shall have and exercise such authority in the Museum's affairs as may be determined by the Board. An ICA staff liaison shall be a member of every committee.

**5.02. Committee Chair.** One member of each committee shall be appointed Chair by the Board Chair.

**ARTICLE VI**  
INSURANCE

The University, on behalf of the Museum, shall purchase and maintain insurance, at its expense, for the benefit of officers and Board members, against any expense, liability or loss suffered in carrying out his or her duties on behalf of the Museum.

**ARTICLE VII**  
AMENDMENTS

These Bylaws may be amended from time to time with the approval of ICA.

**Article VIII**  
IMPLEMENTATION

The above By-Laws are to take effect upon approval by ICA.

# PENN STATE ALL SPORTS MUSEUM COLLECTIONS POLICY

A core policy of any museum, the Collections Policy sets the guidelines pertaining to all aspects of the institution's collections. This includes scope of collecting, acquisitions, appraisals, accessioning, deaccessioning, disposal, and incoming/outgoing loans.

## STATEMENT OF PURPOSE

The mission of the Penn State All-Sports Museum is to honor the achievements of the men and women who have built the proud tradition of Penn State Intercollegiate Athletics through the preservation and promotion of their legacy for the education and benefit of the community. In fulfilling this mission, the Museum works to exhibit, collect, document, preserve, and portray the history of athletics at the Pennsylvania State University. The acquisition, care, use and disposal of items collected by the Museum shall be governed by the highest standards of professional practice and personal ethics.

## SCOPE OF COLLECTIONS

The Museum's permanent collections will either be on exhibit in the Museum or in subsidiary exhibitions or displays at other athletic department or University venues, or will be held for safe keeping under the proper conditions and environment in the Museum's storage facility. Items for display may also be borrowed from other University units, outside organizations, and individuals. Procedures will be developed for the appropriate control, security, and return of such loans.

Since the quality and relevance of collections are vital to the usefulness of the Museum, acquisitions should meet the following conditions:

1. Be relevant to and consistent with the purposes and priorities of the Museum.
2. Be available for exhibition, education, and research purposes.
3. Be adequately registered, documented, and acknowledged.
4. Be in good condition or in condition that is restorable at reasonable expense.

The Museum will accept for the permanent collections only those items for which it can reasonably provide proper care and environment. Items of value in documenting the history of Penn State that are not needed for the Museum's collections may be referred to the University Archives for acquisition by the archives. The Museum may borrow items that are useful for exhibition, educational and research purposes but are not required for the permanent collection or whose condition makes long-term preservation impossible or impractical. Items in the collections may only be handled or used by trained personnel or researchers under the supervision of the appropriate Museum staff.



## ACQUISITION AND ACCEPTANCE (Permanent Collection)

Items donated to the Museum shall be accepted only if they are relevant to the Museum's purpose and meet the criteria outlined in Scope of Collections as determined by Director of the Museum and the Collections/Exhibits Committee of the Museum's Advisory Board. Items for potential acceptance shall be recommended to the Committee by the Director and a vote taken. Those items receiving a majority vote will be accepted for accessioning into the collection. In the event of a tie, the Director will cast the deciding vote.

Should the donor not agree with the determination of the Committee not to accept an item, the donor may request a review of the decision by the Director of Athletics. It is vital that the priority for acquisitions be contingent on the development and improvement of both the exhibition and permanent collections. Acceptance of items must be evaluated against the availability of space and personnel to handle and care for the items.

The procedure for the acceptance of items will be established by the Director of Athletics. The Director or the Director of Athletics' designated representative on the Museum staff shall be responsible for insuring that the procedures are followed and that proper and accurate records are kept. The Director or the designated representative will coordinate the acceptance and temporary storage of items with representatives of the University archives.

The conditions of acceptance of items for the permanent collection are as follows:

1. All items shall be accepted under the supervision of the Director or the Director of Athletics' designated representative.
2. All items shall be considered outright and unconditional property of The Pennsylvania State University.
3. No item will be accepted with restrictions attached.
4. A clearly stated document describing the item(s) involved and the precise conditions of transfer shall be acknowledged by the donor and an authorized representative of the Museum.
5. Donations that meet the requirements of charitable contributions under Internal Revenue Code (Section 170) and related regulations (section 1.170-A-1) may be tax deductible. Each donor should consult their personal tax advisor to determine the deductibility of the donation.

## APPRAISAL AND VALUATION

The valuation and appraisal of an item will be the sole responsibility of the donor and no employee of the University will place a valuation on any item [for tax purposes.] The donor should hire a professional appraiser who will provide a written statement with a description of the items and the appraised evaluation. A copy of the appraisal or a valid receipt of purchase shall be provided to the Museum as part of the permanent record and, in return, the Museum shall provide a letter of acceptance if requested by the donor. Acceptance of a donated item by the Museum does not mean that the University agrees with the appraised value of the item or confirms the availability of a tax deduction under applicable tax law.

## RECORDS

All items acquired for the Museum's collection shall be registered, cataloged, documented and acknowledged in the Museum's records. The Director, or the Director of Athletics' designated representative, shall maintain records of items and artifacts. At a minimum, three types of permanent records shall be kept: 1) register of acquisitions; 2) catalog; and, 3) donor file. Supplemental records may be kept at the discretion of the Director, or the Director of Athletics' designated representative.

## INCOMING LOAN POLICY

The Museum shall accept items on loan for use in exhibits under the following conditions:

1. The item is relevant to the Museum's purpose and fulfills the criteria outlined in the Scope of Collections.
2. The item is significant and deemed necessary to meet the current priorities of the Museum.
3. The lender certifies the condition and value of the loaned item and executes a signed agreement provided by the Museum detailing the terms and conditions of the loan.
4. The Museum will normally insure the item for the amount specified in the signed agreement. If the lender elects to maintain his/her own insurance coverage, a written statement from the lender to the Museum is required. The loan agreement must contain language that the lender waives subrogation against the University on behalf of the lender and his/her insurance company.
5. While in custody of the Museum, loaned items shall be given the same care and attention of other Museum property, and shall remain in the condition in which they were received except with written consent of the lender or when the safety of the item makes such action imperative.
6. The Museum retains the right to determine when, if and how long the item(s) shall remain on display.
7. The loaned item remains the property of the owner and shall be subject to withdrawal on written notice as outlined by the signed agreement.

## OUTGOING LOAN POLICY

Museum policy prohibits the lending of collection material to outside sources, including other University entities, except under the following restricted conditions as follows:

1. The lending of an item is beneficial to the Museum and in keeping with the objectives and purposes of the Museum.
2. All requests for borrowing items be made in writing and the reason for borrowing is clearly defined.
3. The borrower is a bona fide nonprofit cultural, educational or charitable entity capable of providing appropriate care and insurance for the borrowed item(s).

4. The borrower certifies the condition and value of the borrowed item before taking possession and before relinquishing possession and executes a signed agreement provided by the Museum detailing the terms and conditions of the loan.
5. The borrower shall be responsible for any and all loss or damage to the item(s) while on loan to him/her and will obtain insurance covering the value of the item(s) while in his/her possession, providing a certificate of said insurance to the University, with evidence of 30 days notice of cancellation.
6. The borrower shall agree in writing that he/she is responsible for the full value of the loaned item(s), including any deductible(s) or uninsured amount(s). The borrower shall reimburse the University in full within thirty (30) days after receiving a notice of payment due from the University.
7. No loan shall be made without the approval of the University's Director of Athletics.

### USE AND DISPOSAL (DEACCESSIONING)

Items in the collections shall be retained for as long as they continue to be relevant and useful to the Museum's purposes and activities, and can be properly stored, preserved, and used. However, the Museum retains the right to improve its collection through selective disposal and acquisition. Items identified for removal from the collection will be recommended to the Collections/Exhibits Committee of the Advisory Board for a vote by the Director. Should a tie result, the Director will cast the deciding vote. A list of those approved for deaccessioning will be presented to the Director of Athletics for final approval.

Items no longer needed for the Museum may be of value to the University Archives or other relevant University units and should be offered to them before any disposal.

Items removed permanently from the collections shall be disposed as follows:

1. The manner of disposition will be in the best interests of the University, the Museum, and the public it serves.
2. Disposal of items shall be through transfer, exchange, sale or destruction.
3. Items that have a monetary value shall be disposed first through transfers to or exchanges with other non-profit organizations, government agencies, or institutions; and second by sale at a public auction or through another public marketplace.
4. The goal of all sales shall be to bring the best possible price for the item and sales will be handled in a manner that will best protect the interests, objectives, and legal status of the Museum.
5. Unless the items cannot be disposed as set forth in paragraphs three and four above, there shall be no private sales of items to University employees, faculty, staff, the Board of Trustees, or their agents or representatives. In the event of public sale or sale to dealers, such individuals shall be eligible, as are any other private individuals, to bid on offered items.
6. The proceeds from sales will be allocated to support acquisition, management, or preservation of the collections, including the purchase of additional items and material for the collections.

## RESPONSIBILITY AND ETHICS

Ultimate responsibility for the acquisition and maintenance of Museum collections rests with the Director of Athletics' office. The Director of Athletics establishes the collection policy and delegates authority for implementation of the policy to his/her designated representative.

The highest standards of ethics must be followed at all times by University personnel and any Museum employee, officer, volunteer, or part-time worker. The University will not allow objects from its collections to be acquired privately by individuals unless they are sold publicly and with complete disclosure of their history. It is patently a conflict of interest and inimical to the mission of the Museum for Museum personnel to refuse any item offered for collection and subsequently to acquire the same item for their personal use. Such actions may result in the immediate termination of Museum personnel engaging in such activity, as well as appropriate legal action against said personnel.

To provide guidance for updating aspects of the Museum's permanent exhibition, the below policy was developed in 2014.

### Penn State All-Sports Museum Exhibit Photo Update Policy

#### **Background:**

Pursuant to its mission of honoring the achievements of the men and women who have built the proud tradition of Penn State Intercollegiate Athletics, the Penn State All-Sports Museum (PSASM) hosts exhibits which feature each of the University's past and present varsity programs. Given the nature of the Museum's subject matter, these exhibits require routine updating to ensure that the latest accomplishments and noteworthy individuals are suitably recognized. As permanent inclusion in the Museum's collections is a significant recognition for an individual or team, the below guidelines are to provide assistance in determining new photographic additions to the galleries.

#### **Individuals:**

Inclusion of student-athletes requires them to have graduated, expended their eligibility, or otherwise left Penn State. In assessing photographs of individuals for inclusion in varsity sports exhibits, the following criteria should be considered:

- Request from coaching staff or Intercollegiate Athletics administration
- Individual national champion
- First Team All-American
- World/National/School Record Holder
- National award winner in their sporting career

- Conference player/athlete of the year
- Multiple all-conference team selection
- Olympic or international service
- Key contributor(s) on standout teams (conference or national championship winners)
- Outstanding service to the community, program, academic performance/achievement, or professional achievement

#### **Coaches:**

In assessing photographs of coaches for inclusion in varsity sports exhibits, the following criteria should be considered:

- Current coaches are to be displayed next to “Last Season” panels
- National championship(s)
- Multiple conference titles
- Record holder (ex. most wins)
- National recognition
- Olympic or international service
- Outstanding service to University, program, community, or professional achievement

#### **Teams/Events:**

In assessing photographs of teams, groups, or events for inclusion in varsity sports exhibits, the following criteria should be considered:

- National champions
- Conference champions
- Multiple individual national champions
- Significant event in program history (conference title, bowl game, inaugural game/season, record set, etc.)
- Olympic/international service

#### **Implementation:**

Recommendations for prospective photos may be made by the PSASM Director, PSASM Collections/Exhibits committee, coaching staffs, athletic administration, or University administration. Photos meeting the above criteria will be submitted to PSASM’s Collections/Exhibits Committee by the PSASM Director for discussion and approval. Additional images may be brought forward by the committee for consideration.

The PSASM Director retains right to make all final decisions. Photographs falling outside of the above guidelines may be considered by the committee, but must demonstrate exceptional merit and content to warrant approval. A photograph may meet the above criteria but be declined due to issues of space, content, or quality. Appeals of the PSASM Director and/or committee’s decisions may be made to the Athletic Director.

The below outlines the requirements for members of the Museum’s docent corps:

## *Docent Program*

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### **Program information:**

The Penn State All-Sports Museum docents are a special kind of volunteer. They are thoroughly trained and equipped to educate children through adults about Penn State's athletics programs and their history. Docents serve an important role in fulfilling the mission of the museum. Being a docent at PSASM requires that you are able to perform several volunteer job functions:

- **All applicants must pass a background check prior to beginning docent training classes.**
- Docents must submit to background checks ever 3 years, as well as mandatory reporter training and Clery Act training every year.
- All applicants must successfully complete the docent training course, which includes mock tours and an exam.
- All applicants must be willing and able to speak to PSASM visitors and lead educational tours throughout the Museum.
- All applicants must be willing to work with both children and adults of all ages.
- Upon successful completion of the training course, docents are expected to attend 70% of docent meetings throughout the year. Meetings are always on Monday mornings for about an hour. Docents meet twice a month late spring through the summer, and then once a month from the fall through winter seasons.
- Docents are required to commit to a minimum of **25 hours** guiding tours per year, with one year of service commitment minimum. Each tour averages about 1 ½ hours, meaning a minimum of 16 tours a year is asked of our docents. During the late spring/summer months, there are as many as 4-8 tours a week.

The Museums offers a variety of tour programs which are directed by their own sets of policy and guidelines.

### **Group Tours**

#### General Information

The All-Sports Museum offers self-guided and guided tours. Guided tours are available for any school, university, and community group. The suggested donation is \$5 Adults and \$3 students, children, seniors and groups of 10 or more. **School group tours are free of charge.**

Those interested in scheduling a guided tour, should contact the Programming and Education Coordinator, Aimee Brown-Shadduck, directly at [814-863-5689](tel:814-863-5689) or via email [psusportsmuseum@psu.edu](mailto:psusportsmuseum@psu.edu).

- We request that all tours be reserved at least 2 weeks in advance.
- Tour hours are 10 a.m.-4 p.m. Tuesday through Saturday, 12 p.m.-4 p.m. Sunday.

- Guided tours are available Tuesday through Sunday, with limited tour availabilities for Saturdays and Sundays.
- Our Docent ratio is no more than **25-1**, which includes **chaperones**. Please have your groups separated prior to entering the Museum. Due to the layout of the Museum, we are not able to accommodate groups larger than 100 people at one time.
- Gallery tours take approximately 45 minutes to 1 hour. Stadium views must be scheduled in addition to the tour, and take approximately 15-20 minutes.
- Please let us know upon reservation of your tour if you have students or visitors that require accommodations due to a disability.

### **Parking**

The Museum has a small kiosk pay parking lot across the street from the entrance that is available for visitor use. Bus parking is available along Curtain Road.

### **Tours at the All-Sports Museum**

#### **Highlights Tour:**

The All-Sports Museum houses 16 varsity sports and 3 former varsity sports (31 if men's and women's sports are counted separately). A highlights tour gives visitors a chance to have an in-depth look at 3-4 sports of their interest.

#### *Indoor Sports:*

Gymnastics Fencing Rifle Wrestling Boxing Basketball Ice Hockey Volleyball Bowling Swimming/Diving

#### *Outdoor Sports:*

Track & Field Cross Country Tennis Golf Baseball Softball Lacrosse Field Hockey Soccer Football

### **Specialty Tours:**

The Museum is able to offer specialized tours for groups such as Boy/Girl Scouts. We frequently are able to accommodate the special interests of your group, curriculum, or specific interests. Please contact the Museum a month in advance to discuss your interests/needs and we can structure a specialized tour accordingly.

## **All-Sports Museum Visitor Etiquette**

#### **GROUP TOURS:**

- Please be on time for your scheduled tours. **Guided tours that are more than 20 minutes late will be cancelled.** Please call the museum's main number (814-865-0044) if you will be late.
- Food, drinks, gum, cell phones, and pets are not permitted in the galleries of the museum.
- The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying including verbal, physical, and

cyber bullying are prohibited.

- No theft or use of tobacco products (smoking is prohibited in **all** University buildings) will be tolerated.
- Misuse or damage of University property is prohibited. Charges will be assessed against those participants who are responsible for damage or misusing University property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- Large coats and bags should be left on the coat racks at the entrance of the museum. (This excludes those needing to carry medication or other necessary items.)
- Still photographs are permitted in the museum and the stadium. Video is **not** permitted.
- Stadium views and gift shop visits are done after a tour of the gallery spaces.
- Please have your groups divided before you arrive to the museum.
- Excessive noise, running, pushing, shoving, or other physical acts are disruptive to other visitors, endanger the artifacts that are on display, and will result in dismissal from the museum.
- Chaperones are expected supervise groups at all times.

#### STADIUM VIEWS:

- Stadium views may not be available at certain times of the year (i.e. on game day, or if there is an event in the stadium). We appreciate your patience and understanding.
- Stadium views are 100% weather dependent.
- One adult must be present per elevator when going up to see the stadium.
- Once in the stadium, if an individual or group wanders beyond where they are told, this is grounds for immediate dismissal from the stadium and museum. We hold the right to contact Penn State University Police if necessary.
- Shouting or engaging with anyone who is on the field during a stadium view will immediately end the view.

#### GIFT SHOP:

- Please allow sufficient time for your group to check out.
- Chaperones are expected to help students/visitors shop to find items that fit with the amount of money that they brought; it is not the responsibility of the gift shop staff.

The below provides guidance for the Museum's stadium tour program:

#### **Public Stadium Tours:**

- Tickets go on sale to friends members in the early spring for all public museum stadium tours.



- Individual membership can purchase 4 tickets, family members and above do not have a limit on the number of tickets they can purchase
- Friends members have a \$5 per ticket discounted rate
- Must call 1-800-NITTANY to order tickets
- No refunds
- Registration closes no later than 1 day before the start of the first tour

**Private Stadium Tours:**

- 6-8 weeks prior notice
- \$200 for up to 10 people, \$15 per person over 10 people
- Pending facility approval
- Payment due prior to tour date

Additionally, the below guidelines are provided via email:

This is a reminder that you are scheduled for a Beaver Stadium Tour on **XXXXX,XXXX, XXX** at **XXXXam/pm**. We encourage everyone to arrive 15-30 minutes before the start of the tour to allow time for check in procedures.

- If you did not receive a ticket for the tour in the mail, we will have your ticket at check in.
- Please enter through the football tunnel, located off of Curtin Rd.
- Beaver Stadium Tours adhere to the Beaver Stadium bag policy. **No bags are permitted in the stadium. All items must be in a 1 gallon clear Ziploc bag.** Details on the [University Policy SY44](#) as it pertains to Beaver Stadium can be found [here](#).
- Still photos are permitted, video is not permitted.
- This is a walking tour, so comfortable clothing and footwear is encouraged.
- Some walk-up tickets are available for your tour. The cost for walk-up tickets are \$20 for children, seniors and students and \$25 for adults. Cash or check only.

Parking is in the adjacent metered lot or Lot 44 with an appropriate parking pass. The metered lot is \$1 per hour with a \$2 max. Parking is free in Lot 44 after 5pm on weekdays, and free all day on the weekends. Parking is not free if there is an event at the BJC, a Spikes baseball game, or during Arts Fest. Parking during these events is typically \$3-\$5 per vehicle.

Please let us know if you have any questions or concerns before the start of the tour. I can be reached via email at [asmtours@psu.edu](mailto:asmtours@psu.edu). Immediate questions or concerns can be answered by calling [814-865-0044](tel:814-865-0044).

The Museum also offers a birthday party program for those in the community:

**Birthday Party Program Guidelines:**

- 4-6 weeks notice for all party requests preferred
- All parties require facility approval
- \$50 non-refundable deposit is required to hold a date
- Final payment preferred 5 days prior to party, but no later than the Friday before a party

### **All-Sports Museum Birthday Party Etiquette**

- Parents may arrive up to 30 minutes prior to the start of their birthday party.
- No outside food is permitted at the birthday party except in the case of a food allergy. The Museum cannot guarantee that all food provided is allergy free. Advance notice of food allergies is preferred, and guests with severe food allergies are permitted to bring their own food.
- Food and drinks are not permitted in the galleries of the Museum and must remain in the party space.
- Roughhousing is not permitted.
- Yelling, running, and roughhousing in the gallery spaces is disruptive to other visitors and endangers artifacts on display. A warning will be issued if such behavior is exhibited. If behavior continues or escalates, the Museum holds the right to end the party early without a refund.
- Parents and caregivers are expected supervise and maintain appropriate behavior of their group. We ask that there be a 5:1 ratio of kids to adults at all times in addition to the museum party facilitators.
- Still photographs are permitted in the Museum and the stadium. Video is **not** permitted.
- Stadium views are 100% weather dependent.
- Once in the stadium, if an individual or group intentionally wanders away from the guide, this is grounds for immediate dismissal from the stadium and Museum. The Museum reserves the right to contact Penn State University Police if necessary.
- Shouting or engaging with anyone who is on the field during a stadium view is grounds for immediately ending the view.

#### **University Policies:**

- The possession or use of alcohol, drugs, fireworks, guns, or other weapons is prohibited.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited.
- The use of tobacco products is not permitted (smoking is prohibited in **all** University buildings).
- Misuse or damage of University property is prohibited. Charges will be assessed against those participants who are responsible for damaging or misusing University property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

# Penn State Athletics Annual Giving Policies

- Giving Benefits
  - Nittany Lion Club Members based on giving level, qualify for various benefits that are updated on an annual basis. The current listing of benefits is available on the Nittany Lion Club website at: <https://nittanylionclub.com/sports/2018/10/5/giving-benefits.aspx>
  - The Nittany Lion Club has estimated the Market Value of Benefits Received and that information follows:

<u>Level of Giving</u>	<u>Market Value of Benefits Received</u>
	(The amount below is <u>NOT</u> tax deductible.)
<b>Lion Backer</b> (\$100 - \$399)	\$15
<b>Lion Loyalty</b> (\$400 - \$999)	\$15
<b>Honorary Captain</b> (\$1,000 - \$2,499)	\$15
<b>Honorary Coach</b> (\$2,500 - \$4,999)	\$75
<b>Lion's Circle</b> (\$5,000 - \$9,999)	\$150
<b>Lion's Pride</b> (\$10,000 - \$19,999)	\$250
<b>All-American</b> (\$20,000 and up)	\$400

\* Plus \$6 each for any media guides requested besides football. Also, all admission charges not paid for any events attended using the season sports pass provided must also be deducted from your gift.

- Priority Points
  - Active Nittany Lion Club Members (donors who have made a contribution in the previous or current fiscal year) have the ability to accrue Priority Points. These points are used to rank donors for priority access to events or services (such as away game tickets, or parking spaces). Points are accrued for performing the following actions:
    - 2 points earned for each \$100 contributed since becoming a member
    - 2 points earned for renewing your NLC membership annually
    - 3 points for renewing your NLC membership online via account manager
    - 5 points for renewing your NLC membership by the early renewal deadline (Date subject to change)
    - 5 points for renewing your football ticket invoice in full by the early renewal deadline (Date subject to change)
    - 10 points for Penn State Alumni status
    - 10 point for Varsity S alumni status
    - 20 points for Penn State Lifetime Alumni Association status
    - A complete and up-to-date listing of Priority Points information is available on the Nittany Lion Club website here: <https://nittanylionclub.com/sports/2018/10/5/priority-points.aspx>
- Student Nittany Lion Club

- Student Nittany Lion Club membership is available to all current students at Penn State. Complete information is listed on the Nittany Lion Club website here: <https://nittanylionclub.com/sports/2018/10/5/student-nittany-lion-club.aspx>
  - Membership costs \$35 per student and includes the following benefits:
    - 5 NLC points per year! (\$250 value)
    - Priority ticketing opportunity for post season Bowl games - membership does NOT guarantee a ticket
    - Priority ticketing opportunity for away games - membership does NOT guarantee a ticket
    - Exclusive Apparel, Events and More
    - Begin making a real impact on Penn State Athletics
  - SNLC membership DOES NOT guarantee a ticket for away and bowl game pre-sales or public student sales
  - A limited number of tickets will be made available for SNLC pre-sales
  - Tickets purchased during away game SNLC pre-sales will be available for pick up the Tuesday of game week beginning at 10a.m. at the Athletic Ticket Office at the Bryce Jordan Center. Please see the below chart for more information. \*Please note the modified schedule for the Pitt game due to the Labor Day holiday.\*
  - Tickets MUST be picked up by the Thursday of game week by 4:30p.m. \*Please note the modified schedule for the Illinois game due to the game being played on Friday night.\* Tickets not picked up by 4:30p.m. will be forfeited by the student as tickets will NOT be sent to will call at the visiting team's stadium and no refund will be given. A valid PSU student ID is required for pick up. Only the student who purchased the ticket will be eligible to pick up the ticket - no exceptions will be made. Students wishing to sit together must pick up their tickets at the same time.
  - If a student is unsuccessful in purchasing a ticket during an SNLC pre-sale, they will have an opportunity to purchase during the online public student sale.
  - Students who successfully purchase a ticket during a pre-sale will NOT be eligible to purchase a ticket during an online public student sale. There is a one ticket limit for all students.
- Recent Grad Program
    - The recent grad program offers a discount off regular priced season tickets and philanthropic scholarship support for more than 800 student-athletes. Complete information is listed on the Nittany Lion Club website here: <https://nittanylionclub.com/sports/2018/10/5/recent-grad.aspx>
      - Get a 2018 Season ticket for just \$285
      - Nittany Lion Club membership
      - Seats are located in sections NDU-NJU
      - The chance to sit with other recent grads
      - 2014-2018 Penn State grads from all campuses eligible
      - Maximum of two tickets per person, and a limited number of tickets are available.
  - Beaver Stadium Seat Transfers
    - Tickets can be transferred by making a per seat transfer fee in the amount of \$2,500. This amount should be equal to the NLC's Honorary Captain giving level, so that when giving levels increase in future years, the transfer fee will increase accordingly.

- A reserved parking space can be transferred with a gift of \$10,000.
  - The new season ticket holder is expected to meet the annual giving requirements at current market rates to take over the seats and/or parking. No “grandfathering” will be allowed after a transfer takes place.
  - The transfer fee can only be designated to the Levi Lamb Fund.
  - Either party (new or old season ticket holder) can pay the transfer fee and the new season ticket holder will be given NLC points for that contribution.
  - The transfer fee is in addition to the annual giving requirement for those season tickets, not in place of the giving requirement.
  - A season ticket holder is only able to transfer tickets to immediate family members (spouse, children or siblings). The new season ticket holder must be at least 18 years of age or older.
  - NLC points cannot be transferred.
  - To qualify, the season ticket holder must have been a season ticket holder for the past 10 consecutive years or more. It is okay if the seat location has changed.
  - Season tickets in the Football Letterman’s section cannot be transferred to non-alumni football players.
  - Businesses/Companies requesting a ticket transfer will be reviewed on a case-by-case basis.
  - In the event of a divorce, the couple must come to a written agreement on how the tickets should be transferred. Court documents will suffice.
  - Tickets can be transferred to a surviving spouse without any fees.
  - This policy will be reviewed periodically as determined necessary by the Penn State Athletic Department.
- Communication/Solicitation Guidelines
    - Penn State Intercollegiate Athletics follows all Department of Development and Alumni Relations policies regarding communications and solicitations. A complete listing of these policies is available here: <https://lp3.ddar.psu.edu/testcategories/Gift-Acceptance-Policy.pdf>
- Football Premium Parking Request Policies
    - Requests for new, upgraded, or location changes for season parking passes for home football games are handled on a case by case basis.
    - Requests must be submitted either via phone, email, or by completing the online football renewal process for tickets and parking no later than February 1 before the start of the football season. All requests are then ordered by Nittany Lion Club point ranking and assigned based on availability in point ranking order.

#### Gift Processing

- Penn State Intercollegiate Athletics follows all Department of Development and Alumni Relations gift recording and accounting standards set forth in the Gift Solicitation, Acceptance, Accounting and Reporting Standards policy and procedures manual published here: <https://lp3.ddar.psu.edu/testcategories/Gift-Acceptance-Policy.pdf>

# Nittany Lion Club Stewardship and Donor Events Overview

Stewardship at Penn State is the process whereby Penn State cares for and protects its philanthropic support - its gifts - and those who give them in a way that responds to donors' expectations and respects the act of giving.

Our stewardship consists of five different metrics. These metrics include notification, thank you, spending, reporting and engagement. Stewardship supports continued cultivation and fundraising, fosters institutional accountability in the use of gifts (including maximum use of restricted endowment income), and honors donors' rights to accurate information pertaining to the administration and impact of their gifts.

All types of giving are included in our stewardship efforts; endowments, facilities naming and the annual fund. Endowments are created for student-athlete scholarships, coaching positions and program support.

Events play a very large role in our cultivation and stewardship processes. We spend a large amount of time and effort on planning and executing events that have a lasting impact on attendees. Planning and execution of our events must adhere to all University policies and procedures as well as NCAA compliance rules.

Scholarship notifications are a very large project we manage. Each year we work with our Student Services staff on awarding. There are over 700 awards made annually. We have nearly 600 active scholarships to award. Donors are notified of their scholarship recipients for the year early in the fall semester. These notifications include information on resources like the athletic and academic accomplishments of the student-athletes, the listing of scholarship endowments, and information from our compliance office. Other situations, in which donor contact is made, include additional awards and the need for reassignment. We also notify each student-athlete of their scholarship award and the donors who have provided it. We request each student to provide us a thank you letter to each donor. We then coordinate the mailing of these thank you letters to each donor.

Thank you notes are key to our efforts. Most gifts and/or pledge payments of \$5,000 or more are acknowledged by the Director of Athletics (DIA) with a postcard personally signed by the DIA. Those who contribute or make a commitment of \$50,000 or more receive a personally signed letter from the DIA. In a case where an individual gives a gift at the time of the commitment they receive only the personalized letter. We also acknowledge contributions made in honor or memory and notify the designated recipient.

# The Penn State Football Letterman's Club

## Purpose

The purpose of the Penn State Football Letterman's Club (PSFLC) is to uphold the Penn State Football tradition and promote brotherhood and unity between the University, former football players and managers for their mutual benefit.

## Membership

Members of the PSFLC consists of:

- A) All former players who have never transferred from Penn State and were on the official team roster for a minimum of three full academic years (fall & spring) OR earned a letter in the sport.
- B) All managers who have been awarded an 'S'.
- C) Other persons, who, because of exceptional service rendered to the cause of the Penn State football program, or person who have made outstanding contributions to Intercollegiate Athletics, may be elected to Honorary Membership.

## FLC Executive Board

- President
- Vice- President
- Secretary
- Treasurer

## FLC Yearly Events

- Senior BBQ
- Bowl game social
- Pro Day lunch
- Spring game social

## Endowed Scholarships

- 1) Football Letterman's Club Scholarship
- 2) Coach Bob Phillips Memorial Scholarship
- 3) Joe & Sue Paterno Postgraduate Scholarship

# Nittany Lion Club - Major Giving

## A. Endowed Scholarships

### 1. Giving Levels

- a. Minimum Endowed Scholarship level \$50,000
- b. Minimum Endowed Position Scholarship \$300,000
- c. Minimum Endowed Full Student-Athlete Scholarship \$750,000

### 2. Scholarship Income

- a. A scholarship becomes endowed once it reaches the \$50,000 principal level. At that point the scholarship begins to generate spendable income and can be awarded to a student.
- b. The University establishes the Endowment spend rate annually, and the percentage historically ranges between 4% - 5%.
- c. An endowed scholarship will have guidelines created that determine the specific designation and will exist in perpetuity. Donors can modify their scholarship guidelines at any time.

### 3. Scholarship Awarding

- a. An ICA committee will determine the awarding of named scholarships on an annual basis.

## B. Capital Projects

1. Capital gifts are donations secured to fund Facility projects and are treated as usable dollars as they are received and this includes new construction or the renovation of existing spaces.
2. The types of gifts accepted for Capital projects are limited to those that provide immediate access to the funds. The most common include cash, stocks, IRA distributions, and Donor Advised Funds.
3. Naming opportunities are generally created for the facility campaigns, and a link to University policy is here: [DDAR Facility Naming Policies](#)

## C. Program Support Endowment

1. Program Support Endowments can be created to direct funds to a particular sport, cause, or program within ICA.
2. The minimum level to create a Program Support Endowment is \$50,000.
3. These Endowments have their own Fund and the annual spend rate is determined by the University – historically ranging from 4%-5%.

## D. How to Give

1. The Nittany Lion Club (NLC) serves as the Fundraising arm of Penn State Intercollegiate Athletics. Within the NLC there is the Annual Fund, which focuses on gifts of \$2,500 and under, the Varsity S Club, which assists former student-athletes with their giving, and Major Giving, with a mission securing gifts at the \$100,000 and above level.
2. Penn State defines a Major Gift as \$100,000 or more and allows these gifts to be paid over a five year period.
3. There are a number of ways a donor can make a gift to Penn State and this link provides the step by step: [Ways to Make a Gift to Penn State Athletics](#)



E. Travel Policies

1. The Nittany Lion Club has a staff of Major Gift Officer's that travel throughout the country visiting with alums, parents and friends of the University. The travel policies for the staff can be seen here: [DDAR Travel Policies](#)

# **Penn State Premium Seating – Club Seats and Suites**

## ***THE MOUNT NITTANY CLUB TEAM***

The Mount Nittany Club team's goal is to provide you with the very best service possible. We ask that you direct all of your questions and requests to Bob White at (814) 863-3143.

The Mount Nittany Club team and their responsibilities include:

### ***CONTACT INFORMATION:***

#### ***Mount Nittany Club and Club Seats***

*The Pennsylvania State University*

*One Beaver Stadium*

*University Park, PA 16802*

*Phone: (814) 863-3143 Fax: (814) 865-9730*

**UMBRELLAS are PROHIBITED in the Mount Nittany Club**

**\*There are no provisions for storing/checking prohibited items at the gates or on-site. Items (including but not limited to umbrellas, purses, backpacks) left around the gates will be discarded and are unrecoverable.**

**Your Club Seats and the Mount Nittany Club will be available for your use during home football games for the 2018 season, the annual Blue-White Game, and the Fourth of July Fireworks.**



# INTERCOLLEGIATE ATHLETICS

Athletics Compliance Office  
Dear Suite or Club Seating Patron:

The Pennsylvania State University

814-863-8048

157 Bryce Jordan Center

Fax: 814-863-3477

On behalf of The Pennsylvania State University, I thank you for your interest in Nittany Lion Football. This letter is to inform you of the NCAA rules that apply to the use of premium seating areas in Beaver Stadium. Penn State is responsible for the actions of its fans and guests with respect to NCAA rules, so I hope that you will take time to review these brief but important reminders.

### **Current Penn State Student-Athletes**

NCAA rules and / or Penn State policies prohibit current Penn State student-athletes and members of their family from being a guest in suite or club areas during or after any athletics contest or other event in Beaver Stadium. Of course, there is an exception available if a current student-athlete is a member of your immediate family. Outside of that specific circumstance, it is not permissible for anyone to host a current student-athlete in a suite or club area of Beaver Stadium. Please note that a pre-existing relationship between a premium seating patron and a current student-athlete does not provide any additional leeway from the above standards.

### **High School Aged Individuals**

It is also not permissible to invite or host individuals who are of prospect age, which is defined as anyone in high school grades 9-12, in the suite or club areas of Beaver Stadium. This restriction applies to all individuals in grades 9-12, regardless of their participation in athletics or their recruitment status. Of course, an exception exists for prospect aged members of a club / suite patron's family. However, this exception may not be extended to prospect aged friends of a club / suite patron's family unless A) the prospect aged friend is not being recruited to participate in any sport at Penn State and B) the relationship is long-standing and originated outside of athletics.

I recognize that it is not possible to address every situation in this letter. Therefore, you are encouraged to call Penn State's Athletics Compliance Office at 814-863-8048 if you have questions about the application of NCAA rules. Please enjoy your time at Beaver Stadium and thank you for your continued support of Penn State Intercollegiate Athletics.

We Are Penn State!

*Matt Stolberg*

Matt Stolberg  
Associate Athletics Director for Compliance

## *MOUNT NITTANY CLUB DIRECTIONS,*

### *GUIDELINES AND PRIVILEGES*

#### HOURS

The Mount Nittany Club will open three (3) hours prior to kickoff and remain open approximately one-and-one-half (1 ½) hours after the game.

#### ENTRANCES

***If you arrive three (3) hours prior to game time, you may enter through the All-Sports Museum. You will be greeted at the Concierge desk and see a grand stairway slightly off to the left. To get to the Club, pass to the right of the stairs and proceed to the elevator lobby below the balcony. Either of the two elevators will take you directly to the Club Level concourse. The entrance to the Mount Nittany Club is located on Level #4.***

Those arriving three (3) hours prior to kickoff may also enter through the blue door marked by a banner that reads "Lettermen and Club Patrons Entrance". This door is located around the stairwell tower to the left as you are facing Gate "A". You then have the option of walking up the stairs or boarding one of two elevators which both arrive at the club level concourse, which is the fourth floor on the elevator key pad. These are reserved for Club Seat Patrons and disabled patrons with appropriate credentials.

Those arriving one-and-one-half (1 ½) hours prior to kickoff have an additional option to travel to the Club Level. Upon entering through Gate "B", you may take the ramp to the right, which connects to the Club Level concourse, or ride the escalators, which will be reserved for club seat patrons. If you choose to ride the escalator once at the mezzanine level, you will need to turn left and cross the walkway in order to take the final stretch of escalators to the Club.

#### **EXITS**

The escalator will not be in service for exiting. It has been determined, after a couple of years of close observation, that the use of the escalator post-game presents a safety hazard and should not be used. Therefore, your options for exiting post-game at the Southwest end of the stadium

will be the ramp or the elevators. Also available are the elevators and stairs at the Southeast end of the stadium.

## TICKETS

All season tickets are bar-coded and all fans will have their tickets scanned at the entrance to Beaver Stadium. To control access to the club level and the Mount Nittany Club, you will have your tickets re-scanned at one of the following locations:

- (a) exiting the elevators at the Club Entrance at the southwest end of the Club area;
- (b) utilizing the escalator or the ramp at the southwest end to the Club Level; and
- (c) entering the southeast club area via the elevators or stairs.

**If you wish to leave the Club area it is imperative that you have your ticket "scanned out". This will allow you to use the ticket to re-enter the club area.** This is to ensure the exclusivity of the Club Area and allow you to move about the Club Level freely.

Club Seat tickets and Club Seat reserved numbered parking passes will be mailed late July or early August, either together or separately.

## **TICKETING SERVICES**

As football season rapidly approaches, we know you are making plans with friends, family and associates for the 2018 Football Season at Beaver Stadium. However, you may have the need to transfer your tickets to a friend, sell your tickets or purchase tickets from another club seat patron. We will give you the opportunity to use the advanced ticketing services to make transferring, selling and/or purchasing as easy as possible. The combination of the barcodes on your tickets and the access control system at the stadium will enable you to electronically distribute your tickets to others.

Each of your tickets carries a unique and secure barcode, and it is this barcode that is the key to entry to the game. The barcode on any specific ticket can be disabled and a new barcode can be issued on a new ticket for the same seat at a specific game.

Therefore, if you decide to forward tickets via the Internet, or if you wish to sell your seats to another fan, the technology cancels your original ticket's barcode, and issues a new ticket with a new barcode on a replacement electronic ticket.

You end up with the convenience of being able to manage your tickets electronically and the security of knowing the barcode technology is matching your requests.

You can also use the same system to pay your Nittany Lion Club contribution, football season ticket invoices, update your account information and see your Nittany Lion Club Point Total. **However, you cannot use this system to pay for your Club Seat License Fee Invoice.**

Just follow the simple instructions below:

1. Go to the University web site at: [www.gopsusports.com](http://www.gopsusports.com)
2. Select the link: Nittany Lion Club

My Account

Log in to your season account, using your Account ID or E-mail, and Password

If you haven't supplied us with an e-mail address on your account yet, you will be taken to the account profile section to update it with an e-mail address which is required for all online transactions so that you can receive notices and receipts.

Upon successful login, you will be brought to the Account Manager main menu where you may view **Your Invoices**, **Edit My Profile**, view your **Points Summary**, view your **Nittany Lion Club Information**, **Manage My Tickets**, or purchase tickets from other season ticketholders via the **Nittany Lions TicketExchange**.

**Managing your Tickets:** You have the option to TRANSFER your tickets to friends, PRINT your tickets, or SELL your tickets by listing them for sale on the TicketExchange. Sellers may list their tickets to be sold at a maximum of 15 times the face value of the ticket.

## PARKING

Club Seat lots will have reserved numbered parking spaces for cars and recreation vehicles. Reserved numbered parking permits for the Club Seat lots, which are part of the club seat package, will be mailed to you either with or separately from your season football tickets.

## GUESTS

**\*\* NO GUESTS ARE PERMITTED IN THE MOUNT NITTANY CLUB.**

**EVERYONE ENTERING THE CLUB MUST HAVE A PAID CLUB SEAT TICKET REGARDLESS OF AGE.**

**THERE IS A NO SMOKING POLICY THROUGHOUT THE ENTIRE STADIUM.**

### *TEAM ROSTERS*

Complimentary team rosters and line-ups in the format furnished to the working press are available in the Mount Nittany Club.

### ***PROGRAMS***

Programs will be available for sale in the Mount Nittany Club prior to kickoff.

### ***PENN STATE MERCHANDISE***

For your convenience, The Penn State Bookstore will be offering a limited selection of merchandise for sale in the Mount Nittany Club.

### **TELEVISIONS**

Television sets are located throughout the Mount Nittany Club. The game action and Coach Franklin's post-game press conference will be televised throughout the Mount Nittany Club.

### **RENTAL**

Club seat patrons are given first preference for renting the Mount Nittany Club and the Letterman's Lounge.

Contact Bob White for rental arrangements and information on catering at  
(814) 863-3143.

The Mount Nittany Club and Letterman's Lounge are not available for rent on home game football weekends or the week prior to a home game.

## **FOOD SERVICE**

A variety of food items including specialty food stations will be available three (3) hours prior to the game.

Menus for each specialty station and concession stands are listed in this manual. Special Menus will be communicated through our @BJCCatering Facebook page.

Club members will have the ability to purchase food in the Mt. Nittany Club, at the three main stands and the specialty food stands, by using cash, Visa, MasterCard, Discover or American Express.

## **ALCOHOL SERVICE**

- Wristbands will be given to patrons to verify age and to control consumption (3 drink tabs per person).
  - Wristbands will be given at the points of sale.
- 2 drinks maximum per person per transaction
- Drinks will be permitted in the Mt. Nittany Club lounge area and the club seating area only.
- \$8 - 16oz canned beer (Bud, Miller, Yuengling and Coors)
- \$10 - 5oz glasses of red and white wine

## **INCLEMENT WEATHER; EVENTS NOT WITHIN THE UNIVERSITY'S CONTROL**

Please understand that if because of unforeseen events not within the University's control, including acts of nature, (flood, fire, storm, tornado, earth quake, hurricane and other natural disasters) strike, lockout, civil violence, inability to procure materials, failure of electricity or other utilities, epidemic (including outbreaks of influenza and government imposed quarantines), restrictive governmental laws or regulations, riots, insurrection, or wars, events may be cancelled or services and amenities such as parking, food service, elevators, and separate entrances may be interrupted or curtailed.

## **NITTANY LION FOOTBALL ROAR SUITE**



## RULES and REGULATIONS

1. Roar Suites occupancy is limited to the maximum number of tickets purchased per lease agreement per game.
2. Roar Suites are only used during home football games in Beaver Stadium, the Blue-White Game, and the Fourth of July festivities.
3. The limitation of sixteen (16) persons per event will be strictly enforced. For a select number of Suites, the limit will be twenty-five (25). Each Suite may invite ten (10) additional guests for **post-game** activities.
4. **Everyone entering a suite must have a paid ticket regardless of age.**
5. Suite Holder(s) may not make any alterations, additions, or other improvements to the Suite, other than the usual decorations, without obtaining advance permission. Artwork in good taste is permitted but advertising or neon signs are not.
6. The Suite will not be used for overnight accommodations.
7. Microwave ovens and/or any type of cooking unit are not permitted in the Suite. Hospitality Services will provide warming trays, as mentioned in the Food Service Plan.
8. Suite Holders agree to maintain the Roar Suite in good condition. Any damage done to the Suite by the owner(s) or guests will result in reimbursement to the Athletic Department. Report any problems to the Roar Suite team to be corrected.
9. The Suite will not be used for unlawful purposes.
10. Any video tape recordings of Nittany Lion football games are for private purposes only and may not be used for any commercial purpose without written approval from the Athletic Department.
11. Suite Holders are requested to respect the rights of other Suite Holders, and to be considerate and courteous to their neighbors.
12. Absolutely **NO** alcoholic beverages may be carried or consumed outside the Suite. Failure to comply may result in loss of alcohol privileges for all Roar Suites.

13. Smoking is **prohibited** in the Roar Suites or anywhere in the stadium.
  
14. Football tossing is **prohibited** in the Suite areas to ensure the safety of all suite patrons and visitors.

## **GENERAL ROAR SUITE POLICIES**

### ***ACCESSIBILITY DURING GAME WEEK***

Roar Suite Holders or designees may supply alcohol to Suites on the Friday prior to a game from **2 p.m. to 6 p.m. only**. Anyone entering the Suite will be asked to show ID at the entrance. Please make sure to have I.D. available for entrance into the Suite areas. **There is no suite stocking done on game day.**

### ***AVAILABILITY ON GAME DAY***

Roar Suites will open 3 hours prior to kickoff and will remain open approximately 3 hours after the game.

Approximately an hour prior to kickoff, official University guests begin to arrive, causing possible congestion of the elevators. Please make your plans accordingly.

### ***CONCIERGE DESK***

The Concierge's desk is located at the entrance to the Suite elevator lobby, which is in the southeast corner of the stadium at ground level outside of Gate "A." The desk will open 3 hours prior to kickoff and will remain open 3 hours after the game. Concierge staff will also be located on each Suite level. The phone number for the Lobby Concierge desk is 865-5700, Level One Concierge desk is 865-8969, Level Two Concierge desk is 865-8970.

### ***EMERGENCY MEDICAL PROCEDURES***

Emergency medical personnel are available on both Suite Levels. Telephone numbers are listed in each Suite.

### ***ENTRANCES/ EXITS***

Upon entering the Suite Lobby at the southeast corner of the stadium, look for the Concierge's desk and three elevators. All guests, including babies, are required to have a ticket to enter the elevators, and everyone must have their ticket scanned at the entrance to the Suite Lobby before proceeding. Move directly to the elevators to access all Suite Levels. The elevators are available to accommodate you and your guests. A stairway is located at each end of the Suite building for emergency exit only.

### ***EQUIPMENT/UTILITIES***

Each Roar Suite is equipped with the following items: twelve (12) permanent seats, four (4) portable seats, a leather sofa, a club chair, a cocktail table, an end table and a kitchen servicing area. Operable Tepco® Glass Windows also are a feature of your Suite, along with a refrigerator, a sink, an icemaker, counter tops, two (2) televisions, an Internet connection and an internal sound system with access to stadium announcements.

## **FOOD SERVICE SECTION**

Penn State Hospitality Services (Nittany Lion Inn/The Penn Stater) will provide all catering. After much input from each Suite Holder, we have a revised menu for each game, including new entrees and a roaming dessert cart. Ordering forms are included in the Food Service section of this manual.

See Attachment B for details about menu options, descriptions, and order procedures.

### ***GIFTS! GIFTS! GIFTS!***

**Entertaining your business associates, clients, or friends? As a Suite Holder, the Penn State Bookstore is offering you the opportunity to purchase Penn State souvenirs. All items can be ordered in advance by fax and credit card. Please contact Marilynn Lewis at (814) 863-3618 or fax your order to (814) 863-1233 or via e-mail at: [mll19@psu.edu](mailto:mll19@psu.edu). You may also go online at [psu.bncollege.com](http://psu.bncollege.com) and place your order. If you place your order by 5:00pm the Wednesday before a home game, you can have your order awaiting you in your suite when you arrive on game day. To do so, select store pick up as the delivery option and in the pickup name box, simply put your suite number. Penn State souvenirs are a great way to allow your guests to experience Nittany Lion pride!**

### ***HEATING and AIR CONDITIONING***

Roar Suites are equipped with an individual thermostat for heating and cooling purposes. The controls for these devices are located in the Suite and can only be adjusted to a range of four (4) degrees.

The heat or air conditioning will be turned on three hours prior to kick off as determined by the weather.

### ***KEYS/LOCKS***

Roar Suites are leased only for the Penn State home football games, the annual Blue-White Football Game, and Fourth of July Festivities. The Suite doors will be unlocked by the stadium staff prior to your arrival. Suite Holders are not provided a key to their Suite. Patrons not using their Suites for a given game should advise the office in advance.

Each Roar Suite will have a lock on the closet and the cabinet under the sink. Each Suite Holder will receive a key to these closets to store personal items at the Suite Holder's own risk.

### ***NAMES***

The names of each Roar Suite Holder are displayed on an engraved plaque, adjacent to the door. All Suite Holders' names appear on the plaque.

**PARKING**

Your reserved parking permits, as outlined in your Suite Lease, will be mailed to you separately from your season football tickets.

**POST-GAME GUEST PASSES**

Ten (10) guest passes per Suite allow access to the Roar Suites beginning twenty (20) minutes following the conclusion of the game. These are not game tickets. The guest passes will be available from the Concierge in the Suites Lobby. All requests for passes should be made by the Wednesday prior to game week via fax or e-mail to Barbra Marsden at: [blm18@psu.edu](mailto:blm18@psu.edu) or via Fax: (814) 865-9730.

**PROGRAMS**

Eight (8) programs and five (5) line-up cards are provided for each Roar Suite. If additional programs or charts are required, please check at the Concierge's desk.

**TELEPHONE, INTERNET, AND TELEVISION**

Each Roar Suite is equipped with a telephone and Internet connection. Telephone numbers of each Suite Holder are posted. Free wireless WiFi is available throughout the stadium. Each Suite is equipped with two flat screen televisions. The University cable listings are available in each Suite. There is a TV switch behind each door, which must be turned on to gain power to the televisions. Only the rear television can be heard on the overhead speakers.

**TICKETS/SEATING POLICY**

The tickets are numbered for control purposes only. The upholstered seats and stools in the Roar Suites are not numbered. Seating assignments are to be determined by the Suite Holder.

If extra suite game tickets are available, they can be ordered by calling (814) 863-3143. Tickets will be held for your guests at the Concierge's desk in the Suites Lobby.

**WHEELCHAIR PATRONS**

Accommodations in each Suite regarding wheelchair seating should be arranged by contacting the Roar Suite office, one (1) week in advance of each game.

### **WINDOW OPERATION**

To raise the window: Hold up on the toggle switch and release when the desired height is achieved. Only the lower portion of the window is operable and it is designed so the window may be opened to the height desired. A safety-limiting switch will automatically shut the motor off when the window is raised to its maximum designed height.

To close or lower the window to a different height: Hold down on the toggle switch and release when the desired opening is reached. A safety-limiting switch will automatically shut the motor off when the window is in its designed closed position.

**PLEASE NOTE:** All the windows in your suite operate with an electric switch to open or close. The windows do not work independently, but rather all together. Please be careful to assure all participants are aware how the windows operate in order to ensure safety.

### **INCLEMENT WEATHER; EVENTS NOT WITHIN THE UNIVERSITY'S CONTROL**

Please understand that if because of unforeseen events not within the University's control, including acts of nature, (flood, fire, storm, tornado, earth quake, hurricane and other natural disasters) strike, lockout, civil violence, inability to procure materials, failure of electricity or other utilities, epidemic (including outbreaks of influenza and government imposed quarantines), restrictive governmental laws or regulations, riots, insurrection, or wars, events may be cancelled or services and amenities such as parking, food service, elevators, and separate entrances may be interrupted or curtailed.

### **ALCOHOL POLICY**

The Beaver Stadium Roar Suites License Agreement, Section 5(b), provides that alcoholic beverages may be consumed in the suites beginning twenty (20) minutes following the conclusion of each event at Beaver Stadium.

Each Suite Licensee, if the Licensee chooses to offer alcohol to guests, shall be permitted to personally stock the Licensee's Suite on Fridays of game week between **2:00 p.m. and 6:00 p.m. There is no suite stocking done on game day.** Each suite has a locking closet and a refrigerator, which may be used for this purpose.

Each Licensee shall ensure that alcoholic beverages are served in disposable plastic containers and that no alcoholic beverages are consumed in the common areas of the Suite building or stadium. All alcoholic beverages must be consumed only in the Suites. No alcoholic beverages can be served to or consumed by anyone under age 21.

Thank you for your cooperation.

## ADVANCED TICKETING SERVICES

As a Suite Holder, you are entitled to utilize some exclusive advanced ticketing services to assist in the utilization of your tickets. The combination of the barcodes on your tickets and the access control system at the stadium will enable you to electronically distribute your tickets to others, should the need arise, to get your tickets to friends in advance or because you will be unable to attend a given game.

Each of your tickets carries a unique and secure barcode, and it is this barcode that is the key to entry to the game. The barcode on any specific ticket can be disabled, and a new barcode can be issued on a new ticket for the same seat at a specific game.

This is how the system can replace one ticket with another.

Therefore, if you decide to forward tickets via the Internet, the technology cancels your original ticket's barcode, and issues a new ticket with a new barcode on a replacement electronic ticket.

You end up with the convenience of being able to manage your tickets electronically and the security of knowing the barcode technology is matching your requests.

### **Ticket Forwarding**

From time to time, you may find it necessary to distribute your tickets to friends, clients, etc. on short notice. This system will provide a forwarding system exclusive to season ticket holders where you can forward your tickets electronically. The receiving party will then be able to print those tickets on their office or home computer.

### **How do I forward my ticket?**

1. Go to the University web site at: [www.gopsusports.com](http://www.gopsusports.com)
2. Select the link: Nittany Lion Club  
My Account

Log in to your season account, using your Account ID or Email, and password.

3. Click on the "manage my tickets" box.  
On the calendar pages, select the game and seat(s) you wish to forward

Your ticket will be sent directly to your designated recipient via email as an attached PDF file.

Once forwarding has occurred, your original season ticket will no longer be valid.



# **Varsity ‘S’ Club**

## **Mission**

The mission of the Varsity ‘S’ Club is to maintain ties between the University and former student-athletes, managers, cheerleaders, mascots, and dance-team members who were varsity letter winners at Penn State’s University Park campus. The Varsity ‘S’ Club strives to create opportunities to educate current and former student-athletes on the impact of their efforts in continuing “success with honor” within Penn State Athletics.

The Varsity ‘S’ understands the importance of our former student-athletes supporting Penn State University after they leave Penn State. The club engages and cultivates our former student-athletes to become contributors of Penn State Athletics in the future. The Varsity ‘S’ Club serves as a pipeline for major gift prospects in the future

## **Vision**

The vision of Varsity ‘S’ is to create synergies between former student-athletes, current student-athletes and coaches. The Varsity ‘S’ Club will provide avenues for former student-athletes to become engaged with the current programs as well as support the initiatives of the programs. The strategic plan will strive to increase communication to Varsity ‘S’ Club members and create an overall awareness for the program. In order to increase effective internal communication, an improved formal communication structure will be created that upholds and embodies the standards of the Athletic Department. This will allow the Varsity ‘S’ Club to continue to enhance a strong relationship between the Varsity ‘S’ Club Coordinator, Varsity ‘S’ Club Campaign Committee Representatives, Varsity Coaches, and former and current student-athletes

## **What is the Varsity ‘S’ Club**

The Varsity ‘S’ Club is comprised of former varsity student-athletes, managers, mascots, cheerleaders and dance team members who understand the commitment and spirit that it takes to wear the Blue and White and to be called a Nittany Lion student-athlete. The Varsity ‘S’ Club seeks to provide former student-athletes the opportunity to foster and maintain relationships across different sports, generations and geographical locations. Our prestigious group of former student-athletes provides a sense of heritage for current Nittany Lion student-athletes. The Varsity ‘S’ Club exists to create and enhance a culture whereby former Nittany Lion letter winners are active members of Penn State Athletics, while supporting current student-athletes. Over the years, your hard work and dedication both on and off the field has enabled Penn State to continue its tradition as one of the best athletic programs in country.

## **Varsity ‘S’ Club Membership Benefits and Privileges**

As a member of the Varsity ‘S’ Club, individuals will share camaraderie among a diverse group of remarkable people. Whether their collegiate athletic career ended last season, or 70 years ago, they are forever a Nittany Lion and connected to the Penn State Athletics family.

Membership to the Varsity ‘S’ Club is free. Included in the membership are the below benefits:

- Invitations to special athletic team reunions
- Invitations to Varsity ‘S’ Day Tailgate as well as the opportunity to purchase football tickets.
- Complimentary Penn State Sports Pass (excludes Football, Wrestling, Men’s Ice Hockey)
- Two academic grade-point average awards presented each year at the annual Student-Athlete Advisory Board Academic Achievement Banquet

## **Making a Difference**

Former student-athletes can be involved with the Penn State Athletics and the Varsity ‘S’ Club in many different ways:

- Re-connect with former student-athletes, coaches, family, and friends
- Participate in planning of alumni weekend
- Support Penn State Athletics and current student-athletes by attending matches and games throughout the year.
- Stay connected through Varsity ‘S’ website [www.VarsitySClub.com](http://www.VarsitySClub.com) and follow us on Facebook
- Support the program through sport-specific giving

## **Sport Specific Giving**

### **Why We Need Your Support**

We take pride in the fact that Penn State Athletics is truly a self-sustaining athletic department. Intercollegiate Athletics does not receive any University funding, state tax dollars, or student fees to cover the scholarship or operational costs for all 31 sports! Therefore, your donations provide:

- Essential private support enables Penn State to uphold its long standing tradition of *Success with Honor*
- Scholarship and athletics support provides our 800 plus student athletes with the necessary resources to achieve success in the classroom and during competition
- Continued financial stability will allow us to maintain our position as a national leader and model program in intercollegiate athletics

### **Sport Specific Giving: A way to continue “*Success with Honor*”**

Through the support of alumni and fans, Penn State Athletics is able to provide student-athletes with a meaningful experience both on the field and in the classroom. Members of the Nittany Lion Club (NLC) have served a special role in making this possible by assisting sport teams with scholarships and operational costs.

As a former student-athlete and Varsity ‘S’ Club member, you now have the unique opportunity to support Penn State Athletics as well as a program of your choice. Sport specific giving, enables you to directly provide financial assistance to a selected program, giving coaches the necessary funding to address the specific needs of their programs. In the past, sport specific giving has provided funding for sport-related travel, projects, upgrades to facilities, new sports equipment, video equipment and recruiting software not already covered in the annual budget.

Through sport specific giving, your gift will not only impact a specific program, but you will also receive NLC level recognition and points. Varsity ‘S’ Club members who give to a sport and/or NLC will receive all NLC benefits, including football and basketball (men’s and women’s) tickets and parking privileges.

### **Varsity ‘S’ Committee**

The Varsity ‘S’ Committee is a special group (comprised of former student-athletes), and is a volunteer group that is tasked with assisting Penn State Athletics in raising former student-athlete giving from the current level of nearly 16% to greater than 30% over the course of the *For the Future* Campaign (until 2014). These representatives volunteer their time in order to continue the success of Penn State Athletics. They work with coaches, administrators, and former student-athletes to increase the involvement of former student-athletes.

Volunteers also assist by:

- Building a personal connection and relationship with coaches
- Being a voice to former student-athletes through letters, telephone calls, and reunions
- Attending sport reunions/alumni events

Penn State Athletics would like to thank the committee for their time and commitment to the success of their sports programs.

## Strategic Tactics/Analysis

- Increasing external communication to former student-athletes
  - creating a communication strategy/outline
    - Varsity ‘S’-> Coaches -> Varsity ‘S’ Campaign Committee  
Representative -> Former Student-Athletes -> Current Student-Athletes
    - Appeals: Fall, Spring, every reunion registration form
    - Alumni Events:
      - 6 months before-Save the dates, Invitations 40-60 days prior
    - Update Coaches
    - Update Varsity ‘S’ representatives
      - Monthly with overall information/report-metric
  - Enhancing multimedia
    - Website
    - Facebook
    - Twitter
    - LinkedIn
    - Use of video
  - Additional solicitations, appeals, mailings, mass emails pertaining to Varsity ‘S’ Club
  - Recognition of Varsity ‘S’ Club on screens/scoreboards
- Strengthening our brand and logo of Varsity ‘S’ Club to further achieve credibility as well differentiating us from the Nittany Lion Club
  - Printing logo on all documents
  - Creating Varsity ‘S’ merchandise, letterman’s awards
  - Representing logo at athletic events, games, matches
- Improving alumni events
  - Creating yearly dates for specific events
  - Create an alumni checklist that is adaptable to every event (see alumni check list)
  - Create a survey for attendance (see event survey)
- Maintaining an elite Varsity ‘S’ Club to mirror our Prestigious athletic programs
  - Additional benchmarking and research of other universities varsity clubs
  - Traveling to other universities to meet with their club coordinators

## Varsity ‘S’ Engagement Model

Actively Disengaged	Disengaged	Engaged	Actively Engaged
Do not contact	Never have given back in the past	Have given back in the past	Have attended an Alumni Event in the past year
		Have attended alumni events in the past	Have donated to Penn State Athletics in the past year
		Have signed up on Facebook	
		Have signed up via LinkedIn	

- VARSITY ATHLETE recognition structure
  - Varsity Award System
    - Student-athletes and managers have the opportunity to “letter” and earn a Varsity award on an annual basis. The criteria to win a letter in each sport/activity is different. However, the awards are the same:
      - First Year- Letter jacket with sewn on “S”
      - Second Year- Framed Letter with inscription of sport and name
      - Third Year- Blanket with sewn on “S”
      - Fourth Year- Varsity ‘S’ Ring
    - Every participant on a Nittany Lion athletic team will always be a part of our family. However, only a select few will be able to earn a Varsity letter. Take pride in these awards for they signify your hard work and contribution to Penn State Athletics.