Student Club and Organization Manual
2015-2016
Slippery Rock University

Mission Statement: The Center for Student Involvement and Leadership creates valuable opportunities through a diverse array of activities, programs, student organizations, special events, leadership training, and service experiences. The CSIL staff empowers students to be civic-minded leaders who affect positive change on our campus and in their communities.
Dear Campus Organizations:

We are proud to present you with this Student Organization Manual. Created by the Center for Student Involvement & Leadership, this manual guides Slippery Rock student leaders using the information needed to develop and maintain successful organizations and programs. The Student Organization Manual represents a compilation of policies, practices, and procedures for clubs and organizations and acts as a reference for event planning and programming. This manual is a valuable resource for student organizations. It contains detailed information regarding facilities scheduling, organization benefits, posting policies, alcoholic beverage policy, finances, and funding information.

Please know that we are committed to navigating the quality of our campus community and enhancing your experience as a student of Slippery Rock University. This year, we encourage you to take advantage of the various resources that the Center for Student Involvement & Leadership and other members of the University offer. Share responsibility for this campus that we call home. Be a success: personally, academically, and beyond.

Welcome to the world of involvement at SRU. If you are reading this publication, you’ve already begun to explore your options. Please stop by suite 234 in the Robert M. Smith Student Center to ask questions and share your experiences. We look forward to helping you on your journey to success.

Sincerely,

The Center for Student Involvement & Leadership Staff
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THE CENTER FOR STUDENT INVOLVEMENT & LEADERSHIP...
CHARTING A COURSE FOR STUDENT SUCCESS

Striving to:

- Connect students to clubs and organizations
- Provide social and educational activities for the campus community
- Develop the personal leadership skills of students
- Increase the effectiveness of student organizations in achieving their missions.
- Assist organizations in the development of campus programs
- Support faculty and staff members serving as advisors to clubs and organizations

Resources provided:

- Programming tips
- Parliamentary procedure
- Webpage assistance
- Icebreaker activities
- Training retreat planning
- Individual consultations
- Workshops and seminars
- Organization problem solving
- Leadership coaching
- Conflict resolution
- Organization registration materials
- Resource Room banner making/poster making tools
- Expertise of a seasoned staff!

REGISTRATION & RECOGNITION

STARTING A NEW STUDENT ORGANIZATION

Students interested in establishing a new organization should contact the Center for Student Involvement & Leadership, 234 Robert M. Smith Student Center, 724-738-2092 for information and assistance.
It's as easy as….

- Create a Roster (at least 5 student members)
- Identification of an SRU faculty/staff advisor
- Non-university employee volunteer contract (if applicable)
- Developing a Constitution
- Developing Bylaws
- Sign the Hazing Compliance form
- Fill out an Organization Recognition Request Packet

Please fill out application packet that can be found online, the Slippery Rock Student Government Association office or the Center for Student Involvement & Leadership (CSIL) office, and submit it to the CSIL office or the SGA office. Once received, ultimate approval will be decided by the Slippery Rock Student Government Association in accordance with the CSIL office.

RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATIONS

- Once your organization is recognized you must adhere to all Student Organization policies and procedures.
  - All student organizations shall maintain a Faculty/Staff Advisor.
  - Your organization shall submit a current membership roster (including current advisor information) and a Hazing Compliance Form by the third Friday of each September of each year. Also, the Organization President and any new advisors must attend the Student Organization Manual Review workshop (to be held before October 1)
    - If at any time your organization has a change in officers/or advisor prior to regular yearly elections the organization is required to inform the Coordinator of Student Involvement of this change.
  - Organization files will be reviewed annually. You may be notified to provide SOS with the current information if Slippery Rock Student Government Association finds it necessary. Upon receipt of notification, the Slippery Rock Student Government Association will designate a deadline for submission with probation penalty.
  - Those organizations that wish to apply for Slippery Rock Student Government Association (SRSGA), Inc. funding shall attend a budget workshop sponsored by Cooperative Activities in the spring semester. Organization Treasurer and Advisor are required to attend and participate in semester programs provided by the CSIL and SGA.

- All Recognized Student Organizations are expected to comply with University policy, local, state, and federal law.

- Newly formed organizations must wait for a trial period of one (1) semester, a four (4) month equivalent, after obtaining official recognition as a student organization through the CSIL office and SGA Senate. After the one semester, four month equivalent waiting period, the organization can receive up to $250.00 which can be used to build and maintain membership during the second semester of being recognized. Once one full year has passed as a recognized organization, organizations can then apply for unlimited funding through the budgeting process or through a New Initiative Request in the fall. Case-by-case basis will be considered.
PRIVILEGES OF STUDENT ORGANIZATIONS

CAMPUS MAILBOXES

Your organization may request the use of a campus mailbox. Organization mailboxes are located in 234 Robert M. Smith Student Center (Center for Student Involvement & Leadership). You can request a mailbox by contacting the CSIL at 724-738-2092.

- After receiving your campus mailbox you can have mail sent to the attention of your organization at:
  Organization Name
  Center for Student Involvement & Leadership
  Slippery Rock University
  234 Robert M. Smith Student Center
  Slippery Rock, PA 16057
- A member of your organization is responsible for frequently checking the mailbox. The Center for Student Involvement & Leadership is not responsible for lost or stolen mail. As the leader of your organization you should be diligent about knowing who is picking up your mail. Please check your mail on a regular basis.
- If the organization neglects to pick up mail for one full semester the office reserves the right to discontinue the mailbox service to that organization.

*Although all organizations must register a campus mail address, it is not required that you have a campus mailbox in the CSIL office. If you have an active faculty advisor, their mailing address may be used for your organization’s purposes.

MAIL CODES

- Organizations may obtain a mail code by contacting the mail room (724-738-2059). The University, on a monthly basis, will bill organizations for postage.
- If your organization is using your organizational account, write the mail code below the return address. Your account will be billed automatically.
- Campus mail may be sent through the Center for Student Involvement & Leadership.

MAILING LABELS

The Center for Student Involvement & Leadership provides organization and departmental mailing labels for those groups who are interested in promoting their event or activity to the general campus community.

You can request label sets by calling 724-738-2092. Labels can be formatted and sent electronically free of charge. You should request these labels at least two weeks in advance.

Also, once labels have been received, your organization is obligated to follow the bulk mail and housing policies when preparing the mailing. See bulk mailing section of this manual for more details.

Mailing labels for students may also be requested from Computer Services. Your faculty advisor can complete and submit a request for Computing Services to specify the information required. For assistance, please contact the Center for Student Leadership or Computing Services.
BULK MAIL

The Office of Residence Life must approve any mass mailing for the residence halls. Contact the office at 724-738-2082.

Organizations must consult with the University Mailroom on any mailing in excess of 200 pieces to determine if a mailing qualifies for bulk rate or a presort discount and if the mail piece falls outside of size limitations.

An address database for the mailing is to be provided by the client (via disc, e-mail, or main-frame download) to Printing Services for processing. All duplicate and undeliverable addresses will be eliminated.

Printing Services will address the individual mail pieces—do not affix any label or print any addresses on the mail pieces.

Printing Services may be able to assist with stuffing of envelopes.

Printing Services is able to seal envelopes and fold and tab brochures and booklets.

WRITING A CONSTITUTION

A good constitution is a statement outlining the basic principles agreed to by the members of your organization. It establishes the structure and purposes of the organization, the methods of selecting members and officers, and the powers and responsibilities of each. Your constitution will be organized in a variation of an outline form; you may find it helpful to divide the outline into articles and sections, but it does not need to follow that format.

Article I: Introduction

I. Name of the organization
II. General purpose/goal of the organization

Article II: Membership

I. Who is eligible to be a member of your organization?
II. How are the members selected? (i.e.: open to all, application, ballot, etc.)
III. Qualifications and responsibilities of the members

Article III: Executive Board/Officers

I. What are the different positions?
II. Who is eligible for each position?
III. Qualifications and responsibilities of each position
IV. What is the process for selecting the officers? (i.e.: election, application, appointment, etc.)
V. How are the officers removed from office if necessary?
VI. How are the vacant positions filled if necessary?

Article IV: Advisor

I. Who is it? (not a specific name)
II. How is the adviser chosen? (i.e.: part of a position for an FPS, selected by members)
III. Qualifications and responsibilities of the adviser
Article V: Meetings

I. How often does the organization meet?
II. Who presides over the meeting/what happens?
III. Who must attend?

Article VI: Amendments to the Constitution

I. What is the process for offering an amendment?
II. How is the amendment ratified (i.e.: 2/3 majority)

BY-LAWS OUTLINE

Section 1: Membership

Provide more details of members’ rights and duties. Include information on expulsion and resignation procedures. Give information on honorary membership. List and refer to any national or regional affiliation information regarding membership requirements.

Section 2: Fees

State initiation fees and/or annual dues if any, include consequences of delinquency in payment.

Section 3: Elections

Outline the nomination process, when officer elections shall take place (annually, in the month of ___), the voting process (simple majority, absentee ballots, secret ballots).

Section 4: Meetings

Provide information on the method of running meetings (i.e. “Robert’s Rules of Order”). Outline expectancies of attendance at meetings.

Section 5: Quorum

State the minimum number of people to constitute a quorum. A quorum is the minimum number needed to make a decision on behalf of the organization.

Section 6: Amendment of the By-Laws.

Generally by-laws may be amended by a majority vote.

RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATIONS

- Once your organization is recognized you must adhere to all Student Organization policies and procedures.
  - All student organizations shall maintain a Faculty/Staff Advisor.
    - Faculty/Staff Advisors must be registered with the Center for Student Involvement & Leadership.
    - Faculty/Staff Advisors must be knowledgeable of all policies and procedures listed in the Organization Manual.
    - Faculty/Staff Advisors must be full-time employees of Slippery Rock University.
    - Non-University employee volunteer advisors must sign a volunteer contract issued by the university. A volunteer contract can be requested from the Center for Student Involvement and Leadership
• The Organization President and any new advisors must attend the Student Organization Manual Review workshop (to be held before October 1)

• Organization files will be reviewed annually. You may be notified to provide SGA with the current information if Slippery Rock Student Government Association finds it necessary. Upon receipt of notification, the Slippery Rock Student Government Association will designate a deadline for submission with probation penalty.

• Those organizations that wish to apply for Slippery Rock Student Government Association, Inc. (SRSGA) funding shall attend a budget workshop sponsored by Cooperative Activities in the spring semester. Organization representatives are required to attend and participate in semester programs provided by the CSIL and SGA.

• All Recognized Student Organizations are expected to comply with University policy, local, state, and federal law.

• Newly formed organizations must wait for a trial period of one (1) semester, a four (4) month equivalent, after obtaining official recognition as a student organization through the CSIL office and SGA Senate. After the one semester, four month equivalent waiting period, the organization can receive up to $250.00 which can be used to build and maintain membership during the second semester of being recognized. Once one full year has passed as a recognized organization, organizations can then apply for unlimited funding through the budgeting process or through a New Initiative Request in the fall. Case-by-case basis will be considered.

• Recognized student organizations are eligible to house a self-support account through Co-operative Activities. You can get further information regarding self-support accounts by visiting the Co-operative Activities office in the Smith Student Center.

• Organizations who receive SRSGA funds must abide by Co-operative Activities policies on spending allocations. This information is available in the Co-operative Activities office.

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CHARTERING A NEW FRATERNITY OR SORORITY

Slippery Rock University is committed to the success of fraternities and sororities and works closely with currently recognized organizations, their respective governance councils, and national representatives and staff members to provide opportunities for all interested students. Establishment of a new fraternity or sorority is a lengthy process designed to insure sufficient support for sustaining the organization from university students; other fraternities and sororities; faculty, staff, and alumni advisors; and national staff and officers. In the event that a student interest group expresses a desire to establish a new fraternity or sorority, the following procedures apply. Modifications to these procedures may be made, as needed for cause, by the University President, Vice President for Student Life, or designee.

1) Each inter/national organization has its own process, supports, and expectations for any expansion effort. Additionally, the following fraternal associations have resolutions and agreements regarding these efforts for their member organizations. Understanding the NIC, NPPC, NPHC and NALFO guidelines/positions and those of their members is critical before moving forward.

- **NIC** - North-American Interfraternity Conference: see the expansion philosophy at [www.nicindy.org/resolutions/Expansions.htm](http://www.nicindy.org/resolutions/Expansions.htm), or the NIC Standards for Campuses for their standard on open expansion at [www.nicindy.org/](http://www.nicindy.org/)


- **NALFO** - National Association of Latino Fraternal Organizations, Inc.: [www.nalfo.org](http://www.nalfo.org)

- **NPHC** - National Pan-Hellenic Council, Inc.: [www.nphchq.org](http://www.nphchq.org)

- **Individual websites** of inter/national organizations (links can be found at [www.fraternityadvisors.org](http://www.fraternityadvisors.org))

2) Representatives from the interest group must meet with the Center for Student Involvement & Leadership and staff to review all relevant policies and procedures. They must also be able to answer the following questions:

- Why do you want to start a new group?
- What is your vision of a fraternal experience?
- What do you know about the group(s) you are researching?
As an individual, are you in good academic standing with the university?
What is your collective grade point average? Does it match the requirements of the group(s) you are researching?
Do your personal values match the organization’s values?
What is your available time commitment to establish a new group?
What are your basic expectations of support from your desired new group?
Are you willing and able to meet the group’s financial responsibilities?
What will you do after you are established/receive you charter?

3) Here are a few questions undergraduates might ask an inter/national organization representative:

- What do you expect from us? What are the chartering requirements?
- Who will support our group in the short term? Long term?
- What paperwork do you require?
- What is our timeline of tasks/responsibilities?
- How do we stay in good standing with your organization as a colony? As a chapter?
- How will you help us recruit alumni advisement and support?
- How do we recruit more members?
- What support do we need from the university?
- What happens after we have colony status?
- What if we can't meet the chartering requirements after a year? Two years? Three years?
- What might jeopardize our colony/charter status?

4) Representatives from the interest group must attend a pre-scheduled council meeting for the appropriate council. Following a presentation from the interest group, council members may ask questions or offer comments to interest group members concerning their petition.

5) The interest group will work in conjunction with the council officers and the Center for Student Involvement & Leadership to identify national organizations that may be interested in establishing a colony at Slippery Rock University.

6) Following identification of a national sponsor, the colony must complete the student organization recognition process and receive approval from the Center for Student Involvement & Leadership and Slippery Rock Student Government Association to operate as a recognized student organization. The appropriate council recommendation must be included with the petition presented to the Student Organization Review Board.

7) The colony is expected to complete all requirements established by the national sponsor, the local governance council, and the Center for Student Involvement & Leadership prior to receiving a charter as a fraternity or sorority. This process typically takes a year or more.

After meeting all requirements and receiving a national charter, the organization will become a full voting member of the respective governance council.

EVENT PLANNING

LATE NIGHT EVENT PLANNING POLICIES AND PROCEDURES

Policy with Updates

Slippery Rock University
Late Night Events Guidelines
Updated: 2/22/11 Initiated: 11/26/08

These guidelines have been developed to assist student organizations and other members of the campus community in planning and implementing late-night activities and events. The information and instructions in these guidelines are designed to provide an effective planning schedule and to address safety and security measures that may be appropriate for a late-night event. Although every effort should be made to follow the schedules outlined in these
guidelines, event organizers and facility managers should work together to make reasonable accommodations for special circumstances.

I. Definition of Late Night Event

A Late Night Event is defined as any sponsored event conducted on the Slippery Rock University campus on a Friday or Saturday night that concludes after normal operational hours of a facility involving one or a combination of the following:

A. Is open to non-SRU students.

B. Admission is being charged.

C. The projected number of people is in excess of 50 people.

D. Special services (e.g. necessary police coverage, catering, facilities, etc.) are required.

II. General Guidelines

A. The facility manager will grant facility requests based upon availability of space, staffing, and police, with consideration for additional activities being conducted on campus that day. The facility manager has the authority to approve or deny facility usage requests. Late-night event requests for nights other than Friday or Saturday are reviewed by the facility manager in consultation with the Vice President for Student Life to determine whether approval should be granted.

B. Requests for Late Night Social Events should be submitted to the appropriate facility manager as soon as a date for an event is determined. It is recommended that such requests be made at least 30 days prior to the date of the requested event to provide maximum application of these guidelines.

C. It is the reserving individual /organization’s responsibility to:

1. Confirm reservation requests 21 days prior to the event.

2. Know and abide by SRU Late Night Social Events policies and the University Code of Conduct.

3. Complete all steps outlined on the Late Night Social Events Event Checklist according to the timetable specified.

4. End the event at the appointed time and usher guests out at the conclusion of the event. This includes making appropriate arrangements with invited guests and/or performers to insure that all performances and loading out of equipment occur in the time period specified.

5. Work proactively to protect people, equipment, and facilities from any injury, damage, or loss.

6. Work cooperatively with the faculty advisor, police, and facility staff during the planning and production of the event.

III. Facility Access Parameters

A. ID Requirements

1. Current photo ID (college, driver’s license, or state ID) is required from all participants for access.

   a. Non Slippery Rock University students under the age of 18 will not be permitted to attend the event. Exceptions will be made on a case by case basis by University Police.

   b. Non SRU college ID’s will NOT be accepted. A valid driver’s license or a valid state identification card must be shown.
c. All ID cards will be verified by police equipment operated by police officials or designees.

2. Access

a. Doors close prohibiting access to the social event one hour prior to the scheduled conclusion of the event. Re-entry will not be permitted once doors close.

b. The social event must conclude and all participants must vacate the facility by the designated closing time.

c. Facility lights will be turned on at least one half-hour prior to the designated facility closing time to facilitate departure from the event.

B. Individuals attending the Late Night Social Events who violate the law, university policies and procedures, or are disruptive will be denied entrance and/or removed from the event and may receive citations and/or judicial sanctions.

C. Exceptions to these guidelines must be approved by the Facility Manager and University Police.

IV. Event Requirements

To minimize problems inherent with visitors (non SRU students) coming to any high profile and late night social event, University Police will deploy a plan of action involving a visible presence in the facility hosting a Late Night Social Event. This may also encompass nearby lobbies or public areas adjacent to the event location. Uniformed police presence inside the event location is necessary. University Police will inform the organization advisor and event coordinator about the details of the security plan. Any additional security costs incurred to implement the security plan for the event will be paid for by the sponsoring organization.

A. In order for recognized student organizations to host a Late Night Social Event at Slippery Rock University:

1. They MUST have two active SRU student organizational members to organize and supervise the event.

2. Reservations will only be accepted if the student listed as responsible for the program is an enrolled student in the semester that the Late Night Open Student Event is conducted.

3. A minimum of one SRU faculty/administrators MUST be present at all “late night open student event”. In addition, Graduate Assistants and other paraprofessional staff are encouraged to assist in the supervision of the event.

4. Police will assign coverage based upon, but NOT limited to the following criteria:

   a. Size of the expected crowd

   b. Location of and means of advertising

   c. Involvement of non SRU students

   d. Nature of the entertainment, i.e. DJ, band, live performer, etc.

   e. On site money collection

   f. The organizations late night event history may be considered for approval.

B. Rental Procedure

1. The event planner must submit a facility reservation request at least 30 days in advance to the facility manager requesting a specific date and time and naming the requested event. Upon receipt, the
facility manager will check availability and other factors such as staffing, parking, other events on campus, and other factors that might prevent the assignment of the facility.

2. If available, the facility manager will place a tentative hold on the facility and return a Late Night Event Checklist to the event planner for completion.

3. The event planner must submit a security deposit and the name of one faculty/staff advisor that will supervise the event on-site in order to confirm the reservation minimum of 21 days in advance of the event.

4. The deposit will be forfeited if the event is cancelled less than 21 days prior to the activity (including cancellations for failing to complete the requirements of this policy in a timely manner). The security deposit will be credited against rental fees, cleaning charges, or other facility fees at the conclusion of the event.

5. Three weeks prior to the event, the facility manager will coordinate a mandatory meeting with the event planner, attending advisor(s), police, facility manager and other parties critical to the success of the event (for example, Catering Services, Parking, Facilities & Planning) depending on the needs of the event. This meeting will be used to identify room set-up diagrams, equipment needs, and any special services that may be requested. During this meeting, a security plan will be developed that clearly identifies the duties of the organization, the attending advisor(s), the facility staff, and the police in addressing the safety of all participants and the security of the University’s facilities. Recommendations from the security-planning meeting must be incorporated into the event. If all parties are not present, the facility manager has the authority to cancel the event.

6. One week prior to the event, the event planner is responsible for meeting with the facility manager (or designee) to review final plans including room diagrams, equipment needs, special service deliveries and pick-ups (e.g. catering, facilities, performers, etc.), security implementation, staff assigned to event, etc. Depending on the type of event, final preparation may also include payment requests through Cooperative Activities, final count for Catering, etc.

7. On the day of the event, the event planner and advisor must check in with police and facility staff at the beginning of the reservation at a time agreed upon during the security meeting, and they must work with the designated facility and police staff for the successful implementation of the event. At the conclusion of the event, the event planner and advisor must insure that the facility is left in good order and that all persons and equipment are out of the building by the designated closing time. The facility manager may provide a separate checklist of items to complete to checkout of the facility. The event planner and advisor must check out of the facility with police and facility staff when all closing procedures have been completed. Failure of the event planner and/or advisor to remain for the duration of the event and complete the check-out procedure properly will result in forfeiture of the event deposit.

8. Within one week of the event, a written evaluation of the event (forms will be provided) will be made by each of the entities involved with the planning of and attendance to the event. Should the evaluations, indicate concerns related to the event, then a follow-up meeting will be called by the facility manager involving the Police, Facility Manager, Attending Advisors, and other parties participating in the event planning. The purpose of the meeting is to address any event concerns related to planning, security, facility issues, staffing, conduct of participants, etc. The security deposit will be forfeited if the organization and its representatives, including the faculty/staff advisor, do not abide by the arrangements made during the security and planning meetings, including, but not limited to, failing to end the event on time, failing to provide appropriate supervision of guests, and failure to complete assigned responsibilities.

If the written evaluation reflects no concerns, the security deposit will be returned to the event planner.
V. **Expectations**

Late night events require collaboration among the student organization event planner, the faculty/staff advisor, the police, and facility staff. Specific responsibilities include, but are not limited to, the following:

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<th>Student Event Planner:</th>
<th>Faculty/Staff Advisor:</th>
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<td>• Designated as the person responsible for the event</td>
<td>• Attends advance planning and security meetings</td>
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<td>• Responsible for payment of all fees and deposits</td>
<td>• Attends entire event and advises student event planner on all aspects of the event</td>
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<tr>
<td>• Attends advance planning and security meetings</td>
<td>• Attends check in meeting at start of reservation with student event planner, police, and facility staff</td>
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<tr>
<td>• Attends entire event and exercises authority for all aspects of the event</td>
<td>• Assists organization during event as arranged with student event planner</td>
</tr>
<tr>
<td>• Attends check in meeting at start of reservation with advisor, police, and facility staff</td>
<td>• Facilitates communication between student event planner, police, facility staff, etc.</td>
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<td>• Assigns duties to organization members and monitors completion including money collection, id checks, door monitors, bathroom monitors, load-in assistance, etc.</td>
<td>• Assists students with ending the event on time including making sure lights are turned on by facility staff at the appropriate time</td>
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<td>• Insures that event ends at designated time including working with invited guests and/or performers to insure that performances and load out of equipment occur during the appointed time</td>
<td>• Attends check out meeting at end of event with student event planner, police, and facility staff</td>
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<tr>
<td>• Attends check out meeting at end of event with advisor, police, and facility staff</td>
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<th>Police:</th>
<th>Facility Staff:</th>
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<tr>
<td>• Attends advance planning and security meetings</td>
<td>• Reserves facility and monitors adherence to Student Life policy</td>
</tr>
<tr>
<td>• Attends check in meeting at start of reservation with student event planner, advisor, and facility staff</td>
<td>• Attends advance planning and security meetings</td>
</tr>
<tr>
<td>• Posts appropriate security signage</td>
<td>• Provides equipment and technical support as arranged in advance</td>
</tr>
<tr>
<td>• Operates metal detectors and other security screening measures</td>
<td>• Coordinates check-in meeting at start of reservation</td>
</tr>
<tr>
<td>• Provides id scanner and checks identification of all guests to verify age of participants</td>
<td>• Provides facility services (Information Desk, housekeeping, lighting, small equipment, emergency response, etc.) as appropriate for the building</td>
</tr>
<tr>
<td>• Removes visibly intoxicated or disruptive patrons</td>
<td>• Locks exterior doors to facility as agreed in security meeting</td>
</tr>
<tr>
<td>• Conducts regular patrols throughout the event and the facility</td>
<td>• Turns facility lights on at designated time</td>
</tr>
<tr>
<td>• Assists student event planner, advisor, facility staff as requested</td>
<td>• Facilitates departure from facility at designated time</td>
</tr>
<tr>
<td>• Attends check out meeting at end of event with student event planner, advisor, and facility staff</td>
<td>• Coordinates check-out meeting at end of event</td>
</tr>
</tbody>
</table>

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CATERING

Dining Services has the exclusive right to cater all functions held within the Food Service Facilities (Boozel, Weisenfluh, Rocky’s, Quaker Steak & Lube, and Starbucks. In all other campus facilities, Dining Services is the only caterer permitted to provide service to off-campus organizations/individuals and has the right of first refusal for all catering funded through University money (Department Fund Center). Recognized student organizations may use outside caterers if the event is funded through self-generated funds. To arrange for a catered event through Dining Services, contact the Catering Office, 102H Smith Student Center, 724-738-2832.

Payment to Dining Services for catered events: Prior to the event, you should receive a written estimate of costs.

- If you are paying for an event with your SGA-allocated budget or self-support fund, you must provide a copy of the written estimate to the CoOperative Activities Office and receive a purchase order number. This number must be provided to the Catering Office prior to the event.
- If you are paying for an event by any other method, a pre-payment of 50% of the estimated cost must be paid to Dining Services prior to the event.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Extension</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dir. of Dining Services</td>
<td>X4244</td>
<td>Boozel Hall</td>
</tr>
<tr>
<td>Office Manager</td>
<td>X4644</td>
<td>Boozel Hall</td>
</tr>
<tr>
<td>Catering Office</td>
<td>X2832</td>
<td>102H Smith Student Center</td>
</tr>
</tbody>
</table>

ALCOHOL ON CAMPUS

The use of alcohol on the Slippery Rock University campus is prohibited except as indicated below and then within the laws of the Commonwealth of Pennsylvania:

- At social events when approved by the Alcohol Control Board.
- In the on-going residence of University professional staff member.

University funds may not be used to purchase alcohol. Recognized student organizations may not use organizational funds for the purchase of alcohol.

SALES AND SOLICITATION

- Only recognized student organizations/groups are permitted to sponsor fundraising sales on campus. The sponsoring organization is to receive a minimum 20% profit from sales.
- All off-campus, for profit organizations, or individuals, are prohibited from selling or soliciting for sales on campus unless permission has been given and a facility rented for the sale.
- All sales must be registered with the Student Center at least two (2) weeks in advance of solicitation/fund-raiser.
- To schedule a fund-raiser in any campus facility, the organization must have approval from the Student Center as well as each building manager or his/her designee.
- No marketing of sales should be initiated prior to Student Center approval.
- The item for sale at the fund-raiser cannot be in direct competition with established University or SGA products.
Some raffles or games of chance may require a Butler County Small Games of Chance license. Licenses are available through the Butler County Treasurer's Office, Butler County Courthouse. License fees are to be paid by the sponsoring organization/group.

The sponsoring organization/group must clean and dispose of all debris and advertisement immediately after the sale.

The Student Center is not responsible for the security or storage of items associated with fundraiser. All sales in the Student Center also require the completion of a Reservation Request Form.

Sales and Solicitation request forms are available at the Student Center Information Desk.

The policy on sales and solicitation follows:

Sales and Solicitation Policy

(Revised: February 3, 2009)

Purpose: To outline guidelines, procedures, and restrictions governing sales and solicitation activities on the campus of Slippery Rock University of Pennsylvania

Objectives: The objectives of this policy are to

A. Establish the University’s commitment to protecting free speech and association rights guaranteed by the Constitution.
B. Distinguish between commercial and non-commercial sales and solicitation activities.
C. Define sales and solicitation activities that require advance notice and approval.
D. Specify the procedures for requesting permission to host a sale or solicitation activity on campus.
E. Distinguish between entities affiliated with the university (on-campus departments and recognized student organizations) and entities that are not.
F. Distinguish between private sale and solicitation activities to individuals in offices and campus residences and public sale and solicitation activities.
G. Establish reasonable limits on the frequency of sale and solicitation activities.
H. Specify the enforcement authority for the sale and solicitation policy.

Definitions:

A. Office: An office is the private work area of a University employee.
B. Campus Residence: The private residence hall room or apartment that is the assigned living space for one or more students and is utilized for sleeping, dressing, studying, and socializing.
C. Campus Building: Physical facilities owned and operated by or on behalf of the University including all residence halls, classroom buildings, and administrative buildings.
D. Residence Hall: A University owned building that contains rooms assigned to students for sleeping, dressing, studying, and socializing and common facilities and areas used by all students assigned to that hall including study areas, storage areas, and areas utilized in common for organized educational and social functions.
E. Outdoor Areas: All campus walkways, lawns, patios, and other areas generally accessible to pedestrians and the general public.
F. Solicitation: Solicitation is the act of approaching another party with the intent of petition, request, or plead for support (monetary, personal commitment, distribution of literature, etc.).
   a. Non-commercial solicitation does not promote or tend to promote the sale of goods or services or involve the receipt of monetary contributions or donations. Non-commercial solicitation includes, but is not limited to, distribution of informational pamphlets or leaflets and circulation of petitions.
   b. Commercial solicitation does promote the sale of goods and services through direct request for payment, agreement to a financial contract, or other means of commitment. Commercial solicitation also refers to any request for monetary donations or donations of other goods and services.
G. Sales: Sales of products and services include any transaction where money is exchanged for goods and services; any attempt to organize a meeting for the purpose of a demonstration or explanation of a product or a service which is for sale; and any demonstration, explanation, or distribution of literature concerning products or services that are for sale.

Guidelines:

I. General Statement of Policy

The University encourages and supports the exercise of constitutionally protected freedoms including freedom of speech and association. All persons may exercise their rights to free expression in outdoor areas that are generally accessible to the public. Non-commercial solicitation is generally protected as an exercise of free speech. Individuals may make available and offer free literature or other materials related to their expression, request that individuals sign petitions, and engage in informational picketing and other expressive activities that do not substantially interfere with the orderly operation of the campus. Generally, no advance notice or approval is necessary to engage in expressive activities in outdoor areas except as specifically addressed in this policy.

University departments and recognized student organizations may request space in campus buildings in order to engage in non-commercial solicitation or other expressive activity. Appropriate facility reservation procedures must be followed and approval from the respective facility manager must be obtained prior to the solicitation or expressive activity.

Sales and commercial solicitation activities are generally restricted to only those activities that adhere to the specific procedures of this policy and are approved through a sales and commercial solicitation request process coordinated by the Director of the Smith Student Center. Persons or entities seeking to conduct a sale or commercial solicitation activity should contact the Director of the Smith Student Center at least a week in advance of the planned activity in order to rent or reserve appropriate facilities and obtain necessary approval.

II. Rationale

Slippery Rock University is committed to protecting the Constitutional protections to free speech. The University is also committed to insuring that the time, place, and manner of sales and commercial solicitation activities are such that they do not create a public nuisance, cause undue noise, or disrupt the activities that customarily take place on the campus.

III. Campus Departments and Recognized Student Organizations

Campus departments and recognized student organizations are permitted to reserve certain university facilities for approved activities, including the conduct of sales and commercial solicitation activities that adhere to the guidelines of this policy. When reserving university facilities, the campus department or recognized student organization must declare the purpose for the reservation and include the approved sales and commercial solicitation request form as appropriate. A representative from the campus department or recognized student organization that receives approval for hosting a sale or commercial solicitation activity must be present and have the approval form available for inspection for the duration of the sale or commercial solicitation activity.

When a student organization or campus department requests to sponsor a sale or commercial solicitation involving an outside vendor, the organization/department must document the financial arrangement or other benefits that the organization/department will receive from the solicitation. The University

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recommends that such benefits amount to a minimum of 20% of the sale proceeds. If such benefits cannot be documented, the solicitation will be regarded as an Entity Not Affiliated with the University as specified in this policy.

IV. Entities Not Affiliated with the University

Individuals, organizations, or corporations that are not affiliated with Slippery Rock University may request permission to host a sale or commercial solicitation activity on the campus (this includes requests initiated by university students and employees on behalf of groups, organizations, associations, or corporations not affiliated with the University). Such requests will be considered to insure that the proposed activity is a lawful or legal activity; that the proposed sale or commercial solicitation does not infringe on university contracts for the exclusive provision of certain goods and services; that the requested activity will not create a public nuisance, cause undue noise, or disrupt activities that customarily take place on the campus; and that the requested space is available. Only certain campus buildings are available for rental by entities not affiliated with the university. When renting university facilities, the individual or organization must declare the purpose for the rental, include the approved sales and commercial solicitation request form as appropriate, and remit the appropriate rental fee, which may include a commission on the sale proceeds. The individual or representative from the organization must be present and have the approval form available for inspection for the duration of the sale or commercial solicitation activity.

V. Non-Commercial Solicitation in Outdoor Areas

The distribution of literature, informational picketing, or other solicitation that does not promote or tend to promote commercial transactions is generally permissible in outdoor areas as long as the activity does not cause undue noise or otherwise disrupt the customary activities of the campus. In order to prevent noise disturbances, individuals engaged in non-commercial solicitation in outdoor areas are prohibited from using amplified sound. Further, expressive activities may not infringe upon the rights of others by blocking ingress to or egress from campus buildings or blocking pedestrian paths.

VI. Invited Sales in Private Office or Campus Residence

A staff member assigned a private office area in any campus building may invite a person, firm, business entity, charitable organization, religious organization, or other organization to that member’s assigned office area to solicit the sale of products or services with that staff member only. A student assigned to a room in a residence hall may invite a person, firm, business entity, charitable organization, religious organization or other organization to that student’s assigned room to solicit the sale of products or services with that student only. Such solicitation or sale must occur only in the assigned room of the student inviter. The sale or solicitation to others in proximity to the office or residence is prohibited. Door-to-door solicitation in campus buildings or residence halls is strictly prohibited.

VII. Restrictions on Frequency of Sales and Commercial Solicitation Activity

Requests for sales and commercial solicitation activities will be processed on a first-come, first-serve basis. Requests should be submitted at least one week in advance of the first planned activity date. The University reserves the right to limit, restrict, or refuse requests for sales and solicitation activities that duplicate previously approved activities. Further, each approved sale or commercial solicitation is limited to two (2) weeks in duration. Due to the number of requests for sale and solicitation activities, the university requests that each campus department, recognized student organization, and other entity sponsor no more than two (2) sale or solicitation activities per semester.
VIII. General Conduct of Sale and Commercial Solicitation Activities

Approval to conduct the sale or commercial solicitation activity is based upon the specific details of the activity as specified on the request form. Individuals, organizations, and other entities must adhere to the permissions and restrictions established in the approval process and must not substantially alter the nature of the activity after obtaining approval. All sale and commercial solicitation activities must be conducted to adhere to the time, place, and manner restrictions established in the approval process. Slippery Rock University reserves the right to apply additional restrictions, prohibit, or disband any activity that causes undue noise or disturbance or that interferes with the customary activities taking place on the campus.

IX. Enforcement

Any individual, organization, or other entity engaging in sale or commercial solicitation activity without prior approval may be asked to cease immediately from that activity. Entities not affiliated with the university may be escorted from campus by the University police. Appropriate disciplinary, judicial, civil, or criminal action may be enforced against students, employees, organizations, or other entities that violate this policy. Entities that violate the provisions of this policy may be denied permission to engage in further sales or commercial solicitation activities during the academic year in which those violations occur.

The University will also act to protect the rights of speakers to engage in free expression activities. Appropriate disciplinary, judicial, civil, or criminal action may be enforced against any person that threatens, harasses, assaults, becomes disorderly, or otherwise violates University standards of conduct with respect to individuals engaged in expressive activity. The University reminds all members of the community that no person is compelled to remain in a public place to listen to speech or expression that she or he finds to be offensive.

X. Summary of Key Provisions

<table>
<thead>
<tr>
<th></th>
<th>Non-Commercial</th>
<th>Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Organization/Department</strong></td>
<td>• No advance notice or approval for outdoor areas</td>
<td>• Must submit Sales and Commercial Solicitation Request Form and obtain approval at least one week in advance and then reserve facility through regular reservation process</td>
</tr>
<tr>
<td></td>
<td>• May reserve university facilities through regular reservation processes</td>
<td></td>
</tr>
<tr>
<td><strong>Individual/Corporation</strong></td>
<td>• No advance notice or approval for outdoor areas</td>
<td>• Must obtain approval at least one week in advance, rent designated facility, and remit fee, including possible commission on sale proceeds</td>
</tr>
<tr>
<td></td>
<td>• May rent certain university facilities by contacting facility manager at least one week in advance.</td>
<td></td>
</tr>
</tbody>
</table>
GUEST SPEAKERS

When a decision is made by any group (or department) to invite to the campus a prominent guest speaker, notification should be sent to the appropriate dean or vice president, prior to issuing the invitation. On occasion, it may be appropriate for the official invitation to be issued by the president on behalf of the sponsoring group. The appropriate dean or vice president will make such determination. On the occasion when a prominent individual initiates contact with the university, specifically asking to attend a class or gathering, prior notification may not be possible. In such cases, the appropriate dean or vice president should be informed of this individual's visit with as much advance notice as possible.

SLIPPERY ROCK UNIVERSITY LOGO USAGE

The SRU Logo is intended for use in athletic promotion and team identity, and on other materials primarily aimed at student and prospective-student audiences. The SRU Logo may be obtained from the University Publications Manager 724-738-4827 in the Office of University Public Relations. It is essential that all publications be well designed, use the SRU Word-mark, Logo, or Seal correctly, and that the publication project an image of quality. In order to protect SRU's service mark rights on the SRU Logo, the Office of University Public Relations must approve all uses of the logo. Ideas should be discussed with the publications manager early in the planning process. The manager will provide you with helpful advice that can make your communication more effective. Design services are also available through the publication manager. If you have any questions, please contact the University Publications Manager at extension 724-738-4827.

CHANNEL 6

Organizations that are interested in promoting their events on Channel 6 TV Feed should adhere to the following guidelines:

Must be a one-page slide, preferably in the “landscape” format.

Leave a 1-inch blank border around the content of the slide.

Keep the text at least 20 pt.

The Help Desk reserves the right to change the grouping and size of items on the slide to make it fit.

In the e-mail subject, the title should be: “PowerPoint Advertisement”

In the e-mail body, please indicate which department, group, name of faculty or staff member is in charge of the event, and contact information.

Please send slide to helpdesk@sru.edu

TECHNICAL SUPPORT & SOUND EQUIPMENT

The Student Center purchases, maintains, and operates standard equipment for events held in the Student Center. Student organizations hosting events in the Student Center are required to meet with the Assistant Director of the Student Center to discuss equipment needs for all events scheduled in either the Ballroom or Theater. The Assistant Director is available to meet with any student organization to discuss any event scheduled in a Student Center venue. Special equipment that might be required for an event must be provided by the performer or the sponsoring organization at their own expense. Use of special equipment must be discussed with the Assistant Director of the Student Center in order to schedule delivery, set-up, tear-down, and load-out so as not to interfere
with other facility reservations. The Student Center reserves the right to refuse reservation or equipment requests that cannot be accommodated due to event schedules, electric requirements, or other facility and safety issues.

For events in other locations on campus, the student organization advisor should contact the Slippery Rock University Facilities and Planning office to discuss equipment needs and coordinate the issuance of work orders for delivery, set-up, and removal of tables, chairs, staging, and other equipment. The advisor should contact the Help Desk for assistance with technology equipment.

**VIDEOS**

Under the U.S. Copyright Act, Public Law 94-553, Title 17 of the United States Code, Section 106, “the copyright owner as the exclusive right to perform the copyrighted work publicly.” All performances of copyrighted material including performances in “semi-public” spaces such as clubs, lodges, camps, and school are public performances subject to copyright control (Senate Report No. 94-473, p. 60) without a separate license from the copyrighted owner, it is violation of federal law to exhibit prerecorded video cassettes, videodiscs, and films beyond the scope of home usage or classroom settings. Organizations and individuals who wish to publicly exhibit copyrighted motion pictures and audiovisual works must secure a license. Please contact the CSIL regarding the necessary processes for securing a license.

Videocassettes, videodiscs, or films rented from retailers are for home use only meaning that they can be shown without a license, in the home to a “normal circle of family and its social acquaintances” (Section 101) or in certain narrowly defined ‘face-to-face’ teaching activities” (Section 110.1). These are the only exceptions.

Exhibiting rented or purchased tapes without a license is a violation of the Copyright Act, whether or not admission is being charged (i.e. whether or not you are a profit-making or non-profit organization).

A special public performance license or written permission of the copyright owner must be obtained from the copyright owner or a licensed film and video distributor.

Once a license is obtained, you may advertise the video showing in letters and/or bulletins to members of the University. Use of public media (TV, radio, or newspapers) to advertise specific titles is strictly prohibited.
As the leader of your organization you will probably have to schedule a room to use for meetings, workshops, study hours, special group sessions or social activities. It is not appropriate to assume that you will be able to “get a room” by just showing up a few minutes before your activity. Check the following link for room availability.
http://schedule.sru.edu

**SLIPPERY ROCK UNIVERSITY**

**WHO TO CONTACT TO RESERVE A SPACE**

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>CONTACT</th>
<th>EMAIL</th>
<th>LINKS/TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni House</td>
<td>Lisa Luntz</td>
<td><a href="mailto:lisa.luntz@sru.edu">lisa.luntz@sru.edu</a></td>
<td><a href="http://www.rockalumnicafe.com">http://www.rockalumnicafe.com</a></td>
</tr>
<tr>
<td>ARC</td>
<td>Karen Perry</td>
<td><a href="mailto:Karen.Perry@sru.edu">Karen.Perry@sru.edu</a></td>
<td><a href="http://www.sru.edu/arc">http://www.sru.edu/arc</a></td>
</tr>
<tr>
<td>Athletic Fields</td>
<td>Mary Lou Scherder</td>
<td><a href="mailto:Mary.Scherder@sru.edu">Mary.Scherder@sru.edu</a></td>
<td>102 Morrow Field House</td>
</tr>
<tr>
<td>ATS</td>
<td>Karin Brown</td>
<td><a href="mailto:conferenceservices@sru.edu">conferenceservices@sru.edu</a></td>
<td><a href="http://www.sru.edu/offices/student-center-and-conference-services">http://www.sru.edu/offices/student-center-and-conference-services</a></td>
</tr>
<tr>
<td>Building F Great Room*</td>
<td>Lisa Patricelli</td>
<td><a href="mailto:Lisa.Patricelli@sru.edu">Lisa.Patricelli@sru.edu</a></td>
<td><a href="http://www.sru.edu/offices/student-center-and-conference-services">http://www.sru.edu/offices/student-center-and-conference-services</a></td>
</tr>
<tr>
<td>Eisenberg</td>
<td>Karin Brown</td>
<td><a href="mailto:conferenceservices@sru.edu">conferenceservices@sru.edu</a></td>
<td><a href="http://www.sru.edu/offices/student-center-and-conference-services">http://www.sru.edu/offices/student-center-and-conference-services</a></td>
</tr>
<tr>
<td>Leadership Course/Tower/Trail</td>
<td>Erin Strain</td>
<td><a href="mailto:Erin.Strain@sru.edu">Erin.Strain@sru.edu</a></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Julie Cogley</td>
<td><a href="mailto:Julie.Cogley@sru.edu">Julie.Cogley@sru.edu</a></td>
<td>Available Monday &amp; Wednesday 8-4:30pm</td>
</tr>
<tr>
<td>The MAC Intramural/Rugby Fields; Dek Hockey rink</td>
<td>Karen Perry</td>
<td><a href="mailto:Karen.Perry@sru.edu">Karen.Perry@sru.edu</a></td>
<td><a href="http://www.sru.edu/arc">http://www.sru.edu/arc</a></td>
</tr>
<tr>
<td>McKay</td>
<td>Karin Brown</td>
<td><a href="mailto:conferenceservices@sru.edu">conferenceservices@sru.edu</a></td>
<td><a href="http://www.sru.edu/offices/student-center-and-conference-services">http://www.sru.edu/offices/student-center-and-conference-services</a></td>
</tr>
<tr>
<td>Morrow Field House**, Old Thompson, Mihalik-Thompson Stadium, Wally Rose</td>
<td>Mary Lou Scherder</td>
<td><a href="mailto:Mary.Scherder@sru.edu">Mary.Scherder@sru.edu</a></td>
<td>102 Morrow Field House</td>
</tr>
<tr>
<td>Quad</td>
<td>SSC Info Desk</td>
<td><a href="mailto:SSCReservation@sru.edu">SSCReservation@sru.edu</a></td>
<td><a href="http://www.sru.edu/offices/student-center-and-conference-services">http://www.sru.edu/offices/student-center-and-conference-services</a></td>
</tr>
<tr>
<td>SGA Pavilion</td>
<td>SSC Info Desk</td>
<td><a href="mailto:SSCReservation@sru.edu">SSCReservation@sru.edu</a></td>
<td><a href="http://www.sru.edu/offices/student-center-and-conference-services">http://www.sru.edu/offices/student-center-and-conference-services</a></td>
</tr>
<tr>
<td>Ski Lodge/Campground</td>
<td>Karen Perry</td>
<td><a href="mailto:Karen.Perry@sru.edu">Karen.Perry@sru.edu</a></td>
<td><a href="http://www.sru.edu/arc">http://www.sru.edu/arc</a></td>
</tr>
<tr>
<td>Smith Student Center</td>
<td>SSC Info Desk</td>
<td><a href="mailto:SSCReservation@sru.edu">SSCReservation@sru.edu</a></td>
<td><a href="http://www.sru.edu/offices/student-center-and-conference-services">http://www.sru.edu/offices/student-center-and-conference-services</a></td>
</tr>
<tr>
<td>Spotts World Cultural Building</td>
<td>Karin Brown</td>
<td><a href="mailto:conferenceservices@sru.edu">conferenceservices@sru.edu</a></td>
<td><a href="http://www.sru.edu/offices/student-center-and-conference-services">http://www.sru.edu/offices/student-center-and-conference-services</a></td>
</tr>
<tr>
<td>Vincent Science Center</td>
<td>Karin Brown</td>
<td><a href="mailto:conferenceservices@sru.edu">conferenceservices@sru.edu</a></td>
<td><a href="http://www.sru.edu/offices/student-center-and-conference-services">http://www.sru.edu/offices/student-center-and-conference-services</a></td>
</tr>
<tr>
<td>Watson Great Room*</td>
<td>Lisa Patricelli</td>
<td><a href="mailto:Lisa.Patricelli@sru.edu">Lisa.Patricelli@sru.edu</a></td>
<td><a href="http://www.sru.edu/offices/student-center-and-conference-services">http://www.sru.edu/offices/student-center-and-conference-services</a></td>
</tr>
<tr>
<td>Weisenfluh***</td>
<td>Karin Brown</td>
<td><a href="mailto:conferenceservices@sru.edu">conferenceservices@sru.edu</a></td>
<td><a href="http://www.sru.edu/offices/student-center-and-conference-services">http://www.sru.edu/offices/student-center-and-conference-services</a></td>
</tr>
</tbody>
</table>

Not available to reserve: East & West Gym, Swope, Patterson, University Union, Physical Therapy

*Non Resident Life Organizations will be charged a predetermined fee
**Does not include the academic classrooms
*** Must purchase catering or meal tickets
• To assist with streamlining the reservation process, you must first go to schedule.sru.edu to determine available dates and times for your activity/meeting.
• To reserve a room in the Student Center you must fill out a Reservation Request Form available at the Student Center Information Desk and return it to the Information Desk. Forms are also available at the Student Center website and may be submitted via email or fax.
• You can reserve a room for a one-time event or for consecutive days and weeks.
• Certain restrictions apply to some reservations such as, a two-week notice is required for scheduling the Ballroom or Theater; a 30-day notice is required for scheduling a late-night event; reservations of the SGA Pavilion may not exceed two consecutive days or three days per week. Please review the Student Center reservation form for additional restrictions.
• You should reserve your room as far in advance as possible. The Student Center rooms are highly sought after as meeting space and availability is limited. Plan ahead!
• Recurring meeting requests for fall semester may be submitted beginning April 1; for spring semester, November 1. Special events may be scheduled as far in advance as a date has been determined.
• Completing and submitting the form does not guarantee that you will receive the space. The Student Center will send a confirmation of your reservation.

BANNERS

• Banners are subject to approval by Student Center Operations (724-738-2491).
  - Requests to display banners must be made at least two weeks in advance of the first day of display by submitting a Banner Request Form along with the banner to Student Center Operations, Information Desk of the Student Center.
  - Indoor banners will be posted on the 2nd floor of the Student Center; outdoor banners will be hung on the railing above the waterfall.
  - Banner display is limited to two weeks.
  - Banners must conform to size and material limitations specified on the request form.
  - Indoor banners are discarded when the display period has concluded unless special arrangements have been made to retrieve the banner.
  - University Printing Services can create durable, professional banners at a reasonable cost
WINDOW POSTER

- The Student Center permits large posters to be hung in the 1st floor corridor windows for recognized student organizations or university departments to advertise university events. An instruction sheet is available at the Student Center Information Desk.
  - Requests to display a window poster must be submitted by email to Smith.StudentCenter@sru.edu.
  - Specific production sizes and file formats are detailed on the instruction sheet available at the Information Desk.
  - Upon schedule approval by the Student Center, the poster will be submitted to the ETC for production.
  - The Student Organization is responsible for purchasing the banner and returning it to the Student Center Information Desk once it is produced.
  - Each poster will be displayed for a maximum of two weeks.

DIGITAL SIGNAGE

- As part of the sustainable design of the Student Center, there are no bulletin boards for posting of fliers and announcements. The Student Center uses several digital signage display screens for the announcement of university events by recognized student organizations and university departments. An instruction sheet is available at the Student Center Information Desk.
  - Requests to display an event announcement on the digital signage system must be submitted by email to Smith.StudentCenter@sru.edu.
  - All announcements must be submitted as a single PowerPoint slide.
  - One announcement is permitted per event.
  - Each announcement will be scheduled for display for no more than two weeks.

SKI LODGE AND CAMPGROUND

Recognized Student Clubs and Organizations are permitted to reserve the Ski Lodge FREE of charge for meetings and social functions, provided the Advisor or SRU Faculty/Staff member is present for the duration of the activity. Ski Lodge requests must be made a minimum of one (1) week prior to requested date. The Ski Lodge is NOT available for Late Night events. A $50 security deposit is required with Facility Request form. Security deposit is returned following the event provided all policies and procedures are adhered to. The Campground and Fire Pit may be utilized, FREE of charge, but a reservation is required. Contact Karen Perry at The ARC Center (724-738-4895) to reserve the Ski Lodge/Campground/Fire Pit.

ATHLETIC/RECREATION FACILITIES

Contact Campus Recreation (Karen Perry - 724-738-4895/4800) to reserve indoor court space at The ARC or outdoor fields at the MAC. Facility requests must be made a minimum of 14 days prior to requested date. Special events require advance planning! Contact the Department of Athletics (Mary Lou Fleming - 724-738-4117) to reserve the Morrow Fieldhouse, Old Thompson Field, Mihalik-Thompson Stadium, Wally Rose, or designated varsity athletic practice fields. The availability of any of these facilities varies each semester, depending upon the schedule of Campus Recreation/Athletic activities.
OTHER UNIVERSITY BUILDINGS

If you are contacting the Office of Conference Services for a room reservation, we will process your request as soon as we can. However, please understand that due to the sheer volume of room reservation requests, the average response time is approximately three (3) business days. Please follow instructions to access and submit online reservation form. Please check room availability first by going to schedule.sru.edu. You need to be on the SRU network to access this schedule.

- If you are a student group or organization, you must have an advisor, staff or faculty member approve your room request.

- Please make arrangements to pick up classroom keys, via email, one (1) day in advance with Conference Services (conferenceservices@sru.edu), with the exception of the following buildings: Contact Lorraine Vinski for Carruth Rizza keys, Debbie Glenn for Patterson keys, Michelle Houston for McKay keys, and Becky Lindey for West Gym keys. Key will need to be returned to the office that signed it out by 9 a.m. on the next workday. You will be charged for a key replacement if the key is not returned.

- Please contact Audio Visual Services (AVS) at 724-738-4357 two (2) weeks in advance if you need AVS services or assistance.

- If you no longer need this reservation, please let us know so it can be made available to others.

- Forms can also be picked up in 102 Smith Student Center on the counter in Conference Services.

To access room reservation form:

- Search on the www.sru.edu webpage “room reservation”

- Below you will find forms for the Smith Student Center and Residence Halls.

Complete form and email to conferenceservices@sru.edu, mail to Conference Services, 102 Smith Student Center or fax to 724-738-2704, attention Conference Services.

If you have questions, please call 724-738-2027. Thank you!

RESIDENCE HALL FACILITIES, WATSON HALL GREAT ROOM & BUILDING F GREATER ROOM

The Reservation forms are available in the Residence Life office located in 105 Watson Hall or on the Residence Life Webpage under “Forms”. There is a usage fee of $50 for 4 hours or less and $100. For 4 hours or more for outside groups including SRU offices or ANY group or organization that will hold closed events (i.e., meetings, banquets). Events exempt from the usage fee must be inviting to all residence hall students and directly benefit them.
TABLE RESERVATION GUIDELINES

TABLE RESERVATIONS

Your organization may be interested in reserving a table in the Student Center or in the dining hall to promote an event or to implement a fundraising project. Tables are assigned in the order of the application, as long as space is available.

- Table space may be scheduled for up to two weeks per activity.
- Tables for the Student Center must be requested just like a room by completing a Reservation Request Form available at the Information Desk.
- To reserve a table in the dining facilities, contact the Student Life Administration Office, 102 Smith Student Center, 724-738-2038

Fundraising Tables:
- No more than two (2) tables will be set-up in the lobby of dining hall at any one time.
- For fundraising activities, a “Solicitation/Fundraiser Request Form” obtained from the Student Center Information Desk must be filled out and returned to the information desk.
- Table location will not interfere with the natural flow of traffic through the lobby areas.
- Student organizations should not attempt to solicit monetary donations from university departments that would directly benefit the organization.

Table Tents:
- There is a limit of two (2) table tents per table at any one time.
- Table tents shall be no bigger than 5 ½” x 8 ½” folded in half. (This is half of a regular 8 ½” x 11” sheet of paper)
  - If an organization or committee needs to advertise more than one activity (i.e. UPB), an 8 ½” x 11” sheet of paper, tri-folded and stapled/taped so that it will stand erect can be used (this will provide three sides of advertising space)
- Table tents must be pre-approved at the Student Life Administration Office at 102 Smith Student Center. Prior to printing, the master copy will be stamped “approved for posting”. Without this approval stamp, the table tents cannot be placed on tables.
- A copy of the table tent is to be kept on file at the Student Life Administration Office.
- No fluorescent pink or red paper is to be used. These colors “bleed” onto the tabletops if they become wet.”
- The organization is responsible for placing the table tents on tables. This should be done between meal service hours.

COLLECTION BOXES IN RESIDENCE HALLS (FOR STUDENTS):

1. Student group completes “SRU Community Service Registration” form and submits it electronically.
2. Student listed as contact will be notified of approval from Residence Life
3. Residence Life may request more info/clarification. A meeting may be required PRIOR to collection boxes being distributed.
4. Student organizer MUST bring the flyers that will be attached to the boxes to Residence Life at least 2 days prior to the start of collection to obtain an approval stamp. Collection boxes without an approval stamp will be removed and not permitted in Residence Halls.

5. Each student organization is responsible to monitoring each collection box, i.e. periodically checking/emptying contents. Residence Life is in no way responsible for the items collected.

6. By collection end date, all boxes should be collected and removed from the Residence Halls.

7. Collection Boxes are limited to the lobbies/public areas of each building.

8. Failure to follow procedures could result in future collection being denied approval.

PUBLICITY GUIDELINES

MATERIALS MAY ONLY BE POSTED ON SPECIFIED AREAS OF SRU BUILDINGS.

- Student Center: Postings are not allowed on glass, doors, windows, walls, or pillars.
- Health Center: Limited posting, must request from director to post.
- Food Service: Must be approved and stamped in the Student Life Administration office, 102 Student Center.
- Eisenberg: Prohibited on doors, walls, and windows. Organization must request to post on bulletin boards from the Dean’s office located in 305 ECB.
- East/West Gym, Behavioral Science Bldg., Physical Therapy Bldg., Vincent Science Hall, ATS and McKay: Postings are allowed only on general posting bulletin boards with pushpins.
- Residence Halls: To post fliers/advertisements for programs and events in the Residence Halls, bring 1 copy of the flyer to Office of Residence Life for initial approval. Residence Life will approve or suggest changes as appropriate for posting. Once approved, bring 66 copies (that is 1 per floor) and you will “stamp” them for posting in the Residence Halls. These approved fliers will be distributed from the Watson office. Do Not take the fliers to each front desk, they get distributed centrally. All stamped approved posters/fliers will be hung on the appropriate bulletin boards by Residence Life Staff only. Residence Life enforces the Slippery Rock University Sales and Solicitation Policy. They require a copy of an approved Sales and Solicitation Permit Request (signed by Director of Smith Student Center, Dr. Chris Cole) when a student or Slippery Rock University approved organization is sponsoring a benefit or fundraiser for their organization or a service to anyone in the community with the event to occur either on or off campus.
- Must have approval to post (Watson Hall first floor Housing Office). No posting inside or outside on windows or doors.
- Field House: Postings allowed only on designated bulletin boards.
- Special Education Building: Postings allowed only on designated bulletin boards.
- Old Main: Postings allowed only in vending area and bulletin board on third floor.
- ARC: Must request to post in 117 ARC.
- Spotts World Cultural Bldg., Art Bldgs., Miller Auditorium, and Swope Music Hall: Must request approval from appropriate department office.
- Library: Postings allowed only on designated bulletin boards. Contact Kathy Manning 724-738-4458.
- Maltby Center: Must be approved for posting in Career Service Office, only one bulletin board.
- Organizations must obtain permission from the University Police to post on vehicles. A Sales and Solicitation Request may be required.
- Only one piece of printed material per bulletin board (for each event/service announcement, etc.).
- No materials may be handed out to individuals in public areas or from door to door unless requested and approved in writing via the Sales & Solicitation Request form available in the Smith Student Center.
- The sponsor must remove all materials within 24 hours of completion of the event/posting expiration.
CHALKING

Chalking is permitted on sidewalks by officially recognized student organizations for announcement of university-sponsored events. Chalking should be placed on uncovered sidewalk surfaces only.
- A washable, non-staining chalk must be used.
- The University reserves the right to remove announcements periodically should the accumulation of signs detract from the appearance of the campus.
- Students shall not remove or alter the message of another student organization.
- The chalking of buildings, roadways, or parking areas is prohibited.
- Chalking of walls or other vertical surfaces is prohibited.
- Reported violations will be referred to the Office of Student Conduct.

PUBLICITY IN THE FOOD SERVICE FACILITIES

Because of the high traffic volume through the food service facilities, these areas are seen as ideal locations for the advertising of upcoming events, distribution of information and fundraising sites. In order to prevent an overabundance of activity at any one time, the following procedure is used to co-ordinate advertising in the buildings.

Arrangements for advertising events or fundraising activities must be registered in the Student Life Administration Office, 102 Smith Student Center. This office co-ordinates the calendar for Weisenfluh Hall, Boozel Dining Hall, and Rocky’s. Questions regarding available dates should be directed to the office, 724-738-2038.

SRU MASTER CALENDAR

WHAT IS THE SRU CALENDAR?

The SRU Calendar is a web-based schedule of programs and events of interest to the general campus and regional community. The SRU Calendar is designed to be the central location to view “at-a-glance” what is happening at Slippery rock University.

WHY SHOULD I USE THE SRU CALENDAR?

The SRU Calendar is designed to assist community members in several ways. First, program planners can review listings on the calendar to aid in selecting dates for events. Planners may determine that certain dates are already crowded with competing events or similar activities being sponsored by others. Second, the calendar provides event support for listed programs. The Office of Public Relations reviews entries to develop press releases for local media and weekly e-mail notices to faculty, staff and students. The University Police rely on the calendar to ensure proper security for special events and to direct visitors to the location of listed events. Finally, all community members’ benefit by being informed of the various educational and social opportunities offered at the University.
HOW DO EVENTS GET LISTED ON THE SRU CALENDAR?

Any SRU individual or group sponsoring an event of general interest to the campus community may submit the details for inclusion on the SRU Calendar. To be included in the calendar, the event must be sponsored by the University or an affiliated group and must be of general interest to the community. Preference will be given to listed events that are open to all members of the campus community. University staff reviews submissions for appropriateness before adding them to the calendar. Each college or division will identify a primary contact person for assisting faculty, staff, and students in submitting information to the calendar. This contact person will assist in resolving any questions concerning the posting of events to the calendar from their area.

HOW TO USE THE MASTER CALENDAR:

1) From the SRU home page, www.sru.edu, scroll down to the bottom of the page and select “All Events”

2) At the top of the page click “EVENT SUBMISSION.”

3) Complete all of the pertinent information through use of the drop down menus.

4) Include a description of your event.

5) At the bottom of the page, click “SUBMIT” to submit your event.

6) Successful submissions to the calendar will receive a “Your event has been submitted” announcement. Your event will then be approved by Laura Vernon in Public Relations.

7) After approval, your event will appear in the Master Calendar on the www.sru.edu website and will be distributed in SRU Communication emails.

8) It is important that you contact Laura Vernon at laura.vernon@sru.edu or x 4137 if there are any changes to your event (date, time, location or cancellation). Laura will make those changes for you.

SLIPPERY ROCK STUDENT GOVERNMENT ASSOCIATION

BACKGROUND INFORMATION

WHAT IS SGA?

The Slippery Rock University Student Government Association, Inc. (SRSGA) serves as the governing body to most clubs and organizations at Slippery Rock University. SGA recognizes over one hundred organizations and provides budgets for many organizations. Every student who attends SRU is a member of the Student Government Association.

WHAT IS THE STUDENT ACTIVITY FEE?

Every semester, students pay a Student Activity Fee. The Student Activity Fee is non-academic and should not be for instructional use. $15 of this fee goes to the ARC to augment operational costs. The rest goes to SGA to be distributed between clubs and organizations for activities and events. This allows for student input onto what is happening around campus. These activities and events are intended to be extracurricular.
HOW DOES SGA ALLOCATE THE STUDENT ACTIVITY FEE?

Every spring, the SGA Finance Committee holds budgeting hearings. During these hearings, a set amount of the General Activity Fee is set aside as a contingency fund to be used during the next academic year for newly formed clubs and organizations, in addition to events that could not/were not planned in time to have the funds approved during the budgeting period. The rest of the General Activity Fee is distributed between all of the organizations who request for funding for events.

When approving funds for events, the following are taken into consideration:
- Is the event open to the entire campus?
- Have you spent SGA funds according to the guidelines?
- Have you successfully held this event or similar events before?
- Does the event bring something new and exciting to campus?
- Are you creating new initiatives on campus for the betterment of campus?
- How many people will be affected by your program or event?
- Do you involve your membership in decision-making?
- Do you publicize well?
- Have you used all of your budgeted funds in the past?
- Have you appropriately followed SGA policies and procedures when putting on events?

IS MY ORGANIZATION ELIGIBLE FOR FUNDING?

Once an organization has been recognized by SGA and has been recognized for at least one (1) semester, or a four (4) month equivalent (summer months do not count), they are eligible for an SGA account. The purpose of the SGA account is to pay for the events listed in your budget request (discussed later).

New organizations or organizations that are reactivating after four (4) years of being inactive can request up to $250. After one (1) year, student organizations can request more through the budgeting process or through New Initiatives.

**Please note: Just because you ask for money does not always mean that you will get it

WHAT IS THE DIFFERENCE BETWEEN AN SGA ACCOUNT AND A SELF-SUPPORT ACCOUNT?

Your SGA Account is the account where all of your budgeted funds go and is used to fund approved events. Your Self-Support Account is an account where all of your personal funds go and can be used for any appropriate expenditure agreed upon by the organization. SGA does not own these funds, but holds them, accepts deposits, and disburses appropriately. Unlike the SGA Account, funds in the Self-Support Account carry over from year to year (any unused funds in the SGA Account do not carry over to the next academic year). Both of these accounts can be accessed through the Cooperative Activities Office.

Deposits
Funds from SGA and donations from other organizations should be deposited into your SGA account. Other funds, such as funds received from fundraising or membership dues, should be deposited into your Self-Support Account.

Unused SGA Funds
If you do not use funds allocated towards an event, you have the option of reallocating those funds for a different event. SGA may also take back those funds so that the money is available to all organizations. Takebacks are not a penalty to clubs, but rather a way of ensuring that SGA money will be spent on as many events as possible and each organization is equally able to get funds, especially at the end of the school year when our available contingency funds are low.
Before coming to SGA for funding, have you checked into the following?

- Fundraising. Note: All fundraising has to be approved by the CSIL.
- Co-sponsorships with other organizations.
- Departments that might have interest in an event you are holding.
- Academic Enhancement Fee – This fee is distributed by the Academic Affairs Office. This fee is for the purpose of supporting academic activities that enhance and extend the traditional instructional activities of the classroom.

WAYS TO RECEIVE FUNDING FOR YOUR SGA ACCOUNT

Budgets
Every spring, student organizations must submit to SGA a copy of their budget request for the next academic year. When preparing a budget, make sure that you are as detailed as possible. For example, many budgets SGA looks at will request $100 in supplies for a specific event. A better way would be to list $100 for supplies and break it down to what you are specifically planning to spend the money on: tablecloths, streamers, balloons, paper plates and cups. The more detailed, the better. Get exact costs when you can and get estimates when you cannot. If you are going to have catering by AVI at your event, then call them and get costs. If you want to have bus transportation getting people to your event, then call several bus companies to get a range of estimates. Getting estimates is important because it shows that you have put a great deal of thought and effort into your event. Include all sources of funding other than SGA and call the departments that you plan to ask for funding.

New Initiatives
During the spring budget hearings, SGA sets aside a contingency fund for use during the next academic year. These funds are generally used for newly formed clubs and organizations, in addition to events that could not/were not planned in time to have the funds approved during the budgeting period. When applying for a New Initiative, make sure that you have the paperwork (the “New Initiative” form) in at least four (4) weeks before the event you are planning. New Initiatives must be reviewed by the Finance Committee first, then voted on and passed by Senate. It is encouraged that a representative, preferably an officer, from your organization comes to a meeting and explains the request. Other members are also welcome to attend. Since the contingency funds are limited, SGA requests very specific information and strongly encourages fundraising and co-sponsorship with other organizations and departments. Before requesting additional funds through New Initiatives, all previously funded money should be spent or allocated. SGA will not grant a New Initiative if there is money elsewhere in your budget that can be reallocated.

Reallocation
You must reallocate funds when you do not, or cannot, use them for the specific event or purpose for which they were originally allocated. For example, your group was funded $50 for a picnic, but you did not have that picnic; however, your group is planning on bringing in a speaker, and you want to apply the $50 from you picnic toward the fee for the speaker, you may reallocate that $50 from the picnic to the speaker. To reallocate funds, you must complete the “Line Item Transfer Request Form.” It is also suggested that you adjust your original budget to show these changes. Just like other funding requests, reallocation requests must be approved. Although the request may not have to go through Finance and Senate to be approved, it is suggested that the reallocation request be in at least four (4) weeks before the event occurs. Using funds without reallocating them is a violation of SGA policy, which could result in your group having its SGA account frozen for a period of time or losing funding completely.

*Make sure that you keep all receipts!! These are necessary in order for payments to be made.*

**Note: All Finance Committee meetings and SGA Senate meetings are open to the public and you are encouraged to attend if your group is requesting new initiatives or if you want to be more involved in the financial decision making of SGA."
**Funds must be pre-approved before spending!**

List of Commonly Funded Items
- Fees (speaker fees, artist fees, etc.)
- Honorariums
- Supplies
- Advertising (duplicating, Rocket Ads, printing, etc.)
- Club sports (league fees and dues, official fees, trips, space rental)
- Equipment (Before SGA approves funding for equipment, a secure storage facility must be found for the equipment)
- Transportation costs (mileage) and lodging for performers
- Transportation (SGA will only fund for personal vehicles (mileage reimbursements $0.50/mile) and charter bus.

**Bidding**
A minimum of 3 bids must be submitted on items purchased over the amount of $500.00 before payment. If the lowest bid is not accepted, the purchase must be pre-approved or SGA will not honor the payment request.

**Publications**
Organizations that produce publications may request funds for the costs of printing and supplies. Groups are encouraged to solicit bids from various printing companies. Due to the large expense of printing, SRSGA asks that clubs be conservative in the length of their publications as well as their distribution amount.

**Payment Requests**
Payment requests are used to process payment of bills. When filling out a Payment Request, make sure that you have/include the following:
- Original signatures of student representative and advisor.
- Original invoice or receipts. No statements or copies of invoices will be honored.
- Contract (A contract will count as an invoice).
- W9 (This needs to be filled out by entertainers, referees, game workers, and all others paid a fee not through payroll)
- Maps and a list of everyone in each vehicle are needed for clubs sports traveling to off campus competitions.

**Reimbursement**
Reimbursements are made in the form of a check. If you are getting reimbursed from your SGA Account, checks are cut every Monday and Thursday. If you are getting reimbursed from your Self-Support Account, checks are cut every day (Monday – Friday). Original receipts are required when turning in the paperwork for reimbursement. In order to receive a reimbursement, all necessary paperwork and receipts must be submitted within 30 days.

*Note: When hiring outside of the University (i.e. DJ, band, entertainers, repairs, etc.), it is required that the payment be made directly to the vendor. You cannot pay for the activity and then be reimbursed. Departments and offices on campus are not eligible for reimbursement.*

**Entertainers, Performers, Speakers, etc.**
If your club or organization is going to have an entertainer, that entertainer must fill out a W9 form and a contract. Both of these forms must be signed before the entertainer can be paid. All contracts must be signed by the President of SGA before the event occurs. Contracts must be initiated at least two (2) weeks before the event. SGA cannot pay
current faculty or students of Slippery Rock University who serve as entertainers at an event. Checks are cut on Monday and Thursday of each week.

**Contracts**
A proposed contract must be approved by your advisor, department chair, or supervisor and then signed by the SGA President. The SGA President is the only person to enter into a contract for a student organization with a vendor, entertainment agency, government agency, or any other public or private organization.

**Regarding Food, Decorations, and Giveaways (30% Rule)**
SGA will not fund events centered around food (i.e. banquets, dinners, etc.). Food, decorations, and giveaways are supposed to enhance an event, not be the main focus of the event. Organizations are eligible for at least $25 towards food, decorations, and giveaways. After the initial $25, the total dollar amount for food, decorations, and giveaways cannot exceed 30% of the event minus the food, decorations, and giveaways. For example, let’s say you wanted to bring a speaker to campus. Let’s say the speaker cost $200 and advertising was $50. You would add those two numbers together (200 + 50 = 250) and take 30% of that to see how much you would be eligible for food, decorations, and giveaways. In this case, you would be eligible for $75 ($250 x .3 = $75). If the 30% exceeds $500, you must meet with the V.P. of Financial Affairs and the finance committee to discuss prior to being taken to the Board of Cooperative Activities for approval.

**Giveaways cannot be used for an organization’s self-promotion. Giveaways must be used to promote an organization’s event.**

**Tickets**
Organizations will be able to apply for tickets for one off campus event per semester per club/organization. The only way that organizations will be able to request funds for tickets is through the budgeting process which takes place every spring. This means that organizations will not be able to request funds for tickets through a New Initiative. SGA will not fund tickets over $50. The tickets must be available to all students. Students will not be able to buy more than one (1) ticket. Tickets must be advertised at least two (2) weeks before they go on sale. Organizations must reconcile ticket costs and pay SGA back within five (5) days after the end of ticket sales. If an organization does not sell all of the tickets, they have until the end of the semester to pay back for those tickets and those tickets only. If the organization fails to pay SGA back by the due date, the organization will be penalized. Penalties include freezing funds until the organization pays back SGA and the organization will not be able to apply for tickets for the next academic year. If a ticket event is cancelled, the organization will not be able to reallocate the funds to another event unless it is approved by the Finance Committee. All funds that are not reallocated will go back into budgetary reserves.

For example: Let’s say that a club wants to go to a museum. The tickets cost $35 per person and the group is only going to take 40 people. The club will request $1,400 ($35 x 40 people). Students will then be responsible for paying the organization $24.5, which is 70% of the total cost [70% of $35 is $24.5 ($35 x 0.7 = $24.5)]. This money will be paid back to SGA. If all 40 people went, that would mean that the organization would pay SGA $980 (40 x $24.5 = $980). Now let’s say that only 32 people sign up to go on the trip. That means that the organization pays the $24.5 from the 32 people who did sign up and they must also pay the whole $35 for the 8 people that did not sign up. Thus, the organization would have to pay SGA back $1,064 [(32 x $24.5 = $784) + (8 x $35 = $280) = $1,064].

*SGA recommends discussing the possibility of a refund with the ticket office in advance in case all tickets don’t sell (when applicable).

**Camps/Conferences/Retreats**
SGA budgets cannot be used on camps, conferences, or retreats. This includes travel to camps, conferences, or retreats. SGA does budget for a student conference grant. Once per semester, clubs are eligible to apply for up to $500 for conference registration fees only. If selected, all participants must present to the student body for 15-20 minutes on how the conference benefits the student, the campus, and how it relates to University outcomes within three (3) weeks of returning.
Charging for Events and Obtaining Profit
If an organization is holding an event that is either funded in whole or in part by SGA and in which they are charging for the event, the organization must report and deposit all earnings to the Cooperative Activities office. In order for an organization to make profit from the event, they must first pay back SGA. Any profit that exceeds the amount provided by SGA can then be put into the organization’s Self-Support Account. For example, SGA allocates $1,000 for a speaker and the organization providing the speaker earns $1,500 dollars on the event. $1,000 will be given back to the SGA and the remaining $500 will go into the organization’s Self-Support Account.

AVI and Campbell Bus Orders
The vendor should ask if the invoice will be paid by CoOp. If that is the case, the organization should issue a purchase request to CoOp. This will validate that they have funds in their budget to cover the expense. CoOp will then create and return a purchase order to the sponsoring organization. The purchase order should then be submitted with the request to AVI or Campbell Bus Company. After the event a copy of the purchase order, an original invoice, and payment request should be turned in to CoOp for payment.

Purchase Orders
Purchase orders are used to verify that a student organization has been approved and allocated funds for a specific purpose.

Cash Advance
A cash advance is a loan of funds that have been prearranged by CoOp or SGA. They are only available if it is not possible to expend the money from personal funds or where an invoice is not available. These must be returned within 5 days. After 5 days, the money will be counted as an expense to the individual and must be repaid in full.

Misspending and Penalties
If an organization misspent funds (i.e. spent funds not in the budget and/or funds approved by the Finance Committee or spent funds in a way that violated SGA or University policy), then SGA may take action. In addition to being responsible for payment, organizations will also be subject to the following, upon the Board’s discretion:

First Offense – Written warning and review by the Board and/or SGA probation (SGA probation requires that your club meet with SGA or an SGA representative on a regular basis to discuss your club’s upcoming events and budgeting for these events).
Second Offense – Board recommendation of freezing organization’s account or terminating funds.

What you cannot use SGA funds for
SGA funds cannot be used for the following:
- Alcohol
- Gifts
- Any form of clothing
- Direct donations to a charitable organization
- Campaign appearances by candidates or representatives of their campaign
- Membership recruitment
- Professional Photography
- Scholarships
- Fundraisers
Risk Management/Liability Waivers
Risk management needs to be considered when planning any event or activity. Items to consider include: The potential for physical harm or injury, crowd control, the value of equipment or property needed for the activity, and any special insurance requirements that may be outlined in a contract. In some cases, it may be advisable for participants to sign a liability waiver. The CSIL should be consulted before committing to an activity that may pose unusual risk.

Funding Appeals
In the event that your organization feels that it has been treated unfairly by SGA in the budget process, or any other SGA decision regarding your organizations funding, whether it is over allocations or freezing your clubs funding, there is an appeals process established:

1. Meet with your advisor or a member of the CSIL staff to discuss your appeal.
2. Pick up a Funding Appeal form in the CSIL Office, the SGA office, or Cooperative Activities office.
3. Fill out the form and return it to the SGA office.
4. Schedule an appointment to meet with a SGA member. At this meeting, you will discuss the problem and the SGA action concerning your group.
5. The appeal will go to the Finance Committee. A member of the organization filing the appeal is encouraged to attend the meeting in order to explain their case.
6. If the appeal passes through the Finance Committee, it will then go to the SGA Senate for final approval.

**If your appeal is denied, it cannot be re-appealed in the same year.**

Forms
Below is a list of all of the forms and what they are used for:

- **Deposit Ticket** - Deposit money into your Self-Support Account
- **First-time Funding** - When an organization is applying for funding for the first time
- **Payment request** - When making a payment and using funds from your SGA Account
- **Travel Request** - When your organization is planning on traveling
- **Line Item Transfer** - Reallocating funds
- **New Initiative** - When you want to hold an event that wasn’t originally in your budget and you need funding for it
- **Self-Support Payment Request** - When making a payment and using funds from your Self-Support Account
- **Cash Advance** – When requesting a cash advance.
- **Purchase Order Requests** – When you are applying for a purchase order.

All of the forms that you need can be found either:

1. Online at the SGA web site http://srusga.org/#!forms-and-documents/clskm
2. In the SGA office (Room 235 Smith Student Center).
3. In the CoOp office (Room 238 Smith Student Center).

**Make sure that you have your advisor’s signature on any form that asks for it. You will not receive funding if you do not have it.**
DOs and DON'Ts

Do

- Be courteous. SGA makes every effort to run its meetings efficiently and on time, but some of our appointments run late (especially during spring budget hearings). So, please be patient.
- Be on time for appointments.
- Come prepared.

Don’t

- Don’t be nervous or intimidated. SGA is here to help your organization manage its funding.
- Don’t be afraid to ask questions.
- Don’t have your advisor doing everything. The advisor is there to advise and help the group. It is the students’ role to do the actual work.

ADVISORS

ROLE OF FACULTY/STAFF ADVISOR

Faculty/staff advisor must be a full-time employee of Slippery Rock University.

Faculty/staff advisor must be registered with the Center for Student Involvement & Leadership.

Faculty/staff advisor’s responsibilities:

Meet with president and/or executive members of organization on a regular basis.

Attend meetings if available, at least twice a semester to stay abreast of current activities and issues.

Advisors must sign off on all room reservation forms for the student organization as well as all organization registration materials.

Advisor is responsible for communicating University policies to the organization and its members.

Advisors should attend functions and major organizational events. Advisor’s attendance may be required as a condition of the facility reservation.

Advisors are expected to use prudent judgment and offer appropriate advice to comply with relevant University policies and public law.

If funded by SGA, advisors must sign all payments and be primarily responsible for yearly budget.

ROLE OF ALUMNI ADVISOR

Alumni advisors are those advisors who are recognized members of the national or local organization who have since graduated and are now acting as a volunteer on behalf of the organization and its members.

Alumni advisors may or may not be affiliated with Slippery Rock University. Alumni advisors who are not affiliated with the University must complete a volunteer contract. Contracts are available in the Center for Student Involvement and Leadership.
ROLE OF CLUB SPORT COACHES

Slippery Rock University Club sport coaches may or may not be University employees. Those who are not affiliated with the University must complete a volunteer contract. Contracts are available in the Center for Student Involvement & Leadership.

Those volunteer coaches who do not sign a contract stating to abide by the University Code of Contact while representing the institution may not be eligible to continue their involvement with the organization until such time that Student Organization Services has their contract on file.

ALCOHOL POLICY

Advisors must be aware of University policy and public laws related to possession, use and furnishing of alcohol. University and organizational funds may not be used to purchase alcoholic beverages. Therefore, advisors should never authorize the purchase of alcoholic beverages by any organization or member acting on behalf of the organization.

Further, individuals who facilitate the illegal consumption of alcohol, excessive intoxication, or who provide alcohol to minors may face significant legal and civil consequences. Advisors should uphold all laws and university policies related to alcohol and clearly and consistently advise against illegal behavior.

YOU MAY BE LIABLE!

Although we don’t say it often enough, we greatly appreciate the support of our faculty and staff advisors. We understand the time commitment involved in this volunteer role and the great amount of effort you may expend working with students and their organizations.

With this said, we feel that it is important that you are aware of your liability while in the role of advisor to a Slippery Rock University student organization.

You should consider the risks when invited to be an advisor. Student organizations often participate in co-curricular activities that may pose a potential risk, such as, over-night conference attendance, fundraising efforts, sporting activities, and social functions.

Long before an injury/accident occurs advisors have many opportunities and the responsibility to provide guidance in planning and managing activities and promoting a safe learning environment.

Recent court cases have held advisors liable for failing to actively and effectively provide advice and thus contributing to the injury suffered by the student.

Being an active and involved advisor decreases your risks of potential lawsuits and will also greatly influence the activities that your organization plans and participates in. The mere presence of an adult can have a moderating effect on extreme behavior. You can help your students learn important planning and safety skills by discussing the risks involved with particular activities and guiding them to abide by University, state and federal laws at all times.

*For more information on Student Organization Risk Management you can contact The Center for Student Involvement & Leadership. 724-738-2092.
STUDENT CONDUCT (JUDICIAL) POLICIES

STUDENT CONDUCT (JUDICIAL) TERMS

A. The term “University” means Slippery Rock University.

B. The term “student” includes all persons taking courses at the University, both full-time and part-time. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the University, are considered students.

C. The term “student organization” means any number of persons who have complied with the formal requirements for University recognition; or is any number of persons comprised primarily of students who use University facilities or services; or any organization which identifies itself with the University and presents programs or activities in the University community directed primarily to students.

D. The term “University official” applies to faculty members, administrators, Residence Coordinators, Community Assistants, facility managers, and University police officers or other representatives employed by the University performing assigned administrative or professional responsibilities.

E. The term “University community” refers to the greater Slippery Rock area including the local citizens, businesses, and law enforcement agencies serving the University and surrounding borough and township.

F. The term “preponderance of evidence” characterizes the burden of proof in disciplinary proceedings. A preponderance of evidence means a greater weight of evidence or more likely than not. Even in cases which make reference to federal, state, or local criminal statutes or ordinances, the burden of proof in University proceedings remains as a preponderance of evidence.

G. The term “Hearing Authority” is used to refer to the powers and functions of both the Administrative Hearing Officers and the University Hearing Board.

H. The term "Appeal Authority" is used to refer to the powers and functions of both the Appeal Board and the Assistant Vice President for Student Services, or designated alternate, when acting in their appeal capacity.

I. The term “weapons” includes but is not limited to any firearm, pistol, revolver, rifle, shotgun, BB/pellet gun, paintball gun or any weapon designed or intended to propel a missile of any kind or any stun gun, Taser, bow and arrow or any switchblade knife, field knife, sword or any other knife having a blade of three or more inches, straight edge razor, batons, metal knuckles, blackjack, or any martial arts weapon. Other items may be considered weapons if used or brandished in a threatening manner such as lighters, baseball bats, hockey sticks, tire irons, etc.

J. The phrase “furnishing alcohol to minors” is defined as any situation where an individual gives alcohol to someone under the age of 21, purchases alcohol for someone under the age of 21, or allows anyone under the age of 21 to possess or consume alcohol on the premises owned or controlled by that person.

K. The phrase “crime of violence” includes the following offenses: arson, assault, criminal homicide-manslaughter by negligence, criminal homicide-murder and non-negligent manslaughter, destruction/damage/vandalism of property, kidnapping/abduction, robbery, forcible sex offenses and non-forcible sex offenses as defined in the Family Educational Rights and Privacy Act (FERPA).
JUDICIAL PROCEDURES

1. Alleged violations of the Student Code of Conduct are reported in writing to the Director of the Office of Student Conduct, 008 Old Main, or designee.

2. The Director, or designee, gathers information related to the incident and determines any appropriate actions.

3. The Director of the Office of Student Conduct, or designee, reviews the information that has been gathered with the student/organization. The Director resolves the case if the student/organization accepts responsibility for violations of the Student Code of Conduct and agrees with the action to be taken.

4. The case may be referred to a Hearing Board or Administrative Hearing Officer in order to resolve the case.

5. A Hearing Board composed of a Chairperson, one student, and one faculty/staff member, is scheduled to consider cases which may result in separation from the University. An Administrative Hearing Officer will review all other cases.

6. The Hearing Authority reviews information presented by the Director, the student/organization, and any witnesses.

7. The Hearing Authority determines whether the student/organization violated the Student Code of Conduct and if so, will determine appropriate consequences.

8. The student/organization is notified of the hearing decision in writing.

9. The student/organization may appeal the hearing decision within five days by submitting a written appeal to the Director of the Office of Student Conduct. The written appeal is reviewed by the Assistant Vice President for Student Services, or designee, in those cases not involving separation from the University. The decision of the Assistant Vice President is final.

10. An Appeal Committee, composed of a Chairperson, one student, and one faculty/staff member, considers appeals of suspensions and dismissals to determine whether grounds for an appeal hearing exist.

11. If an appeal hearing is granted, the student/organization meets with the Vice President for Student Life, who determines the final resolution of the case.

JURISDICTION

This document governs the behavior of all students and student organizations on and off University premises. The University will address behavior when it adversely affects the University community and/or the pursuit of the University's objectives. Students and student organizations attending functions on or off campus as representatives of the University are subject to disciplinary sanctions for violations of the Code of Conduct. Students and student organizations are expected to comply with the statutes of the Commonwealth of Pennsylvania, federal laws, and Slippery Rock Borough ordinances and may be charged under this Code for violations of state or federal law or Slippery Rock Borough ordinances wherever those offenses occur.

Should actions violate both University regulations and public law, this may result in the application of University disciplinary proceedings in addition to any criminal proceedings.

A student organization and its members are subject to charges under this Code when one or more of the following is true

* the alleged violation is committed by one or more members of the organization and, either implicitly or explicitly, the violation is permitted to occur with the knowledge of an officer of that organization;
• organizational funds are used to finance the alleged violation;

• the organization chooses to protect one or more individual offenders who are members or guests of the organization. That is, representatives of the organization have knowledge of individual offenders and refuse to provide information about those individuals or otherwise refuse to cooperate in disciplinary proceedings.

• the alleged violation occurs as a result of an organization-sponsored function;

• the alleged infraction is a violation of the organization’s constitution, bylaws, or policies including, but not limited to, national policies and insurance provisions.

A case may be determined by its nature to be an organizational act. Some organizational issues are not easily quantified. No specific number of members is required to establish an event as an organizational activity. Further, simply declaring that an activity is not an organizationally planned or sponsored event may not alter the responsibility of the organization for that event. Factors to be considered in determining organizational responsibility include, but are not limited to, the number of members involved in the activity, the manner in which the activity was planned and financed, the manner in which the activity was publicized, and the unique details of what transpired during the event that may clarify the role of the organization and its members.

Both the student organization and individual student members of the organization may be charged under this Code for an incident of misconduct. Separate notices of charges will be sent to each student and organization implicated.

ALCOHOL AND DRUG POLICY

Student Code of Conduct Sanctions

The following sanctions will be administered for alcohol and other drug-related misconduct by individual students, student organizations and clubs. That is, the individuals responsible for the violation, as well as the organization itself, can be sanctioned separately. Slippery Rock University students who host a party or event and permit furnishing of alcohol, sales of alcohol, and/or the sale of illegal controlled substances in their room/apartment, or any other area within their control, as well as those students on the lease of any facility which permits/hosts a party, etc. can, and probably will be, held responsible for the violations that occur. They will then be sanctioned according to the prescribed penalties below that are detailed in the Code of Conduct. As discipline is cumulative in nature, a record of previous discipline will, in most cases, increase the sanctions administered for any violation.

Underage possession or consumption of alcohol:

1st offense: Censure (written warning) and Alcohol and Other Drugs Program First Referral.

2nd offense: Permanent Disciplinary Probation and Alcohol and Other Drugs Program Second Referral.

3rd offense: Minimum of a one-semester suspension from the University.

Possession/utilization of illegal controlled substances:

1st offense: Disciplinary Probation and Alcohol and Other Drugs Program First Referral.

2nd offense: Permanent Disciplinary Probation and Alcohol and Other Drugs Program Second Referral.

3rd offense: Minimum of a one-semester suspension from the University.

Possession/consumption of alcohol on campus by an individual 21 or older (does not include campus events for which an SRU alcohol permit has been secured):

1st offense: Censure (written warning) and Alcohol and Other Drugs Program First Referral.
2nd offense: Permanent Disciplinary Probation

3rd offense: Minimum of a one semester suspension from the University.

**Behavioral problems as a result of the use of drugs or alcohol intoxication:**

1st offense: Minimum of Permanent Disciplinary Probation and Alcohol and Other Drugs Program to a maximum of Permanent Dismissal from the University.

2nd offense: Minimum of one semester suspension from the University to a maximum of a Permanent Dismissal.

**Furnishing alcohol to minors:**

1st offense: Minimum of deferred suspension, Alcohol and Other Drugs Program First Referral, and $200.00 fine.

2nd offense: Minimum of a one-year suspension from the University to a maximum of a Permanent Dismissal.

By policy, furnishing alcohol to minors includes any situation where an individual gives alcohol to someone under the age of 21, purchases alcohol for someone under the age of 21, or allows anyone under the age of 21 to possess or consume alcohol on the premises owned or controlled by that person. Under the University Code of Conduct, students will be charged with furnishing alcohol to minors in those situations where alcohol is provided to minors without regard for the health and safety of the individuals involved or the peace of the community. These situations will likely include, but are not limited to:

- Disorderly houses where minors consume alcohol. The tenants of the disorderly house and/or any individual believed to have purchased alcohol consumed in the disorderly house will likely be charged with furnishing alcohol to minors.

- Hazing stunts or drinking games where individuals under the age of 21 are provided with alcohol and are encouraged or required to drink to excess. Individuals believed to be responsible for sponsoring the activity and/or any individual believed to have purchased the alcohol consumed in the activity will likely be charged with furnishing alcohol to minors.

- Any situation where bulk containers (kegs, party balls, etc.) of alcohol are accessible to minors. Any person(s) responsible for the residence, event, or activity and/or any person(s) believed to have purchased a bulk container will likely be charged with furnishing alcohol to minors.

- Beer or liquor runs for individuals under the age of 21. Any person who is believed to have facilitated the purchase of beer or liquor for an individual under the age of 21 will likely be charged with furnishing alcohol to minors.

**Illegal sales of alcohol or other controlled substances:**

1st offense: Minimum of a one-year suspension from the University.

2nd offense: Minimum of a two-year suspension from the University to a maximum of a Permanent Dismissal.

**NOTE:** Each disciplinary incident is investigated and the sanction decided based upon the unique circumstances of that particular case. Although there will be usual and customary sanctions administered for similar violations of University regulations, there may be aggravating or mitigating circumstances that could alter the typical response. Aggravating factors may include, but are not limited to, the extent of harm or injury caused as a result of the incident and amount of alcohol or illegal controlled substance. The number of people involved, the type of
controlled substance involved (i.e. large amount of drugs/alcohol consumed or number of people at the gathering). Therefore, the severity and circumstances of the offense will be factors in determining the sanction selected from the specified range.

RIGHTS AND RESPONSIBILITIES

A Academic Integrity:

Slippery Rock University is an academic community. The value of a Slippery Rock education is determined by the quality and character of Slippery Rock University students and graduates. Therefore, students and student organizations are expected to uphold academic integrity.

1. All academic work, including, but not limited to, papers, computer programs, assignments, and tests, must consist of the student's own work.

2. Students are expected to learn and practice proper techniques for accurately citing resource material.

3. Students are expected to be honest in all academic work, refraining from all forms of cheating.

4. Students are expected to function as students including, but not limited to, attending class regularly and completing all assignments and examinations.

Academic Dishonesty

Academic dishonesty may take many forms. Examples of academic dishonesty include, but are not limited to, the following:

1. buying, selling, or trading papers, projects, or other assignments;

2. using or attempting to use any unauthorized book, notes, or assistance from any individual during a quiz or examination;

3. plagiarizing and/or submitting the work of another as your own;

4. fabricating information or citations;

5. facilitating dishonest acts of others pertaining to academic work;

6. possessing unauthorized examinations;

7. submitting, without instructor permission, work previously used;

8. tampering with the academic work of another person;

9. taking a quiz or exam in place of a student or having any person take a quiz or exam in your place;

10. any attempt to falsify an assigned grade on an examination, quiz, report, or program or in a grade book, document, or other record;

11. any attempt, or actual, computer program theft; illegal use of software; inappropriate use of the internet, such as, but not limited to, illegal or unauthorized transmissions; or improper access to any computer system or account;

12. any attempt, or actual, collusion - willfully giving or receiving unauthorized or unacknowledged assistance on any assignment (both parties to the collusion are considered responsible).
B  Respect for Others

1  Students and student organizations must not endanger the safety, health, or life of any person.
   a) No person shall engage in harassing, intimidating, or threatening conduct. This includes stalking.
   b) No person shall exhibit behavior that harms or threatens to harm another person or another person's property. This includes, but is not limited to, harassing, intimidating or threatening conduct, physical harm, or conduct that results in property damage.
   c) No person shall physically harm or exhibit threatening, intimidating, or harassing conduct toward University employee related to the performance of his or her job.
   d) No personal shall physically harm or exhibit threatening, intimidating, or harassing conduct toward any party or witness involved in a judicial case, or cause damage to his or her property, with the intent to influence outcomes or for retaliation.
   e) No person shall engage in conduct that constitutes unlawful discrimination based on another person's race, color, sex, religion, age or national origin.
   f) No person shall engage in conduct that is disorderly, unnecessarily disturbs others, and/or is disruptive to the normal practices, processes, and functions of the University or the local municipalities.

2  Sexual Assault and Rape
   a) No personal shall engage in, or attempt to engage in, a sexual assault. Sexual assault is the imposition of non-consensual sexual conduct (excluding rape). It includes, but is not limited to caressing, fondling, or touching a person's genitalia, buttocks, or breasts. It shall also be considered sexual assault when the victim is compelled to caress, fondle, or touch the assailant's genitalia, buttocks, or breast.
   b) No personal shall commit, or attempt to commit, a rape. Rape (date, acquaintance, and a stranger) includes all acts of non-consensual sexual intercourse involving any penetration of a bodily cavity with a foreign object, tongue, digit, or genitalia. A rape occurs when imposed under any of the following circumstances:
      (i) When the complainant is incapable of giving legal consent for mental, development, or physical reasons and this fact is known or reasonably should have been known by the person committing the act;
      (ii) When the act is committed without the person's explicit consent or is against the person's wishes. Rape incorporates any or all of the following: the use of force, threat, intimidation, coercion, duress, violence or by cause of a reasonable fear of harm;
      (iii) When the complainant is prevented from consenting or resisting because of intoxication of unconsciousness at the time of the act.

3  Hazing
   a) No person shall engage in hazing activities or intimidating practices toward other persons.

C  Respect for Property:

1  Students and student organizations must act so as not to destroy or damage property owned or controlled by the University, the personal property of any individual, or other public or private property.
2 Students and student organizations must obtain proper permission prior to using or removing property owned or controlled by the University, the personal property of any individual, or other public or private property.

3 Students and student organizations must use library and other academic materials, equipment, and supplies appropriately, causing no damage or loss. This includes using technology resources appropriately and in a manner consistent with the acceptable use policy developed by the Information Technology Department and available through the SRU Student Information Page.

4 Students and student organizations must make proper payment for the use of any service.

D Right to Student Assembly:

Students have the right to peacefully assemble and to protest issues of concern. Such rights are balanced with the need of the University to continue daily functions. Students and student organizations are expected to keep the peace and to abide by general guidelines for peaceful assembly. (Information on holding demonstrations or peaceful assemblies may be obtained from the Assistant Vice President for Student Services.)

1 Students and student organizations will allow classes, lectures, meetings and other University functions to be conducted in a peaceful and orderly manner.

2 Students and student organizations will respect the rights of others, including invited speakers, to express their views.

3 Students and student organizations will respect the rights of others to move freely, allowing access of persons and vehicles through designated passages.

4 Students and student organizations must obtain proper permission prior to entering any office or residence of an administrative officer, faculty member, employee, or student.

5 Students and student organizations must utilize University premises in accordance with their authorized purposes and posted hours.

6 Students and student organizations must leave any premise after being ordered to do so by an authorized member of the University community or University official.

E Understanding the Administrative Processes of the University:

The University is a large institution that requires the cooperation of students, faculty, and staff to effectively operate in support of the educational process. Students can learn about the various resources available at the University by reading written and/or online materials and asking questions. Students are expected to participate in the administrative process to help insure the success of all students.

1 Students and student organizations must complete all University records and documents and any other documents presented to a University office honestly and accurately including but not limited to Admissions application and other officially submitted documents.

2 Students and student organizations must comply with the reasonable requests of any University official acting within the scope of his or her official responsibilities. This includes the request to show identification and the request for students to make and keep appointments. Students and student organizations must respond to the requests of University officials involved in the investigation and adjudication of violations of the Code of Conduct.

3 Students and student organizations must cooperate with, and give accurate and honest information to, University officials and hearing authorities.
4 Students and student organizations must learn and abide by all published rules, regulations, and policies issued pursuant to a specific University function. Such rules would include, but not be limited to, regulations applicable to Residence Life, food services, student activities, social events, the library, health center or parking on campus. Any questions pertaining to specific policies and/or requests for copies of specific policies may be addressed to the Office of Judicial Programs, 008 Old Main.

5 Students and student organizations must meet the financial obligations incurred at the University.

6 Students and student organizations must utilize administrative and disciplinary processes appropriately and not bring charges through this or another process which are spurious, or which are intended primarily to harass or maliciously defame, or which are designed to intentionally overburden the adjudicatory or grievance systems.

F **Respect for the Law:**

Slippery Rock University students are expected to be good citizens of the community. Regulations of the University, laws and ordinances of the Borough of Slippery Rock, Commonwealth of Pennsylvania, and United States of America apply to all students. This includes, but is not limited to:

1 Students and student organizations must refrain from disorderly conduct, consensual physical fighting and/or assault, or disturbing the peace.

2 Students and student organizations must obtain written permission from the Chief, or designee, of the Slippery Rock University Police Department in order to possess any firearm, other weapon, dangerous chemicals or explosive, regardless of whether a license to possess the same has been issued, on University property or at a University related event or activity.

3 Students and student organizations must comply with all public laws.

4 Students and student organizations must adhere to all laws and University regulations governing the purchase, use, sale, furnishing, possession, or consumption of alcoholic beverages. The possession or consumption of alcohol is prohibited on the campus and in any facility owned or leased by the University except by permit through the Alcohol Request Committee (University Food Services) or in the on-campus residence of a University professional staff member.

5 Students and student organizations must comply with all laws governing the possession, use, sale, or exchange of prescription, illegal or controlled drugs, substances and drug paraphernalia

6 Students who choose to consume alcoholic beverages must do so in compliance with all laws and University regulations and in a manner that does not subject individuals to harm or injury, destroy property, disturb others, or endanger themselves.

For a complete description of all rights, procedures, and policies of the Student Conduct (judicial) process, please refer to the complete Student Code of Conduct at www.sru.edu/studentconduct.

Questions may be directed to the Director of the Office of Student Conduct, 008 Old Main, 724-738-4895.
KEYS TO ORGANIZATION SUCCESS

RECRUITMENT STRATEGIES

List interests and skills needed for the organization, and then list where to find these people and get in touch with them.

Send a written letter to prospective members—include description and purpose of organization and the benefits of being involved.

Make personal contact—phone, send email, have every member bring a friend, ask RA’s to sell your organization at his or her floor meetings.

Speak about the organization at events and sell getting involved to the audience.

Create a “canned” presentation to bring to other organizations—advertise upcoming events, give away free passes to events.

Place volunteer information forms at all events, meetings and presentations so that prospective members can get to know your organization better.

Post flyers around campus and run ads in the campus newspaper that lists the purpose of the organization and how to get involved.

DECISION MAKING

A good decision maker:

Understands organization objectives.

Understands what is going on in the organization.

Understands the role of the individual.

Clarifies the relationships between decision-making and action.

Improves problem-solving skills

Strengthens internal communication.

Improves the working relationships at all levels

ASPECTS OF AN EFFECTIVE COMMITTEE

Clearly define purpose and goals to accomplish.

Diverse membership with a commitment to the purpose and goals of the committee.

One leader to organize and run meetings.

Well run meetings.
Recognition of committee member’s contributions and accomplishments.

All members actively participate.

Open communication—members are kept up-to-date on what is happening within the committee.

Role of Organization Leader

Set agendas and run meetings.

Summarize points within a discussion as needed.

Report back to larger organization.

Make sure all members participate.

Delegate responsibilities.

Check on committee members’ progress and assist as needed.

Keep communication lines open within the committee.

Recognize members’ contribution and accomplishments.

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RETENTION STRATEGIES

Expect the best

Passionately believing in people and expecting the best of them—even when they do not believe in themselves—is a prerequisite to commitment. Positive images make groups more effective. When you communicate high expectations of how good a person can be as a leader, the potential leader may adjust his/her self-concept and self-expectations to match what others think.

Pay Attention

Pay attention to people and actively search for positive examples. Ask questions—be curious. Your behavior influences others’ behavior. See situations from another’s point of view—something insignificant to you may be a milestone for someone else. Move from the golden rule to the platinum rule—treat others the way they want to be treated. Form relationships—studies have shown we listen more intently to people we are close to and who we think cares about us.

Set Clear Standards (Goals)

Set standards of excellence—being a member is the goal, but is that the standard of excellence you really want to achieve? The standards set must make the membership feel like winners when they obtain them! Link appropriate performance with reward. Connect performance with rewards. Think about how in martial arts, a person attains a certain level, the color of that person’s belt changes. Can we develop that kind of program for what you are trying to achieve?

Personalize Recognition

Thoughtfulness: how much effort you put into thinking about the other person and what would make the recognition special for him/her. When you choose to recognize someone for the work they have achieved—make it a one of a kind celebration—what does the person enjoy? What can I say about him/her that would show appreciation as well as motivate others?
Tell the Story

Storytelling is the most basic form of communication. It is more prevalent and more powerful than facts and figures. Stories teach, mobilize, and motivate! When people can locate themselves in the story, their sense of commitment and involvement is enhanced. Well-told stories reach inside us and pull us along. Stories make standards come alive—tell stories of your members who are doing extraordinary things—especially those members who are not in the spotlight often.

Celebrate Together

Highly visible public recognition builds self-esteem of the recipients and it builds a sense of community and belonging—of working together to achieve shared goals and shared victories. When planning a ceremony or ritual ask yourself, “What meaning am I trying to create?” Ceremonies and rituals create community, fusing individual souls with the spirit of your organization. When everything is going well, ritual occasions allow us to revel in our glory. When times are tough, ceremonies draw us together, kindling hope and faith that better times lay ahead. By making achievements public you encourage the person being recognized and the hearts of those who witness the award.

Set the Example

Having “credibility” is the foundation for making commitment work. Actions speak louder than words. People think a leader is credible if they do what they say they will do. Be personally involved in your members’ lives. Gaining credibility happens when you personalize your involvement with others, not by giving a “generic” thank you to everyone whether they worked hard or not. Have fun! Your organization can build unity and leadership skills in your members that will last a lifetime.

Effective Meetings

Before the meeting...

Determine whether the meeting is necessary.

Determine the meeting objectives.

Make sure you have clear and specific objectives to accomplish. State these objectives in terms of end results or outcomes, not in terms of processes. For example:

Weak- talk about the fundraising project.

Strong- set the timeline and delegate responsibilities for the fundraising project.

Determine the time and location for the meeting.

Be prepared to meet early in the morning or over the lunch hour in order to accommodate everyone’s schedule. Make sure the room is appropriate for the size of your group. Scheduling a room that is too small will make people feel uncomfortable and unwilling to participate. You’ll also want to avoid a location with distractions and which allows for disruptions.

Determine who needs to be present and send out an agenda.

Only invite those members who need to be present. For informational meetings, everyone who needs the information should attend. For decision-making meetings, only those members involved with decision at hand should be present.
During the meeting…

Start on time.

By starting on time you show that you have respect for the members’ time.

Set the meeting climate.

If there are new members present or this is the first meeting of the committee, have the members introduce themselves.

Thank everyone for coming and state the committee objectives up front.

Make sure everyone participates and keep discussion on track.

Try to control the outspoken members by limiting the number of times people can speak.

Ask those not participating what their opinions are to try to draw them into the discussion. As a leader of a committee meeting, it is your responsibility to keep discussions on track. You may have to interrupt a member who is speaking and remind that while their story is interesting or funny, this is not the time to tell it. To help avoid the repeating of information or opinions, you may find it useful to periodically summarize what has already been said.

Stick to the agenda.

Briefly go over the agenda before starting discussion on the first item. Make sure everyone is clear on what will happen at the meeting and make any changes that are necessary.

Be prepared and make sure others are as well.

Send out an agenda before the meeting to allow members to prepare their information to share.

Keep interruptions to a minimum.

Summarize and provide a sense of closure for the meeting.

At the end of the meeting, go back and recap the results of the meeting by restating the conclusions, decisions, agreements, and assignments relating to each agenda item.

End on time.

After the meeting…

Evaluate the meeting.

Did you accomplish the goals you set?

Did all the members attend who needed?

Determine if changes need to be made at the next meeting.

Get minutes out quickly.

All members should receive a copy of the minutes so they can refer to it when needed. Minutes also allow those members absent from the meeting to get a summary of what was accomplished.