STUDENT ORGANIZATION MANUAL
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INTRODUCTION FROM THE OFFICE OF STUDENT AFFAIRS

Student organizations can provide a great opportunity to connect classroom learning to an outside environment. They often foster the development of leadership skills and integrate experiences of working in community with people from various backgrounds. This book will serve as a guide to both students and advisers as they gather around the table and continue to create positive change in our student organizations, the University of Dayton School of Law, and the greater Dayton community.

The Student Organization Guide was created to help inform student organizations and their advisers on the guidelines, policies, and procedures regarding hosting events, and finances and more. In collaboration with several campus partners, the Office of Student Affairs has continued to adhere to best practices with regards to safety and security, institutional and organizational reputation, and value congruency with organizational mission. It is the hope of the Student Affairs Office that all recognized student organizations feel a sense of responsibility to influence, lead, and challenge their fellow organization members to create positive change that is congruent with the University of Dayton School of Law’s Commitment to Community, as defined by our Marianist mission and identity and the Honor Code. As students and advisers work diligently to help navigate their organization to pursue excellence, the Office of Student Affairs is available as a resource and partner throughout the journey. (www.udayton.edu/studev/about/commitment_to_community)

COMMITMENT TO COMMUNITY

The University of Dayton’s Catholic and Marianist mission calls us to develop our character and integrity as leaders committed to building community in our world. We accept this challenge by following our Commitment to Community philosophy, principles, habits, and the Honor Code. They include the following:

PRINCIPLES OF COMMUNITY LIVING AT UDSL

- Community Living is an Essential Learning Experience
- Respect the Dignity of Every Person
- Work Towards the Common Good

HABITS FOR COMMUNITY LIVING AT UDSL

- Treat yourself with respect
- Treat others with respect
- Be honest, truthful, and live with integrity
- Develop your faith life
• Integrate learning and living at UDSL
• Take responsibility for self and community
• Practice servant leadership

**GENERAL EXPECTATIONS**

**STUDENT STANDARDS OF BEHAVIOR AND CODE OF CONDUCT**

All recognized student organizations should represent the law school community in a way that reflects values that the University of Dayton School of Law espouses. This means:

• All student organizations, while on- and off-campus, are responsible for following the Honor Code and the Student Code of Conduct. If it is determined that individual students have also violated the policies, they will also be held accountable to their actions (see the Honor Code and the Student Code of Conduct).

  [www.udayton.edu/law/students/policy_manual.php](http://www.udayton.edu/law/students/policy_manual.php)

**STUDENT ORGANIZATION LEADER CONDUCT**

Leaders and Advisers of student organizations are expected to take an active role in the choices their organization makes while on- and off-campus. It is also expected that all individuals involved in a student organization know University policies.

• If a student organization leader feels the group is participating in or exhibiting behavior that is inappropriate, it is in the best interest of the organization for the leader/adviser to intervene, knowing you are fully supported. It is also encouraged that you seek assistance from the Office of Student Affairs.

• In accordance with the Honor Code and the Student Code of Conduct, all students serving as an elected or appointed officer/leader must be in good disciplinary standing with the university to hold their office. This means:

  “All students who are in good academic standing and eligible to continue in law school are eligible to participate in extra-curricular activities.” (Policy Manual 37)
HAZING & HAZING PREVENTION

Hazing at the University of Dayton is defined as any planned/executed action or activity, by or against an active member, associate member, new member, pledge or potential member of an organization or group (see terms) that inflicts physical or mental harm, distress, anxiety, or which may demean, degrade, embarrass or disgrace any person, regardless of location, consent or intention of participants is prohibited. Examples of hazing include but are not limited to forced consumption of food, alcohol, drugs or any other substance, forced physical activity, deprivation of food or sleep, and physical acts such as hitting, branding or paddling. Students may not imply that a person be shunned, removed, or unable to join/participate in the maintenance, affiliation or initiation of membership for failing to partake in any form of a hazing activity. Any actions or situations that intentionally or unintentionally endanger a student who is attempting admission into or affiliating with any student organization, is prohibited. Additional information can be found in the University Student Handbook on pages 53-55.

Initiation into campus organizations and activities planned or executed by organizations or individuals must be consistent with the stated purposes of the organization, any guidelines offered by the inter/national organization, and the educational mission of the University of Dayton. Any activities that may be construed as hazing are specifically and explicitly prohibited.

REPORTING HAZING AND CONTACT NUMBERS FOR ASSISTANCE

- **Emergency:** In a medical or other emergency of any kind, immediately dial 911 or contact Public Safety on campus at 937-229-2121.

- **Non-Emergency:** For additional assistance and in cases of a non-emergent situation, please contact the University of Dayton through any one of the following offices.
  a. The University Police at 927-229-2121
  b. The Student Affairs Office at 937-229-4676

- **Other:** When an uncertain situation arises at any point, contact your group/organization adviser, who can be a liaison and connect you with additional resources. He/she may help you report emergencies or non-emergencies to appropriate authorities.

PROCEDURAL CONSIDERATIONS

- **Charters/Constitutions and Bylaws:** Requiring or implying requirement to participate in any act that violates the Code of Conduct; the Center for Student Involvement policies for recognized student organizations; local/state/federal law; a student organization’s charter/constitution/by-laws; the constitution /by-laws of the National Pan-Hellenic Council, National Panhellenic Conference, or North-American Interfraternity Conference; is prohibited.

- **Concurrent Legal Charges:** Many of the violations of the Code of Conduct are also violations of Ohio law. However, students are not generally charged with both the specific Code of Conduct and Laws & Statutes unless there is a possible law violation that is not covered elsewhere in the Code of Conduct. Students may find themselves charged through the criminal justice system for incidents that have also been attributed to violations at the University. In these cases the University will generally proceed with the Student Conduct System concurrently with the legal system. The University does not offer legal advice/counsel to students facing criminal charges.
• **Individual Student Charges:** In cases where the activity is performed by an individual member of the student organization, the organization as a whole may be held responsible. Individual students may be charged separately through the conduct process as well. Delegating or requesting another group or individual to perform the act in your place will bring charges of hazing to the requesting group as well as the group or individuals performing the act, regardless of affiliation.

• **Safety Concerns for Students Who Report Hazing:** Students who report possible hazing incidents will not be subject to individual charges of policy violations by the University if those violations were a direct result/cause/effect of the hazing. Additionally, the University will work to make reasonable accommodations so that the reporting party can continue their academic pursuits. These accommodations include but are not limited to alternative housing, no contact orders, and academic accommodations. Any student who is concerned for their safety either due to ongoing hazing or in fear of retribution should consider speaking with a University staff member to gain an understanding of the services that can be made available in their situation.

**ADDITIONAL RESOURCES FOR HAZING PREVENTION**

As individuals, groups, and organizations work to prevent situations that would encourage or engender hazing behaviors, we must all come together and share positive resources that help this cause. Many local and national organizations, as well as campus contacts are identified as positive sources of information and outreach.

• **HazingPrevention.org:** A national organization dedicated to its mission to empower people to prevent hazing in college and university student groups  &lt;hazingprevention.org&gt;.

• **StopHazing.org:** A comprehensive site for current literature and media available to students, as well as updates on state laws that are applicable for individuals and groups. &lt;stophazing.org&gt;.

• **Limberlost Consulting:** This external consulting firm works with campuses, chapters, groups, corporations, and boards providing strategic planning, consulting, and presentation advising, for many topical areas in higher education, inclusive of current practices in hazing prevention. &lt;http://www.limberlostconsulting.com&gt;.

• **Group/organization adviser:** Recall that as groups and organizations have advisers who are trained to assist in education, prevention, and response, your adviser can be called upon to help interpret appropriate practices for all individual and group/organization behavior.
STUDENT ORGANIZATION EXPECTATIONS

All events—which include all activities planned by a student organization which require meeting space, or any planned events on or off campus, must follow the event planning procedures.

1. All event registrations must be completed at least ten business days prior to the planned event. All events planned on short notice will be approved by the discretion of the Assistant Dean for Student Affairs.
   a. Higher risk/large scale/large crowd events—including those involving food, physical activity, and/or alcohol—require more time to register. It is strongly recommended that planning begin at least four to six weeks prior to the event. Events may be approved at the discretion of the Assistant Dean for Student Affairs.

2. All student organizations are expected to maintain and update their roster throughout the duration of the university academic year. Updated rosters need to be given to Lee Ann Ross.

3. All student organization events (except for study tables) are prohibited during study days, weekends before final exam periods, and finals weeks.

4. High-Risk events can pose additional risk for student organizations. All students who plan to attend high-risk events must complete the Release and Agreement form before the event.

STARTING A NEW ORGANIZATION

1. Schedule a meeting with Dean Shannon Penn to discuss strategy (e.g., how to find an advisor, etc.). To schedule an appointment with Dean Penn, call 937-229-3285 or email Lee Ann Ross at lross1@udayton.edu.

2. Read the Honor Code and the Policy Manual to understand what rights and responsibilities student organizations have at the University of Dayton School of Law. (www.udayton.edu/law/students/policy_manual.php)

3. Have a total of at least five (5) University of Dayton School of Law students who are interested in participating in the organization. Record these students’ names, e-mails, and telephone numbers.

4. Select a University of Dayton School of Law faculty or staff member who is willing to serve as an adviser to your organization. Consider their schedule and the time commitment to the organization that will be required.

5. Write a constitution for the organization; include by-laws if necessary. The Assistant Dean’s office has many constitutions on file that may be used as models.
6. Select officers for the organization. It is suggested that your organization also have a Vice President, Secretary, and Treasurer (if finances are a part of your organization).

7. Understand the rules and policies relating to student organizations by reading this guidebook.

8. Schedule a follow-up meeting with Dean Penn to confirm the organization’s status, obtain space in the student organization suite, etc.

9. To understand the finance side of a student organization (collecting dues, etc.) contact Peggy Wilson.

GOVERNING DOCUMENTS

It is strongly advised that student organizations revise and approve their governing documents at least one time during the academic year. Most years, there will be no changes and the organization simply needs to approve the governing documents as they stand. If the organization is not tied to an inter/national affiliation, officers should take the time to review the documents to ensure that officer job descriptions, mission statements, the organizational purpose, and financial information is up to date. If the organization is tied to an inter/national affiliation, communication with advisers and the headquarters is needed when making changes to governing documents.

A dated copy should be given to the Student Affairs Office each year.

EVENT PLANNING

WHAT IS CONSIDERED AN EVENT?

An event is considered anything that your organization, an individual in your organization, or a group of individuals from your organization are representing, hosting, or sponsoring.

FAQ’S ABOUT EVENT DEFINITION:

Q. If I, another individual, or group of individuals from our organization is attending an event another student organization is hosting or sponsoring on or off campus, does it have to be registered?

A. Yes, if you are representing your organization or anyone from your organization is representing your organization in any way (participating, speaking, etc.) then it needs to be registered and approved.
Q. If there is a gathering at my house and the majority of individuals are from my organization, this is still not an event, correct?

A. It depends. How is it going to be perceived if there is an emergency or incident that occurs and almost all members are there? Did you advertise that the organization was having a social or gathering? Are you gathering because you are members of the same organization? These types of questions can be the difference in determining whether an event needing to be registered or not.

REGISTERING AN EVENT

All of your organization members should become familiar with the registration process as this is the main source of communication for event planning at UDSL.

Every student organization is different when it comes to planning and registering events. No matter how your organization is structured, each member of your organization is responsible and held accountable to our event registration process. Pre-planning for your event is vital!

The Office of Student Affairs will ensure that your event is congruent with the values and mission of our Catholic, Marianist institution, the mission and vision of your organizations, and that reasonable measures have been taken to reduce risk related to the event.

Some events may require the students involved in planning to meet with multiple campus constituents to help ensure that the event is well-planned.

The Office of Student Affairs recommends that your organization start planning your large-scale events (at least) one month in advance. For smaller events, 1-2 weeks planning is sufficient.

If you have questions about planning events or wish to run your ideas past someone before starting the process, please contact Lee Ann Ross. She is available to talk with you about your upcoming events and brainstorm new ideas.

Remember, there are no “dumb questions” so stop in and keep those communication lines open!

1) DO NOT WAIT UNTIL THE LAST MINUTE TO REGISTER AN EVENT- SPACE AND EQUIPMENT ARE FIRST RESERVED-FIRST SERVED!

   a. If you have any questions or concerns, please contact Lee Ann Ross in the Student Affairs Office and she will be more than happy to assist you with event registration or planning your event.

   b. The earlier you register your event, the likelier that any problems will be solved and your event approved.

   c. Reserving space and table/chairs is a first come-first serve process.
2. All events are scheduled through the Event Registration page on the UDLSL website:
   a. **Step One**
      i. Your group will complete and submit the Event Registration Form online at [www.udayton.edu/law/students/student-event-planning.php](http://www.udayton.edu/law/students/student-event-planning.php).
      ii. Follow the steps and read all of the information for planning an event.
      iii. The event is not approved until a confirmation email is received.
   b. **Step Two**
      i. The Assistant Dean for Student Affairs has the final approval authority for all student events.
      ii. If your event is approved, you will receive an email with the room or space details.
      iii. Follow the Event Planning Checklist for help in planning a great event.
      iv. If your event requires a setup, fill out the form no later than one week before the event. See Lee Ann Ross to complete the form.
      v. If you need event promotion contact Jordan Burgess, Assistant Director of Communications, as soon as possible.
      vi. If you need tech support or a computer setup, contact Jaime Beasley, the Information Technology Manager for the law school.
      vii. If you need ideas for promoting your events, review the Student Org Marketing Plan. (Appendix 2)
      viii. To properly promote your events, review the Marketing Resources guide (Appendix 3)
      ix. Contact Lee Ann Ross in the Dean’s office with any questions or concerns!

### EVENTS WITH ALCOHOL

The University of Dayton School of Law is committed to maintaining a healthy and safe academic community that reflects high standards of personal responsibility and behavior. Alcohol abuse (including drinking games) will not be tolerated under any circumstances. Events with alcohol represent a significant risk to the organization and the institution. Individuals and student organizations planning events should be mindful of the complexities introduced into planning an event with alcohol.

The University of Dayton expects that those who wish to include alcohol as part of their activities will do so responsibly and lawfully. Responsible drinking includes making sound judgments about whether, when, and how much to drink, understanding the health issues related to the consumption of alcohol, and avoiding excessive or “binge” drinking or any other abuse of alcohol that negatively affects one’s academic, work, social, athletic or personal activities and health.

Organizations may not plan events that promote or encourage the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal alcohol consumption.
Persons planning events should remember that the vast majority of events at the University of Dayton take place without alcohol. Organizations that plan events with alcoholic beverages are expected to maintain a reasonable balance in their programming between events with and those without the serving of alcoholic beverages.

No student organization is allowed to host or sponsor an event with alcohol off-campus unless the organization has alcohol liability insurance. Student organizations wanting to host an event with alcohol can do so on campus and the event has to be held in a designated university space approved by the Student Affairs Office as well as KU catering.

****Students are not permitted to “pre-game” and consume alcohol prior to a registered event!****

IMPRINTING, LOGOS AND TRADEMARKS

The University of Dayton and the School of Law have registered their names, initials, logos, and trademarks as a means of protecting them from unauthorized use and abuse. Federal trademark laws protect the use of the University’s marks and athletic logos in any way, including on websites or t-shirts, without permission.

Any project involving the University of Dayton School of Law or the University of Dayton logos must be approved by the Student Affairs Office prior to production. Each proof will be reviewed on a case-by-case basis to ensure the logo usage follows the guidelines of the university.

POSTING AND SIGNAGE POLICIES

GENERAL GUIDELINES

- All information posted/distributed by student organizations must be approved by the Student Affairs Office prior to posting/distributing.

- Information must be posted in approved spaces (bulletin boards, etc.); student organizations and off-campus vendors are not permitted to post on doorways/windows/elevators/walls of campus buildings, nor are they permitted to put flyers on cars in campus parking lots.

- Posting/distribution of information that is not consistent with institutional values or that is in violation of the Code of Conduct or the Honor Code (profanity, degrading of individuals or groups) is not permitted.

- Any terminology, graphics, and/or reference relating to alcohol consumption or illegal substances is prohibited.

- Date, time, location, sponsor of the activity or event, and a contact phone number or email address must be included.
• Off campus vendors must receive approval for posting/distributing materials. Priority space will be given to recognized student organizations and university-sponsored events.

BULLETIN BOARDS

The Student Affairs Office monitors and approves publicity and advertising for all public, non-departmental bulletin boards in the law school. *Permission must be obtained from the representative of departmental offices to use departmental bulletin boards.*

• Publicity materials may be brought to Student Affairs Office from 9:00 am until 3:00 pm, Monday through Friday.

• To provide adequate space for all publicity and maintain readability:
  - The size of the materials must be 11 x 17 or smaller.
  - Only one flyer per bulletin board per event or activity is permitted
  - Materials approved may be posted for a maximum of two (2) weeks before an event and must be removed after the event.

E-MAIL, WEBSITES, AND SOCIAL MEDIA

MASS EMAILS

Student organizations may not disclose or collect information in e-mail that they are privileged to access because of their position at the University. Those wishing to transmit broadcast e-mail containing essential University announcements to students, faculty, and/or staff must obtain approval from the appropriate administrative authority. Please contact the Student Affairs Office when wanting to send or obtain information on student organizations and specific contacts.

STUDENT ORGANIZATION WEBSITES

Student organizations are not permitted to have websites hosted outside the University of Dayton. Student groups wishing to use vanity URLs may purchase the URL and forward the site to a University-hosted website. Any recognized student group can have a UD-hosted website. Those student organizations wishing to request a University of Dayton website should contact the Assistant Director of Communications.

SOCIAL MEDIA POLICY

Student organizations represent themselves, the University of Dayton School of Law, the Student Affairs Office and any local or (inter)national affiliations at all times. This is particularly true regarding content posted online. Student organizations are expected to monitor the use of organizational social media accounts and maintain content that aligns with the values of the organization and the University of Dayton. Organizations using social media in ways inconsistent with University policy may face disciplinary sanctions or jeopardize recognized organizational privileges.
CONTRACTS AND RIDERS

Only the Dean of the Law School is permitted to sign a contract on behalf of the University of Dayton School of Law.

If your student organization is entering into a contract with a vendor outside of the University of Dayton, the following steps must be followed:

1. Contact Student Affairs Office at 937-229-3793 to make a contract review appointment.

2. For some contracts, it is vital to contact Legal Affairs to discuss any concerns and/or risks. This will be done by the Student Affairs Office. It is important that students are prepared for contract review to take up to one month for approval.

FOOD SAFETY GUIDELINES

Food safety is a top priority when planning these events. The following information should be carefully read before preparing and serving food to others.

WHAT IS FOODBORNE ILLNESS?

Foodborne illness often presents itself as flu-like symptoms such as nausea, vomiting, diarrhea, or fever. Many people may not recognize foodborne illness (food poisoning) at first sign of symptoms. It may be caused by bacteria or other pathogens in food due to not cooking food to proper temperature or the manner in which the food is served. Bacteria that cause disease are called pathogens. Most cases of foodborne illness can be prevented with proper preparation, cooking, and handling/serving of food.

HOW TO FIGHT FOODBORNE ILLNESS

When preparing food for your special event, remember the following:

- Keep it Clean!!!—Wash hands and surfaces often as bacteria can spread on cutting boards, serving/prep utensils, and countertops!
  - Wash hands with soap and warm water before and after handling food, after using the restroom, or handling pets. Food service gloves (rubber gloves) should be used to ensure proper and safe handling and distribution of food.
  - Use paper towels or clean clothes to wipe any surface with a spill.
  - Wash all cutting boards, dishes, utensils and counter tops with hot soapy water after preparing food—to sanitize you can use 1 tablespoon of liquid chlorine bleach to 1 gallon of water.

- Separate—do not cross contaminate!
  - Always use a clean cutting board.
  - Use one cutting board for fresh produce (fruits, vegetables) and a separate cutting board for raw meats (fish, poultry, game).
- NEVER defrost food at room temperature (use the refrigerator, microwave, or cold water).
- Cook food immediately after thawing.
- Sauces using marinated raw meat should not be used on cooked food.

- **Cook—Cook to proper temperatures!**
  - Use a food thermometer to check the internal temperature of meat, poultry, seafood, and other foods. For the safety of your friends and participants cook meat/seafood to at least an internal temperature of 165°F. This will help fight potential bacteria that can cause foodborne illness.
  - Check the temperature in several places to make sure the food is heated all the way through—wait for 10-15 seconds to insure an accurate reading.

- **Cover/Chill—Refrigerate promptly, do not allow food to set out more than 2 hours for consumption!**
  - Bacteria multiply rapidly between 41°F and 135°F—this is called the “Danger Zone”.
  - Don’t forget to keep cold foods cold and hot foods hot! Have a plan for keeping food at proper temperatures throughout event and handling/serving.
  - For more information, go to [www.fightbac.org](http://www.fightbac.org)

### FUNDRAISING GUIDELINES

1. Student organizations are prohibited from fundraising in bars/taverns. All fundraising must be in compliance with the Honor Code, the Policy Manual as well as, the Ohio Revised Code.
   - Gambling (e.g., poker, casino nights, bingo) is usually prohibited, based in the Ohio Revised Code.
   - If selling any items, student organizations are required to submit a list and/or pictures of items they are selling (other than food sold). See imprinting guidelines.
   - Student Organizations are not permitted to sell items to students/faculty/staff or outside community members which are a direct violation of the Code of Conduct and/or institutional values (e.g., candles, ping-pong balls, funnels, cozies).

2. Student organizations are not permitted to collect social security numbers from students to solicit to for-profit companies for financial gain (e.g., credit card companies).

3. All fundraising must be recorded by the organization’s finance officer/treasurer. Information regarding fundraising will be collected by Director of Finance, Peggy Wilson.

4. GoFundMe accounts are prohibited. See Peggy Wilson if you have questions.

### 5K GUIDELINES

**SCHEDULING:** 5K events must be scheduled and coordinated in advance. Student organizations and campus departments can “reserve” the 5K Approved Route by contacting
Center for Student Involvement at 937-229-3333. For the fall semester, scheduling begins on April 1; for the spring semester, scheduling begins on November 1. In the event that the scheduling date falls on a Saturday or Sunday, reservations will be taken the preceding Friday. 5K events may only be scheduled on a Saturday or Sunday at 10:00 a.m. (*Note: ALL student organizations must meet with the Assistant Director for Student Life (KU 241 or 937-229-3333) and register the event in Community before the event will be approved.)

ROUTE: The 5K approved route* must be used. No other routes are permitted. A map of the route will be made available to the hosting organization or department. Student organizations are not permitted to host 5K events in other municipalities or locations. Part of the 5K Approved Route includes the access roadway behind Marycrest Hall. The use of this roadway involves blocking the access to the roadway from E. Stewart Street prior to the start of the event until the end of the event. Orange cones must be borrowed from Public Safety to block the entrance, and a volunteer wearing an orange safety vest must assist with safety at that route location. Contact Joe Cairo at 937-229-2116 to make arrangements to borrow the cones and vests no later than the Thursday before the event, and return equipment no later than Monday morning after the event.

* A map of the 5k course can be found at the end of this resource guide in Appendix 1.

SPONSORS/VENDORS: Student organizations are allowed to have sponsors and/or vendors for a 5K. Sponsors and vendors must align with the university mission, vision, and values. Sponsors and vendors are not allowed to openly sell and promote products directly on university property without consent. Student organizations may support a vendor or sponsor on campus if it visibly displayed the student organization is hosting them on campus. Any event sponsors or vendors will need to be approved by the Assistant Director for Student Life, the Center for Student Involvement, and the university.

ADDITIONAL 5K REQUIREMENTS:

1. **Volunteers** – A minimum of 20 volunteers is required for the event. If the registration numbers indicate that more volunteers will be needed, it is the responsibility of the host organization or department to provide sufficient volunteers in order for the event to be safely managed.

2. **Use of RecPlex for Registration** - The RecPlex opens at 9am on Saturdays and Sundays (exceptions being summer and any holiday breaks). Any group wishing to gain entrance to the facility or use the lobby prior to opening or during RecPlex open hours must submit a RecPlex Facility Request form available at:
   http://www.udayton.edu/studev/campusrec/facilities/Facility_request_form.php

   a. This request should be submitted at least 2 weeks in advance of the event date. These requests will be reviewed and approved assuming no conflicts arise due to other events, etc. at the RecPlex. Charges may apply, depending on the details of the request. Any groups not needing to use the interior of the RecPlex may use the patio area in front of the Evanston side entrance. Any tables, chairs, equipment, etc. that are set up (and must be provided by the host group) MUST
be set up away from the doors and in front of the concrete half walls, so as to not block entry into the RecPlex.

3. **Water and food** – Must be provided to all 5K participants, courtesy of the host group. Please consider the amount of water and food available in proportion to number of participants and volunteers.

4. **Emergency Medical Services** – It is the responsibility of the host group to notify the campus Rescue Squad of their event by contacting Randy Groesbeck in Public Safety (937) 229-2133.

5. **Restrooms** – Participants must be informed of available restroom facilities (Kennedy Union and RecPlex).

6. **Trash Removal** – The hosting organization is responsible for removing all trash associated with their event; if additional trash or recycle receptacles are needed, submit an online work order two weeks prior to the event at [http://facilities.udayton.edu/workrequests/](http://facilities.udayton.edu/workrequests/)

7. **Release and Agreement** – All participants must sign a university Release and Agreement form by submitting an original signature with their registration on the day of the event. Forms are available at [http://www.udayton.edu/studev/_resources/files/studentlife/release.pdf](http://www.udayton.edu/studev/_resources/files/studentlife/release.pdf) or hard copies can be picked up in KU 241. Participants must be 18 years of age or older to sign the release and agreement. (If a participant is under the age of 18, a different waiver form is available in advance in KU 241, and must be signed by a parent or legal guardian.)
To view a larger version of the map visit:
http://www.udayton.edu/studev/_resources/files/studentlife/5k_course.pdf
# APPENDIX 2 - STUDENT ORGANIZATION MARKETING PLAN

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<th>Student Organization Marketing Plan</th>
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<td><strong>What is this organization about?</strong></td>
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<tr>
<td><strong>What sets this organization apart from the other student orgs?</strong></td>
</tr>
<tr>
<td><strong>The ideal student to join this org is...</strong></td>
</tr>
<tr>
<td><strong>How can we reach and engage with these students?</strong></td>
</tr>
<tr>
<td><strong>What are the goals for this organization?</strong></td>
</tr>
<tr>
<td><strong>What programs am I planning for this year?</strong></td>
</tr>
<tr>
<td><strong>What are the attendance goals for each meeting or event?</strong></td>
</tr>
<tr>
<td><strong>How much money will be available to spend?</strong></td>
</tr>
<tr>
<td><strong>How can we work with other organizations to plan joint events?</strong></td>
</tr>
<tr>
<td><strong>Recruiting is every day event. What can we do to stay in the recruiting mind set?</strong></td>
</tr>
</tbody>
</table>
APPENDIX 3 - MARKETING RESOURCES

All information posted/distributed by student organizations must be approved by the Student Affairs Office prior to posting/distributing.

HOW TO PROMOTE STUDENT ORGANIZATION EVENTS:

Magnetic information boards in the Lobby

- The Student Organization magnetic boards in the Atrium is available for all student organizations to post flyers and to promote events.

Chalking in classrooms

- Many Professors allow a section of the classroom chalkboards to be used to promote events. Please check with your Professor regarding the rules for chalking.

Flyers

- Flyers can used to promote student events throughout the building. Bulletin boards can be used by the student mail boxes on the second floor, in the Jury Box, and in the Library with permission from the desk staff.
- Flyers can be posted in the bathrooms either in stalls or on the mirrors.
- Information must be posted in approved spaces (bulletin boards, etc.); students are not permitted to post on walls of campus buildings.
- Tape cannot be used to attach flyers on any wooden surface in the building. Painters tape must be used on all wood. Ex: Frog Tape (Delicate Surface), Scotch Blue Tape
- After an event, the flyers must be taken down within 24 hours.

Social media

- The Assistant Director of Communications can post promotional messages on the UDSL Facebook, Instagram, and Twitter accounts. Contact: lawcomm@udayton.edu
- Encourage all your members to follow the UDSL on all social media platforms.

Paper posters

- The Library can print large posters to promote events. Designs need to be in the proper format for large scale printing.
- The sizes and prices are: 36"h x 48" is $20 or 36"h x 60" is $25
- It takes three full business days to have a design printed after is has been planned, designed, and approved.
- Permission is needed by the Student Affairs office before posting a banner.
Table tents

- Table tents are an inexpensive way to promote your event.
- Table tents can be placed in the Jury Box or any of the social spaces in the law school.
  (Designs need to approved by the Student Affairs Office)

PowerPoint Slides

Some Professors will allow a PowerPoint slide to be added to their classroom presentation to promote a student event. However, this format can only be used for educational based events (meetings, speaker events, receptions) and not recreational gatherings.

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This document was created by the University of Dayton Center for Student Involvement & the University of Dayton School of Law Dean of Student’s Office.