



# **STUDENT ORGANIZATION MANUAL**

## **CONTENTS**

<b>INTRODUCTION FROM THE OFFICE OF STUDENT AFFAIRS</b>	<b>4</b>
<b>COMMITMENT TO COMMUNITY</b>	<b>4</b>
Principles of Community Living at UDSL	4
Habits for Community Living at UDSL	5
<b>GENERAL EXPECTATIONS</b>	<b>5</b>
Student Standards of Behavior and Code of Conduct	5
Student Organization Leader Conduct	5
Hazing & Hazing Prevention	6
Reporting Hazing and Contact Numbers for Assistance	6
<b>STUDENT ORGANIZATION EXPECTATIONS</b>	<b>7</b>
Starting a New Organization	7
Governing Documents	9
<b>EVENT PLANNING</b>	<b>9</b>
What is considered an event?	9
FAQ's About Event Definition	10
Registering an Event	10
Events with Alcohol	11
Imprinting, Logos and Trademarks	12
<b>POSTING AND SIGNAGE POLICIES</b>	<b>14</b>
General Guidelines	14
Bulletin Boards	14
<b>E-MAIL, WEBSITES, and SOCIAL MEDIA</b>	<b>15</b>
Mass Emails	14
Student Organization Websites	14
Social Media Policy	15
Social Media Community Standards	15
<b>POLITICAL ACTIVITIES POLICY</b>	<b>16</b>

<b>GAMBLING/GAMING</b>	<b>16</b>
<b>CONTRACTS AND RIDERS</b>	<b>16</b>
<b>FOOD SAFETY GUIDELINES</b>	<b>17</b>
<b>What is Foodborne Illness?</b>	<b>17</b>
<b>How to Fight Foodborne Illness</b>	<b>17</b>
<b>FUNDRAISING GUIDELINES</b>	<b>20</b>
<b>5K Guidelines</b>	<b>20</b>
<b>ADDITIONAL 5K REQUIREMENTS</b>	<b>21</b>
<b>Appendix 1- 5K Course Map</b>	<b>23</b>
<b>Appendix 2 - Student Organization Marketing Plan</b>	<b>24</b>
<b>Appendix 3 - Marketing Resources</b>	<b>26</b>
<b>How to promote student organization events:</b>	<b>26</b>
<b>Magnetic information boards in the Lobby</b>	<b>26</b>
<b>Chalking in classrooms</b>	<b>26</b>
<b>Flyers</b>	<b>26</b>
<b>Social media</b>	<b>26</b>
<b>Paper posters</b>	<b>26</b>
<b>Table tents</b>	<b>27</b>
<b>PowerPoint Slides</b>	<b>27</b>

## 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, including finances and or operational necessities. 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 will 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.

([https://udayton.edu/studev/about/commitment\\_to\\_community/index.php](https://udayton.edu/studev/about/commitment_to_community/index.php))

## 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 for 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 both 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 and academic 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 10.3.1.1)
- The Dean of Students Office will check student records in August and January to determine good disciplinary and academic standing. Students who are ineligible to serve as officers/leaders will be notified via email from the Assistant Dean of Students.

## UNIVERSITY HAZING POLICY & HAZING PREVENTION

As part of its commitment to providing a safe and healthy campus environment for all students, faculty, staff, and visitors, the University of Dayton prohibits all forms of hazing. The purpose of this [policy](https://udayton.edu/policies/studentdevelopment/hazing-policy.php) is to define hazing and to outline the procedures for reporting and adjudicating instances of hazing that may occur within the University community. (<https://udayton.edu/policies/studentdevelopment/hazing-policy.php>)

## 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-emergency situations, please contact the following offices:
  - Student Affairs Office at 937-229-4676
  - Director of Student Life at 937-229-4810.
- **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.

## 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 following event planning procedures:

1. All event registrations must be completed at least **seven (7) business days prior to the planned event**. All events planned on short notice will be approved at the discretion of the Director of Student Life.
  - 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 will be approved at the discretion of the Director of Student Life.
2. All student organizations are expected to maintain and update their membership roster throughout the duration of the 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 the weeks of final(s).
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.

([https://udayton.edu/studev/\\_resources/files/studentlife/release.pdf](https://udayton.edu/studev/_resources/files/studentlife/release.pdf))

## STARTING A NEW ORGANIZATION

5. Schedule a meeting with the Director of Student Life to discuss the formation and approval process (e.g., how to find an advisor, etc.).
6. 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](http://www.udayton.edu/law/students/policy_manual.php))
7. 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.
  1. 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.
  2. 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.
  3. Select officers for the organization. In order to establish a student organization, a president

and treasurer must be chosen before formation.

4. Understand the rules and policies relating to student organizations by reading this guidebook.
5. Schedule a follow-up meeting with the Director of Student Life to confirm the organization's status, obtain space in the student organization suite, etc.
6. To understand the finance side of a student organization (collecting dues, etc.) contact the Business Manager.



## **GOVERNING DOCUMENTS**

All student organizations must 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.

### **FAQs 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 needs to be registered.

## 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.

To help ensure that an event is well planned, certain events may require that the students involved in the planning process reach out and meet with multiple campus constituencies.

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 news ideas.

### **1) DO NOT WAIT UNTIL THE LAST MINUTE TO REGISTER AN EVENT- SPACE! 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 more likely that any problems will be resolved—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 UDSL 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 Director of Student Life 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 the Director of Communications & Marketing, as soon as possible.
- vi. If you need tech support or a computer setup, contact 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, the use of accelerated drinking devices, or pre-gaming) will not be tolerated. 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 involved with planning an event with alcohol.

The University of Dayton School of Law 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 consumption, "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 liquor 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.

The University of Dayton's insurance policy provides coverage as follows: (This includes coverage for our catering department serving alcohol.)

1. Off Campus venue with catering: Liquor liability is the responsibility of the venue. Example: bar or restaurant.
2. Off Campus venue that requires UD to provide the catering and alcohol. This becomes the responsibility of UD to hire a caterer/bartender and verify their liability and liquor liability coverages with a Certificate of Insurance.
3. On Campus Events: UD catering serving the alcohol. Coverage is included in the UD liability insurance policy.
- 4.No coverage for student organizations not using 1-3 options.

## **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 University Marketing & Communications Office and 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.

For additional information on how to make a logo request from the University Marketing & Communications Office, please click [here](https://udayton.edu/universitymarketing/logo-request/index.php). (https://udayton.edu/universitymarketing/logo-request/index.php)

## **POSTING AND SIGNAGE POLICIES**

### **GENERAL GUIDELINES**

- All information posted/distributed by student organizations must be approved by the Director of Student Life 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 our 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 the 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.
  - Each event or activity is only allowed one flyer per bulletin board.
  - Approved materials 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 organizations are prohibited from sending emails to multiple organizations requesting assistance, participation in events, solicitations, etc. Any student organization wishing to send a message to other *organizations* is requested to send their message and attachments to the Director of Communications & Marketing to be included in the Weekly Law School Newsletter that is sent every Friday.

We highly recommend *that* student organizations use official @udayton email accounts, as these accounts can be easily recovered after officer transitions. Those student organizations can request a University of Dayton email account or make changes to access for their organization may do so by contacting the Information Technology Manager.

## 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 Director of Communications & Marketing.

## **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 that are inconsistent with University policy may face disciplinary sanctions or jeopardize their recognized organizational privileges.

## **SOCIAL MEDIA COMMUNITY STANDARDS**

The University of Dayton encourages discourse and intellectual inquiry on its social channels. With that in mind, members in the social community are expected to act in accordance with a set of community standards, which include refraining from:

- Posts that violate any state, federal, or international laws or regulations
- Posts that contain obscenity, profanity, racism or personal attacks
- Posts that are fraudulent, deceptive, or misleading
- Posts that are off-topic or otherwise deemed inappropriate.

Any post, including conversations of this nature or any post containing language that is inconsistent with, embarrassing to or destructive to the University's identity as a Catholic and Marianist institution, may be deleted at the discretion of the page administrators.

Users who do not engage in civil discourse will be reminded of the University's social media community standards. Those who continue to engage in disrespectful dialogue will be subject to having their ability to comment limited or banned from the channels entirely.

## POLITICAL ACTIVITIES POLICY

Per §501(c)(3) of the Internal Revenue Code, §501(c)(3) institutions are prohibited from directly or indirectly participating in or intervening in any political campaign activities on behalf or in opposition to any candidate for elective public office. In complying with the Internal Revenue Code § 501(c)(3), this policy establishes guidelines regarding political activities, prominently, that the political activities of faculty, staff, and students, must be separate and distinct from the identification of the University and not made on behalf of the University, either overtly or implicitly.

To access the full Political Activities Policy, click [here](#).

## GAMBLING/GAMING

In compliance with the University Code of Conduct, as well as recognizing the risks associated with gambling, the wagering of money, property, or services (any material or service of value) is prohibited.

Additionally, hosting activities such as poker tournaments, casino nights, and other events that utilize similar gaming themes is prohibited.

- **Raffles:** Student Organizations may hold a raffle as long as the person conducting the raffle is 18 years old or older. Cash and alcohol prizes of any amount are prohibited.
- **Brackets or Pools:** Student organizations may not organize or participate in any sports brackets, pools or wagering of any kind.

## 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 the 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 through the Contract Routing and Approval Portal that can found [here](#). 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.

## **PROVIDING OR SELLING FOOD**

It is critically important when providing/selling food that you list all ingredients in items. Many people have life-threatening food allergies, so when in doubt, do not indicate that the food is “safe” for them. If hosting a bake sale, require all providers to list each and every ingredient. If you are purchasing food items, request a list of ingredients that you can display. Never guess about the ingredients if you don’t know them - be honest, and indicate that you don’t have a complete list of ingredients so that the person selecting an item can avoid anything that could cause a reaction.

## **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 the first sign of symptoms. It may be caused by bacteria or other pathogens in food due to not cooking food to the 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.
  - 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 clean cooking utensils and materials.
  - 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)



- For the full "Cooking for Groups - Food Safety" document, visit the Center for Student Involvement website.

### **Food Trucks**

- The usage and partnerships with local food trucks is allowed on campus but the following must be followed:
  - Food Trucks must be hosted by a recognized student organization.
  - Must be on public roads and must be legally parked.
  - Food trucks cannot use any University utilities and cannot plug into the electrical outlets.
- Vendors must have adequate licenses and documentation from [Public Health for Dayton and Montgomery County](http://www.phdmc.org/food-protection/food-protection). <http://www.phdmc.org/food-protection/food-protection>>

## FUNDRAISING GUIDELINES

The following is a list of guidelines all student organizations must follow when raising money:

- Student organizations are prohibited from fundraising in bars/taverns.
- All fundraising must be in compliance with the Student Standards of Behavior and Code of Conduct, as well as the Ohio Revised Code.
- Gambling (e.g., poker, casino nights, etc.) is prohibited based on the Ohio Revised Code and the University Code of Conduct.
- Raffles are acceptable under the conditions listed below in the Games of Chance & Gambling section above.
- 50/50 raffles/drawings are prohibited.
- If selling any items, student organizations are required to submit a list and/or pictures of items they are selling (other than food sold) via our imprinting form or directly upload it to the event registered in 1850.
  - a. Student Organizations are not permitted to imprint, give away, raffle off, or sell items to students/faculty/staff or outside community members that are in direct violation of UD policies, the Code of Conduct and/or institutional values (e.g., ping-pong balls, funnels, coozies).
  - b. Student Organizations may be prohibited from selling St. Patrick's Day items or fundraiser using alcohol. Certain exceptions may be allowed. Please contact the Assistant Director of Student Life for approval.
  - c. For items that are banned from University property (e.g., candles), they are able to be sold, but cannot be shipped or delivered to University addresses.
- Student organizations are not permitted to collect social security numbers from students to solicit for-profit companies for financial gain (e.g., credit card companies).
- All fundraising must be recorded by the organization's finance officer/treasurer. Funds collected should be deposited into the organization's Ledger account within 2 business days.
- Information regarding fundraising will be collected by the Assistant Director, Student Life, and kept on file under each organization's name. Go Fund Me Accounts are prohibited.

## 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 the 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. and only one 5K can occur on a given weekend. (\***Note:** ALL student organizations must meet with the Assistant Director for Student Life (KU 241 or 937-229-3333) and register the event in 1850 before the event will be approved.)

A map of the 5k course can be found on the inside back cover of this resource guide.

**SPONSORS/VENDORS:** Student organizations are allowed to have sponsors and/or vendors for a 5K. Sponsors and vendors must align with the university's mission, vision, and values. Sponsors and vendors are not allowed to openly sell and promote products on university property without university approval. Student organizations may support a vendor or sponsor on

campus if it is visibly displayed that 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.

NOTE: NO SPONSOR CAN DIRECTLY VIOLATE OUR UNIVERSITY'S EXCLUSIVITY AGREEMENTS. IF YOU ARE NOT SURE, CONTACT THE CENTER FOR STUDENT INVOLVEMENT.

**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.*

## **ADDITIONAL 5K REQUIREMENTS:**

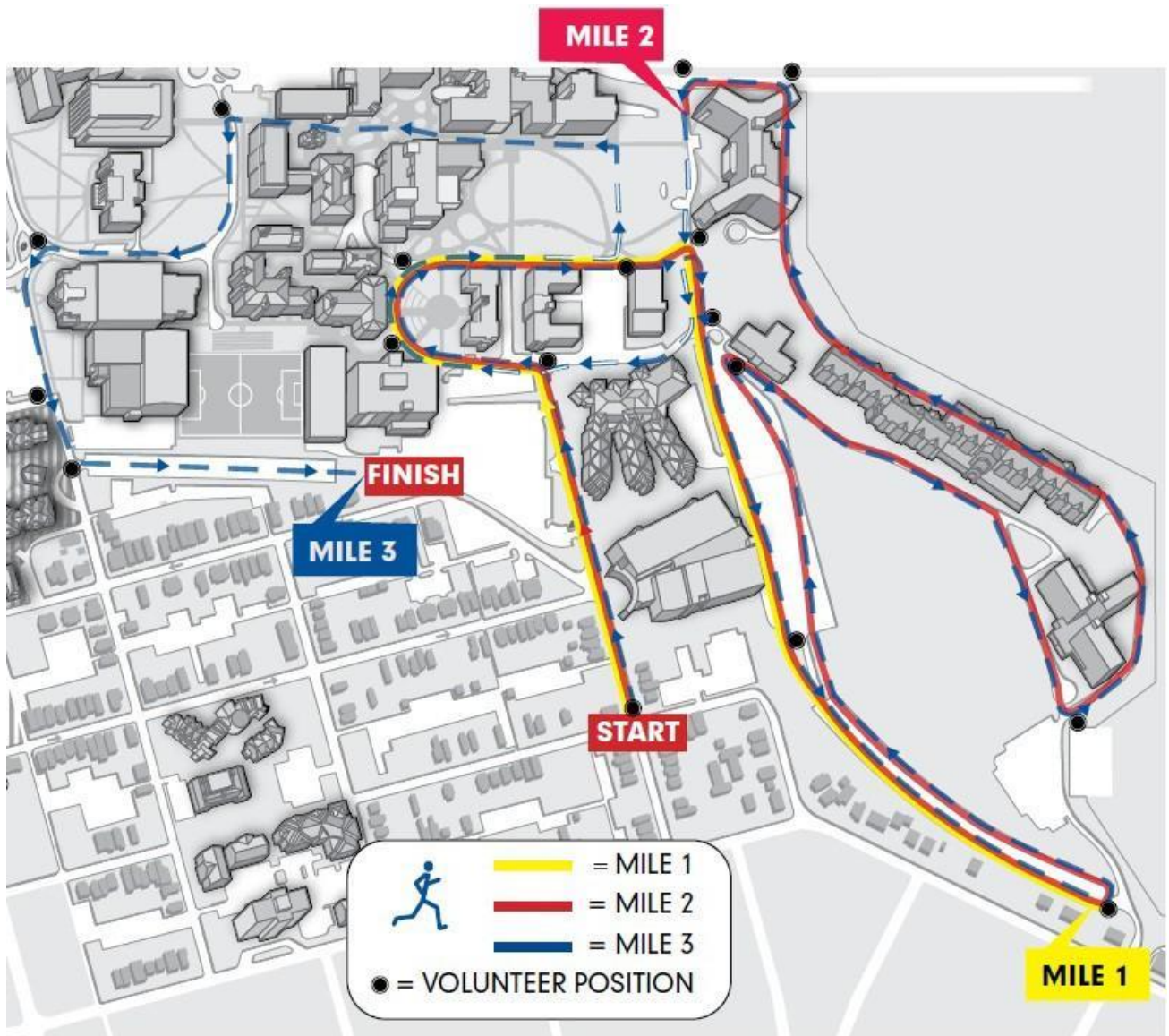
- Register the 5k on 1850. The organization should register the 5k after reserving the date and location. (PLEASE NOTE: If non-UD participants will be participating, the organization needs to make sure to make it available for non-UD affiliates.)
- Volunteers – A minimum of 20 volunteers is required 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.
- Use of RecPlex for Registration - The RecPlex opens at 9am on Saturdays and Sundays (exceptions during 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 [here](https://udayton.edu/studev/health_wellness/campusrec/facilities/facility-request-form.php).
  - 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.
- 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.
- Emergency Medical Services – It is the responsibility of the host group to notify the campus Rescue Squad of their event by contacting Public Safety (937) 229-2133.
- Restrooms – Participants must be informed of available restroom facilities (Kennedy Union and RecPlex).
- 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 [here](#).

([https://udayton.edu/facilities/requests/work\\_requests.php](https://udayton.edu/facilities/requests/work_requests.php))

- Release and Agreement – All participants must sign a University Release and Agreement. Waivers can be attached to the registered event on 1850. Organizations need to require those who are participating to sign up using 1850. Non-UD members should use the same form by submitting an original signature with their registration on the day of the event. Forms are available [here](#) 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 (paper form) is available in advance in KU 241, and must be signed by a parent or legal guardian.) ([http://www.udayton.edu/studev/\\_resources/files/studentlife/release.pdf](http://www.udayton.edu/studev/_resources/files/studentlife/release.pdf))
- Color Runs – Student organizations **CANNOT** host/sponsor color runs.
- Chalk / Directional Signage – Chalking sidewalks/roadways on campus is prohibited. Please contact the Public Safety to gain access to cones and safety vest for volunteers.

## APPENDIX 1- 5K COURSE MAP



To view a larger version of the map, click [here](http://www.udayton.edu/studev/_resources/files/studentlife/5k_course.pdf). :  
[http://www.udayton.edu/studev/\\_resources/files/studentlife/5k\\_course.pdf](http://www.udayton.edu/studev/_resources/files/studentlife/5k_course.pdf)

## APPENDIX 2 - STUDENT ORGANIZATION MARKETING PLAN

Student Organization Marketing Plan	
What is this organization about?	
What sets this organization apart from the other student orgs?	
The ideal student to join this org is...	
How can we reach and engage with these students?	
What are the goals for this organization?	
What programs am I planning for this year?	
What are the attendance goals for each meeting or event?	
How much money will be available to spend?	
How can we work with other organizations to plan joint events?	

Recruiting is an everyday event. What can we do to stay in the recruiting mind set?

## 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 EVENT:

#### 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 be used to promote student events throughout the building. Bulletin boards can be used by the student mailboxes on the second floor, in the Jury Box, and in the Zimmerman Library with permission from the Assistant Director of Public Services.
- 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 the walls of campus buildings.
- Tape **cannot** be used to attach flyers on any wooden surface in the building. Painter's 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 Director of Communications & Marketing can post promotional messages on the UDSL Facebook, Instagram, and Twitter accounts. Contact: lawcomm@udayton.edu
- Encourage all your members to follow UDSL on all social media platforms.

#### Paper posters

- Permission is needed by the Office of Student Affairs 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 be 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.