STUDENT ORGANIZATION RESOURCE GUIDE

2022-2023

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Center for Student Involvement

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, the greater Dayton community, and beyond.

What is the SORG

The Student Organization Resource Guide was created to help inform student organizations and their advisers about the guidelines, policies, and procedures regarding hosting events, travel, finances and general student organization operations. In collaboration with several campus partners, the Center for Student Involvement has continued to adhere to best practices with regards to safety and security, institutional and organizational reputation, and value congruence with organizational mission. It is the hope of the Center for Student Involvement 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's *Commitment to Community*, as informed by our Catholic and Marianist mission and identity. As students and advisers work diligently to assist their organizations to pursue excellence, the Center for Student Involvement is available as a resource and partner throughout the journey.

As we are always striving to provide the best resources that we can, this document may change as guidelines are adapted to changes within the University for our Student Organizations. Any major changes to policies or the SORG in general will be communicated to our student leaders and organization adviser using the 1850 software.

Mission

The Center for Student Involvement is committed to collaboration with students and the campus community to co-create opportunities that complement the academic experience. Guided by the Marianist charism, we provide an inclusive and engaging environment where we foster the holistic development of students as they become leaders and active participants in the University of Dayton community and beyond.

Student Organization Leadership Competencies

Participation in student organizations is a great way to compliment your interests and passions with the development of vital skills and competencies needed to become a positive, ethical, inclusive member in the community. The Center for Student Involvement believes your engagement within student organizations can benefit and impact your co-curricular experience and empower you to become a socially conscious leader.

Students who participate in student organizations at the University of Dayton will gain knowledge, skills, and experiences in the following areas:

Intrapersonal. This competency relates to one's capacity to gain and maintain an evolving awareness of self. Exploration of this competency requires personal reflection, self-assessment, a commitment to values congruence, and integrity. Self-appraisal and understanding are critical to advancing one's intrapersonal competency.

Interpersonal. This competency relates to one's capacity to interact and effectively maintain positive relationships with others. This includes identifying and challenging negative behavior, valuing others' perspectives, seeking opportunities for collaboration, managing conflict, being inclusive of others, and communicating effectively.

Citizenship. This competency relates to one's capacity to address, engage, and advocate for positive change regarding issues or inequalities that diminish and negatively impact local, national, and global communities. Active participation is critical to advance this competency.

Practical Skills. This competency relates to knowledge and skills required to become a conscious, analytical, and confident leader. To excel in this competency, one will need to continually find opportunities to practice each of the following: event planning, risk management, budgeting, delegation, follow-through, goal setting, and strategic planning.

The Center for Student Involvement is committed to helping student leaders develop and thrive in these competency areas. Opportunities to develop and demonstrate the competencies are built into our educational offerings, including our event registration process, organization checkpoints, email communications, and our in-person and online educational sessions.

1850 Software
1850, powered by Campus Groups, is the University's online database that stores all student organization information. The Center for Student Involvement will utilize 1850 to communicate to and manage the student organizations. Every recognized student organization on campus will have their group page for their organization. Through this application, organizations will be able to manage their members and officers, create events that can be seen on the 1850 calendar, upload photos of events and other records that your organization would like to keep, manage your organization finances and make purchase requests, and much more. Every student at the University of Dayton has access to 1850 through Porches.

1850 Training and Resources
If you or your organizational members need training regarding the use of 1850 and its features, please contact the Center for Student Involvement to set up an appointment by email StudentOrgs@udayton.edu. The 1850 software has multiple functions and may be a great way to expand and/or centralize many of your organizational functions and operations.

COVID-19 Information for Student Organizations

All Recognized Student Organizations are responsible for following University guidelines and protocols related to COVID-19. Guidelines and protocols may change at any time, and students will need to stay informed and make changes in order to be compliant with any new or revised information. For details and updates, please refer to https://udayton.edu/coronavirus/index.php. Note that if approved to travel off campus, students must follow University guidelines and venue guidelines, always using the stricter set of rules when they differ.

Adviser Expectations

All Recognized Student Organizations are required to have a full-time faculty or staff member serve as a faculty/staff adviser. Organizations **CANNOT** have graduate students, graduate assistants, adjunct faculty or part-time staff members serve as the **ONLY** adviser to the group.

When choosing an adviser to help support your organization's success and longevity, please consider the following and have a conversation to review the needs of the organization along with the availability and investment of the potential adviser.

Guiding Considerations for Advisers:

1. What amount of time is your organization expecting an adviser to devote to the organization?
    a. Talk about expectations of both parties to ensure the needs of all are met and understood.
2. Do their personality and/or interests mesh well with your organization's mission, vision, and values?
3. Is the adviser potentially able to be a coach/mentor when appropriate or needed while still allowing you (the students) to lead?
4. Are there any risk(s) associated with organization's events or activities that may require additional training or knowledge from potential advisers?

Serving as an adviser to a recognized student organization at the University of Dayton is an important responsibility. The adviser serves a critical role in mentoring students, helping student leaders develop goals for themselves and the organization, and providing continuity from year-to-year for the group. Student organizations at UD are extensions of the institution, utilizing the University's name and representing the University at all times. As a Catholic, Marianist institution, it is vitally important that student organizations and student leaders reflect this identity by reflecting on their mission, and aligning their activities, behaviors, and practices with their mission.

These expectations will assist advisers in effectively working with their student organization(s).

Accountability. The 2022-2023 Student Organization Resource Guide provides information about expectations for student organizations, registering events, travel, safety, fundraising, events with minors, events with alcohol, contracts, imprinting, political activities, email accounts, websites, social media, trademarks and logo use, Standards of Behavior, hazing prevention, and resources available. Refer to this guide as needed, and encourage students in the organization(s) you advise to become familiar with all of the information provided. It is helpful for advisers to review event details or any items that student organizations want to have imprinted **BEFORE** they get registered in *1850*.

Communication. Meet regularly with student leaders in the organization(s) you advise, and ask questions about the organization, what activities they're planning, etc. Advising is different from supervising or directing, and ongoing communication will help you develop relationships with members of the organization. It is also recommended that all faculty and staff serving as a student organization adviser keep their supervisor or department chair informed about their voluntary role advising a group. Maintain open communication with CSI, and please contact us (937-229-3333; studentorgs@udayton.edu) with questions.

Finances. The Adviser should be current with organization financial information. It is recommended to have regular conversations with the student organization executive board about their budget and account balances. We are actively working to assist organizations with financial practices that are in alignment with institutional practices.

In-Kind Donations. Student organizations that receive an "in-kind" donation from an outside source must garner acceptance from the Department Chair and the Vice President for Student Development. Please contact the Center for Student Involvement as promptly as possible to arrange proper documentation and acceptance of "in-kind" gifts.

Policies/Procedures for Advisers

In addition to the information provided in the Student Organization Resource Guide, all student organization advisers have the following requirements:

1. **Mandatory Reporter**
   To make it easier to know what you need to do, the University has adopted a policy that defines ALL EMPLOYEES as mandatory reporters EXCEPT doctors, counselors, and ordained members of the clergy acting in that capacity. As a mandatory reporter, if you become aware of possible discrimination, including harassment, you MUST promptly inform the University within one (1) business day by contacting the Title IX/504 Coordinator and Equity Compliance Officer or one the deputy coordinators. Reporting is required regardless of whether the discrimination involves students, faculty, staff, or visitors to the University.

   You may report in person, by email, by phone, or electronically by using the Harassment and Discrimination Incident Report Form found on the Nondiscrimination Resource Center webpage. This form is also accessible using the Nondiscrimination/Title IX link located in the footer of every University webpage. Mandatory reporters must identify

themselves when reporting an incident to the Title IX/Section 504 Coordinator and Equity Compliance Officer. Anonymous reporting does not satisfy an employee's duty to report incidents under this policy.

2. **Campus Security Authority**
Due to the nature of your contact with students while serving as a student organization adviser, you are required to annually complete the Campus Security Authority (CSA) training provided by Public Safety. CSAs are required to report crimes reported to them to Public Safety. The annual training helps CSAs to comply with that responsibility under Clery (Jeanne Clery Disclosure of Campus Security Policy Act). This training can be found on the Public Safety website, under *Campus Security and Fire Safety Reporting (Clery)* at the bottom of the page under *related links*. https://udayton.edu/publicsafety

3. **Confidential Reporting of Concerns or Incidents**
The University of Dayton is committed to the highest ethical standards of conduct. To help maintain those standards, the University seeks the help of the University community and its visitors to raise concerns and report in good faith any activity that an individual reasonably considers to be unethical, illegal, fraudulent, or in direct violation of University policy. Individuals should report such conduct, regardless of whether or not they are personally involved in the matter.

If an individual wishes to file a report anonymously, they may do so through the University of Dayton Confidential Reporting Line, provided by a third-party, at www.udayton.ethicspoint.com or 1-855-550-0654. However, the effectiveness of any inquiry may be limited when an individual has chosen to not be identified.

Important Dates for Student Organizations

President Meetings: August 30, 2022: 5 pm to 6 pm, KU Ballroom

September 12, 2022: 4 pm to 5 pm, Virtual

Treasurer Meetings: September 1, 2022: 4 pm to 5 pm, KU Ballroom

September 7, 2022: 4 pm to 5 pm, Virtual

Up the Orgs: August 26, 4 pm to 6 pm, Central Mall (KU) Field

SGA Fall Funding Week: August 29 to September 12, 2022

SGA Spring Funding Week: January 9 to January 22, 2023

Fall Checkpoint: Opens December 1 and closes December 19, 2022

If your organization changes officers this semester then update officers by December 1

Spring Checkpoint: Opens May 1 and closes May 31, 2023

If your organization changes officers this semester then update officers by May 1

Hazing Prevention

Hazing Definition - University of Dayton

The following actions or situations (planned or executed) by or against an active member, associate member, new member, pledge or potential member of an organization or group (see terms) are prohibited regardless of location, consent or intention:

a. Intentionally, forcefully, or recklessly endangering the physical health or safety of a student attempting admission into or affiliating with any group or student organization.

b. Intentionally, forcefully, or recklessly endangering the mental health or safety of students attempting admission into or affiliating with any group or student organization. Inflicting physical or mental harm, distress, anxiety, or that which may demean, degrade, embarrass or disgrace any person.

c. Setting a small group of members (or potential members) apart from other members not specifically sanctioned or mandated from their national organizations and/or the Center for Student Involvement's expectations, values, ritual or policy.

For the University Policy on Hazing see
https://udayton.edu/policies/studentdevelopment/hazing-policypage.php.

Also see the Hazing Procedure and Resource Guide in the online Student Handbook at go.udayton.edu/hazingprevention for definitions, procedures and information on how to report a violation.

The new member experience should be an exciting time for students to learn about their club/organization/team, develop important skills, and build lifelong friendships.

Following these guidelines will help create a new member experience that is beneficial for both the new members and the club/organization/team as a whole.

What the new member experience should look like:
- There should be a clearly written purpose/creed/motto that is distributed at the beginning of the program or posted in a space that the club/organization/team frequently uses.
- New members should know what is expected of them during the educational process.
- There should be a set time period and location for educational meetings, with little variance, during normal working/waking hours.
- The curriculum/training activities should not vary from the mission statement, purpose or manual of the club/organization/team.
- New members should feel that personal support and an enhanced academic experience is the main priority of the club/organization/team. One should feel a sense of involvement and connectedness to the club/organization/team.
- If at any time a new member feels overwhelmed, they should feel comfortable informing the club/organization/team leaders, coaches, or advisers. New members' concerns should be taken seriously.

What the new member experience should not look like:
- There should be no dares, acts of violence, pain, suffering, or pressure.
- One should never be asked to meet at a different time or location than the standard time and location, especially at extreme times or extreme, remote locations.
- Outside of the curriculum/training one should not partake in activities where active members are not participating.
- One should never be treated as a subordinate to other members of the club/organization/team.

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 situation, please contact the University of Dayton through any one of the following offices.
a. Public Safety at 937-229-2121
b. Office of Community Standards & Civility at 937-229-4627 or by submitting an online report at udayton.edu/studev/civility
c. Dean of Students Office at 937-229-1212
d. Assistant Vice President for Student Development 937-229-2229
e. Center for Student Involvement at 937-229-3333
f. Fraternity and Sorority Life at 937-229-4114
g. Division of Athletics at 937-229-4404
h. Recreational Sports/Sport Clubs at 937-229-2731
i. Speak to a Resident Assistant or other staff member in a campus living area

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. They may help you report emergencies or non-emergencies to appropriate authorities.

Procedural Considerations
- <u>Charters/Constitutions and Bylaws</u>
  Requiring or implying requirement to participate in any act that violates any of the following is prohibited:
  - o The University Code of Conduct;
  - o The Center for Student Involvement policies/guidelines for Recognized Student Organizations;
  - o The local/state/federal law;
  - o The student organization's charter/constitution/by-laws;
  - o The constitution/by-laws of the National Pan-Hellenic Council, National Panhellenic Conference, National Multicultural Greek Council, or North-American Interfraternity Council
  - o The Division of Athletics, NCAA, sport clubs, or intramurals.
- <u>Concurrent Legal Charges</u>
  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.
- <u>Individual Student Charges</u>
  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 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. Organizations who report incidents where an individual or small group of individuals conduct, participate, or engage in hazing or hazing-like activity may be eligible for the Student Organization Conduct Exemption Clause (pg. 11).
- <u>Safety Concerns for Students who Report Hazing</u>
  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, there is a University expectation to prevent situations that encourage or engender hazing behaviors. Below is a list of additional resources that can be utilized to help assist with any programming or education your organization may be interested in. This can also be utilized as a contact list to report any possible hazing behavior.

- HazingPrevention.org: A national organization dedicated to its mission to empower people to prevent hazing in college and university student groups hazingprevention.org.
- 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. stophazing.org.
- 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.
- Community Standards and Civility: Staff members from Community Standards and Civility are trained in hazing prevention measures. Contact the office at 937-229-4627 to request to speak with someone to schedule a presentation for a group/organization meeting on the topic of hazing prevention.
- Student Development Hazing Prevention Committee: The Hazing Prevention Committee works to partner and promote hazing prevention messages throughout the school year. Contact the Center for Student Involvement at 937-229-3333 to be connected to a Hazing Prevention Committee member.
- Center for Student Involvement: Staff members from the Center for Student Involvement are trained in hazing prevention measures, inclusive of those who are specifically trained to work with values-based Greek organizations at the University of Dayton in the Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), National Multicultural Greek Council (NMGC), and the National Panhellenic Conference (NPC). Contact the Center for Student Involvement at 937-229-3333 to request to speak with someone to schedule a presentation for a group/organization meeting on the topic of hazing prevention.

Electronic Communication

Mass Emails & University Email Accounts

Student organizations may not disclose or collect information in email that they are privileged to access because of their status at the University. Those wishing to transmit broadcast email containing essential University announcements to students, faculty, and/or staff must obtain approval from the appropriate administrative authority. Please contact the Center for Student Involvement 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 Center for Student Involvement to be included in the Weekly Student Organization Leaders' Email that is sent every Tuesday afternoon. These messages should be submitted by emailing studentorgs@udayton.edu. Organizations in violation of this policy may face disciplinary sanctions or jeopardize recognized organizational privileges.

Student Organization Email Accounts

We highly recommend that student organizations use official @udayton.edu email accounts, as these accounts can be easily recovered after officer transitions. Student organizations can request a University of Dayton email account or make changes of access for their organization may do so by filling out the [Request/Change Email form](#) on *1850*.

Student Organization Websites

Student organizations are not permitted to have or purchase websites hosted outside the University of Dayton*. Any recognized student group can have a UD-hosted website through *1850*. Training and webmaster services are available through the Center for Student Involvement. Those student organizations wishing to request a University of Dayton website should email studentorgs@udayton.edu to set up a time for officers and our staff to meet and go over the management of your organization's website.

 *Exceptions to this University Guideline can be made by UDit in collaboration with the Center for Student Involvement. Contact CSI if your organization would like to request exemption.

Social Media Policy

Student organizations represent themselves, the Center for Student Involvement, the University of Dayton, 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 or standing with the University.

- Within the social media account, student organizations must not use the names, logos, trademarks, or photos that belong to another person or business without their permission. Student organizations' social media accounts are not *official* University social media accounts, and organizations should make it clear on their social media accounts that they are not official University accounts (e.g., add to the bio or comparable section, "This is not an official UD account").

Event Registration

Before your organization submits an event registration form, your organization must reserve space. For any space within Kennedy Union, the Adele Center, or the Central Mall (KU Field) you can contact the Center for Student involvement. For all other spaces it is typically through 25Live, but you can download a file that has the phone numbers and who oversees the space by clicking here. This file also has a list of the attendance capacities for some commonly used spaces on campus.

Event Planning 101

Quick tips!

1. **Plan ahead!** Don't wait until two days before your event.
2. **Registered does not mean approved.** Your event must be approved before any advertising or participation.
3. Student organizations should **practice safe and healthy behaviors and decision-making** when hosting events.

Here is a recommended timeline when planning your events:

3+ Weeks out from event

- Come up with your event idea
  - Why is your group planning this event?
  - What will people be doing at this event? Who is your intended audience?
- Reserve space for your event.
  - Anything in KU, outside KU, the Central Mall (KU Field), Humanities Plaza, or the Adele Center is managed by CSI, call at 937-229-93333.
  - Academic buildings and areas can be reserved through 25Live.
  - For use of RecPlex areas you can fill out this online form or call at 937-229-2731
- If needed, place your order with Catering Services.
  - Online form, or call 937-229-2216.

2 Weeks out from event

- Confirm your space and that your set-up details are correct.
  - Confirm rain sites if necessary.
- Submit any contracts to CSI if necessary.
  - Reminder that students CANNOT sign any contracts.
- Submit any work orders (fencing, electricity, trash cans, grills, 5k materials).
- Check status of event registration.
  - Is your event approved? If not, check with CSI.

- Are there any extra steps you need to complete?
  - Ask CSI, different kinds of events may have different and extra steps you need to do before the event is approved.
- Review the risk management plan, if needed for your event, and make changes if needed.

1 Week out from event

- Go over the plan for the event with everyone who is involved.
  - Think about how someone who is participating will interact with different aspects of the event.
- Make a "To Do" List for the day of the event.
- Finalize any details needed, start final preparations.
- Check the weather forecast for the day of the event if outside.

Day of the event

- Make the decision on the rain site/canceling event due to inclement weather.
- Set up and teardown temporary event signage.
- Show up to the event early with enough time to set up everything you need for the event.
- Clean up event space after the event has ended; the space should be left as you found it.

After the event

- Ask yourself: What worked for this event, what could have worked better, and what didn't work?
- Ask those who attended the event the same questions.
- Collect documents, pictures, processes, and information from planning and implementing the event. Place this information in a computer folder or in a physical binder so that future people in your position can learn from what you did and make the next iteration of this event easier to plan and better.

Registering an Event

All of your organization members should become familiar with *1850* as this is the main source of communication with the Center for Student Involvement. Below is a quick guide for registering events via *1850*. You can also go to the Center for Student Involvement's YouTube channel, https://youtu.be/dPe5iGzlIPk to watch video tutorials and learn more about what *1850* can do for your organization. Registering an event is a two step process. (You may need to zoom in to see details.)
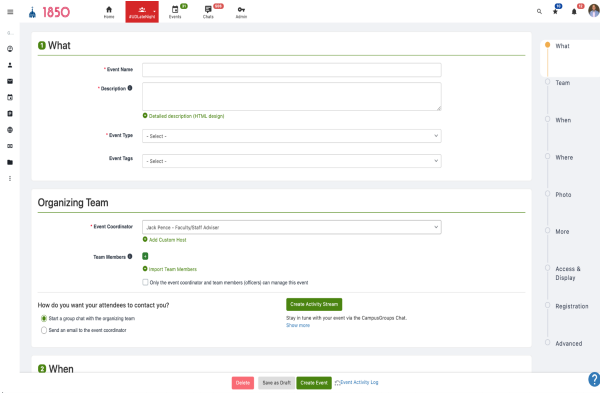
Step 1
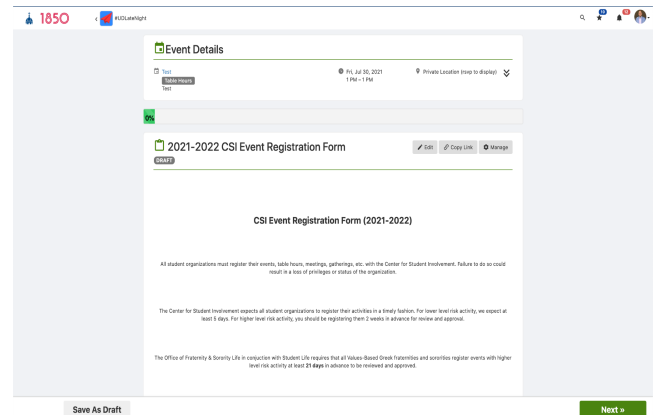
Step 2

No matter how your organization is structured, it is the entire organization's responsibility (not just the member who registered the event) to hold one another accountable to CSI's event registration process. The Center for Student Involvement will want to see that your event is congruent with the values and mission of our Catholic, Marianist institution, the mission and vision of your organization, and that reasonable measures have been taken to reduce any risk(s) 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 in line with all University policies and procedures. The Center for Student Involvement recommends that your organization start registering your large-scale events (at least) one month in advance. For smaller events, 1-2 weeks planning is typically sufficient. Additional restrictions may apply. See the event FAQs later in this section for more information.

Contracts and Riders

Only University of Dayton Vice Presidents and their designees are permitted to sign a contract on behalf of the University of Dayton (including on behalf of student organizations).

If your student organization is entering into a contract or agreement with a vendor, performer, etc. external to the University of Dayton, the following steps must be followed:

- Contact the Center for Student Involvement (937-229-3333) at least three (3) weeks prior to your event to make a contract review appointment. All contracts must be reviewed by Legal Affairs, approved and signed by CSI.

** For some contracts, it is vital to contact Legal Affairs to discuss any concerns and/or risks. This will be done by CSI. It is important to note that this could **take up to one month**. Please plan accordingly*

* Contracts/agreements cannot violate or break any of the University's exclusivity contracts.

Flyers, Posting, And Signage Policies

General Guidelines

- All information posted/distributed by student organizations must be approved by the Center for Student Involvement prior to posting/distributing.
- Chalking on sidewalks, brick paths, or any other surface is not permitted.
- Information may be posted in approved spaces only (bulletin boards, etc.); student organizations and off-campus vendors are **not permitted to post on doorways/ windows/elevators/walls of campus buildings/light poles**, nor are they permitted to put flyers on cars in campus parking lots or in the student neighborhood. Approved flyers may be delivered to University-owned houses, but they may not be placed in house mailboxes. Off-campus vendors may not solicit students in person (in residential areas or on the main campus) without receiving prior permission from the Executive Director of the Center for Student Involvement.
- Posting/distribution of information that is not consistent with institutional values or that is in violation of the *Code of Conduct* (profanity, degrading of individuals or groups) is not permitted.
- Any terminology, graphics, and/or reference relating to alcohol consumption is prohibited.
- Date, time, location, sponsor of the activity or event, **and a contact phone number, email address, or link to social media account 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 Center for Student Involvement monitors and approves publicity and advertising for all public, non- departmental bulletin boards on campus, including but not limited to academic buildings, residence halls, and apartments. **Permission must be obtained from the representative of departmental offices to use departmental bulletin boards.*

- It is preferred that all flyers be submitted alongside the event registration that the flyer is for or through the [Flyer Approval Form](#) on *1850* in your organization's portal.
- Publicity materials may also be brought to the Center for Student Involvement, KU 241, from 8:00 am until 5:00 pm, Monday through Friday, or placed in the "Flyer Drop Off" box outside of KU 241 after office hours for approval.
- To provide adequate space for all publicity and maintain readability:
  - o The size of the materials must be 11 x 17 or smaller
  - o Only one flyer per bulletin board per event or activity is permitted
  - o Materials approved may be posted for a maximum of two (2) weeks
- It is recommended that all flyers include a space (2"x1.5") for the approval stamp.
- All flyers must have either an e-mail or a link to an organization social media page where possible attendees or participants can contact if they have any questions.

- Once approved, each copy of an approved flyer must be brought in to KU 241 to be stamped for approval prior to being posted.

Bulletin boards in residence halls and apartments are considered "closed." Materials must receive initial approval from Center for Student Involvement before being considered for approval by Area Coordinators of respective buildings. Please go to the front desk of the building to receive approval. No external flyers will be approved for posting in residence halls.

Total Boards (including residence halls) = 160 Total Boards (excluding residence halls) = 32	
Kennedy Union: No bulletin boards, digital advertisements.	**McGinnis Center:** Main Entrance: 1 Laundry Room: 1
Miriam Hall: Floor 1: 4 Stairwells: 3	**Fitz Hall:** Main Entrance: 1
Science Center: Floor 1 near entrances: 5 Floor 1 hallways: 5 **Anderson (Business):** Floor 1 near CPS rooms: 2 **Roesch Library:** Ground floor next to Blend: 1 **St. Joe's:** Right of Main entrance: 1 **Zehler:** Floor 1 stairwell: 1 **Humanities Center:** Floor 1 Entrances: 4 **Kettering Labs (Engineering):** Main Stairwell: 2	**Residence Halls - Gosiger Hall:** Drop off all approved materials for following residence halls in Gosiger Hall room 210 (128 total flyers) Gosiger Room 210: 3 Caldwell: 3 Founders Hall: 10 Garden Apartments: 9 Marianist: 13 Marycrest Complex: 34 North Neighborhood: 4 South Neighborhood & Irving Commons: 4 South Quad: 14 Stuart Complex: 19 Virginia W. Kettering & 819 Irving: 15

Digital Signage in Kennedy Union

Student organizations wishing to advertise on digital signage in Kenndy Union should request the advertisement on the event registration form in *1850*. Additional information about digital signage can be found on Porches at https://porches.udayton.edu/group/studev/leadership/involvement/ku/signage-request.

Hangar Windows

Recognized student organizations may use the Hangar windows (middle or north sections; each section = four glass panels) to advertise for events throughout the year. Organizations wishing to use these windows must contact the Center for Student Involvement by stopping in KU 241 or calling 937-229-3333. Organizations can only reserve the windows for a maximum of one week. Time of reservations is Monday at 12:00 noon to the following Monday at 10:00am. Organizations need to have their advertising removed prior to 10:00am the following Monday for the next organization to use. Only dry erase markers for glass (preferred) or washable window paint can be used and posters can be no larger than 8.5"x11". If the organization fails to remove advertising, the student organization will be charged a cleanup and removal fee of $50.00. Sticky notes (post-its) may also be used, but any other materials cannot be affixed to the Hangar windows.

Sheet Signs

- Recognized student organizations posting messages on sheets hung on houses must have sheets approved in Kennedy Union 241.
    - o Sheets may advertise registered events only. General messages (welcome to campus, etc.) may be approved at the discretion of the Assistant Director, Associate Director, or Executive Director in the Center for Student Involvement. All posting guidelines must be followed.

Campus Signage Policies

Temporary Exterior (Outdoor) Signage

Temporary exterior (outdoor) signage is used by various groups on campus throughout the year as informational, directional, and special event signage. Please note the following requirements for such signage:

- Any signs that are staked into the ground, whether utilizing metal or wood stakes are not permitted.
- Signs that are on weighted bases or 'easel' type are permitted and can be used by following the steps below ("Reserving exterior signage for your event").

Reserving exterior signage for your event:

- Please go to: workorder.udayton.edu and click the link for "Faculty and Staff (Campus Buildings)" "Submit New Academic Request." Complete the work order information by providing the location of your event, timeframe, contact name and phone number, University ledger account number (FOAPAL which can be found in 1850, using the Student Organizational Financial Tool), and how many sign holders you will require.

- Facilities Management will contact you to confirm your request, and at that time information will be provided on the size of the sign inserts for the holders that are reserved for your event. Please note that your organization is responsible for providing the inserts that must be professionally printed; hand lettered inserts are not acceptable. Your Ledger account number must be provided in the event that sign holders are damaged or not returned, at which time the account number will be charged.
- You will be responsible for any necessary distribution of the signs around campus.

Temporary Interior Signage

- Please note that temporary interior event or directional signage is not permitted to be taped on walls, doors, door frames, glass, or any other surface.
- The University stocks a limited number of movable interior sign holders for use for special events at Kennedy Union and River Campus (1700 S. Patterson).
    - To reserve interior sign holders for Kennedy Union, please contact the Center for Student Involvement (937-229-3333) to check availability.
    - To reserve interior sign holders for special events at River Campus, please submit a work order at https://udayton.edu/facilities/requests/work_requests.php.

Food Policy - Kennedy Union

University of Dayton groups are defined as those having a campus ledger account, or student groups that are recognized by the Center for Student Involvement. To be considered for any packages/deals from catering, you must have your menus selected within the following time frame:

- Meals, Receptions, Large Deliveries - 10 business days in advance
- Pickups, Breaks, Bag Lunches, Small Deliveries - 5 business days in advance

This allows Catering Services the opportunity to prepare your function properly for the best results. **The Early Order Discount does not apply to delivery charges, labor charges, equipment or linen rental, water service, or alcohol service.** In order to provide the quality of food and level of service our clients deserve, we will continue to accept new orders only until we reach the limit of our service capabilities. Factors such as kitchen production capability, availability of delivery staff and servers, and the number of transportation vehicles required are considered.

- Outside food cannot be brought into the Kennedy Union or the KU Central Mall.
- If food is necessary for an event, please contact Catering Services at 937-229-2216.
- Any campus organization or department can bring outside food (using America to Go through *Runway*) into the Adele Center.
- Groups bringing food into the Adele Center are responsible for cleaning up and emptying their trash into the dumpster.
- No food or drinks are allowed in the Boll Theatre, Chudd Auditorium, or O'Leary Auditorium.

Food Safety

Food safety should be a top priority of the organization when planning events with food. The following information should be carefully read before preparing and serving food to others.

Providing/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!
    o 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.
    o 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!
    o Always use clean cooking utensils and materials.
    o Use one cutting board for fresh produce (fruits, vegetables) and a separate cutting board for raw meats (fish, poultry, game).
    o NEVER defrost food at room temperature (use the refrigerator, microwave, or cold water).
    o Cook food immediately after thawing.
    o Sauces using marinated raw meat should not be used on cooked food.
- Cook—Cook to proper temperatures!
    o 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.
- o Check the temperature in several places to make sure the food is heated all the way through—wait for 10-15 seconds to ensure an accurate reading.
● Cover/Chill—Refrigerate promptly, do not allow food to set out more than 2 hours for consumption!
- o Bacteria multiply rapidly between 41°F and 135°F—this is called the "Danger Zone".
- o Don't forget to keep cold foods cold and hot foods hot! Have a plan for keeping food at proper temperatures throughout the event and handling/serving.
- o For more information, go to www.fightbac.org
● For the full "Cooking for Groups - Food Safety" document, visit the Center for Student Involvement website.

Food Truck Guidelines

The University hosts food trucks on campus a few times each year. For more information, contact the Center for Student Involvement. 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, and the event must be registered in 1850.
- ● Food trucks must be on public roads and must be legally parked or part of a campus event in partnership with UD Procurement.
- ● Food trucks cannot use any University utilities and cannot plug into the electrical outlets.
- o Vendors must have adequate licenses and documentation from Public Health for Dayton and Montgomery County.
- o http://www.phdmc.org/food-protection/food-protection

Guest Speaker Request Approval Guidelines

A "Guest Speaker" is anyone external to the University of Dayton (not a current student, faculty or staff member).

A Recognized Student Organization member must complete and submit the event registration form online at least 4 weeks prior to the event date and provide all information requested about the intended guest speaker.

The Executive Director of the Center for Student Involvement (EDCSI) will complete a preliminary review and approve academic organization requests that are directly related to their field of study. The EDCSI may, if additional information is needed, consult the following areas for feedback.

Campus Ministry	Public Safety/Chief of Police
Media Relations	Dean of Students
Legal Affairs	Audit and Risk Compliance

Government and Regional Relations Adviser(s) to the requesting Organization

The consulted areas will consider the answers to the following questions when making a recommendation:

- Is the speaker a known expert in the field?
- Could the controversy of a particular speaker over-shadow their talk topic?
- Context matters-what/where was their last event?
- What is their social media presence?
- What is the history of the person on other campuses? Our campus?
- What is the potential impact to UD's reputation (when it goes right or wrong)?

- Where is the speaker or event venue?
- What are the security needs and costs for this event?
- Is the event for students only or is it open to the community?
- How does the speaker/theme of the event advance the educational goals of UD as a Catholic and Marianist university?
- Does this event accord with the University's Political Activity Policy?

At the conclusion of the review, the recommendation will be submitted to the Vice President for Student Development (VPSD) who will make a final decision. If it is determined that further review is warranted, the VPSD will consult with the Provost and the President. Once a final decision is made, the VPSD will notify the Executive Director of the Center for Student Involvement who will notify the organization with a final decision within 2 weeks of the request submission.

Imprinting, Logos, And Trademarks

University of Dayton student organizations, through the process of becoming recognized, may use the University of Dayton name and/or represent the University at all times. Therefore, any and all items that student organizations imprint (with or without the University logo and/or organization name) must be approved by the Center for Student Involvement **prior to imprinting**. This is required for all materials for personal/organizational use as well as fundraising materials.

Omnisource Marketing

Organizations using University funds to purchase imprinted materials need to use the University preferred vendor, OmniSource. OmniSource is the exclusive University vendor for imprinting and it is the expectation that all student organizations use them for your imprinting needs. Please contact the Center for Student Involvement for assistance.

Imprinting Form

- The imprinting request will be sent to the Center for Student Involvement and staff will review to ensure content is in line with the values and mission of the University.
  - Your adviser **MUST** approve the imprinting request in order for CSI staff to approve.
- If approval is granted, the student organization will receive an email saying that they are approved to imprint the item(s) requested.

- o Once approval is granted, student organizations may contact OmniSource directly at dayton@omnisourcemarketing.com.
- If the imprinted item is being used for sales, fundraising, etc. then that activity/event must also be registered as an event within *1850* first, before the Imprinting form is completed.

Events with Minors

Any student organization that has contact with minors on *OR* off campus at any point will need to complete the University-required training through an online module video. This is required for all members of the organization that will be in direct contact with minors. This training can be completed online via the Legal Affairs webpage on the University of Dayton site. It is located under Children On Campus & Working With Minors Tab. This training is required prior to any interaction with minors and needs to be completed **once per academic year**. If you have any questions about the minors on campus policy or anything else related to working with minors, please contact the Center for Student Involvement.

- Training can be found through this link: https://udayton.edu/policies/legalaffairs/minors-policy/minors-policy-training.php

Music, Performing Acts, Noise, and Showing Movies

Music played by/for student organizations, including at table hours, events, and by student or contract artists must respect the values and mission of the University of Dayton, which includes no lewd behavior, profanity, or material that degrades the dignity of others. ***All music MUST be material that is "radio friendly" and acceptable for all-ages.***

Musical Artists & Performers

Additional clauses may be needed for contracts/agreements with musical and performing acts. Anytime a contract is used for talent performing, please add the following to the contract as an additional stipulation:

> *"The University of Dayton is a top-tier Catholic university with offerings from the undergraduate to the doctoral levels. We are a diverse community committed, in the Marianst tradition, to educating the whole person and to linking learning and scholarship with leadership and service. All performers must respect the values and mission of the University of Dayton, which includes no lewd behavior, no excessive profanity and no material that degrades the dignity of others. Performers MUST use material that is "radio friendly" and acceptable for an all-ages show."*

Noise

During table hours and other student organization events in and around Kennedy Union, music played must follow the above guidelines. In addition, music must be played at a reasonable level knowing that class and other University business is taking place in surrounding buildings. All outdoor events with amplified sound will have end-time restrictions based on local ordinances. Student organizations that fail to comply with noise expectations may face restrictions on future outdoor events.

Showing Movies

Please remember that streaming sites do not give you permission/rights to show the movie in a public fashion. You will still need to purchase the movie rights. A public viewing of the movie would be if your organization was hosting an event open to campus either outside or even inside a house. If you are in need of assistance, or if you have more questions, please contact the Campus Activities Board Adviser within the Center for Student Involvement.

Political Activities

Per Section 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 Section 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.

This policy can be found by clicking on the "Policies" link found on the footer of every UD webpage, then clicking on "Finance and Administration Policies" and then "Political Activities Policy."

Note that *"Door-to-door campaigning in the student neighborhood is permissible in compliance with University policy. Door-to-door campaigning in the residence halls or in other University buildings is not permissible. Students may place campaign advertisements (e.g. signs): in the windows of their University housing (residence halls, campus housing or apartments) and inside their residence hall rooms, apartments, or houses in compliance with University and residence hall policies. Bedsheets used as campaign advertisements are permitted in compliance with the general practice and regulations of bedsheets placed on student housing. However, faculty, staff, and students may not place political advertising on other University property or public areas of University Housing (e.g. University lawns)."*

For further information regarding forums, debates, student media, use of University facilities, voter registration, hosting a political candidate actively running for office, etc. please review the Political Activities Policy in its entirety, or contact the Center for Student Involvement.

Events with Alcohol

Only recognized student organizations that have liquor liability insurance will be able to host an event with alcohol both on or off campus.

Student organizations are not permitted to host any event with alcohol within the first 2 weeks of each semester in order to complete all trainings and requirements.

STUDENT ORGANIZATIONS SHOULD PRACTICE SAFE AND HEALTHY BEHAVIORS AND DECISION MAKING WHEN HOSTING EVENTS.

Registering an Event with Alcohol

Due to the level of risk, organizations need to notify the office of fraternity sorority life of their requested event with alcohol at least 21 days before the event. Organizations need to register the event in 1850 at least 14 days before the event. if requirements are not met, the event will be denied.

Requirements prior to registering for an event with alcohol:

- 90% of organization members will need to attend Event Management Training (EMT) provided by the Center for Student Involvement prior to the organization being eligible to host events with alcohol. The president, vice president, treasurer/secretary, event planner/ social chair, and risk management chair MUST be part of the 90% present for the training.

- Organizations will schedule this training with the Assistant Director of Student Life (Student Organizations) or FSL Coach (fraternities and sororities). The EMT training will educate members on identifying and managing risk, being an "upstander," and how to register and administer an event with alcohol.

The event MUST be registered and a Risk Management Plan must be completed. This plan needs to be filled out completely and thoroughly to the satisfaction of Fraternity and Sorority Life/Student Life staff within the Center for Student Involvement.

- When co-hosting an event with alcohol with another university-recognized student organization, the risk management plan will need to be completed jointly with the other organization(s) to have a coherent and unified protocol in the event of an emergency or incident.
  - Both organizations need to register the event in 1850. Among themselves, the organizations must determine who the hosting organization is and who the co-hosting organization is.

Additionally, organizations must add the "Event with Alcohol" waiver to the event registration. This is done before the event is submitted under the "advanced options" section in the event registration.

- All guests and attendees are required to register and submit the waiver prior to arriving at the event.

The fraternity or sorority risk management chair must attend the Risk Management Meeting with their Fraternity and Sorority Life Coach. FSL Coaches will go through a Risk Management Checklist. A completed checklist will be required for final approval of your event. These meetings must be executed at least 14 days prior to the day of your event

- When co-hosting an event with alcohol, both chapters MUST have representation at the Risk Management Meeting in order to assure that both organizations understand their responsibilities regarding the event's risk management.

Hosting Events with Alcohol

Organizations hosting events with alcohol are allowed to have cash bars only. **NO OPEN BARS.** In addition, arrangements with third party vendors can only include drinks with alcohol sold by the individual unit. Non-alcoholic beverages and food items (not limited to those that increase thirst/consumption) must be provided.

All participants (members and guests) will need to complete and sign a release and agreement with their emergency contact information via 1850. Participants will not be able to RSVP to the event until the event is approved. Remember, emergency contact information should be the first person the individual wants contacted in the event of an emergency.

- Individuals/participants cannot list their friend/roommate as their emergency contact. Your organization is responsible for the information submitted on every form.

Incompleteness, missing, falsifying, or not satisfying the requirements for an event with alcohol will result in the event not being approved. Therefore, the event will not be allowed to occur and may result in possible organizational and individual consequences. Any event (including events with alcohol) not registered will be considered a violation of CSI guidelines and the Student Code of Conduct resulting in possible sanction(s) including loss of recognition status.

A guest list must be created using the Register/RSVPs from the registered event in 1850. The attendee/guest list must be shared with the Fraternity and Sorority Life staff following the event with alcohol within the "Post Event High Risk Review."

Event Monitors are required for all events with alcohol regardless of location.

- Designated event monitors should consist primarily of members over the age of 21.

- Event Monitors must complete the Event Management Training with their student organization. Trainings can be scheduled through Fraternity and Sorority Life.

In order to qualify as an event monitor, students identified as Event Monitors are not permitted to consume alcohol prior to, during, or after the registered event. More details are included in the mandatory Event Manager Training.

On-Campus Events with Alcohol

For student organizations wishing to host or co-sponsor an event with alcohol on campus, please review and complete the following additional requirements:

1. Register the event in 1850 following all requirements listed in the "Registering an Event" section of this guide.

2. Catering Services is the sole third party vendor for organizations wanting to host an event on campus with alcohol.

3. On campus events with alcohol can only take place in Kennedy Union.

4. Additional requirements may be set forth by the Center for Student Involvement.

Off-Campus Events with Alcohol

For student organizations wishing to host or co-sponsor an event with alcohol off campus, please review and complete the following additional requirements:

1. An organization must rent a room, area, or venue closed to the public during your event.

   a. A "Third Party Vendor Agreement" must be submitted at least two week prior to the event. This form signifies that the business/venue management and staff will abide by all local, state, and federal regulations when hosting a student organization event with alcohol. This form can be submitted either electronically (through 1850) or by paper.

   b. Security must be present during the event to ensure the event is private (closed to the public) and that all participants are abiding by proper state and federal alcohol-related regulations. Please contact the venue for their preferred/required security needs.

      i. If the venue does not require or have a preferred vendor for security, please contact CSI for assistance.

2. Confirmation of Third-Party Transportation must be provided. An uploaded email confirmation, electronic receipt, etc. is required. Remember, students cannot sign contracts!

3. **A rental agreement is considered a contract, and students cannot sign contracts on behalf of the University of Dayton and/or a Recognized Student Organization. Please submit all contracts to CSI at LEAST THREE WEEKS prior to the event for review and signature.**

Risk Management/Event With Alcohol Trainings
- Event Management Training (EMT) – Your source for information on planning safe and exciting events! Learn about holistic risk management and bystander intervention. As a reminder, Event Management Training is required to plan any event with alcohol, and is strongly encouraged for all student event planners. Dates, times, and locations of these offerings are available online through 1850 under the CSI portal in the Events tab.

Events With Alumni

Events with alumni in attendance must be marked as such in the registration form on 1850. Alumni attendees are considered guests of the student organization and the organization should communicate the guidelines of the event to the alumni. Events that are hosted by the Alumni/Dayton Chapter of the organization are not hosted by the student organization but the organization needs to register the event and be marked as attending the event.

 If that event includes alcohol, the student organization must follow all CSI guidelines. If the event, hosted by non-students, does not permit students to follow all of the CSI guidelines, the organization would need to register their attendance as an event without alcohol and not consume any alcohol at the event.

Events With Parents

Events with parents in attendance must be marked as having external participants in the registration form in *1850*. Parents are considered guests of the individual student they are the parents of. All information and guidelines around the event need to be communicated to the student who will need to inform the parents.

If the event is an event with alcohol, all parents must be included on the guest list, and all parents must sign the release and agreement. If the event requires transportation, all parents must use the 3rd party transportation unless the event is at a hotel and parents are staying at that hotel and are able to walk to the event. Students under the age of 21 cannot consume alcohol at an event registered by their organization or attending another organization's event, even if alcohol is purchased by and in the presence of a parent.

Travel

Student organizations are expected and required to uphold the University *Student Standards of Behavior* and *Code of Conduct* at ALL times. Student organizations traveling off campus to and from events are to abstain from behavior that is not reflective of their mission, vision, and values along with those of the University of Dayton and the Center for Student Involvement.
- For all travel events, a Risk Management Plan needs to be filled out and submitted in 1850 to the Center for Student Involvement.
- All events with alcohol must be registered and approved as such. Trips off campus must be alcohol free (unless the event is not overnight, and the organization has liquor liability insurance and has met all of the requirements from CSI for an event with alcohol). Members, regardless of age, are not permitted to consume alcohol during any part of your organization's trip.
    - o This applies to all organization members regardless of age.
    - o This also applies to students who wish to separate from the group during a trip. The individual(s) may not leave the group and consume alcohol at any point during the trip.

- The definition of an organizational trip is as follows: A trip where a recognized student organization is participating in any activity as an organization begins at the time the members leave the University of Dayton and concludes at the time the organization returns to the University of Dayton. Members are representing the University of Dayton and their organization at all times when on an organizational trip.
- If the trip is overnight, organizational members (individuals or as a group) may not participate in any behavior that violates the Student Code of Conduct or the expectations listed above. No overnight trips with alcohol will be approved.

Travel Finances and Reimbursements

Students wishing to travel on behalf of a student organization must follow the proper policies outlined below to ensure the most efficient processing possible.

- For all travel events, a Financial Request Form needs to be filled out and submitted in 1850 to the Center for Student Involvement.
- Students who wish to be reimbursed by a University department or ledger account must submit itemized receipts (not just credit card receipts) for all purchases that are to be reimbursed. Snacks, soda, water, etc. will not be reimbursed unless purchased as part of a meal. Please see the sponsoring department for additional considerations.

Domestic & International Travel Options

To ensure that student organizations are appropriately prepared to travel, it is expected that planning takes place at least **4-6 weeks** prior for domestic travel and at least **6-8 weeks** prior for international travel. For international travel, student organizations **must** work with CSI to contact the [Global and Intercultural Affairs Center](#) and work with the staff to ensure proper planning for trips outside the continental United States. All off-campus travel for organizational purposes must be registered regardless of time and distance from UD or the number of students traveling.

Ground Travel

- Third Party Transportation—contracting a charter vehicle with a third party vendor who has insurance coverage.
    - This is a requirement for all events/trips that involve alcohol and do not qualify for a walking exception.
- University Vans/Vehicle—borrowing or renting a University vehicle for any registered University event/trip.
    - All organizations must have enough drivers that have completed the proper driver certification process through the office of Environmental Health and Safety/Risk Management, click [here](#) for more information.
    - Students and advisers must apply for University driver certification **every year**.
    - All who are certified to drive a University vehicle are responsible for reporting any changes in individual driver's license status/points to the office of Environmental Health and Safety/Risk Management immediately.

- ○ University vans cannot carry more than 12 passengers (including the driver) at any given time. Seats may be removed to insure that only 12 passengers will be seated with a proper fitting safety belt being worn. UD vehicles are alcohol and drug free spaces. Use or transportation of either substance is prohibited. If your organization qualifies to rent a University of Dayton van, a reservation can be made by following this link:
  - ■ https://udayton.edu/finadmin/divisions/fss/procurement-payable-services/vehicle-management/car-van-rental.php
  - ■ Please contact Sondra Harris at 937-229-3868 for questions about the program.
  - ■ In the comments section of the online form, please include your faculty/staff adviser's contact information.
- ● Rental Vehicles—renting a vehicle through one of the national rental car companies with whom the University of Dayton has engaged in partnership.
  - ○ Students choosing to rent a vehicle for a registered event/trip are not permitted to rent a van that will hold more than 12 passengers.
  - ○ The University of Dayton has reached an agreement with *Enterprise* car rental so that they will rent vehicles to drivers under the age of 25 who are requesting a rental on behalf of a recognized student organization event/trip. For details, go to the University Travel and Entertainment Policy page.
- ● Personal Vehicles—using a personal vehicle that is insured by a University of Dayton student, their parent/guardian, or another university employee.
  - ○ Using a personal vehicle should only be considered when a UD van and/or a rental vehicle is unavailable.
  - ○ Any personal vehicle being driven must be properly insured through the state of registration and the driver must be an insured driver.
  - ○ The individual insurance policy on that vehicle will always be the primary coverage policy in the event of an accident/incident. The University does not provide coverage for personal vehicles or its occupants.
  - ○ It is highly advised that students who are driving a vehicle that is not registered in their name, contact the vehicle's owner (parent/guardian) to inform them of any upcoming event/trip.
  - ○ Drivers will still need complete UD driver certification.

Air Travel
- ● Students should use the University travel affiliate *Concur* when booking commercial flights for student organization related events and work closely with the Center for Student Involvement.

5k Guidelines and Map
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. After you have reserved the space with CSI and have submitted the event registration form, please contact Ben Heller with Campus Recreation to confirm and plan for the space at the entrance to the RecPlex, which is near where the route begins. 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.)

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.

Additional requirements
- **Register the 5k in 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 all 5K events**. 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 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: https://udayton.edu/studev/health_wellness/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.

- **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 the 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.
- **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 do the same 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 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.)
- **Color Runs** – Student organizations CANNOT host color runs.
- **Chalk / Directional Signage** – Chalking sidewalks/roadways on campus is prohibited. Please contact the Public Safety to gain access to cones and safety vests for volunteers.

Map: (To view larger version of map go to
http://www.udayton.edu/studev/_resources/files/studentlife/5k_course.pdf)

Paint/Tie-Dye/Dunk Tank Guidelines and Map

Painting/tie-dye activities are only permitted at specific locations (these spots are highlighted in the maps below, Central Mall on the left and at ArtStreet on the right). A tarp must be placed on the grass; you cannot paint or tie-dye on any hardscape surface. All paint must be water-based, such as fabric paint and/or acrylic paint. Your organization's faculty/staff adviser, or other faculty/staff member, must be present during the activity. Any damage to grounds/facilities or clean-up required after the organization has left the event space will result in the organization being invoiced by Facilities Management.
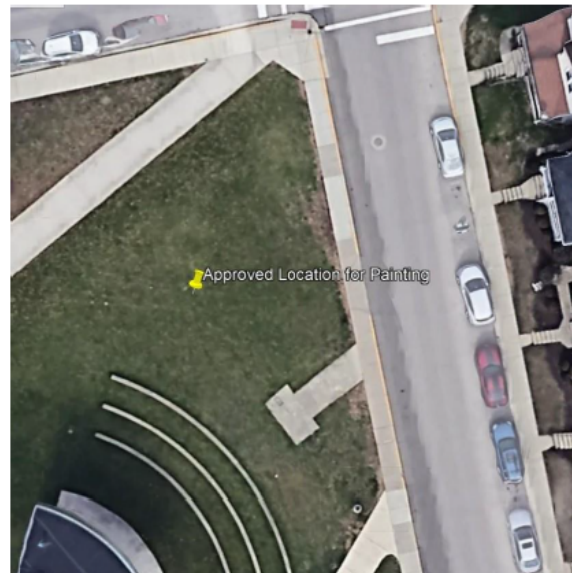
Tarps

In partnership with Housing and Residence Life, they have provided tarps that are available for student organizations to check out for outdoor events. There are a limited number of tarps available and students can check out the tarps between 8 AM and 8 PM. Student IDs will be required. The Desk Assistants at 461 Kiefaber will be able to assist you.

Dunk Tanks

Events with dunk tanks can only take place in two locations: Humanities Plaza and the KU Patio/Central Mall near the fountain.

Humanities Plaza: **KU Patio/Central Mall:**

- Complete a Facilities Management Work Order for access to the water (key) and hose. Water is located on the west side of Alumni Hall.
- Delivery truck for the tank can drive onto the brick plaza to where the arrow points (east side of circle on lower plaza).

- Complete a Facilities Management Work Order for access to the water (key) and hose. Water is located on the south side of KU (near the dining area).
- Delivery truck for the tank can drive onto the bricks to where the arrow points (northeast of fountain).

Event FAQs

Q. **What is considered an event and should be registered?**

A. An event is anything that your organization, an individual in your organization, or a group of individuals from your organization are representing, hosting, or sponsoring. Organization meetings are considered events, and MUST be registered.

- Ask yourself, am I or are we participating in this as members of our organization or are we doing this as individuals with similar interests?

- How does this look or appear to the average student or community member?

Q. **If I, another individual, or group of individuals from our organization are 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 in 1850 and approved through CSI.

Q. **If there is a gathering at my house and the majority of individuals are from my organization, this is not an event, correct?**
A. That depends; how is it going to be perceived if there is an emergency or incident that occurs and 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? How would a guest at the event reply to a question regarding the location and nature of the event? These types of questions can be the difference in determining an event needing to be registered or if the event should occur. When in doubt, it is best to ask!

Q. **My organization is imprinting t-shirts internally for our organizational members. Does this need to be registered?**

A. Yes, all imprinted items MUST be registered and approved using the "Imprinting Form" prior to printing. There is a form online through 1850 in every organization's portal that lays out the steps needed to get your organization's swag approved.

Q. **Are there any times or restrictions where events cannot occur during the academic year?**

A. All student organization events (except for study tables) are prohibited during:

- Study days, weekends before final exam periods, and finals exam weeks

- The eve of the Stander Symposium, the day of the Stander Symposium, and during the "Celebration of the Arts"

- Student organizations wishing to host events on campus on St. Patrick's Day (March 17) and Halloween (October 31) may only host events open ONLY University members (no outside guests will be permitted on campus). This restriction includes the weekend before or following depending on what day the holiday falls on. **No events with alcohol are permitted on St. Patrick's Day or Halloween, regardless of location.** More information will be provided by CSI leading up to these dates.

- Events with alcohol are only permitted on Fridays and Saturdays and must be approved by CSI.

- The Center for Student Involvement reserves the right to place additional event restrictions during specified times throughout the year.

Q. **Are there restrictions related to initiating new members into my organization?**

A. Initiation into campus organizations must be registered as an event with the Center for Student Involvement and 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.

Q. **How can my organization get information on who's planning to attend my event?**

A. Events that are open either to organization members or for the entire UD community have the ability to collect RSVPs. This is extremely helpful when planning events that involve a specific number of things (e.g. food, seats on buses, T-shirts, etc.).

Q. **How does my organization take attendance at my event?**

A. Organizations can take registrations and attendance by utilizing 1850. Once a registered event is approved, the "RSVP" feature allows groups to collect information and fees (if applicable) from registrants. Organizations can also take attendance through 1850. On a computer, open the event in 1850 and click the "Track Attendance" button. On a smartphone, use the CampusGroups app, open the event in the "Events" tab, click the three dots at the top right of the event, and click the "Check in Attendees" button. Here, you can check in RSVP'd attendees, search for anyone on campus, or scan an individual's QR codes.

Q. **What is a community disturbance and what happens to our organization if we are involved?**

A. The Student Code of Conduct states:

A community disturbance encompasses a wide range of behaviors. Such incidents can include harmful or destructive conduct including violence, damage to or destruction of property, blocking sidewalks/streets in disregard of police and/or other authority's order, setting fires, throwing glass bottles or other objects, refusing to vacate an area where such activity is occurring, or any other highly egregious or reckless behavior that compromises the safety and security of the University community or the ability of the police and other authorities to maintain order.

Alcohol FAQs
Q. **Can my organization host an event with alcohol?**
A. Only student organizations with liquor liability insurance can host an event with alcohol. The liquor liability insurance should be on file with the Center for Student Involvement. Student organizations wishing to host an event with alcohol on or off campus need to register the event and complete all outlined requirements on the following pages for an event with alcohol.

Q. **Are there restrictions around what people can engage in before, during, and after our event?**

A. Yes; student organizations are responsible for managing organization activities before, during, and after the event. Pre-gaming (the consumption of alcohol prior to the registered event),

abuse of alcohol at events registered with alcohol, and hosting/participating in after parties with alcohol are all prohibited.

- Pre-gaming is prohibited before all registered and unregistered student organization events. This behavior is restricted to ensure the health and safety of all (participating organization members and guests. Prohibited pre-gaming includes gatherings of organization members or guests before an event that includes alcohol.

- After parties are prohibited after all registered and unregistered student organization events. This behavior is restricted to ensure the health and safety of all participating organization members and guests. An after party includes any gathering of organization members/guests that includes alcohol and occurs after a registered or unregistered event.

Q. **Our house has members in our organization. What if we have people over to drink? Is that considered an unregistered event with alcohol?**

A. Probably; as a house, it is common to invite of-age individuals over to hang out for a variety of reasons, however, if your housemates are also organization members (regardless of housing type and status) and an invitation is sent to a number of people (especially other organizational members), it can be construed as an unregistered event with alcohol with possible violations of the Code of Conduct. If a reasonable person would associate the gathering with your organization, it is likely considered an event. Please be cognizant of who you invite, how many people are present, and if you know most of the individuals present. The University does not tolerate gatherings where high-risk, illegal, or prohibited behavior is occurring. By paying attention and being responsible to yourself, your organization, and your community, you will be able to limit possible violations.

Finances

All Recognized Student Organizations represent the University of Dayton and must follow the policies and procedures outlined by the University. Student organizations **must** have a Ledger Account with the University of Dayton to complete financial activity. Student organizations should have a designated treasurer or equivalent officer who maintains detailed records of all withdrawals and deposits. The Accounting Book feature is available in *1850* and will be the source in which students can track their organization's finances.

Student organizations may not have outside bank accounts or utilize outside methods of fundraising, funds collection, or payments without authorization. Student organizations that have an outside bank account may face disciplinary action.

Deposits

1. All income that is generated (for example, through dues or fundraising events) must be deposited in the established student organization account within 2 days of collection.
    a. Funds can be deposited at the Center for Student Involvement in Kennedy Union 241 (Monday through Friday from 10:00am - 2:00pm or by requesting an appointment through studentorgsmoney@udayton.edu).
    b. Funds not deposited through the established procedure **cannot** be guaranteed trackable by CSI.
2. Student organizations wishing to collect funds electronically should contact the Center for Student Involvement to explore available methods of online and electronic funds collection.
    a. Student organizations who utilize unapproved methods of funds collection (Venmo, PayPal, GoFundMe, etc.) jeopardize recognition with the University.
    b. Options
        i. Set-up store on *1850* organization page to allow for credit card purchases. A video tutorial is available at 1850 How To: Store Setup.
        ii. Checks and cash can be brought to the Center for Student Involvement, KU 241, between 10:00am – 2:00pm Monday through Friday or by requesting an appointment through studentorgsmoney@udayton.edu.
        iii. All organization funds should be deposited to the club's ledger account within 2 business days of collection

Withdrawals

1. Student Organizations can withdraw any or all of their account balance to pay for necessary goods and services using the following methods:
    a. Purchasing-card (P-card)
        i. Must retrieve tax exemption form from CSI before making purchase. Receipts with tax will not be accepted and will be the responsibility of the student organization to correct.
        ii. P-cards are available to organizations on a first-come, first-served basis through placing a financial request in *1850.* The Financial Management Tool is available to guide students through the p-card request process. Alternatively, students can follow this path to the form: Log into the organization account in 1850, select Money, then Budgeting, then click Request Payment (big, blue button).
        iii. If available, the student will receive an approval email from our CSI staff. P-cards must be picked up between 10:00am – 2:00pm Monday through Friday, or by appointment. Failure to pickup the p-card within the scheduled time may result in forfeiture of the reservation.
        iv. Since checking out a p-card requires a signature acknowledging the terms and conditions for p-card use, only the signer is authorized to make purchases. *Exchanging the card between members is prohibited*.

     v. The student who checked out the p-card must return original tax-exempt receipts with the p-card by 10:00am the following business day. Failure to provide original receipt(s) or return the p-card on time may result in the suspension of p-card privileges for the remainder of the semester.

  b. Travel Receipt Reimbursement

     i. Travel-related expenses such as meals, mileage, or parking fees, can be reimbursed by completing a Travel Reimbursement Form available in 1850 or from the Procurement and Payable Services [Travel/Entertainment Expense Form & Instructions](#) page in Porches.

     ii. Original tax-exempt receipts must be provided.

  c. Runway

     i. Payment Requests (Check Request) can be requested in Runway to pay vendors. Vendors must be established as suppliers in Runway. An invoice is required to complete the request.

        1. If your preferred vendor is not an established supplier in Runway, please email studentorgs@udayton.edu to request assistance adding the vendor to Runway (which will take additional time, and not all vendors may complete the paperwork necessary to be added to Runway).

     ii. Employee Reimbursements can be requested to reimburse students for goods purchased with personal funds to support the approved activities of the student organization.Original receipts must be provided and sales tax will not be refunded.

     iii. Non-catalog purchases can be requested in the event the organization has anticipated or regular expenses that require a Purchase Order. A vendor quote is required to complete this request.

NO CASH will be given out from University of Dayton Ledger Accounts

1850 Money Functions

Each student organization has its own portal in *1850*. Student organizations should use *1850* to track all of their financial transactions. Student organizations will receive a copy of the University's official student organization fund transaction records to reconcile against once per semester. Below are functions available under the Money section that outline the Center for Student Involvement's intended use for student organizations.

Accounting Book Tab
- The Accounting Book is where all transactions will be visible to the student organizations. Available money in the student organization's University fund will be under "Organization Ledger."
- Money awarded through [SGA](#) will be located under "SGA Fall/Spring Funding (22-23)" or "SGA Special Request Funding (22-23)." Please note that funds awarded through SGA will not be directly deposited into the "Organization Ledger." SGA Funds must be spent through SGA or treated as a reimbursement for a purchase made by the club.

Budget Tab
- The budget tab is where student organization leadership can submit financial requests. Financial Requests are mandatory for student organizations as the request allows members, advisers and staff to see/approve how student organizations want to spend funds.
- Requests can be made by selecting the *"Request a Payment"* (blue button) located under the *"Student Organization Financial Management Tool"* (red button) at the top of the Budgeting page.
- If students require guidance on how to complete financial requests then they should select the *"Student Organization Financial Management Tool"* (red button) to access step-by-step instructions for submitting requests.

Online Revenues
- The Online Revenues tab will allow members to see who has paid for which items sold through student organizations' *1850* stores (See CSI office for store set-up process and approval).

Gift Cards

If a group wishes to give away gift cards, they must truly be given as a gift or award. They cannot be used to reimburse individuals or used as payments. Gift cards should be for a specific location/store/restaurant and not be the credit card-type of gift card.
- Gift cards must be given away as gifts. They are not to be used by the student organization to purchase merchandise.
- Gift cards and prizes must be given away within 10 days from purchase. They cannot be kept for future events.
- If the dollar amount is over $1.00, you must complete a Prize Claim Form (available in CSI, KU 241) to provide the following information to CSI, along with the itemized receipt:
  - o Full name (first and last) of recipient
  - o Item that was received
  - o Exact dollar amount of item received; do not round dollar amounts
  - o Reason recipient received item

Financial Management Tool

The Financial Management Tool (located in *1850*) has been built with step by step instructions for student organizations on how to make purchases, deposit funds, identify FOAPAL, and answer SGA-related questions.

https://financial-management-training.s3.us-east-2.amazonaws.com/story.html

Travel

Travel must be approved and registered as an event in *1850* before moving forward with booking accommodations.

Once approved, student organizations must submit a financial request in1850 by using the Student Organization Financial Management Tool. The tool will guide travelers through the process of booking lodging, airfare, or vehicle rentals.

Student organizations cannot travel with a p-card to charge additional travel expenses nor can they make a cash withdrawal. Should a traveler incur expenses such as mileage or fuel, meals, and parking fees, they can request to be reimbursed through a Travel Expense Reimbursement form, which is accessible through *1850*. Original, itemized receipts are required to be submitted with reimbursement requests.

Inactive/Defunct Student Organization Funds

Student organizations that fail to meet the requirements necessary to keep active status will have funds kept until the beginning of the next academic year, in the event the organization becomes active again. Funds in inactive accounts are non-refundable and cannot be redistributed to students.

After a full academic year without activity/written intent to restart the organization, funds will be distributed to other student organizations with similar missions or goals, at the discretion of the Center for Student Involvement.

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.
- Alcohol and/or the use of alcohol should not be used as prizes or gifts for events involving raffles/fundraisers.

- All fundraising must be in compliance with the *Student Standards of Behavior* and *Code of Conduct*, as well as the Ohio Revised Code.

    a. Gambling (e.g., poker, casino nights, etc.) is prohibited based on the Ohio Revised Code and the University Code of Conduct.
    b. Raffles that have no payment required for entry are acceptable under the conditions listed in the *Games of Chance & Gambling* section below.
    c. 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 fundraisers using/promoting alcohol consumption. 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.

Games Of Chance & Gambling

In compliance with the University *Code of Conduct* as well as recognizing 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 of age 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.

Funding Opportunities, Grants, And Sponsorships

SGA Funding

In accordance with the SGA constitution, SGA will provide funding to Recognized Student Organizations through a process set each year by the SGA Vice President of Finance. The budget and proposal system of funding to student organizations varies from year to year. For more information on SGA funding for your student organization, please check their website at: https://1850.udayton.edu/sga.

Student Engagement Grants

Supported by the Student Government Association (SGA), students can be considered for Student Engagement Grants. This grant funding is intended to support students with financial need who may have financial barriers that prevent them from participating in UD clubs/organizations. Applications are open each semester after 'Up the Orgs' and will be available for a two week period of consideration.

Students are considered for funding on an annual basis and funding will be limited to $250 per student per academic year. All applications will be reviewed by the Office of Financial Aid and students will be notified via email regarding the outcome of their application.

Sponsorships/Endorsements

Student organizations are limited to event only sponsorship. Student organizations who wish to reach out to the local community may do so, but will need to list all organizations/businesses communicated to in the event registration process along with what is being asked for. Large-scale events, external organizations and businesses should not be contacted due to the University's current partnerships. If your organization wishes to reach out to any large local, regional, or national organizations/businesses, please contact the Center for Student Involvement (studentorgs@udayton.edu) to obtain approval. Sponsorship by a company that violates a University exclusivity contract will not be permitted.

Donations

For tax purposes, student organizations are encouraged to accept donations through the University of Dayton donations page at https://www.udayton.edu/advancement/give/ . For more information and assistance, please contact the Center for Student Involvement (studentorgs@udayton.edu).

Crowdfunding and Other External Sources of Fundraising

GoFundMe, Venmo, and other external sources of fundraising are **prohibited** due to the student organization's relationship with the University and its tax exempt status. The University of Dayton has an approved crowdfunding program called Flyer Funder for student organizations to use. If you have any questions about fundraising opportunities or sources, please contact the Center for Student Involvement before participating.

Takeovers

The Center for Student Involvement encourages our student organizations to build relationships and partnerships with surrounding local restaurant businesses. Organization restaurant Takeovers are supported, as long as the business and organization have agreed on terms and the business has filled out and signed the 3rd Party Vendor form.

- Organizations will need the University's State of Ohio Tax Exemption number to act as a Non-profit 501C3 organization. Organizations can request the Tax Exemption number by emailing (studentorgs@udayton.edu) or stopping by the Center for Student Involvement (KU 241).
- Takeovers must be an approved event in *1850*.

Finances FAQs

All information and processes related to Student Org finances can be found in 1850 using our Financial Management Tool (FMT).

- How do I make a purchase or get reimbursed?
  - Select "Make a Purchase / Request a Reimbursement" in the FMT.

- o Select the funds you are requesting to spend, confirm the correct
  - o FOAPAL, and follow prompts that best describe which purchase you are trying to make.
  - o Runway purchases and reimbursements may take up to 2 weeks. Purchasing card requests are usually processed within 48 hours, but availability is limited.
- How do I deposit funds into a student organization account?
  - o Select "Deposit Money into Student Organization Account" in the FMT.
  - o Bring checks and/or cash to the Center for Student Involvement in Kennedy Union 241. Deposits are accepted Monday through Friday from 10:00am - 2:00pm or by requesting an appointment through studentorgsmoney@udayton.edu.
  - o Deposits have to be processed in three offices and may take up to 2 weeks to be visible in 1850.
  - o Funds not deposited through the established procedure cannot be guaranteed trackable by CSI.
- What is my student organization FOAPAL (account number)?
  - o Select "I need my FOAPAL" and follow the prompts in the FMT.
  - o This can be done at any time by anyone in a specific organization by logging into 1850.
- How do I check my group's Account or SGA balance?
  - o Select "Request SGA Funding" option to see instructions and timelines for each semester.
  - o Spring and Fall funding will be announced after SGA has reviewed all applicants.
  - o Special Request funding must be presented to the Senate in-person at a meeting.
- Can my group collect dues, sell items, or use FlyerFunder online?
  - o Yes, select "Collect dues or sell items online" in the FMT.
  - o Funds are typically transferred by the 20th of each month.

Email us at studentorgsmoney@udayton.edu for additional questions or assistance.

New Organization Recognition and Re-Recognition

If you are interested in creating a student organization, some categories require communication with and approval from an additional campus partner to receive permission to affiliate and become an organization at the University of Dayton. Please contact the Center for Student Involvement (studentorgs@udayton.edu) for further information and complete the "Re-Activate/New Organization Registration Form" located in 1850 (1850.udayton.edu).

Student organizations may apply for recognition at any time*. Official recognition is granted two times per year: End of Fall Semester and End of Spring Semester

1. Student organizations may be granted a provisional recognition status if all paperwork and all steps in the recognition process have been completed and approved through the Center for Student Involvement.

    a. Provisional recognition will be determined for each group by the Assistant Director for Student Life.

New Organization Requirements

1. Read the Student Standards of Behavior and Code of Conduct to understand rights and responsibilities of student organizations at the University of Dayton. Student organizations are expected to uphold all Student Standards of Behavior and the Code of Conduct.

2. Have a total of **at least five (5) University of Dayton undergraduate/graduate students** who are interested in participating in the organization (this can include those enrolled in the UD Sinclair Academy). Record these students' names, e-mails (udayton.edu account), and telephone numbers to include on the online registration form (1850).

3. Select a full-time University of Dayton faculty or staff member who is willing to serve as an adviser to your organization. For adviser expectations, please see information on the following page.

    a. Values-based Greek organizations must have a faculty/staff adviser, but may also have additional chapter adviser requirements. Please contact Fraternity and Sorority Life staff in the Center for Student Involvement.

4. Write a constitution for the organization; include by-laws if necessary. A sample can be found at:
https://cglink.me/2dY/dd06a8a9d67d266db0dbb184fbf7467ce21cbe1dfb2cdf32b78f34 2d472c55deb

5. Select officers for the organization. Each organization must have a President.

    a. It is suggested that your organization also have a Vice President, Secretary, and Treasurer (if finances are a part of your organization). Organizations are encouraged to structure their leadership according to their needs.

    b. All officers will be added to the CSI Student Organization Officers portal in 1850. This will be the main way the CSI will identify and communicate with student leaders of organizations.

6. Complete the registration form in 1850. Make sure the information submitted is valid and filled out to the best of your ability.

    a. Visit the link: "New Organization Form" http://cglink.me/s13075

7. Understand the rules and policies relating to student organizations by reading this resource guide and consulting with the Center for Student Involvement.

8. All new Recognized Student Organizations are required to have a University Ledger account to maintain any and all financial operations and records of the organization. New student organizations are not permitted to have outside bank accounts..

9. After the University of Dayton faculty or staff member confirms their role as adviser, and all paperwork is submitted via 1850, the Assistant Director for Student Life will schedule a meeting with the organization's leadership members to discuss timeline and calendar of future events along with proper registration procedures and policies.

    a. All approved organizations will be held in a probationary status and should not be planning large scale events or fundraisers without first discussing with the Center for Student Involvement.

    b. Organizations should be using the probationary period to work on recruitment and retention of membership and the overall sustainability of the organization.

Starting a student organization at the University of Dayton requires working with and following guidelines from the Center for Student Involvement. Any new Greek-letter organizations must be affiliated with a national/international organization. No local/independent Greek-letter organizations are permitted on campus (unless established prior to August 23, 2021). In the event a currently recognized local/ independent Greek-letter organization violates the Code of Conduct or Center for Student Involvement guidelines and they are suspended through University processes, they will not be permitted to return to campus as a local/independent Greek-letter organization.

Checkpoints, Officer Changes, and Annual Re-Recognition

Recognized student organizations will be required to complete two checkpoints throughout the school year. One checkpoint will be due at the end of each semester. These checkpoints will involve some reflection of the past semester as well as future plans for the next semester. Checkpoints should be filled out once per student organization and should be filled out collaboratively by incoming and outgoing officers if your organization has changed officers that semester. There will be a set date for updating 1850 with the new officers that will be before the checkpoints are due. **If officers are not changed the necessary students may not see that the checkpoints need completed or receive communication from CSI. Officer changes are the responsibility of the student organizations.**

Annual re-recognition will be included in the Spring semester checkpoint and will ask organizations to complete specific information including but not limited to their number of events, fundraising and donation amounts, and service hours. Registration for the following academic year's Up the Orgs will also be included.

Special Interest Housing

Student Organizations can apply for Special Interest Housing as a student organization. This is processed through the annual process within the Housing and Residence Life office. The quality of your application will affect whether your group will be awarded/able to retain a Special Interest House. Because these houses are representative of groups and are readily identified with their group, they have a higher standard to uphold. In addition to the expectations of all Special Interest Houses, Legacy Houses have a set of additional expectations.

1. **Walk-throughs:** All Legacy Special Interest Houses will be required to participate in one scheduled walk-through each semester.
2. **Alcohol:** The use of alcohol containers, packaging, or signage for decoration is not permitted in common areas of Special Interest Houses/Addresses.
3. **Warnings/Citations:** Citations or warnings from any University official could result in a review of Legacy status for the group.
4. **Adviser(s):** All Legacy houses, similar to other Special Interest Houses, must have a faculty/staff adviser for the house
5. Recognized Student Organizations are not permitted to have an organization house (University-owned or otherwise) unless it has been approved through the Special Interest Housing process. Only Special Interest Houses that are designated as Legacy Houses are permitted to have signage identifying the house by their Recognized Student Organization name.
6. Tents are not permitted for events at Special Interest Houses.

Additional regulations and qualifications will be published annually by
Housing and Residence Life Any questions about the process should be forwarded to the
Housing and Residence Life office at housing@udayton.edu or 937-229-3317.

Student Leadership Resources & Workshops

Educational Workshops

When the Center for Student Involvement hosts workshops, you and your organization can register through 1850 within the Center for Student Involvement's portal. All hosted workshops will be listed in 1850 under the "Events" tab located in the top middle of the screen. Within the tab you can review the upcoming events, workshops and trainings, and RSVP to the ones you would like to attend.

Student Leadership Ambassadors

The Center for Student Involvement- Student Leadership Ambassadors are now offering leadership presentations to student groups! Presentation topics can include: leadership development, discovering your own leadership style, group leadership, etc. For more information or if you would like to request a presentation for your student group please visit https://porches.udayton.edu/group/studev/leadership/involvement/leadership/workshops.

Standards of Behavior and Code of Conduct for Student Organizations

All Recognized Student Organizations MUST represent the campus community in a way that reflects the values that the University of Dayton espouses. This means:

- All student organizations, while on- and off-campus, are responsible for following the *Student Standards of Behavior* and *Code of Conduct*. Discipline issues that arise out of student organization behaviors will be handled through the Office of Community Standards & Civility (CSC) and the Center for Student Involvement. Information on student organization conduct can be found beginning on page 41 of the *Student Standards of Behavior and Code of Conduct*. If it is determined that individual students have also violated the policies, they will also be held accountable for their actions.

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 and Center for Student Involvement guidelines. 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**. You are also encouraged to seek assistance from the Center for Student Involvement staff.
- While holding a leadership position is important to the overall development of the student, students are here for academics and student leaders are expected to maintain good academic standing.
  - Student Leaders must maintain a cumulative 2.5 GPA or higher.
- In accordance with the *Student Standards of Behavior* and *Code of Conduct*, all students serving as an elected or appointed officer/leader must be in good disciplinary standing with the University to hold and/or maintain their office. This means:
  - "A student on probation is not permitted to serve in select leadership positions in student organizations as defined in the Student Organization Resource Guide, participate in the recruitment/pledge/initiation process of any fraternity/sorority and may experience additional restrictions and loss of privileges from varying programs and events as specified in the policies of such activities" (*Student Standards of Behavior and Code of Conduct,* pages 36-37).
  - The definition of a leadership position as it relates to this policy is as follows: A leadership position includes, but is not limited to the President, Vice President (or VP of specific area), Social Chair, Risk Management Chair, and Treasurer.
    - Understanding that every student organization is structured differently, the Center for Student Involvement holds final determination as to what constitutes a leadership position and the limitations of participation in the organization.
  - Students who are required to step down from leadership positions within a student organization will not be permitted to reserve campus meeting spaces, plan events in *1850*, or attend risk management meetings related to high-risk

events. These students should not serve in a volunteer capacity related to new-member education or orientation. Additional restrictions may apply.

Student Organization Conduct Exemption Clause

In an effort to better serve our student organizations and support positive behavior, the Center for Student Involvement, along with the Office of Community Standards and Civility, encourages students to promote a safe and healthy environment. This is done by proactively and immediately reporting any possible, imminent, or occurring violation(s) of Center for Student Involvement guidelines, the Student Code of Conduct, or University policies at registered or unregistered Recognized Student Organization events by members or guests of the organization. Organizations who qualify for conduct exemption will not be held responsible for violations of the Code of Conduct unless it is deemed that the conduct was egregious in nature. In order to qualify for a conduct exemption, an organization must demonstrate that they:

1. Took immediate and appropriate action to successfully end all possible, imminent, or occurring violations of Center for Student Involvement guidelines, the Student Code of Conduct, and/or University policies.
2. Notified appropriate University officials in the moment.
    a. Could include: adviser, CSI staff, Public Safety, Community Standards & Civility staff
    b. If you are unable to reach your adviser and the incident does not rise to the level of notifying police or Public safety, email studentorgs@udayton.edu
3. Documented the incident, including a detailed description of what happened, all involved persons, timeline, how you responded, through intervention, prevention, or otherwise, who you notified and when, any follow-up that has occurred to this incident, and any additional pertinent information.
4. Schedule an in-person meeting with CSI staff within 1 business day of incident (Monday for any weekend incident).

Eligibility for a conduct exemption will be made by the Executive Director of the Center for Student Involvement and the Dean of Students Office.