# 2021-2022 STUDENT ORGANIZATION RESOURCE GUIDE


**COVID-19 INFORMATION FOR STUDENT ORGANIZATIONS**…… 2
**INTRODUCTION FROM THE CENTER FOR STUDENT INVOLVEMENT**…….. 2
STUDENT ORGANIZATION LEADERSHIP COMPETENCIES……... 3
**IMPORTANT DATES FOR ALL STUDENT ORGANIZATIONS**…….. 4
STARTING A NEW ORGANIZATION…… 6
**ADVISER EXPECTATIONS**……. 8
POLICIES/PROCEDURES FOR ADVISERS…… 9
**STUDENT ORGANIZATION STANDARDS OF BEHAVIOR AND CODE OF CONDUCT**……... 11
**UNIVERSITY'S HAZING DEFINITION**…….. 13
REPORTING HAZING AND CONTACT NUMBERS FOR ASSISTANCE…… 14
ADDITIONAL RESOURCES FOR HAZING PREVENTION……... 15
**ADMINISTRATIVE REQUIREMENTS FOR RECOGNITION/RE-RECOGNITION**……... 16
RE-RECOGNITION PROCESS (CHECKPOINTS AND ANNUAL RECOGNITION)..... 16
**STUDENT ORGANIZATION EVENT EXPECTATIONS & REGISTRATION REQUIREMENTS**……. 17
REGISTERING AN EVENT…….. 17
EVENT FAQs…….. 18
EVENT PLANNING 101…… 19
GUEST SPEAKER REQUEST APPROVAL GUIDELINES……. 20
KENNEDY UNION FOOD POLICY……. 21
FOOD SAFETY AND FOOD TRUCK GUIDELINES…… 21
STUDENT ORGANIZATION TRAVEL…… 23
REGISTERING AN EVENT WITH ALCOHOL……... 23
**5K GUIDELINES**……... 31
**STUDENT ORGANIZATION FINANCES**…….. 32
FUNDRAISING GUIDELINES……. 35
**ADDITIONAL ORGANIZATION EXPECTATIONS**…….. 38
EVENTS WITH MINORS…….. 38
CONTRACTS AND RIDERS……... 38
MUSIC, PERFORMING ACTS, AND NOISE……. 38
IMPRINTING, LOGOS, AND TRADEMARKS…… 39
OMNISOURCE MARKETING…….. 39
POSTING AND SIGNAGE
POLICIES……... 39
POLITICAL ACTIVITIES……... 42
**SOLICITING, EMAILS, WEBSITES, LISTSERVS**…….. 42
MASS EMAILS & UNIVERSITY EMAIL ACCOUNTS…….. 42
UNIVERSITY EMAIL ACCOUNTS…….. 42
STUDENT ORGANIZATION WEBSITES……... 43
SOCIAL MEDIA POLICY……... 43
**STUDENT LEADERSHIP RESOURCES & WORKSHOPS**…….. 43
EDUCATIONAL WORKSHOPS……... 43
STUDENT LEADERSHIP AMBASSADORS……. 43
1850 CAMPUS SOFTWARE TRAINING AND TUTORIALS……... 44
RISK MANAGEMENT/EVENT WITH ALCOHOL TRAININGS……... 44
The Monthly Flyer NEWSLETTER…….. 44
SPECIAL INTEREST HOUSING…… 44
**ADDITIONAL RESOURCES**…… 45
**5K COURSE MAP**……. 46
**STUDENT ORG FINANCES FAQ**…….. 47

## 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.

# INTRODUCTION FROM THE CENTER FOR STUDENT INVOLVEMENT (CSI)

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.

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 defined by our Catholic and Marianist mission and identity. As students and advisers work diligently to help navigate their organization to pursue excellence, the Center for Student Involvement is available as a resource and partner throughout the journey.

## 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 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.

## COMMITMENT TO COMMUNITY

The Catholic and Marianist vision of education makes the University of Dayton community unique. It shapes the "warmth of welcome" we first experience when we arrive on campus and

the family spirit we treasure long after graduation. It calls us to academic rigor integrated with faith and life. It challenges each of us to take up the hard work necessary to build the intellectual, spiritual, religious, moral, physical, and social dimensions of our educational community.

Commitment to Community highlights three Catholic and Marianist principles for learning and living in community and the seven key habits that are derived from them. You are called to understand these principles and to develop these habits. Doing so will strengthen our educational community and will prepare you to live as a mature member of society.

***Principles of Community Living at UD***

- ***Community is Essential for Learning***
- ***The Dignity of Every Person***
- ***Solidarity and the Common Good***

***Habits for Community Living at UD***

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

The above are a set of values that all students and student organizations at the University of Dayton should strive to incorporate and enact as part of their educational and personal experience during their tenure as an undergraduate. It is expected that all student organization events align with the Commitment to Community and mission of the University of Dayton. For more information about each of these values and principles, please refer to the Commitment to Community document found at <go.udayton.edu/c2c>

**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.

# IMPORTANT DATES FOR ALL ORGANIZATIONS

## PRESIDENTS/OFFICERS MEETINGS

Presidents (or their designee) for all recognized student organizations are required to attend a Presidents/Officers Meeting to keep their status with the University. Each semester, there is new information that is important for each President to learn and share with their student organizations.

| | |
|---|---|
| Fall Meeting: | August 7, 2021, 7pm and September 2, 2021, 4pm - KU Ballroom |
| Spring Meeting: | January, 2022 (TBA) - KU Ballroom |

## RECOGNITION AND RE-RECOGNITION

The recognition deadline is the date for all NEW student organizations wishing to become recognized by the University of Dayton. Recognition happens twice a year (once in the fall and once in the spring) and all paperwork and requirements need to be completed by the following dates in order to be fully recognized. The process for recognition is outlined on page 7 of this guide.

Students wishing to start a new student organization or students wishing to re-establish a student organization must wait until after the start of the semester begins.

Recognition Deadlines: New and re-establishing organizations wishing to be recognized for the Fall Semester: **May 31.** New and re-establishing organizations wishing to be recognized for the upcoming Spring Semester: **December 20**

Currently recognized student organizations need to apply for re-recognition each year. This process occurs at the end of the spring semester and requirements will be communicated by the Center for Student Involvement. For Recognized Student Organizations returning for the next

academic year, the re-recognition timeline begins **April 1, 2022** and continues until **May 31, 2022.**

### STUDENT ORGANIZATION CHECKPOINTS

Student organizations are expected to complete the checkpoints throughout the academic year to remain active and recognized by the University of Dayton. Each due date will be communicated by the Center for Student Involvement and there will be a two-week timeframe to complete each checkpoint from the date the checkpoint opens.

Each checkpoint will have questions that correspond to different aspects of leading student organizations. These include reflections on the successes and challenges of programming and planning events, recruiting and engaging membership, leadership transitions, financial management, and other relevant areas of operating and running a successful student organization.

Failure to complete the checkpoints could result in a loss of organizational recognition. Organizations that do not submit checkpoints by the required date will be marked as noncompliant and their organization's portal could become disabled until it has been corrected.

## STUDENT ORGANIZATION GENERAL EXPECTATIONS

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 for further information and complete the "Re-Activate/New Organization Registration Form" located in 1850 (1850.udayton.edu).

Students can fill out the "Re-Activate/New Organization Registration Form" here: http://cglink.me/s13075

All events, meetings, gatherings, and socials **MUST BE** registered on 1850 at a minimum, **five business days prior to the planned event**. Registration for higher risk/large scale/large crowd events—including off-campus travel, high-impact physical activity, events with alcohol, or events with other high risk factors must be completed at least **twenty-one days prior to the planned event**.

All events and meetings are reviewed and approved by CSI. If the event/meeting is planned on short notice, the approval will be at the discretion of the Assistant Director for Student Life, the Associate Director for Student Life, or the Executive Director of the Center for Student Involvement.

**Below is a list of additional expectations for all recognized student organizations:**

- All student organizations are expected to maintain and update their **roster** throughout the duration of the University academic year. Any membership or adviser changes must be made through *1850* (our online software program for student organizations).

    - All current members of University of Dayton student organizations must be **enrolled** as full-time or ¾ time students at the University of Dayton or UD Sinclair Academy.
        i. Student Organizations cannot offer membership to UD alumni. Please refer all alumni involvement to the University of Dayton Alumni Association.
    - Students who are invited to join an organization must **confirm membership** to count toward your official roster.
    - Student organization **rosters** will be reviewed, and must be **updated** as part of each student organization checkpoint.
- **Clothing/food drives** – requires contacting the Center for Social Concern prior to completing the online event registration form to coordinate with other drives and community needs.
- **Sporting Events** – requires contacting Campus Recreation to obtain approval for facility usage and use of trained officials.
- **Fundraisers** – requires contacting the Center for Student Involvement to make sure the event is not in conflict with other organization fundraisers or events that may hinder your fundraising potential.
- **5Ks** – requires contacting the Center for Student Involvement to reserve the 5k course and ensure proper pre-planning and notification of campus partners.
- **Travel and High-Risk** events can pose additional risk for student organizations. All students who plan to travel or attend high-risk events must complete the Release and Agreement form before the event ***

*****If you have a **reoccurring event** at the same location and same time each week/month, please see Student Life staff for further assistance with the Release and Agreement form.*

## STARTING A NEW ORGANIZATION

All students wishing to start a new student organization must meet all of the following requirements to be a Recognized Student Organization at the University of Dayton:

1. 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
    a. 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.
        i. Provisional recognition will be determined for each group with the Assistant Director for Student Life.
2. 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.*
3. 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)*.
4. 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.
5. Write a constitution for the organization; include by-laws if necessary. A sample can be found at: http://www.udayton.edu/studev/leadership/involvement/student-life/new.php.
6. 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.
7. 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
8. Understand the rules and policies relating to student organizations by reading this resource guide and consulting with the Center for Student Involvement.
9. 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.**.
10. 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.*

## SELECTING AN ADVISER

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, 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?

Additional resources for student organization advisers can be found under the "Student Life" section at go.udayton.edu/involvement or on *1850*. Remember, this person must have an @udayton.edu e-mail address and be employed/listed as full-time faculty or staff by the University of Dayton.

# ADVISER EXPECTATIONS

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 2020-2021 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 t**hey 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.

## ADVISER EDUCATION

If an adviser of an organization would like to learn more about a topic or meet in person, the staff in the Center for Student Involvement will be more than happy to help your organization with any of its needs.

- *1850* Software/SGA Funding/Special Interest Housing
- Risk Management (events with alcohol, hazing, travel, etc.)
- Fundraising/Finances/Budgeting
- Leadership and Officer Transitions/Communication/Minors on Campus
- Re-Recognition Process

## 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.

# STUDENT ORGANIZATION STANDARDS OF BEHAVIOR AND CODE OF CONDUCT

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 39 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.

<u>Student Organization Leader Conduct</u>

- 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,* page 35).
    - 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.

# HAZING & HAZING PREVENTION

## UNIVERSITY'S HAZING DEFINITION

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 <https://udayton.edu/studev/dean/student_handbook.php> 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**

- Charters/Constitutions and Bylaws
  Requiring or implying requirement to participate in any act that violates any of the following is prohibited:
  - The University Code of Conduct;
  - The Center for Student Involvement policies/guidelines for Recognized Student Organizations;
  - The local/state/federal law;
  - The student organization's charter/constitution/by-laws;
  - The constitution/by-laws of the National Pan-Hellenic Council, National Panhellenic Conference, National Multicultural Greek Council, or North-American Interfraternity Council
  - The Division of Athletics, NCAA, sport clubs, or intramurals.
- Concurrent Legal Charges
  Many of the violations of the Code of Conduct are also violations of Ohio law. However, students are not generally charged with both the specific Code of Conduct and Laws & Statutes unless there is a possible law violation that is not covered elsewhere in the Code of Conduct. Students may find themselves charged through the criminal justice system for incidents that have also been attributed to violations at the University. In these cases the University will generally proceed with the Student Conduct System concurrently with the legal system. The University does not offer legal advice/counsel to students facing criminal charges.
- Individual Student Charges
  In cases where the activity is performed by an individual member of the student organization, the organization as a whole may be held responsible. Individual students may be charged 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).

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

## ADDITIONAL RESOURCES FOR HAZING PREVENTION

As individuals, groups, and organizations, 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.

# ADMINISTRATIVE REQUIREMENTS FOR RECOGNITION/RE-RECOGNITION

## GOVERNING DOCUMENTS

It is strongly advised that student organizations revise and approve their governing documents **at least** one time during the academic year. If the organization is not tied to an inter/national affiliation, officers should take the time to review the documents to ensure that officer position descriptions, mission statements, the organizational purpose, and financial information is up-to-date. If the organization is tied to an inter/national affiliation, communication with advisers and the headquarters is needed when making changes to governing documents. The Center for Student Involvement requires each organization to review their governing documents at minimum, every three years. In addition, those changes should be uploaded in *1850* in your organization's portal for accurate record keeping.

## RE-RECOGNITION PROCESS (CHECKPOINTS AND ANNUAL RECOGNITION)

Checkpoints and re-recognition paperwork are required of all student organizations four times a year. Re-recognition is a time for student organizations to update group information, reflect on organization challenges and successes, and document organizational progress. Re-recognition is completed online through *1850* (1850.udayton.edu).

**Student Organization Checkpoints**

Student Organization Checkpoints are required two (2) times throughout the year (Fall Semester and Spring Semester). The Center for Student Involvement will communicate to organizations when each checkpoint is due. Organizations should not complete the checkpoints before communicated with to ensure the form is current. Organizations must complete all four checkpoints throughout the year to remain in good standing and to be re-recognized for the following academic year.

**Re-Recognition (End of Academic Year)**

At the culmination of each academic year, every student organization that wishes to remain recognized by the University of Dayton must complete the re-recognition process through the Center for Student Involvement. Re-recognition includes the following:

1. Review of organization profile information and submission of re-recognition application via *1850*. This requires the organization to update any outdated information and ensure all information is accurate.
2. A current and accurate roster of all membership.
3. Updating organization leadership positions in *1850* using the position feature.
    a. All officers and advisers must complete any required positions paperwork in order to be approved.
4. Completion of final student organization checkpoint.

Any additional requirements or information needed by the Center for Student Involvement will be communicated before the re-recognition process begins to ensure every organization is made aware of and can fulfill the additional requirements.

# STUDENT ORGANIZATION EVENT EXPECTATIONS & REGISTRATION REQUIREMENTS

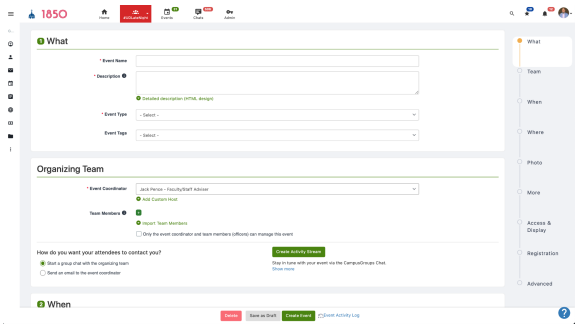
## *1850* SOFTWARE

*1850,* powered by *Campus Groups*, is the University's online database that stores all student organization information. This database should be the source for all internal and external information regarding your organization and is the primary source of information for any student looking to join an organization on campus. Every student at the University of Dayton has access to *1850* through *Porches*. It is vital that you keep all information current and accurate not only for CSI, but for any prospective member as this may be their first impression of your organization.

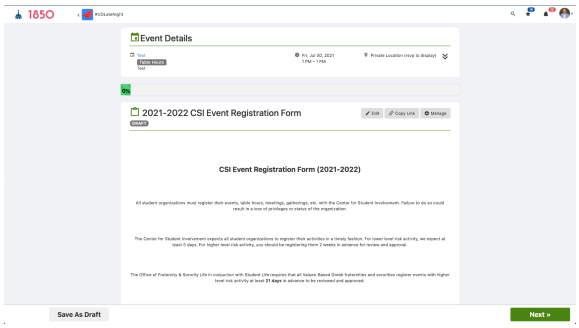
## REGISTERING AN EVENT

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.

**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 on the next page for more details.

**All events, activities, and meetings planned by a student organization MUST be registered through *1850*. Failure to register these activities could result in disciplinary sanctions.**

## 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.

## EVENT FAQs CONTINUED

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. For more information related to hazing and hazing prevention, please see pages 12 - 14 of this Resource Guide.

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.

## EVENT PLANNING 101

All meetings and events have unique needs and therefore a unique timeline of tasks that must be completed for successful execution. Large scale events will require earlier planning while small meetings can be arranged later. The following timeline is a suggested checklist and should be adjusted based on your own event needs

*A FEW REMINDERS REGARDING EVENT REGISTRATION:*

1. DO NOT WAIT UNTIL THE LAST MINUTE TO REGISTER AN EVENT!
2. JUST BECAUSE YOUR EVENT IS REGISTERED DOES NOT MEAN IT IS APPROVED. THE EVENT CANNOT PROCEED AND THE ORGANIZATION **CANNOT ADVERTISE OR PARTICIPATE IN THE EVENT** UNTIL APPROVAL HAS BEEN GRANTED FROM CSI.
3. STUDENTS CANNOT RSVP TO EVENTS OR SIGN RELEASE AND AGREEMENT FORMS UNTIL THE EVENT IS REGISTERED AND APPROVED BY CSI. PLEASE PLAN AHEAD.
4. STUDENT ORGANIZATIONS SHOULD PRACTICE SAFE AND HEALTHY BEHAVIORS AND DECISION-MAKING WHEN HOSTING EVENTS.

**3 weeks prior**

- ❏ **Confirm the facility** reservation and rain site location as necessary
- ❏ Submit initial setup requirements for location
- ❏ If needed, place your **order with Catering Services**
- ❏ **Register your event/meeting on *1850***
- ❏ Submit event flyers to CSI for approval

**2 weeks prior**

- ❏ **Confirm** space and provide set up details (room layout and technical needs)
- ❏ Secure staffing for event, work to assign volunteer responsibilities
- ❏ **Submit any work orders** (fencing, electricity, trash cans, grills, 5k materials)

**1 week prior**

- ❏ Finalize any details needed, start final prep
- ❏ Create a "To Do" list for day of
- ❏ Make decision about rain locations

**Day of**

- ❏ (or day prior to event) Make decision on rainsite or need to cancel event due to inclement weather, and communicate to all attendees/potential attendees
- ❏ Set up and teardown temporary event signage as needed
- ❏ Arrive at least 20 minutes early to "check-in" (a bigger event may need additional time)
- ❏ **Clean up** event space following the event; the space should be left as you found it.

## 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 all academic organization requests that are directly related to their field of study (with organization adviser's approval). The EDCSI may, if additional information is needed, consult the following areas for feedback.

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

## KENNEDY UNION FOOD POLICY

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 is allowed in the Boll Theatre, Chudd Auditorium, or O'Leary Auditorium.

## FOOD SAFETY AND FOOD TRUCK GUIDELINES

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!
    - Wash hands with soap and warm water before and after handling food, after using the restroom, or handling pets. Food service gloves (rubber gloves) should be used to ensure proper and safe handling and distribution of food.
    - Wash all cutting boards, dishes, utensils and counter tops with hot soapy water after preparing food—to sanitize you can use 1 tablespoon of liquid chlorine bleach to 1 gallon of water.
- Separate—Do not cross contaminate!
    - Always use clean cooking utensils and materials.
    - Use one cutting board for fresh produce (fruits, vegetables) and a separate cutting board for raw meats (fish, poultry, game).
    - NEVER defrost food at room temperature (use the refrigerator, microwave, or cold water).
    - Cook food immediately after thawing.
    - Sauces using marinated raw meat should not be used on cooked food.
- Cook—Cook to proper temperatures!
    - Use a food thermometer to check the internal temperature of meat, poultry, seafood, and other foods. For the safety of your friends and participants cook meat/seafood to at least an internal temperature of 165°F. This will help fight potential bacteria that can cause foodborne illness.
    - Check the temperature in several places to make sure the food is heated all the way through—wait for 10-15 seconds to ensure an accurate reading.
- Cover/Chill—Refrigerate promptly, do not allow food to set out more than 2 hours for consumption!
    - Bacteria multiply rapidly between 41°F and 135°F—this is called the “Danger Zone”.
    - Don’t forget to keep cold foods cold and hot foods hot! Have a plan for keeping food at proper temperatures throughout the event and handling/serving.
    - 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 Trucks**

- The usage and partnerships with local food trucks is allowed on campus but the following must be followed:
    - Food Trucks must be hosted by a recognized student organization.
    - Must be on public roads and must be legally parked.
    - Food trucks cannot use any University utilities and cannot plug into the electrical outlets.

- Vendors must have adequate licenses and documentation from Public Health for Dayton and Montgomery County.
- <http://www.phdmc.org/food-protection/food-protection>
- The University hosts food trucks on campus a couple of times each year. For more information, contact the Center for Student Involvement.

## STUDENT ORGANIZATION 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.
    - This applies to all organization members regardless of age.
    - 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.

## UNIVERSITY-FUNDED TRAVEL/BUSINESS

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 Center for International Programs 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.
    - Students and advisers must apply for University vehicle 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.
- 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 <https://www.udayton.edu/finadmin/financial/purchasing/travel.php>.
- 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.

**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.

## TRAVEL REMINDERS FOR STUDENT DRIVERS

- All off-campus events require adherence to student organization travel procedures.
- Have a valid driver's license or appropriate governmental qualifications to operate a motor vehicle in the United States.
- Those driving must be at least 18 years of age.
- If driving a University vehicle or a vehicle rented under the University's Enterprise agreement, drivers must complete a driving course and have approval from Environmental Health and Safety/Risk Management.
- Assume all responsibility for any and all fines or traffic violations associated with their driving.
- Never drive a vehicle for a University purpose for more than eight hours in an 18-hour period.
- Never drive for more than four consecutive hours without a one-hour break.
- Have at least two drivers that have completed the Environmental Health and Safety/Risk Management course when the planned event/trip in a University vehicle is longer than 250 miles one way.
- Do not transport minors (anyone under the age of 18) unless that minor is a UD student.
- Students may not use personal vehicles to transport themselves or anyone else to or from an event with alcohol.

## ACCIDENT/INCIDENT PROCEDURE

***The following procedures should be used whenever a University-owned/leased vehicle, rental vehicle, or a personal vehicle driven on University business is involved in an accident or has a breakdown, regardless of the extent of the damage.***

- Notify the proper law enforcement agency/emergency medical services so that an official report can be made to document the accident.
    - Dial 911 FROM A MOBILE/CELL PHONE/PAY PHONE/ETC.
- Call UD Public Safety (937-229-2121) and inform them of the incident.
- The following information will need to be obtained from the other driver in the event of an accident and be documented on an *Incident and Hazard Report Form* found in the glove box of the UD vehicle. If not driving a UD vehicle, you should obtain a form from the Center for Student Involvement prior to your departure from UD.
    - Collect the following information:
        - Make, model, color, and year of vehicle
        - License plate number/state
        - Driver's license number/state
        - Phone number and insurance information for other driver
- DO NOT make any statement, oral or written, as to who was at fault. Appropriate legal authority will decide fault or liability. Simply collect the appropriate information and be forthcoming with your information as well.
- Record the names, addresses and phone numbers of all witnesses.
- Provide all required information to the law enforcement officer at the scene.

- If a University vehicle is inoperable, the driver should contact their adviser and Public Safety for towing instructions. When towing a vehicle, remove the logbook, keys, fuel cards and all property that might be lost or stolen while the vehicle is being towed.
- Upon returning to campus, the driver must immediately contact the Center for Student Involvement to report the accident/incident (937-229-3333).

Additional Information:

- AAA can be contacted for the other vehicle's repair needs.
- If you are driving a University-owned vehicle, please contact BOTH your adviser AND the department from which your vehicle came from:
    - Center for Student Involvement 937-229-3333
    - Center for Social Concern 937-229-2524
    - College of Arts and Sciences 937-229-2611
    - Campus Recreation 937-229-2731
- If driving a rental vehicle, please contact BOTH your adviser AND the rental company—your vehicle should be covered under their insurance.

## STUDENT ORGANIZATIONS & USE OF ALCOHOL

Student organizations at the University of Dayton are expected to follow and uphold all individual and student organization policies and requirement(s) set forth by Community Standards and Civility (Student Standards of Behavior and Code of Conduct), Center for Student Involvement (Student Organization Resource Guide), and University policies. Below are some frequently asked questions regarding student organization members wishing to host events with alcohol.

## 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.

## EVENT REGISTRATION REQUIREMENTS FOR EVENTS 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.

**Additional Requirements for Events with Alcohol**

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

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.

## EVENTS WITH ALCOHOL

The University of Dayton is committed to maintaining a healthy and safe academic community that reflects high standards of personal responsibility and behavior. Alcohol abuse (including drinking games, the use of accelerated drinking devices, or pre-gaming) will not be tolerated. Events with alcohol represent a significant risk to students, the organization, and the institution. Individuals and student organizations planning events should be mindful of the complexities involved with planning an event with alcohol. The University of Dayton also expects those who wish to include alcohol as part of their activities will do so responsibly and lawfully.

Organizations may not plan events that solely promote or encourage the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal alcohol

consumption. Persons planning events should remember that the vast majority of events at the University of Dayton take place without alcohol and most members of the undergraduate community are not of legal drinking age. Campus organizations that are approved to plan events with alcoholic beverages are expected to maintain a reasonable balance in their programming between events with and those without the serving of alcoholic beverages. Organization funds cannot be used for the purchase of alcohol. All organization events with alcohol must follow the requirements in the "Events with Alcohol" section of this guide. Events with alcohol can only be registered for Fridays and Saturdays.

No student organization is allowed to host or sponsor an event with alcohol off-campus unless the organization has liquor liability insurance. Student organizations wanting to host an event with alcohol on campus (in a designated University space approved by Center for Student Involvement and UD's Catering Services) may have their event approved if they provide a valid justification for including alcohol in their event. Please contact the Assistant Director when planning such an event.

## EVENTS WITH ALCOHOL CONTINUED

Events with alcohol cannot be held at an open venue or space. This means the venue must be open only to members and members' guests or in a space of a venue that is not open to outside guests/the public. At on- or off-campus events where alcoholic beverages are sold, the organization and its officers are solely responsible for implementing and monitoring such affairs in accordance with state laws, University guidelines, and inter/national organizational policies. As such, the hosting organization must also refuse admission and/or service to individuals who appear intoxicated.

***Events with alcohol with parents in attendance*** must comply with all CSI guidelines for events 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, even if alcohol is purchased by and in the presence of a parent.

***Events with alcohol with alumni in attendance*** must comply with all CSI guidelines for events with alcohol. All alumni must be included on the guest list and sign the release and agreement. *If the event is hosted by the Alumni/Dayton Chapter of the organization*, the student organization must register this event not as the host, but as an event they are attending. 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.

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.

**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.**

## EVENTS WITH 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.

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, 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.” Organizations will be held accountable through the conduct process if they are found to have participated in or contributed to a community disturbance.

## ATTENDEE/GUEST LIST

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

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 online Event Management and Event Monitor Training.

## ON-CAMPUS EVENTS WITH ALCOHOL

No student organization is allowed to host or sponsor an event with alcohol on campus unless the organization has liquor liability insurance.

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 one 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.

## 5K GUIDELINES

**SCHEDULING:** 5K events *must be scheduled and coordinated in advance*. Student organizations and campus departments can "reserve" the 5K Approved Route by contacting the Center for Student Involvement at 937-229-3333. For the fall semester, scheduling begins on **April 1**; for the spring semester, scheduling begins on **November 1**. In the event that the scheduling date falls on a Saturday or Sunday, reservations will be taken the preceding Friday. 5K events may only be scheduled on a Saturday or Sunday at 10:00 a.m. and only one 5K can occur on a given weekend. (*Note: ALL student organizations must meet with the Assistant Director for Student Life (KU 241 or 937-229-3333) and register the event in *1850* before the event will be approved.)

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

**A map of the 5k course can be found on page 45 of this resource guide.**

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

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

## ADDITIONAL 5K 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: <http://www.udayton.edu/studev/campusrec/facilities/Facility_request_form.php>. This request should be submitted at least 2 weeks in advance of the event date. These requests will be reviewed and approved assuming no conflicts arise due to other events, etc. at the RecPlex. Charges may apply, depending on the details of the request. Any groups not needing to use the interior of the RecPlex may use the patio area in front of the Evanston side entrance. Any tables, chairs, equipment, etc. that are set up (and must be provided by the host group) MUST be set up away from the doors and in front of the concrete half walls, so as to not block entry into the RecPlex.
- **Water and food** – Must be provided to all 5K participants, courtesy of the host group. Please consider the amount of water and food available in proportion to 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 <u>two weeks prior</u> to the event at <workorder.udayton.edu>.
- **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.

# ORGANIZATION 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 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 Kennedy Union Box Office (Monday through Friday from 9:00am - 3:00pm).
    b. Funds not deposited through the established procedure **<u>cannot</u>** 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. <u>Options</u>
        **i.** Set-up store on *1850* organization page to allow for credit card purchases.
        **ii.** Checks and cash can be brought to the Kennedy Union Box Office between 9am – 3pm Monday through Friday.
        **iii.** All organization funds should be deposited to the club/ledger account within 2 business days of collection

**Withdrawals**

1. Student Organizations can withdraw any or all of their account balance to use it to pay for necessary goods and services using the following methods;
    a. Purchasing-card
        i. Must retrieve tax exemption form from CSI before making purchase. Receipts with tax will not be accepted.
        ii. Must return original receipts with Purchasing-card by assigned date. Failure to provide original receipt may result in P-card request being denied.
    b. Runway
        i. All students have access to the University's purchasing system (Runway).
    c. Travel Receipt Reimbursement

i. Travel-related expenses can be reimbursed by completing a Travel Reimbursement Form (available in the Center for Student Involvement, KU 241).
ii. **Original receipts must be provided.**

d. Check Order in Runway
i. Checks can be requested in Runway to pay vendors.

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

## 1850 MONEY FUNCTIONS

Each Student organization has its own portal in *1850*. *1850* should be used to track all student organization 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 that outline the Center for Student Involvement's intended use for student organizations.

**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 "Spend Money from Your Club Account" tab from the drop-down option located near the top-left corner of the Budget screen. After selecting the correct tab, Presidents and Treasures can select the "Request Payment" button toward the bottom-right portion of the same screen.

**Accounting Book Tab**

- The Account Book is where all transactions will be visible to the student organizations. Available money in the student organization's University fund will be under "Group Funds." Money awarded through SGA will be located under "SGA Fall/Spring Funding (20-21)" or "SGA Special Request Funding (20-21)." Please note that funds awarded through SGA will not be directly deposited into the "Group Fund." SGA Funds must be spent through SGA or treated as a reimbursement for a purchase made by the club.

**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 cannot be used to reimburse individuals or used as payments and should be for a specific location 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 $100.00, you must provide the following information to CSI, along with the itemized receipt:
    - Full name (first and last) of recipient
    - Item that was received
    - Exact dollar amount of item received; do not round dollar amounts
    - 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.

http://financial-management-training.s3.us-east-2.amazonaws.com/story_html5.html

## TRAVEL

- Travel must be approved before moving forward with booking accommodations.

## 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 the academic year without activity/written intent to restart the organization, funds will be given 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.
- 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.

## 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: sga.udayton.edu.

**#UDLATENIGHT Grants**
Student organizations can apply for funding through UDLateNight. If your organization is planning a free event open to all UD students on a Friday or Saturday night from 10pm-2am, your organization can apply for a late night grant. Student organizations can receive up to $1500 per semester to host a late night, alcohol-free event. Learn more and apply at <go.udayton.edu/udlatenight>.

**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 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.

**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.

## 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.

## TAKE OVERS

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).

# ADDITIONAL ORGANIZATION EXPECTATIONS

## 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

## 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.*

**Students and student organization advisers cannot sign contracts or agreements.**

## MUSIC, PERFORMING ACTS, AND NOISE

**Music**

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.

## 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 form is available in all organization portals through *1850* *http://cglink.me/s12214*
- 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.
- 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.

## 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**, 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 or email address must be included.**
- Off campus vendors must receive approval for posting/distributing materials. Priority space will be given to recognized student organizations and University-sponsored events.

**Bulletin Boards**
The 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 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:
    - The size of the materials must be 11 x 17 or smaller
    - Only one flyer per bulletin board per event or activity is permitted
    - Materials approved may be posted for a maximum of two (2) weeks
- It is recommended that all flyers include a space (2"x1.5") for the approval stamp.
- 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.*

**Digital Signage in Kennedy Union**
Student organizations wishing to advertise on digital signage should request the advertisement on the event registration form in *1850*. Additional information about digital signage can be found at https://udayton.edu/studev/leadership/involvement/ku/meetings-events/signage-request.php

**Hangar Windows**

Student organizations may use the Hangar windows 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 937-229-4445. Organizations can only reserve the windows for a maximum of one week. Time of reservations is Sunday to the following Sunday. Organizations can begin advertising their event at 3pm on the first Sunday and need to have their advertising removed by 1pm the following Sunday for the next organization to use. Only washable window paint can be used and posters can be no larger than "8.5X11". If the organization fails to remove advertising, the student organization will be charged a cleanup and removal fee of $50.00.

**Sheet Signs**

- Recognized student organizations posting messages on sheets hung on houses must have sheets approved in Kennedy Union 241.
    - 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 Signage

Temporary exterior 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 including the location of your event, timeframe, contact name and phone number, University ledger account number, 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 <workorder.udayon.edu>.

## 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.

# SOLICITING, E-MAIL, WEBSITES, LISTSERVS

## 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 using our online form in 1850. Organizations in violation of this policy may face disciplinary sanctions or jeopardize recognized organizational privileges.

## UNIVERSITY 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 visit the Center for Student Involvement webpage to learn more, or email studentorgs@udayton.edu.

***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").

## STUDENT LEADERSHIP RESOURCES AND TRAININGS

### 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. If you would like to request a presentation for your student group please visit http://cglink.me/s15774 to fill out a form!

## *1850* CAMPUS SOFTWARE TRAINING AND TUTORIALS

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.

## 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.

**Event Monitor Training –**All designated individuals who are asked to be Event Monitors for their organization when hosting an event with alcohol are required to participate in the Event Monitor training. This training can be found in 1850 within the CSI portal under the "Survey & Forms" tab. Full completion and a passing score is needed for event approval.

## *The Monthly Flyer* NEWSLETTER

*The Monthly Flyer* newsletter was created to help keep student organization advisers updated on the happenings of the Center for Student Involvement and the organizations. This publication is composed by two of the graduate assistants in the Center for Student Involvement. The newsletter will include new initiatives from the Center for Student Involvement, dates of upcoming events or workshops, articles on best practices and current theories, deadlines for registration materials or event forms, and updates on any processes. Also included in the newsletter will be tips for success, appreciation for current advisers and motivational tools for advisers and their organizations. Please encourage your adviser to read this newsletter and discuss it with your organization.

## SPECIAL INTEREST HOUSING

Student Organizations can apply for Special Interest Housing as a student organization. The quality of your comprehensive proposal and SMART Goals 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.

# ADDITIONAL RESOURCES

## THE DAYTON ART INSTITUTE

The City of Dayton is fortunate to have The Dayton Art Institute as one of its many treasures. The Dayton Art Institute (DAI) is celebrating 100 years in Dayton with a Centennial Exhibition Season. The permanent collection at DAI, as well as the special exhibitions, receives worldwide recognition for their excellence. The University of Dayton enjoys a unique partnership with the DAI in which all UD undergraduate students receive unlimited visits to the collection galleries, Special Exhibitions, and DAI Member price on ticketed events or any fee-based activities just by showing their UD ID.

If your organization would like to plan an event at the DAI, contact the executive director in the Center for Student Involvement to receive a 20% discount on all facility rentals.

## THE NEON

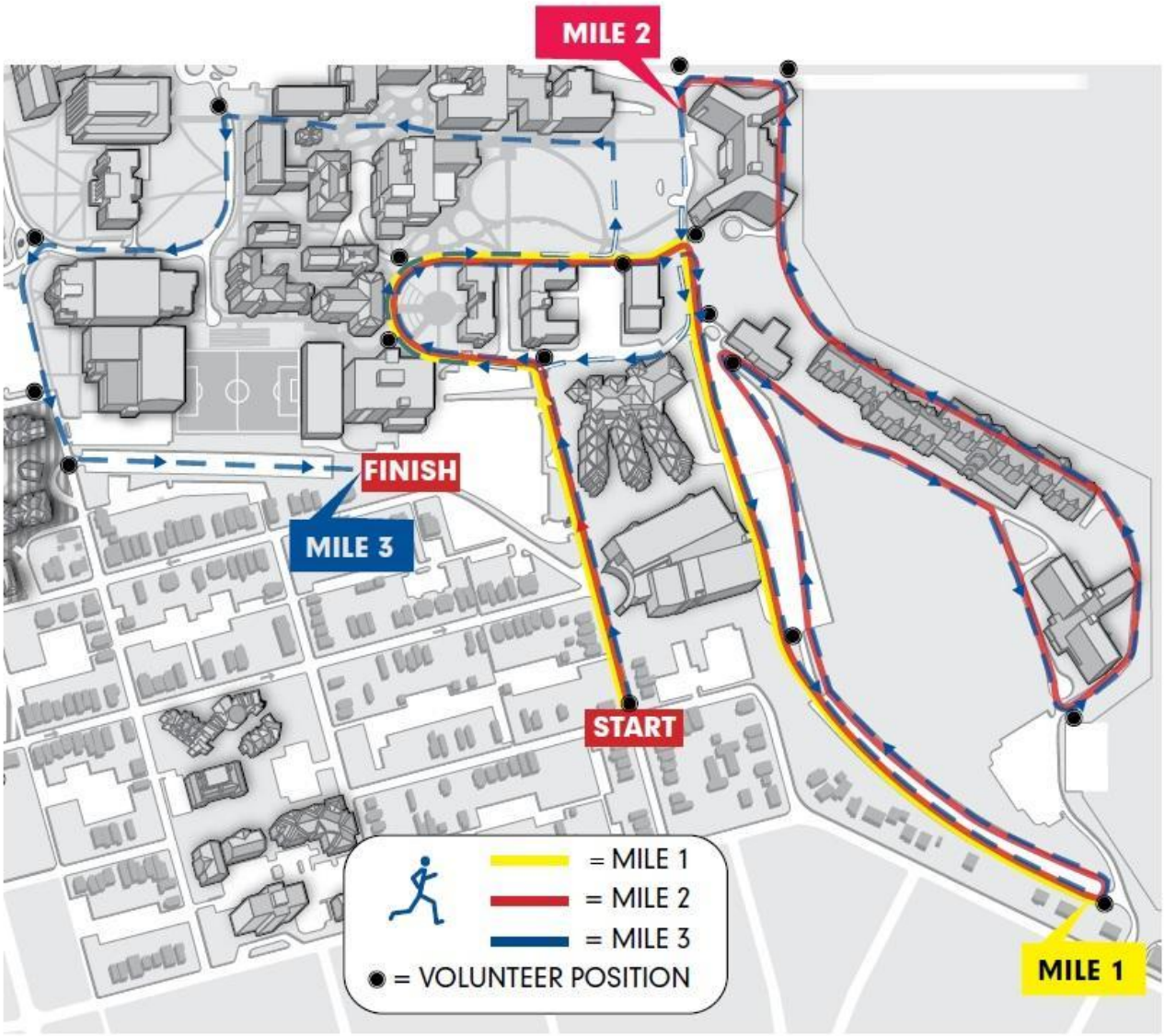
The Neon movie theater offers University of Dayton students discounts! THE NEON is Dayton's independent cinema. This is a great event for an organization outing. The theater is located just minutes from campus. 130 East Fifth Street, Dayton, OH 45402 Office Phone: (937) 222-8452 For Showtimes: (937) 222-7469(SHOW).

## THE FLYER BUS

Catch a FREE ride on the fly every10 minutes! The Hours- Monday-Friday: 6am - 11pm Saturday: 4pm - 12am Sunday and Holidays: No Servic

# 5K COURSE MAP

To view a larger version of the map visit:
http://www.udayton.edu/studev/_resources/files/studentlife/5k_course.pdf



Center for Student Involvement

# STUDENT ORG FINANCES FAQ

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

## 1 How do I make a purchase or get reimbursed?

- Select "Make a Purchase / Request a Reimbursement" in the FMT.
- Select the funds you are requesting to spend, confirm the correct FOAPAL, and follow prompts that best describe which purchase you are trying to make.
- Runway purchases and reimbursements may take up to 2 weeks. Purchasing card requests are usually processed within 48 hours, but availability is limited.

## 2 How do I deposit funds into a student organization account?

- Select "Deposit Money into Student Organization Account" in the FMT.
- Bring the following information TYPED to CSI (KU 241) or the Bursar office in St. Mary's 108: Full Name, Univ. ID, Amount Paid, Organization's FOAPAL.
- Deposits have to be processed in three offices and may take up to 2 weeks to be visible in 1850.

## 3 What is my student organization FOAPAL (account number)?

- Select "I need my FOAPAL" and follow the prompts in the FMT.
- This can be done at any time by anyone in a specific organization by logging into 1850.

## 4 How to I check my group's Account or SGA balance?

- Select "Check my student organization account or SGA funding balance."
- This can be done at any time by anyone in a specific organization by logging into 1850.

## 5 How do I request SGA funds?

- Select "Request SGA Funding" option to see instructions and timelines for each semester.
- Spring and Fall funding will be announced after SGA has reviewed all applicants.
- Special Request funding must be presented to the Senate in-person at a meeting.

## 6 Can my group collect dues, sell items, use FlyerFunder online?

- Yes, select "Collect dues or sell items online" in the FMT.
- Funds are typically transferred by the 20th of each month.

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