

Organization Handbook

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Mission of the Office of Student Activities

The mission of the Office of Student Activities is to act as an advisor, ally, administrator, educator, and mentor to the students of Southwestern University by facilitating learning experiences through leadership opportunities, student organizations, social activities, and other services that promote personal growth and the empowerment of students for success in our diverse community, as well as beyond.

Student Activities Programs

The Office of Student Activities, located in the Red and Charline McCombs Campus Center, is an office designed for you...the student. The staff of the office recognizes co-curricular involvement as an important part of the college learning experience. Active participation in organizations provides an opportunity for skill development, responsibility, and social interaction.

Programs sponsored by the Office of Student Activities include: Cove Concert Series, Friday Night Live, Cinematic Saturdays, Leadership Development Series, Clusterfest and many others.

Student Activities Staff

The staff of the office is committed to helping you make the most of your college experience. Resources are available on a wide variety of topics including program planning, motivation, delegation, communication, leadership, and many others. If you need assistance with a program or advice, simply call x1345 or come by the office to speak with us. We are here to help!

Jaime J. Woody, x1345
Associate Dean for Student Life

Jason Chapman, x1874
Assistant Director of Student Activities

Lisa Dela Cruz, x1862
Assistant Director of Student Activities

Organization Offices in the McCombs Center

Office #	Name	Extension
342	Colleges Against Cancer	1274
343	Sigma Phi Lambda	1864
344	Student Congress	1871
345	Alpha Phi Omega	1872
346	Circle K International	
347	University Programming Council	1873
348	SU Habitat for Humanity	
349	Latinos Unidos	1875
350	Pan-Asian Association	1878

Chapter 1- Student Organizations

Organizations and Registration

Types of Student Organizations

Registered student organizations are those student groups that go through the initial registration and annual re-registration process. This process enables student groups to apply for funding, reserve spaces on campus, advertise their events, and use numerous other university resources. The following are categories that registered student organizations are labeled as in official documentation:

Departmental Organizations

These organizations function as extensions of academic departments. They will include organizations such as the German Club and Delta Omicron

Governing Bodies

Student government, discipline and entertainment organizations make up governing bodies of the student population.

Greek/Social Organizations

All social, Greek organizations are included in this section. Recruitment for these organizations occurs in the spring semester.

Religious Organizations

Student groups affiliated with religious belief systems are found listed as religious organizations, also including religiously-affiliated Greek organizations.

Sports/Athletics Clubs

Sports Clubs are governed through both Student Activities and SIRA. For more information please contact the SIRA office at x1606.

Scholastic/Honorary Societies

Honorary and scholastic societies are national societies that recognize outstanding academic achievements in given disciplines.

Special Interest

This group comprises the majority of student organizations on Southwestern's campus.

These include social, educational, and recreational student groups.

Benefits of Registered Organizations

Registered student organizations enjoy many privileges that unregistered student groups do not.

- Reservation of Concourse tables.
- Reservation of meeting space on campus.
- Funding, both regular and emergency.
- Community Chest availability.
- Office or cabinet space.
- Use of copy machine and banner maker.
- Use of university vehicles for trips.
- Use of university equipment such as stage, audiovisual, and catering.
- Campus-wide communication (fliers, banners, etc).

Organization Registration Process

All organizations at Southwestern University must register each year with the Office of Student Activities. Registration shall be valid from the date approved until the following registration deadline.

New student organizations are registered through the Committee on Student Organizations (CSO), a subcommittee of the Student Affairs Council (SAC). This committee works in conjunction with the Office of Student Activities. All persons interested in starting a new student organization should contact Student Activities. The office will need:

1. A copy of the proposed constitution.
2. A list of potential membership (at least 10 current students).
3. Proposed advisor.

At that point, a meeting of the CSO will be called. Potential group members will be invited to attend the meeting to answer questions the committee may have and ask questions of their own. The CSO's main purpose is to ensure that:

1. The proposed student organization does not already exist in another way.
2. The constitution is well thought out and provides the best possibility for organizational success.

The Committee will either then approve the constitution and forward it to SAC, where a process similar to the one described above will occur, or make suggestions for changes to the proposed constitution. Upon approval of SAC, the organization will be officially registered. Student Activities maintains a database of all registered student organizations, along with their constitutions and current signature cards.

The process of re-registration of currently active student organizations shall be strictly executed by the Office of Student Activities.

- A. The registration process shall be completed during the Spring semester for the following academic year.
- B. A letter shall be placed in the mailbox of all registered organizations. The letter will contain the following:
 - a. Eligibility requirements for the registration.
 - b. Registration process and deadlines.
 - c. Instructions for acquiring a Signature Card from the Office of Student Activities. All information should be complete including signatures of officers and advisor. Any registration not fully completed will not be accepted.

Constitutions

Elements of a Constitution

Suggested guidelines for constitutions of registered student organizations.

Constitution of (Name of Organization)

Adopted on (Date constitution was approved)

(give full name of organization and outline any regional, state, or national affiliations)

Purpose: *(state in clear language the purpose(s) of the organization and its relation to Southwestern University).*

Membership: *(who is eligible for membership and what regulates membership).*

Officers: *(please indicate the various offices, their responsibilities, powers, selection process and qualifications).*

Meetings: *(how often; what kind. Under what rules will meetings operate. What constitutes quorum).*

Dues: *(outline).*

Amendments: *(how enacted).*

A Basic Constitution of an Organization

Article I – Name

The name of this organization shall be the (insert name) of Southwestern University.

Article II – Purpose

The purpose of the club shall be (a) to foster a wide student interest and participation in activities by providing leadership, programs, and service, and (b) to assist the students in developing skills and leadership.

Article III – Membership

Section 1 – Any student in good academic/disciplinary standing at Southwestern University may become a member of the (insert name) organization with voting and office holding privileges. The standards for qualifications and the amount of dues to be paid shall be determined by the organization.

Section 2 – Dues, having been decided on by the club as \$___ per semester, shall be paid by members only.

Article IV – Executive Officers

The executive officers of the (insert name) shall be as follows: Chair, Vice-Chair, Secretary and Treasurer. The aforementioned officers shall constitute the Executive Committee.

Article V – Duties of Executive Officers

Chair – To preside at Executive Committee membership meetings; appoint special committees with the approval of the Executive Board; present an annual report; perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee.

Vice-Chair – To preside in Chair's absence and perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee. Plan and organize publicity for activities and special events.

Secretary – To attend to all general correspondences of the organization and to keep minutes of all Executive Committee and

membership meetings and to preserve the records of the organization. He/She will also perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee.

Treasurer – To supervise the financial administration of all revenue and report periodically to the Executive Committee and membership on the financial condition of the organization, and perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee.

Article VI – Elections

1. Elections of officers shall take place yearly during the first week of April.

2. The Executive Committee shall appoint a nominating committee consisting of students, preferably older members selected from the membership; the outgoing chairman, ex-official, shall serve as Chair of the Committee. He/She may also serve again if elected.

3. Any student member is eligible for nomination as an officer of the Executive Committee who (a) meets the University's eligibility for student office holding which consists of a 2.0 average; and (b) fulfills the qualifications as set up by the Executive Committee.

Article VII – Amendments

Amendments to this Constitution may be proposed to the voting membership by majority vote of the Executive Committee. Amendments shall be declared adopted which are presented at two general meetings and have received a majority favorable vote at both meetings by the voting members present.

Article VIII – By-Laws

By-Laws, not inconsistent with this constitution, may be adopted or amended by 2/3 vote of the regular members present at any regular or special meetings, providing the By-Laws are submitted in writing at least one week previously at either a regular or special meeting of the general membership.

Advisors

The Purpose of Having an Advisor

The knowledge, leadership and guidance that an advisor can provide your organization is priceless. An advisor can assist in designing and evaluating organization goals and activities. An advisor can help provide continuity and serve as a signatory on official forms. Also, your advisor will have more familiarity with the university and its policies and services.

What Benefits Does My Club/Organization Get From Having an Advisor?

First and foremost, it's vital that you understand why you have an advisor and the role that the advisor plays in the organization. Some initial benefits of having an advisor are:

- Maintaining good standing within the university. The registration process requires that you have an advisor to secure funding.
- Seek their advice in budget planning.
- Ensuring a connection to the university for liability reasons. Your advisor is also a great campus resource.
- Assurance that your programs stay within the university policies and code of conduct.

There are many added bonuses to having an involved advisor, including having a reliable historian. As the advisor's tenure lengthens, so does the historical knowledge of that person. They remember which programs were a success, which programs flopped and which should be rethought. Having a person who knows how the constitution was written, who the best production company is, and the fine art of contracting is priceless.

In addition to knowing the low-down on your organization, an advisor will provide consistency through transition phases. All the organization's files should be stored with the advisor to make sure that next year's leaders can pick up right where you left off. Spending time reinventing the wheel can bring down an organization and

lead to problems in the future. The type of uniformity offered by a dream advisor will help to increase membership, maintain a quality reputation and establish loyalty among the organization's members.

Your advisor also acts as a reality check for the organization. How many of you think that the only thing your advisor does is to say no to any ideas you come up with? Have you ever stopped to think why your advisor says no? "NO" does not shut a door. It opens a door of opportunity for your organization to re-evaluate the idea. Chances are that the initial plan was flawed. Use your advisor to help determine what the flaws are, how to deal with them, and then how to host a better program in the end. Your advisor plays the role of buffer for your ideas to the university administration. Use their expertise to create programs that will maintain a high level of quality while being incredibly innovative. "NO" does not necessarily mean no in the end. It means "back to the drawing board," and a chance to get more people involved for a greater buy-in.

Selecting an Advisor

When selecting an advisor, find someone who will have the time to devote to your organization. Make sure that this person will take the role seriously and find someone who has knowledge or skills related to the mission/purpose of the organization. Make certain that they have a clear understanding of the organization's purpose. Discuss with the potential advisor what is required of him/her, their duties and the time commitment involved. Be open and honest with the potential advisor about the types of activities in which the organization may participate.

Allow the person a reasonable length of time to consider the position. If possible, choose someone who shares some of the same interests as the organization and who has previously interacted with the leadership of the organization.

The Role of the Advisor

By sharing knowledge about the university and personal experiences, the advisor can assist the organization in the conduct of its activities. Advisors should encourage and advise the

organization in carrying on an active and significant organization and work with the officers to promote the effective administration of the organization. In addition, valuable, mutually rewarding, co-curricular relationships between students and Advisors are fostered.

The relationship between an advisor and an organization will vary from year to year and individual to individual. However, the student/advisor relationship can be crucial to the success of an organization. The list that follows contains possible roles of an advisor. It is important that the advisor and the organization communicate their expectations to each other. The advisor should be very clear about the things he/she will do and the things he/she will not do. Of course, the expectations will vary according to the needs of the organization and advisor.

- Advisors should work with student organizations but not dictate the group's programs or activities. However, advisors should be frank in offering suggestions, considerations or ideas and discussing possible consequences.
- The advisor should be well informed about the plans and activities of the organization. The expectation is that the advisor will attend some meetings and will consult frequently with the organization's officers.
- The advisor should know the goals and direction of the organization and should help the group evaluate its progress.
- The advisor should be aware of the constitution and/or bylaws of the organization and help with interpretation, if applicable.
- The advisor provides a sense of continuity within the organization and should be familiar with the organization's history.
- The advisor should be familiar with university policies and procedures and help the organization comply with them.
- The advisor should be aware of the general financial condition of the

organization and encourage good record keeping.

- The advisor should help in training new officers and help them develop their leadership skills.
- The advisor should be prepared to deal with major problems or emergencies within the organization.
- The advisor should warn the student organization of risks of injury and liability in connection with their activities, as well as provide warnings to the organization or its officers if they are concerned with the organization's operations.
- The advisor should monitor group functioning and encourage members to fully participate, to assume appropriate responsibility for group activities and to maintain a balance between academic activities and co-curricular commitments.
- The advisor should NOT run the organization, by reserving the right to approve or control its decisions and activities.
- The advisor should NOT serve as the student organization's treasurer, bookkeeper, accountant, auditor or secretary.

The Organization's Responsibilities to the Advisor

Keep in mind that the advisor is voluntarily associated with the organization. It is the organization's responsibility to inform the advisor on the activities of the organization.

- Notify the advisor of all meeting and events.
- Consult your advisor in the planning of all activities.
- Consult your advisor before any changes in the structure of the organization or in the policies of the organization are made and before major projects are undertaken.

- Understand that although the advisor has no vote that he/she should have speaking privileges.
- Remember that the responsibility for the success or failure of the organization's projects ultimately rests with the group, not the advisor.
- Discuss any problems or concerns with the advisor.
- Attend all meetings and events scheduled with the advisor.
- Be clear and open about your expectations for your advisor's role.
- At the end of each semester, evaluate your advisor and give appropriate feedback.
- Acknowledge the advisor's time and energy are donated and express appreciation.

Suggestions for Effective Advising

The maturity and skill level of the organization and its leadership should dictate your style of advising. If they have beginning skill levels, you may need to be more involved with the organization. As the leaders' skill level matures, you can then decrease the amount of direction you need to provide the organization.

- Express sincere enthusiasm and interest in the organization and its activities.
- Be open to feedback from the group. Talk with them regarding your role as advisor. Be willing to admit mistakes.
- Provide honest feedback to the group and the leaders regarding their performance.
- Be familiar with the university's rules and policies and this handbook so that you can be a knowledgeable resource for the organization.
- Participate in the organization and get to know the members. Be available and

accessible to them. They will feel more comfortable with you and more open to your input if they know you.

- Following organization meetings, discuss any problems encountered during the meeting with the officers.
- Should you miss a meeting or an event, follow up with the leaders to stay updated on the activities of the organization.
- Be careful of becoming too involved with the organization. Remember that you are not a member. Your role is to assist, facilitate and advise.

Advisor Assistance

The Office of Student Activities is not only a resource for student organizations; university faculty and staff members who serve as advisors are encouraged to contact the Student Activities professional staff for assistance in all areas of advisor development.

The Office of Student Activities can assist with all organization related items and can help you with information on a wide range of topics. Advisors should also contact a Student Activities staff member to discuss important issues regarding university policies that directly impact student organizations.

Please call x1345 to speak with us.

Chapter 2- Event Planning

Programming is the creation, planning, and implementation of activities for students and staff that build a sense of community, enthusiasm, and responsibility on campus by addressing a majority of the student's needs and providing leadership and communication opportunities. The purpose of all programs is to create a relaxed atmosphere in which students create worthwhile experiences for fellow students. Programs offer diversion from academic life while providing information on new topics, challenges, and good times!

When initiating a program, keep the following questions in mind from the beginning:

-Who will do the program? Will it be your group alone? Will you co-sponsor the program with an academic department, another group, or an outside agency?

-How will the program be financed? Will it be paid for from the organization's budget or treasury? (see Funding/Purchasing Procedure, p. 17).

-Does your program require a performer/speaker contract or check request to be processed? (see Contracting Performers, p. 11).

-Where will the program be held? How many people do you expect? What size room do you need? Does the program fit the facility you would like to use? (see Facilities Available and Room Capacity, p. 15).

-Who is the intended audience for the program? Strictly students? The entire University community? Members of your organization or academic department?

-What University services will be needed to produce the program? Will you need food catered, maintenance, security, a sound system, printing, transportation? (see How to Schedule a Room or Event, p. 12).

-What type of publicity will be needed for this program? Who would be the audience most interested in your program? What segments of the campus or community would be attracted to your program? (see Publicity Regulations, p. 20).

A programming checklist can be found in the Office of Student Activities; this form will help you with planning out all aspects of an event, from catering to clean up to thank you notes. (see Appendix I).

Budgeting

When planning any event, two primary questions must be considered:

How much will the program cost?

How will the program be funded?

In answering these questions, let's determine what a budget is.

A budget is:

- A forecast of an officially recognized program of operation.
- A financial plan for a definite period, or program which is based on projected expenditures, needs, and income.
- A method whereby physical production plans have a set financial basis. When formulating a budget for a single program, or a year's activities, remember that a budget is a written guideline for your plan of action. To be effective, a budget should reflect the knowledge gained in past ventures in the area of projecting expenditures, attendance at events, or unexpected costs. In essence, writing a budget requires planning, coordinating, and establishing a system of management controls for the administration of your organization (see Purchasing Procedure, p. 17).

Promotion and Publicity

Everyone knows that a good promotional campaign is essential for the success of a program—whether it is a concert, film, lecture, dance, or coffeehouse event. Since the right promotion for your program depends on the type of program, it might be helpful to think about the questions below before you start on your promotion (see Publicity Regulations, p. 20).

Who Do You Want to Attract?

Students? (what kind of students?) Faculty? (which departments?) People from the community? Or special interest, such as those interested in art, music, or cinema?

When is the Event?

Events before four or five in the afternoon on a class day usually attract faculty, staff and students; at other times faculty/staff or residents may not be able to attend, due to work and transportation schedules.

Why Are You Programming This Event?

Is it recreational? Educational? Or merely to call the community's attention to some neglected area?

What Type of Program is it?

Can the audience participate, or is it a "sit down and listen" type? Is the musical event a concert or a dance?

Where Will the Event be Held?

In the Red and Charline McCombs Campus Center? Or in a conference room? The size of the room determines how many people will be able to attend and therefore the amount and type of promotion. Is it on campus? If not, you may need to give directions. Off campus events may be a negative factor for those without transportation.

How to Promote Your Event

When planning a program, you'll be concerned with the best way to inform your audience of the event. Before you can plan a successful advertising campaign, it is important to keep the following in mind: you and your committee must know your program inside and out before you can convince a stranger that it's worth attending! Your promotion should be made of an established plan of action based on persuasive communication, (including advertising, and publicity) which makes people aware of the program and attracts and convinces them to attend a program. Know what kind of audience you want. Brainstorm with your committee members to decide what will motivate the public to attend your program, and plan your campaign accordingly (see Publicity Regulations, p. 20). Take a look at the following ideas that may help you sell your program.

Posters, Flyers, and Table Tents

Attract attention with some visual material – a picture, a cartoon, a logo and with that design print the who, what, where, when and how much information. Always include who is sponsoring the program.

Newspaper

Be sure to take note of deadlines so you'll be sure to submit the copy in time to have your ads run when you want them. Your copy should include the name of the program, the time, date, and place of the performance, the admission prices, the sponsoring organization or committee and any other appropriate information. If you want a picture or design included in a newspaper ad, submit glossy photos or art work along with instructions on reducing or enlarging such work.

Promotion and Publicity Methods

The list of techniques below is by no way complete. Instead, it is hoped that this list will spark other ideas or gimmicks, which will promote your events more effectively.

Logos

A logo is a trademark or symbol that is consistently associated with a product, event, or series. A logo should be used consistently on all visual publicity materials that focus on one event or program of a series.

Give-Aways

Give-Aways always attract attention and provide the individual with a souvenir to take home as a reminder of the event. These may include bumper stickers, bookmarks, posters, blotters, or pocket calendars.

Displays

Set up displays at lobby tables in Olin, the Concourse, along the sidewalks, in residence hall lounges, or other approved locations. Obtain or compile press kits from agencies which may include photos and reviews, biographies, sample records, books, or newspaper articles. Set up an attractive display in a well-traveled area.

Living Displays

Use sandwich boards to publicize events; have them on people and have them walk around campus. Have a graphic artist make posters for an upcoming event in the middle of a well-

traveled area. Use costumed people to pass out information. Publicity stunts can be used to double a program's publicity. Create "extemporaneous happenings" and while the crowd forms, pass out leaflets and spread the word. Create a core group of people with extensive information about the program that will then speak to the campus clubs and other organizations. One-to-one contact is time consuming but is often the most productive means of publicity.

Utilize Other Programs

Have the master of ceremonies at an event make an announcement about your program. Have a lucky ticket drawing with the winner receiving a ticket to your program. Co-sponsor some events with other organizations – there are more people to get the word out.

Teaser Campaigns

Use teasers in the form of ads, posters, buttons, pins, or newspaper ads to begin a publicity campaign. A teaser campaign usually is begun several weeks before the program and is calculated to arouse curiosity by being mysterious – such as leaking on word a week until the entire program title is complete.

Other Gimmicks

Use the corner of a blackboard in classrooms for your program information. Make huge banners and hang them in approved locations. Contact faculty members and have them read a program announcement at the beginning of class (focus on faculty whose interest may lie in the program area). Advertise using table tents placed in eating areas and reading lounges around campus. For variety, use different designs, odd sizes. Issue invitations to the faculty typed on stencil or offset or personal invitations. Word of mouth is still perhaps the best – talk to faculty and students. Inform them personally.

Contracting Performers

Note: All contracts must be done through the Office of Student Activities. Please contact a member of the staff when working with a performer/speaker for an organization event at x1345.

All performers/speakers providing a service on campus will require a contract. Usually, the performer/speaker will provide this; if not, they are available in the Office of Student Activities. If the performer/speaker is being paid through the university a check request will be required in addition to the performer contract. Performers requiring a fee must also provide proof of insurance. The contract must be approved and signed by the Associate Dean for Student Life and the Vice President of Fiscal Affairs. The contract must contain the following information: name of performer, complete mailing address, phone number, tax ID #, social security number and original signature. Please allow at least one month to complete the contract and payment process for any event.

Any performer/speaker being brought to campus that is not being paid for their services must complete a Visitor Hold Harmless Agreement. This form is available through the Office of Student Activities. This agreement includes the following information: name of performer, complete mailing address, phone number, and original signature. This must be completed before the start of the event. Please allow at least two weeks to complete this process.

How to Schedule a Room or Event

Please schedule a space at least five working days in advance to ensure availability as all requests will be handled on a first-come, first-served basis.

All Other Rooms or Events

All academic scheduling (classes, labs, etc.) is handled by the Registrar's Office and takes precedence in event scheduling and facilities usage.

No events involving students are to be scheduled during periods designated "final examinations." Meetings involving faculty may be scheduled during the period from the beginning of final examinations through the deadline for semester grades only if there is urgent semester-end business to be transacted. Exceptions to these restrictions must be approved in advance by the provost.

Requests for event space should not be made if the event coincides with the University's Priority Events. Priority Events are those events to which no student, faculty, or staff member may be denied the opportunity to attend because of a conflicting meeting or event. They include:

- All Chapel Services
- All Homecoming Activities
- Family Days/Parent Orientation
- Registration/Pre-Registration
- The Brown Symposium
- Commencement and other special convocations
- Study Days and Final Examinations
- Town Meetings
- Shilling Lecture Series
- Writer's Voice

Anyone reserving University facilities must adhere to the policies of the University.

Building policies are available on the web. Individuals/groups not adhering to building policies can be denied future access to facilities and held financially responsible for damage.

All requests for space and services should be made with regard to the following timeline: requests for a single room or facility should be made at least 5 working days prior to the event;

requests for multiple spaces or any services such as audiovisual, catering and furnishings should be made at least 10 working days prior to the event.

Scheduling Procedures

External Constituents wishing to rent University facilities should call the Director of Events at 863-1480.

Southwestern students, faculty, and staff wishing to reserve University facilities may go to <http://splus.southwestern.edu/SP/xpress/XpressWho.asp> to **REQUEST** a facility. (Please note that spaces can be reserved only for university events not personal events.)

Scheduler Plus Express Request - Click "Request" button at top.

Screen 1 - User Information

Client - Select - Faculty/Staff should select his/her department; Student Organizations should select their category (Departmental, Governing Body, Greek/Social, Religious, Sports/Athletic Clubs, Scholastic/Honorary, or Special Interest). Please do NOT add a new "client" to the list.

Contact - Faculty/Staff should select your name from the list. Student Organization should select their organization.

Click on Next at bottom.

Screen 2 - Meeting Detail

Complete - Meeting Name
Example: Science Faculty Meeting
Attending

Notes - Student Organizations should enter the name, contact number, and email address of the person making the request. Also include in this message box any details you think should be known by the scheduling office. **If you need set-up and/or break-down times for your event, you must state them here so the scheduler can reserve the appropriate amount of time for your event.**

Click on Next at bottom.

Screen 3 - Date and Time

Click Month and Date (arrows at top advance calendar to future months).

Multiple dates can be selected in one request by clicking each date desired. (To remove a date click again on the date to be removed.)

After you select the date, time options will pop up in lower box. Click down arrows to select the **exact time** your event will begin and end. (Do not include preparation and clean-up time - Building Coordinators will add that information **based on the information you provided in the "Meeting Detail" notes. You must provide this information.**)

Click on Next at bottom.

Screen 4 - Meeting Place

Next you will see a list of facilities that can accommodate your capacity request. Select the facility you wish to request. *(Important: If you want to book the entire McCombs Ballroom, you must select a capacity of 30 or less and then select the Shields Room, McCombs Room and McNab Room.)* Multiple rooms can be booked in one request.

Special Note: Requests to reserve the Ballrooms are monitored to limit the number of approved requests that required major changes to the Ballrooms standard set up. If your event would be better suited for another location due to set up requirements, please request that space instead of the Ballrooms.

Click on Next at bottom.

Screen 5 - Services

If you need food/beverages, furnishings (special set up) or audiovisual services, you need to select the appropriate tabs at top:

Food/Beverages: Click the box that indicates that you would like food/beverage services and then you must call Sodexho Catering at 863-1913 to discuss details and billing. If you know what you want from the Catering Guide, write specifics in "Food Special Instructions" box at top of this screen, and call Sodexho Catering for confirmation.

Furnishings: **This is a MANDATORY field. No requests will be confirmed by the schedulers until set-up requirements are provided. If you have NO set-up or removal needs, please select "Attention, No set-up or removal required" at the top of the options list.** Click box(s) that indicate tables, chairs, etc. needed for your event. Indicate in box at right of each furnishing option the number of furnishings needed. Please write in "Furnishings Special Instructions" information regarding location of furnishings or any special information physical plant should know. **If your set-up involves a lot of details, you should draw a diagram of your desired set up and send to Physical Plant.** Be sure to include event name, event number, date and location on your drawing. (Note: When you receive your event confirmation via E-mail, it is confirming the space ONLY. Physical Plant will notify you separately if they are unable to provide the equipment you requested.)

Audio/Visual: Click the box that indicates the equipment desired. Please write any "Special Instructions" for audiovisual services in box at top. (Note: When you receive your event confirmation via E-mail, it is confirming the space ONLY. Audiovisual services will notify you separately if they are unable to provide the equipment you requested.)

Click on Next at bottom.

Screen 6 - Summary

This screen will show all the details you have requested. Review them carefully. Click on the tab(s) User, Meeting, Date/Time, Place or Service if you need to make changes to your request. Make the desired changes and then return to the summary to review again. **Be sure that your request includes your furnishing needs.**

When all information is correct, select Submit at bottom of page. A confirmation screen of all information will appear. Print for your files and reference.

Important Notice:

You have completed your REQUEST. **Do NOT advertise or promote your event until you have confirmation via E-mail for your space.**

You will receive 2 emails regarding your request. 1. An “activity confirmation.” This ONLY confirms the fact that you made a request and it was sent. 2. An “Event Confirmation.” This means that the facility has been reserved for you.

If your event requires special permission from the Associate Dean for Student Life or the Dean of Students, be sure that you get the appropriate approval.

The confirmation you receive via E-mail is for the space only. You should call Sodexo Catering at x1913 to confirm food/beverage services; Physical Plant and Audiovisual Services will contact you if your request for furnishings or audiovisual equipment can't be met.

Changes or Cancellations:

The facility coordinator in the following departments will provide assistance in scheduling, canceling, or making changes to confirmed events regarding date, time, location, **or furnishings**. If you need to **change** the audiovisual (x1666), or food/beverage (x1913) requests, you should call each department directly.

- Academic Facilities from 8 am - 5 pm
Monday-Friday - x1954
- Alma Thomas Fine Arts Center - x1379
- Residence Hall Facilities - x1624
- Dorothy Manning Lord Community
Room – x1624
- A. Frank Smith Library - x1566
- Red and Charline McCombs Campus
Center - x1345
- Corbin J. Robertson Center, Intramural
and Athletic Fields, and Tennis Center -
x1381
- Julie Puett Howry Center - x1483
- F.W. Olin Building - x1937
- All other Facilities - x1483

Facilities Available and Room Capacities

Corbin J. Robertson Center

CJR 240	36
CJR 245	26
Aerobic Room	20
Walzel Courts	400
Walzel Pool	200
Center Lounge	15
Robertson Foyer	50

Cullen

CB 36	20 (meeting room)
CB 37	50

Fine Arts Center

Alma Thomas Theater	728
Jones Theater	325
Caldwell Carvey Foyer	70
FAC 148	40
FAC 235	27
Wood-Avant Foyer	75
202 Heather Hall	70

Fondren Jones

FJS 116	32
FJS 118	44
FJS 148	42
FJS 151	42
FJS 221	45
FJS 313	54
FJS 320	45

F.W. Olin Building

Olin Lobby	100
Olin Patio	50
Olin 105	150
Olin 110	80
Olin 111	35
Olin 207	35
Olin 209	35
Olin 222	24
Olin 226	35
Olin 305	35
Olin 322	35
Olin 323	25
Olin 324	35

J.P. Howry Center

(alcoholic beverages allowed—see appendix ix)

Howry Center	70
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Lois Perkins Chapel

Chapel	650
Finch Plaza	200

Red and Charline McCombs Campus Center

Connie McNab Room	30
Dan Rather Room	40
Margaret R. Shilling Room	25
The Cove	60
Lynda McCombs Room	80
Marsha Shields Room	80
McCombs Media Room	20
McCombs Veranda	50
Roy B. Shilling Room	25
Merzbach (Faculty & Staff)	25
Bishops Lounge	500

Mood-Bridwell

MB 107	30
MB 109	30
MB 113	30
MB 343	30
Mood Atrium	80 Banquet 125/standing
Mood Atrium Patio	50

Kyle E. White Religious Activities Center

KEW 115	25
KEW 116	25

Residence Halls

Brown-Cody Lobby	60
Sharon Lord Caskey	
Community Room	50
Sharon Lord Caskey Lobby	25
Dorothy Lord Manning	
Community Room	40

Smith Library Center

SLC 112	30
SLC 114	30
SLC 115	32
SLC 206	25
Prothro Room	48

Charles and Elizabeth Prothro Center

PRC Lobby	50
PRC 147	21
PRC 131	12
PRC 132	16
PRC 163	16
PRC 244	21

Joe S. Mundy Hall

JMH 121	30
JMH 125	16
JMH 130	20
JMH 140	14

Outdoor Areas

Cullen Academic Mall 5000
JNR Score Quadrangle 1000

A list of available tables, chairs, podiums and other items can be found on the Scheduler Plus website.

FACILITY COORDINATORS

Academic Facilities

Angie Garcia x1954

(From 8am-5pm; Mon-Fri)

Mood-Bridwell
FJSH Classrooms
Olin Classrooms
Cullen Classrooms
Fine Arts Classrooms
Kyle E. White Building Classrooms
Mundy Hall
Olin Lecture Halls
Robertson Classrooms
Library Classrooms
Prothro Center Classrooms

For Scheduling of the above facilities **after 5pm and on weekends please see below:*

Fine Arts Center

Lena Garcia x1379
Allison Fannin x1504

Caldwell-Carvey Foyer
Jones Theater
Alma Thomas Theater
Academic Classrooms – after 5pm and on weekends

Library

Paul Sicard x1666
Debi Flummer x1666

Prothro Room
Academic Classrooms – after 5pm and on weekends

McCombs Campus Center

Jason Chapman x1345

Concourse Tables
McCombs Ballrooms
Lynda McCombs
Marsha Shields
Connie McNab
Dan Rather Room

Roy & Margaret Shilling Rooms

Athletic Facilities

Susan Leavell x1381

Corbin J. Robertson Center
Athletic Fields
Academic Classrooms – after 5pm and on weekends

Julie Pruett Howry Center

P.J. Moore x1483

Olin Building

Susan Lamb x1937
Academic Classrooms – after 5pm and on weekends

Residence Hall Facilities

Stefanie Alvarez x1624

Brown-Cody Lobby
Dorothy Lord Manning Community Room
McCombs Residential Center Courtyard

Other

P.J. Moore x1483

Academic Mall
Mood-Bridwell Classrooms – *after 5pm and on weekends*
Mood-Bridwell Atrium
FJSH Classrooms – *after 5pm and on weekends*
Cullen Classrooms – *after 5pm and on weekends*
Lois Perkins Chapel, Lounge & Courtyard
Mundy Hall Classrooms – *after 5pm and on weekends*
Prothro Center Atrium & Lobby
Prothro Center Open Lounge (2nd Floor)
Prothro Center 131 & 162
Prothro Center Classrooms – *after 5pm and on weekends*

If you have any question about scheduling facilities, please contact the University Events at x1483 or visit the website at <http://www.southwestern.edu/events/facility-coordinators.html>.

Please see the appendix for Room Usage Policies or visit: <http://www.southwestern.edu/events/>.

Chapter 3- Organization Finances

Organization Finances

Funding/Purchasing Procedures

All registered student organizations are eligible to apply for funding through the Office of Student Activities, located in the Red and Charline McCombs Campus Center. The Student Fees and Allocations Committee will review applications and make recommendations to the Associate Dean for Student Life. Requests will then be submitted to the Southwestern University Budgeting Committee. Funding requests are accepted in April for funding for the upcoming academic year (see appendix II). Additional applications will be accepted throughout the year on an emergency-funding.

Funding Opportunities for Student Organizations

Community Chest

The purpose of the Community Chest Fund is to provide opportunities for registered student organizations at Southwestern University to offer campus-wide programs. The Community Chest encourages SU students to “think big” by supporting programs that cannot be executed with the money available from the fees and allocation process alone. This fund is intended to support events that are engaging, entertaining, interactive and inclusive. (See appendix V). For further information on University Fundraising Events Policy, please see page 18.

Emergency Funding

Referenced above, Emergency Funding applications are available on an ongoing basis in the Office of Student Activities or online. This is available for new student organizations or those who failed to apply for funding for the current academic year, or who have already responsibly utilized the funds they were initially allocated. (see appendix III).

McMichael Student Experience Enrichment Fund

Purpose of the Program

The purpose of the McMichael Student Experience Enrichment Fund (MSEEF) program

is to support co-curricular opportunities for students enrolled at Southwestern University. In accordance with the goals of the Strategic Plan for 2010, the MSEEF program encourages SU students to participate in experiences that will encourage their development as bright, moral and courageous leaders concerned with the betterment of society. MSEEF funds to defray the direct costs of such experiences should also enhance the lives of others in the SU community. It is anticipated that most such experiences will involve travel or activities that will enable the student recipient to share the learning from the endeavor with others on campus, thus enriching student life as a whole. MSEEF-funded experiences can be co-curricular (i.e., adding value to classroom learning) or extracurricular (i.e., unrelated to the classroom and undertaken for personal growth and enjoyment). However, the MSEEF fund is not to be used as a substitute for academic or department funds for paper/presentation/conference presentations.

Source of Funding

The MSEEF program is supported through a generous gift from Southwestern Alumna Sue Mood McMichael, in honor of her husband, William A. McMichael. It is expected that the earnings from the McMichael Fund will support approximately 25 experiences in any given academic year.

Administration of Grants Program

A committee composed of seven students, a student affairs advisor, and a faculty advisor will administer the program.

Eligibility Criteria

Award recipients must be enrolled in good standing at Southwestern University and must return to SU for at least one full semester following the funded experience. Up to three students may be awarded funds for the same experience during an academic year, but such awards will require separate applications and individual responsibility for submitting a final report.

More information and forms are available from the Director of Intramural and Recreational Activities in CJR 158, x1665.

Cash Reimbursements

Student organizations with active accounts in the Office of Student Activities may request up to \$100 (cash) per day. This can be accomplished in two ways:

1. Cash Advance: obtain a petty cash voucher from the Office of Student Activities in the amount you need. The voucher will be cashed at the Business Office. You **must** present your receipt with the yellow copy of the petty cash voucher to the Business Office within five days of receipt of money.
2. Cash reimbursement: you may purchase your supplies and submit the receipt to the Office of Student Activities to obtain a petty cash voucher. The Business Office will cash your voucher.

Purchase Orders/Check Requisition

For expenses over \$100, it is better to use a purchase order or check requisition.

The statement or bill of services must contain the following information: name of vendor, complete mailing address, phone number and goods supplied. All purchase orders and check requisitions must be signed by the Associate Dean for Student Life.

Purchase Orders

Organizations must complete a purchase requisition (form used for a purchase order) prior to receiving any goods or services. A purchase requisition will guarantee the vendor that the bill will be paid by Southwestern University. The Office of Student Activities will assist you in completing this form. After services and/or goods have been delivered, submit the statement/bill to the Office of Student Activities. A check to the vendor will be mailed the following Friday.

Check Requisition

If services and/or goods are rendered prior to completing a purchase order, then a check requisition is needed. A check requisition will NOT guarantee payment.

1. Bring receipts from purchases to the Office of Student Activities.
2. A Student Activities Staff Member will fill out a check request detailing the reason for the expenses and the total amount of the reimbursement.

3. If the check requisition is turned in by noon on Tuesday, the check will be sent out on late Thursday, or Friday of that week.

4. If the check requisition is turned in after noon on Tuesday, the check will be sent out on Thursday of the following week.

Student Organization Fundraising Policy

1. The proceeds from the events must be for a reputable charity (non-profit, tax exempt, as defined by the IRS; and qualified, as defined by the Better Business Bureau).

2. The event must have a reasonable potential for clearing a significant profit for that charity.

3. The organization must file a complete plan for the event, with projected schedules, budget, and anticipated participant pool, in the Office of Student Activities at least two weeks in advance of the events and prior to release of publicity about the event. (see appendix VII).

4. Within the two weeks following the event, the organizations must file a report with the Associate Dean for Student Life with a description of the activity, budget showing expenses and profit paid to the charity, attendance, and a subjective evaluation of the value of the event.

5. Such events must operate within the usual University regulations for student events.

6. The Associate Dean for Student Life or the Associate VP and Dean of Students may cancel an event if the above conditions are not met. Appeal of any decision to cancel may be heard by the Committee on Student Organizations of the Student Affairs Council.

7. The above events policy does not apply to the sale of items to on-campus individuals. Registered organizations may raise money for group activities by selling organizational items like T-shirts, mugs, etc; however, SU funds may not be used as "seed money" for such items.

Raffle Policy

Southwestern University is limited to two raffles per calendar year by the Charitable Raffle Enabling Act found in Chapter 2002 (Charitable Raffles), Occupations Code, Texas Codes Annotated. Violation of this law is considered an offense under the Texas Penal Code and is a Class A misdemeanor. This Act includes within its scope raffles held by departments, student organizations, and any other groups operating under the University's tax identification number.

No raffles should be held without prior approval from the Business Office. Please contact Gary Logan at x1442 or glogan@southwestern.edu if you have questions or if you wish to request authorization for a raffle.

Solicitation Guidelines

The following guidelines can help ensure a positive experience for both the student organization and the donor.

- **Prospect Research:** The key to soliciting companies is to find out information. The first step is to research the company/individual to determine why they choose to donate. Donors are interested in a benefit for them, from the donation. How does your organization's need support the donor's need? Does it increase their visibility on campus? Align with their mission?
- **Prospect Contact Timeline:** Your organization is not the only organization asking for a donation from businesses and individuals. Make your request at least six weeks prior to your event. Planning ahead allows you to have your solicitation in early enough to plan accordingly.
- **The Ask:** There are a variety of ways to solicit a gift from an individual or company. If you are writing a letter, make sure it is typed, has been proofread and is on appropriate letterhead indentifying your organization. After sending a letter or email follow up with phone calls and/or make an appointment to ask your donor in person. A personal relationship is essential when trying to meet one another's needs. If permitted make an appointment to deliver your request in

person and make sure you dress for success.

- **The Gift:** When a gift/donation arrives track the donor, amount and any other information such as contact name, manner of contact, etc. on a master spreadsheet. This allows your organization to continue to build the relationship after you graduate. In order for the gift to be a tax write off it must be processed through the Business Office. Make sure your donor indicates the organization name on the check.
- **Donor Stewardship:** The best way to ensure another gift from your donor is to say thank you! Send a handwritten note on letterhead that identifies that you have received their gift and the results that the gift had on your organization. Make it personal. Get creative: include a picture or other take away from the event. Make sure to save a copy for your records.

Remember that the Office of Annual Giving is here to provide training and support for the solicitation experience. Contact the Office of Student Activities for the best contact in the Office of Annual Giving to meet your organization's needs.

Chapter 4- University Services and Policies

University Services and Policies

Guidelines for Effective Calendaring

Calendaring is a very important part of successful programming for student organizations. Following these guidelines will help ensure that your organizations is able to best prepare and plan for an event and reach the largest possible audience with minimal conflict.

- Plan your event and place it on the Office of Student Activities Organization Events Calendar far in advance to ensure that the desired space is available.
- When possible, pick dates for your event a year in advance. Bring these dates to the Calendaring Meeting to place them on the Office of Student Activities Student Organization Event Calendar.
- Avoid double scheduling, scheduling opposite an event at the same time.
- Consider collaborating with another organization if they have an event scheduled for the same time and location that your organization desires to schedule an event.
- It is recommended that Student Organization-sponsored campus-wide events not be scheduled at the same time.
- The Office of Student Activities will monitor calendaring to help ensure that events are scheduled according to these guidelines.
- Events are scheduled on the Student Organization Events Calendar on a first-come first-serve basis, using calendaring forms available in the Office of Student Activities (see appendix IX).
- Events on the Student Organization Events Calendar will receive priority in campus-wide advertising, including: banners, fliers, and the wipe-off calendar in the Mabee Commons.

- Weekly meetings may be listed on the Calendar.

Remember that Southwestern is a fairly small campus. Paying attention to the Student Organization Events Calendar will help everyone maximize their programming potential and FUN!

Publicity Regulations

SU Campus Notices Posting Policy

SU Campus Notices are delivered to targeted segments of the SU community every morning. Notices must be submitted a day prior to the intended delivery date. For more information visit: <http://www.southwestern.edu/cn>.

Student Activities Events Calendar

Registered student organizations should use the calendar in the Commons, which is updated monthly, for promotion of events. In addition, events will be posted on the Organization Calendar on the Student Activities website. Information should be submitted on the Event Calendaring form (see appendix IX). Events which are turned in before the website and calendar are updated for the month will be listed.

Southwestern University Events Calendar

This is a web-based calendar system that will provide faculty, staff, students, and the community easy access to information about what is happening on campus. It also provides an opportunity to promote approved events. Requestors have the opportunity to include important promotional information about the event on the calendar. Plus there is an option to include a web site link for the event if there is a web site providing additional information about the event. This calendar can be accessed at <http://southwestern.edu/sucalendar/main>.

Kiosks and Organization Bulletin Boards

Sponsoring organizations are limited to fifteen (15) announcements to post in designated areas around the campus at large. The areas include: kiosks, bulletin boards (provided that the board is not designated for specific academic departments or programs). Sponsoring organizations may also place one piece of publicity in each residence hall, provided that it is placed in a location that the hall's resident advisor has designated for the display of publicity. Residence hall locations are in addition to the maximum of fifteen (15) pieces of publicity, which can be distributed around the campus at large. Fifteen (15) of the total

number of publicity items distributed in the residence halls and the campus at large may be larger than 8 1/2" x 11", but cannot exceed 3' x 4'. Anything hung around campus must be approved and stamped at the Office of Student Activities. As a service to student organizations, Student Activities will also distribute flyers around campus. When a handbill/poster is approved and posted according to regulations, it should be treated respectfully by the University Community, and should not be defaced or removed (until the event has taken place, or by sponsoring organizations).

Megaphone

All events can be listed in the Southwestern newspaper, The Megaphone. Copy deadline for the weekly publication is Tuesday noon for Thursday's paper. For submission information for The Megaphone send an e-mail to megaphone@southwestern.edu.

Chalking

Organizations may receive permission to chalk at events from the Office of Student Activities. Requests must be made at least 5 days prior to the chalking. The organization sponsoring the event will be responsible for determining what is and is not educationally relevant to the event being promoted. The sponsoring organization is also responsible for removing anything which could be considered generally offensive. The chalk may be left for 72 hours after the event, at which time the sponsoring organization will be responsible for cleaning. ONLY sidewalks may be chalked; there will be no chalking on building, stairs, the seal, etc. Punishment for violating any of the set standards will be held to the discretion of the administration.

Other Venues

Registered organizations may, from time to time, wish to develop more distinctive means of communications, and these are not discouraged particularly for very special events. However, these must be discussed with the Associate Dean for Student Life and approved in advance. These may include the catwalks in the McCombs Campus Center, or space in the Mabee Commons. In addition, the VP/Fiscal Affairs may need to clarify materials approved for use and/or clean-up schedules (See Publicity Regulations, p. 17). Generally, seven days is adequate; for very elaborate or unusual plans, more time might be required to allow adequate input from affected building coordinators,

housekeeping staff, and physical plant employees.

All postings in commons spaces of the University, including the sidewalks, must be approved by the Office of Student Activities. The intent is not to censor, but rather to ensure that registered Southwestern University organizations violating these procedures may be subject to loss of privileges, sanctions, and/or other charges for damages.

Copying and Banner Making Guidelines

The Office of Student Activities has a copy machine available for student organizations with active accounts. Copies are 7 cents each. The Office requests that you copy *no more than 50* at a time. For larger copy quantities (over 50), student organizations should use the risograph machine which is designated for quality duplicating of larger quantities, and the cost is considerably less. This is located in Olin 218.

Student Organizations who use the copy card will be billed monthly. A statement of balance will be mailed to your Treasurer.

Banner Making Machine

Organizations are encouraged to utilize the banner-making machine to advertise upcoming events. Please submit a Banner Request form along with the flyer you wish to enlarge. Please give five (5) days notice. Contact the Office of Student Activities for more details

Flyers for banners **should** be submitted on an 8 1/2 x 11 flyer and will be enlarged to 36". Banners are hung in the McCombs Campus Center Concourse by Student Activities. Banners can only be hung for one week at a time; however, you are welcome to request that a different banner announcing the same event be hung the following week.

Student Organizations, with funding from Student Activities, can have their organization's account charged at the end of the each month. Prices for banners are as follows

Banner Prices

Banners (36" long) \$9.00
(banner size for hanging in the concourse)
Various colors are available.

Copyright Resources

Did you know that renting or buying a video does not allow you to show it outside of your home? The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials (such as film) may be used. The Copyright Law of the United States of America, and its provisions, protect the intellectual and physical property of the actors, directors, writers and everyone else involved in the production of a film. Individuals receive royalties based on sales and public performances. A public performance is defined as: "to perform or display at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered" (US Copyright Law, Section 101).

What does this mean for student organizations at Southwestern? It means that you can not show a film at organization events, unless you purchase the public performance rights, even if no admission fee is charged. The university uses SWANK, Inc. to purchase performance rights. This amount changes depending on the number of people to whom you are showing the movie, but averages about \$300 per showing. If the movie is shown via closed circuit (i.e. the SU Movie Channel) the price is significantly lower; however, your control is lessened as well (there is no pause or rewind, and it starts at a specific time)!

One common misperception is that if a film is used for educational purposes, then you can show it in a public setting. The law is very specific that fair use in educational environments is limited to:

- The movie is being shown as an essential component to the class being taught;
- The students viewing are enrolled in the class for which the movie is part of the curriculum;
- The teacher is in attendance.

Penalties for copyright violations:

- Criminal charges;
- Lawsuits;
- Fines up to \$150,000.

Advertising a Film Showing

You may advertise your program and film showing within your campus community to those persons covered by your license (meaning members of the Southwestern community). Advertising movie titles outside of the campus community to the general public is not permitted under the rights arranged by a Public Performance License. In essence, the fee you pay to get the rights to show a film only covers viewings held on campus for events at which only Southwestern students and staff will be in attendance.

Also, be advised that all print advertising must clearly show the studio copyright (example: ©Warner Bros.).

Film Policy Q&A

- **What is a Public Performance Exhibition?** Any public showing of a copyrighted film that is not within the privacy of one's home or residence hall room is a public performance.
- **How do we legally show movies to a large group or people?** You can either get permission from the distributor or you have to purchase the performance rights.
- **If we don't charge admission or if I own the film, can we show it without paying for the rights?** No, that still constitutes a public performance and it is illegal to have a public performance of a film if you have not secured the rights.
- **If I download or rent the movie can I show it as a public performance without paying for the rights?** No, the "home use" versions of movies obtained from retailers are not cleared for public performance use by colleges, schools, etc. because proper licensing fees to the copyright owners have not been paid for such use.
- **How does an organization get the rights to show a movie?** To purchase the public performance rights for a film, an organization must contact the Office

of Student Activities so that they can place the order.

For more information on copyright laws visit:

www.copyright.gov/title17/92chap1.html#101,
www.southwestern.edu/library/av/702_CopyrightFAQ.htm,
www.movlic.com/copyschool.html.

Out-of-Town Trips

A student organization may take and/or sponsor an out-of-town trip (i.e. one which is outside the Georgetown area) under the following conditions:

1. The trip must be approved in advance by the Associate Dean for Student Life or the Director of Intramural and Recreational Activities (for sports clubs), who may require that a particular person be in charge of the trip and/or that a designated faculty or staff member or other designee accompany the group on the trip.
2. Only regular members of the student organization may take trips; and
3. Student on scholastic or disciplinary probation are ineligible to make any trip.

Out-of-town trips must be scheduled in the same manner as other social functions. Any absence from classes is subject to authorization by the academic dean involved. In no event does the University assume any responsibility or liability for any accident or action occurring during or taken in connection with any out-of-town trip by a student organization, unless such liability is expressly assumed by the University.

Vehicle Usage and Safety

15 Passenger Van Usage

Southwestern University has developed a proactive vehicle safety program that was implemented in December 2001. This program will help reduce the risk of operating 15 passenger vans (greater risk of a roll-over accident). It involves the following requirements prior to driving any 15 passenger van: driver license check, web-based van driver training, and following our safe driving instructions. All van drivers must have successfully completed the university's on-line Van Driving Safety

Course along with demonstrating mastery of course material in a road test prior to receiving access to the vans. (NOTE: Contact Derek Timourian at x1965 to reserve a van or verify eligible drivers.)

If you drive any 15 passenger van (maximum of 11 passengers allowed):

1. Driver license record check
 - (Texas license required)
2. Complete van driver web-based safety training
 - (Alertdriving.com)
3. Complete hands-on van driving instruction
 - (experienced van drivers may be exempt)
4. Follow required safe driving instructions

Personal Vehicle Usage

- Get approved driver status from S.U. Police (drivers license check, bi-annual).

Follow safe driving instructions:

- Require driver and passengers to wear seat belts at all times while traveling.
- Driver responsibility to ensure prior to leaving for trip/return.
- Avoid significant driver distractions: shall not use a cell phone, eat, smoke, read map, apply makeup, etc. Pull off the road (exit highway) to a safe location.

Conference Attendance Guidelines

Every student attending a conference on behalf of a registered student organization is acting as a representative of Southwestern University. Mature, professional conduct is expected of every student. The Office of Student Activities strongly encourages that the advisor attend the conference to provide guidance and support to the student delegates. The following guidelines have been established and all students traveling on behalf of the University are expected to adhere to these guidelines.

1. Students are responsible for their behavior and will be held accountable while traveling on behalf of the University.
2. Respect should be shown at all times for others.

3. If an advisor or student leader feels that any student has not adhered to these guidelines and has behaved in a manner which is unprofessional, illegal, or irresponsible, that student may be subject to disciplinary action upon return to campus.
4. Student Activities and SU do not condone underage consumption of alcohol at University sponsored/supported/affiliated functions. Representatives of SU are expected to abide by the laws of the state they are in.

7. All organizations should consider the impact of their event on the campus community. Any events that may cause disruption to students, faculty or staff will not be approved.
8. The host organization is responsible for all charges associated with their event. These costs may include, but are not limited to, food service and support, equipment rental, additional staff support, facility fees and event insurance.

Conference Hosting Guidelines

A registered student organization wishing to host a conference on the Southwestern University campus must follow the guidelines below. Please contact the Office of Student Activities at x1345 for more information.

1. A representative of the organization should schedule a meeting with a member of the Student Activities staff 3-6 months before planning of the event begins. Events with fewer than 100 attendees can work directly with the Office of Student Activities to secure approval. Events with 100 attendees or more will require additional approval by the Vice President of Student Life.
2. The host organization's student contact and advisor may be required to complete and submit an Event & Risk Management Plan Guide (see appendix X) for approval no later than three months prior to the event start date.
3. The current organization advisor or an approved staff or faculty substitute may be required to be present during the entire event.
4. No conference attendees are permitted to stay in University residence halls at any point during the conference.
5. Reservations for University facility space and/or campus services may not be secured until the event has official approval from the Office of Student Activities.
6. Reservation or acknowledgment of facility scheduling is not "event" approval. Events requiring "approval" must be processed through the appropriate campus offices. At any point, should a facility coordinator

Best Practices for Child Sitting Operations on Campus

Before operating a Parents Night Out event or any event that includes child care, please read over our campus policy below. Also, release forms for the event will need to be obtained through the Office of Student Activities and filled out by the parents/guardians as they leave their children (see appendix XIV).

- Given the chance there could be some type of emergency, at least one adult (a non-student) should be on duty during the entire hours of operation.
- There should be at least two supervisors that are trained in Child First Aid and CPR. All supervisors (seniors/adult students) need to be made aware of the person who will be responsible for handling injuries involving bleeding and blood borne pathogens. Check with an athletic trainer for information and what to do relating to this topic.
- Inform the Southwestern police department of the child sitting operation and location. If an emergency does occur, the fire/police should be prepared to respond to an emergency involving a large number of children.
- The nearest telephone should be located or a cell phone available. Have telephone scripts available for the supervisors/sitters for relating emergency information over the phone.
- Plans should be made in the event of bad weather.
 - ✓ If storms or winds are forecast for the time of the event, designate someone to

- constantly monitor the weather reports.
 - ✓ Establish safety procedures for a tornado.
- Have an adequate number of flashlights readily available. Check to determine if there are backup generators that would respond. Do not use candles.
- Conduct an orientation/indoctrination session with volunteer supervisors and child sitters to review Best Practices and operational rules and regulations before the facilities open for operation.
- No children in diapers.
- At a minimum, follow State directed caregiver to child ratios. However, it is our recommendations that the ratios be better than the State directed since we are not dealing with professional day-care workers.
- Use classrooms that are located on the first floor level of a facility versus higher level floors.
- At least one hour before the facilities open for operation, someone needs to perform a **documented** inspection of the entire facility. That person should check the following:
 - All doors that should be locked are indeed locked including:
 - ✓ Janitor closets
 - ✓ Mechanical rooms
 - ✓ Equipment rooms
 - ✓ Offices
 - ✓ Unused classrooms
 - ✓ Electrical panels
 - Each room that will be used for babysitting should be reviewed for potential safety problems such as:
 - ✓ Sharp protruding objects from classroom furniture (also check the undersides of furniture) and wall fixtures
 - ✓ Pinch points
 - ✓ Exposed equipment
 - ✓ Electrical outlets not plugged
 - ✓ Floor objects that may pose a potential hazard (trips/falls/slips, cuts to hands, knees, legs if child crawls, etc.)
 - ✓ Windows locked/secured to prevent from opening and falling out
- Make sure each sitter/supervisor s familiar with our emergency response plan and knows the location of
 - nearby fire alarm pull stations, safe shelter areas and all exit routes.
 - Make sure restroom doors do not have interior locks that can be engaged by children.
- A parent sign-in sheet should be maintained for each room/event to register when each child in checked in and out of the room by their parent. Verbally inform the parent that his or her child will not be allowed to leave with anyone, but the authorized parent.
- When the parent signs the child in, they need to write in a phone number where they can be reached in case of an emergency. **A completed Child Sitting Release/Consent form should be submitted at sign-in or is on file.** Verify that the form is completely filled out and signed. Note whether there are any medical conditions, allergies, or medications associated with the child and any special needs.
- During sign-in, verbally remind the parent at what time the operations will close down for the day.
- When the child is released to the parent, the parent is required to show a photo ID and provide a signature on the sign-in/out form. A supervisor should monitor the sign-in/out procedures.
- There should be a hourly head count of the participants throughout the day/evening hours of operation.
- Establish procedures for handling restroom breaks. No child should leave a room unattended. Note: To help prevent accusations/allegations of possible child molestation, require having (2) seniors/adult students present with the children at all times and prohibit volunteer staff from having private contact with children.
- Specify if there will be any type of food/beverage provisions.
- Establish activity rules and regulations.
- Do not allow vehicle drop-off points.

Risk Management for Students and Advisors

Texas state law requires all public and private postsecondary educational institutions to present risk management programs for members and advisors of registered student organizations. The required information is to be presented at least once during each academic year (see appendix XV).

All student organizations are encouraged to create and implement a Risk Management Policy (see appendix XVI) which should be reviewed annually by all organization members. The Office of Student Activities and the University's Director of Safety and Risk Management are available to help organizations create policies and educate organization members.

Injury Report Procedures

All student organizations hosting events should always consider the safety of those events. The Office of Student Activities requires that a safety meeting be scheduled between a Student Activities staff member and an organization representative prior to the event date for all organization events open to the entire campus community. At this meeting safety concerns and proper injury reporting systems will be discussed.

Should an injury or medical condition requiring campus or local police, fire or EMS attention occur at an organization sponsored event, it is required that the incident be recorded and reported to the Office of Student Activities as well as the Southwestern University Police Department. All incident reports should be made using the Student Organization Injury Report Form (see appendix XVII) which is available through Student Activities.

Important Numbers

University Police.....(512) 863-1944
Emergency Medical
Services.....911
Georgetown Police.....911
Student Activities.....(512) 863-1345
Campus Operator....."0"

Food Handling Policy

Any student organization that is hosting an event which involves food should meet with the Office of Student Activities to make sure all policies are being followed. Student Organizations are not allowed to have outside food in the Roy Shilling Room, Margaret Shilling Room, Dan Rather Room, McCombs Media Room, or The Cove. Sodexo must provide food for events in those spaces.

If a student organization is hosting an event in any other space, they are encouraged to give Sodexo an opportunity to bid on the event, but are not required to use them. External caterers are required to provide a certificate of insurance and complete the performer/speaker contract (see pg. 11). If using an outside caterer, student organizations are not allowed to promote their event by focusing on the caterer. Their promotion should focus on the nature of the event and can include the name of the caterer but not promote the event because of the caterer.

Student organizations bringing in food or cooking it themselves are required to go through a food handlers safety training conducted by a Student Activities staff member.

Student Hazing Prohibition Notice

The Office of Student Activities oversees the annual review and collection process for all registered university organizations of the Student Hazing Prohibition Notice (see appendix XIX). This document is collected each fall and all records of review and signature are kept on file in the Office of Student Activities.

Southwestern University defines hazing as any activity, expected of or done to someone affiliating with, joining or participating as a regular member of a group that humiliates, degrades, abuses or endangers regardless of the person's willingness to participate. It is important to note that hazing can be committed by one person alone or by a group and that a formal organization need not exist for hazing to take place. Hazing violations should be reported to one or more of the following: the Associate Dean for Student Life, the Dean of Students, the Vice President for Student Life, or University Police.

Hazing Myths and Facts

Myth #1: Hazing is primarily a problem for fraternities and sororities.

Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, marching bands, religious cults, professional schools and other types of clubs and/or organizations. Reports of hazing in high schools are on the rise.

Myth #2: Hazing is no more than foolish pranks that sometimes go awry.

Fact: Hazing is an act of power and control over others – it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth #3: As long as there's no malicious intent, a little hazing should be OK.

Fact: Even if there is no malicious intent, safety may still be a factor in traditional hazing activities that are considered "in good fun." For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

Myth #4: Hazing is an effective way to teach respect and develop discipline.

Fact: First of all, respect must be EARNED – not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

Myth#5: If someone agrees to participate in an activity, it can't be considered hazing.

Fact: In the State of Texas, consent of the victim cannot be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to a group.

Myth #6: It's difficult to determine whether or not a certain activity is hazing-it's such a gray area sometimes.

Fact: It's not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions:

- Is alcohol involved?
- Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?
- Does the activity risk emotional or physical abuse?
- Is there a risk of injury or a question of safety?
- Do you have any reservations describing this activity to your parents, a professor or university official?
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is "yes," the activity is probably hazing.

**** Adapted from: *StopHazing.org, Educating to Eliminate Hazing. Copyright StopHazing.org 1998-2001, www.stophazing.org***

Appendices

- I. Event Planning Checklist (pg. 29)
- II. Application for Organization Funds (pg. 31)
- III. Application for Emergency Funds (pg. 32)
- IV. Community Chest Funding Basics (pg. 33)
- V. Community Chest Proposal (pg. 34)
- VI. Community Chest Post Event Evaluation (pg. 34)
- VII. Pre-Fundraising Form (pg. 35)
- VIII. Post Fundraising Form (pg. 36)
- IX. Student Organization Calendar Event Form (pg. 37)
- X. Event & Risk Management Plan Guide (pg. 38)
- XI. Performer/Speaker Contract (pg. 40)
- XII. Request for Taxpayer Identification Numbers and Certification (pg. 42)
- XIII. Alcoholic Beverage Request Form (pg. 43)
- XIV. Childcare Release Form (pg. 45)
- XV. Texas Legislation Risk Management Policy (pg. 46)
- XVI. Student Organization Risk Management Policy (Template) (pg. 48)
- XVII. Injury Report Procedure (pg. 51)
- XVIII. Injury Report Form (pg. 52)
- XIX. Student Hazing Prohibition Notice (pg. 53)
- XX. Building Policy: Sharon Lord Caskey Center (pg. 55)
- XXI. Building Policy: Julie Puett Howry Center (pg. 57)
- XXII. Building Policy: Dorothy Manning Lord Community Room (pg. 59)
- XXIII. Building Policy: McCombs Campus Center (pg. 61)

Event Planning Checklist

Event: _____
 Chairperson/Contact: _____ Phone: _____
 Advisor: _____ Phone: _____
 Date: _____ (Check Student Activities calendar)
 Time: _____ Location: _____ If
 outside, rain location: _____

BEFORE THE EVENT

Date Completed

I. Check budget _____

II. Check university calendar _____

III. Space Reservation (<http://splus.southwestern.edu/SP/xpress/XpressWho.asp>)

* - Done at least 10 days in advance

Room/ Hall: _____ Date reserved: _____

Time: _____

Physical Plant: Tables: _____ Chairs: _____

Stage: _____ Electrical needs (Need 10 days notice): _____

Sound system Audio/Visual Services: _____ Date reserved: _____

Alcohol event form completed (if needed) _____ Date completed: _____

Misc. (Extra lighting rented, garbage cans, etc.): _____

IV. Visit Student Activities for Performer Contract/Insurance and Payment _____

V. Purchase necessary supplies _____

VI. Publicity

Date Due

Date Run

1. Print Media

a. Posters

b. Campus paper

c. Campus Notice/ SU-Students

d. Flyers

e. Table tents

f. Online Calendar

g. Banners

h. Promo table in Concourse

- i. Email _____
 - j. Other (_____)
2. Radio/TV _____

DAY OF THE EVENT

Completed

- I. Check room set-up _____
- II. Refreshments _____
- III. Decorations complete _____
- IV. Check picked-up/mailed _____
- V. HAVE FUN

AFTER THE EVENT

Completed

- I. Clean up _____
- II. Surveys/Assessment _____
- III. Evaluation (include budget) _____
- IV. Receipts turned in _____
- V. Make sure all payments are made _____
- VI. Send thank you notes _____

2011-2012 Application for Student Organization Funds Student Activities Office – Southwestern University

Please neatly print application. Please type all attachments.

Organization Name _____
Date of Request _____

Briefly state organization's purpose:

Number of Current Members _____
Average Attendance at Regular Meetings _____

Total amount requested: _____
Amount of funding received for 2010-2011: _____

Current Treasurer _____ SU Box _____ Email: _____
Current President _____ SU Box _____ Email: _____
Advisor Signature (Required) _____

1. If you are affiliated with a department, have you received funds from that department? Check one.

Yes _____ If so, attach detailed information describing the amount and use of those funds.

No _____ If no, why not?

2. Does your organization collect dues?

Yes _____ If so, attach detailed information describing the amount and use of those funds.

No _____ If no, why not?

3. Does your organization receive funding from any affiliated national or local organization?

Yes _____ If so, attach detailed information describing the amount and use of those funds.

No _____ If no, why not?

4. If you received funds for the 2009-2010 academic year, list in detail, on a separate sheet of paper, actual expenses incurred and programs sponsored.

5. List in detail, on a separate sheet of paper, all anticipated expenses for the 2010-2011 year.

**2011-2012 Application for Student Organization Emergency Funds
Office of Student Activities – Southwestern University**

Please neatly print application. Please type all attachments.

Organization's Name _____ Date of Request _____

Briefly state organization's purpose:

Number of Current Members _____ Average Attendance at Regular Meetings _____

Total amount requested: _____

Current Treasurer _____ E-mail _____ SU

Box _____

Current President _____ E-mail _____ SU

Box _____

Current Advisor _____ Signature _____

Date _____

1. List in detail, on a separate sheet of paper, how previously budgeted money was spent (if applicable).

2. List in detail, on a separate sheet of paper, how "emergency" funding will be spent.

3. Does your organization collect dues?

Yes _____ If so, attach detailed information describing the amount and use of those funds.

No _____ If no, why not?

Community Chest Fund

2011-2012 Information and Application

The purpose of the Community Chest Fund is to provide opportunities for registered student organizations at Southwestern University to offer campus-wide programs. The Community Chest encourages SU students to “think big” by supporting programs that cannot be executed with the money available from the fees and allocation process alone. This fund is intended to support events that are engaging, entertaining, interactive and inclusive.

The Community Chest Committee is comprised of four representatives from the Coalition for Diversity and Social Justice (CDSJ), one representative from the University Programming Council (UPC), one representative who is a member of a Panhellenic organization, one representative who is a member of an Interfraternity Council (IFC) organization and one staff member. The Committee meets as needed to review applications.

Approved events must include “Community Chest Funded” on all event advertising, including posters, banners, email blasts, Facebook events, event programs, etc. A post event evaluation form must be submitted to The Office of Student Activities within 30 days following event. Failure to include “Community Chest Funded” on event advertising or submit a post event evaluation may disqualify your organization from receiving funding for future proposed events.

Eligibility Criteria:

- This fund is dedicated exclusively to registered student organizations. Academic and other departments may collaborate with a student organization to coordinate a Community Chest funded program; however the student organization is responsible for proposing the program.
- Events must be engaging, entertaining, interactive and inclusive.
- Events must be free, held on-campus in an accessible location and be open to all members of the Southwestern Community.
- Note: The Office of Student Activities reserves the right to review organization budgets to ensure that allocated organizational funds are being utilized.

Application Details – You must submit the following at least three weeks prior to your event to be considered for funding:

- Application
- Proposal (one page maximum): State the purpose of the event, specific details about the event, why your organization believes the Southwestern community will benefit from the event, and explain how your event will be engaging, entertaining, interactive and inclusive. If your organization has hosted the proposed event previously, please provide a snapshot of why you thought the event was successful including attendance, feedback from students who attended and use of budget.
- Budget: Outline your anticipated expenditures for your entire event including speaker/entertainer fees, advertising materials, event supplies, food costs, etc. Indicate if your organization has other sources of funding for your program.
- A representative from your organization must attend the Committee meeting to present the proposal and answer questions from the Committee. The Committee will notify the organization of their decision within 48 hours of the Committee meeting. Organizations whose funding is denied may revise their proposal and reapply.

Community Chest Fund: 2011-2012 Application

Applications will be considered completed when accompanied by your proposal and budget. Submit application to Lisa Dela Cruz in the Office of Student Activities no later than THREE WEEKS PRIOR to proposed event date.

NAME OF EVENT: _____

SPONSORING ORGANIZATION(S): _____

EVENT DATE/TIME: _____ ANTICIPATED ATTENDANCE: _____

REQUESTED COMMUNITY CHEST ALLOCATION: \$ _____

HAS THIS EVENT BEEN HELD PREVIOUSLY? YES NO

EVENT CONTACT: _____ EMAIL: _____

ORGANIZATION LEADER: _____ EMAIL: _____

ADVISOR SIGNATURE (required for requests > \$500): _____

By submitting this application, you agree that if you receive Community Chest Funding, you will include "Community Chest Funded" on all event advertising and you will submit a post event evaluation within 30 days following your event. Failure to do so may disqualify your organization from receiving funding for future events.

SUBMITTED BY: _____
(Printed) (Signature) (Date)

Please submit the bottom portion of this page to the Office of Student Activities within 30 days following your event.

Community Chest Fund: Post Event Evaluation

NAME OF EVENT: _____ ATTENDANCE: _____

DATE/TIME/LOCATION OF EVENT: _____

BRIEF DESCRIPTION OF EVENT:

WHAT WERE THE MOST SUCCESSFUL AND LEAST SUCCESSFUL ASPECTS OF YOUR EVENT?

DO YOU PLAN ON HOSTING THIS EVENT AGAIN IN THE FUTURE? IF YES, WHAT WOULD YOU CHANGE ABOUT THIS EVENT?

PLEASE ATTACH A BUDGET BREAKDOWN STATING HOW YOU UTILIZED YOUR COMMUNITY CHEST ALLOCATION.

SUBMITTED BY: _____

SOUTHWESTERN UNIVERSITY

PRE-FUNDRAISING EVENT FORM

Date Submitted: _____

Name of Event: _____

Date: _____ Time: _____ Location: _____

Sponsoring Department/Organization: _____

Contact Person: _____

Email: _____

Phone: _____

SU Box: _____

Proceeds will go to the following charity:

Anticipated Revenue: _____

Budget for Event: _____

Projected Cost: _____

Participant Pool: _____

Comments:

Note: Form must be returned to the Office of Student Activities **two weeks prior to the event**. Within **two weeks after the event**, please submit all receipts and final budget showing expenses and profit paid to the charity, attendance, and evaluation of the event.

Office of Student Activities: _____ Date: _____

SOUTHWESTERN UNIVERSITY

POST-FUNDRAISING EVENT FORM

Date Submitted: _____

Name of Event: _____

Date: _____ Time: _____ Location: _____

Sponsoring Department/Organization: _____

Proceeds were donated to the following charity:

Total Revenue: _____

Expenses incurred for the Event: _____

Total Revenue: _____

Evaluation: Please include information about the number of participants attending the event and comments about the success of the event.

Note: Please submit all receipts and a copy of the check issued to the charity.

Office of Student Activities: _____ Date: _____

STUDENT ORGANIZATION EVENT CALENDARING

Name: _____ Today's Date: _____

Phone: _____

Event/Function: _____

Sponsoring Organization: _____

Date(s) of Event: _____

Time: _____ Place: _____

Additional Information: _____

Whom to contact for more information: _____

Phone: _____

Event & Risk Management Plan Guide

This pre-event guide is designed as a tool to help plan, organize and hold a successful event while minimizing organizational risk.

Review process: Student Activities Student Life Risk Management (high risk / non-routine)

Event Name:

Submission Date:

Sponsoring Organization:

Coordinator:

Phone:

e-mail:

Advisor:

Phone:

Will advisor or substitute staff/faculty member be on-site during event? yes (required for > 100 attendees) no

Additional student leaders assigned role(s) as needed: yes not necessary

Location(s) for event:

Start/End Time:

NOTE: Off-campus events require a COI (not covered by standard SU Liability).

** Special Events coverage is available to purchase per event.

Type of event:

- concert/music/entertainment venue guest speaker/lecture social activity – no entertainers
 sports/recreational activity
 conference (contact Student Activities for conference guidelines)

Conference Attendees: < 100 > 100 Estimate:

Conferences with > 100 attendees may have substantial impacts on the campus community and requires a more detailed review and approval process (contact Student Activities at x 1345).

General description of event and list of specific activities:

Number of attendees:

Attached detailed itinerary yes not necessary

Identify high risk activities: sports, water recreation, etc. n/a

High risk control measures that will be implemented:

Are minors involved? yes - See Youth Interaction Policy and/or Child Sitting Policy no

RISK CONTROL MEASURES

Vendors	<u>Contract</u>	<u>Waiver</u>	<u>Vendor Ins. (COI)</u>	<u>Special Events Insurance</u>
Food service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaker(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C:\2007 Local Files\My Documents\Anti-Hazing-Risk Mgmt\Event & risk management planning guide.doc

OPERATIONAL CHECKLIST

Off-campus (hotels)	<input type="checkbox"/> yes	<input type="checkbox"/> arranged	<input type="checkbox"/> not necessary
Security needed	<input type="checkbox"/> yes	<input type="checkbox"/> arranged	<input type="checkbox"/> not necessary
Setup services needed	<input type="checkbox"/> yes	<input type="checkbox"/> arranged	<input type="checkbox"/> not necessary
Medical/Nurse needed	<input type="checkbox"/> yes	<input type="checkbox"/> arranged	<input type="checkbox"/> not necessary
Funding needed	<input type="checkbox"/> yes	<input type="checkbox"/> arranged	<input type="checkbox"/> not necessary
Clean-up services needed	<input type="checkbox"/> yes	<input type="checkbox"/> arranged	<input type="checkbox"/> not necessary

Emergency response plan reviewed yes CPR/First-aid certified person on-site yes n/a
Emergency Communications Designated to specific on-site leader/advisor yes list names:

Event participants need to sign waiver/assumption of risk forms yes no

Has special events liability insurance been obtained? yes arranging not necessary
This will cover: Band Speaker(s) Others:

Administrative review: additional issues or steps to be taken:

POST EVENT ASSESSMENT: What changes could/should be incorporated to improve this type of event in the future?

C O N T R A C T

SOUTHWESTERN UNIVERSITY
P. O. Box 770
Georgetown, Texas 78627-0770
Phone: (512) 863-6511
FAX: (512) 863-1436

CONTRACT AGREEMENT – Page 1

Dated: _____

NAME OF SU SPONSOR: _____

NAME OF PERSON PROVIDING SERVICES (the “Lecturer/Performer/Provider”):

LOCATION OF EVENT/SERVICE: _____

DATE AND TIME OF EVENT/SERVICE:

(Day of week) _____ at _____ am/pm _____, 2011.
(month) (year)

SU PERSON TO NOTIFY ON ARRIVAL (Name, Address)

PHONE: Area Code _____ Business _____ Home _____

NATURE OF CAMPUS VISIT: _____

COMPENSATION: _____ Dollars (\$ _____)
(Include all particulars)

TIME AND MANNER OF PAYMENT: Southwestern University agrees to pay Lecturer/Performer/Provider on the date of performance, and after the last performance the COMPENSATION specified, **if** the signed contract **and** the Taxpayer I.D. Number form have been returned in a timely manner. Payment shall be by certified check or accepted draft on a Texas bank, payable to the order of the Lecturer/Performer/Provider.

Binding Nature of Agreement. This Agreement shall be binding upon and inure to the benefit of the University and the Lecturer/Performer/Provider and their respective heirs, legal representatives, successors and assigns; provided, however, that the Lecturer/Performer/Provider shall not assign its rights or delegate its duties hereunder without the prior written consent of the University.

Indemnification. The Lecturer/Performer/Provider shall indemnify and hold harmless the University from all claims, suits, actions, liabilities, damages, costs and expenses of any nature whatsoever, including, but not limited to, reasonable attorney’s fees and court costs incurred or suffered by the University, for or on account of any bodily injury, illness, death, slander, libel, invasion of privacy, property damage, or other injury, loss or damage suffered by any person or person’s property (including loss of use inflicted upon, caused to, received or sustained by any person or persons property) where the same arises out of, or results from any act or omission, negligent or otherwise, of the Lecturer/Performer/Provider, its officers, directors, shareholders, employees, servants, agents, contractors, or persons employed by the Lecturer/Performer/Provider’s agents or contractors in the execution or performance of this Agreement.

The Lecturer/Performer/ Provider shall indemnify and hold harmless the University as provided in this section (i) regardless of the fact that an act or omission of the University, negligent or otherwise, contributed to the cause of bodily injury, illness, death, slander, libel, invasion of privacy,

Request for Taxpayer Identification Number(s) and Certification
(Substitute IRS Form W-9)

Southwestern University Accounts Payable
P.O. Box 770 Georgetown, TX 78627-0770

All payees must complete Sections A, and C. Non-resident aliens also must complete Section B.
Sign, date, and return the form to the above address. This form must be received before payments may be released.

A. General Taxpayer Information

Legal Name: _____

Trade Name: _____

Mailing Address: _____

Contact Person: _____

Taxpayer Identification Number: _____

OR

Social Security Number: _____

Check Only One:

- Individual (NOTE: Non-resident aliens must complete Section B)
- Sole Proprietor
- Partnership
- Corporation
- Government Agency
- Other _____

B. Non-resident Alien Information — If you do not have an SSN, check here

Citizen of: _____ Permanent Resident of: _____

Type of Visa: _____ Number of Days in the U.S.A.: _____

Payments to Non-resident aliens are generally subject to income tax withholding. Tax treaty exemptions may be available.

C. Certification—Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the internal revenue service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

You must cross out item (2) if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividend on your tax return.

Signature _____ Date _____

**Student Special Event
Alcoholic Beverages Request Form**

Name of Student Organization: _____

Location of Event: _____
(Approval will only be given for events at the Caskey Center, Howry Center or the fraternity houses.)

Date of Event: _____

Time of Event: From _____ To _____ (Events where alcohol is present must end by midnight on a school night and 2 a.m. on Friday and Saturday nights.)

Person(s) Responsible for Event and Their Titles:

Name of University-Approved Security Personnel:

Under this policy a student special event is any event in the Caskey Center or Howry Center sponsored by a student organization where alcohol will be present, and any special event in the four fraternity houses where alcohol will be present. An event covered by this policy includes an event described by the following circumstances: (1) invitations are placed in student mail boxes or sent by voice mail; (2) t-shirts are sold; or (3) more guests are present than the total active membership. This form must be completed and in the Associate Vice-President and Dean of Students Office at least 48 hours before the event.

As the person(s) responsible for the above event, I/we agree to the following:

_____/we understand that I/we are the “designated responsible individual or individuals who will ensure compliance with all applicable laws, regulations and University policy, and prevent consumption of alcoholic beverages by or distribution of alcoholic beverages to intoxicated persons or persons under 21 years of age.

_____/we understand that all parties must be “only closed parties, those events with guests invited by invitation only.”

_____/we understand that “there may only be one accessible entrance to the event,” that we “must have door monitors present at this entrance at all times,” and that the monitors shall ensure that all guests are identified, registered, and marked as 21 and over or under 21.” Finally, I/we understand that “all other entrances must be secured for entry, **but available for exit.**”

_____/we understand that “a guest list must be kept of all guests invited and in attendance. All persons wishing to consume alcoholic beverages must be identified as 21 or older and must present identification at the time of checking in to the function.

_____ I/we understand that the “service of alcoholic beverages must be in compliance with applicable law, University policy and the particular rules for the special event...”

_____ I/we understand that “hard liquor is prohibited (and that) kegs and other common containers of alcohol (including ½ kegs, party balls, pony kegs, ‘trash can punch’, frozen alcoholic beverage service machines or any similar container) are prohibited.”

_____ I/we understand that “consumption of alcoholic beverages is permitted only in the public area designated for the special event (and that) the number of persons attending the event may not exceed the space available for the event.”

_____ I/we understand that “no person or organization may sell alcoholic beverages. This includes charging an admission fee or otherwise imposing costs or expenses on other persons for the purposes of providing alcoholic beverages. Alcoholic beverages may not be provided by the sponsoring organization or purchased with student organization or University funds. The University expects each national organization to uphold its national policy.”

_____ I/we understand that “nonalcoholic beverages and food must be provided and available.”

_____ I/we understand that “no promotion or invitation to the events may publicize the availability of alcoholic beverages.”

_____ I/we understand that “the presence of University-approved security personnel is required at any special events where alcoholic beverages are present.”

_____ I/we understand that “public intoxication is prohibited.”

I/we understand that in addition to the above (which is a summary of the University’s “Policy on Possession and Consumption of Alcoholic Beverages”) I/we am/are responsible for understanding and enforcing the entire Alcohol Policy which appears in the *Student Handbook*.

Signature

Date

Signature

Date

Southwestern University Safety/Risk Management CHILD SITTING RELEASE & CONSENT FORM

As the parent of _____,

I understand that participation in this event is strictly voluntary. I understand that my child's participation in the scheduled event may expose my child to risks and potential injury, such as, but not limited to bumps and bruises, strains and sprains, broken bones, and death.

I understand while attending this event, following directions, rules, and regulations will minimize the risk for the other participants and my child.

I understand that despite safety precautions, the sponsors of this event cannot guarantee that a participant will not be injured.

I have instructed my child to obey all of the event rules, regulations, and instructions. I also agree to assume the risks involved in participating in the scheduled event.

As the parent, I understand that I will be financially responsible for any property damage that my child may cause.

Should an emergency occur, the sponsor should first attempt to contact:

1st Choice: Name: _____ Phone: _____

2nd Choice: Name: _____ Phone: _____

If the sponsor is unsuccessful in contacting either of these parties, I hereby give my permission for the sponsor and medical authorities to provide any necessary emergency medical care to my child.

My child's Primary Physician is: _____

Phone: _____

My child's Health Insurance Company is: _____

The Policy Number is: _____

My child is in good health and fitness, except for: _____

(List any medical condition, allergy, or medication. Please note that it will not be possible for the supervisors of this event to administer any medicine during the event. If a documented disability is listed, please indicate what accommodations are required.)

I understand this event will end at _____. I understand that the event sponsor will require a photo identification form by _____ (insert parent name(s) in blank) before releasing my child.

In the event that this person does not appear before _____, I hereby agree to indemnify and hold harmless and release Southwestern University, its directors, employees, agents, students, and volunteers for any liability for events occurring after that time. I also understand that I will be responsible for any costs involved in having care provided for my child should I not appear before the closing time stated above.

Parent's Signature: _____ Date: _____

Risk Management Policies for Student Organizations

The Texas State Legislature has enacted a bill (House Bill 2639) relating to risk management programs for members and advisors of student organizations at public and private postsecondary educational institutions. The bill states that “At least once during each academic year, a postsecondary educational institution shall provide a risk management program for members of student organizations registered at the institution.”

HB 2639 lists seven (7) specific areas of risk management that are to be addressed with student organization representatives and organization advisors. Outlined below are those specific areas required for review along with Southwestern University’s official position regarding each risk management concern.

The information provided below will be shared with representatives of all student organizations at the mandatory New Officer Workshop held this fall. In addition to student review it is required that each organization advisor review the information included here. Once the document has been reviewed by the organization advisor(s) it should be signed and returned to the Office of Student Activities.

(1) possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use;

“The University forbids on-campus use or possession of drugs and drug paraphernalia prohibited by federal or Texas narcotics laws,” (pg 46 Student Handbook).

“The University expects that each individual and group within the Southwestern University community will comply with all applicable laws and regulations pertaining to the possession, use, and distribution of alcoholic beverages,” (pg 40 student Handbook).

“The University complies with and upholds all federal, state, and local laws and regulations that regulate or prohibit the possession, use, and/or distribution of alcoholic beverages,” (pg 40 Student Handbook).

A guide of possible sanctions regarding alcohol offenses may be found on pages 44-45 of the Student Handbook.

(2) hazing;

“The University does not permit hazing, which is defined as any behavior which can do mental or bodily harm to any person, or which is offensive to the dignity of an individual,” (pg 47 Student Handbook).

(3) sexual abuse and harassment;

“Sexual harassment in any manner or form, including sexual harassment based on sexual orientation, is expressly prohibited. the term “sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature,” (pg. 101 Student Handbook).

(4) fire and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device;

“The possession of firearms, other weapons, or fireworks on campus is prohibited. Texas Law (Penal Code – 46.03) prohibits the possession and carrying of weapons onto an educational institution (public or private) by those other than people with proper authorization,” (pg 47 Student Handbook).

(5) travel to a destination outside the area in which the institution is located;

(6) behavior at parties and other events held by a student organization; and

“Southwestern University students are expected to adhere to levels of mature conduct away from campus. As students, they lose neither the rights nor responsibilities of citizenship. They will be responsible to civil authorities for any violations of civil/criminal law,” (pg 39 Student Handbook).

(7) adoption by a student organization of a risk management policy.

The Office of Student Activities encourages the development of an official risk management policy for all student organizations.

Please remove and return this portion to the Office of Student Activities.

Risk Management Policy Review Form
2011-2012

Organization Name

Date of Review

Advisor Signature

The Policy of Risk Management for

(Organization Name)

HAZING

No organization member shall take part in hazing activities nor condone hazing activities. Southwestern University defines hazing as any activity, expected of or done to someone affiliating with, joining or participating as a regular member of a group, that humiliates, degrades, abuses or endangers regardless of the person's willingness to participate. It is important to note that hazing can be committed by one person alone or by a group and that a formal organization need not exist for hazing to take place.

SEXUAL HARASSMENT / ABUSE / DISCRIMINATION

The organization will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members. The organization and Southwestern University are committed to the principle of equal opportunity for all persons without regard to sex, race, color, religion, age disability, national or ethnic origin, or any other impermissible factor. This commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation.

Sexual harassment in any manner or form, including sexual harassment based on sexual orientation, is expressly prohibited. The term "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

ALCOHOL AND DRUGS (SUBSTANCE ABUSE)

The possession, use and/or consumption of Alcoholic Beverages, during any organization event, any event that an observer would associate with the organization, or in any situation sponsored or endorsed by the organization, must be in compliance with any and all applicable laws, policies and regulations of the state, county, city and institution of higher education.

The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any organization sponsored event, or at any event that an observer would associate with the organization, is strictly prohibited. The organization shall not use or condone the use of alcoholic beverages as part of their membership recruitment or pledge education programs.

PERSONAL PROPERTY

Use of personal property in organization activities shall be strictly voluntary and the sole responsibility of the owner. The organization shall not assume liability for personal property used in conjunction with organization activities, nor for any damages resulting from said use.

VEHICLE OPERATIONS AND VEHICLE SAFETY

Any individual who drives or otherwise provides transportation in conjunction with organization activities shall possess a valid driver's license, obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, insurance, and the transportation and consumption of alcoholic beverages. Operators will ensure that vehicles are not overloaded with passengers (number of passengers must match the number of seatbelts in the vehicle) and/or equipment and are driven in a safe manner. Rental vehicles shall be operated in accordance with rental contracts. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. The organization shall not assume liability for personal vehicles used in conjunction with organization activities, nor for any damages resulting from said use.

GENERAL HEALTH AND SAFETY

All activities planned in conjunction with the organization shall take into account the health and safety of all participants. Planning of organization projects and activities will include appropriate personal safety equipment (ear plugs, eye protection, gloves, etc.), training (use of tools and equipment), and supervision. All equipment to be used in conjunction with organization activities will be in good working condition and will be used in a safe manner.

ADVISORS

Advisors and alumni serving the organization on behalf of their employer or respective volunteer agency (educational institution, youth service organization, etc.) will do so in accordance with the policies of said entity, including but not limited to the organization's risk management policy, as well as University, federal, state and local laws and regulations. Advisors and alumni shall adhere to the provisions of policies, laws and regulations and all applicable policies of the organization when engaging in organization-related activities. Advisors and alumni shall recognize the appropriate authority of elected or appointed officers, representatives or employees of the organization in questions of policy and shall not engage in activities designed to circumvent organization policies.

RISK MANAGEMENT EDUCATION

All reasonable efforts will be made to insure each student member and advisor shall be instructed on the Risk Management Policies annually. Active members and advisors will indicate their understanding of and compliance with the Risk Management Policy statement on an annual basis by signing the document upon review. All signed documentation shall be kept on file for a period of no less than three years. Organizers of organization events will reasonably inform guests (including nonmembers, alumni, advisors and visiting members) of applicable policies.

Affirmation of Compliance with Risk Management Policies

_____ places a high value on the dignity and worth of a human being. Therefore, I, the undersigned, have read the Risk Management Policies of the organization and hereby affirm my acknowledgment of these Risk Management Policies. I also acknowledge that any violations of this policy may lead to disciplinary action as set forth by the organization.

Signature

Printed Name

Date

INJURY PROCEDURES FOR STUDENT ORGANIZATIONS

1. Assess the extent of injury and determine the appropriate level of care. **Should 911 be called? If so, proceed to #4 and follow emergency procedures described.** If the injury is one that does not have an immediate need to visit the emergency room, the dentist or another health care provider, then proceed to #2 below.
2. Listen to and respect the wishes of the injured person. If they want to be driven to the emergency room try to help facilitate a ride for them (do not transport them yourself). If they want an ambulance called, then you should do it. In most instances, the injured person will opt for the appropriate course of action. **However, if no one is sure what to do, the injured individual should go to the emergency room and get it checked out to avoid further complications.**
3. It is recommended that you allow injured participants to provide care for themselves, thereby reducing potential exposure to disease.
4. **When emergency medical personnel are needed:**

Assign one person to remain with the accident victim if possible

5. Locate the nearest phone and call 911 for immediate assistance. If you do not have a cell phone use one of the black university call boxes located at various locations on campus (see attached). Open the box and push the button to activate the phone, then dial 911.

Please follow these instructions when calling 911:

- A) Identify yourself
- B) Report what has happened
- C) Report where the accident has happened and give the specific location of victim.

Note: If using a cell phone it is very important that you give accurate information about your location. The 911 operator will have no other way to know your location since even “enhanced 911” systems do not recognize cell phone locations.

- D) Report what aid is needed. If it is a life-threatening situation, make sure you communicate this to the dispatcher.
6. Please notify the Office of Student Activities (x1345) if emergency personnel are called to the scene or if the injured party is sent to the hospital. The Student Activities staff member will contact the correct university representative.

If the emergency occurs after 1:00 a.m. please call the campus operator at 0 or 863-6511 from off campus to have SUPD paged and informed of the situation.

STUDENT ORGANIZATION INJURY REPORT FORM

Date of Injury ___/___/___ Time of Injury _____ a.m./p.m.

Information on Injured Person	
Name: _____	
Classification: Student (Year: _____) / Faculty / Staff / Spouse / Alumni / Other (specify) _____	
Gender: Female / Male	Date of Birth: ___/___/___
Address: _____	
(Residence Hall / Room #)	(SU Box # or address) (city) (state) (zip)
Phone: (____) _____	

Describe Injury/Incident

Facility where injury occurred (circle one):

Robertson Center Snyder Field Academic Mall
Residence Hall (Specify: _____)

Moses Field Softball/Baseball Field Other (Specify: _____)

Did the person: Go to Health Services ___ Go to the Hospital ___ Return to the Residence Hall ___

Was Campus Police contacted: Yes ___ No ___ Officer Responding: _____

Did Paramedics/Ambulance respond: Yes ___ No ___

Person Filing Report:

Contact Information:

(Phone) (Residence Hall / Room #) (E-mail)

Organization:

Event Information:

(Name) (Date)

Southwestern University Student Hazing Prohibition Notice

Southwestern University defines hazing as any activity, expected of or done to someone affiliating with, joining or participating as a regular member of a group, that humiliates, degrades, abuses or endangers regardless of the person's willingness to participate. It is important to note that hazing can be committed by one person alone or by a group and that a formal organization need not exist for hazing to take place.

Hazing is a criminal offense in the state of Texas. In fact, one does not have to directly engage in hazing to be found guilty of hazing by the state. Anyone who has first-hand knowledge of the planning of a specific hazing incident involving a student(s) in an educational institution, or first-hand knowledge that a specific hazing incident has occurred and knowingly failed to report it in writing to the university is in violation of state law. In addition, anyone who solicits, encourages, directs, aids or attempts to aid another in engaging in hazing is in violation of both University policy and state law. It is not a defense to a charge of hazing that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Alleged violations will be treated as on-campus disciplinary matters with the possibility of a full range of sanctions including expulsion from the University, plus local authorities will be notified and students will not be protected from prosecution. Sanctions may be applied to both individuals and their organizations.

Texas law requires that the campus community be informed should any student or group of students be found in violation of the prohibition against hazing.

Actions or activities which are prohibited and will not be tolerated as part of **student organizations** at Southwestern University include, but are not limited to the following:

- 1) Any type of physical brutality such as whipping, paddling, beating, branding, electronic shocking, striking or allowing others to strike one another, placing of a harmful substance on the body, or similar activity.
- 2) Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that subjects student(s) to unreasonable risk of harm or adversely affects the mental or physical health or safety of the student(s). This includes binding and blindfolding. Unless under the direction of a professional (e.g. coach, trainer), calisthenics may fall under the definition of hazing.
- 3) Any activity involving consumption of a food, liquid, alcoholic beverage, drug or other substance that subjects the student(s) to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student(s). This includes excessive consumption of water.

- 4) Having substances/objects such as, but not limited to eggs, mud, paint, honey, feces thrown at, poured on or otherwise applied to the body. This includes having to walk or crawl through these and other substances.
- 5) Kidnapping. Kidnapping is defined as a mandatory, forced/encouraged trip from one location to another that is part of a membership intake activity.
- 6) Any activity that induces, causes or requires the student(s) to perform a duty or task that is in violation of either University, state or federal law.
- 7) Any activity that intimidates or threatens the student(s) with ostracism that subjects the student(s) to extreme mental stress, shame or humiliation or that adversely affects the mental health or dignity of the student(s) or discourages the student(s) from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student(s) to leave the organization or institution.
- 8) Requiring or encouraging a student(s) to expose his or her private parts.
- 9) Any requirement which compels a student(s) to participate in any activity which is perverse, publicly indecent, contrary to his or her genuine morals and/or beliefs, (e.g. public profanity, indecent or lewd conduct or sexual gestures).

Hazing violations should be reported to one or more of the following: the Associate Dean for Student Life, the Dean of Students, the Vice President for Student Life, or University Police.

Hazing information is listed in the Southwestern University Student Handbook.

With my signature, I indicate that I have received information about the Southwestern University Hazing Policy and the Texas law related to hazing and I agree to abide by both documents.

Student Organization President (Printed)

Date

Student Organization President (Signature)

Sharon Lord Caskey Center
Facility Usage Policy
Date Effective: July 1, 2009

To schedule events in the Sharon Lord Caskey Center complete an online *Calendar Event & Facility Use Request* form by going to <http://splus.southwestern.edu/SP/xpress/XpressWho.asp>. at least five working days prior to the event date. If special services (i.e., catering or audiovisual services) are needed, ten working days are suggested. Scheduling procedures for student organizations are printed in the *Student Handbook*.

After facility reservation is confirmed, a request can be submitted to add the event to the University Calendar for promotional purposes. Go to www.southwestern.edu/sucalendar/main.php?view=documentation to get details.

Hours of Operation

Sunday – Thursday 10:00 a.m. - Midnight
Friday – Saturday 10:00 a.m. – 2:00 a.m.

Scheduling Priorities

Priorities for building use are as follows:

- Residence Life
- Four sororities with chapter rooms in the building
- Other on-campus groups
- Large events will not be scheduled on Monday evenings during sorority chapter meeting times.

(Non- SU groups are not allowed access to this space during the academic year.) The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

Regulations for Use

1. Events must be sponsored by a recognized student organization or a formal campus group (faculty department, physical plant, student activities, etc.).
2. The sponsoring group must assume responsibility for all services requested. (i.e. catering or audiovisual services)
3. The sponsoring group must designate one person to assume complete responsibility for the event.
4. The use of alcoholic beverages will be approved only upon completion of an “Alcoholic Beverages Request Form,” available in the Office of the Associate Vice President and Dean of Students.
5. To move furniture for an event, permission must be obtained from Residence Life. If moved, all furniture and decorations must be returned to their original position by the sponsoring group at the conclusion of the event.
6. Physical Plant staff will not move furniture in this space.

7. Decorations are permitted provided they do not damage the facility or impede entrance/exit to the facility. Decorations must be removed at the conclusion of the event. If the decorations include removing pictures, they must be replaced.
8. Burning candles or halogen lamps is not permitted.
9. The Caskey Community Center must be returned to its original condition at the conclusion of the event (trash picked up and disposed of, furniture returned, decorations removed.) There will be a cleaning charge of \$25 per hour if the above conditions are not met. The University reserves the right to charge groups for breakage and/or damage to the Center.

Indemnification/Insurance

External constituents wishing to rent space in the Sharon Lord Caskey Center must contact University Events (863-1480) and purchase a **Certificate of Insurance**. All aspects of this requirement are explained in the University's **Agreement for Use of Facilities**.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons participate in its facilities.

Exceptions to this policy must be approved by the Associate Vice President and Dean of Students

Julie Puett Howry Center
(Hereafter referred to as the Howry Center)
Facility Usage Policy
Date Effective: July 1, 2009

To schedule events in the Julie Puett Howry Center, complete an online *Calendar Event & Facility Use Request* form by going to <http://splus.southwestern.edu/SP/xpress/XpressWho.asp>. at least five (5) days prior to the event or 10 days prior if special services are required.

After facility reservation is confirmed, a request can be submitted to add the event to the University Calendar for promotional purposes. Go to www.southwestern.edu/sucalendar/main.php?view=documentation to get details.

Hours of Operation

The Howry Center is open only during scheduled events. The Golf/Tennis Pro Shop is open from sunrise to one hour before sunset.

Note: If an event is scheduled to conclude after the center's hours of operation, Campus Police must be notified to lock the facility at the conclusion of the event.

The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

Regulations for Use

1. Smoking is strictly prohibited inside the Howry Center. Ash urns have been provided outside on the deck for those wishing to smoke.
2. Alcoholic beverages will be allowed at faculty/staff sponsored events with special permission from the Vice President of Institutional Advancement or the President.
3. The consumption of alcoholic beverages at student events must be approved in writing by the Associate Vice President and Dean of Students. The person requesting the facility must complete the "Alcoholic Beverages Request Form," which can be picked up in Room 310 of the McCombs Center.
4. If alcohol is approved, it must be contained within the building and the back patio area. Appropriate barriers must be set up when special permission is granted for alcohol consumption on the side lawn.
5. External groups using the Howry Center are not allowed to serve alcoholic beverages.
6. University Police must be notified in advance about any event where alcoholic beverages will be served.
7. Doors and windows should be locked and furniture returned to its original position at the conclusion of the event.
8. Decorations or posters are not permitted to be hung on walls unless special permission has been obtained from the University Events Office for faculty/staff events or from the Associate Vice President and Dean of Students for student sponsored events.
9. University regulations prohibit the use of candles or halogen lamps.
10. Permission must be obtained from the Facility Coordinator if fireplace use is requested. Fire must be extinguished prior to the departure of the staff/faculty sponsoring

the event. The group scheduling the facility will be charged a fee for wood and clean-up of area. University Police should be notified by scheduler if use of the fireplace has been requested.

11. All catering services must be provided by Southwestern's food service provider for all external constituents using this facility.

12. Catering services for student events must be approved by the Associate Vice President and Dean of Students.

13. User(s) are responsible for clean up of the Howry Center and patio (including the removal of trash and personal items).

14. University Police must be contacted regarding any specific security or parking concerns.

15. Groups using the Howry Center will be held financially responsible for the repair of damages resulting from improper use that may occur while occupying this facility.

Indemnification/Insurance

External constituents wishing to rent space in the Julie Puett Howry Center must contact University Events (863-1480) and provide a **Certificate of Insurance**. All aspects of this requirement are explained in the University's **Agreement for Use of Facilities**.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons utilize its facilities.

Exceptions to this policy must be approved by the Vice President for Fiscal Affairs and for student events, the Associate Vice President and Dean of Students.

Dorothy Manning Lord Community Room
Facility Usage Policy
Date Effective: July 1, 2009

Facility and scheduling requests must be made by completing an online *Calendar Event & Facility Use Request* form. Go to (<http://splus.southwestern.edu/SP/xpress/XpressWho.asp>) at least five working days prior to the event date. If special services (i.e., catering or audiovisual services) are needed, ten working days are suggested. Scheduling procedures for student organizations are printed in the *Student Handbook*.

Scheduling Priorities

Priorities for building use are as follows:

1. Residents of Dorothy Manning Lord Center
2. Residence Life
3. Students and Student Groups
4. Faculty and staff *

*Faculty and staff may reserve the community room for department/office hosted events to celebrate or recognize University employees. (Guests for these events must be primarily University faculty and/or staff.) Time of the event should not conflict with the regular work hours of the employees. Space reservations cannot be made more than one month prior to the event date.

Hours of Operation

Sunday – Thursday 10:00 a.m. – Midnight

Friday – Saturday 10:00 a.m. – 2:00 a.m.

The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

Regulations for Use

1. The sponsoring group/person must assume responsibility for all services requested. (i.e. – catering or audiovisual services)
2. The sponsoring group must designate one person to assume complete responsibility for the event.
3. The existing furniture should be left in place and the room used as already set up.
4. No furniture may be removed from the room.
5. If necessary, a few tables may be added.
6. Decorations are permitted provided they do not damage the facility or impede entrance/exit to the facility. Decorations must be removed at the conclusion of the event. If the decorations include removing pictures, they must be replaced.
7. University regulations prohibit the use of candles or halogen lamps.
8. The DLC Community Room must be returned to its original condition at the conclusion of the event (trash picked up and disposed of, furniture returned, decorations removed). There will be a cleaning charge of \$25 per hour if the above conditions are not met. The University reserves the right to charge groups/individuals for breakage and/or damage.
9. The consumption of alcoholic beverages at student events must be approved in writing by the Associate Vice President and Dean of Students. The person requesting the facility must complete the “Alcoholic Beverages Request Form,” which can be picked up in Room 310 of the McCombs Center.
10. If alcohol is approved, it must be contained within the building. Appropriate barriers must be set up when special permission is granted for alcohol consumption on the patio.

Indemnifications/Insurance

External constituents wishing to rent the DLC Community Room must provide a **Certificate of Insurance**. All aspects of this requirement are explained in the **University's Agreement for Use of Facilities**.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons participate in its facilities.

Exceptions to this policy must be approved by the Associate Vice President and Dean of Students.

Red and Charline McCombs Campus Center
(Hereafter referred to as the McCombs Campus Center)
Facility Usage Policy
Date Effective: July 1, 2009

To schedule activities in the McCombs Campus Center, complete an online *Calendar Event & Facility Use Request* form by going to <http://splus.southwestern.edu/SP/xpress/XpressWho.asp>.

After facility reservation is confirmed, a request can be submitted to add the event to the University Calendar for promotional purposes. Go to www.southwestern.edu/sucalendar/main.php?view=documentation to get details.

The following locations may be reserved by students, faculty, staff, student organizations, and the public. (On a restricted basis - facilities in the McCombs Campus Center cannot be reserved by external constituents during the academic year or when the University is closed.) Publicity cannot begin until room reservations are confirmed. Information to be included on the special events' calendar in the Mabee Commons may be submitted to the Student Activities Office.

- Margaret Shilling Room (in Mabee Commons)
- Roy Shilling Room (in Mabee Commons)
- Dan Rather Room (in Mabee Commons)
- McCombs Ballrooms (Connie McCombs McNab, Marsha McCombs Shields, Lynda McCombs)
- McCombs Veranda
- The Cove Patio
- The Cove game tables (for campus-wide tournaments or play)
- Media Room
- Concourse may be reserved by organizations or departments only for events of significant interest to the entire campus community.
- Table space may be reserved in the Concourse. Up to four groups may reserve tables for the purpose of publicity, recruitment, etc. Tables may be reserved for five days prior to and including the day of the event. No one group may reserve more than one table if others are requesting.
- Student organizations and/or departments may submit a design on 8 ½" X 14" paper for a computer-generated banner for display in the Concourse. OR 4' X 8' creative, artistic banners may be made by organizations/departments for approval for display in the Concourse. Designs or banners must be submitted to the Office of Student Activities at least five days prior to the desired date of display. Up to four banners may be hung for a period not to exceed one week (7 days). Display will be on a first-come, first-served basis for event-based events. Charges for banners will be made to organization/department accounts.
- The Merzbach Room may be reserved only by faculty and staff on weekdays between 3:00 – 7:00 pm.

Note: The Bishops Lounge may be scheduled for university events, but furniture may be moved only with special permission. No room will be reserved for regular use by academic classes or outside groups.

Hours of Operation

Building Hours

Sunday – Friday 7:00a.m. – 1:00a.m.

Saturday 8:00a.m. – Midnight

Staff Hours

Monday – Friday 8:00a.m. – Midnight

Saturday – Sunday Noon – Midnight

The Cove Hours

The Cove hours are based on time of year and are shorter than Building Hours.

Monday – Friday 9:00a.m. – 1:00p.m.

Saturday 7:00p.m.- 1:00a.m.

Sunday 7:00p.m. – 1:00a.m.

Scheduling Priorities

Priorities for building use are as follows:

1. Priority will be given to Major University Events such as the Opening of School, Homecoming, Family Weekend, Commencement, Donor and Alumni Recognition events, etc. scheduled by the University Events Office.
2. Priority will be given to recognized campus groups on a first-come, first-served basis. Conflicts will be resolved in the scheduling office.
3. Catered events in the McCombs Ballrooms will receive priority over non-catered events.
4. Summer Conference events will have priority in the months of June and July.
5. External constituents' requests for facility usage will be granted on a first-come, first-served basis only during the non-academic period which begins the day after Commencement and ends the day prior to the first day of new student orientation.
6. McCombs Campus Center rooms cannot be scheduled during University Priority Events.

The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

Regulations for Use

1. Smoking or the consumption, possession or distribution of any controlled substance (other than alcohol) is not permitted in the McCombs Campus Center at any time.
2. The consumption, possession, or distribution of alcoholic beverages is not permitted in the McCombs Campus Center without the written permission of the Vice President of Institutional Advancement or the President for university events or the Associate Vice President and Dean of Students for student events.
3. If furniture is moved, it should be returned to its original position at the conclusion of an event.

4. Decorations or program-related materials should be removed at the conclusion of the event.
5. External constituents renting the ballrooms may not bring in a dance floor or stage.
6. External constituents renting the ballrooms may not hang or attach anything to the walls or partitions.
7. Burning candles or halogen lamps is not permitted.
8. Rental of any equipment not available in the building will be coordinated with the McCombs Facility Coordinator.
9. All food service in the Mabee Commons (including the Roy and Margaret Shilling Rooms and Dan Rather Room) and The Cove must be provided by the campus food service.
10. University organizations/departments reserving the McCombs Ballrooms may bring in their own food for meetings or events but catered events have priority. External constituents using the ballrooms must contract with the university food service provider for all food and beverages.
11. Clean-up is the responsibility of the organization/department.
12. Meals obtained from the Commons must be consumed in the dining area, reserved meeting rooms, or McCombs Ballroom area unless packaged for take-out. Food obtained in The Cove will be consumed in the snack bar or patio.
13. In accordance with the Student Handbook, there will be no salespersons, vendors, or unauthorized solicitation for any purpose in the McCombs Campus Center.
14. Groups using the McCombs Campus Center facilities will be held financially responsible for the repair of damages that may occur while occupying the facility.

Indemnification/Insurance

External constituents wishing to rent space in the Red and Charline McCombs Campus Center must contact University Events (863-1480) and purchase a **Certificate of Insurance**. All aspects of this requirement are explained in the University's **Agreement for Use of Facilities**.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons participate in its facilities.

Exceptions to this policy must be approved by the Vice President for Student Life.