Office of Student Leadership and Activities

Student Organization and Advisor Handbook
# OSLA Student Organization Handbook

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INTRODUCTION
OSLA STUDENT ORGANIZATION HANDBOOK

INTRODUCTION
The purpose of this handbook is to provide an overview of the policies and procedures associated with effectively managing a student organization. The policies indicated in this document herein are intended to clarify the University’s relationship to REGISTERED STUDENT ORGANIZATIONS and also are intended to reflect the institution’s concern and interest for promoting awareness, values, and responsible behavior. It is important to note that when students are functioning in the capacity of a registered student organization member, they will be held accountable for their conduct, individually and collectively.

Administrative clarification and interpretation of the Policies and Procedures contained in this handbook can be obtained from the Director for the Office of Student Leadership and Activities and/or Associate Vice President for Student Affairs. Questions and/or concerns about this handbook can be directed to the Office of Student Leadership and Activities.

OFFICE OF STUDENT LEADERSHIP AND ACTIVITIES – MISSION STATEMENT
The mission of the DSU Office of Student Leadership and Activities is to expand and enhance the overall educational and personal success of students through development of, exposure to, and participation in leadership development program offerings, organized student group participation, student government, fraternity and sorority life, campus wide programs, and activities that complement the institution’s mission, vision, core values and academic programs with a result of producing socially responsible citizens who are capable of becoming leaders in their professions and communities.

RULES AND REGULATIONS
All rules of Delaware State University, Delaware State University Student Code of Conduct, Delaware State University Campus Police Department, City of Dover, Kent County and State of Delaware including, but not limited to, the state of Delaware Penal Law, the state of Delaware Vehicle and Traffic Law, the Alcohol Beverage Control Laws, and applicable Federal laws apply on campus and thus, are considered part of the policies of the Office of Student Leadership and Activities. The Office of Student Leadership and Activities and the Division of Student Affairs reserve the right to establish policies for the proper use of University services in accordance with applicable laws, and Delaware State University policies.

DISCLAIMER
The Office of Student Leadership and Activities and the Division of Student Affairs reserve the right to improve, add, delete or otherwise modify the contents of this manual, in whole or in part, at any time.

Additionally, the Office of Student Leadership and Activities will defer to other University departments and offices regarding updates or changes to policies and procedures, respective of those offices.

POLICY VIOLATIONS
Violations of Delaware State University policies and/or the Office of Student Leadership and Activities policies may result in removal of student organization recognition, elimination of activities and/or events, freezing of organizational funding, loss of all benefits related to being a registered student organization, discontinued use of the organization’s name in association with Delaware State University, loss of support from the university, administrators, staff, alumni or students, and ceased promotion of the organization’s name or likeness on and/or off campus. Furthermore, violations of Delaware State University policies may result in disciplinary action in accordance with the University’s Student Code of Conduct and/or other appropriate action(s).
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DELAWARE STATE UNIVERSITY ANTI-HAZING POLICY
The hazing policy applies to all student clubs and organizations of Delaware State University.

Delaware State University Anti-Hazing Policy
In accordance with the State of Delaware Anti–hazing Law
State of Delaware Code Title 14, Chapter 93 (9301, 9302, 9303, 9004)

Per Delaware State University, hazing is defined as any conduct which subjects another person (whether physically, mentally, emotionally, or psychologically) to anything that may endanger, abuse, degrade or intimidate the person as a condition of membership in an organization, regardless of the person’s consent to the activity. Hazing is not permitted by any national fraternity or sorority, is illegal in the State of Delaware and is a Class B Misdemeanor. Hazing is also against the student code of conduct of Delaware State University. Organizations, members of, and/or students seeking membership found to be in violation of this by the University OR by their National Body may lose their status as a recognized student organization/member in good standing with the University. Members, as well as, consenting prospective members may be sanctioned by the University up to suspension and even expulsion.

Per the Delaware Code Chapter 93, Anti-Hazing Law, “Hazing” means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher learning. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the admission or initiation into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

§ 9303 Hazing prohibited.

Any person who causes or participates in hazing commits a class B misdemeanor.

68 Del. Laws, c. 400, § 1.;

§ 9304 Enforcement by institution.

(a) Anti-hazing policy. — Each institution shall adopt a written anti-hazing policy and, pursuant to that policy, shall adopt rules prohibiting students or other persons associated with any organization operating under the sanction of or recognized as an organization by the institution from engaging in any activity which can be described as hazing.

(b) Enforcement and penalties. —

(1) Each institution shall provide a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules to be administered by the person or agency at the institution responsible for the sanctioning or recognition of such organizations.

(2) Such penalties may include the imposition of fines, the withholding of diplomas or transcripts pending
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compliance with the rules or pending payment of fines and the imposition of probation, suspension or dismissal.

(3) In the case of an organization which authorizes hazing in blatant disregard of such rules, penalties may also include revision of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution.

(4) All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of paragraph (b)(3) of this section or any of the criminal laws of this State or for violation of any other institutional rule to which the violator may be subject.

(5) Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

A. PURPOSE
It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility and respect for human dignity, and to provide positive influence, and constructive development for members, and aspiring members. "Hazing" is an unproductive and hazardous custom that is incongruous with this responsibility, and has no place in university life: either on or off campus.

The purpose of this policy is to define hazing and to provide guidelines with regards to hazing which student organizations and their members must follow.

B. PROBATION AND SANCTION
Hazing, as defined in this policy, is prohibited and:

1. Organizations found to be in violation of this policy may lose their status as recognized student organizations of the University, and
2. Individual members who are found to be in violation of this policy are in violation of the University’s Student Code of Conduct and may be disciplined in accordance with the University's disciplinary procedures, and
3. In accordance with the state of Delaware: Violation constitutes misdemeanor; penalty. -- A person who hazes a student so as to cause serious bodily injury to the student at any school, college, or university is guilty of a misdemeanor and, on conviction, is subject to fines and/or the withholding of diplomas or transcripts.

C. EXAMPLES
The following are examples of actions which might constitute hazing:

1. paddling;
2. required or compelling excessive exercise and calisthenics;
3. road trips (involuntary excursions);
4. requiring or compelling excessive exposure to uncomfortable elements;
5. requiring or compelling activities creating unnecessary work, duties, detention, or any duties which impair academic efforts;
6. verbal harassment;
7. requiring or compelling the wearing in public of apparel which is not in good taste; and
8. requiring the forced consumption of any liquid or solid substance of drugs, or the forced inhalation of any substance.

Membership in the Greek Lettered Organization is based on very specific criteria that include:

1. Criteria set forth by the organization;
INTRODUCTION

2. Cumulative and semester grade point averages established by the university and Greek Lettered Organization
3. Official verification of FULL TIME AND SOPHOMORE status or higher WITH successful completion of at least 30 credit hours and completion of a minimum of 12 credits (full time status) the semester prior to applying (if a transfer student).
4. Attendance at Greek 101 Training

Fraternity and sorority sweetheart organizations are prohibited on the University campus. Any student or Greek letter organization soliciting the services of another under the guise/pretenses of such an organization or any person participation in such a group will be subject to disciplinary action in accordance with the Student Code of Conduct (refer to the Student Code of Conduct for specific policy information).

Membership in other special-interest organizations (Social Fellowships, Honor Societies, Academic Organizations, etc.) that have nationally-governing bodies set their criteria as they see fit. Students seeking membership in those organizations are bound by the University, the Office of Student Leadership and Activities, DSU Campus Police Department and the state of Delaware hazing policy and law.

COVERAGE
The Student Code of Conduct and other policies and rules described in this handbook or adopted by the University, are not limited to the main campus and apply to all of the following (collectively defined as —University premises and activities)

University Premises: Students must comply with all university rules and regulations when they are on the main campus, on any land, other property leased, owned, used, or controlled by the University, or at which the University provides programs or services. This includes, but is not limited to: residence halls, University Village; and the University Courtyard Apartments.

University Activities and Representation of Delaware State University: Students must comply with all university rules and regulations when attending any University activities. University activities are defined as any activity, whether on or off-campus, that is sponsored by and/or funded by the University or its affiliates, or by a student organization, or by any University-recognized or supported organization. University activities also include any event, regardless of sponsor, where students are representing the University or a sponsored organization.

Off Campus Offenses: The University has the jurisdiction to discipline students for engaging in conduct that occurs off-campus, study abroad, and outside of University premises and university activities, if such conduct adversely affects the vital interests of the University. This includes, but is not limited to: behavior that is disruptive of the education process; behavior that potentially harms the institutional educational interests of the University; behavior that involves another member of the University community; a behavior that threatens or poses a substantial risk to the safety or well-being of students, employees or other members of the University community. The University also has a vital interest in the character of its students, and regards off-campus/study abroad behavior as a reflection of a student’s character and his/her fitness to be a member of the student body, even if the student does not pose a direct risk to the University community. Therefore, off-campus behavior that indicates disregard for the health and safety of people or their property, including, but not limited to, criminal conduct, may be subject to disciplinary action by the University.

SEXUAL MISCONDUCT, HARASSMENT and SEX DISCRIMINATION (TITLE IX) STATEMENT
Delaware State University is committed to protecting the rights of its faculty, staff and students to ensure that policies and procedures are implemented in complete fairness and within the full scope of the law. Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance.
Title IX states that:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*
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STUDENT ORGANIZATION
RECOGNITION
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STUDENT ORGANIZATION RECOGNITION
Recognition is the process through which a student organization receives “active” status within the Office of Student Leadership and Activities (OSLA), and the University. The Office of Student Leadership and Activities reviews all applications and determines recognition. Recognition is a privilege given to student organizations that successfully complete the registration process and comply with University guidelines at all times. Organizations apply to be recognized annually during the Spring term.

Registration of student organizations shall not be construed as agreement, support or approval by the University, but only as recognition of the rights of the organization to exist at the University, subject to the conditions established herein.

No organization shall obtain or maintain registration that discriminates on the basis of race, color, creed or religion, sex, sexual orientation, national origin, age, physical or mental handicap, or veteran status with respect to its membership, programming or operations.

Only current registered DSU students, and in some cases DSU faculty and staff, shall be eligible for active membership status in student organizations. All members shall be eligible to vote, officially represent, or solicit funds on campus on behalf of the organization. **Only full-time officially registered DSU students shall be eligible to serve as appointed or elected officers.**

Every student organization is bound to all rules of Delaware State University, Delaware State University Student Code of Conduct, Delaware State University Campus Police, City of Dover, Kent County, and state of Delaware including, but not limited to, the state of Delaware Penal Law, the state of Delaware Vehicle and Traffic Law, the Alcohol Beverage Control Laws, and applicable Federal laws.

DENYING RECOGNITION
Recognition of a student organization will be denied if the Office of Student Leadership and Activities determines that an organization is not in the best interest of the University, if the group presents a legal liability, if the group duplicates the purpose, mission and overall function of an existing registered organization and/or University entity, if the group’s purpose is not consistent with the educational mission of the University, if the group does not successfully complete the registration process by the set deadline or if the existence, mission, purpose, philosophy, etc. of the organization was not conceptualized by current DSU students. OSLA supports the initiatives of student organizations, not individuals or businesses.

Recognition may be withdrawn by the organization itself at any time. However, any student organization may have its recognition revoked or suspended by the Office of Student Leadership and Activities or through recommendation of the DSU Student Conduct Board for any violation of University and/or OSLA policies. Furthermore, no student organization will be permitted to remain registered if OSLA determines that it is not fulfilling its constitutionally stated purposes and/or functions, or if the group fails to meet any of the registration conditions outlined under the “Student Organization Registration Process.” Consideration for re-registration will be granted during the succeeding year. In all cases of recognition denial, a letter of notification will be written by the Office of Student Leadership and Activities. In all cases of recognition withdrawal, a letter of notification must be written by the respective organization.

ORGANIZATIONS INACTIVE FOR NON-DISCIPLINARY REASONS
Student organizations that have gone into inactive status due to low participation, lack of interest, or other non-disciplinary factors for three (3) academic years or less are eligible to reactivate at any time by completing the registration process outlined in the subsequent section. Organizations inactive for more than three academic years are considered new and must reapply as a student interest group.

STUDENT ORGANIZATIONS INACTIVE FOR DISCIPLINARY REASONS
Student organizations having been suspended, expelled, or otherwise deactivated for disciplinary reasons must adhere to the following process in order to be considered for reactivation:

- Fully adhere to the terms of disciplinary action taken against the organization within the imposed period of time associated with the disciplinary action
STUDENT ORGANIZATION RECOGNITION

- Fully comply with the process for recognition as a student interest group
- Appeal for reactivation by submitting the following
  - A formal letter generated and signed by the proposed President, Vice President and Advisor of the organization. This letter should contain a brief explanation of the issues that lead to the disciplinary action against the group and an explanation of steps taken and/or changes in conditions or organization composition that will provide assurance that problems requiring disciplinary action have been adequately addressed and resolved.
  - Appear for a meeting with the Director of OSLA as well as other University administrators. The organization’s proposed President, Vice President and Advisor must be present.
- The Director of OSLA will render a decision based on the factors outlined above and notify the organization in writing

STUDENT ORGANIZATION REGISTRATION PROCESS
Every student organization seeking recognition must successfully complete the registration process implemented by OSLA. Failure to do so will result in automatic denial of the respective organization to become a recognized student organization. The conditions of registration are described below:

- An executive board member or an advisor of every prospective student organization must attend mandatory Registered Student Organization Training presented by OSLA
- Every prospective organization must submit copies of its constitution, and completed application for registration to OSLA for review
- The organization must have and maintain a minimum of five (5) currently enrolled DSU undergraduate full-time students as active members at all times
- Identify five (5) full-time registered DSU students to comprise the Executive Board
- Appoint Executive Board members who are full-time, undergraduate DSU students with a minimum semester and cumulative GPA of 2.75. Failure to maintain a 2.75 cumulative GPA automatically disqualifies a student to remain in office
- Retain at least one (1) DSU faculty and/or staff advisor (advisor MUST be a FULL-TIME faculty or staff member) at all times. GRADUATE STUDENT STAFF IS NOT PERMITTED TO SERVE AS ADVISOR!

STARTING A NEW STUDENT ORGANIZATION
Each organization must have a unique mission. Students seeking to start an organization cannot replicate an existing group or campus department, or form a new group for the sole purpose of competing against an already existing group. If the Office of Student Leadership and Activities determines that an organization with the same mission already exists, your group will be encouraged to join the student organization that already exists.

STUDENT INTEREST GROUP
Student groups with less than five (5) but at least two (2) currently enrolled Delaware State University students are permitted to apply as a student interest group (application is separate from an RSO application). Recognition of a student interest group will be denied for the same reasons as a registered student organization. Benefits and non-benefits of a student interest group also vary from registered student organizations.

CATEGORIES OF STUDENT ORGANIZATIONS
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Every registered student organization must select the most appropriate category that best identifies its group. When selecting a "Category", use the following criteria in deciding which category best describes your organization/group:

- **College/Departmental/Academic** - Organizations interested in a particular academic area selected from the many campus departmental and college/academic areas.

- **Ethnic/Multicultural/International** - These organizations focus on ethnic, cultural, and other diversity issues, meeting the needs of under-represented people and providing opportunities to participate in campus activities with other like students and to share their experiences with others.

- **Fraternities and Sororities** - These groups are nationally recognized entities established in concordance with Title IX of the U.S. Education Act of 1972 and are taxed exempted under section 501(a) of the Internal Revenue Code of 1954. Campus interest and/or charter presence adhere to University policies. These groups have exclusive memberships and operate upon the mutual support of the members to provide expanded opportunities in leadership and personal development while supporting the University mission. They are civic and service based with campus and community impact. (NPHC & CIO organizations only)

- **Governing/Representative** - These groups serve as governing bodies for students and include all boards/councils and representing tiers of the Student Government.

- **Graduate School** - These groups are primarily comprised of graduate students, and are associated with the University Graduate School program.

- **Honorary** - These groups are organized for the purpose of recognizing and promoting outstanding scholastic achievement by students within particular academic areas or fields of interest. (i.e. honor societies)

- **Religious/Spiritual** - These groups provide religious and social outlets for students of particular faiths.

- **Service** - These groups have the primary focus of participation in service works that contributes to the quality of life of others.

- **Special Interest** - Groups which form to meet the needs of students’ varied interests not otherwise represented.

- **Sport** - Groups which form to meet the needs of students’ through club sports teams (w/approval of WRC).

- **Civic/Outreach** - Groups which form to promote participation in the efforts of communities to solve problems, address social needs, and respond to challenges and opportunities.

- **Performing and Fine Arts** - Organizations that bring together students who have a common interest and desire to explore, perform and/or learn more about a variety of art form, and music genres.

**RESPONSIBILITIES OF REGISTERED STUDENT ORGANIZATIONS**

- Accept responsibility for the supervision and safe operation of all sponsored programs and events

- Accept responsibility for reimbursing DSU for damage to University-owned property or facilities, including items such as cleanup costs, damaged property, or other contingencies related to the utilization of University-owned property, or facilities
STUDENT ORGANIZATION RECOGNITION

- Assure that all promotion and advertisement of events involving the use of University property, or facilities shall identify the group sponsoring the event
- Maintain active and up-to-date files with OSLA (membership information, constitution, officer changes, etc.)
- All Executive Board members are currently and actively enrolled full-time undergraduate students in good conduct standing
- Participate in mandatory activities and events sponsored by OSLA including, but not limited to, leadership workshops, retreats and organizational meetings
- Comply with University policies and regulations as defined in the DSU Student Code of Conduct, and the Office of Student Leadership and Activities handbook, as well as local, state, and national laws

BENEFITS OF BEING A RECOGNIZED STUDENT ORGANIZATION

- Increased visibility and accessibility
- Ability to sponsor and/or co-sponsor, and participate in programs and events on campus
- Access to available services and equipment on behalf of the Office of Student Leadership and Activities
- Permission is granted to use the University name and logo for promotional reasons, and when identifying the organization in accordance with University guidelines and policies on the use of the University’s name and logo
- Ability to apply for funding from the Student Government Association Funding Board
- Receive leadership materials, educational resources, and correspondence from OSLA
- Opportunity to participate in the Student Organization Fair during the Fall and Spring semesters to promote, and recruit
- Use of OSLA’s social networks to publicize the organization and its events (Facebook, twitter, etc.)

REGISTERED STUDENT ORGANIZATION EXECUTIVE BOARD

In order to become an Executive Board member of any registered student organization, an individual must be a full-time student at Delaware State University. In the event that an executive board member resigns, graduates or is removed from the position, it will be the responsibility of the student organization to identify a new member within a given timeframe. Should the organization not be able to identify a new member, the organization will automatically forfeit its recognition status until notified otherwise by the Office of Student Leadership and Activities. OSLA reserves the right to intervene and make officer changes when necessary for conduct reasons.

CONSTITUTIONS

Student organization constitutions help the group function. Constitutions articulate the purpose of and procedures to be followed. The constitution should be referred to when questions arise, reviewed annually and utilized in the training of new officers. The needs of a group will change over time and it is important that the constitution is kept up-to-date to reflect the current state of affairs.

A constitution will serve to clarify the organization’s purpose, delineate basic structure and provide the cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of what the organization is about, and how it functions. Constitutions are a requirement and are to be submitted to the OSLA during the registration process.
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OSLA will review the constitution and recommend changes, and revisions where, and if required. No organization will be allowed to proceed through the registration process without an approved constitution.

REGISTERED STUDENT ORGANIZATION TRAINING
Student Organization Training is required in order to become a registered student organization. Sessions are designed to train organization leaders on organizational leadership principles, organization operation, management and how to plan events, and understand important policies, and procedures. Training is presented during the Spring term. Every organization that participates in training will be held accountable for the information provided. The President and Vice President of every prospective organization are mandated to attend.

MISREPRESENTATION (FRONTING)
University student organizations may not serve as "fronts" for off-campus groups in order to gain unauthorized use of meeting space or information tables for the off-campus user. Furthermore, the formation of a student organization intended to act as an on campus agent for off campus persons, vendors and/or organizations not affiliated with the University is strictly prohibited. The existence, mission, purpose, philosophy, etc. of all student organizations must be conceptualized by current DSU students. Any organization found in violation of this policy will immediately have its registration status and privileges revoked by OSLA. Exceptions to this rule may be granted by OSLA only in the case of historically recognized organizations.

NEW OR CHANGE OF OFFICERS DURING THE YEAR
When new officers are elected or there is a change mid-year, organizations must complete a new membership and advisor form, and submit it to OSLA. If a new officer is selected after the mandatory Registered Student Organization Training sessions, it is the responsibility of the new officer to thoroughly review the student organization handbook to learn important regulations related to successfully running an organization. New officers are also encouraged to visit the OSLA office should there be any questions or concerns, and to work closely with the organization’s advisor, who is knowledgeable about the organization and university policies.

OFFICER TRANSITION
Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership. Transitioning is important because it:

- Provides the new leader with significant organizational knowledge
- Minimizes confusion of the leadership change throughout the entire organization
- Facilitates a sense of accomplishment and closure for outgoing leaders
- Helps incoming leadership gain the special expertise of outgoing leaders
- Increases the knowledge and confidence of the new leadership
- Minimizes the loss of momentum and accomplishments of the organization
- Provides a sense of continuity among the membership
ADVISOR GUIDELINES

3

ADVISOR GUIDELINES
OSLA STUDENT ORGANIZATION HANDBOOK

STUDENT ORGANIZATION PRIMARY ADVISORS
All registered student organizations are required to have a primary advisor who is a full-time administrative, faculty or professional staff member of Delaware State University, unless otherwise approved by OSLA. The advisor and members of the student organization should mutually agree on the roles, and responsibilities of the advisor.

At a minimum, an advisor should:
- Have basic knowledge as to the history, structure and purpose of the organization
- Be aware of the group’s finances
- Provide useful guidance to help the student organization identify and attain its goals
- Be knowledgeable of University policies and regulations, and civic ordinances, as well as state and federal laws that affect the activity of the organization
- Maintain ongoing contact with club officers
- Attend and chaperone events activities, both on and off campus
- Assist in leadership development
- Sign and maintain important documents and information of, and for the organization

STUDENT ORGANIZATION CO-ADVISORS
Student organizations are not required to have a co-advisor. However, should the organization opt for such, the co-advisor must too be a full-time administrative, faculty or professional staff member of Delaware State University, unless otherwise approved by OSLA. Co-advisors are held to the same standards, listed above, as primary advisors.

ADVISOR’S ROLE, RESPONSIBILITY AND LIABILITY
Registered student organizations are encouraged to choose its advisor(s) wisely. Advisors, both primary and co-advisors, are required to play a major role in supervising their respective organization(s). Specific requirements of an advisor include, but are not limited to the following:
- Must be a FULL time administrator, faculty or staff member of DSU - NO EXCEPTIONS!
- Must be present at all major events/activities (on and off campus) from beginning to end - NO EXCEPTIONS!
- Must approve all activities/events (on and off campus). OSLA will not proceed with scheduling an event without an advisor’s authorization
- Has the authority to cancel events/activities (only requests containing the official signature of an advisor will be scheduled. Attempts to forge an advisor’s consent will jeopardize the active status of the organization and may lead to suspension)

ADVISOR RESPONSIBILITIES
Defining the specific role of an advisor is not easy. Therefore, the relationship between an advisor and his/her student organization should be tailored to the personalities and needs of both parties, and the stated mission of the organization. Listed below are descriptions of responsibilities that should guide the advisor toward appropriate behaviors and roles within the group.

1. The advisor should remember that it is the task of members to operate the organization.

2. The advisor should be well informed about all plans and activities of the organization. This may be achieved through regular attendance at meetings and frequent consultation with the organization’s leaders, and the OSLA office.

3. The advisor approves all activities and events of the organization. Student groups will not be permitted to hold such functions without their advisor’s approval and/or approval of sponsored events/activities.
ADVISOR GUIDELINES

4. The advisor attends all events sponsored by and/or involving his/her organization, both on and off campus. If the advisor cannot attend, he/she or the leaders of the organization should secure an appropriate replacement to cover the event. Replacement advisor’s must be full-time faculty or staff of the University and/or must be approved by OSLA.

5. The advisor should be familiar with the policies of the University and this handbook.

6. The advisor provides continuity within the organization and assists with the orientation of new officers.

7. The advisor is expected to attend the mandatory “Advisor’s Workshop” sponsored by OSLA.

8. The advisor should assure, with the organization’s leaders, that funds are being used in accordance with the needs and mission of the organization.

9. Under general circumstances, advisors do not have the authority to dictate or control the policies or operation of an organization. However, if a student’s actions or planned actions would serve to make the organization or University vulnerable to a liability issue, the advisor is obligated to override the student organization and notify the Director of OSLA immediately.

10. The advisor should provide direct assistance in the planning of programs and should offer counsel when deemed appropriate.

11. If your organization is found to have violated University policy or procedure, OSLA will review the incident and take whatever actions are appropriate.

ADVISOR RESPONSIBILITIES AT FUNCTIONS

1. Advisors are required to be present at all major events (balls, lectures, seminars, cookouts, pool parties, pageants, recreational activities, etc.). Advisors are expected to have a commanding presence throughout the duration of the event.

2. During the event, advisor (s) and the student (s) in charge should be in frequent communication concerning the progress of the activity and any potential trouble areas that may be developing.

3. In case of an emergency, such as fire, disorderly conduct, personal injury or loss of property, etc., the advisor should notify the Campus Police Department, who will take charge of the situation and immediately file an incident/accident or conduct report with the appropriate university officials including the Director of OSLA.

4. At the close of the event, security and the advisor should inspect the rooms/building to see that everything is in order and that all participants have vacated.

5. In the event that an advisor cannot be present during a major event, the event will be cancelled, unless the advisor and organization have received approval by the OSLA office to proceed with an approved chaperone(s).

LIABILITY

It is natural for advisors to be concerned about liability as it relates to advising student organizations. Below are some key considerations to know in order to limit potential liability.
An advisor can be found responsible for the negligence of the student organization if the advisor does not act as another “responsible competent person” would

Common negligence law states that liability can be established when there is some duty of care to the person or situation; that duty is breached; the breach results in injury, harm, or loss; and the breach is the direct cause of the damage

No Student organization or advisor can bind the university to a contract. To avoid instances of financial liability, advisors should not enter into agreements or contracts on behalf of their organization. An advisor should not sign his/her name or the school name. This could lead to individual liability

Advisors should pay attention to nondiscrimination, sexual harassment and disability laws. Within the campus environment, student organizations must still adhere to the law. Membership practices or activities that could be perceived as discriminatory are prohibited

To reduce risk, advisors should promote two principles within the organization:

“Reasonable Standards of Care”
This requires those responsible for an event or activity to know and adhere to guidelines and standards of safe conduct. They are expected to ensure that they and others behave in such a manner as to reduce risk, thus, protecting both the student group and the advisor.

“Due Warning”
Advisors should provide notice of foreseeable risks to those likely to come in contact with hazards. An advisor can help the organization provide due warning by conducting a risk assessment before each activity:

What are the possible risks involved?

How can they be avoided?

What are the established rules and how will they be implemented?

What risks should participants be aware of before participating?

NOTE: The Office of Student Leadership and Activities is authorized to relieve an advisor of his or her duties if the office finds that the advisor is unable to effectively perform in this role. Likewise, a student organization can appoint a new advisor at any time by completing a new “Advisor’s Consent” form. If a student organization’s advisor resigns, the organization will temporarily lose its recognition until a new advisor is designated and a new “Advisor’s Consent Form” is completed.

NOTE: In the event that a student organization’s advisor(s) cannot be present during an event/activity (on and off campus), the event will be cancelled, unless the organization receives authorization from the Director of OSLA to proceed with an approved chaperone(s).
REGISTERED STUDENT ORGANIZATION FUNDING
REGISTERED STUDENT ORGANIZATION FUNDING

APPLICATION FOR FUNDING
Only undergraduate registered student organizations in good standing may apply for funding from the Student Government Association (SGA). The SGA will notify organizations about the application process. Organizations will be required to clearly express their funding needs on the application. Please note that funding is not guaranteed. The OSLA office will work directly with the SGA to handle all procedures related to the disbursement of funds. Additionally:

- Organizations can only apply for funding once during a given academic year; organizations are encouraged to make their request early as funds are limited. NOTE: Greek Letter organizations are an exclusion and therefore cannot apply for funding from SGA.

- Annually, the SGA will identify a maximum dollar amount that organizations can apply for

FUNDRAISING/SOLICITATION
The Office of Student Leadership and Activities must approve all fundraising activities sponsored by student organizations through completion and acceptance of a Solicitation Form. Fundraising activities must be consistent with the mission of the University, and comply with all University, local, state, and Federal laws and ordinances.

The university’s Solicitation and Fundraising Policy states the following:

Delaware State University (DSU) recognizes the need to protect the campus environment from uncontrolled solicitations, but acknowledges the need to support worthwhile causes and to have convenient access to a variety of merchandise and services. The University also recognizes the importance of raising financial and in-kind support from outside sources to benefit the University, its students, departments, and activities, while protecting the integrity of the University’s fundraising efforts and the consistency of the fundraising messages.

DEFINITIONS:

§ Solicitation is any verbal or written effort to raise funds through the sale of merchandise/services or through charitable donations as well as to influence or gain support for an issue or cause.

§ Proposal is any request for financial or in-kind support.

§ Associated Entity is any organization which is affiliated with DSU, but is not the University itself, and uses or intends to use the name, trademark, logo, or other University unique identifier. For example, the DSU Alumni Association, Sororities and Fraternities, Boosters and other like organizations are considered associated entities.

§ Campus is considered any physical property owned or leased by DSU.

ON CAMPUS SOLICITATION:

§ Solicitation is prohibited on campus without prior written approval per these solicitation guidelines.

§ DSU clubs, organizations, including athletic organizations, and individuals intending to solicit or sponsor a program on campus must obtain prior written approval from the Vice President for Institutional Advancement/Chief of Staff or Associate Vice President for Development at least 10 business days prior to the event. Student clubs and organizations must also obtain approval from the Vice President for Student Affairs.

§ Instructors/presenters are prohibited from advertising services or products in classes without approval according to the guidelines for on campus solicitation.

§ Off-campus groups or individuals desiring to solicit on campus must obtain written approval at least 10 business days prior to the proposed start date from the Vice President of Institutional Advancement or Associate Vice President for Development and must be sponsored by a DSU club or organization. The sponsorship must be approved by the Vice President for Student Affairs prior to submission. Requests without proper sponsorship will be automatically disapproved.

The request must include the following:

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- Name of sponsoring organization
- Vendor contact information
- Purpose of solicitation
- Preferred dates of solicitation
- Methods used to solicit, including examples of advertising and publicity
- Preferred location(s)
- Target populations
  - Descriptions of products, programs, and/or written materials to be distributed.

§ Generally, solicitation on campus by off-campus groups or individuals is discouraged. However, activities which enhance the DSU community will be given serious consideration.
§ Profit-making solicitations (fund raisers) may be subject to a contractual relationship by which a negotiated percentage of sales will be allocated to the Delaware State University Foundation, Inc. or organization sponsoring the event.
§ Off-campus groups or individuals must abide by the policies affecting recognized university clubs and organizations.
§ All persons involved with a solicitation must respect the rights of individuals to refuse the solicitation being made.
§ Flyers and signs must be approved in accordance with the procedure for posting on DSU property before posting on campus. Solicitors cannot put flyers, cards or any type of advertising on cars in the campus parking lots.
§ Voice mail, email and campus monitors are for official DSU business only. See DSU Computer Usage Policy at www.desu.edu.
§ Any and all fundraising activities related to the Athletics Department, in which funds are to be used for specific athletic teams or athletic administration, must be cleared at least 10 business days prior to the proposed start of those activities through the Office of Development. Such fundraising activities include, but are not limited to, silent auctions, golf outings, souvenir sales, used equipment sales, and others. All monetary receipts through these fundraising activities must be accounted for as income.
§ Violations of any of the above policies may result in disciplinary action, legal action and/or sanctions.

OFF-CAMPUS SOLICITATION BY STUDENTS, ALUMNI AND ASSOCIATED INDIVIDUALS OR ENTITIES

Students, alumni, and associated individuals or entities shall involve the Office of Development in the earliest stages of soliciting monetary or non-monetary support by notifying the Associate Vice President for Development or designee prior to approaching a potential donor, sponsor or contributor for support. Under no circumstances should a proposal be submitted to a corporation or foundation without first receiving written approval of the Associate Vice President for Development or the Vice President for Institutional Advancement/Chief of Staff. Students must also obtain the approval of the Vice President for Student Affairs. Each proposal must go through an internal review process before it is submitted to a potential grant maker or funder. The approval process is as follows:

§ Obtain a copy of the appropriate DSU solicitation review form.
§ Complete and submit the appropriate DSU solicitation request review form through the appropriate channels (Director of Student Leadership and Activities, Vice President for Student Affairs, Director of Alumni Affairs, or Other) to the Vice President for Institutional Advancement/Chief of Staff or the Associate Vice President for Development for approval prior to solicitation. (See attached).
§ DSU trademark licensing requests must be approved by the Vice President for Institutional Advancement/Chief of Staff or the Director of Integrated Marketing.

On-going communication may be necessary between the Office of Development and the requestor. The required information should be completed and submitted in electronic and paper form, including any proposal or written request, to the Office of Development no fewer than 10 business days before the delivery deadline or desired mailing date.
REGISTERED STUDENT ORGANIZATION FUNDING

Violations of this Policy
In the case of a violation of this policy, individuals or organizations attempting to display or distribute and/or sell unauthorized materials on campus, or use campus facilities for such activity, will have their permission to engage in solicitation revoked, and future requests may be canceled or denied. Solicitors, not affiliated with the University of Maryland Eastern Shore, will be asked to leave the campus by the University Police and will be subject to appropriate legal action.

Student organizations are not permitted to send letters of solicitation to faculty/staff/administration or outside agencies for fundraising purposes.

At no time will a student organization be permitted to “front” for off campus persons, vendors and/or organizations that desire to sell, or promote their product on University property or in conjunction with university affiliated functions.

**Solicitation of non-monetary donations such as clothing, toiletries, canned goods, etc. must also be authorized by the OSLA office**

RAFFLES FOR FUNDRAISING
Raffles involve paying money for a chance to win a prize of greater value which is considered gambling. Instead of raffles, it is suggested that student organizations hold “free drawings” in which no money is exchanged.

DUES
Student organizations are permitted to charge dues from participating members as a requirement for membership in the student organization. All guidelines related to dues must be clearly stated in the organization’s constitution.

CONTESTS
Student organizations wishing to raise funds are permitted to do so (without a license) as long as a skill component is incorporated to increase a person’s chances of winning. The University considers this practice a ‘contest’ rather than a raffle.

Examples of approved activities include: guessing the correct number of jelly beans, scoring the most points in a game, or having the most audience votes.

PRIZES
Student organizations wishing to purchase prizes must gain approval from the OSLA office. Upon receiving such prizes, the winner will be required to complete a “prize winner” form outlining the item(s) won.

“GIFTS IN KIND”
Student organizations are permitted to receive donated gifts (separate from cash donations) from non-University organizations. This is a great way to solicit companies or organizations to donate items to be raffled off, used as prizes, etc. However, approval must be granted in advance as noted above.

CREDIT CARDS
Delaware State University does not permit nor endorse the selling or promotion of credit card or credit card companies, or their advertisement on campus.

UNIVERSITY BOOKSTORE
In order to avoid direct competition with the University Bookstore, student organizations are not permitted to sell books or DSU paraphernalia already being sold.

UNIVERSITY ACCOUNTS
In order to efficiently manage organizational funds, student organizations will automatically be given a university account number upon approval of registration. All student organization accounts will be managed by the OSLA office in conjunction with the University’s Accounting Department. However, it shall be the responsibility of the advisor and
treasurer to collect all funds and deposit them regularly with the University cashier. All funds shall be subject to normal operating procedures established by the University for the purpose of accountability.

External bank accounts are prohibited.

**PAYMENTS FOR SERVICES**
Any student organization hosting an event will be required to pay for the following services that may be rendered as a result of the event.

- Space
- Catering
- Facilities/Grounds
- Custodial/Housekeeping
- Security
- Any other unexpected service that is exclusively a result of the student organization’s program or event

**PAYMENTS FOR FACILITY/EQUIPMENT DAMAGE OR LOSS**
It is the responsibility of student organizations to complete all paperwork through the Office of Conference and Events necessary to utilize space or equipment belonging to the University. In the event of damage to facility or equipment, or loss of equipment, student organizations will be responsible for paying all associated costs for repair or replacement. Failure to make payment will result in the loss of scheduling privileges and in extreme cases, the loss of recognition.

**DEBTS**
If a student organization does not have a sufficient amount of funds in its account, or devise a way to make complete payment to cover costs associated with damage, the organization will lose its registration status until the deficit is resolved.
LEADERSHIP DEVELOPMENT
STUDENT LEADERSHIP INSTITUTE (SLI)
Student Leadership Institute is a leadership development course offered through the Office of Student Leadership and Activities. Every registered student organization is required to identify members from their organization to attend sessions offered throughout the course of the year. SLI schedules will be provided to student organizations at the beginning of each semester. SLI is designed to:

- Improve leadership and organizational skills
- Improve your student organization’s ability to identify and achieve goals
- Develop skills and strategies imperative for success in student organization, academic and professional environments
- Identify your personal strengths and areas for growth
- Broaden your understanding of what it takes to excel academically, socially and professionally
- Develop an understanding and working relationship between the organization and advisors

Unexcused absences from Leadership Institutes will result in restrictions imposed by the OSLA office.

STUDENT LEADERSHIP RETREATS
The Office of Student Leadership and Activities offers the opportunity for student leaders to attend leadership retreats twice a year (once in the Fall and once in the Spring semesters). The retreats are reserved for executive boards belonging to the Student Government Association, Campus Activities Board, Royal Court, Men’s Council, Women’s Senate, Residence Hall Association, Class Boards and Fraternities/Sororities.

Failure to participate in the Leadership Retreats will result in restrictions imposed by the OSLA office.
EVENT PLANNING
Planning a successful event can be challenging, but a rewarding experience. Events help promote the organization’s mission and initiatives, and encourage others to join through active recruitment and participation. Whatever your organization is seeking to plan, it is extremely important that all University policies and procedures are followed. These policies protect not only the University, but also students and the student organization, collectively and individually, from potential risks and/or liabilities.

EMERGENCIES, DISASTERS AND CATASTROPHIES
In the event of a national or local emergency, disaster or catastrophe, including but not limited to, acts of nature, a pandemic, epidemic, natural disaster, etc., the planning and execution of student organization events would be modified and potentially ceased. Student organizations would be required to comply with the orders and guidance of regulatory/advising organizations, as well as the university, on event planning and execution protocols.

OSLA AND CAMPUS EVENTS
OSLA and Campus Events provides facility usage and planning advice to student organizations, and works with University departments, and outside vendors to ensure the success of student organization campus events and programs. Both offices will provide guidance and logistical assistance to all student organizations and advisors, and are willing and available to spend time with any student leader and advisor to create successful events.

The Office of Campus Events will process your event request upon receipt of all necessary approvals. Arrangements for Campus Police and Facilities will be made based on the nature of event. A planning meeting and completion of a “pre-event planning” form is mandatory to ensure the successful execution of all student organization MAJOR events (classified on next page).

The Office of Campus Events requires that all events and programs be scheduled at least fifteen (15) business days prior to the event.

All events and programs taking place between Monday and Thursday must end no later than 11:00PM. Weekend programs (Friday and Saturday) must end by 1:00AM. Sunday programs must end no later than 9:00PM. Only the Director of OSLA in consultation with the Vice President of Student Affairs and the University Police Chief, can authorize a program to last longer than the times indicated.

The Office of Student Leadership and Activities makes the final determination in the approval of student organization events. The office also reserves the right to cancel events.

RESERVING A ROOM/SPACE: EVENT MANAGEMENT SYSTEMS (EMS)
To reserve a room or space for your student organization’s meetings, programs, or events, use the Event Management Systems (EMS) website by going directly to the MY DESU homepage and clicking on the “DSU Event Manager” icon.

RESERVATION POLICIES
• Requests are on a “first-come, first-serve” basis
• All requests must be made at least fifteen (15) business days prior to event
• Campus Events will forward event requests to advisor, building manager, OSLA and appropriate department for approval
• Pending approval, a confirmation email will be sent to the scheduler from the Office of Campus Events
EVENT PLANNING

- An actual event request has not been confirmed until a confirmation email has been sent by the Campus Events office. In the case of major events, the Office of Student Leadership and Activities will require a planning meeting with the organization as a condition of final approval.

- By approving a major event, the organization’s advisor automatically confirms his/her attendance at event.

- Do not make assurances, sign contracts/agreements with DJ’s, caterers, etc. or publicize your event until approval has been given by the Office of Conference and Events.

- Student organizations are required to notify the Office of Campus Events of cancellations, changes or discrepancies at least three (3) business days prior to event.

MISREPRESENTATION (FRONTING)

Individual students may not reserve space for personal or commercial purposes. Additionally, student organizations may not act as agents for off campus persons or organizations in order to receive student rates/privileges for the space. Student organizations that reserve space for the purpose of allowing off campus persons, vendors or organizations to promote, advertise, or sell items will be held responsible for misrepresenting themselves and their organizations. Organizations found responsible for such action risk suspension.

CANCELATIONS

All events and programs must be cancelled at least three (3) business days prior. Notification must be submitted in writing to the Office of Conference and Events. Failure to meet this deadline will result in the organization paying for costs associated with arranging the event including, but not limited to, full compensation (based on an hourly rate) of University Police and/or other personnel.

Should an event be cancelled at the discretion of a student organization and/or University department, refunds will be given to patrons who provide proof of purchase.

DEADLINES

In order to efficiently accommodate all event requests, OSLA delineates scheduling deadlines for every student organization to adhere to:

- Final Day for Activities – A set date will be given for the Fall and Spring semesters. These dates apply to ALL events and programs, including, but not limited to, practices, meetings, etc.

- Final Day to Schedule Activities – A set date will be given and communicated to all organizations and advisors for the Fall and Spring semesters.

MAJOR VS. NON MAJOR EVENTS

Only student organizations planning “major events” are required to attend a planning meeting with the Offices of Student Leadership and Activities, and Conference and Events, and complete a “pre-event planning” form. Major events are classified as the following:

- Fashion Shows
- Concerts
- Comedy Shows
- Parties/Balls
- Step Shows
- Pageants
- Fraternity/Sorority Presentations
- Talent Showcases
- Outdoor Events
- Events with DJ or amplified sound
OSLA STUDENT ORGANIZATION HANDBOOK

- Banquets
- Conferences
- Lectures (dependent on location, topic(s) to be discussed, and notoriety of lecturer(s)/panelist(s))
- Open to the Public

Non Major events are classified as the following:
- Meetings
- Practices
- Lectures (dependent on location, topic(s) to be discussed and notoriety of lecturer(s)/panelist(s))

POLICY ON PARTIES/BALLS
The purpose of this policy is: (1) to identify and implement measures designed to provide a reasonably safe environment for students, and guest(s) attending these functions and (2) to clarify expectations of all individuals involved in managing these events. For the purposes of this policy - party, ball, reception, mixer and/or social shall be considered one and the same, and the phrases may be used interchangeably.

DEFINITIONS
- The term “Party” refers to any social gathering or event (free or for fee), non-seated in a primarily open area, indoors or outdoors, where music and/or entertainment by any means is provided.
- The term “Ball” refers to any event (free or for fee), with table seating in a primarily open area, indoors or outdoors, where music and/or entertainment by any means may be provided; and where food service may or may not be provided and where the dress attire is semi-formal to black tie, unless it is a “themed” event.
- The term “Reception” refers to any event (free or for fee), with or without seating in a primarily open area, indoors or outdoors, where music and/or entertainment by any means is provided; and where food service may or may not be provided and where the attire is casual to formal.
- The term “Mixer” refers to any informal event (free or for fee), with or without seating in a primarily open area, indoors or outdoors, where music and/or entertainment by any means may be provided, and where food service may or may not be provided and where the dress attire is usually casual.
- The term “Social” refers to any informal event (free or for fee), with or without seating in a primarily open area, indoors or outdoors, where music and/or entertainment by any means may be provided, and where food service may or may not be provided and where the dress attire is usually casual.

DETERMINATION OF STATUS:
OSLA in conjunction with Conference and Events shall determine if an event is to be designated as a party, ball or reception, etc. based on, but not limited to, the following criteria:
- Events which are open to the general campus community and their guests, or to the sponsoring organization and its guests
- Events of which amplified sound is involved
- Events which do or do not require a major set-up of staging, tables and/or chairs
- Events which historically have demonstrated being of a party nature
- The dress attire (semi-formal, formal or black tie)
EVENT PLANNING

- Number of anticipated participants and chosen venue

The University reserves the right to investigate bands, DJ’s, and/or artists prior to their appearance. Where there are possibilities of disturbances, and concerns for the safety and welfare of students, bands, DJ’s and/or artists will not be permitted to appear.

The student organization Advisor(s) must arrive on site one hour prior to the start of party/ball and remain on site throughout the entire event. No party or ball will begin in the absence of the advisor.

Parties/Balls will take place on Friday or Saturday nights only!

Student Organizations are prohibited from scheduling parties/balls and other major events during the following:
- MIDTERM AND FINAL EXAMS
- READING DAY
- HOMECOMING
- SPRING FLING
- WEEKDAYS (SUNDAY - THURSDAY)

PROHIBITED EVENTS
The Office of Student Leadership and Activities strictly prohibits events and programs that consist of the following:

Indecent Exposure: Nudity, near nudity, going shirtless, exposing undergarments and sexually provocative clothing (exception to this rule will be granted only if the event/program provides and/or is of artistic value)

Indecent Acts: Stripping, lap dances and groping

Physical Abuse: Punching, hitting and kicking

Psychological Abuse: Harassment of any form

Verbal Abuse: Vulgar, demeaning, mean-spirited and overly explicit language (exception to this rule will be granted only if the event/program provides and/or is of artistic value)

Any registered student organization found in violation of these policies will automatically have their recognition as a student organization suspended, resulting in a loss of all benefits. Organizations found in violation will be notified in writing as to the extent of their suspension. Furthermore, depending on the nature of the violation, all students involved may be disciplined in accordance with the Student Code of Conduct.

MENTAL WELLNESS AND TRAUMA RELATED EVENTS
Any event involving discussions or activities regarding sexual assault, mental wellness, bullying, etc. must include the presence of a licensed professional who is certified to contribute to the event.

VIGILS
On-campus vigils must be planned and executed under the guidance of the Office of Spiritual Life. Student organizations are required to consult with the university Chaplain prior to planning a vigil.

DATE AUCTIONS
Date auctions, or any type of event in which people are auctioned, are not permitted on-campus by any registered student organization. Events like these are/could be considered as sexual discrimination and/or
hazing. No University resources may be used for any such event, including, but not limited to room reservations, posting space, etc. Organizations that violate this policy risk having its members sanctioned by the Office of Judicial Affairs and its “active” status revoked.
Organizations that choose to hold these events off-campus accept that all risk and liability falls on the organization and individual members.

OUTSIDE ON-CAMPUS EVENTS WITH NOISE
Any requests for bands, DJ’s or other loud sound/music outdoors must be approved by OSLA, in conjunction with the Office of Campus Police. OSLA will work with student organizations to determine what times during the day such events can be held.

VISITORS
The University campus and facilities, or special purpose buildings, and grounds are generally not open to the public. They are principally for the use of Delaware State University students, alumni, faculty and staff. Visitors and guests may utilize University facilities for events approved by the University community provided they conduct themselves in accordance with standards established for members of the University community. A host accepts responsibility for the behavior of their guest(s) and should ensure that they comply with University regulations.

In particular, individuals may not obstruct or disrupt normal activities on campus, interfere in any way with the free use, access to or enjoyment of university facilities by students, faculty, or staff, or act so as to threaten, or endanger the property, health, or safety of others. Some campus events and University facilities, when required for University purpose, may be subject to further limitations.

Visitors are subject to search and seizure, metal detections, and pat-downs when entering some campus venues and activities. It is the responsibility of the sponsoring organization to inform visitors of this policy.

Non-University members who wish to attend an event sponsored by a student organization, must be accompanied by a DSU student, faculty, or staff member with a valid identification card. Non-University guests must show a valid driver's license or other form of pictured ID upon request. Approval for non-University members must be granted.

TICKETING
Registered student organization’s selling tickets for an event MUST complete a Ticket Request form though the Athletic Ticketing Office. Completed forms must be submitted during planning meeting with OSLA and Conference and Events If an organization fails to submit a form, OSLA will mandate the event as FREE. Additional ticketing guidelines are as follows:

- All tickets sales will be managed through the Athletic Ticketing Office
- The set-up, printing and on-line management of tickets may be subject to fees
- Tickets will be placed on sale one (1) week prior to the scheduled event
- OSLA reserves the right to reject requests for ticket sales or to terminate ticket sales
- All complementary tickets will be subtracted from the total number of tickets requested based on the capacity of the facility
- The Athletic Ticketing Office will surrender all funds collected through ticket sales, minus fees/charges associated with the event, to the Cashier’s Office to be applied to the respective student organization account
- AT NO TIME WILL TICKETS BE SOLD OR MONEY COLLECTED AT THE DOOR OF AN EVENT
- OSLA and the Office of Campus Police maintain the right to deny entrance to any person presenting a fraudulent ticket
- Students and are required to present their DSU ID when purchasing tickets. Guests must provide a photo ID.
- Admission to events shall require a valid DSU ID and/or event ticket for DSU students and a valid photo ID and event ticket for all guests
- Students are not permitted to handle tickets or make any monetary transactions
- Student organizations are NOT permitted to make changes to ticket price once sales begin
EVENT PLANNING

- Student organizations that do not sell a minimum of one-hundred (100) tickets within 48 business hours of an event, will be required to cancel or reschedule their event for a later time.

Some campus events may be open to DSU students only. Should OSLA in conjunction with Campus Police permit a student organization to invite non-University members, the number of guests allowed per DSU student will be determined on a case-by-case basis. However, in every case the following will be enforced:

- All guests must have a ticket and a valid photo ID to enter the event, and be accompanied by a DSU student
- DSU students are responsible for the behavior of their guest(s)
- Violations of the University, the state of Delaware and/or Federal laws by guests will affect the DSU student responsible for them.

UNAUTHORIZED USE OF SPACE
Every student organization is required to utilize the EMS system for event requests. Meetings, programs, practices, etc. must be scheduled in EMS. Failure to do so puts the organization at risk for automatic suspension.

FACILITIES
Delaware State University is a smoke-free and dry campus. Moreover, the use of University facilities may be denied if the activities interfere with the mission or goals of DSU. Below is a list of facilities that student organizations may reserve for their programming needs. Most of these facilities can be reserved by using the events management system.

<table>
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<tr>
<th>Building</th>
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<tbody>
<tr>
<td>EH Theater/Lobbies</td>
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<tr>
<td>Bank of America</td>
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<tr>
<td>Wellness and Recreation Center (WRC)</td>
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<tr>
<td>MLK Student Center</td>
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<td>Jenkins Hall</td>
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<td>Tubman Laws Hall</td>
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<td>Warren Franklin</td>
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<td>Evers Hall</td>
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<td>Grossley Hall</td>
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<td>Price Building</td>
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<tr>
<td>Science Center</td>
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<tr>
<td>Memorial Hall Gym</td>
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<td>EH 109</td>
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</tbody>
</table>

Note: (1) Building Managers reserve the right to approve or disapprove an event/program based on the nature of the event/program.; (2) Facility availability and usage is subject to change.
EVENT SET-UP/BREAK-DOWN
Physical set-up and break-down, such as table, and chair configurations, stage assembly, etc. for events are arranged through the Office of Conference and Events. Student organizations are not allowed to bring and set-up their own personal tables, chairs or stage for indoor, or outdoor events. Conference and Events will arrange for all necessary facilities management services.

EQUIPMENT AND AUDIO, VISUAL, AND TECHNICAL SERVICES
The following equipment is offered through Conference and Events to student organizations at no charge:

- Tables
- Chairs
- Sound system (speakers) - only provided for non-DJ events
- Podium
- Portable stage
- Microphones
- Portable projectors
- Portable screens

Please note that the Office of Campus Events will not provide sound equipment for student organization practices. The organization is responsible for providing its own sound equipment.

For events and programs involving a band and/or DJ, Campus Event will not provide a sound system. The band and/or DJ is responsible for bringing, setting up and utilizing their own sound equipment during the entirety of the event.

Unauthorized use of any equipment by a registered student organization will be handled accordingly by OSLA. A sanction will be determined based on the nature of the violation.

CAMPUS POLICE
When a student organization is hosting an event in which campus police officers are needed, the Office of Campus Police will determine the number of officers needed. The number of required officers may vary depending on location, type of event, and number of participants.

QUESTIONS TO CONSIDER FOR PLANNING A SUCCESSFUL EVENT
The following will assist your organization in planning a successful event:

When you first have an idea about an event:
What kind of event is it?
What are the goals?
How will your event benefit DSU students?
Is your event a duplication of another event? Has it been done in the past? If so, what were its strengths and weaknesses?
Could the event possibly incur liability? What are the risks involved? Is it dangerous?

When you start to plan your event:
Set a date and time. Does it conflict with any other campus event (mid-terms, finals, another major student organization event, or a holiday)? If so, how will you resolve the conflict?
Have you reserved a facility or venue?
Have you included your advisor in your planning?
EVENT PLANNING

Are you aware of the policies regarding the use of campus facilities?
Will the event location attract or inhibit student attendance?
What is the estimated attendance?
Will you sell tickets?
Will you need security to staff your event?
Will you have food?
Will you require the services of an outside performer, speaker, DJ, band, etc?
What are your sound and electrical requirements?
How are you advertising?
Do you have enough members and volunteers to help manage the event?
If the event is scheduled to be outdoors, what are your inclement weather plans?

Financial considerations:
Have you developed a budget?
Do you have enough financial resources?
Will your event be co-sponsored by another student organization or University department?
Will your organization be donating any proceeds to charity?
Are contracts and deposits required?

When all else fails:
Do you have a back-up plan?

For help with event planning questions, contact OSLA.

CONTRACTS
A legal contractual agreement is required ANYTIME a student organization is bringing any vendor, company, performer, or service to Delaware State University who/that is not a member of the DSU community.

Contracts confirm the legal and risk management aspects that are necessary to protect the University, the student organization and individual student. In addition, contracts ensure that the non-DSU performer or company provides what they promise through legal documentation, and makes everyone aware of the expectations of the service and/or performance to be provided, the terms of payment, and event details.

Legal counsel manages the contracting process and partners with OSLA for events, and services that require contracts, and written agreements. In addition, the OSLA will work with student organizations to determine whether contracts are needed for different and specific aspects of an event.

Contracts are always required when paying the performer or vendor, and are needed for the following types of services/performers, including, but not limited to:
- Lecturers, speakers, presenters
- DJ’s
- Bands
- Carnival games and rides
- Novelty programs
- Government officials
- Any performer (singer) or media group (radio station)
- Sponsorships

ALL matters involving contracts should be directed first to the OSLA. Student organizations are not permitted to discuss contractual matters and/or make assurances of any kind to an outside entity who/that will provide a service to the university community.

Students/organizations are not authorized to sign contracts for services on behalf of Delaware State University.
OSLA STUDENT ORGANIZATION HANDBOOK

Legal counsel must sign all contracts and agreements for services, for both on, and off campus events. Should students sign any contract or agreement, the student/organization will be held personally liable.

ALL contract requests must be submitted to the OSLA at least eight (8) weeks prior to the date of your organization’s event.

EVENT CO-SPONSORSHIP
Registered student organizations are encouraged to co-sponsor events and programs with other active DSU student organizations. Plans to co-sponsor an event should be indicated on the pre-event planning form and discussed with the Offices of Student Leadership and Activities, and Conference and Events, as well as the advisors of both organizations during the mandatory planning meeting. At this time the financial commitment, delegation of responsibilities, financial management, promotion, etc. of each organization can be determined.

MOVIE RIGHTS
There are very specific policies regarding student organizations showing films or movies. In order to show any movie in a public setting, student organizations must obtain a “public performance license” for that film and abide by federal copyright laws. Not obtaining the license is a violation. Violators may be subjected to fines and/or jail. Movies and films purchased or rented from stores are for home/private viewing only.

Frequently Asked Questions
Q: Can our organization show a movie if someone owns a copy of the film?
A: Movies personally owned or rented are for private/home use only and cannot be shown in a public setting as this would be a violation of federal copyright law.

Q: How can our organization obtain copyright permission to show a movie on-campus?
A: Contact OSLA.

Independent films and documentaries are generally not available through these film distributors. Organizations must contact the film producer directly to inquire about public screenings/showings.

Q: Can our organization show a movie without copyrights if it does not charge an admission fee?
A: No. Regardless of whether an admission fee is charged, proper copyrights must be obtained.

Q: Does our organization need copyrights to show a movie even if it is a closed showing and only members of the student organization are attending?
A: Yes. Regardless of who is in attendance, you must obtain the copyrights of the film.

Q: How much do the copyrights for a movie cost?
A: Price varies based on the age of the movie; in general $500 for an older movie to $1,000 for a new release. Copyrights for independent, educational and documentary films are often free.

Q: If the Campus Activities Board (CAB) or another student organization had a movie earlier in a term, can the movie be re-shown because the copyright has previously been paid?
A: No. The copyright was purchased for that specific date, time, and location.

Federal Copyright Act (from www.copyright.org)
The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home. In some instances no license is required to view a videotape, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Examples of situations where a public performance license must be obtained include taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day care facilities, parks and recreation departments, churches, and non-classroom use at schools and universities. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.
EVENT PLANNING

All other public performances of Movies are illegal unless they have been authorized by license. Even "movie showings in 'semipublic' places such as clubs, lodges, factories, summer camps and schools are 'public performances' subject to copyright control." (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64). Both for-profit organizations and non-profit institutions must secure a license to show Movies, regardless of whether an admission fee is charged. (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62)

Non-compliance with The Copyright Act is considered infringement and carries steep and significant penalties. Such exhibitions are federal crimes and subject to a $150,000 penalty per exhibition (Section 506) (www.copyright.gov/title17/92chap5.html#506). In addition, even inadvertent infringers are subject to substantial civil damages ($750 to $30,000 for each illegal showing) and other penalties. (Sections 502-505) (www.copyright.gov/title17/92chap5.html#502)

SPORTS AND TELEVISION BROADCASTS/RIGHTS
Broadcasts of televised sporting events, including the Super Bowl, as well as the Olympics, are protected under federal copyright law. If you are hosting a showing of any major sports or television event, please follow these critical rules:
- Showings must be limited to TVs or screens smaller than 55"
- DO NOT charge admission
- Amplification must be minimized, including using no more than four (4) loud speakers in the room
- The term “Super Bowl” is trademarked – student groups should brand this event as “the Big Game” or a comparable term

DECORATIONS AND OPEN BURNING POLICY
It is the policy of Delaware State University to prohibit open burning at all times.

1. Open Burning - Open burning as defined by the University is any open/exposed flame or combustion that produces heat, light, or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbeque grills, and their related accessories such as: gasoline, propane, lighter fluid, charcoal; and pyrotechnics.

2. Decorations - All decorations and ornaments must be of fire-resistant or non-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler hears and piping, smoke detectors, fire alarm pull boxes, etc.) on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress. Removal of all decorations, ornaments and displays are required immediately after the event prior to the University’s annual holiday closure.

INCLEMENT WEATHER
Pertains to outside events only: In the occurrence of bad weather, student organizations will be permitted to move an event or program indoors, based on available space and the nature of the program/event. However, approval must be given by the respective building director before the relocation is made. Should the organization choose not to relocate, the group can make a request through the Office of Conference and Events to reschedule its event for a future date.

OFF-CAMPUS EVENTS
Approval to host or participate in any off-campus event or program is granted by OSLA on a case-by-case basis.

Student Organization’s that receive approval from OSLA to host or participate in an event beyond the campus of DSU will remain subject to the policies described herein and of the Student Code of Conduct (Please refer to the “Coverage” statement on page 11 of this handbook). Organizations are required to complete an “Off Campus Alert” form within fifteen (15) business days prior to the scheduled event.

It is required that the student organization’s advisor be present at all events (on campus of off campus) and remain throughout the entirety of the event.
OSLA STUDENT ORGANIZATION HANDBOOK

MINORS ON CAMPUS
It is the responsibility of Delaware State University to provide safe and adequate facilities for all University approved programs with minors as participants. The term “minor” is defined as a person under the age of eighteen (18). Any student organization wanting to host a program involving minors on campus must contact the Office of Student Leadership and Activities for procedures on how to do so. Student organizations must contact OSLA at least twelve (12) weeks in advance of the planned program and must not make assurances to the agency, school, parents, etc. they intend to partner with. Approval is a multi-step process involving several University departments. Approval must be granted before student organizations can confirm with the agency, school, parents, etc. they intend to partner with.

IN STATE AND OUT OF STATE TRAVEL
As a standard established by the University, no student is permitted to operate a state vehicle unless he/she is a student worker.

When traveling on university business, even in a personal vehicle, student organizations will remain subject to Delaware State University policy (Please refer to the “Coverage” statement on page 12). **All traveling members are required to sign a University liability waiver.** Organizations are also required to complete an “Off Campus Alert” form within fifteen (15) business days prior to the scheduled event and submit it to OSLA.

LIABILITY WAIVERS
Liability waivers are available through OSLA for events your organization is sponsoring and for all travel related purposes. In general, a liability waiver should be obtained if participation in the event presents the potential for danger to any of the students involved. This risk might include traveling off-campus, performance on a stage or risers or physical activity (such as run/walk events or sports tournaments). If you are unsure about whether a liability waiver is necessary, contact OSLA.

INTERNATIONAL TRAVEL
Please refer to the Office of International Affairs with inquiries regarding international travel.

UNIVERSITY ALCOHOL POLICY
Please refer to the DSU Student Code of Conduct.

ON-CAMPUS EVENTS AND ALCOHOL
**ALCOHOL CANNOT BE SOLD, CONSUMED OR DISPENSED IN ANY MANNER, AT OR DURING STUDENT EVENTS.** Please refer to the DSU Student Code of Conduct.

OFF-CAMPUS EVENTS AND ALCOHOL
If a student organization receives permission from OSLA to host an event off-campus, the event is permitted to have alcohol because it is the responsibility of the “3rd party vendor” (the restaurant, hotel, etc.), the advisor and the registered student organization to ensure that no underage persons consume alcoholic beverages. However, student organizations are not permitted to sponsor an off-campus event if located at an establishment that does not have a license for distributing alcohol.

POSESSION AND USE OF ILLEGAL DRUGS POLICY
Please refer to the DSU Student Code of Conduct.

POSESSION AND USE OF WEAPONS POLICY
Please refer to the DSU Student Code of Conduct.

RISK MANAGEMENT: STUDENT AFFAIRS POLICY
Please refer to Delaware State University Risk and Safety Policy 6-05 found at https://www.desu.edu/sites/flagship/files/document/31/06-05_studentconduct_standards_and_policies.pdf
ORGANIZATION PUBLICITY
OSLA STUDENT ORGANIZATION HANDBOOK

POSTING PROMOTIONAL MATERIALS
Student organizations are permitted to place promotional materials on bulletin boards on the campus of Delaware State University in accordance with the Posting Policy found below. Fliers and posters may be hung throughout campus in approved areas only.

- All materials for posting and/or distribution must first be approved, and stamped by the Office of Student Leadership and Activities prior to distribution and/or posting
- An “Approved for Posting” stamp is administered by OSLA only. This stamp is required for all materials to be posted and/or distributed on or off campus
- Once the materials have been approved by OSLA, student organizations must obtain approval to post from the Director/Building Manager of the building/area where their materials are to appear
- Promotional materials for parties, programs or events may not refer to or promote alcoholic beverages, tobacco products, or drug usage
- All promotional materials intended for social media (Instagram, Facebook, Twitter, Tumblr, etc.) must be approved by OSLA before appearing on any social media outlet
- Promotional materials not approved by OSLA will be removed immediately. In the case of social media use, OSLA will direct student organizations to remove material immediately

OSLA Posting Policy
- Materials of an explicit sexual, demeaning or degrading nature are prohibited
- Fliers or posters should not exceed 18” x 24” without approval from OSLA
- Mounting fliers or posters on University’s signage, information showcases, their surfaces or on safety equipment (including but not limited to walls, windows and doors) is prohibited
- Fliers and/or posters with adhesive including but not limited to duct tape and glue which may damage surfaces is prohibited
- Using paint or other permanent marker on University property including but not limited to sidewalks, trees, benches, windows and other University surfaces is prohibited
- The sponsoring organization must be listed clearly on all promotional materials. When withholding the organization’s name is a part of the promotional strategy, OSLA must be informed
- A maximum of 50 fliers, excluding handbills, per event can be approved for posting in campus buildings
- All promotional materials must be approved and stamped by OSLA
- Student Organizations must obtain approval to post from the Owner/Manager of the building where their fliers and posters are to appear
- Placing fliers, posters and handbills on vehicles is prohibited!
- Student organizations must remove all posters the day after the event is held
ORGANIZATION PUBLICITY

➢ The blanket distribution of promotional materials on tables and chairs is prohibited

Student organizations that do not adhere to this policy will be subject to the following disciplinary action:

• 1st Offense – Written warning
• 2nd Offense – Loss of posting privileges
• 3rd Offense – Loss of recognition

POSTING IN RESIDENCE HALLS AND DINING LOCATIONS
Any student organization wishing to advertise in the Residence Halls and/or University Dining Services locations must have posters and fliers approved by the Directors of those respective areas. Approved materials must comply with the OSLA Posting Policy. Any posters not approved by the Director of these areas will be removed. Please remember that OSLA must stamp fliers to be posted in the Residence Halls and Dining areas.

DISTRIBUTING PROMOTIONAL MATERIALS
Distribution of promotional materials by student organizations on Delaware State University’s campus is permitted provided that approval has been obtained from OSLA. However, at no time will the distribution of promotional materials interrupt the academic process. Please refer to the University’s Solicitation Guidelines.

DISTRIBUTION OF RELIGIOUS AND POLITICAL MATERIALS
Distribution of religious and political materials by student organizations on Delaware State University’s campus is permitted provided that approval has been obtained from the Office of Spiritual Life prior to submission to OSLA for approval. However, at no time will the distribution of religious and political materials interrupt the academic process.

SOCIAL NETWORKS
Student organizations may use and/or are encouraged to use social networks such as Facebook, Twitter, YouTube, Instagram, etc., to promote events or programs. In doing so, student organizations are encouraged to create accounts under the name and likeness of their respective organizations. At no time will organizations be permitted to use social networks in a way deemed derogatory to any on-campus or off-campus entity. Additionally:

• Messages that violate university policy, local, state and federal statutes are prohibited
• Messages of explicit sexual nature are prohibited as well as information, which may be viewed as demeaning or degrading to a person or group of persons are prohibited
• Use of the network for the solicitation or sale of items is prohibited
• Announcements about APPROVED parties or events may not refer to or promote alcoholic beverages, tobacco products, or drug usage

The above policy applies to student organizations collectively and individually. This means the organization will be held responsible for violations committed by individual members of the organization.

CHALKING POLICY
Only washable chalk can be used on campus grounds. Paint and any other types of permanent design tool are strictly prohibited.

USE OF THE UNIVERSITY NAME AND LOGO
Delaware State University’s logo and colors may be used by registered student organizations on promotional materials, provided that the following guidelines are followed:

• The University logo and colors must not be rekeyed, redrawn, re-proportioned or modified in any form
OSLA STUDENT ORGANIZATION HANDBOOK

- Individuals should not deviate from the established visual standard by attempting to design their own logo
- Logos and colors must always be in accordance with University guidelines
- Student organizations are not authorized to use the University logo or colors on any document or item intended to solicit sponsorship from an outside entity
- The University logo and colors cannot be used in conjunction with the promotion of alcohol, tobacco or drug products.

STATIONERY/BUSINESS CARDS
Delaware State University’s official stationery (envelopes, letterhead, etc.) and business cards may only be used by currently employed faculty and staff, for official business. Student organizations may design their own stationery and business cards, but cannot replicate the University’s official stationery or seal. Organizations are required to submit a sample of all stationery and business card design to OSLA for approval.

STUDENT ORGANIZATION FAIR
The Student Organization Fair is generally held at least twice a year, once in the fall semester and once in the spring semester. The fair allows groups to share their mission and purpose with the greater campus community by distributing information, recruiting prospective members and displaying various promotional items. OSLA encourages every student organization to participate in the fairs.
LOOCKERMAN CATERING
Loockerman Catering is the exclusive on-campus caterer. Loockerman Catering offers a variety of menu options to suit all student organization programs and events. Additionally, Loockerman Catering provides linens and centerpieces at the client’s request. In compliance with the University’s food service management agreement, all catered functions that occur on campus must be provided by Loockerman Catering. Exceptions may be granted through the completion of a “Right of Refusal.” Student organizations can access this form by contacting Loockerman Catering directly.

Visit www.desu.catertrax.com/ for more information about Loockerman Catering Services and to view their menu. Student organizations can contact the office by phone at 302-857-8988 or by email at LoockermanCatering@aramark.com.

OBTAINING LOOCKERMAN CATERING FOR YOUR EVENT
Student organizations must reserve a space/room through Event Management Systems (EMS) prior to contacting Loockerman Catering. When reserving a space, you will be asked if your event requires catering or catered food. If you select yes, Loockerman Catering will automatically be alerted of your request. However, it is the student organization’s responsibility to communicate their menu request to Loockerman Catering. Student organizations are required to submit their menu request to Loockerman Catering no less than fifteen (15) business days prior to the event.

Catering costs are at the responsibility of the sponsoring/co-sponsoring student organization(s).

RIGHT OF REFUSAL
In accordance with the University’s agreement, Loockerman Catering is the University’s sole caterer and must provide on-campus catering services. Student organizations that wish to bring personally prepared dishes or purchase food items from a store must submit a “Right of Refusal” request to Loockerman Catering. Loockerman Catering reserves the right to approve or disapprove a request. Therefore, student organizations should not move forward with hosting an event/program containing “outside food” unless a “Right of Refusal” has been granted by Loockerman Catering.

STUDENT ORGANIZATION POTLUCK POLICY
Potluck is where food is prepared by individuals and brought to an event, or activity. In most cases, participants bring a dish that may have been prepared in a personal kitchen. The Office of Campus Life does not inspect potlucks dishes. However, we are concerned about the prevention of food contamination and food borne illnesses. For this reason, it is your responsibility to read, understand and follow the below guidelines:

- Perishable food must be maintained at its required temperature; hot food must be kept with an internal temperature of 140 degrees or higher and cold food must be kept with an internal temperature of 40 degrees or lower

- There can be no tampering with food items to cause harm (emotional or physical)

- When peanuts are being used or included in a dish, it must be clearly marked as such

- No illegal substances may be added to any item

- No alcohol may be added to any item

- When reserving a room/space through Event Management Systems (EMS) you must indicate that your event is a potluck

- You must clean up and not leave unused food items at the end of your event

- Persons providing food must do so at their own expense

- Individuals preparing and/or serving food must wash their hands and use safe food handling precautions
FOOD AND CATERING POLICIES

Failure to follow the above guidelines will automatically result in the loss of privileges to host future potluck events. However, depending on the nature of the violation, a stricter penalty, to include disciplinary action, may be imposed by the Office of Campus Life.

Please visit www.foodsafety.gov for additional food safety information and resources.

BAKE SALES
A bake sale is when student organizations prepare and sell food as a fundraiser. Preparation of food is the responsibility of the organization and the amount of food prepared is limited to what can reasonably be sold during the course of the sale. The food may be prepared in a personal kitchen. The Office of Campus Life does not inspect bake sale items. However, we are concerned about the prevention of food contamination and food borne illnesses. It is your responsibility to read, understand and follow the below guidelines:

- Only food items that can be safely maintained at room temperature may be sold
- No illegal substances may be added to any item
- No alcohol may be added to any item
- There must be no tampering with items to cause harm (emotional or physical)
- When reserving a room/space through Event Management Systems (EMS) you must indicate that event is a bake sale
- You must clean up and not leave unused food items in the facility at the end of your event
- Food should be tightly wrapped or sealed before and during transport to protect from dust, dirt and insects
- Individuals preparing and/or serving food must wash their hands and use safe food handling precautions

BARBECUES
Barbeque events held on campus are subject to the following guidelines:

- Greater than 200’ from any fuel pump or storage (Note, the Fleet fuel storage area)
- At least one fire extinguisher within 10 feet of the grills
- Don’t leave the grills unattended at any time (cool the coals down with water before leaving)
- Must be 15’ from any structure
- Never on balconies or where there are overhangs
- Perishable food must be maintained at its required temperature; hot food must be kept with an internal temperature of 140 degrees or higher and cold food must be kept with an internal temperature of 40 degrees or lower
- There can be no tampering with items to cause harm (emotional or physical)
- No illegal substances may be added to any item
- No alcohol may be added to any item
- When reserving a room/space through Event Management Systems (EMS) you must indicate that event is a barbeque