



Office of Student Leadership and Activities

Student Organization and
Advisor Handbook

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INTRODUCTION

This handbook has been developed by the Office of Student Leadership & Activities (OSLA) to assist advisors and student organization members at Delaware State University with guidance on organizing and hosting student academic and social activities. It provides guidelines on being an effective advisor, information regarding the purpose of student organizations, and the policies and procedures that govern them.

OSLA supports the mission of DSU of providing students a meaningful and relevant education that emphasizes both the liberal and professional aspects of higher education. To this end, OSLA provides consultation, support services and opportunities for student involvement and leadership development through participation in co-curricular activities which ultimately assist the university in educating graduates to become competent, productive, and contributing citizens.

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OFFICE OF STUDENT LEADERSHIP AND ACTIVITIES

The mission of the Delaware State University Office of Student Leadership and Activities (OSLA) is to enhance the overall education experience of students through the development of, exposure to, and participation in organized groups, programs and activities that complement the institution's mission, core values and academic programs and improves leadership and social assets while preparing students to be responsible advocates and global citizens. OSLA is comprised of three functional areas: 1) the Office, 2) Student Leadership, 3) and Student Activities.

Office

- Develop policies and procedures for student organizations designed for optimal student engagement, development, college-level academic and experiential learning
- Serve as a liaison between administration and students regarding the social landscape of the campus
- Implement and coordinate student development for academic, social, and vocational enrichment
- Provide advice and counsel to student organizations, advisors, faculty, and professional staff pertaining to student leadership and activities
- Assess activities, events, programs towards accreditation requirements
- Produce activities, events, and programs that foster innovative and technological advancements in an emerging socioeconomic society
- Hire and develop workforce capable of directing and developing student learning based on emerging and preferred college-level critical thinking, systems thinking, and knowledge management

Student Leadership

- Use leadership and student development methods, theories, inventorying, education, and activities to refine and advance student leadership potential
- Facilitate a Student Leadership Institute designed to provide leadership training and development to all student leaders and those aspiring to leadership development
- Mentor/advise/coach student leaders personally and professionally

- Direct student employment/elections in leadership roles and leadership knowledge, skills, and abilities
- Create and facilitate leadership curriculum, workshops, conferences, and events
- Create and facilitate leader stewardship venues (i.e., community service, volunteerism, etc.)

Student Activities

- Develop and facilitate activities in education, leisure, arts, entertainment, and social etiquette that values students' social currency and social assets
- Provide advice and counsel to student organizations with the development of on-campus activities
- Coordinate and organize a student-led Campus Activity Board
- Develop OSLA signature programs and activities for traditional and non-traditional students and on- and off-campus living/learning societies

STUDENT ORGANIZATION ADVISING

The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational. As a student organization advisor we challenge you to develop programs that foster greater understanding and implementation of the Delaware State University core values of outreach, community, scholarship, diversity and integrity. The following are some key roles and responsibilities of a student organization advisor and helpful tips on managing student organizations.

Role of an Advisor

- **Resource** – The advisor is a valuable resource for information about DSU, the organization, and the various campus policies and procedures. The advisor facilitates, manages, and aligns the organizations budget and activities towards the University’s resources.
- **Consultant** – Members of the student organization are required to consult with their advisor on issues of programming (e.g., financial concerns, what risks are involved and how to best execute the program, etc.), or on policies they may not understand or agree with. Students may need assistance in event and meeting planning, budgeting, fundraising and development of organization rules and procedures.
- **Mediator** – from time to time issues may arise between the members of a student organization, different organizations, or between the organization and the DSU administration. The advisor’s role is to facilitate the resolution of the situation by including students in resolving the issue amicably for all parties involved. Most of the time, it will be as simple as having a discussion with the stakeholders of the issue.
- **Liaison** – an advisor can be a very useful person to bridge the gap between student organizations and university administration or even within the student organization community. The advisor should look for opportunities to advocate on behalf of the student organization and assist them in connecting with the appropriate office and departments on campus.

Benefits of Serving as an Advisor

Being an advisor to a student organization not only benefits the group, but also provides great rewards to the advisor. While each person may have a different experience and gain different things from being an advisor, some benefits are:

- Satisfaction of seeing and helping students learn and develop new skills;
- Watching a group come together to share common interests and work towards a common goal;
- Developing a more personal relationship with students;
- Furthering your own personal goals and interests by advising a group that shares those same interests and goals;
- Enhancing students' college experiences and personal lives by sharing your knowledge with them;
- Witnessing the progression and growth that students go through as members of a student organization;
- Being recognized for your service to the student organization;
- Having an opportunity to network with colleagues with whom you may not have had the opportunity before.

Responsibilities of an Advisor

The specific responsibilities of a student organization advisor will differ from one organization to the next. However, there are a few responsibilities which are essential to foster a collaborative and beneficial relationship between the advisor and the members of the student organization. The responsibilities include, but are not limited to, the following:

- **Attend executive board and organization meetings.** This helps keep advisors up to date on what the members are doing. In addition, the advisor's presence will demonstrate his or her commitment to the organization's purpose, program(s), and constituency.
- **Attend organization events.** The advisor's attendance serves to support the student leadership, especially in the event that something goes wrong. But most of all, it will show the students the advisor's commitment to the organization's success.

- **Be available in case of an organization emergency.** Advisors do not have to be on call 24-hours a day, but if there are events, trips, or meetings he or she cannot attend, it is the advisor's responsibility to make sure that members of the organization have sufficient contact information.
- **Accompany organizations when attending off-campus activities.** The Advisor or co-advisor is required to travel with their students to all off-campus events. This is an important measure to ensure the safety of members of the organization, as well as compliance with University policies.
- **Monitor financial accounts.** The organization may have a treasurer, but it is still the responsibility of their advisor to ensure they are being fiscally responsible with the organization's funds. Advisors are not in charge of the organization's finances, but are required to help them maintain responsibility with their money.

Advisor's Commitment

As an advisor you agree:

- That you are an employee (person employed by the university on a full- or part-time basis, including academic professionals, administrators, classified staff, faculty, and service professionals) at Delaware State University and that you will notify OSLA immediately if your employment status changes.
- To assist your student organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.
- To be familiar with the student organization's constitution and all other governing documents, so that you may advise effectively.
- To attend executive office, general meetings, and organization events when possible.
- To receive and review monthly financial reports from the organization's treasurer.
- To encourage the officers of the organization to share information with the general membership.
- To assist in the orientation of new members and with the transition process each year.

- To be familiar with the Student Code of Conduct and other institutional guidelines that establishes expectations for student behavior and activities.
- To guide the group and its officers to established policies, answer policy questions, and explain the consequences for choosing to operate outside their parameters.

Guidelines for Effective Advising

While the personality traits that cater to being a good advisor may come naturally, the know-how of the role may not. Below you will find some useful guidelines for working with students and being the best DSU advisor:

- **Learn the History**
Learn about the history, structure and goals of the organization, but don't allow tradition to dictate your relationship with students and your expectations for the organization. Effective advisors honor the past and keep what is working for the group, but are also active change agents.
- **Understanding your group dynamic**
Determine which advising style is most appropriate for the group's needs and stage of development. There may be times when you will need to adjust your advising styles as the organization develops and the leaders become active.
- **Consider your responsibility as a role model.**
Have an open mind and understand the impact your personal and professional behavior, communication style, values and opinions will have on your organization.
- **Time Commitment**
The amount of time required to serve as a student organization advisor varies based on the needs of the group. Minimally, an advisor should expect to spend two or three hours per month on student organization issues during the academic year. A very active advisor for a large student organization could expect to spend as many as two to four hours per week engaged in related activities.
- **Working with Organization Officers**
Leadership is more than just having a position in an organization. It is a process in which an individual initiates, directs, and/or assists a group accomplish a shared goal, unified vision, or common purpose. Every student has the potential for leadership; getting involved with a student organization is the first step towards unleashing that potential.

The officers of student organizations are essential to the success of the group. The president/chairperson is generally the most influential member of an organization. The advisor should work closely with this person and assist them in developing plans for the organization.

1. Meetings with the President/Chairperson

- A. Some organizations do not have regularly scheduled executive committee meetings. If this is the case, the advisor should schedule periodic meetings with the president/chairperson during which planning and discussion of concerns should take place.
- B. Although it is preferable to have several officers involved in planning agendas and developing programs for the organization, it is sometimes necessary for the advisor and the president/chairperson to do this or to initiate it. In this type of situation the advisor should allow the president/chairperson to present her ideas. The advisor may then want to help the officer evaluate these ideas. If the advisor feels an idea is inappropriate, the officer should be encouraged to consider alternatives. The officer may want the advisor to make the decisions. In such cases, the advisor should guide the officer toward a decision but should not assume the deciding role. The advisor may also help the officer to evaluate the effectiveness of the decision.
- C. Even in organizations that have executive committee meetings, it is desirable for the advisor to meet with the president/chairperson periodically.

2. Executive Committee Meetings

- A. Some organizations have regularly scheduled executive committee meetings. The officers meet to set agendas, to discuss plans for programs or projects, and to develop goals for the organization.
- B. These meetings can also serve to help develop the role of the officers in the organization. They can serve as occasions for evaluating the organization and for discussing concerns and problems.
- C. The role of the advisor can be most actively demonstrated in this setting. The advisor should feel free to express his/her opinions and make recommendations regarding internal organizational difficulties (communications, delegating responsibilities, etc.) and to assist the officers with their resolution. This should be done with discretion. In this setting the

advisor can easily serve as a resource and provide guidance.

For more information, please consult the Advisor's web page at <http://www.desu.edu/advisors-page>.

STUDENT ORGANIZATIONS

Under the provision of Freedom of Association, students may form organizations and groups with specific interests. Student organizations are where leadership skills may be gained and perfected. They provide students an opportunity to pursue their interests, to explore new interest, to expand cultural competencies, and build social assets. Having membership in a student organizations enables students to build and apply organizational and individual capacities for the public good. At DSU, student organizations and groups will be governed by the Delaware State University Student Handbook, Student Organization and Advisor's Handbook, Judicial Affairs Handbook, and all other DSU policies and procedures that cover conduct on campus.

Registered Student Organization (RSO)

All student organizations must register with OSLA by the beginning of the Fall semester each academic school year to be recognized by DSU as an active organization. No activities are permitted until after the student organization successfully registers. Once registered as an active student organization for the current academic year, the advisor and president of the organization will receive confirmation in their DSU email accounts of the status of the organization as a RSO. The student organization will be assigned an account number and a mailbox in OSLA. To qualify as an RSO all paperwork must be submitted by September 30th each academic year.

New Organizations

New student organizations must fill out the "New Student Organization" application form and return it to OSLA by the deadline. Upon submission of the application, the new student organization must have at least **five members**, which will encompass their executive board. New organization documents (APPENDIX A) can be downloaded at http://www.desu.edu/sites/default/files/New_Student_Organization_registration_form.pdf.

Returning Organizations

Returning RSO's must update their Organizational Roster and Advisor Information packet and return it to OSLA by the deadline. **PLEASE NOTE: No activities are permitted until after the Organizational Roster and Advisor information has been successfully updated.** Returning RSO documents (APPENDIX B) can be downloaded at http://www.desu.edu/sites/default/files/Returning_Student_Organization_registration_form.pdf

Mini-Grant Opportunity

All RSOs are eligible to apply for a \$250 mini-grant from the Student Government Association

(SGA). All applications are due to OSLA by September 30th each academic year. Awards of Grants are subject to review and approval of SGA Executive Council. A formal notification will be sent to the Advisor's and student organization treasurer's DSU e-mail addresses.

Facilities Management

All RSOs may use campus facilities that have been designated by the University administration for meetings and other programmed activities. Use will depend upon the scheduled availability of the facility. All contractual agreements must first be approved by the Director of OSLA and then by the Vice President for Student Affairs before service is rendered.

Normally there is no charge to student organizations for the use of facilities. However, for some types of activities, there may be a charge for the facility and/or equipment. When charges are to be assessed, the organization will receive advanced notice from a Conference and Events staff detailing the criteria for the assessed charge. Failure to reimburse the Business Office shall disqualify the organization for further use of the facilities until the bill is satisfied. The sponsoring organization will be billed for all damages to University property and the organization will not be allowed further scheduled use of facilities until the bill is paid in full.

Membership

Membership in student organizations is limited to full-time students, unless otherwise authorized by the OSLA Director or Vice President for Student Affairs. Membership must be open to all full-time DSU students except for groups where membership is based upon specific skills or achievements (e.g. Departmental Clubs, honor societies, etc.).

Members of student organizations are required to conduct themselves according to the codes of conduct outline in the Student Handbook, Judicial Handbook, and the Student Organization and Advisor's handbook as well as all other University codes of civility. Organizations that have members who consistently fail to conform to the DSU codes of conduct risk being suspended from operating on campus.

Students seeking membership into an organization can contact the OSLA personnel for assistance and information at osla@desu.edu, 302-857-6390, or in the Martin Luther King Jr. Student Center, Suite 325, Monday through Friday, 9:00AM – 4:00PM. Students seeking applying for a role into the Student Government Association (SGA), Campus Activity Board (CAB), or Residential Housing Association (RHA) must attend and interest meeting and not have been found guilty of any on- or off-campus judicial violations or a pattern of judicial violations or on academic probation within the past year at the time of application.

Advising

Every student organization must have at least one on-campus advisor selected from the DSU faculty or professional staff in good standing with the University. Advisors are required to attend the Advisor orientation hosted by OSLA and be approved to advise the organization by the Director of OSLA or Vice President for Student Affairs.

Advisors are selected by members of the student organization with the exception of the SGA, CAB, and (RHA). The Vice President for Student Affairs selects the advisors for the SGA, CAB, and RHA Executive Council. Generally, the Director of the Office of Student Leadership and Activities serve as the advisor to the SGA Executive Council (President, Vice President, Treasurer, Correspondence Secretary, and Recording Secretary) and Royal Court. The Director of Residential Education generally serves as the main advisor for RHA Executive Council. The Associate Director of OSLA generally serves as the advisor to Greek-lettered organizations. The Assistant Director of Activities generally serves as the advisor to the CAB. Advisors for other roles in SGA, CAB, or RHA are selected by the Directors of OSLA and Residential Education respectively.

It is recommended to also have an advisory committee for SGA, CAB, RHA, and the National PanHellenic Council (NPHC) (which aligns with CAS standards) consisting of faculty, student leaders, and staff representative of the campus. The advisory committee generally would serve as advocates for the student organizations, assist OSLA advisors in problem-solving, participate in election and appointments of new student leaders, and support organization programs, events, and activities. SGA, CAB, and RHA can be served by the same advisory committee; NPHC should have a separate advisory committee consisting of seasoned Greek campus professionals and student representatives of active undergraduate Greek organizations. Advisory committee members should be appointed by Vice President for Student Affairs or his designee and should:

- Be knowledgeable of student development theory and philosophy to appropriately support students and also to encourage learning and development
- Have adaptive advising styles in order to be able to work with staff and students with a variety of skill and knowledge levels
- Have an interest in students organization advising
- Understand organizational development processes and team building
- Knowledgeable of institutional policies; especially regarding safety and risk management
- Be available for adequate advising

Incorporating advisory committees into the advising processes fulfills the strategic leadership concept of equipping and engaging a broad range of minds within the operating environment.

Student Leadership Institute (SLI)

Actions and behaviors consistently tell the story of the behaviors valued by the culture of an organization. Whether subtle or overt, actions and behaviors demonstrated by student leaders are instrumental in conveying shared values, guiding strategy, and inspiring passion and interest in other students. When a shared value is conveyed as being meaningful and purposeful, the effect is far more powerful than merely putting on a program or activity.

With the above in mind, OSLA Professional staff provides monthly or quarterly instruction of a comprehensive strategic leadership curriculum and workshops for the **Student Leadership Institute (SLI)**. The SLI curriculum/workshop information is designed to produce student strategic leaders who consistently create, promote, and execute projects and activities that are attractive and intentionally convey shared values. SLI information assists students with capturing mental models that convey ideal preferred futures that pace or out-pace change in the global society.

Student strategic leaders learn to conduct environmental scans through mosaic lenses for the purpose of discovering all possibilities and select the ones that are beneficial to them and their constituents. They are encouraged to cooperate and use ethics and emotional intelligence to embrace alternate viewpoints and seek equitable solutions that promote inclusion and diversity. Students learn strategies and practices that are honorable and can be easily adopted by all student groups. They make proficient use of campus resources while adhering to safety and risk management policies and procedures with a focus on the well-being of campus and community constituents.

Students also learn to integrate technology to create a unique, e multicultural information literate student body. They establish functional media and community relations tasks, technology, activities, communication, and events that promote inclusion so that a diverse group of staff, students, and affiliates is involved in fostering healthy relationships on and off campus. The goal is to offer and encourage student participation in student-led technology and activities that build their psychosocial well-being.

All members of SGA, CAB, RHA, and NPHC are required to attend Student Leadership Institute (SLI). All other student organization members are encouraged to participate in SLI.

Elections

On campus, student leaders represent the student body before faculty, administration, staff, and University guests. Off campus, student leaders represent Delaware State University before the world. Elections for student leader roles in SGA, CAB, and RHA are held during the spring semester (typically the beginning of April). Before the elections take place, all candidates vying for positions are required to attend interest meetings and leadership workshops sponsored by the Office of Student Leadership and Activities (OSLA) or those authorized by the Vice President for Student Affairs. Students unable to attend the required meetings/workshops must obtain a written approval of absence from the Director of OSLA or Vice President for Student Affairs in order to continue their candidacy. Students who do not attend required meetings/workshops and do not have an approved absence excuse will not move through the election process toward an elected position.

Each candidate for will be interviewed by the Student Leadership Advisory Council prior to the campaigning and promotion to balloted status. Interviews will conclude prior to the mandatory campaign workshops. Candidates who are unable to be interviewed will relinquish their candidacy unless they receive written permission from the Vice President for Student Affairs or Director of OSLA that they may continue on through the election process.

Candidates who interview and are selected to attend the mandatory campaign workshop will receive notice of balloted status once the campaign workshops conclude. Those who move on to balloted status are required to complete the campaign mode specific to the role for which they seek candidacy. Royal Court members will ready themselves for the Royal Court pageant managed by Mr. and Miss DSU as governed by the Mr. and Miss DSU and Royal Court Handbook. Candidates seeking roles in SGA, CAB, and RHA are governed by the election process outlined in the SGA/RHA Constitution and By-laws to include (but are not limited to) attending Speech Night, Debate Night, and the Speak Out session prior to election day.

Candidates are required to follow election guidelines on Election Day as presented by OSLA. Candidates who fail to comply with Election Day guidelines automatically relinquish their candidacy. Student voting generally decides who wins elected positions with the exception of Mr. and Miss DSU whose roles are guided by the election process outlined in the Mr. and Miss DSU and Royal Court Handbook. Current student leaders host a new student leader luncheon and installation ceremony for elected student leaders. The newly elected student leaders swear in with an official oath of office that upholds the Universities policies and procedures and student organization's Constitution and By-laws.

Relinquishing of positions

Under normal situations, student leaders relinquish their positions during student elections to the student leader voted into office for the next academic year. Under abnormal situations, a student leader may be asked to relinquish their role should they be found guilty of: 1) any improper acts through the judicial system; 2) any misdemeanors or criminal acts through the court system; 3) do not maintain the minimum GPA; 4) or should they willingly decide they do not want to continue their role. Student leaders may also be impeached by two-thirds vote of the members of their student organization's Executive Council and approval of the Vice President for Student Affairs and Director of the Office of Student Leadership and Activities.

If a student leader's position is relinquished, (whether voluntarily or involuntarily), the benefits they are entitled to will immediately cease. The next in command of the student organization will assume responsibility as the new leader within the group. The newly elected titleholder will be entitled to the remainder of the benefits.

Titleholder agrees to the following as a newly elected leader after former student leader has relinquished his or her role:

- Maintain the minimum cumulative GPA required of the role
- Refrain from consuming alcoholic beverages during his/her appointment as governed by the Student Handbook and Judicial Affairs
- Must not commit acts of a violent nature
- Must not use illegal drugs, be caught stealing, or be involved in illicit or carceral activities
- Must not be deemed guilty of any other unreasonable acts that are considered demeaning to the Title in accordance to appearance, ethics, moral, or code of conduct as outline in the Student Handbook or determined by advisors, Director of OSLA, or Vice President for Student Affairs
- Must not appear nude, provocative or indecently exposed in public or in media, communication, social networks, photographs of any kind (electronic or physical), audio or visual devices
- Must not receive monetary rewards or be compensated for their appearances for the student leader role

University Remedies

If Titleholder defaults on any of the provisions outlined in this handbook, the DSU Student Handbook, Judicial Affairs Handbook, or policies, procedures, ethics, or values of Delaware State University, the Director of Student Activities or Vice President of Student Affairs take the appropriate disciplinary action which may include but not be limited to the following (which the Titleholder hereby expressly waives):

- Revoke the title from the Titleholder;
- Demand the return of all prizes, awards, and/or monies/benefits given to Titleholder;
- Pass the title to the next in line for student leadership as outlined in the organizations Constitution and By-laws , or any other person felt to be qualified by the Vice President for Student Affairs or Director of Student Activities
- Refuse bookings of an official nature to Titleholder
- Impose any sanctions deemed appropriate by the Vice President for Student Affairs or Director of the Office of Student Leadership ad Activities, or Judicial Affairs
- Assess fines for breach of any part of the Contract. Said fines shall not exceed the amount of benefits Mr. or Miss DSU and Royal Court members received as the titleholder. These fines shall include, but are not limited to, room and board and wardrobe expenses

RISK MANAGEMENT POLICY

Delaware State University requires that all student organizations recognized by the Office of Student Leadership & Activities comply with the following Risk Management Policy. The Risk Management Policy applies to all student organizations entities and all levels of membership.

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on campus premises, or during a student organization event in any situation sponsored or endorsed by the student organization, or at any event an observer would associate with the student organization, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, Delaware State University Student Handbook, Delaware State University Judicial Handbook, and must comply with either the BYOB or third party vendor guidelines.
2. Alcoholic beverages may not be purchased through or with student organization funds nor the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the student organization. The purchase or use of a bulk quantity or common sources(s) of alcoholic beverages, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the student organization, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase, or sell alcoholic beverages to any minor (i.e., those under legal “drinking age”), members of the organization, or guest at any student organization event.
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on University premises or during a student organization event or at any event that an observer would associate with a Delaware State University student organization event is strictly prohibited.
6. No student organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for the purposes of fundraising. A student organization may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy, including the use of a third party vendor and guest list.

7. No student organization may co-sponsor or co-finance or attend or participate in a function where alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any student organization will be non-alcoholic. No recruitment or rush activities associated with any student organization may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy.
9. No member or associate/new member/novice, shall permit, tolerate, encourage, or participate in “drinking games.”
10. No alcohol shall be present at any associate/new member/novice program, activity or ritual of the student organization. This includes, but is not limited to activities associated with “bid night,” “big brother/big sister night” and initiation.

HAZING

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 most states, and is against the student code of conduct on most campuses.

Organizations found to be in violation of this may lose their status as a recognized student organization of the University.

Individual members of student organizations who are found to be in violation of this policy and/or in violation of the Student Judicial code and may be disciplined in accordance with the University’s disciplinary procedures.

Students/members are encouraged to report hazing incidents and may contact Delaware State University Public Safety at (302) 857-6290 or 7911; Office of Student Leadership and Activities at (302) 857-6390 or osla@desu.edu; Vice President for Student Affairs at (302) 857-6300; Judicial Affairs at (302) 857-6470.

For more information on Delaware State University that follows the State of Delaware anti-Hazing Policy, including examples of the behaviors that could be construed as hazing, please consult the Delaware Code, Chapter 93 Anti Hazing Law at <http://delcode.delaware.gov/title 14/c093/index.shtml> and Delaware State University Student Handbook.

SEXUAL ABUSE AND HARASSMENT

Delaware State University's codes of conduct do not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This includes any actions which are demeaning to women or men, such as verbal harassment. The student organization will not tolerate sexual assault in any form. All incidents of sexual harassment must be reported immediately to Public Safety, Department of Judicial Affairs, Office of Student Leadership and Activities, or the Vice President of Student Affairs. Victims of sexual harassment should seek immediate assistance by dialing (302) 857-7911 or finding safety and assistance through a trustworthy source.

EDUCATION

Each student organization shall annually instruct its members on the Risk Management Policy. Additionally, all student and alumni members shall annually be sent a copy of the Risk Management Policy. A copy of the Risk Management Policy shall be available on the Office of Student Leadership and Activities' Student Organization website.

BEHAVIOR

Inappropriate behavior will not be tolerated during any DSU hosted events. This includes but is not limited to:

1. Removal or the absence of shirts or any other article of clothing during parties, stroll competitions, and other similar events
2. Sexually explicit gestures, dances, steps, or strolls.

GREEK LIFE POLICIES AND PROCEDURES

Fraternities and sororities have been a part of the fabric of student life on campuses for more than two centuries. The primary role for fraternity/sorority groups is to assist members in positioning themselves as valued stakeholders in the community and as relevant stakeholders to campus life. With this charge in mind, fraternity/sorority membership and activities should be befitting of stewardship and professionalism that enriches the civil society where they operate (CAS, 2010).

WHAT IS A FRATERNITY/SORORITY?

A fraternity or sorority is an association of men (fraternity) or women (sorority), selected in the college by democratic processes, because of the adherence to common ideals and aspirations. Out of their association arises a personal relation which makes them unselfishly seek to advance one another in the arts of life and to add, to the formal instruction of the college curriculum, the culture and character which men acquire by contact with great personalities, or when admitted to partnership in great traditions.” (Newton Baker, The Purple Pilgrim, Manual of Phi Gamma Delta).

The first Greek letter organization, Phi Beta Kappa, was founded at the college of William and Mary in 1776. The fraternity was founded as a society with the purpose of openly discussing the ideas and views of the time without the supervision of the faculty. According to Baird’s Manual, the preeminent historical account and “encyclopedia” of Greek life, “Inevitably, what had begun as shared yearning for a livelier life of the mind grew into a broader fellowship? Intellectual pastimes persisted at the center of fraternity life until nearly the end of the nineteenth century: orations, debates, the reading of original poems as well as scientific and scholarly papers” (Baird’s Manual, p. 1-11).

Greek organizations members ideally espouse to be model citizens of the campus. Universities long have supported the Greek movement given the direct relationship between mission of higher education and the purpose and espoused values of the college and fraternity. The shared or common mission of higher education institutions and fraternal organizations is to prepare students for responsible citizenship. International Greek organizations have recognized that to be effective and valued members of the community, they must work in partnership with the institution. Both entities prosper when the values and principles for which Greek groups were established are realized.

NATIONAL PAN-HELLENIC COUNCIL, INC.

The National Pan-Hellenic Council, Incorporated (NPHC) is currently composed of nine (9) historically Black Greek letter organizations:

1. Alpha Phi Alpha Fraternity, Inc. - Founded 1906, Cornell University
2. Alpha Kappa Alpha Sorority, Inc. - Founded 1908, Howard University
3. Kappa Alpha Psi Fraternity, Inc. - Founded 1911, Indiana University
4. Omega Psi Phi Fraternity, Inc. - Founded 1911, Howard University
5. Delta Sigma Theta Sorority, Inc. - Founded 1913, Howard University
6. Phi Beta Sigma Fraternity, Inc. - Founded 1914, Howard University
7. Zeta Phi Beta Sorority, Inc. - Founded 1920, Howard University
8. Sigma Gamma Rho Sorority, Inc. - Founded 1922, Butler University
9. Iota Phi Theta Fraternity, Inc. - Founded 1963, Morgan State University

On May 10, 1930, on the campus of Howard University, in Washington DC, the National Pan-Hellenic Council was formed as a permanent organization with the following charter members: Omega Psi Phi and Kappa Alpha Psi Fraternities, and Alpha Kappa Alpha, Delta Sigma Theta and Zeta Phi Beta Sororities. In 1931, Alpha Phi Alpha and Phi Beta Sigma Fraternities joined the Council. Sigma Gamma Rho Sorority joined in 1937 and Iota Phi Theta Fraternity completed the list of member organizations in 1997. The stated purpose and mission of the organization in 1930 was “Unanimity of thought and action as far as possible in the conduct of Greek letter collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations.” Early in 1937, the organization was incorporated under the laws of the State of Illinois and became known as “The National Pan-Hellenic Council, Incorporated.”

Today, NPHC promotes interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions. To understand the need for and concept of the NPHC, one must first consider, understand and familiarize oneself with the historical accounts and significance of predominantly Black Greek-letter organizations. While having their own distinct heritages, the nine (9) member organizations of NPHC offer insight and a unique perspective into this understanding and the development of Black socioeconomic and cultural life.

Each of the nine (9) NPHC organizations evolved during a period when African Americans were being denied essential rights and privileges afforded others. Racial isolation on predominantly white campuses and social barriers of class on all campuses created a need for African Americans to align themselves with other individuals sharing common goals and ideals. With the realization of such a need, the African American (Black) Greek-lettered organization movement took on the personae of a haven and outlet, which could foster brotherhood and sisterhood in the pursuit to bring about social change through the development of social programs that would create positive change for Blacks and the country. Today the need remains the same.

While NPHC affiliate organizations recognize the social aspect of Greek college life, the primary purpose and focus of member organizations remains community awareness and action through educational, economic, and cultural service activities. NPHC affiliates and their respective members have pledged to devote their resources to service in their respective communities, realizing that the membership experience of NPHC organizations goes beyond organizational membership during an individual's college career. A lifetime commitment to the goals and ideals of each respective organization is stressed. The individual member is also expected to align himself with a graduate/alumni chapter, following graduation from college, with the expectation that he/she will attend regular chapter meetings, regional conferences and national conventions, and take an active part in matters concerning and affecting the community in which he or she lives.

THE INTER GREEK COUNCIL (IGC)

IGC is the umbrella for all service, social, and honorary Greek lettered organizations on campus. The Council emerged in an effort for the sororities and fraternities to participate co-actively in the spirit of unity by addressing, coordinating, and developing strategies on mutual concern. Members of the Inter-Greek Council explore matters of common concern and participate in a support network where all groups represented in the Greek community can share information. Additionally, the IGC promotes joint effort of all member organizations, bringing them together through the creation of forums and participation in community service projects that support the University and surrounding area. The organizations that fall under the IGC are:

1. Alpha Kappa Psi Professional Business Fraternity
2. Alpha Nu Omega Sorority
3. Kappa Kappa Psi Honorary Band Fraternity
4. Tau Beta Sigma Honorary Band Sorority

5. Groove Phi Groove Social Fellowship Inc.
6. National Pan- Hellenic Council members

Basic requirements for students to join a Greek-lettered organization:

1. Student must be classified as an undergraduate, full-time Delaware State University student enrolled in at least 12 hours in both fall and spring semesters.
2. Student must have a minimum cumulative 2.7 GPA to be considered for membership. Student must maintain a cumulative 2.5 GPA to remain an active member of a Greek-lettered organization.
3. Student must have earned a minimum of 30 cumulative credit hours at Delaware State University; 15 cumulative credit hours at DSU for transfer students.
4. Student must be cleared judicially including having no judicial sanctions within a year of membership application.

Once the basic requirements above are satisfied, undergraduate can proceed to:

5. Attend the interest meeting for the individual organization.
6. Apply to the organization.
7. Meet university and organization requirements and receive an acceptance letter.

Requirements for Greek-lettered organization to qualify for active status at DSU:

1. Submit the most current organization national guidelines/rules/policies/procedures to OSLA before organizing a new chapter. A relationship letter of agreement is also preferred to be on file in OSLA that defines in detail the relationship between DSU and the fraternity/sorority organization.
2. All organization's New Initiates must have a minimum 2.7 grade point average (GPA) each semester. The Advisors for Greek-lettered organizations will verify member grades and will take appropriate action should the GPA fall below minimum. Appropriate action may include advising student to seek assistance through the Academic Enrichment support offices or Student Affairs intervention.
3. All organization must have an overall chapter GPA of a 2.7 to remain active.

4. Violation of/ failure to comply with any University, OSLA, NPHC and respective National/ Chapter Policies & Procedures may result in de-activation (inactive) status of your organization.
5. All intake policies and procedures will be reviewed, approved, and recorded through the OSLA office.

Guide to Event Planning

Below are simple steps in the planning and preparation of a successful event:

Identify Needs – Who is your audience? What does the audience want to see or experience with this kind of program? What are the audience needs? What methods of assessment will you use to determine this (word of mouth, surveys or suggestion box)? Does the type of event you're planning limit the audience size? If so, how will you determine who can attend? Once your group has discussed these questions, you are ready to develop the program's goals and objectives.

Develop Program Goals and Objectives – Define specifically what you want the participants to learn or experience from the program. What's the purpose of the event/program/project? How does the answer to that question impact when, where and how you would like it to take place? Define specifically what you want the participants to learn or experience from your event/program/project. This will be the goal of your program or event.

Organize your Plans – What do you specifically need to accomplish your objectives? When do you want to hold the event? Consider whether or not you have enough time to make all the necessary arrangements and whether your members can complete all of the tasks. Determine a timeline working in reverse: start at the day of the event and fill in publicity deadlines, facility agreements, etc. This can help you see if you are being realistic in your objectives. It is also recommended that you meet with any OSLA team member to review your plans and receive feedback. The following are areas you will want to focus on while organizing plans:

Scheduling Facilities - Scheduling facilities is vital to the success of your program. Facilities can determine audience size, date and time. Facilities can also set the mood for formal, informal or auditorium style programs. Scheduling is conducted using this URL: <https://bnrwebprod.desu.edu/SSBDADPROD/pkg230.openingPage>. After you log on, complete the registration information for approval by the Advisor, Event Management Team, and Director of OSLA.

Establishing Budgets - How much money do you have to work with? Will you have to fund raise? What kind of resources do you have at your disposal to raise money or cover costs? If you plan on charging admission, it is important to consider what costs you anticipate this fee will cover, as well as how much you can reasonably expect participants to pay. Also, potential costs for music (band/DJ) publicity costs, catering, hospitality, Public Safety, sound equipment, equipment rental, etc.

Contracts - Contracts are often required for Speakers and entertainers. Many artists or performers want to execute the contract before they perform. This protects both DSU and the respective party and is a method of preventing misunderstandings. All contracts are required to be approved two weeks prior to the start of the event. Late contracts and requisitions are subject to being disapproved. All services rendered on disapproved contracts and/or requisitions are the responsibility of the hosting organization's students and advisor.

Publicity - Publicity is vital to the success of your program. You will be disappointed to set up a great program that no one shows up to see. Publicity can include social media networks (face book, twitter, etc.) posters, flyers, banners, newspaper ads, etc.

Implement Plans - Be very clear regarding who will perform what tasks and what roles and expectations everyone has of each other. Be realistic when delegating tasks and responsibilities. Give people enough time to complete their work and assign to them tasks that are within their capabilities – set people up to succeed.

Evaluate the Event - The evaluation process allows you to review an event in terms of its success and in the way it may be improved. Evaluations can also serve as a historical file for the organization and can be a useful reference for future program planners. Be sure to think about these three areas: the audience's feedback, the presenter's experience and recommendations, and the planner's thoughts and recommendations. Each group should be asked whether they feel the program accomplished what it was intended to. What went well? What could have been better?

Additional Tips and Suggestions

In the ideal program, everything runs so smoothly that the participants may see little evidence of preplanning or behind the scenes work.

- Don't compromise on details
- Don't assume anything or allow situations to continue to a point where you are uncertain or nervous
- Meet all problems head-on
- Things rarely go as planned, but if you are prepared and avoid panicking, any problem can be solved

OSLA Flyer Approval Policy

Flyers from registered student organizations that fall under the jurisdiction of the Office of Student Leadership and Activities must be submitted for approval prior to posting on campus.

- Flyers can be dropped off between 9:00am and 4:00pm Monday through Friday or (preferably) emailed to osla@desu.edu
- Flyers will be approved within **two business days or 48 hours from when they are submitted for approval**
- Off-campus advertisements that are not affiliated with the University will not be approved.
- Advertisements for off campus parties will not be approved.
- Any flyer with an image or writing that makes an inappropriate reference to alcohol or drugs will not be approved.
- Flyers should use inclusive language and demonstrate respect for all individuals.
- Please make copies of flyers AFTER approval
- The student organization must remove all posters, the day after the event is held
- All flyers must include contact information that has as a minimum a campus e-mail address and campus phone number

Steps for Flyer Approval

- Step 1: Complete reservation in Event Management System in myDESU
- Step 2: Receive approval e-mail from Event Manager Administrator
- Step 3: Craft flyer and receive approval from Advisor
- Step 4: After Advisor approves, send Event Management approval email with flyer attached to OSLA for review (cc: advisor)
- Step 5: After OSLA Approval, Advisor and student organization treasurer sign “Copy Slip” from Copy Center; bring it to OSLA for signature
- Step 4: Take signed copy slip to copy center to make flyers
- Step 5: Bring flyers to OSLA to stamp APPROVED on each individual flyer
- Step 6: Remove flyers after your event

Consequences of Illegal Flyer Posting

All clubs or organizations will be given one warning for violating the flyer posting policy. If a second violation occurs, the club or organization will lose their right to have flyers approved for one semester.

CONFERENCE AND EVENTS

Mission of the Conference, Events and Ticketing Department

The Conference, Events and Ticketing Department oversees the reservation and event set up processes and services for events and meetings that take place at Delaware State University. The primary goal of the Department is to complement the academic mission of the University by providing our clients with desirable spaces to engage in co-curricular activities and support academic, cultural and community engagement. Through its role as the major provider of coordinated scheduling and events management services for the University community and its partners, the Department also strives to generate sufficient revenue to offer and maintain the highest quality facilities, staff, and services.

The Department strives to:

- Maintain consistent scheduling, reservations, ticketing, contract creation, approvals, facilities management policies and priorities;
- Charge consistent fees and generate contracts for use of facilities and services;
- Communicate the consistent processes for facility usage outside of scheduled classes;
- Minimize scheduling conflicts;
- Monitor the number of events simultaneously occurring each day to prevent the overuse of facilities and grounds, and efficiently manage the workload of services personnel.

For more information please contact the Conference and Events team at 302-857-7306.

ANNUAL ASSESSMENT REPORT

Student organizations at Delaware State University must establish strategic and systematic plans and processes to evaluate the viability of their programs, activities, and events. Policies and procedures outline the internal and external accountability expectations with regard to student learning and guide how the organization can determine learning outcomes. The below process employs sufficient and sound measures to ensure comprehensive analysis is being conducted on how your organization affects students and other constituencies. This assessment report may be submitted electronically to osla@desu.edu by the last day of each month, submitted during the monthly Student Leadership Institutes, or submitted annually by April 15th. Organizations that do not submit this report risk reduction or loss of privileges.

PROCESS

Complete a document that includes the name of your organization and the date of submission to OSLA for review. Please list programs, activities, or events sponsored by your organization for the current academic year that fit within the six domains that govern your organization's goals and objectives. As a review, the six domains are:

1. Knowledge acquisition (connecting knowledge to other knowledge, ideas, and experiences)
2. Cognitive complexity (critical thinking, reflective thinking, effective reasoning, creativity)
3. Intrapersonal development (self-appraisal, self-understanding, identity development, commitment to ethics and integrity, spiritual awareness)
4. Interpersonal competence (establishing and maintaining meaningful relationships, interdependence, collaboration, effective leadership)
5. Humanitarianism and civic engagement (understanding and appreciation of cultural and human differences, social and civic responsibility, global perspective.)
6. Practical competence (effective communication, technical competence, managing personal and career aspirations, demonstrating academic achievement, maintaining health and wellness)

Attach assessment surveys, testimonials, or journals, or submit audio/video of student learning/constituent feedback. Submit all documents/forms/credentials to OSLA by April 15th each academic year. Your submitted forms will also be used to judge your organization's candidacy for Student Organization of the Year awards. Questions may be directed to OSLA at 302-857-6390 or osla@desu.edu.

AWARDS AND RECOGNITION

Student organization members work hard on producing programs and activities that generate knowledge about their mission, vision, and value to the campus community and community at large. Members and advisors are encouraged to track the organization's successes and build a portfolio that celebrates their milestones. Each year at the Student Organization Awards Banquet, organizations have an opportunity to showcase their programs and activities and win recognition and money in terms of their performance throughout the entire academic year.

The below criteria is used to judge student organizations' portfolios. Organizations vying for the below award categories must submit portfolios (preferably electronic portfolios as part of our efforts to reduce our carbon footprint) that include a summary of their year-long work demonstrating excellence in programming and activities and completing the six domains as outlined in the **ANNUAL ASSESSMENT REPORT** section of this handbook. Information from the assessment report and portfolios will be used to judge organizations for Student Organization of the Year awards.

NOTE: ALL PORTFOLIOS ARE DUE IN OSLA BY 4:30PM ON APRIL 15TH EACH ACADEMIC YEAR.

Portfolios will be judged by a committee of professional staff and students with no connection to the organizations being considered. Judging for student organization awards is open to all registered student organizations only. Criteria for judging are based on completion of Annual Assessment Report, overall presentation of the organizations portfolio, and summary of activities/programming. Additional criteria for judging are:

1. Demonstration of excellence in programming and activities as it relates to the DSU core values (Diversity, Integrity, Scholarship, Community, Outreach)
2. Demonstration of consistent adherence to campus policies and procedures

Winners will be announced at the scheduled Student Organization Award Ceremony as the following:

- SOCIAL ORGANIZATION OF THE YEAR: \$1000.00
- ACADEMIC ORGANIZATION OF THE YEAR: \$1000.00
- SORORITY OF THE YEAR: \$1000.00
- FRATERNITY OF THE YEAR: \$1000.00
- NEW STUDENT ORGANIZATION OF THE YEAR: \$1000.00

The awards below are given to organizations with the highest average GPA:

- HIGHEST SORORITY GPA OF THE YEAR: \$1000.00

- HIGHEST FRATERNITY GPA OF THE YEAR: \$1000.00

Advisors have the opportunity to be recognized for their valuable contributions to mentoring, coaching, and developing members of their student organizations throughout the last academic year. Student organization members and staff can nominate advisors for recognition using the STUDENT ORGANIZATION DISTINGUISHED ADVISOR OF THE YEAR NOMINATION FORM (APPENDIX C). Distinguished Advisor of the Year will be evaluated on:

- Availability to Student Organization
- Use of appropriate information resources
- Monitoring of organization progress toward leadership development and academic achievement
- Mastery of institutional regulations, policies, and procedures
- Ability to engage to developmental advising (career and life planning) versus simply staffing and event

The OSLA team can be contacted for information or inquiries regarding awards and recognition at osla@desu.edu.

POLICY ON SOLICITATION AND FUNDRAISING

PURPOSE:

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.

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 or Associate Vice President for Development at least 10 business days prior to the event (see APPENDIX D & APPENDIX E).
- DSU clubs or organizations wishing to hold a raffle, bingo, lottery, or similar legally authorized game of chance on or off campus must receive written approval from the Vice President for Institutional Advancement or Associate Vice President for Development at least 10 business days prior to the proposed start date. Games of chance are subject to local, state and federal laws.
- 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. Requests without proper sponsorship will be automatically disapproved. The request must include the following:

- 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 with concern to the athletic 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, raffles, 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 FACULTY, STAFF AND ADMINISTRATION

Faculty, staff and administrators shall involve the Office of Development in the earliest stages of and no less than 10 business days prior to soliciting monetary or non-monetary support by contacting the Associate Vice President for Development and /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* from the Associate Vice President for Development or the Vice President for Institutional Advancement. Each proposal must go through an *internal review* process before it is submitted to a potential grant maker or funder.

The proposal review and approval process is as follows:

- Contact the Associate Vice President for Development to request written approval for the grant application.
- For academic units, the Principal Investigator/Program Director obtains the approval of the Department Chair and Dean regarding the proposal (solicitation), with particular attention to cash and in-kind budgets and committed outcomes. The Department Chair, College Dean, Provost, and Vice President for Institutional Advancement or Associate Vice President for Development approve the proposal (solicitation) by signing the Off Campus Solicitation Request Form for Faculty, Staff and Administrators. (See attached).
- For non-academic units, the individual requesting funding of a proposal must obtain the approval of the immediate manager or appropriate officer (i.e., Director, Board Chair), with particular attention to cash and in-kind budgets and committed outcomes. The Vice President for Institutional Advancement or the Associate Vice President for Development approves the proposal by signing the University's Off Campus Solicitation Request Form for Faculty, Staff and Administrators. (See attached).
- For all units of DSU, the proposal must always have a cover letter signed by an authorized official of the University designated by the Office of Development. The Office of Development will prepare the cover letter for signature by the authorized official.

Because changes must sometimes be made to the proposal, on-going communication is necessary between the Program Director/Investigator and the Office of Development staff. The Program Director/Investigator should submit the proposal to the Office of Development no fewer than 15 business days before the delivery deadline or desired mailing date.

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 contacting 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. 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, Director of Alumni

Affairs, or Other) to the Vice President for Institutional Advancement 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 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.

APPENDIX A

NEW STUDENT ORGANIZATION FORM

Thank you for your interest in registering your organization as an active student organization for the upcoming academic year. Our office is committed to helping your organization maximize its potential through efficient and adequate services. Please complete the following documents in order to register your student organization as a viable and active organization for the upcoming academic year:

- Student Organization Roster
- Governance Sheet (you may also attach your organization's Constitution and By-laws if applicable)
- Advisor's Form
- New Account Authorization Form
- Validation Sheet

Submit all completed documents as one packet to the Office of Student Leadership and Activities (OSLA) located in the Martin Luther King Jr. Student Center (MLKSC), Suite 325. **You may fax the forms to 302-857-7408 or scan the document to osla@desu.edu. All forms must be received by September 30th each academic year in order to be considered as an active student organization for the academic year in session. Organizations that submit all forms by September 30th will be considered for a mini-grant awarded through the Student Government Association budget.**

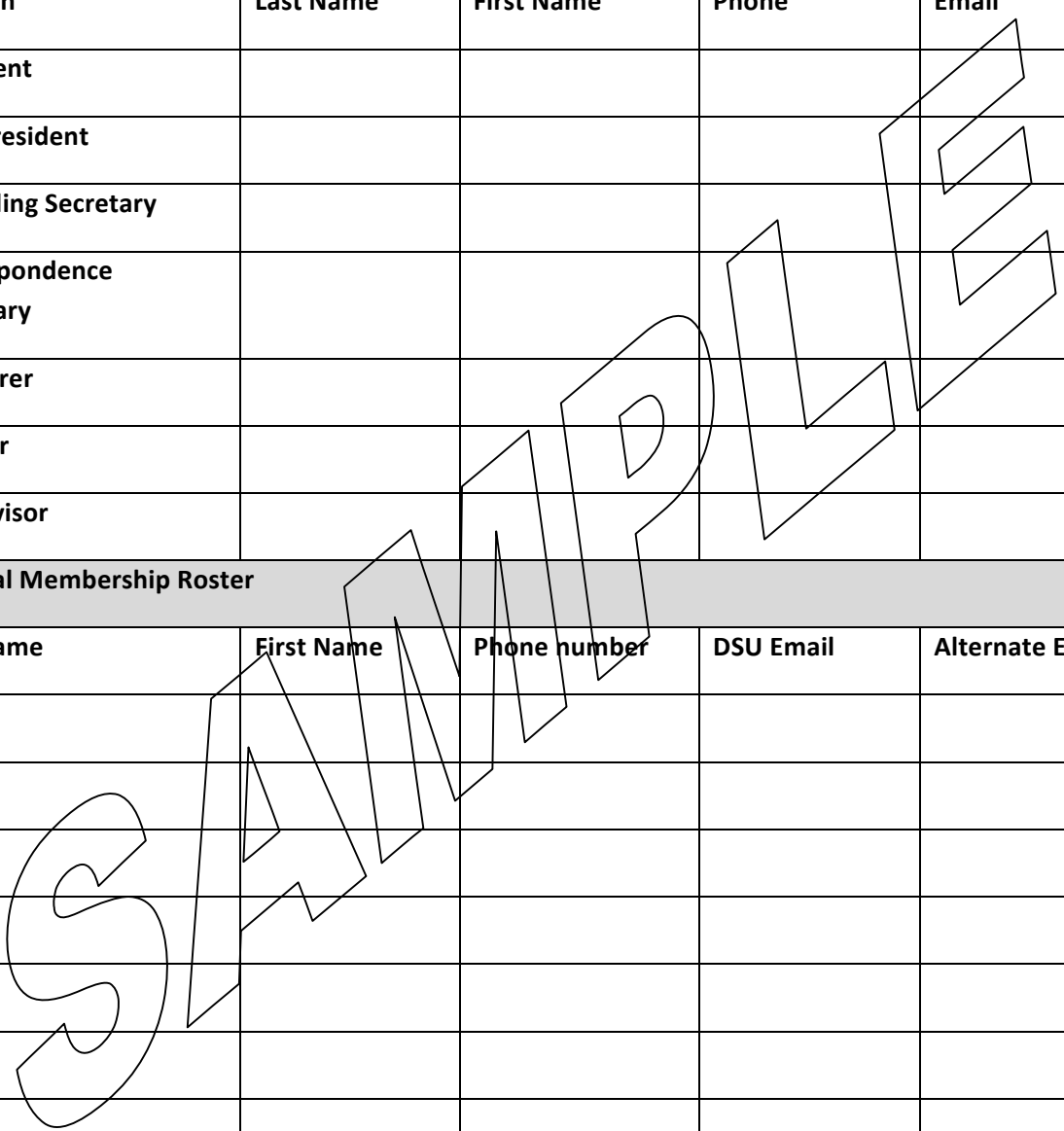
No activities are permitted to be scheduled or performed until your organization has successfully completed the registration process. Your Advisor will receive an email confirming your registration status. For questions or inquiries, you may contact OSLA at 302-857-6390 (office phone), osla@desu.edu, or 302-857-7408 (office fax). **NOTE: All organizations are required to have a current DSU staff member (actively working on campus) as an Advisor or Co-Advisor. The Vice President for Student Affairs or the Director of OSLA or their designee must approve whom you have nominated as an Advisor and Co-Advisor.**

Welcome!

STUDENT ORGANIZATION ROSTER

ACADEMIC YEAR 2012-2013

| | | | | |
|--------------------------------------|-------------------|---------------------|-----------------------|------------------------|
| Name of Student Organization: | | | Budget Number: | |
| Executive Board | | | | |
| Position | Last Name | First Name | Phone | Email |
| President | | | | |
| Vice President | | | | |
| Recording Secretary | | | | |
| Correspondence Secretary | | | | |
| Treasurer | | | | |
| Advisor | | | | |
| Co-Advisor | | | | |
| General Membership Roster | | | | |
| Last Name | First Name | Phone number | DSU Email | Alternate Email |
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GOVERNANCE SHEET

Mission Statement:

Goals:

Objectives that meet goals:

Learning outcomes:

SAMPLE

ADVISOR'S FORM

Advising is a commitment to student development and student learning outcome. As an advisor, you confirm that you are an employee (person employed by the university on a full- or part-time basis, including academic professionals, administrators, classified staff, faculty, and service professionals) at Delaware State University and that you will notify OSLA immediately if your employment status changes. As an Advisor to a DSU active student organization, you agree to:

1. To assist your student organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved
2. To be familiar with the Student Code of Conduct and other institutional guidelines that establishes expectations for student behavior and activities
3. To be familiar with the student organization's constitution and all other governing documents, so that you may advise effectively
4. Provide information and guidance to the student organization in the development and implementation of the organization's programs and activities
5. Coordinate organization matters with the OSLA
6. Be in attendance at all organization activities and programs
7. Exercise authority to cease any activity, meeting, or program and take responsible action to ensure the safety and security of all participants
8. Ensure all activities are restricted to DSU students and authorized guest
9. Sign and approve appropriate documents for activities, meetings, or programs on or off campus
10. Facilitate study sessions to guide organization members through a successful matriculation
11. Connect members to supplemental academic and social instructions when applicable
12. To assist in the orientation of new members and with the transition process each year

OSLA is committed to your success as an Advisor. You will receive the opportunity to attend annual workshops and learning venues that strengthen your ability to serve your members. You will receive and *ADVISOR'S MANUAL* that guides you through DSU policies and procedures that govern student conduct and organizing, and sample forms for student events. You will also be invited to attend a recognition and reward ceremony that celebrates how we value your leadership.

Your signature below confirms your understanding of and agreement to the Advisor's responsibilities above. Your signature also confirms you are a staff member at Delaware State University in good standing and actively working. Thank you for committing to an Advisor role.

Advisor Signature: _____

Date: _____

Co-Advisor Signature: _____

Date: _____

NEW ACCOUNT AUTHORIZATION FORM

TO: DSU BUSINESS AND FINANCE DEPARTMENT
3RD FLOOR – ADMINISTRATION BUILDING

FROM: DIRECTOR, OFFICE OF STUDENT LEADERSHIP AND ACTIVITIES

Student Organization: _____

The above student organization is a new and active organization approved by the Director of the Office of Student Leadership and Activities. Please assign a new account number and annotate it below.

Return a copy of this form to OSLA:

New Account Number: _____ Account Date: _____

Requests for disbursements from the account are authorized by the below individuals:

| | | | |
|--|--|--------------|---------------|
| Printed Name of Treasurer or designee | Treasurer's (or designee) Signature | Phone | E-mail |
| Printed Name of Advisor | Advisor's Signature | Phone | E-mail |
| Printed Name of Co-Advisor | Co-Advisor's Signature | Phone | E-mail |
| Printed Name of OSLA Director | OSLA Director's Signature | Phone | E-mail |

It shall be the responsibility of the Advisor and Treasurer of the above named organization to collect all funds and to deposit them regularly with the University cashier. The Advisor and Treasurer will serve custodial care over any vending machines or other personal property used by said organization in the production of income. Payments to vendors for merchandise, goods, or services in connection with the organization's programs, events and activities shall be processed immediately after the occasion has terminated. It is expressly agreed that the funds shall be subject to normal operating procedures established by the University for the purpose of accountability.

VALIDATION SHEET

All applications are due to OSLA on September 30th each academic year by 4:00 PM. Grant funding is subject to the approved SGA budget structure for each academic year. Award of SGA mini-grants to student organizations are subject to review and approval of SGA Executive Council, the Director of OSLA, and the Vice President for Student Affairs. Formal notification of grant award will be sent to the Advisor's email address.

Please sign and date the below indicating your review and understanding of the returning student organization process and mini-grant availability. Your signature also confirms the roster you are submitting for your organization is valid.

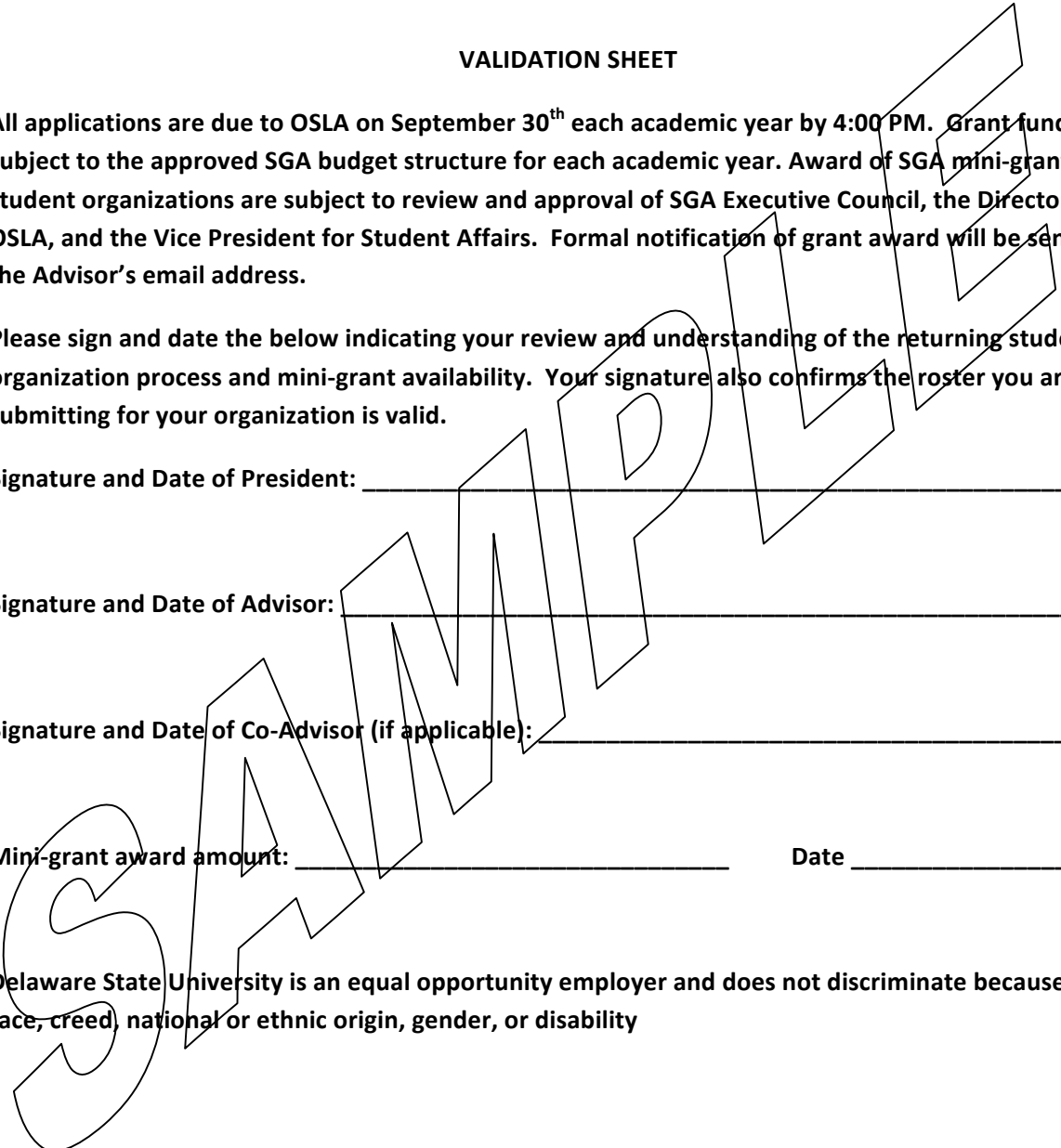
Signature and Date of President: _____

Signature and Date of Advisor: _____

Signature and Date of Co-Advisor (if applicable): _____

Mini-grant award amount: _____ Date _____

Delaware State University is an equal opportunity employer and does not discriminate because of race, creed, national or ethnic origin, gender, or disability



APPENDIX B

RETURNING STUDENT ORGANIZATION FORM

Thank you for your interest in registering your organization as an active student organization for the upcoming academic year. Our office is committed to helping your organization maximize its potential through efficient and adequate services. Please complete the following documents in order to register your student organization as a viable and active organization for the upcoming academic year:

- Returning Student Organization Roster
- Governance Sheet
- Validation sheet

Submit all completed documents as one packet to the Office of Student Leadership and Activities (OSLA) located in the Martin Luther King Jr. Student Center (MLKSC), Suite 325. **You may fax the forms to 302-857-7408 or scan the document to osla@desu.edu. All forms must be received by September 30th each academic year in order to be considered as an active student organization for the academic year in session. Organizations that submit all forms by September 30th will be considered for a mini-grant awarded through the Student Government Association budget.**

No activities are permitted to be scheduled or performed until your organization has successfully completed the registration process. Your Advisor will receive an email confirming your registration status. For questions or inquiries, you may contact OSLA at 302-857-6390 (office phone), osla@desu.edu, or 302-857-7408 (office fax). **NOTE: All organizations are required to have a current DSU staff member (actively working on campus) as an Advisor or Co-Advisor. The Vice President for Student Affairs or the Director of OSLA or their designee must approve whom you have nominated as an Advisor and Co-Advisor.**

Welcome back!

RETURNING STUDENT ORGANIZATION ROSTER

ACADEMIC YEAR 2012-2013

| | | | | |
|--------------------------------------|-------------------|---------------------|------------------|------------------------|
| Name of Student Organization: | | | | Budget Number: |
| Executive Board | | | | |
| Position | Last Name | First Name | Phone | Email |
| President | | | | |
| Vice President | | | | |
| Recording Secretary | | | | |
| Correspondence Secretary | | | | |
| Treasurer | | | | |
| Advisor | | | | |
| Co-Advisor | | | | |
| General Membership Roster | | | | |
| Last Name | First Name | Phone number | DSU Email | Alternate Email |
| | | | | |
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GOVERNANCE SHEET

Mission Statement:

Goals:

Objectives that meet goals:

Learning outcomes:

VALIDATION

All applications are due to OSLA on September 30th each academic year by 4:00 PM. Grant funding is subject to the approved SGA budget structure for each academic year. Award of SGA mini-grants to student organizations are subject to review and approval of SGA Executive Council, the Director of OSLA, and the Vice President for Student Affairs. Formal notification of grant award will be sent to the Advisor's email address.

Please sign and date the below indicating your review and understanding of the returning student organization process and mini-grant availability. Your signature also confirms the roster you are submitting for your organization is valid.

Signature and Date of President: _____

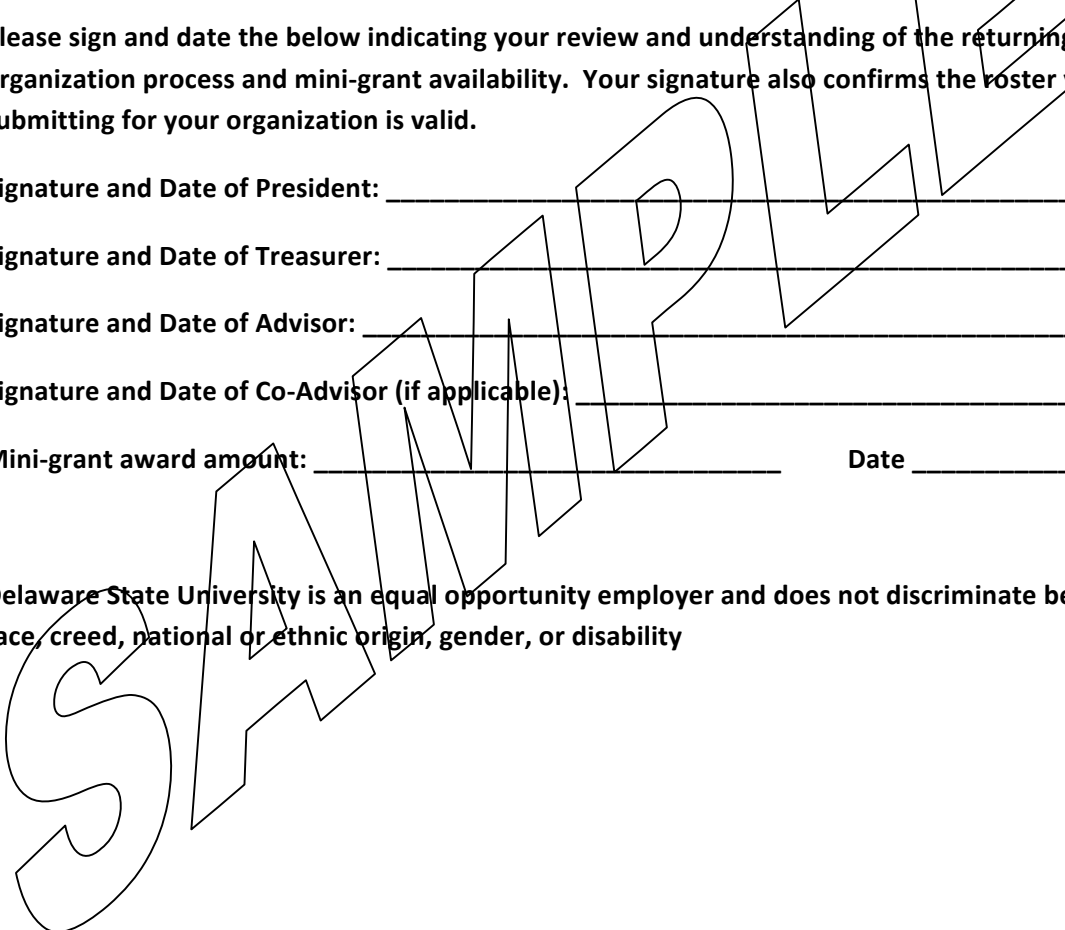
Signature and Date of Treasurer: _____

Signature and Date of Advisor: _____

Signature and Date of Co-Advisor (if applicable): _____

Mini-grant award amount: _____ Date _____

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APPENDIX D



Delaware State University

On-Campus Solicitation Request Form

(Use additional sheets to respond to all questions.)

Date: _____

Organization Requesting Permission: _____

Authorized Organizational Representative: _____

Representative's Title: _____

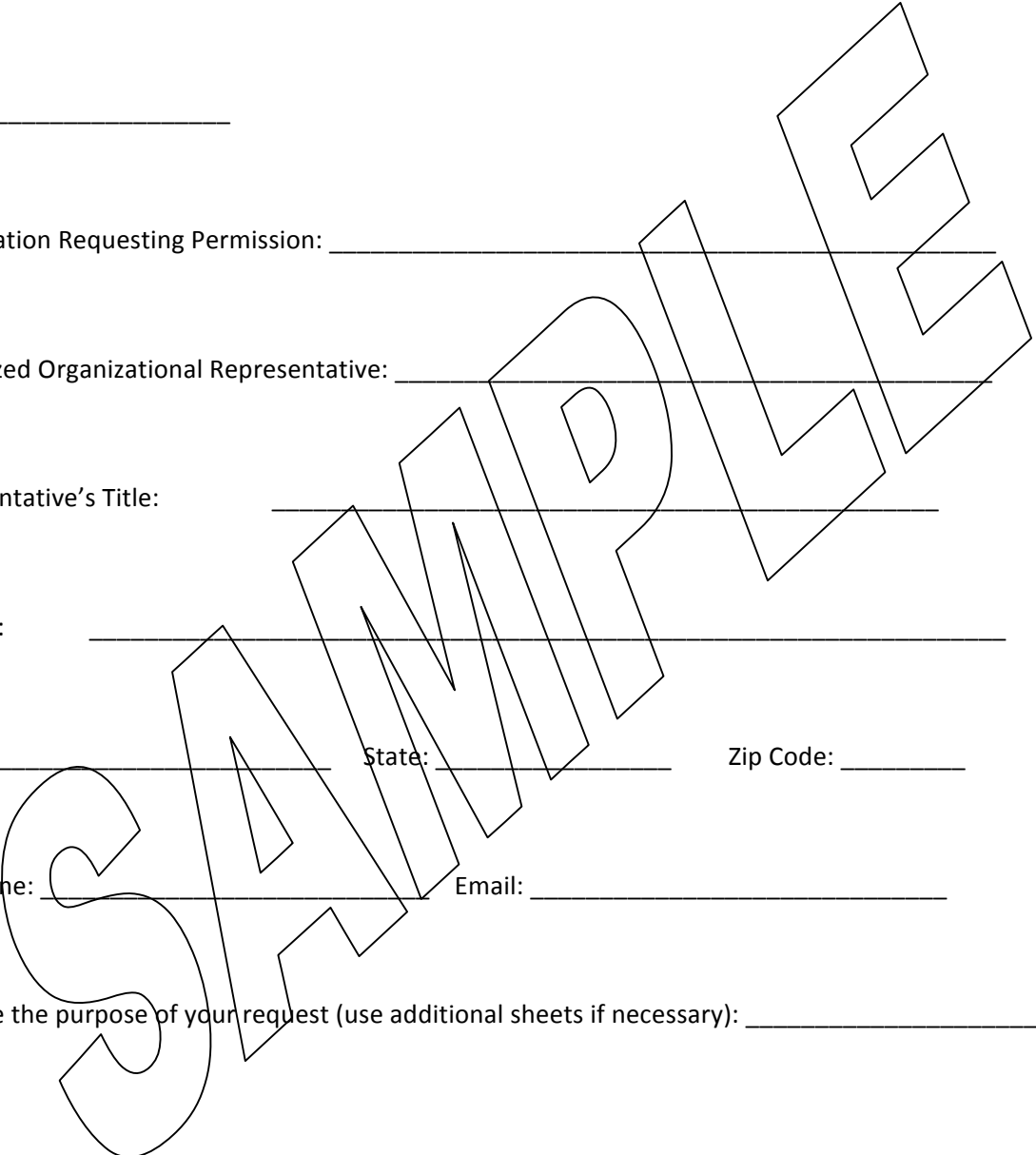
Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Describe the purpose of your request (use additional sheets if necessary): _____

What is the time period that you wish to solicit on campus? ____/____/20____ - ____/____/20____



If you plan to print materials for the solicitation, what are the intended contents? How many copies will be made? How many will be distributed? How? Who are the intended recipients?

If you plan to use a speech or script, please attach the text. Also, what is the intended audience?

What benefits will DSU receive from your on-campus solicitation?

Have you read the Solicitation Guidelines _____? Do you agree to abide by them? _____

Signature: _____ Title: _____

Director of Student Leadership and Activities _____ Date _____

AVP for Development _____ Date _____

VP for Institutional Advancement _____ Date _____

VP for Student Affairs _____ Date _____



APPENDIX E

DELAWARE STATE UNIVERSITY

FUNDRAISING, SPONSORSHIP OR OTHER CONTRIBUTION – OFF CAMPUS
CONDUCTED BY STUDENTS

ON BEHALF OF THE UNIVERSITY, ITS STUDENTS, DEPARTMENTS, OR ACTIVITIES

REVIEW FORM

Title/Event: _____

Donor/Sponsor (Who is being solicited?): _____

Donor/Sponsor Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email: _____

Person Requesting Donation/Sponsorship: _____ Telephone No. _____

Desired Mailing Date: _____ Deadline: _____

Signatures Indicating Approval

Requesting Organizational Leader _____ Date _____

(If multiple donors or sponsors are being solicited, submit one form for each.)

Director of Student Leadership and Activities _____ Date _____

AVP for Development _____ Date _____

VP for Institutional Advancement _____ Date _____

VP for Student Affairs _____ Date _____

Attachments:

- ❖ Grant/proposal guidelines from potential donor/sponsor, if applicable
- ❖ Donation/Sponsorship request
- ❖ DSU Trademark Licensing Request
- ❖ Any supporting documents

SAMPLE