

S.I.L.

Student Organization Manual



Florida Atlantic University



2011

**Florida Atlantic University
Student Involvement and Leadership
www.fau.edu/sil**



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STUDENT INVOLVEMENT & LEADERSHIP STAFF

Key staff members from the various FAU campuses for student organizations are listed below.

Student Involvement & Leadership Staff				
Name	Position	Campus	Phone	E-mail
Alicia Keating	Associate Director	Boca Raton	(561) 297.3735	akeatin1@fau.edu
Katie Burke	Coordinator	Boca Raton	(561) 297.3735	kburke19@fau.edu
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Ella Tepper	COSO Director	Boca Raton	(561) 297.3893	fau.bocacoso@fau.edu
Megan Allore	COSO Director	Jupiter	(561) 799.8595	mallore@fau.edu
TBA	COSO Director	Broward		

Additional Key Student Organization Resources

Name	Office		Phone	E-mail
Juan Izaguirre	Multicultural Affairs	Boca Raton	(561) 297.3959	jizagui2@fau.edu
Kate Quinlan	Campus Recreation	Boca Raton	(561) 297.4512	kquinla3@fau.edu
Larry Faerman	Student Union, Boca	Boca Raton	(561) 297.3730	lfaerman@fau.edu
David Blank	Student Union, Boca	Boca Raton	(561) 297.3730	blank1@fau.edu
Heather Bishara	Student Government	Boca Raton	(561) 297.6777	hbishara@fau.edu
David Bynes	Student Union & SG	Broward	(954) 236.1264	dbynes@fau.edu

BEING A STUDENT ORGANIZATION

What is a Student Organization at Florida Atlantic University?

A student organization is defined as a group of ten or more currently enrolled Florida Atlantic University (FAU) students who unite to promote a common interest and who are officially recognized by the Office of Student Involvement & Leadership. Student organizations are an essential part of the FAU community and an integral part of the total academic program. The presence of a diverse group of organizations is in the best interest of the University and its students. Student Organizations foster valuable experiences for students that lead to significant learning and development and create a sense of belonging. Student Organizations provide valuable services to the University community by promoting leadership development, community spirit, activism, community service, and social and cultural interaction. FAU recognized the vital contributions that student organizations make to the quality of life on campus.

Student Organization Types

The Office of Student Involvement & Leadership oversees all student organizations. Funding for student organizations through A & S fees is allocated through the Council of Student Organizations (COSO), a program of Student Government. On the Boca Raton campus, COSO is broken down into six different councils.

- | | |
|-------------------------|---|
| Academic | The Academic Council consists of student organizations that have an academic related purpose and designed for students interested in a particular career or academic field of study who want to establish networks and further develop their skills in that area. |
| Graduate | The Graduate Council consists of student organizations that are strictly aimed toward the graduate student population. |
| Multicultural | The Multicultural Council consists of student organizations that strive to expand the knowledge of the different cultures, religions and faiths that are represented in the FAU community. |
| Greek | The Greek Council consists of the social fraternities and sororities within the four Greek councils at FAU. These four councils are the National Pan-Hellenic Council (NPHC), the Interfraternity Council (IFC), the College Panhellenic Association (CPA), and the Multicultural Greek Council (MGC). |
| Sport | This council represents all of the student organizations pertaining to athletic related purposes. Some of the groups within this council compete against other colleges around the nation in their respective sporting events. Other sports clubs meet to teach students about unknown sports which can lead to lifelong hobbies. |
| Special Interest | The Special Interest Council is made up of student organizations that are designed to enhance campus life and don't fit into the other councils.. Because of this, the Special Interest Council hosts some of the most diverse student organizations. |

Registration Process

New student organizations can register during the first six weeks of the fall or spring semester by completing the proper paperwork. The proper steps to forming a student organization can be found in this Student Organization Manual and online at www.fau.edu/sil.

Annual Re-Registration Process for Existing Student Organizations

Student organizations need to re-register annually each spring to remain a recognized and active organization at FAU. The intent of re-registration is to ensure that the University has accurate contact information for each group. Below are the four requirements for re-registration:

1. Re-register student organization online through CollegiateLink
2. Have at least 2 officers certified in the online Fiscal Training
3. Have at least 2 officers attend the fall Student Leadership Conference
4. Have at least 2 officers complete online Student Organization Training

Any existing student organizations that does successfully re-register by fulfilling the requirements above will lose its registered status, all A&S fees allocated to the organization, and all rights and privileges granted by the registration process. Should the student organization desire to register following the deadline, it will have to do so as a new student organization and adhere to any additional requirements as deemed by the Office of Student Involvement & Leadership.

Collegiate Link Re-registration

What you need before you begin:

1. A list of all members and officers including their email address, Z numbers, and phone numbers.
2. An updated Constitution to upload to the website. The Constitution must contain a current date.
3. Advisor information.

To Re-Register Existing Organizations:

Step 1: Log in to Myfau.fau.edu

Step 2: Click on the “Students” tab

Step 3: On the right hand side, there is a “Get Involved at FAU” logo box. Underneath the “Get Involved” logo is a link that says “Log on to Collegiate Link.” Click on the link.

Step 4: Once logged in, Click on the “Organizations” tab. Find your organization.

Step 5: Click on the box underneath your organization that says “Register this Organization.” Follow the instructions to complete the registration process for your club or organization.

Fiscal Training

To use your COSO funds, your organization must have two officers fiscally certified. This process occurs through Blackboard. If a current officer is already certified, you will be able to provide their name, position and Z number during your CollegiateLink re-registration so they will count toward the requirement of two officers. Student Involvement & Leadership recommends that both the organization President and Treasurer complete this training if possible. This certification process must be completed by the September deadline, but can be

done as soon as you are registered. To register for this training, provide the following information via e-mail to Jose Lezama, jlezama@fau.edu:

- Name, Z#, Student Organization Name, Office/Position Held, FAU E-mail Address, Contact Phone #

Student Organization Training

Two officers must successfully complete this training. This training will be available online beginning August 1st at www.fau.edu/sil. You will receive information regarding how to register for this training to the contact information you provide on CollegiateLink.

Student Leadership Conference

TWO officers must attend this conference annually. Each student will only be able to represent ONE student organization at the Leadership Conference. You must be pre-registered for the conference in order to get credit for your organization. You can pre-register online at www.fau.edu/sil/leadership beginning August 1st.

Organization Status

Active Status (Registered Student Organization)

Once your student organization has completed the entire process in creating a new student organization or has successfully fulfilled the annual re-registration requirements, it will be recognized as an ACTIVE registered student organization and may take advantage of all the rights and privileges associated with being a registered student organization at FAU.

Inactive Status

A student organization may be declared inactive at any time. An inactive group loses all University rights and privileges until reactivation procedures are completed. Inactive status may be given to a student organization by the Office of Student Involvement & Leadership for any of the following reasons (non-exclusive list):

- Failure to re-register by the stated deadline on Collegiate Link
- Failure to complete the online Fiscal training by the stated deadline
- Failure to complete the online Student Organization Training by the stated deadline
- Failure to send two members to represent your student organization at the Student Leadership Conference
- Failure to submit the Official Petition for Recognition during the first six week of the fall/spring semester
- Failure to make constitutional revisions within the 30 day period of the request for revision by the Office of Student Involvement & Leadership
- Election of one or more non-students to elected Officer Positions within the organization
- Failure to adhere to the organization's constitution and/or bylaws
- Any violation of University policies, procedures, or local, state or federal law by any organization or members of the organization
- Outstanding debts

Procedure to Reactivate Student Organization

Groups will need to work with the Office of Student Involvement & Leadership to reactivate. Student organizations must complete the new student organization request process in its entirety to become reactivated.

New Student Organization Formation Guidelines

New student organizations are able to form during the first six weeks of the fall and spring semesters. Below is the new student organization formation checklist to guide you through the process. Please read and follow the instructions CAREFULLY. We are here to answer your questions and to help you at any point. Good luck!

1. Meet with a staff member from the Office of Student Involvement & Leadership on your campus. Contact information for SIL staff members is available on page 4 of the Student Organization Manual.
2. Fill out the **Statement of Intent to Organize** form. This form gives you SIX weeks to advertise and hold meetings to recruit members. You are not allowed to hold events (only advertising and general meetings are permitted). If you are a social fraternity or sorority, you need to get approval from the Office of Fraternity & Sorority Life. If you are a sport club, you need to get the approval from the Department of Campus Recreation. All other organizations can go straight to the Office of Student Involvement & Leadership. Once you have the proper signatures, turn this form into the Office of Student Involvement & Leadership on your campus.
3. Fill out the **Petition for Official Registration** form. Find ten registered FAU students interested in your organization to sign the petition. Make sure they include their Z numbers.
4. **Find a full time faculty or staff advisor** to advise your student organization. Have this advisor sign your Petition for Official Registration form.
5. **Write a constitution.** Use the FAU guidelines provided. If you are associated with an off-campus organization (such as a national organization), you must also submit the off-campus organization's constitution.
6. Turn in the **Petition for Official Registration** form, with **advisor's signature** and the **constitution(s)** to the Office of Student Involvement & Leadership on your campus.
7. Next, there is an approval process. A student government official (from the Council of Student Organizations – COSO) will read and approve (or disapprove) the constitution. A staff member from the Office of Student Involvement & Leadership will read and approve (or disapprove) the constitution. Finally, the Director of the Student Involvement & Leadership will read and approve (or disapprove) the constitution. All change requests to the constitution will be emailed to you in a timely basis.
8. After receiving approval from COSO, Student Involvement & Leadership, and Student Affairs, you will receive a “welcome letter” via email from the Office of Student Involvement & Leadership.
9. Have a welcome meeting with a staff member in the appropriate department: Campus Recreation if it is a Sport club, the Office of Fraternity & Sorority Life if it is a social fraternity or sorority, or the Office of Student Involvement & Leadership for any other clubs. The purpose of the meeting is to discuss the general rules and policies of being a club on campus. An advisor must be present for the meeting.

CONGRATULATIONS! You are officially a club on campus!

Constitution Guidelines

A constitution is the guidelines under which an organization will operate. This document will serve your organization for many years to come. Please take the time to lay a strong foundation for your organization, so that future students may benefit from your initiative. The constitution defines the long-term purposes and structure of your organization. It should only be changed by amendment, approved first by a quorum of your organization's membership, and secondly reviewed by our office. Listed below is an outline of the MINIMUM constitutional provisions required by FAU.

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### **Article 1 – Name of organization**

The name of this organization shall be \_\_\_\_\_. \_\_\_\_\_ may also be referred to as acronym if applicable.

### **Article 2 – Purpose of the organization**

The purpose of this organization shall be \_\_\_\_\_ (define purpose in clear, concise terms).

### **Article 3 – Membership of the organization**

*Section 1* – Members: Must be open to all FAU students.

*Section 2* – Associate Members: Faculty, staff, and alumni may be associate members. Associate members cannot vote or hold office.

*Section 3* – Name of organization shall not discriminate on the basis of \*gender, race, color, sex, disability, age, sexual orientation, or political and religious affiliation in any of its policies, procedures or practices.  
*\* All groups except those exempt by law, must have opportunities for male and female memberships. Sports clubs involving contact or competitive selection may limit participation to one sex, but must permit membership in the club to both sexes.*

### **Article 4 – Regulations**

*Section 1* – Name of organization will abide by all FAU regulations and Federal and State laws.

*Section 2* – Name of organization agrees to abide by the Anti-hazing statement in the Student Organization Manual.

### **Article 5 – Officers**

*Section 1* – The officers of this organization shall be President, Vice President, etc. (do not include names).

*Section 2* – In order to be eligible for officer, candidate shall specify requirements. All officers must be registered FAU students who meet the University's minimum qualifications for student officers, which is a 2.5 GPA and be registered for 6 credits hours for undergraduate students and 3 credit hours for graduate students (Refer to the Student Organization Manual or Regulation 4.006). Officers have to be in good academic standing and not on probation. Students serving as President must have earned at least 15 college credits.

*Section 3* – The duties of officers are as follows (list the specific duties for each officer):

- a. President
- b. Vice President

- c. Secretary
- d. Treasurer
- e. Etc.

**OFFICERS ALERT!**

All student organizations must have a minimum of two qualified officers.

**All club sport organizations are required to have a minimum of three officers, which must include a Risk Management officer.**

**Article 6 – Selection of Officers**

*Section 1* – Method of nomination procedure and election of officers.

*Section 2* – Statement that addresses the issue of a tie.

*Section 3* – The officers shall be elected when (what semester) and shall take office when (what semester).  
Officer selection must take place at least once per academic year.

*Section 4* – Term of office (may not exceed one year).

*Section 5* – Statement whether or not an officer can hold more than one position (if so explain).

*Section 6* – Statement whether officers can be re-elected (if so explain).

**Article 7 – Officer Vacancies**

*Section 1* – Should a vacancy occur in any office, it shall be filled how (majority vote, appointment, consensus).

*Section 2* – Must include a statement regarding term of the replacement officer (generally the remainder of the current term).

*Section 3* – Impeachment process

**Article 8 – Advisor**

*Section 1* – Duties of the faculty advisor

*Section 2* – Method of faculty advisor selection

*Section 3* – At least one advisor **MUST** be a full-time faculty or staff member at FAU

**Article 9 – Meetings**

*Section 1* – Regular meetings shall be held when (on what day and how often).

*Section 2* – Special meetings may be called by whom, why and how often (appointment, election).

*Section 3* – A quorum for any regular or special meeting shall consist of a majority of the members (50% + 1).

*Section 4* – Statement of what procedures will be used to conduct meetings (e.g. Robert’s Rules of Order).

**Article 10 – Amendments**

Explain in this section how your constitution can be amended.

**By-Laws** – By-laws include details relating to committees, dues, parliamentary authority, disciplinary action, etc.

## Student Organization Responsibilities

- Complete the annual re-registration process.
- Follow and abide by all federal, state, and local laws and regulations, and all policies and procedures at Florida Atlantic University, including the the Student Organization Manual and the FAU Student Code of Conduct found at [http://wise.fau.edu/dean/pdf/Guide\\_Book.pdf](http://wise.fau.edu/dean/pdf/Guide_Book.pdf).
- Remain in good standing with all aspects of FAU (Student Union, SGA, campus departments, etc.) and conduct themselves in a manner that is consistent with the Mission of the University.
- Adhere to the rules and procedures set forth in the organization constitution, including the non-discrimination and anti-hazing requirements for membership.
- Meet all fiscal obligations incurred by the student organization and abide by the SG processes and procedures as set forth by the SG Accounting and Budgeting Office.
- Ensure proper planning and execution of organization events, and consult with the Student Union and Student Involvement & Leadership staff for help with event policies and contract management.
- Provide adequate training during the officer transition process.
- Have an advisor who serves as a full-time faculty or staff member of FAU.
- Establish consistent communication with the organization advisor and keep advisor information of organization activities and decisions.
- Ensure proper use of campus resources, including meeting and event space, and other afforded benefits to the organization.
- Check the student organization mailbox on a regular basis. The Office of Student Involvement & Leadership will put important notices and correspondences in the box.
- Complete and return Mid-Year Student Organization Activity Report at the end of fall, which details the accomplishments and goals of your student organization that semester. These reports are vital to assist the transition of officers in student organizations.

# BENEFITS TO REGISTERED STUDENT ORGANIZATIONS

## Student Involvement & Leadership

### Student Organization Recruitment Events

Student Involvement & Leadership hosts several recruitment events for student organizations throughout the year. These events provide an opportunity for students to connect with registered student organizations on campus. Student organizations have access to tables where they can recruit new member and promote meetings and events to the FAU community. All registered student organizations are eligible to participate in these recruitment events. Visit [www.fau.edu/sil](http://www.fau.edu/sil) to find out upcoming dates and to register for these events.

### Student Organization Mailboxes

Student organizations are required to have a mailbox. This mailbox is used to disseminate pertinent information to all student organizations. These mailboxes are provided free of charge and are established when a student organization successfully registers their student organization. They are located in the Office of Student Involvement & Leadership on your respective campus.

Mailboxes are listed by organization name. All mail sent to your organization, must have the FULL name of the organization (not just the acronym) in the mailing address, not just the name of a student. Without an organization name, the mail is undeliverable and will be returned to sender. Please use the following address (based on your campus) when requesting mail be sent to your student organization mailbox:

#### Boca Raton Campus:

FAU Student Union  
ATTN: *Student Organization Name*  
777 Glades Road, UN 206  
Boca Raton, FL 33431

#### Fort Lauderdale Campus:

FAU Higher Education Complex  
ATTN: *Student Organization Name*  
111 E. Las Olas Blvd. HE, 507  
Fort Lauderdale, FL 33301

#### Jupiter Campus:

FAU Student Union  
ATTN: *Student Organization Name*  
5353 Parkside Dr. MC-03, 151  
Jupiter FL,33458

#### Davie Campus:

FAU Student Union  
ATTN: *Student Organization Name*  
3200 College Ave. SD, 224  
Davie, FL 33314

It is the organization's responsibility to pick up mail in a timely manner (suggested pick-up time: once per week). Mailboxes are cleared at the end of the semester every year.

### SIL Resource Center

The Boca Raton, Davie and Jupiter campuses each have resource centers available to registered student organizations as a part of the Student Involvement & Leadership offices on those campuses. These resource centers support organizational development and the promotional needs of all recognized student organizations at FAU. The following services are available as a part of the SIL Resource Center (may vary by campus):

- **Copy Service:** SIL provides the following copy services for registered student organizations: Groups will receive 500 free copies per semester. After 500 copies have been reached, copies will be done for a small charge. Please allow at least 24 hours for your copies to be completed.
- **Balloons and Helium:** Pick out your colors and use the helium tanks to blow up balloons for your events. Groups will receive 100 free balloons per semester. After 100 balloons have been reached, balloons can be blown up for \$0.50/each. It is preferable to reserve the helium tanks in advance of use.
- **Buttons:** Supplies are provided to make your own buttons. You will need to design the graphic for the buttons, but SIL can provide you with the template. Groups will receive 100 free buttons per semester. After 100 buttons have been made, additional buttons can be made for \$0.25/each. It is preferable to reserve the helium tanks in advance of use.
- **Banner Paper:** Banner paper is available in blue, red and white.
- **Poster Board:** Poster board is available in various colors. Groups will receive 20 free poster boards per semester. If additional poster boards are needed, they are \$0.50/each.)
- **Die Cut Letter:** Two die cut letters machines are available to cut out letters, numbers, designs and Greek letters for posters and banners.
- **Resource Files:** Looking for files about fundraising, recruitment, time management, delegation, and other topics? Resource files are available on many topics in the Student Involvement & Leadership office.

NOTE: All SIL resources are designed for registered student organizations ONLY! University departments and entities will be charged for all services.

### **Marketing and Promotion**

Registered student organizations have the ability to advertise and market their meetings and events on the FAU campuses. Specific guidelines and policies regarding marketing and promotion can be found in the Marketing and Promotion Policies section of this Student Organization Manual.

### **Reserving Space on Campus**

Registered student organizations have the ability to reserve University facilities. Designated facilities are available for registered student organizations pursuant to University policies and procedures governing student organizations as well as facility use guidelines maintained by the specific venues. Specific guidelines and policies regarding reserving space and hosting events can be found in the Event Management section of this Student Organization Manual.

# PROMOTION AND MARKETING POLICIES

## Using the FAU Logo

Student Organizations are daily ambassadors of the FAU brand. Below is a list of contacts and information regarding who can help student organizations successfully navigate the FAU branding and promotion processes as well as specific instructions about marketing and promotion policies and procedures.

**Logo Usage:** Student Organizations are allowed three options for logo use:

1. Use a version of the Spirit/Owl logo that has been adapted for their organization by the Marketing and Creative Services department.



2. Use a version of the University Logo that has been adapted for their organization by Marketing and Creative Services.



3. Create their own logo that does not infringe upon existing FAU trademarks, such as the name of the University or its logos/images. If “FAU” or “Florida Atlantic University” are integrated into the logo, the design must be approved by Marketing and Creative Services. (Contact Jan Bond: (561) 297.3025 or [jbond@fau.edu](mailto:jbond@fau.edu)). Please note: Marketing and Creative Services will NOT create a logo for your organization.

**Marketing and Creative Services:** To obtain an adaptation of an FAU mark for a Student Organization, contact Marketing and Creative Services. Note: This department must approve all publications (brochures, posters, etc.) that bear the FAU name or trademark prior to printing. All print, radio, television and web advertising that bears an FAU trademark (name, logo, etc.) must be reviewed and approved by Marketing and Creative Services prior to public release. Marketing and Creative Services can also assist with media buying and marketing plans for large events/programs. (Contact Crystal Bacchus: (561) 297.3025 or [cbacchus@fau.edu](mailto:cbacchus@fau.edu))

**Promotional Items:** All promotional items (t-shirts, mugs, pens, etc.) bearing the University name or representing the University in any way must be ordered through an approved “Licensed Vendor”, regardless of your source of funding. Visit this link for an up to date list of vendors: <http://www.fau.edu/branding/FLO.pdf>. When you are using a “Licensed Vendor”, that vendor will contact FAU directly to get approval.

**Media Relations:** All press releases must be approved by the Media Relations department before dissemination to the media. Please provide the press release draft to Media Relations at least two weeks in advance to allow time for review, edits and approvals. (Contact Boca Raton - Lisa Metcalf: (561) 297-3022 or [lmetcalf@fau.edu](mailto:lmetcalf@fau.edu); Contact Northern Campuses – Terry Gearing: (561) 799.8026 or [gearing@fau.edu](mailto:gearing@fau.edu); Contact Broward Campuses – Maggie Gunther: (954) 762.5275 or [mgunther@fau.edu](mailto:mgunther@fau.edu))

## Using FAU Internal Communications to Advertise

E-mails to the entire University community are not an option due to the large number of recipients. Your Student Organization may, however, distribute information (about an event or informational) to the University community in three ways:

1. MyFAU announcement (for students and/or employees)
2. Posting on the FAU.com site
3. Announcement for employees (on FAU Today's "Announcements of General Interest")

All events must be registered and approved by Student Involvement & Leadership. SIL will forward all announcements on a weekly basis to the University's Internal Communications Department. Items not originating from SIL will be routed through SIL. Announcement requests for all three outlets must be emailed to [kburke19@fau.edu](mailto:kburke19@fau.edu) (Boca Raton), [rferrand@fau.edu](mailto:rferrand@fau.edu) (Northern Campuses), [ffrage@fau.edu](mailto:ffrage@fau.edu) (Broward Campuses) or by the weekly deadline of Thursday at 5 pm following these guidelines:

- 1) Specify where you'd like the announcement to be disseminated
  - MyFAU Announcements
  - FAU.com site
  - Announcements of General Interest (for employees)
- 2) Subject Line (cannot exceed 45 characters):
- 3) Body of Announcement (please send the following information in paragraph format):
  - Event name
  - Date
  - Time
  - Location (include campus, building, room number)
  - Description (three sentences or less)
  - Sponsoring college, department or group
  - Contact information for event (clarify if RSVP's are necessary)
  - Contact information for listing (if different from event contact information)

**PLEASE NOTE:** This privilege is based on announcement space availability. Please plan ahead and have ample time before your event as Internal Communications has many departments to assist in posting. Once received every week by Thursday, that week's requests will be sent in by 12 pm Friday and should be posted the following week. If you are advertising an event or program of any kind, make sure it is a registered event on your campus or it will not be posted.

## Advertising Policies on the Boca Raton Campus

**Advertisements:** Posting policy for student organization advertisements: no flyers/poster/sign or notice of any kind will obtain approval (stamp) for dissemination unless their program is registered with Student Union reservations (turning in a completed Program Registration Form to UN 203). Form can be found at the following link [http://www.fau.edu/studentunion/forms/FAU\\_Event\\_Registration\\_Form.pdf](http://www.fau.edu/studentunion/forms/FAU_Event_Registration_Form.pdf)

**1. Approval of Flyers, Signs, Posters, Notices**

Process: Once your event is registered, obtain stamp of approval on all advertising documents in UN 203 in order to hang them anywhere on campus. Some areas, such as Housing and Residential Life, require an additional stamp of approval from that department.

Wording: All flyers must have the name of the sponsoring student group or department. Alcohol cannot be advertised in any way on any flyer. ALL publications (flyers, poster, newsletters, banners, manuals, announcing events, or any other advertising/marketing/etc. targeting FAU students, faculty, staff, alumni, and the public must include the following statement: *If accommodation(s) for a disability is required contact Person/Phone Number/TTY 1-800-955-8770, a minimum of five (5) working days in advance of the date of the event.* If this statement is not on the materials brought for approval, it will not be stamped or approved.

**2. Placement of Flyers, Signs, Posters and Notices**

Classrooms, Offices and Corridors: Signs, posters and notices may be attached to approved bulletin boards in the above areas. They may not be attached to any painted surface, glass, vending machines, building fixtures or signs, within or on the exterior of any building, except where appropriate provisions have been made. Each building on campus has their own areas for posting and they should be consulted before any posting is done.

Walkways and Campus Grounds: Signs, posters and notices may be placed in the approved sign-holder frames, which are installed on the walkway columns. Plans for the placement of any additional informational signs or bulletin boards for students use will be coordinated by the University. Signs, posters and notices may not be attached by any method to trees, shrubs, plantings or existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting signs is prohibited. The sponsor of the special event may erect small directional signs, not more than 24 hours before the event.

**3. Housing Posting Policy:** FAU Registered Student Organizations are the only non-housing affiliated groups permitted to post informational flyers in University Housing areas. Jill Eckardt, Director of University Housing and Residential Life, is the contact for flyer approval in Housing. Please note that in order for a flyer to be approved, it must first be approved and stamped by UN 203. Leave one (1) copy of the flyer for approval. It will be at Housing's discretion if many copies of the same flyer will be stamped. There will be a box at the office specifically for flyers. A representative from the organization MUST drop the flyer off at the office for approval. Additionally, there is a full business day turnaround on all flyers to be approved.

**4. Removal of Flyers, Signs, Posters and Notices:** All signs stamped by UN 203 must be removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the date of the event. Any and all flyers over two weeks old will be taken down regardless of stamp.

**5. Violations:** Signs, posters and notices that are in violation of FAU regulations will be removed by the Ground Department and reported to the Student Union. Any student group in violation of these regulations shall be held responsible for any damage to FAU property and may receive additional sanctions.

**6. Temporary Ground Signs and Banners:** May be placed only at the locations approved in the above policies. Any violations by student organizations in regards to banners and temporary ground signs will be reported to Student Government and the organizations will be held responsible for any damages and/or costs to FAU. Anyone with questions concerning the placement or erection of temporary ground signs or banners

should contact the Office of Space Utilization at 561-297-0197. The Temporary Ground Sign/Banner Applications may be found at: <http://www.fau.edu/facilities/osua/>  
<http://www.fau.edu/facilities/osua/info/TempGroundSignApp.pdf>

**7. Student Organizations agree to following requirements when they get flyers, signs, posters and notices stamped:**

- All flyers must have the name of the sponsoring organization of the flyer with contact information.
- Flyers will be approved on a case by case basis.
- Alcohol cannot be advertised on any way on the flyer.
- All flyers promoting an event must have the ADA statement on the flyer. *If accommodation(s) for a disability is required contact Person/Phone Number/TTY 1-800-955-8770, a minimum of five (5) working days in advance of the date of the event.*
- Flyers may only be put on approved locations. If there are questions regarding a location or placement of a flyer, etc. contact Space Utilization at (561) 297.0197.
- Flyers that are not put on approved locations will be removed. If there is damage to walls, doors, and paints, etc. the student organizations will be billed for the repairs.
- Student Organizations that do not abide by these regulations will be referred to the Dean of Students office.
- All marketing must be approved by UN 203 for programs registered with the University

**Advertising Policies on the Broward Campuses**

Posting policy for student advertisements. No flyers will get approved with a stamped, unless a Program Registration Form has been turned into the Office of Student Involvement & Leadership.

**1. Approval of Signs, Posters and Notices**

Process: The Office of Student Involvement & Leadership is in charge of the student flyer policy on the campus. All flyers by student groups must be approved and stamped by the Office of Student Involvement & Leadership. Only University Departments and Student Groups are allowed to advertise on the campus. Outside solicitation is not allowed unless arranged through the University or sponsored by a student group. All outside entities must bring some type of benefit to the FAU community. Any companies that conflict with current companies that are approved FAU sponsors are not allowed to advertise on campus. Student Involvement & Leadership must approve any and all co-sponsorships. Flyers must get an approval stamp to be hung anywhere on campus. Some areas may require other an additional stamp.

Definition: Banner - You must contact the Physical Plant department to obtain banner dimensions for the maximum size on a given campus. The Physical Plant department will also determine designated areas for banners. Any poster or flyers larger then their defined dimensions are considered a banner. Flyer: A flyer will not be larger than 8” x 14”. Poster: A poster will not be larger than 2 ft. x 3 ft.

Wording: All flyers must have the name and contact information of the sponsoring student group or department. The contact information must try to be an on-campus number. The Student Involvement & Leadership Office will approve any and all pictures, phrases and words on a case-by-case basis. Alcohol cannot be advertised in any way on any flyer.

**2. Placement of Signs, Posters and Notices**

Classrooms, Offices and Corridors: Signs, posters and notices may be attached only to approved bulletin boards by the designed department. They may not be attached to any painted surface, glass, vending machines, building fixtures or signs, within or on the exterior of any building, except where appropriate provisions have been made. Walkways: No posters or flyers will be allowed along these areas. Signs, posters and notices may not be attached by any method to trees, shrubs, plantings or existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting signs is also prohibited. The sponsor of the special event may erect small directional signs, not more than 24 hours before the event.

### **3. Removal of Signs, Posters and Notices**

All signs stamped by the Office of Student Involvement & Leadership must be removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the date of the event. Any and all flyers over two weeks old will be taken down regardless of stamp.

Signs, posters and notices that are in violation of Florida Atlantic University regulations will be removed by the Physical Plant Department and reported to the Office of Student Involvement & Leadership. Any student group in violation of these regulations shall be held responsible for any damage to Florida Atlantic University property and may receive additional sanctions. Information and questions concerning placement or erection of signs, posters or notices under conditions not specifically covered in these regulations should be directed to the Office of Student Involvement & Leadership.

### **4. Designated Locations**

All signs, posters and notices will be placed on these designated bulletin boards by Office of Student Involvement & Leadership and Student Government student assistants or designee at the following location:

- a. Davie campus: Student Activities Center (housing, jobs, club activities, local/community activities sponsored by club or department), Liberal Arts Building stairway area and information desk area (campus events), 3rd floor of Liberal Arts Building near soda machines (campus events), 4th floor of bulletin board (campus events & academics), and Education and Science Building 1st floor bulletin boards located in north and south corridors near classrooms and bulletin boards located in every classroom.
- b. Downtown campus: All notices are placed only in designed bulletin boards in the Student Activities Center and 2nd floor of Askew Tower. Multi-media advertisement will be placed onto the Plasma screens by the appropriate staff.
- c. Sea Tech campus: Entry area of the campus building and bulletin boards in the student activities area.

### **4. Placement of Temporary Ground Signs and Banners**

In the interest of keeping our campus as attractive as possible and to avoid costly repairs, the following regulations are defined for erecting and removing temporary ground signs, banners, posters and notices on campus facilities and grounds. These regulations are required, not only in consideration of the appearance of the campus, but also to avoid marring or damaging building surfaces, signs, trees, and landscaping. Commercial advertisements are not allowed on campus except in conformity to **Presidential memorandum #80**.

A. Walkways and campus grounds locations: Temporary ground signs and banners may be placed only at the locations approved in the attached Banner & Temporary Ground Sign Installation procedure. Posters should not be larger than 2' feet by 3' feet. If the poster is larger, it will be up to the discretion of the Associate Director for Student Affairs.

B. Coordination: Final plans will be submitted to the Office of Student Involvement & Leadership for approval in accordance with these policies. Temporary ground signs and banners may not be attached by any method to trees, shrubs, plantings or any existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting ground signs or banners is also prohibited. Small temporary ground signs (in compliance

with the Physical Plant department may be erected by the sponsor of special events, not more than 14 days before the event.

C. Removal of Temporary Ground Signs: All temporary ground signs or banners must be removed by the sponsor within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired by the sponsor.

D. Removal of Banners: All banners will be removed by the University Physical Plant Department within 24 hours after the event has taken place. Banners that are torn or disfigured will be removed or the sponsor will pay for the cost to have them repaired.

E. Violations: Temporary ground signs and banners that are in violation of Florida Atlantic University regulations will be removed by the University Physical Plant Department. Any violations by student organizations will be reported to the SGA; violations by University departments will be reported to the appropriate Dean or Vice President. Organizations or departments in violation of these regulations shall be held responsible for any damages and/or costs to Florida Atlantic University.

F. Information: Anyone with questions concerning the placement or erection of temporary ground signs or banners should contact the student activities center.

### Advertising Policies on the Northern Campuses

#### MacArthur Campus Posting Policy

All postings must be stamped by the Office of Student Life and Recreation. It also must have the following info: date/time of event/sponsor name and phone/email.

#### Department of Housing Posting Policy

- 1). Flyers must be presented to the Department no more than five (5) days prior to the advertised event.
- 2). Flyers must include the following information in order to be considered for approval and posting within Housing: ***Title Date, Time Location, Sponsor(s), Contact Information for questions***
- 3). Flyers advertising Club Activities and events MUST have the Student Involvement & Leadership stamp prior to requesting the Housing stamp
- 4). Flyers must have correct grammar and spelling.
- 5). Preference for posting is given to flyers which measure 8.5" X 14" or smaller. Flyers larger than this will be posted on a space-available basis, at the discretion of the Director. Priority will be given to Housing-sponsored events.
- 6). Flyers will only be posted on the Information Bulletin Boards on each floor (located near the elevator). Flyers WILL NOT be posted on the walls, glass windows, doors, balcony, nor the lobby railing without prior consent given by Housing.
- 7). Banners / posters will only be approved to be hung within 48 hours of the event. Approved items MUST be removed by the program coordinators immediately following the event.
- 8). Sidewalk Chalk advertisements in the Housing area also require approval, and must be removed immediately following the event.
- 9). Flyers that are not approved by Housing will be promptly removed and destroyed.
- 10). Flyers advertising off-campus events that are not sponsored by MacArthur Campus organizations will not be posted.
- 11). Flyers advertising off-campus events featuring alcohol will not be approved.
- 12). Flyers that are in violation of these posting policies will be reported to Student Development and Activities as well as the sponsoring organization losing their rights to advertise in Housing for one (1) year.

### Treasure Coast Campus Posting Policy

Flyers are only permitted on campus bulletin boards. All student organizations wishing to have their items posted, must drop off their information with the Office of Student Affairs located in CO 128. Staff members will post the items on the bulletin boards. There are approximately 20 bulletin boards on campus.

## Marketing on CollegiateLink

CollegiateLink is an absolutely vital resource for FAU's Student Organizations. Each organization has its own site where members can collaborate in discussion posts, events, photos and other online features. As a student leader, you can control a majority of these features.

### Creating an Event

Events can only be created by student leaders and associated with an organization. Events that have an image or flyer uploaded along with it will appear on the Event Flyerboard on the Home page. You can set who can see and RSVP to the event during the creation process.

1. Log in to your campus site and go to your organization's page.
2. Go to Events on the left side.
3. Click on "Create Event".
4. Enter the Name, Location, Start Time, and End Time. These fields are required.
5. Enter a brief description of the event.
6. Attach a flyer to associate with your event. Supported files include image files (jpg, jpeg, tif, tiff, gif, png, bmp), office files (xls, xlsx, ppt, pptx, doc, docx, pub, rtf) and html, htm, mht and pdf.  
\*\* If a flyer is not uploaded, the event will not display on the Event Flyerboard on the Home page. \*\*
7. Specify the type of event:
  - Public:** Anyone who accesses the site will be able to view this event.
  - Campus Only:** Any logged-in user can view this event.
  - Organization Only:** Only members of your organization can view this event.
  - Invitation Only:** Only those invited to this event can view it.
8. Specify the RSVP Option for the event: None, Open, or Invite.
9. Add any additional information that your campus requires.
10. Click "Create".  
\*\*Your event needs to be approved by a campus administrator prior to sending invitations. This approval process is dependent upon the Program Registration Forms turned in to the Student Union in regards to the event you are looking to market. You will be notified when your event has been approved or of any changes that you'll need to make to the event. \*\*
11. Identify who you'd like to invite to the event: by username, or e-mail address.
12. Click "Add" to include those you selected/identified in the invitee list.
13. Click "Send Invitations".

### Attendance Management

From the Events option on your organization's page:

1. Click on the name of the event you'd like to manage.
2. Click on the "Track Attendance" button on the right side of the page.
3. The top module displays who is attending your event. Click on the Excel icon () to export a file or those who RSVPd to your event.
4. The bottom module allows you to add attendees who had not previously RSVPd, by e-mail or by uploading a CSV (comma delimited) file containing just e-mail addresses.
5. Select the appropriate Status.
6. Click "Add".
7. Click "Back To Event".

THEN:

1. Click on "View RSVPs".
2. Indicate which attendees will be hidden from public view as attending the event.

### **Edit Existing Events**

From the Events option on your organization's page:

1. Click on the name of the event you'd like to edit.
2. Click "Change" below the name of the event.
3. Update any of the details of the event, include date, time, or location.
4. Click "Next" at the bottom of the page.

\*\* If your campus has implemented an Event Form, you will have to update any of the information originally submitted on this form. Click "Next" to continue through the form. \*\*

5. Click "Submit".

\*\* Your changes may need final approval before it is posted. \*\*

# EVENT MANAGEMENT

## Facility Usage

Recognized and registered student organizations have priority to reserve University facilities. Designated facilities are available for registered student organizations pursuant to University policies and procedures governing student organizations as well as facility use guidelines maintained by the specific venues. Student organizations are required to fill out a program registration/ event request form for all meeting(s) or event(s) held on or off campus. This is per regulation 4.006. When planning events always remember that space on campus is limited. Please plan ahead and allow plenty of time to reserve a room. Should your student organization need assistance within their event planning process please contact the Office of Student Involvement & Leadership on your campus.

## Program Registration Form

All registered student organizations need to submit a Program Registration Form for their events held on or off campus. This form must be signed by your advisor before it will be accepted. This form must be received no less than 10 business days prior to your event or meeting.

Please turn your Program Registration Form into the following locations according to your primary campus:

Boca Raton: Student Union, room 203

Davie Campus: Freddie Frage, Student Involvement & Leadership Office, SD 203

Fort Lauderdale Campus: Karen Esteves, Student Involvement & Leadership Office, HEC-507H

Northern Campuses: Adam Ferrando, Student Involvement & Leadership Office, MC-03, 151

## Boca Raton Student Union Facilities

Student organizations are encouraged to utilize the space in the Student Union. Student Union staff is very helpful and eager to assist student organizations in planning their events. Feel free to visit the Event Planning Staff in Room 203 of the Student Union on the Boca Raton campus. They may also be contacted at (561) 297-3730.

Please note that registered student organizations are not billed for rental taxes for space utilization or equipment usage unless they are:

- 1) Having co-sponsorship event/program with a department, tax-exempt group or commercial group
- 2) Charges a registration or admittance fee or sell tickets (this may also apply to donations).
- 3) Sponsors a program that is open to the general public (non-students).

General information on reserving a room within the Student Union can be found at

<http://www.fau.edu/studentunion/eventplanning/index.php>

To get more information regarding individual information on Student Union room visit the following website. This website will provide detailed information about each room's features, capacity and configuration.

<http://www.fau.edu/studentunion/eventplanning/rooms/index.php>

To get additional information about room and equipment rates visit the following website, click on links under rental charges.

<http://www.fau.edu/studentunion/eventplanning/services.php>

### Additional Boca Raton Facilities

If the Boca Raton Student Union cannot accommodate your event, there are other facility options on campus. Each of these facilities on campus has specific guidelines for room reservations and rentals. Please consult the specific department for more information. \*Please note that these facilities may have additional procedures when planning to hold an event in their space. Therefore, please begin the planning process early when utilizing these facilities and be aware that some of these facilities may collect fees from your student organization for space and equipment rental. They may also have specific requirements and regulations that your student organization will need to follow if utilizing their space.

| Facility/Venue                                                                    | Department                   | Individual(s)                                 | Email                   | Phone Number                            | Further Instruction                                                                                                                                         |
|-----------------------------------------------------------------------------------|------------------------------|-----------------------------------------------|-------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Housing Lawn, BBQ Pits, Nations MPR Multi-Purpose Rooms                           | Housing & Residential Life   | Shari Saylor                                  | ssaylor@fau.edu         | (561)297-2814                           | Contact individual listed for specific directions.                                                                                                          |
| Track & Field Complex, Henderson Fields, Tennis Courts, Outdoor Basketball Courts | Campus Recreation            | Dax Kuykendall                                | dkuykend@fau.edu        | (561) 297-0591                          | For specific directions visit <a href="http://www.fau.edu/campusrec/facility/reservations.php">http://www.fau.edu/campusrec/facility/reservations.php</a>   |
| Indoor Basketball Courts, MAC Gym, Lap & Leisure Pool Gymnasium                   | Campus Recreation            | Dax Kuykendall                                | dkuykend@fau.edu        | (561) 297-0591                          | For specific directions visit <a href="http://www.fau.edu/campusrec/facility/reservations.php">http://www.fau.edu/campusrec/facility/reservations.php</a>   |
| Academic Classrooms                                                               | Registrar's Office           | Melanie Merla<br>Derron Foeman<br>Lekia Jones | scheduling@fau.edu      | n/a<br>(561) 297-0733<br>(561) 297-3291 | Contact individuals listed for specific directions.                                                                                                         |
| Marleen & Harold Forkas Alumni Center                                             | Alumni                       | Mary Beth Albritton                           | malbrit1@fau.edu        | (561) 297-6162                          | For specific direction visit <a href="https://fauf.fau.edu/netcommunity/SSLPage.aspx?pid=1617">https://fauf.fau.edu/netcommunity/SSLPage.aspx?pid=1617</a>  |
| Carole and Barry Kaye Auditorium                                                  | Student Union Event Planning | David Blank                                   | blank1@fau.edu          | (561) 297-3730                          | For specific directions visit <a href="http://www.fau.edu/studentunion/eventplanning/index.php">http://www.fau.edu/studentunion/eventplanning/index.php</a> |
| The Atrium & The Atrium Patio<br>The University Faculty & Staff Club              | Event Management Office      | n/a                                           | eventmanagement@fau.edu | (561) 297-2041                          | For specific directions visit <a href="http://www.fau.edu/events/index.php">http://www.fau.edu/events/index.php</a>                                         |

## Event Risk Management

Accidents happen, especially at meetings, events or other social activities. When accidents do take place liability and legal issues may result. The most effective way to prevent risk management issues from turning into liability issues is to be educated and aware, both as an individual and as a student organization. Please be aware that legal complications can occur from a direct liability chain when an individual was involved in the incident, or indirectly when it can be shown that an individual was in a supervisory or executive position and the person committing the act was under their control. If you are responsible or linked to responsibility based on your position in a student organization, you may be found liable. Your life could possibly change if you are responsible for a legal judgment.

The best way to avoid this unpleasantness is to avoid events and activities that are potentially high risky. Take the necessary precautions in planning your activities so that if something happens, liability will not follow you. When you are performing individual tasks, make sure you exercise the same type of caution and planning. Some of the recommendations that you and your organization may choose to consider are made in this section to help you avoid potential liability. While no risk management plan is guaranteed, these techniques and considerations should help in the risk reduction and planning process for you and your group.

The Office of Student Involvement & Leadership desires for your student organizations to succeed in event planning and risk management. A large part of success involves taking precautions and carefully planning your activities to avoid situations which may jeopardize safety. Students participating in University sponsored events or activities may consider themselves as an "invitee" under the law. As such, the school or sponsoring organization has a duty to exercise reasonable care by abiding the following:

- Not injure invitees through negligent activities
- Warn invitees of hidden dangers
- Inspect the premises and venues for possible hazardous conditions
- Take precautions to protect invitees from foreseeable dangers
- Provide assistance or care to injured invitees
- Create a written plan outlining the precautions that are being taken

Please consult the Office of Student Involvement & Leadership with any concerns regarding Risk Management and Responsibilities of a student organization at Florida Atlantic University.

# ORGANIZATION RESPONSIBILITIES

All registered student organizations are required to comply with all University policies, procedures and guidelines as outlined in the Student Code of Conduct, Student Organization Manual, Regulation 4.006 and other applicable policies. Additionally, all student organizations must comply with all guidelines set forth by the Office of Student Involvement & Leadership.

## Student Code of Conduct

Students and student organizations should be aware of the Student Code of Conduct, as it is the document that should guide their behavior and actions. To view the code in its entirety, please visit

[http://www.fau.edu/regulations/chapter4/4.007\\_Student\\_Code\\_of\\_Conduct.pdf](http://www.fau.edu/regulations/chapter4/4.007_Student_Code_of_Conduct.pdf)

## Regulation 4.006

Regulation 4.006 outlines the student organization formation process, as well as the requirements and benefits of registration. It also details the qualifications for student leaders. To read Regulation 4.006 in its entirety, please visit

[http://www.fau.edu/regulations/chapter4/4.006\\_Student\\_Government\\_and\\_Student\\_Organizations.pdf](http://www.fau.edu/regulations/chapter4/4.006_Student_Government_and_Student_Organizations.pdf)

## Alcoholic Beverages Policy

The Alcoholic Beverages on Campus is applicable to all members of the university community, including all students, faculty, staff and all visitors, contractors and guests to the university or any of its campuses, facilities or events. All student organizations must get approval from the Senior Vice President for Student Affairs to have alcohol at an event on campus. To read the full policy, please visit

[http://fau.edu/policies/1.2\\_Alcoholic\\_Beverages.pdf](http://fau.edu/policies/1.2_Alcoholic_Beverages.pdf)

## Florida Anti-Hazing Law

(1) As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the

student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

(2) A person commits hazing, a third degree felony, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

(3) A person commits hazing, a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

(4) As a condition of any sentence imposed pursuant to subsection (2) or subsection (3), the court shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.

(5) It is not a defense to a charge of hazing that:

- (a) The consent of the victim had been obtained;
- (b) The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
- (c) The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

(6) This section shall not be construed to preclude prosecution for a more general offense resulting from the same criminal transaction or episode.

(7) Public and nonpublic postsecondary educational institutions whose students receive state student financial assistance must adopt a written anti-hazing policy and under such policy must adopt rules prohibiting students or other persons associated with any student organization from engaging in hazing.

(8) Public and nonpublic postsecondary educational institutions must provide a program for the enforcement of such rules and must adopt appropriate penalties for violations of such rules, to be administered by the person at the institution responsible for the sanctioning of such organizations.

(a) Such penalties at community colleges and state universities may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal.

(b) In the case of an organization at a community college or state university that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.

(c) All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject.

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

(10) Upon approval of the anti-hazing policy of a community college or state university and of the rules and penalties adopted pursuant thereto, the institution shall provide a copy of such policy, rules, and penalties to each student enrolled in that institution and shall require the inclusion of such policy, rules, and penalties in the bylaws of every organization operating under the sanction of the institution.

## Food Service and Catering on Campus

Chartwells is the in-house food service company at Florida Atlantic University. Campuses that are occupied by Chartwells (Boca Raton and Jupiter) are required to use Chartwells for any catering. They will provide full food and beverage service for any type of party, banquet, or meeting. They are able to provide a wide variety of services from informal coffee breaks and luncheons to large events, formal receptions, and dinners. Service includes, but is not limited to food, beverages, decorations, and floral arrangements. Chartwells is licensed by the Florida Liquor Control Board and **MUST PROVIDE AND SERVE** all alcoholic beverage within the facility. Due to state and local food and beverage laws and Florida Atlantic University policies, no food, beverage, or alcohol from outside sources may be brought on campus without expressed permission of the Food Service Contractor and the Director of the Student Union. (Please see Campus Catering Guide or [www.fau.edu/chartwells](http://www.fau.edu/chartwells) for more information).

1. Steps in Planning Catering - Contact the FAU Catering Office at (561) 297-2788 or in person at the FAU Center Marketplace as soon as possible (at least two weeks prior to event). Office hours are 9:00am - 5:00pm, Monday through Friday. Menu selections may be limited if a three (3) day notice is not given. A special event form will be faxed to you once you have booked the event. Make note of any adjustments on the form, sign it, and fax it back to the Catering Office, (561) 297-2799, seventy-two (72) hours prior to the event.
2. Self Catering - For any food items brought into the facility which exceed these limits, a signed Dining Service Waiver Form (DSWF) must be obtained from the Campus Dining Service Director. For any events where food is donated by a vendor, a completed Event Donation Form (EDF), or a letter from the vendor on company letterhead must be submitted to the Reservations Manager. This form/letter must include a description of the donated items, a price of the donation, and be signed and dated by both the vendor's manager and the event sponsor.
3. Outside Catering - For any events where food is catered by an outside caterer, a completed Dining Service Waiver Form must be obtained from the Campus Dining Service Director  
The following documents must be provided for all outside caterers:
  - I. Proof of Insurance
    - A. Proof of Workmen's Compensation Insurance Coverage
    - B. General Liability Insurance
    - C. Manufacturers and Contractors Liability Coverage
  - II. Health Department Documents
    - A. Food Service Establishment Inspection Report and Health Department Permit (most current)
  - III. Licenses
    - A. Most current business license – State of Florida
    - B. Department of Revenue – Sales and Use of Tax Division
    - C. Appropriate business licenses from Local Government

4. No Frills Student Catering – No Frills Catering is designed to provide foodservice at a minimum cost for your convenience. All food items are prepared in bulk on disposable trays for carryout service only. Just call your order in and pick it up on the designated date and time. While we may be able to accommodate your needs on short notice, we request 48 hours notice to ensure that we will have your complete order. Please see [www.fau.edu/chartwells](http://www.fau.edu/chartwells) for more information.

The sponsoring organization and/or individual will be held responsible for the equipment and its condition. Clean up is the responsibility of the sponsoring organization. Groups will be billed for any missing equipment or additional cleaning. Any organization that brings in food that exceeds the limits, was not donated, or does not have prior approval, will be charged \$25.00 and have reservation privileges suspended for a thirty (30) day period. For the second offense, there will be a \$50.00 charge and reservation privileges suspended for one full semester. Student groups will also be turned over to Student Involvement & Leadership for further disciplinary procedures. Additionally, it is the responsibility of the sponsor to ensure that the room is cleaned at the end of all self-catered events. There will be a clean-up charge of \$15.00 per hour if it is determined that additional cleaning is necessary.

5. The FAU Food Safety Program is designed to provide guidelines and rules to guard against food-borne illness, and to comply with applicable regulations:
  - Organizers must obtain an application from the website below for Temporary Food Service Events and complete all necessary information and submit to Environmental Health & Safety (EH&S) no later than 1 week prior to the event. After EH&S approves the food service event, a Temporary Food Service Permit will be issued to the event organizer/sponsor and must be available for review during the event.
  - Events needing approval from EH&S include events in which the public is being served. If the event is attended by only a certain group (i.e. English Department Faculty) and no outsiders attend, this would not need to register with our office. However, these private events must also follow food safety measures to guard against foodborne illness. Only events attended by people not members of a defined group must register. In addition, all events serving food in the breezeway must register with EH&S.
  - For information on the Food Safety Program including approved vendors and applications, go to: <http://uavp.fau.edu/ehs/?div=PublicHealth>.
6. Removal of Food - Due to health regulations and liability, any food not consumed during the event may not be removed from the serving location and remains the property of the University Dining Service.
7. Clean Up - The Catering Department will provide a courtesy clean up service provided the event is between 7:00am and 5:00pm Monday - Friday. Functions must consist of 40 people or more. For events less than 40 people, late night, or scheduled weekend events a 15% fee will be attached to the catering invoice. Clean up of No Frills Student Catering is the responsibility of the sponsor. There will be a clean-up charge of \$15.00 per hour if it is determined that additional cleaning is necessary.
8. Linen Service - Linen and table skirts are provided at an extra charge for all service tables and for all dining tables. However, if there is a request for linen on non-food service tables (such as registration tables or head tables) where food will not be served, there will be an additional charge of \$15.00 for linen and \$15.00 for skirting per table. Cloth napkins are \$.50 per person. Specific colors are available

at an additional cost. Please allow seven (7) days notice. Head tables or specific table sizes should be specified for the linen order.

You may request a food waiver for an event. This information can be found at the Business Services office in the Student Union, room 204.

### **Environmental Health and Safety**

All FAU events on all campuses that involve food must comply with the Florida Administrative Code (FAC) 64E-11 on Food Hygiene and other pertinent regulations. These regulations were designed to prescribe practices and procedures to prevent foodborne illness. All clubs, groups, departments, students, etc. hosting special events where food is served to the FAU or general public (where public is defined as anyone who is not a member of the club, group, or department, etc.) must complete the FAU Temporary Food Service Event Permit Application, which can be found at: <http://wise.fau.edu/facilities/ehs/safety/Food-Safety-Program.php>. The food safety training can be found at <http://wise.fau.edu/divdept/envhs/Foodsafety/>.

For more information, please visit <http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php>

## Designated Public Forums

University grounds may generally be used for demonstrations, including all students, faculty, staff and all visitors to the University or any of its campuses, facilities or events. To read the full policy regarding Designated Public Forms, please visit

[http://fau.edu/policies/files/4.2.2\\_Designated\\_Public\\_Forums\\_Final\\_10-09\\_.pdf](http://fau.edu/policies/files/4.2.2_Designated_Public_Forums_Final_10-09_.pdf)

## Late Night Event Policy

Social events at FAU's Student Union or Recreation & Fitness Center provide our organizations the opportunity to recruit new members, possibly fundraise (if following certain parameters), and provide a safe social alternative for all FAU students. This policy has been created in order to successfully plan and host a social event at the Student Union or Recreation & Fitness Center that is safe and enjoyable for all involved. The following guidelines are designed to facilitate the success of each social event and provide clarification, common understanding, and consistency in the responsibility for and enforcement of relevant procedures, rules, and regulations.

### **Section I. Social Event Reservation Process:**

1. Any registered student organization interested in hosting a late night social event in the Student Union or Recreation & Fitness Center on the Boca Raton campus is required to complete the Late Night Social Event Reservation Form and go through the reservation process with the Student Union Event Planning Office. A program registration form AND a Social Event Reservation Form must be filled out THIRTY days in advance in order to begin the process. Once a space is reserved the student organization shall be referred to as the "host organization." The member of the organization making the reservation shall be referred to as the "primary contact". There are pre-selected dates throughout the year that are available for these types of events. Times for the Late Night Social Events are 9pm to 1am OR 10pm to 2am.

## **Section II. Location of Social Events**

1. Social events may be held in the Student Union Grand Palm room or the Recreation & Fitness Center (dependent on the schedule determined by the Student Union). Once the room capacity has been reached, access to the social event will be restricted.

## **Section III. Responsible Parties**

1. The host organization must supply at least two entry monitors for the social event who may include an:

- a. Advisor (required)
- b. Other responsible professional staff or faculty member
- c. A responsible club member (an organization officer)

2. In order for your event to begin on time, these monitors need to arrive at the social event at least 30 minutes (1/2 hour) before the social event. Entry monitors will collect admission fees (if applicable) and collect and redistribute picture IDs (with identifiable information on ID). The host organization's faculty/staff advisor(s) must be present throughout the **entire** social event. The Student Union or the Recreation & Fitness Center (dependent on location) will provide one professional staff person to work during the event as a resource for the host organization and/or security.

## **Section IV. Security**

1. Social events in the Student Union or the Recreation & Fitness Center require FAU police and possibly CSC security when non-FAU students are allowed to participate and/or there is an entrance fee, donation or any monetary transactions at the social event. A social event with only FAU students must have FAU Police security when the social event is anticipated to exceed 100 students. Host organizations are required to pay for this security. When a social event is attended only by FAU students, the social event will require at least two FAU staff/advisors to be present at all times (it may be the same persons as entry monitor and FAU staff person on duty.)

## **Section V. Admittance to FAU Late Night Social Events**

1. The Student Union and the Recreation & Fitness Center social events are not open to the general public. All participants must be current FAU students or registered guests of an FAU student in attendance or the host organization. FAU students must present a valid FAU Owl Card to be considered an FAU student and admitted to the event. The Owl Card will be collected and redistributed at the end of the evening.

## **Section VI. Admittance of Non-FAU student guests**

1. Any non-FAU student who desires admittance to a social event must present picture I.D. with identifiable information and register as guests of an FAU student attending the event. The ID of the non-FAU student is collected by the advisor/entry monitor of the host organization and redistributed at the end of the evening or when the guest is leaving the building (see "Process for Checking/Collecting IDs").

## **Section VII. Ending Time of Event**

1. The host organization must end the social event 30 minutes prior to facility closing time. To facilitate a smooth closing the lights will be turned on and music turned off no later than 30 minutes prior to facility closing time.

Grand Palm room – 300 students  
Live Oak Pavilion – 300 students  
Recreation and Fitness Center – 700 students

## **Section VIII. Costs Associated and Stipends Available**

1. There will be no facility charge for usage of The Student Union OR the Recreation Fitness Center. However, the host organization will be responsible for any labor associated with the management of the social event (for example: lifeguards at Recreation and Fitness Center).
2. A walk through of the facility shall be conducted by the FAU staff on duty with the primary contact member, host organization advisor and the FAU police security thirty minutes prior to the social event. A subsequent walk through will be conducted afterwards with the host organization and its advisor. If any damage is determined to be found, the host organization will be held financially responsible.
3. The host organization is responsible for the cost of the social event itself. If the organization is hosting a dance, the organization is then responsible for the payment of the DJ, any decorations needed, food, etc.
4. The host organization is eligible for a \$500 stipend. The \$500 stipend can be used to pay for security or a portion of the event, however the host organization chooses to use the stipend for the event. The host organization must complete the Late Night Social Event Reservation form. The host organization must fully explain the event and how the stipend will be used. A member of the Event Planning staff will contact the host organization within 3 business days to discuss the event.
5. If the host organization is paying for the event with funds from COSO (via Student Government), the host organization is not permitted to charge FAU students.

## **APPENDIX A: Process for Checking Identification**

During a Late Night Social Event at the Student Union or Recreation & Fitness Center

1. Come to the Student Union Event Planning Office (Student Union, room 203) to check out the ID supplies (ID collection box, guest sign-in sheet, markers, etc). Supplies must be checked out no later than 5 PM the day before the social event by the advisor. If the advisor is not able to physically check out supplies, he/she may send an email (unionevents@fau.edu) to the FAU Event Planning Office at least 24 hours in advance to have a representative from the host organization pick up supplies. The FAU staff person on duty will bring the wristbands to the event.
2. Arrive to the social event at least ½ hour before the event begins. Place the appropriate signs (in the supply box) on the check-in table and set up the table to expedite check-in of guests and students.
3. As students and guests arrive, collect IDs for students and guests and file them by last name under the appropriate alphabet. IDs will be re-distributed as guests leave or at the end of the social event.
4. Clip student and guest IDs together and file under student's last name. When student leaves, the guest must also leave with the student.
5. Have guests complete the information on the sign-in sheet before entry is granted.
6. The FAU student that is hosting the guest, must initial on the sign-in sheet.

7. FAU students will receive one color wrist band (pre-determined by FAU staff). Non- FAU students will receive another (different) color wrist band (pre-determined by FAU staff).
8. Students and guests go through appropriate security checkpoints and/or metal detectors.
9. As guests and students begin to leave, please redistribute their IDs, making sure to match the ID with the correct student.
10. Please turn in the ID supplies to the Student Union Event Planning Office no later than 5 PM the Monday following the event.

### Movie/Copyrighted Material Policy

#### **What is Film and Video Piracy?**

Film and video piracy is the public performance of an unauthorized exhibition of pre-recorded videocassettes and DVD's.

#### **What are "Public Performances"?**

Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from a local video store and view the film at your home that night. Have you violated the copyright law? Probably not. But suppose you took the same video or DVD and showed it at a club, bar, or any other public event that you happen to manage. In this case, you have infringed the copyright. Simply put, videocassettes or DVDs obtained through a video store are not licenses for exhibition, Home video means just that: viewing of a movie at home by family or a close circle of friends.

#### **What the Law Says**

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. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches, and non-classroom used at schools (anything besides what is on the syllabus) and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charges, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

#### **Penalties for Copyright Infringement**

"Willful" infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for illegal showing.

#### **How to Obtain a Public Performance License**

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licensing fees are based on a particular performance or set of performances for specified films. Major firms that handle these licenses include:

Swank Motion Pictures, Inc. – 1-800-876-5577  
Criterion Pictures USA, Inc. – (CPUSA) 1-800-890-9494 ext. 224

**Copyright infringers are prosecuted.** The MPAA and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated. Lawsuits, for example, have been filed against cruise ships and bus companies for unauthorized on-board exhibitions. If you are uncertain about your responsibilities under the copyright law, contact the MPAA, firms that handle public performance licenses, or the studios directly. **Avoid the possibility of punitive action!**

## Date/Service Auctions Guidelines

The Division of Student Affairs is responsible for providing programs, services and activities in an environment that contributes to students becoming socially responsible global citizens. Its goal is to provide quality campus life experiences that enhance the learning and development of all students. In reflecting on this goal we have determined that date and service auctions are inappropriate activities for student groups, clubs and organizations at FAU. The following procedures have been prepared for those student groups and organizations in the university community who are still considering hosting date or service auctions.

**Racial Awareness:** Date auctions have historical reminiscences of slave auctions. Slave auctions are realistic events in this country's history. While this may not be the intent of date auctions today, they present human beings as property to be purchased. Regardless of the form of payment for a person or his/her services, an auction (often involving a bidding process) may devalue the person being auctioned. On a campus where inclusiveness is at the very fabric of our community, any activity promoting the purchase of a human being for services to another fails to promote a diverse, open, and accepting environment.

**Gender Awareness:** Furthering the mission of inclusiveness, respecting the rights of others is valued in our community. One of the underlying issues that often exist in date auctions is the idea of entitlement. Date rapes, sexual assaults or any other inappropriate acts may result from this assumption from both men and women. Purchasing a person's services may promote "entitlement" in the person bidding. Date auctions can create disharmony within a community by disadvantaging participants.

**Personal Safety:** Date auctions involve a person spending time with another person. Often these persons are not familiar with the other person. This has the potential of resulting in hidden attractions or desires that may be inappropriate or pose harm. While this may be an extreme case scenario, the possibilities are real. Student organizations must consider such possibilities as well as potential liability implications when preparing to host a date auction.

**Alternative Activities:** Date auctions are often used as fundraising activities that support charitable organizations. The Division of Student Affairs recognizes these efforts as positive intentions that engage students in civic responsibility. However, student organizations are encouraged to choose among the many other creative and imaginative fundraising activities and programs that promote an inclusive and safe environment. These include book fairs, silent auctions (donated items), car wash, requesting donations, ad sales for program or ad booklets, or ticket sales for a party or event, etc.

**In preparation for hosting a date auction (i.e. exchanging services for money), you must complete the following steps in chronological order to have your event approved:**

1. Schedule a meeting with the Associate Vice President and Dean of Students Office or designee to discuss the details of the event, including but not limited to the rationale and details for the event.
2. Have participants sign the “Date Auction Participation Agreement”. This agreement should be signed by all participants (the persons being bided upon and the persons bidding). These forms should be attached to the Program Registration Form. The agreement forms are located in the Associate Vice President and Dean of Students Office.
3. Complete a Program Registration Form and submit. This form must be approved before the activity or program can occur. The student organization advisor must be present during the entire activity.
4. Failure to follow policies and/or procedures can result in the loss of privileges and benefits of being a student organization and/or disciplinary actions including referral to the Associate Vice President and Dean of Students Office.

### Commercial Solicitation

#### **Objective:**

To specify the methods and responsibilities for commercial solicitation at Florida Atlantic University.

#### **Overview:**

All soliciting done of the University premises must be approved by the Director or Assistant Director of Business Services, except certain approved activities sponsored by student organizations or university departments which are subject to the approval of the Office of Student Involvement & Leadership.

1. Commercial solicitation as used herein is the offering of goods and services for sale either by advertising or direct sale that result in financial gain to the salesperson, individual(s), or organization(s).
2. Activities referred to in this section are permitted only in the area of the Student Union, Traditions Plaza, and along the Breezeway on the Boca Raton campus. Any requests for exceptions to these locations should be submitted to the Office of Student Involvement & Leadership for university organizations and to the Office of Business Services for non university entities.

#### **A. UNIVERSITY SOLICITOR’S PERMIT**

1. All solicitors must have a University Solicitor’s Permit, except students representing student organizations
2. All applicants for a permit must have in their possession verifiable personal and company or organization identification for all persons who will be engaged in the requested activity.
3. The University Solicitor’s Permit will contain the following information:
  - a. Name of the company or organization.
  - b. Names of individuals representing the company or organization on campus.
  - c. Type of nature of approved Business.
  - d. Location where permit is valid.
  - e. Dates of issue and expiration of University Solicitor’s Permit.
4. Copies of the University’s Solicitor’s Permit are to be given to the individual responsible for the activity, who will ensure that each person engaged in soliciting has a copy. The original permit will be kept on file in the Business Services Office.

#### **B. OBTAINING PERMITS**

Permits are to be obtained from the Director or Assistant Director of Business Services at least seven (7) business days prior to the scheduling of the event. The issuance of permits will be governed by the benefits to be gained by the University community. Copies of the permits are to be carried by each

individual whose names appears on the permit and are engaged in the activity and will be presented to any University official upon request. Any issued permit is subject to cancellation at any time it is deemed in the best interest of the University. In the event a permit is canceled, all copies of the permit are to be surrendered to the Director of Business Services and soliciting by permit holders will cease.

### **C. STUDENT ORGANIZATIONS**

In recognition of the rights and freedom of student organizations at Florida Atlantic University, approved student groups are permitted to solicit for support or sell and distribute items as a project of that organization within the following limits and guidelines:

1. No item is sold or advertised that is offered for sale in, or that is in competition with, any University agency such as the Bookstore, Food Services, Office Services, or retail stores located on Florida Atlantic University campuses, without a University Permit granted by the Director of Business Services.
2. Sponsoring and participating organizations must register the activity and arrange for space with the Office of Student Involvement & Leadership
3. Sponsoring and participating organizations must comply with any Student Involvement & Leadership policies or Student Government Statutes affecting fund raising projects.
4. Officers of any student organization sponsoring or participating in solicitations either on or off campus will assume full responsibility for adherence by participating students to all laws and regulations governing such activities.

### **D. VENDORS AND NON UNIVERSITY ENTITIES**

Vendors other than recognized on campus vendors may request space on campus. Ten tables have been allocated daily, with the exception of recognized campus holidays and closures, along the Breezeway on the Boca Raton campus for vendors and non university entities. Requests are to be made through Business Services for space and all requests should have a Commercial Solicitation Permit Application attached. The designated spaces are on a first come, first serve basis. Requests will be reviewed and approved based on meeting all other guidelines set forth in this policy. Proof of insurance must accompany the request as well.

### **E. ITEMS FOR SALE**

The University will not allow the selling of any items, including but not limited to guns and knives, which will pose a threat to the individual who made the purchase or to their surrounding environment. In the event this occurs, the solicitor will be asked to cease selling the particular item and if the vendor does not abide by the request, they will have to vacate the premises.

### **F. ADVERTISING MATERIALS**

The posting or distribution of advertising materials will be limited to the permanent official bulletin boards of the University and according to policies set forth by Student Development and Activities.

### **G. DOOR-TO-DOOR SOLICITATIONS**

Under no circumstances will door-to-door solicitation be allowed in any university facility.

### **H. STATEMENT OF EQUITY**

Nothing in this policy or its regulations is intended to infringe upon any constitutional or other legal rights regarding freedom of speech. This policy and regulations exist to ensure the privacy, safety,

educational, and work environment of campus occupants. Application of this policy and regulations will be neither arbitrary nor capricious, nor shall they be based on the political content of the solicitation. All constitutionally protected speech will be permitted within the reasonable time, place, and manner parameters of this policy and regulations.

**Contracts**

If your student organization is planning to bring entertainment to campus (i.e. DJ, musician, speaker, comedian, lecturer, etc), please visit the Office of Student Involvement & Leadership on your campus for information and support at least 4 weeks in advance of the event/program. All student organizations are required to use a FAU approved Contract for Performance Agreement for these types of events. No student, student organization or student organization advisor can sign contracts on behalf of FAU.

The following information will need to be provided to SIL to create a contract for your student organization.

Name of student organization: \_\_\_\_\_

Contact person for organization: \_\_\_\_\_

Contact phone number and email: \_\_\_\_\_

Artist/Performer: \_\_\_\_\_

Check Made Payable to (Payee): \_\_\_\_\_

**Payee Contact Information**

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

**Program/Event Information**

Program/Event: \_\_\_\_\_

Date of Program/Event: \_\_\_\_\_ Time of Program/Event: \_\_\_\_\_

Program/Event Location: \_\_\_\_\_

Length of Performance: \_\_\_\_\_

Artist/Performer to Arrive by (Time): \_\_\_\_\_

Total Compensation: \_\_\_\_\_

Social Security # (for individuals): \_\_\_\_\_

Tax ID # (for agencies): \_\_\_\_\_

## American Disabilities Act (ADA)

Florida Atlantic University is dedicated to the philosophy of equal opportunity to all goods, services, benefits, facilities, and privileges for all in the most integrated setting. The University is committed to providing an environment free from discrimination, protecting the rights and dignity of potential and current employees, students, and visitors regardless of disability status. FAU works to ensure that individuals with disabilities are treated fairly and equal to individuals without disabilities in all University activities including, but not limited to, employment, academia, services, benefits, social events, activities, and research on any of FAU's campuses. Florida Atlantic University complies with all federal, state, and local laws and guidelines that provide individuals with disabilities protection, including, but is not limited to: the Rehabilitation Act of 1973 , as amended through 1998, the Americans with Disabilities Act of 1990 , as amended, the Civil Rights Restoration Act of 1987 , the Florida Civil Rights Act of 1992 , and the Florida Educational Equity Act which require that otherwise qualified individuals may not, on the basis of disability, be denied access to, participation in, or the benefits of any program or activity operated by the University.

It is further the policy of the University to enable individuals with disabilities to participate as independently as possible, facilitating enhancement of campus life and enrichment of the University community as a whole. People with disabilities must be full members of the educational community. FAU recognizes that traditional methods, programs, and services may not accommodate the needs of some individuals with disabilities. It is important to keep in mind that each person's situation is unique and must be evaluated on a case-by-case basis. Discrimination against a qualified individual with a disability, in any form, undermines the mission and values of the University, negatively affects the careers, education and experiences of the entire FAU community, and will not be tolerated. Each member of the University community has the responsibility to ensure that this policy is enacted in their daily practice.

### **What Student Organizations Need to Know**

To comply with the American Disabilities Act (ADA) Policy, student organization publications (flyers, posters, newsletters, banners, handbooks announcing events, etc.) targeting FAU students, staff, faculty, alumni, and the public must include the following statement:

*If accommodation(s) for a disability is required contact Person/Phone Number/TTY 1-800-955-8770, a minimum of five (5) working days in advance of the date of the event.*

If this statement is not on flyers brought to the Student Union, the flyers will not be approved and stamped.

# FINANCIAL INFORMATION

## Student Government Funding Opportunities

Activity and Service Fees (A&S) are fees included in each student's tuition payment. A&S fees are used to fund the Student Union, Recreation & Fitness Center, student programming, student organizations, Student Government, and a variety of other student support entities. A&S fees are allocated and monitored by students elected to FAU's Student Government. The Council of Student Organizations (COSO) is responsible for allocating funding to student organizations. Eligible student organization can request funding on an annual basis from COSO.

Student Government's Council of Student Organizations Funding:

### 1. Funding Policies

- a. COSO and A & S Fees: COSO is charged with the responsibility to allocate A&S Fees granted by the Campus Budget Committee in accordance with COSO's statutes and procedures so as to not violate the Student Government Constitution or Statutes.
  - i. Activity and Service Fees (A&S) are fees included in each student's tuition. A&S fees are used to fund the Student Union, Campus Recreation, student programming, student organizations, Student Government and a variety of other student support entities.
  - ii. A&S Fee policies supersede the following COSO policies, and can be found in Chapter 200: Fiscal and Finance Code of the Florida Atlantic University Student Government Student Body Statutes.
- b. COSO Funding and Expense Policies
  - i. COSO Funds are provided to promote the mission of the student organization. Student organizations should not use COSO funds to promote self-interests or interests of a specific department. Student organizations must be able to clearly demonstrate how their student organization monies are being used to benefit the largest number of current FAU students possible. Any student organization event/activity funded by COSO monies must be open to all current FAU students.
  - ii. The following policies are rules and restrictions for COSO allocations as well as student organization expenses.
    1. Rules and Restrictions—COSO CANNOT Fund for:
      - a. Food/refreshments for general meetings (any regular business meeting/non-event)
      - b. Cash awards, scholarships, or gift card
      - c. Alcohol or weapons
      - d. Political campaigns (this does not pertain to elections within your organization)
      - e. Personal Items (i.e. office supplies for personal use)
      - f. A fundraiser. You cannot use your COSO money for any part of a fundraising event.
      - g. Services/materials (fliers, balloons, posters, buttons) already covered by the Club House.
      - h. Student specific personalized items (i.e. business cards, jerseys)
      - i. On-campus room rental: the Student Union facilities are free to student organizations. Please check with the Student Union before attempting to reserve space if you have questionable items that may incur costs
      - j. All forms for club expenditure must be submitted to the Office of Accounting and Budget no later than May 15. If the date of May 15 falls on a weekend, holiday, or for

any reason is on a day when the Universities offices are closed, then the deadline will be one business day after May 15.

- k. Funds that are not used by the May 15 deadline will be re-allocated to the COSO contingency account.
- 2. COSO Funding Limitations:
  - a. No more than \$7 per student organization t-shirt (this does not include screen/service fees)
  - b. No more than \$16 per student organization polo (this does not include screen/service fees)
  - c. No more than \$800 for performers (this includes speakers, coaches, bands, trainers, etc.). The \$800 limit is for the total expense per academic year.
  - d. Equipment is based on a case by case basis and is up to the COSO Executive Board to be deemed acceptable. All equipment purchased with COSO funds must be kept in a COSO Storage Locker, unless it is too large and then must be kept in an acceptable location approved by the COSO Executive Board. COSO Storage Locker applications can be found in the COSO Workroom and online at [www.fau.edu/sil/forms](http://www.fau.edu/sil/forms). (Boca Raton only)
  - e. All COSO funds are solely for current FAU students (not including faculty or alumni)

## 2. Funding Procedures

- a. Funding Opportunities: The COSO Executive Board is responsible for allocating funds through 1. Annual Budgeting, 2. New Club Funding, and 3. Emergency Funding. When submitting a COSO funding request, the COSO Executive Board evaluates the requests based on the following:
  - i. Price Justification (invoice or price quote from the vendor)
  - ii. Detail on allocation request form
  - iii. Thoroughness of planning
  - iv. Number of FAU students benefitting from request
  - v. Alternative sources of funding and actions taken to support self funding
  - vi. Success/impact of previous events
  - vii. Overall benefits of previously allocated funds
  - viii. Amount, frequency and nature of prior requests
  - ix. The duplication of another organization's program or service
  - x. History of organization
  - xi. Disciplinary action/organization misconduct
- b. Annual Budgeting Procedure
  - i. All registered clubs and organizations must go through the annual budgeting process in order to receive funding.
  - ii. Annual Budget packets are available on November 1<sup>st</sup> in the COSO Workroom and [www.fau.edu/sil/forms](http://www.fau.edu/sil/forms).
  - iii. COSO will hold three Informational Sessions to help organizations learn how to complete the Annual Budget Packet. These sessions are recommended for all student organizations to attend to complete the budget packet efficiently and accurately. COSO reserves the right to make these Informational Sessions mandatory for student organizations requesting funding.
  - iv. Once the Annual Budget Packet is submitted, organizations are encouraged to select a time for a Budget Hearing to further explain and answer any questions regarding the submitted Budget Packet. COSO reserves the right to make these Budget Hearings mandatory for student organizations requesting funding.

- v. Every registered club and organization that applies for funds through annual budgeting and meets all deadlines will be guaranteed at least \$250 (regardless of request).
  - vi. The maximum dollar amount (regardless of request) than can be allocated through the annual budgeting process is \$10,000.
  - vii. If an Annual Budget Request is submitted within a 72 hour period after the original deadline, the organization must submit a Justification for Late Submission to the COSO Director, which will then be either approved or denied by the COSO Executive Board by a majority vote (50% +1).
  - viii. Any submissions after the 72 hour grace period will not be accepted.
- c. New Club Funding Request Procedure
- i. Any club that is formed after the Annual Budget deadline is eligible for New Club Funding.
  - ii. New Club Funding requests are due one business day before the COSO Funding Meeting with all justification attached.
  - iii. Each organization requesting funds must attend the COSO Funding Meeting in order to be allocated funds.
  - iv. The organization requesting funds shall be granted time to make a statement to the COSO Executive Board and answer any questions the Executive Board deems necessary.
  - v. The COSO Executive Board will then proceed to vote on an amount to allocate the organization.
  - vi. If the request has been tabled for more than two meetings, it is automatically tabled indefinitely.
  - vii. The maximum amount (regardless of request) that can be allocated for New Club Funding is \$500 per organization per semester. This \$500 amount can be obtained via separate requests within the semester.
- d. Emergency Club Funding Procedure
- i. Emergency funding is defined as monies allocated for circumstances that are beyond the scope and/or control of the registered club or organization. For example, unexpected security costs related to a program that has already been budgeted through the annual budgeting process, or an organization that was not funded due to the previous officer's negligence.
  - ii. Organizations that are registered after the Annual Budgeting Process are not eligible for Emergency Funding.
  - iii. Emergency Funding requests are due one business day before the COSO Funding Meeting with all justification attached.
  - iv. Each organization requesting funds must attend the COSO Funding Meeting in order to be allocated funds.
  - v. The organization requesting funds shall be granted time to make a statement to the COSO Executive Board, and answer any questions the Executive Board deems necessary.
  - vi. The COSO Executive Board will then proceed to vote on an amount to allocate the organization.
  - vii. If the request has been tabled for more than two meetings, it is automatically tabled indefinitely.
  - viii. The maximum amount (regardless of request) that can be allocated for registered clubs and organizations through emergency funding is \$1,000 per organization per semester. This \$1000 amount can be obtained via separate requests within the semester.

## Additional Funding Opportunities

Student Organizations have several opportunities to raise money for their group outside of Student Government allocated funding.

### Membership Dues

Student organization may charge dues of their members. It's important to remember this may be a great means to raise money, but also potentially prohibit some students being involved in your student organizations because of the cost associated.

### Donations

Fundraising by soliciting donations, whether cash or merchandise, is a powerful way to raise large amounts of money for important programs or events. Different ways to solicit donations are (a) person-to-person requests, (b) phone calls, and (c) mail solicitation. All of these provide great opportunities to educate others about the importance of your program and gain financial support. Remember that providing detailed information is important. Be prepared to answer all kinds of questions about your program, including how the money will be used and who else is participating. Many businesses wishing to make donations may ask for a tax-exempt number. Most student organizations are not tax exempt unless your organization has specifically applied for tax exemption from the IRS. Student Organizations cannot use the FAU tax exemption number for the purposes of obtaining donations. Your student organization must be approved by the Office of Student Involvement & Leadership before you begin asking for donations.

### Fundraising

Fundraising events or activities are designed to increase visibility of your group and encourage individuals to make monetary contributions. They can also be a fun opportunity for members to take the lead on a project. Consider holding a car wash, used book sale, rummage sale, kickball tournament, etc. Fundraisers are easy to plan and most people have participated in at least one of these events in the past. In addition to the monetary support you receive, these events provide great publicity for your organization. Fundraisers can build awareness for your programs and forge strong community contacts.

### General Rules and Regulations

1. All student organizations wanting to fundraise must obtain approval from both their advisor and an administrator in the Student Involvement & Leadership Office. This approval process is accomplished through the completion of a Program Registration form, and must be completed two weeks prior to the date of the proposed fundraiser.
2. All sales conducted on campus shall conform to the University policies and Florida, Palm Beach county ordinances and laws. For example, raffles are prohibited by state law, and date/service auctions are limited by university policy.
3. There shall be no sales that are in conflict with or which violate a University contract with existing campus agencies. No A&S fees may be spent of the fundraising event. All student organizations wanting to hold a fundraiser that requires an initial financial expenditure must have sufficient non-organizational funds to cover these expenses. Student organizations cannot use A&S fees to fundraise for the benefit of their organization.

4. Monies raised and/or collected must be deposited into the appropriate student organization on campus account within 48 hours of the completion of the event.
5. No sales will be allowed for the financial gain of individual(s) outside of the common interests of the club/organization; with the exception of the student organizations that have 501c3 status.
6. The registered student organization must have a collection box or bank bag with a lock on site to store the collected fund.
7. At the location of the fundraiser, the registered student organization must post in a visible location the fundraising disclaimer (see below).
8. It shall be the responsibility of the organization to monitor, clean up, and remove all materials at the site of the fundraiser when concluded.
9. Violations of the rules, regulations, procedures, and any other University policies while conducting the fundraiser may result in a loss of such privileges or other measures deemed appropriate.

### Charitable Organization Fundraisers: Rules and Regulations:

1. A student organization may conduct a fundraising event for a charitable organization only when the Facility Request form has been submitted and received with all approval signatures.
2. The charitable organization must hold a 501.c3 status.
3. At the location of the fundraiser, the registered student organization must have a representative of the charitable organization present and/or pamphlets and literature available about the charitable organization.
4. The registered student organization must use a 2-part receipt book when collecting funds (a 2-part receipt book will be provided by Student Involvement & Leadership to each organization that is approved to conduct a fundraiser for a charitable organization). A receipt is written and a copy is given to the donor and a copy is kept by the student organization and kept on file by the treasurer of the organization for a minimum of four (4) years for auditing purposes.
5. Within 30 days of the end of the fundraiser, verification of receipt of donation must be made to Student Involvement & Leadership. Verification may include one of the following:
  - a. A copy of the check or money order made out to the charitable organization, or
  - b. A letter from the charitable organization thanking the student organization for the donation.

*Disclaimer: This organization does not represent Florida Atlantic University, its interests, or its opinions. Florida Atlantic University has provided no financial assistance for this endeavor nor will Florida Atlantic University receive any funds for this endeavor. Monies donated are collected and distributed solely at the discretion of the fund raising organization to the charitable organization for which this fundraiser is intended. Florida Atlantic University is not responsible for receiving or distribution of funds. This event is not representative of support of the charitable organization by Florida Atlantic University.*

## Student Organization Self-Generating Funds Account

### **On-Campus Self-Generating Funds Accounts**

A benefit to becoming a registered student organization at FAU is the ability to open an on-campus FAU agency account for funds. This account is known as your Student Organization University Agency Account. Please note that there will be no money in this account until your student organization deposits money into it. This account is separate from any A&S funding you may receive from Student Government. This account is primarily used for money your organization raises through fundraising or charging dues. It is the responsibility of your organization to keep track of the account. Spending money in your Student Organization University Agency Account does require some planning in advance. The Student Government Accounting & Budgeting Office staff will have signature authority on the account and are happy to help you fill out the appropriate paperwork to spend money in your account. Please visit SIL to open an FAU agency account. **NO ACTIVITY & SERVICE FEES CAN BE DEPOSITED INTO THIS ACCOUNT.**

University Agency Accounts are only available to student organizations registered through SIL. Please stop by the SIL office (located in the Student Union) to begin the process for establishing an on-campus FAU agency account and to fill out the appropriate paperwork.

### **Off-Campus Self-Generating Funds Accounts**

Student organizations are also able to open an off-campus bank account. Bank Atlantic, our on-campus banking provider, is willing to work with your organization, but you may choose any bank that you would like. It is important to understand that SIL has absolutely no jurisdiction over, or involvement with, off-campus bank accounts and will not get involved in matters concerning off-campus bank accounts. It is up to your student organization to monitor these funds and their proper use. **NO ACTIVITY & SERVICE FEES CAN BE DEPOSITED INTO THIS ACCOUNT.**

In the event that a student organization decides to open an off-campus bank account, the following requirements apply:

- The student organization is required to obtain an EIN/Tax ID number from the IRS
- The bank account must have two signatories
- The bank account name cannot include “Florida Atlantic University”
- Update information with the bank when officers or advisors change

### **Information about a Tax ID or Employer Identification Number (EIN)**

#### **What is a Tax ID or EIN?**

A tax ID is like a social security number for your student organization. The purpose of this number is to make your student organization responsible for taxes on revenue that the student organization has earned. This number is unique to your student organization’s legal name and should be kept confidential, unless requested on a W-9 tax form from an entity you are doing business with.

#### **Why should my student organization have one?**

At Florida Atlantic University, acquiring a tax ID number is an essential component to opening an off-campus bank account for your student organization. Student organizations are not permitted to use the University's tax ID number; therefore, organizations must apply for their own unique number. Often times organizations are in

situations that require a Federal tax ID number (i.e. opening an organizational bank account, conducting off-campus fundraisers, renting facilities, receiving/accepting donations, receiving payments etc.).

**How do I apply for a tax ID number or an EIN?**

Any student group that will raise money and, therefore, spend money, will need to maintain proper financial accounts for the group. The organization should file Form SS-4 with the IRS via telephone. Any financial accounts created or maintained for the organization should be managed under this number.

**Process for applying for a Tax ID or Employer Identification Number (EIN)**

1. **Review the Form SS-4 Instructions** <http://www.irs.gov/pub/irs-pdf/fss4.pdf>
2. **Complete the Application Form SS-4.**

Completing this form will be useful as a guide when you call in to apply for your student organization's EIN. Please make sure to note the following:

*Line 1:* List your Student Organization's Name, followed by "at FAU"

*Line 4a:* List address as 777 Glades Rd Student Union Rm 203

*Line 7a:* List name of Advisor, President or Treasurer (your choice, but can only be 1 person)

*Line 7b:* List Social Security number of person listed in Line 7a. Also, the responsible party applying for your student organizations EIN will also be required to disclose their date of birth when applying for EIN over the telephone.

*Line 9a:* Check Other nonprofit organization (specify) student organization at university

*Line 10:* Check Banking purpose (specify purpose) Open Bank Account

*Third Party Designee:* n/a

3. **Apply for EIN with the Toll-Free Telephone Service**

Taxpayers can obtain an EIN immediately by calling the Business & Specialty Tax Line at (800) 829-4933. The hours of operation are 7:00 a.m. - 10:00 p.m. local time, Monday through Friday. An assistor takes the information, assigns the EIN, and provides the number to an authorized individual over the telephone.

4. If the student organization Advisor, President or Treasurer listed as the responsible party upon Form SS-4 changes, please write a formal notification to the IRS. This notification letter will need to state the new responsible party's name, social security number and date of birth, as well as the date that this change is effective. Please mail this notification letter to the following location:

Department of the Treasury  
Internal Revenue Service Center  
Ogden, UT 84291-0023

5. Please stop by the Student Involvement and Leadership Office located within the Student Union, Room 203 or call us at (561) 297-3735 with any further questions

**Tax Exempt Status - Just because your Student Organization has a Tax ID, does not make your Student Organization Tax Exempt!**

## RESOURCES FOR AN EFFECTIVE ORGANIZATION

### Developing a Good Relationship with Your Advisor

All student organizations are required to have a full time faculty or staff advisor employed by Florida Atlantic University. If you currently have an advisor, but would like to switch advisors, we recommend that you first inform your current advisor of your desire for a new advisor; once a new advisor has been identified, please notify the Office of Student Involvement & Leadership.

The faculty/staff member of a student organization is often confronted by the question of what sort of role he/she should take. There is no clear cut answer to this question. Here are some basic concepts that may help:

- The nature of the faculty/staff club advisor interaction with the group will be determined by the type of needs the group has. If the group is new and has inexperienced leadership, the advisor may institute a direct approach. This role is also determined by the personality of the advisor and the expectations of the group. In some cases, the advisors have very dominant personalities and when working with a group, it may be difficult for them to play a passive role. On the other hand, the group may expect the advisor to play a very specific role for the organization. In either case, extreme care will have to be taken to minimize conflict between the advisor and the students.
- Before committing to an advisor, have a prospective faculty advisor meet with your group on several occasions. The students can get to know the faculty/staff member and he/she can make observations about the appropriate style of advisement that should be used. After several meetings, the advisor and the student organization's executives can meet to discuss the observations of the advisor and the expectations of the group for their advisor.

#### **Tips for maintaining a good relationship with your advisor:**

1. Keep the advisor informed of meetings and activities.
2. Set a meeting time that is convenient for both the members and the advisor. If this is not possible, ask the advisor if he/she could make it to one general meeting a month and see if you can set up a weekly or bi-weekly meeting for the officers and advisor to keep each other informed.
3. Sit down with your advisor and talk about proposed activities. Let him/her know what he/she can help you with. Do not wait until the last minute before going to talk with your advisor.
4. Do things in a timely manner; do not expect your advisor to be able to drop everything to help you with a last minute request. Do not ask the advisor to do work that you should do for yourself.
5. Keep in mind that your advisor volunteered for this position because he/she wanted to help you. Advisors do not get paid for their time. Keeping them informed and saying "thank you" for their help goes a long way in keeping a good advisor for your organization.
6. Be honest.

7. Encourage advisors to attend advisor roundtables, workshops and other leadership opportunities with you and the members of your organization.

### **Advisor Responsibilities**

Florida Atlantic University places upon student groups a maximum of responsibility for managing their own affairs. This responsibility does not include fiscal affairs. The University must accept final responsibility for all actions of the student group. The advisor serves as the university representative. Every group must have at least one official advisor who is a full-time faculty or staff member at Florida Atlantic University. All organizations must select their own advisor unless otherwise stated in the group's constitution. The advisor is the chief connecting link between the university and the organization. The advisor will assist the officers, who are primarily responsible, for seeing that all university regulations and policies are followed.

### **Specific roles of the advisors are as follows:**

- Help to enrich the co-curricular experience of the members.
- Meet regularly with the officers of the group to discuss goals, needs and programs.
- Be familiar with university policies and regulation and with the Constitution of the group.
- Attend as many meeting and special events as possible.
- Must attend alcohol and ticketing workshops with the officers of the group, when needed, as well as attend all late night events concerning ticketing or alcohol.
- Act as the budgetary advisor and signature authority of the group's on campus account.
- Encourage and help the group to carry on an active and significant program, and support the broad educational purpose of the university.
- Act as a resource to minimize university red tape.
- Provide continuity for the group.

*Responsibilities may change due to policy changes in Student Involvement & Leadership or Florida Atlantic University.*

## **Leadership in Your Student Organization**

### **Consultation Appointment**

The Office of Student Involvement & Leadership is available to provide consultation to your organization. We can assist you with leadership skills training, understanding group dynamics, and conflict mediation. Contact the Student Involvement & Leadership staff at 297.3735 to make an appointment for a consultation session.

### **What it means to be a Member**

Being in a student organization can offer many advantages if you are willing to put time and effort into the experience. As a student organization member have an opportunity to make friends, work with students from various backgrounds and in different fields of study, gain experience in leadership and in community activity, and serve your university. A group member's responsibility to the group can be best summed up in the member's Code of Conduct:

As a member of an organization I will:

- Accept membership only when I feel I have the time and energy to do the job well.
- Attend meetings regularly, and when this is impossible, strive to catch up on what I have missed.
- Seek to understand the job assignment of the group, interpret it to others, and work to complete it in the allocated time.
- Participate in the deliberations with preparedness and objectivity.
- Share the time of discussion with other members and stick with the topic at hand.
- Listen and seek to understand and utilize the ideas of other group members.
- Evaluate my contribution to the group and encourage the group as a whole to evaluate its work.

### **What is means to be a Leader**

Being the leader of an organization is not an easy task. As a leader you will have the opportunity to provide direction for the group. Depending upon your personal characteristics and capabilities, this could be a very natural role, or it could be challenging for you to develop into that role. Most new leaders of organizations have misconceptions and fears.

Listed below are a few of the more common leadership misconceptions:

- As the President/Vice President/Secretary/Treasurer I should know all the answers.
- You must do everything right.
- Doubting if you can really do the job.
- Doubting if you have the skills for your leadership position.
- What if you don't meet the group's expectations?
- What are they expecting of you?

If you are having these thoughts or fears, don't let them take over. Being President or another student leader does not mean, "You have to know all the answers." Utilize the resources around you. Don't be afraid to ask questions—ignorance is NOT bliss. Find out explicitly what your job is, and then plot a course of action towards meeting your responsibilities. Have confidence in your skills and abilities. If you have areas that need some improvement, take advantage of the opportunities that will assist in enhancing/developing the necessary skills.

Before plunging into the position of President or another student leader within your organization, take some time to think and get organized. Here are some necessary questions to ask yourself:

- Have you thought of the responsibilities that go with being the President/ Student Leader of your Student Organization?
- How do you go about plotting a course of action, (i.e. goals and strategies) to make sure you are fulfilling the organization's purpose?
- What is the purpose of the organization?
- Have you read the organization's constitution and by-laws?
- Have you discussed your role as President/Student Leader with your advisor?
- Are you asking questions when necessary and are you utilizing campus resources?

### Characteristics of Leadership

A leader within a Student Organization:

- Has faith in people and wants to work with them.
- Has poise and confidence.
- Carefully pre-plans meetings to make sure they run smoothly.
- Shows interest and alertness by his/her own attitude, mind, body, and expression.
- Is democratic in dealing with members.
- Is fair and impartial—doesn't take sides when he/she is presiding.
- Is patient, optimistic, and gives credit for work done.
- Is sensitive to the individual and recognizes individual differences.
- Acts as a helper, umpire, and moderator so that all members are encouraged to share in the work of the organization.
- Shows a sense of humor to relieve the tension of a serious meeting.
- Realizes that it is their responsibility to serve their organization as a leader and to let others share group responsibility.
- Believes in the organization and has a sincere desire to do the best of his/her abilities.
- Wants to be a team member.
- Fosters membership growth through delegation, keeping in mind this statement: "Delegation increases involvement... involvement increases loyalty... loyalty increases commitment."

Adapted from Florida State University Student Organization Handbook (Fall 2010). [http://union.fsu.edu/sac/sos/?page\\_id=111](http://union.fsu.edu/sac/sos/?page_id=111)

## Ethical Practice of Organization Leaders and Members

Ethical practice is imperative in the professional and personal conduct of student organizations and their members. As a member of a student organization at Florida Atlantic University, you are expected to exemplify the principles of honesty and integrity. As a member of the university community, you will be expected to uphold University policies and procedures, always acting in good faith when conducting your organizational business. Further, you are expected not to misrepresent the mission, purpose or goals of your organization. By upholding a high standard of conduct for your student organization, you will garner a positive reputation of your student organization, and student organizations in general, and continue to be recognized as a student organization in good standing with and of great value to the University.

## Running Effective Meetings

Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun.

### Before the Meeting

- Define the purpose of the meeting. A meeting without a purpose is like a class without an instructor. The purpose is the reason why people come to the meetings. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
- Develop an agenda.

- Choose an appropriate meeting time. Set a limit and stick to it.
- Distribute the agenda and any other materials before the meeting so members can be prepared.
- The location of the meeting is very important. Choose a location that is easy for members to find. Keep in mind that many students do not have their own means of transportation, so it is a good idea to stay on or close to campus. Be sure to select a location that will accommodate the size of your organization. Take time to check out the room prior to your meeting to ensure that the space is appropriate.
- Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every week.

### During the Meeting

- Greet members to make them feel welcome and be sure to introduce any new members.
- Start on time. End on time. Follow the agenda.
- Encourage discussion so you get different ideas and viewpoints. Remember the organization belongs to all members. When members see their ideas have an impact on the decision-making process, their commitment to the organization is increased.
- Keep the discussion on topic and moving towards an eventual decision.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
- Set a date and time for the next meeting

### After the Meeting

- Write and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting.
  - There are many benefits to keeping meeting minutes.
    - Official records of an organization
    - Valuable review of the activities of the past
    - Aids in report writing and formulation of future activities and programs
    - Helps with follow-up on organization actions and committee assignments
    - Helps in formulating the agenda for the next meeting
    - Informs members who could not attend a meeting with information
- Discuss problems that may have surfaced during the meeting so that improvements can be made.
- Follow up on delegated tasks and put unfinished business on the agenda for the next meeting.
- Most importantly, give recognition and appreciation to the members for excellent and timely progress!

*From the University of Texas Student Organization Manual (2009).*

[http://deanofstudents.utexas.edu/sald/downloads/stu\\_org\\_manual.pdf](http://deanofstudents.utexas.edu/sald/downloads/stu_org_manual.pdf)

## Member Recruitment

People are the most important ingredient of any organization. Recruiting quality people is a difficult task. Yet, it is an on-going responsibility that should be done throughout the year and not restricted to a designated time period. The continued existence of your organization depends on the recruitment of quality people. Students stay with organized, dynamic student organizations that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members, and all members of the group should understand thoroughly the organization's goals and objectives.

## **Why students join organizations**

- For growth and experience
- To have fun
- To make friends
- Guidance, leadership, and scholarship
- Practical experience
- A sense of belonging
- Fulfill their needs

## **Why students decline to join student organizations**

- Student organizations do not present an opportunity for further advancement, development, or achievement
- Student organizations do not fulfill time needs
- Student organization leadership is unorganized
- Student organization is not productive and is not organized
- Individuals are unaware of the organization's existence
- Individuals are not asked to join the organization
- Individuals think they are too busy to commit to the organization
- Individuals fear they may not be successful in the organization

## **Suggestions to assist with member recruitment**

- Plan events and make people aware of them. People will join a group that is active.
- Invite potential members to see the organization at work–business meetings, social functions, etc. Let them see the real you!
- Send letters or emails to individuals—a personal invitation to a meeting or social function can go a long way in making someone feel important
- Be knowledgeable about your organization so that you can answer any questions that a potential member may ask.
- Maintain a good image. If your organization's present image is not what it should be, work hard to clean it up.

## **Officer Transition**

### **Officer Transition**

The key to a successful transition is new officer orientation. Outgoing officers and advisors should plan either several orientation workshops or an organizational training retreat to provide information to the incoming officers to continue the success of the organization.

### **Topic to Discuss at Transition Meetings**

- Historical perspectives of the organization
- Constitution and by-laws
- Policies and procedures
- Officers job descriptions' / background information
- Meeting minutes, historical records
- Previous years' goals, projects, and activities
- Preview years' budget

- Financial records
- Suggested changes
- Roles and responsibilities
- Resources of contact lists of important people
- Roles and expectations of officers and advisor for the coming year
- Leadership/skill-building sessions: These can be facilitated by advisors, outgoing officers, or outside resources and may include: delegation, recruitment ideas, communication, etc.
- Closure
- Always ask for feedback and questions
- Passwords, Copy Codes, email address information, etc.

### **Other Helpful Hints:**

#### **Money**

Treasurers and presidents will need to meet with the new officers to change over bank information – especially permission for the new signers if your organization has an off campus bank account at the local banks, PIN numbers, records of budget and finances, and checks. As officer transition occurs please share the information listed below with your new student organization officers.

- Agency Account Information (Revenue Account-Money rolls over to the next academic year)
  - Account Number, Account Balance, How to spend money from this Account, Inform new officer that money in this account rolls over each academic year.
- COSO Account Information (Money Does Not rolls over to the next academic year)
  - Account Number, Account Balance, How to spend money from this account, Inform new officer that money in this account rolls over each academic year.
- Inform all new student organization officers that they can consult the Office of Student Involvement & Leadership with any concerns regarding either of these accounts.
- New student organization officers are also encouraged to review the Student Organization Manual section, Financial Matters of Student Organizations: Student Government Council of Student Organization Funding.

#### **Officer Duties**

New officers sometimes don't know where to begin. Encourage your officers to create a quick to do list for the new officers, including advice and suggestions. See attached handout for sample form. It is also a good idea to pass along manuals, folders, and documents that were used, both electronic and hard copy.

#### **Contact sheet**

Collect names, email addresses, and phone numbers of new and old officers so the executive board can continue to communicate over the summer to help with forwarding of information.

#### **Important Dates**

Be sure to let your new officers know of important dates and deadlines.