

RUTGERS UNIVERSITY STUDENT ORGANIZATION & ADVISOR HANDBOOK 2015-2016 DEPARTMENT OF STUDENT INVOLVEMENT

Table of Contents

I. Introduction

- a. Welcome 4
- b. Student Organization Rights & Responsibilities 5

II. Faculty/Staff Advisor 6

- a. RUSA Allocations Board 6
- b. Budget Application Process 6
- c. RUSA Meeting Times/Locations 7
- d. Student Fee Usage Guidelines 7
- e. Using RUSA Funds (Fundable and Non-Fundable Items) 8
- f. Additional Sources of Funding 9
 - i. RUSA Allocations Board Appeal for Additional Funding 9
 - ii. Pepsi Allocations 10
- g. Funding & Allocations Budgeting Worksheet 11

III. Student Activities Business Office (SABO) 12

- a. Mission and General Information 12
- b. Financial Transactions 13
- c. Online Ticket Sales 13

IV. Program Planning 14

- a. Reserving Student Center Space 14
 - i. Meeting Room Reservations 14
 - ii. Event Planning 14
 - iii. Event Planning Timeline 14
 - iv. Large Event Policy 16
 - v. Event Security 16

| | |
|---|-----------|
| vi. Charitable Donation Policy | 16 |
| vii. Payment for Services | 17 |
| viii. Tabling in Student Centers | 17 |
| b. Sales in Academic Space | 18 |
| c. Reserving Academic Space | 19 |
| i. Building Usage Guidelines | 19 |
| ii. Catering | 19 |
| iii. Room Arrangement Guidelines | 20 |
| d. Other Event/Program Locations | 20 |
| i. Public Forums | 20 |
| ii. Dining Hall Table Reservations | 21 |
| iii. Off-Campus Events | 21 |
| e. Advertising Events | 21 |
| i. Disclaimers and Statements | 21 |
| ii. Posting Procedures | 22 |
| iii. Chalking On Campus | 25 |
| V. Food Guidelines | 26 |
| a. Student Center Caterers | 26 |
| i. Food at Programs/Events/Lectures | 26 |
| ii. Food at General Meetings | 27 |
| iii. Donated Food | 27 |
| iv. Pre-packaged refreshments | 28 |
| v. Cook-Outs/Picnics | 28 |
| b. What is NOT Permitted? | 28 |
| c. Sale of Food Items | 38 |
| VI. Contracting for Services | 30 |
| a. Minimum Insurance Requirement | 30 |
| b. Contracting Process | 30 |
| c. Contract Checklist for Speakers & Performers | 32 |
| d. Contract Checklist for Non-University Caterers | 33 |
| VII. Travel Programs | 34 |
| a. Trip Leader Role and Responsibilities | 34 |
| b. Travel Planning Guidelines | 34 |

| | |
|--|-----------|
| i. Travel Itinerary and Informed Consent Waivers | 34 |
| ii. Transportation | 35 |
| iii. Inclement Weather Policy | 37 |
| iv. Chaperone Policy | 37 |
| v. Funding | 38 |
| vi. Materials for Trip/Travel Program | 38 |
| c. Travel Planning Timeline | 39 |
| d. International Travel Planning | 39 |
| VIII. General Policies and Procedures | 40 |
| a. Non-Discrimination Policy | 40 |
| b. Hazing Policy | 40 |
| c. Alcohol Policy | 42 |
| d. Policy on Organizational Relationships with Groups Outside the University | 42 |
| e. Guidelines and Behaviors for Registered Student Organizations on Campus | 43 |
| f. Student Organization Disciplinary Action Procedures (SODAP) | 44 |
| g. Student Organization Computing | 51 |
| i. Responsible Computer Usage | 51 |
| ii. Organization Webpages | 51 |
| iii. Electronic Mailing Lists | 53 |
| h. Public Viewing of Films/Movies | 53 |
| i. Raffles & Games of Chance | 55 |
| j. Trademark Licensing Program | 55 |
| k. Policy on Publications and Printed Communications | 56 |
| l. Distribution of a publication / product on “behalf” of Rutgers | 56 |
| m. Publication Distribution in Student Centers | 56 |
| n. Student Organization Office/Storage Space | 57 |
| IX. Mail Services | 58 |
| X. Event Evaluation Form | 59 |
| XI. Topic Index (Alphabetical) | 61 |
| XI. Topic Index (Alphabetical) | 67 |

The information contained herein is believed to be accurate at the date of publication, however the accuracy cannot be guaranteed. In case of any difference between the information contained and the current policy or procedure, the current policy or procedure shall be the one(s) which must be followed. The reader should confirm in advance any policies with his or her Student Involvement Advisor.

Welcome

Dear Student Organization Leader:

Rutgers University Department of Student Involvement is here to serve students, student organizations, and the Rutgers community through organizational advisement and support, involvement activities, leadership development and a wide range of program offerings. Such efforts, implemented in collaboration with students, faculty, staff, and alumni, aid in the growth and development of individuals. They are an integral part of the educational mission of Rutgers University.

Our department views students as partners in the creation and implementation of co-curricular endeavors at Rutgers University. This shared responsibility is achieved through student employment opportunities, paraprofessional experiences, organizational involvement, and the promotion of student decision making. We welcome you in your new endeavor as a student organization leader.

The information contained in this handbook is meant to serve as a resource to student organizations and their officers.

Our hope is to build a partnership with you that will ensure success for your organization. We hope that you will attend our various programs, trainings and workshops that have been tailor made to meet your needs. Your experience as an organizational officer should provide you ample opportunities to develop skills that will help you in your future endeavors, and to meet co-curricular learning outcomes. If you have questions throughout the year do not hesitate to visit one of our offices, our staff will be happy to provide you with assistance.

Best wishes for a successful year!

Student Involvement Staff

Department of Student Involvement

Student Activities Center

613 George Street

New Brunswick, NJ 08901

Phone: (848) 932-6978

Fax: (732) 932-1080

Student Organization Rights & Responsibilities

Fundamental Rights of Individuals Involved in Organizations

- The right to maintain close contact in relationships with friends and family members who are not involved in the organization.
- The right to disagree with group members without being belittled.
- The right to say "no" or "I need to think about this," whether it is about expectations of members, dues, activities, or time requirements.
- The right to ask questions and to express opinions.
- The right to know the history of the organization.
- The right to be respected as an individual.
- The right to withdraw from the organization without fear or humiliation.

Along with the benefits of becoming a registered student organization at Rutgers University, there are certain responsibilities that must be fulfilled. These responsibilities are outlined below:

Responsibilities of Organizations

- Officers of organizations should be in good academic standing (at least 2.0 GPA) and not on disciplinary probation. Students running for elected student government positions are required to have a 2.5 minimum GPA at time of elections.
- All officers must be undergraduate, registered Rutgers University students from the New Brunswick & Piscataway campuses.
- Organizations will follow all Rutgers University policies and procedures, as well as local, state, and federal laws.
- Organizations and their members will comply with the University's anti-discrimination and anti-hazing policies.
- The organization's dues, donations, and fundraising monies must be maintained in an account with the Rutgers University Student Activities Business Office.
- Officers will accept responsibility for all program planning functions including facility reservations, the Student Activities Business Office account, and the supervision of events and activities.
- Officers will develop honest and open lines of communication with the organization's Faculty/Staff Mentor and Advisor, keeping them apprised of the group's activities.

The Advising Model

Organizational Advising

The organizational advising model at Rutgers represents a collaborative and interactive relationship between the Department of Student Involvement and faculty/staff in the University who volunteer to serve as organization mentors. In addition, each organization is assigned an Advisor from the Division of Student Affairs. This partnership allows student organizations to benefit from the expertise and insight of a team of professionals, with each having distinct roles and responsibilities to the organization.

Who is the Advisor?

- Staff member of the Division of Student Affairs assigned to work with your organization. Advisors provide support to both the organization and the Faculty/Staff Mentor.
- They serve as signatories on organization accounts and contracts.
- They assist with logistical arrangements and risk management of programs and events.
- Advisors also explain policies, procedures and guidelines.

Who is the Faculty/Staff Mentor?

- Your group's Faculty/Staff Mentor is the individual who can help your group on a regular basis.
- This person may provide consistency to your organization and share a historical perspective of programs, services and issues.
- In addition, your Faculty/Staff Mentor may help the group in elections, transition of officers and the training of new members.
- Faculty/Staff Mentors can help organizations understand policies, procedures and guidelines for student organizations.

Funding & Allocations

RUSA Allocations Board

Funding is available to Rutgers University Student Organizations through the Rutgers University Student Assembly Allocations Board. To be eligible to receive funds, organizations must be registered through the Rutgers University Department of Student Involvement and submit a budget application to the RUSA Allocations Board.

Budget Application Process

The budget application should include an itemized budget of all programs and expenses, a list of programs in priority order, overhead expenses, and the organization's purpose. Organizations submit budget requests on a semester by semester basis. Unused funds are taken back by the Allocations Board at the end of the semester.

In addition to considering the availability of funds, the Allocations Board makes several considerations when determining allocations for student organizations, i.e.:

- Do the requested funds serve the interest of Rutgers University? Are they completely pertinent to the organization's mission statement and purpose?
- Will the program/event be readily available to all Rutgers University and professional school students?

For a complete list of funding guidelines, visit the RUSA Allocations website at www.rusaallocations.com

Office Location

Student Activities Center
613 College Avenue

Phone: 848-932-7593

Office: 438

Website: www.rusaallocations.com

Email: rusa.allocations@gmail.com

While classes are in session:

Every Monday starting at 7:30 p.m.

Student Affairs Conference Room (RSC 410), located on the 4th floor of the College Avenue Student Center

NOTE: Groups must sign up in advance at www.rusaallocations.com to be placed on the regular meeting agenda for additional funding requests.

Fall 2015 Meeting Times/Locations 2015-2016 Allocations Board Information

| Name | Position | Email |
|----------------------|-----------------|--|
| Akash Parmar | Chair | rusa.allocations@gmail.com |
| Anirudh Thuppal | Vice Chair | rusa.allocations@gmail.com |
| Michelle Boyland | Secretary | rusa.allocations@gmail.com |
| Saikiran Chilukamari | Treasurer | rusa.allocations@gmail.com |
| Jamie Layne | Auditor | rusa.allocations@gmail.com |
| Parth Shingala | Auditor | rusa.allocations@gmail.com |
| Krina Patel | Member At Large | rusa.allocations@gmail.com |
| Dana Cai | Member At Large | rusa.allocations@gmail.com |
| Pranay Shah | Member At Large | rusa.allocations@gmail.com |
| Neil Bhavsar | Member At Large | rusa.allocations@gmail.com |
| Vishal Patel | RUSA Treasurer | rusa.allocations@gmail.com |

Student Fee Usage Guidelines

In order to help organizations spend their budgets appropriately, detailed guidelines for student fee usage and funding are available at www.rusaallocations.com. Student organizations should also remember to follow these guidelines:

Adherence to Submitted Budgets

Student organizations should conform as closely as possible to their submitted itemized budget.

- Changes should be submitted to the organization's Advisor and/or the Allocations Board for approval. Organizations funded for a particular type of program (lecture, film, etc) may only substitute a similar type of program consistent with the mission of the organization;
- If funding is left over because an event did not occur or expenses were not as anticipated, the student organization MUST request from the Advisor and/or the Allocations Board permission to use those funds for another event IN ADVANCE. Failure to do so and rolling over funds to another event will result in non-reimbursement of items purchased with said funds, and disciplinary action up to deregistration of the organization.



A Treasurer's Ledger template is available at: <http://sabo.rutgers.edu/> (SABO Website)

Accounting Requirements

Student organization treasurers must maintain an accurate record of his/her organization's financial transactions and make this ledger of account available to member of the Allocations Board upon request.

The following lists are general indicators of fundable and non-fundable items to help you determine how you may use your RUSA Allocations funding. (For a complete list and further explanations, please consult the RUSA Allocations Guidelines.)

Non-fundable items

- Bail, lawyer fees, parking tickets, etc.
- Lobbying
- Personal loans
- Wages for matriculating students
- Honorarium for advisors, coaches, professors, any University staff or student acting in the full capacity of their responsibilities as ascribed to them by Rutgers University.
- No dues or honorarium may be paid to other registered Student Organizations without the consent of the Allocations Board.
- Expenses incurred for activities during the summer or intercessions not approved by the Allocations Board (Organization may utilize generated revenue).
- Religious services
- Debts incurred while unregistered
- Purchase of alcoholic beverages or any illegal substance
- Unregistered organizations (Membership fees in National organizations)
- Gifts, Prizes, Trophies, T-shirts (unless required for security reasons) or awards to students or contracted guests
- Banquets, parties, formals or semi-formals, retreats for non-student government organizations on and off campus with no educational or community value
- Athletic teams
- Donation
- Recruitment of students to the University
- Organizations that limit membership based on gender or academic progress (example: honoraries, honor societies, social fraternities and sororities, etc.)
- Individual students requesting funds for Good Samaritan work
- Illegal Activities
- Personal business cards
- Exceptions for expenses will be made at the discretion of the Allocations Board.
- Cannot fund for expenses incurred for programming not funded by allocations

Fundable items

- Publications for media organizations
- Typical Program Expenses
- Facility/equipment rental
- Advertising
- Honorarium
- Entertainment
- Cultural food/supplies
- Security
- Trips/Travel
- Conferences
- Competitions/Tournaments
- Overhead Expenses
- Office supplies
- Telephone charges
- Newsletter Production
- Advertising for general meetings
- Duplication for general meetings
- Storage fees
- Uniforms (once every 3 years for performing organizations only)
- Magazine subscriptions (related to the function of the organization)
- Capital Equipment (equipment over \$200)

Deficit Spending:

No organization may exceed the maximum they have been allocated by the Allocations Board unless they utilize their generated revenue. If no generated revenue exists, the co-signees of the voucher shall be held responsible for all payments.

Advances/Loans:

Loans are available to organizations at the discretion of the Allocations Board. The organization's Advisors will be responsible for effecting repayment by the agreed date and for maintaining an accurate record of all outstanding loans.

Past Debts:

A newly registered organization will not be funded for debts incurred in the past.

Close Down Periods:

The Student Activities Business Office (SABO) closes student organization accounts during official breaks (Winter Recess and Summer Session). During these Close Down Periods, Student Programming and Overhead accounts are not accessible, however organizations can still access their Generated Revenue. Forms are available to keep student organization accounts open in order to pay outstanding bills.

Take-Backs:

All unused allocated programming funds will be taken back at the end of the semester and reallocated the following semester. Overhead funds will carry over from the fall semester to the spring semester and be taken back at the end of the academic year. Generated Revenue will not be altered. There is no penalty for take backs.

RUSA Allocations Board Appeal for Additional Funds

Student organizations have an opportunity to request additional allocations for new programs that were not previously included or funded in the semester budget request by appealing to the RUSA Allocations Board for additional funds.

You must follow these steps to request additional funds for your organization:

- Visit <https://sites.google.com/site/rusaallocations/appeals-meeting-sign-up> to place your organization on the RUSA Allocations Board Meeting agenda.
- While signing up at the above link, choose the appropriate form for your request, making sure to include a detailed budget that outlines the costs for the expenditure/program/etc. as well as any estimated income.
 - Registration for the RUSA Allocations Board Meeting each week opens on the Monday prior to the meeting date. You may register until Friday at midnight or once ten groups sign up.
- Attend RUSA Allocations Board Meeting*
- You will be notified by Sunday whether your appeal has been granted.

*Meetings are held Mondays in the Vice Chancellor's Conference Room, 4th Floor, College Avenue Student Center. Organizations should make sure at least one organization representative can attend.

Email rusa.allocations@gmail.com if you have any questions.

Additional Sources of Funding

Besides your RUSA Allocations funding, there are several other funding sources available to aid your student organization and its functions. In addition, our department periodically holds workshops on planning effective fundraising campaigns. For more information about additional funding sources, we encourage you to make an appointment with your Advisor.

Pepsi Allocations

The Pepsi Allocations Committee (PAC) at the Department of Student Involvement is responsible for managing the Rutgers University Pepsi Allocation Funds designated specifically for allocation to registered Rutgers University student organizations and registered organizations at professional schools. Student organizations are eligible to apply for Pepsi sponsorship in the form of beverages during the Fall and Spring semesters. In order for the organization's event or program to be considered for a Pepsi Allocation, a completed Pepsi Allocation Request Form must be approved.

Pepsi Allocation Request Form

For more information on the Pepsi Allocation Process, visit:
<https://slwordpress.rutgers.edu/organizations/wp-content/uploads/sites/74/2015/02/distribution-of-pepsi-allocation-funds.pdf>

When completing the Pepsi Allocation Request Form, please note:

- The event must be open to the student body.
- Beverage awards are based on stock availability and number of attendees.
- The maximum number of cases allowed is 10 per event.
- Sponsorships will be granted to: registered Rutgers University/affiliate student organizations, chapters recognized by the Office of Fraternity and Sorority Affairs or student programs/services coordinated by Rutgers University Student Affairs.
- Forms must be completed in full.

All applications must be submitted no later than **three (3) weeks** prior to the event. Completed applications must be filled out online at the following website: <https://rutgers.collegiatelink.net/form/start/79504>

Notification of Fulfillment

Submitting the online request form does not guarantee fulfillment of your request. You will be notified through your submitted email address if your student organization has been awarded beverages for your event.

Note: Forms may only be submitted for the current semester.

If the date of the event should change, it is the organization's responsibility to notify the Pepsi Allocation Committee at least three (3) weeks in advance of the original and/or adjusted event date, whichever is earlier, to prevent receiving a warning from the PAC and possible denial of future Pepsi Allocations.

Pick-Up Information

Pepsi products may be picked up at the SAC – Information Desk between 9am and 9pm Monday – Thursday and between 9am and 4pm on Fridays the week of your event.

Under NO circumstances will the Pepsi Allocation Committee approve any PEPSI allocations that do not meet with these criteria.

Funding & Allocations Budgeting Worksheet

An essential component of organizational success is proper budget preparation and management. Both your Advisor and Faculty/Staff Mentor are available to assist you with developing your budgets. This helpful worksheet can serve as the first step in your successful program planning process.

What are Your Costs?

Expenses:

- Performer/Honorarium _____
- Performer Travel _____
- Performer Hospitality _____
- Performer Lodging _____
- Film/Video License Fee _____
- Facility Rental _____
- Facility Labor _____
- Equipment Rental _____
- Media Equipment _____
- Security _____
- Catering _____
- Catering supplies (plates, napkins, etc.) _____
- Promotional duplicating _____
- Promotional Printing _____
- Targum Advertising _____
- Giveaways/Specialty Items* _____
- Decorations* _____
- Prizes* _____
- Miscellaneous. Supplies _____

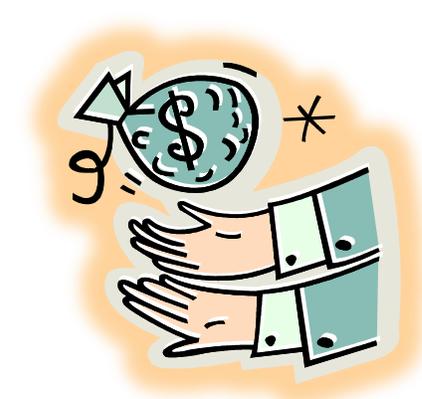


Where Can You Get Your Money?

Income:

- RUSA Allocations Board _____
- Generated Revenue _____
- Other Funding Sources _____
- Co-Sponsorship with other organizations _____
- Admission Fees _____

* denotes items that do not fall within Allocation Guidelines



Student Activities Business Office

Student Activities Center, 613 George Street, College Ave. Campus
Hours of Operation: Monday through Friday, 8:30 AM to 4:30 PM
Phone: (848) 932-6981, Fax (732) 932-2697, email: sabo@echo.rutgers.edu
Website: <http://sabo.rutgers.edu/>

Our Mission: The Student Activities Business Office (SABO) administers and manages the financial resources of student government, student organizations, and other similar student-focused organizations of the Division of Student Affairs, and other schools and departments of Rutgers University. The SABO ensures compliance with all University, School, and Student Governing Association policies and procedures in relation to the use of student organization funds. The SABO educates student organization officers on financial management responsibilities and provides tools to help student organizations manage their accounts. The SABO also provides efficient and timely accounting services to student organizations.

Funding: The Student Activities Business Office does not decide how much funding an organization receives, where funding comes from, or how allocated funds can be spent. The funding process for each account is determined by the student governing association or administrative advising department for each account. Please see the Funding and Allocations section of this handbook for specific information regarding funding for accounts registered with the University Student Centers - Involvement Office and receiving funding from the Rutgers University Student Assembly (RUSA) allocations committee.

Treasurer's Key: Treasurers of an organization are responsible for all financial transaction for their student organizations and must be familiar with policies and procedures governing the use of Student Activities Business Office accounts. These policies are published in the SABO Treasurer's Key. This document is available on the SABO website

at <http://sabo.rutgers.edu> These policies are in addition to any specific guidelines outlined in the RUSA funding packet



Treasurer's Key
is available at:
<http://sabo.rutgers.edu/>
(SABO Website)

Treasurer Training Opportunities



Treasurers are strongly encouraged to attend a treasurer training session. A Treasurer's Workshop is offered at the various times & locations in the beginning of each semester.

SABO On-line: Users may request checks, transfers and statements through our On-Line system 24 hours a day. Instructions and Use Guidelines can be found on our website at <http://sabo.rutgers.edu/>.

Other Student Activities Business Office services:

- US Mail Services charged to your organization account
- Discounted Suburban bus tickets to NYC
- Ticket sales of organization events

Financial Transactions

All RUSA funded student organization accounts are held at the Student Activities Business Office. Funds allocated by the RUSA Allocations committee are transferred into to your organization's SABO account each semester. Checks, deposits, and transfers are processed for your organization by submitting the appropriate forms and supporting documentation to the SABO for each transaction. Please see the SABO Treasurer's Key for specific instructions on how to complete the forms and the documentation required for various types of transactions. The SABO Treasurer's Key is available on the SABO website at <http://sabo.rutgers.edu/>.

An understanding of various types of account codes is necessary to complete transactions for your organization. The codes associated with the Department of Student Involvement Office are:

- **ACCOUNT NUMBER:** All organization accounts have a three or four-digit account number. Please contact the Student Activities Business Office or your organization advisor for your organization account number.
- **LINE CODES:** All organization accounts have sub-account codes called line codes. Each line code within your account is specific to a particular funding source. Commonly used line codes for organizations registered with the Department of Student Involvement Office are:
 - Line #345 (programs) - Funds allocated to your organization by the RUSA Allocations Committee for student organization program expenses.
 - Line #317 (overhead) - Funds allocated by the RUSA Allocations Committee for expenses such as office supplies, duplicating, phone, postage, etc. See the RUSA funding guidelines for a complete list.
 - Line #137 (generated revenue) - Funds that your organization generates from additional sources such as fundraising, dues, donations, etc.
- **TRANSACTION CODES:** All transactions are assigned a transaction code specific to a category of expense. For a complete list of transaction codes, see the Student Activities Business Office Treasurer's Key or the Student Activities Business Office website at <http://sabo.rutgers.edu/>.

Online Ticket Sales

The Student Activities Business Office is offering online credit card ticket transaction processing for accountholders. All requests and feasibility is conducted by the SABO and approved by the SABO manager. If approved, online ticket sales provide a convenient and secure solution for student organizations processing Visa, Master Card, and American Express payment transactions 24 hours a day / 7 days a week. For details or instructions on how your organization can use this service, please contact the SABO. Also, as always, consult your Advisor.

Student Organizations MAY NOT hold online ticket sales outside of the SABO system. For more information, visit the SABO website at <http://sabo.rutgers.edu/services/online-sale/>

Program Planning

Reserving Student Center Space

Meeting Room Reservations

Student organizations may reserve meeting room space in the student centers for the upcoming academic year during the spring semester registration process. Organizations that do not request space as part of this process will be able to reserve meeting rooms on a first-come, first-served basis (up to 24 hours in advance).

Meetings that have an event component must follow the timeline outlined below.

Student Organization General Meetings are open to any member of the Rutgers community.

Student organizations are expected to keep their websites (or other modes of advertising organizational activities) up to date with information regarding dates, times & locations of general meetings.

Event Planning

To reserve large event space in the Rutgers University Student Centers (Busch Student Center, Cook Student Center, Douglass Student Center, Livingston Student Center, College Avenue Student Center, or the Student Activities Center), all registered student organizations must log on to <http://centerres.rutgers.edu/>. Every registered organization is eligible for a group account. Please contact the Meeting and Events Office if your organization does not have access to your account information. Space for these events may be reserved up to one year in advance of the date for which the reservation is made (e.g., on October 24, 2014 you may reserve event space through October 24, 2015). This process ensures effective planning of events and fosters communication between your organization, Student Center staff, and your Advisor. The following timeline is provided to assist in successful planning.

Timeline

Up to

1

Year

Step 1

Student organizations may request to reserve space in the student centers at least 4 weeks and up to one year in advance (Note: Meeting rooms and events that are considered "Basic" may only require 7 days notice to book space). Go to <http://centerres.rutgers.edu/> to request space.

Reservation requests are given two designations depending upon the type of event: "**BASIC**" or "**COMPLEX**".

A "basic" event is a reservation that requires no contracts or services, has an attendance of 100 or less, and provides only prepackaged refreshments. This may result in only needing to meet with your advisor to discuss your planning, budget expenditures, etc. For example: *a member presentation with light, packaged refreshments.*

A "complex" event is a reservation that requires a meeting with your advisor (to discuss the event, contracts, risk management, budget etc.) and a meeting with Student Center Staff. Requests for complex events must be made **at least 4 weeks** prior to your event. For example: *a panel with several speakers, catering, multimedia needs, and complicated setup.*

The request will be reviewed by Meetings and Events staff and then placed on "**SPACE TENTATIVE**" or "**DETAILS DUE**" status- depending upon location, complexity of event and when the event is scheduled. "COMPLEX" events scheduled more than 60 days in advance will be placed on "SPACE TENTATIVE."

No Later Than
60
Days
Before Event

Step 2

At least 60 days before event date, you will need to confirm with the Meetings and Events Office whether you are still planning to use your reserved space. At this time, your event will be assigned an Event Coordinator. The Event Coordinator arranges for room setup, audio visual equipment, and other details asking necessary questions for completeness, and follows up with you as necessary up to the day of event including billing concerns and questions to ensure a successful event.

Cancellations after 60 days before reservation will be charged a fee.

No Later Than
30
Days
Before Event

Step 3

Discuss the purpose, goals and scope of the proposed event with your student organization members and Faculty/Staff Sponsor.

When planning a "COMPLEX" event, email your Event Coordinator to discuss logistics. You can also request a meeting if this is your preference. At times, your Event Coordinator will arrange a walkthrough with onsite Student Center staff.

No Later Than
3-4
Weeks
Before Event

Step 4

After meeting with your Event Coordinator, you will need to discuss event details with your **ADVISOR**, including contracts, food, beverage and entertainment. Your Advisor will review your reservation and give their approval (provided the organization has the funding, etc., to successfully implement the event).

SPECIAL NOTE: If you have to contract with an outside performer, DJ, caterer, etc., you must MEET with your Advisor to finalize contracts at least 4 weeks prior to the event.

At least
15
Days
Before Event

Step 5

Student Center Staff will "**CONFIRM**" at least 2 weeks in advance of your event. **ANY** changes to your event- set up, purpose, food and beverage, etc., **must** be reported Event Coordinator by this time.

Setup needs, security, logistics and final event details need to be in place at this time. Failure to alert Student Center Staff to any changes will result in "standard" set up (as determined by the Student Center staff) or cancellation of the event.

Your event should be submitted to the getINVOLVED website by this time, and set with the appropriate permissions. This will help you publicize your event, and allow your event to show in Corq.

DAY
OF
EVENT

Step 6

Meet with the Student Center to review room setup, start/end time and general responsibilities of the organization.

If required, Rutgers University Police Department, Fire and Safety Representatives, and the Student Center Event Monitor will attend the meeting with you to review policies & procedures.

NOTE: If the above steps are not completed within the applicable deadlines, your Advisor, Meeting and Events Staff, or Event Coordinator may, depending upon the complexity of the event, **cancel your event**. If needing to meet with your Advisor and/or Event Coordinator, make sure to **SCHEDULE APPOINTMENTS** in advance of your specific meeting deadline.

Large Event Policy

Rutgers University Student Centers define large events as student organization programs with many variables regarding attendance and facility use. Factors to consider in implementing policies include:

- Type of Event (concert, dance, fashion show, talent show, party, etc.)
- Location, time, and setup of event
- History of sponsoring group or performers
- Number of attendees
- Open or closed event to the non-university community

Depending on the scope of the event, the following policies may apply:

- **Cash Handling Policy** – Cash collections at the door exceeding \$250 require at least one police or security officer. All cash collected must be deposited with Rutgers University Student Centers, whereupon the student organization will be either issued a check or the amount will be deposited into the student organization's account.
- **Guest Policy** – Rutgers University students, faculty, and staff are limited to one guest and are responsible for their behavior and actions. This responsibility extends to the areas immediately surrounding the event location, both during and after the event. All hosts must register their guests in advance. Guests and hosts must arrive at the event together, present valid ID for admittance, and depart the event together. All guest names are recorded along with the names of Rutgers University hosts.
- **Metal Detector Policy** – Metal detectors will be used for large events as deemed appropriate by center staff and Rutgers University Police Department.
- **Security Policy** – Rutgers University Student Centers, in consultation with Rutgers University Police Department and community policing officers, determine security for large events. Depending on factors listed above, security may include one police or security officer for cash collections, one police or security officer per 100 attendees, and additional security for metal detectors. Center staff may also be required. Cost for police and other staff will be passed on to the student organization. Student organizations are required to provide event monitors as specified by the facility. Wristbands or another tracking system may be required.
- **Ticket Sale Policy** – Rutgers University Student Centers encourage ticket sales in advance through SABO (Student Activities Business Office) or contact tables available at all student centers. Depending on the scope of your event, ticket sales at the door may not be permitted.

Event staff will guide your organization through the appropriate student center procedures.

Event Security

The Rutgers University Police Department collaborates with your Advisor to determine the type and number of officers necessary for security coverage at organizational programs. If RUPD officers are assigned to your event, you will receive an invoice for services rendered. To estimate RUPD costs in your event budget, consult your Advisor.

Charitable Donation Policy

In limited circumstances, registered student organizations may use proceeds from approved fundraising events to make donations to non-profit charitable organizations. Fundraising events are subject to approval by the registered student organization's Advisor.

Beneficiaries of such events must be recognized 501(c)(3) charitable tax-exempt organizations. A tax-exempt fiscal sponsor of a proposed beneficiary is insufficient to satisfy this requirement. An Advisor may require a tax

ID number and tax-exempt certificate documenting the beneficiary organization's 501(c)(3) status prior to approval. Donation checks must be made payable to the approved beneficiary, and a letter, issued on official letterhead, confirming receipt of the funds by the beneficiary is required for all donations.

Proceeds from fundraising events may only be used for lawful purposes. Under no circumstances may RUSA Allocations be used to fund donations. Charitable donations to individual persons are strictly prohibited.

Student Center room reservation fees (excluding equipment and setup charges) may be waived for student organization events whose purpose is to raise funds for an approved beneficiary. In order to receive this fee waiver, a student organization must provide its Event Coordinator with the approved beneficiary's tax-exempt certificate as well as a letter from the beneficiary charitable organization, on its letterhead, acknowledging the student organization's commitment to donate funds. The student organization must apply for the fee waiver at least 21 calendar days prior to the date of the fundraising.

See also: Sections on Cash Handling Policy and Fundraising, Ticket, and Vendor Sales
IRS Definition of 501(c)(3): <http://www.irs.gov/charities/charitable/article/0,,id=96099,00.html>
For more information on creating check requests for Donations, please see [Treasurer's Key](#).

Payment for Services

Student Center invoices will be automatically processed for payment from your SABO account. You can check your SABO statement or follow up with your Advisor to ensure the bill is paid. Any questions regarding the payment process or specific charges on an invoice should be directed to your Student Center Event Coordinator or the Meeting and Events Office.

Tabling in Student Centers

Student Organizations may reserve Contact Tables in the Student Centers for information distribution, fundraising, ticket, and vendor sales. The following provides an overview of important tabling guidelines. For additional information, please see the Student Center Policies at <http://studentcenters.rutgers.edu/>

General:

- Contact Tables are available in the Student Centers for information distribution, fundraising, ticket sales, and employee recruitment on a first come first serve basis,
- Student organizations, University departments, and Non-University Organizations are permitted a maximum of 10 (ten) dates each semester depending on space availability. After the third week of each semester, student organizations and departments may reserve additional tables as available. Affiliated Congregations may reserve 4 (four) dates each semester.
- Name of the sponsoring-organization or department must be displayed on the table.
- Solicitations of personal financial information and/or credit promotions are not permitted (i.e., no credit cards).
- Illegally trademarked items may not be sold.

Fundraising, Ticket and Vendor Sales

- Student Organizations and University Departments may reserve tables for fundraising and sales. Fundraising and sales can be self-operated or vendor sponsored by a student organization or department. Reservations must be confirmed with contracts and insurance no fewer than ten (10) University business days in advance.
- Examples of a fundraiser or sale include ticket sales for events, sale of items produced by members of the organization (e.g., Yearbook, crafts), or sale of goods or services purchased by the organization for resale (e.g. sweatshirts, stuffed animals, flowers). No food items may be sold with the exception of bake sales (cookies, cakes).

- The student organization or department must complete a contract with the sponsored vendor and supply Student Centers a copy no later than ten (10) University business days prior to the reservation. Student Organizations must also complete an Event Planning Form with their Advisor/Department.

Fund Collection Guidelines:

- All funds collected by Student Organizations must be deposited daily at a Student Center Office.
- All sales must be approved by Student Center staff based on restrictions imposed by University contracts, risk management issues, Rutgers University Copyright/Licensing policies, and other University policies. Illegally trademarked items may not be sold.
- Student Organization members may not receive personal financial gain from an organizational sale; therefore, individuals are not permitted to serve as vendors for an organization in which they are a member since this constitutes a conflict of interest.
- Vendors must provide accurate contact information. Rutgers University Student Affairs assumes no liability or responsibility for the merchandise or services being sold. The vendor is responsible for the quality and workmanship of the goods being sold

Information Distribution

Registered Student Organizations and departments may reserve contact tables for the distribution of information relevant to the mission of the organization or the department, such as promotional information for events, recruitment or literature distribution. Information distributed is subject to Student Center approval. Information tables may be reserved 24 hours in advance if available.

Please Note:

- Tables can be reserved by going to <http://centerres.rutgers.edu/>.
- If sponsoring a vendor, the student organization should work with their Advisor to complete a contract with the sponsored vendor and supply Student Centers with the contract and the vendor's insurance, no later than ten (10) University business days prior to the reservation.
- All cash, checks, and other receipts collected must be placed in a cash box. All collected funds must be deposited with the student center. Funds cannot leave the student center with the sponsoring organization.
- Sponsoring organizations or departments are responsible for the quality of merchandise sold or performance of the vendor. Student Centers assumes no liability or responsibility.

Sales in Academic Space

Sales in academic space are subject to different guidelines and procedures than those in student center space. To sell in academic space, the intent of sale must be specific to fundraising for the student organization or a charity. Student organizations are not permitted to bring in outside vendors/organizations or resell goods purchased from outside organizations/vendors.

General Guidelines

- Sales are permitted in Science and Engineering Resource Center (SERC) and Allison Road Classroom (ARC) buildings on Busch Campus.
- Space is limited; only one group is permitted at a time to conduct a sale.
- Sales are in two shifts: 9am-1pm: 2pm-6pm. You must choose one shift during the reservation process.
- Each organization is permitted to host a maximum of 3 sales per semester.

Reservations

- Student organizations must secure a reservation for the space a minimum of 10 days in advance using Virtual EMS at the Meetings and Events Office website, centerres.rutgers.edu

- Reservations are based on availability. You will receive a confirmation email regarding your reservation.

Procedure Overview

- Student organizations must check in at the Busch Student Center Operations Office. Student organizations are responsible for picking up a “Bake Sale Kit,” which includes required materials for sale (i.e., small table, signage for table, a cash box, rubber gloves and wax paper).
- Bake Sale Kit and cash must be deposited at Busch Student Center Operations Office at the conclusion of shift.
- Additional procedures are included in Reservation Confirmation Email.

The following is NOT PERMITTED:

- Selling items that require temperature control (i.e., no milk, yogurt, pizza, etc.)
- Reselling goods purchased from outside organizations or vendors (Sale items should be homemade by student organization)
- Removal of tables/chairs from classrooms
- Loud music or loud voices (Student organizations are responsible for respecting the academic environment of the sale)

For More Information...

Please visit the Rutgers University Student Centers website for a complete listing of room and equipment rental rates and facility usage guidelines: <http://studentcenters.rutgers.edu/>

Reserving Academic Space

(For Non-Instructional Use)

Student organizations must be registered by Rutgers University in order to reserve University facilities, specifically academic space, for meetings and events. The primary functions of classrooms at the University are for instructional use. Student organizations are permitted restricted use of classroom space for organizational meetings and small events that fit specific criteria. Most large lecture halls and many other classrooms have been equipped with permanent installations of audio/visual and computer projection equipment. To reserve academic space, please visit centerres.rutgers.edu.

Student Organization General Meetings are open to any member of the Rutgers community.

Student organizations are expected to keep their websites (or other modes of advertising organizational activities) up to date with information regarding dates, times & locations of general meetings.

Building Usage Guidelines

Smoking is not permitted in any University facility. Unauthorized or misuse of University space will result in disciplinary action with the possible loss of reservation privileges on any campus. Facilities Maintenance Services (FMS) will notify the appropriate campus authority in writing of any problems incurred. Nothing may be attached to the walls or suspended from the ceilings. Projection screens mounted to classroom walls or ceilings must never be used as backdrops for theatrical events. Furniture must be returned to its original setup.

Catering

Food and beverages are NOT permitted in classrooms. Cooking is NOT permitted and the use of open flames is prohibited. Food preparation will only be permitted by University approved caterers or by Rutgers University Dining Services. Refreshments for a location OUTSIDE the classrooms can be arranged provided requests are made 5 weeks prior to the event. Any event being catered will require custodial services at a cost to the sponsoring organization.

Additional criteria for reserving academic space:

- Classroom spaces may be reserved if a student center cannot accommodate the request.
- Events that require registration fees may not be scheduled in classroom spaces without the consent of Advisor.
- Events held in classrooms may only be open to the university community.
- No moving of furniture/stacking of desks are permitted.
- The option to reserve for a performance / play should be for performance-based organizations and not for the sponsorship / hosting of a performance / play. Performance-based organizations may not reserve space for the hosting of competitions or performances by outside groups.
- Academic space is not available Monday – Thursday until after 9:10PM on College Avenue, Cook, and Douglass and after 9:40PM on Busch and Livingston campuses.

Room Arrangement Guidelines

All student organizations must contact Facilities Maintenance Services before large events in academic space.

For special setups, contact Facilities Maintenance

Services: <http://www.fms.rutgers.edu/FMSSupportService/SpecialEventServReq/SpecialEventServReqBL.asp>

Digital Classroom Support

To request use of equipment in classrooms, fill out the form found here: <https://dcs.rutgers.edu/contact-dcs/event-support>.

Student Involvement Audio Visual Equipment Loan Program

Student organizations may rent Audio-Visual equipment from the Department of Student Involvement for use in Academic Space exclusively. This includes sound systems, data projectors and cameras. For more information, please contact the Department of Student Involvement in the Student Activities Center.

Other Event/Program Locations

Public Forums

Public Forums are permitted only between **9:00 a.m. and 4:00 p.m., Monday through Friday.**

Amplified Sound and Off-Hours usage are not permitted unless approved by the Dean of Students.

All registered student organizations planning to hold an outdoor public forum at Rutgers University, such as a rally or candlelight vigil, are encouraged, but not required, to file a Public Forum Notification Form with the Department of Student Involvement. Forms can be found at <https://rutgers.collegiatelink.net/form/start/78363>

For more information on public forums, see your Advisor or visit <http://involvement.rutgers.edu/manage-your-organization/public-forum-notifications/>

In order to obtain the set-up items: Student will pick up tables at College Avenue Student Center Office Room #243. *(Note: Public Forum tables are available at no cost to student organizations. Center Reservations current invoices must be paid to have access to tables.)*

Dining Hall Table Reservations

Organizations that wish to reserve tables in the Dining Halls should visit the Office of the Executive Director of Rutgers Dining Services (Records Hall Room 104) to obtain, complete, and submit a Soliciting Permit Form. Your organization may reserve these tables for various uses including: holding sign-ups for an upcoming event, distributing information about their organization, or conducting fundraisers. For additional information and guidelines, please visit: <http://food.rutgers.edu/table-permits/>

Off-Campus Events

At certain times, registered student organizations will sponsor events at an off-campus facility. Student organizations are not encouraged to host off-campus events because it limits the opportunity for students to participate. However, should your organization plan such an event, it is essential that you schedule an appointment with both your organization's Advisor and Faculty/Staff Mentor to keep them involved in your planning process from the beginning.

Issues to keep in mind when planning off campus events:

- Liability
- Negotiation of contracts (with the facility's management)
- Financial management (off-campus facilities can be quite costly)
- Security

NOTE:

- Contracts for off-campus events will not be signed unless all necessary funds are on deposit in Student Activities Business Office.
- Tickets must be sold in advance of any off-campus scheduled program.
- At the completion of the event, all contracted financial obligations should be satisfied by a Rutgers University Student Activities Business Office Accounting Check.

Advertising Events

Student organization sponsored events are for the Rutgers community and invited guests. Advertising for these events is the sole responsibility of the sponsoring organization and should be focused on the Rutgers Community. Student organization advertisements are restricted to on-campus advertising sites only and should be done with guidance from the organization's Advisor. Social media sites (such as Facebook, Twitter, etc.) can be used provided the advertisement explicitly states the event is for the Rutgers community and invited guest(s) only. It is the responsibility of the hosting student organization to communicate the guest policy to their membership. Failure to comply with this policy may result in the cancellation of your event/meeting and loss of future reservation privileges.

- Advertising an event prior to event confirmation is prohibited.
- All forms of advertisement (i.e. fliers, newspaper ads, etc.) must provide accurate event information including Sponsoring Organization/Client contact information.
- Advertised admission costs (free or fee) may not change.

Disclaimers and Statements

REQUIRED: Student organizations **must** list "RUSA Allocations Board, paid for by student fees," as a funding agent on all advertising for a program or event when the Allocations Board funds over 20% of the entire program or event at the time of the submitted budget. Failure to comply will first result in a warning. Further failure to comply will result in a 75% reduction on advertising and duplications for the next event and the organization will not be allowed to appeal for additional funding for the next event.

OPTIONAL

We encourage you to place the following disclaimers and statements on flyers when applicable.

For Major Events/Concerts/Large Social Events/Lectures Involving High Profile Speakers:

"This event is open to Rutgers University students, staff, and faculty and their invited guests only. Proof of Rutgers identification will be required. All attendees agree to comply with RU policy and will be asked to leave the premises if such policies are violated with no liability to RU. Any behavior that puts yourself or others at risk of injury is not permitted and will result in removal from events with no refund and may result in judicial action or persecution."

Examples of accessibility statements that can be utilized by Rutgers affiliates:

"If you are an individual with a disability and will need an accommodation, please call _____ (name and number of organization or office responsible)."

For events requiring advance registration or notice (e.g.: conference, banquet, workshop):

"If you are an individual with a disability and will need an accommodation, please call _____ (name and number of individual appointed) at least two weeks before the program to request your accommodation".

Posting Procedures

Rutgers affiliates (sponsoring department or organization) who would like to advertise on campus by using flyers must go to the following location(s) to have their flyer stamped and approved at the Information Desk in the following Student Centers:

- Student Activities Center
- College Avenue Student Center
- Cook Student Center
- Douglass Student Center
- Livingston Student Center
- Busch Student Center

Make sure to have your flyer approved and stamped *before* making the copies that you wish to post.



Students can also visit the Student Involvement office for approval.

Rutgers affiliates are allowed to post their flyers on appropriate locations on campus **no more than five (5) business days prior** to the date of their event. Rutgers affiliates who would like their flyers approved for posting must bring one copy of the flyer to any of the locations listed above. Upon approval, the flyer will be stamped, dated (start date, end date) and initialed. In order to aid the environment and ensure that Rutgers' campus remains appealing to visitors, students, and workers, only three (3) flyers will be permitted for posting per area.

Student Centers

Posting and Distribution Policies

- Only printed materials from Rutgers affiliated Student Organizations, Fraternities and Sororities, and Departments are permitted to be posted or distributed.
- All flyers must receive a Student Affairs Stamp, prior to posting, from one of the locations listed below. Flyers will be stamped, dated (with start and end date) and initialed. Student Affairs reserves the right to refuse to post or distribute any material which violates the University's Student Code of Conduct or University policy.
- All advertisements may be posted no more than five (5) days prior to the date of the event. Outdated materials will be removed.
- All printed materials must originate from a Rutgers University department or registered student organization and must provide accurate event information including: Sponsoring Organization contact information, name and/or logo. Advertised admission costs (free or fee) may not change.

- All advertisements, announcements and signs are permitted in designated areas only. No posting/signage may be secured to walls of Student Centers, doors, windows, stairwells or hallways.
- No advertising or posting for any event, program or service is permitted on the exterior of the Student Centers facilities.
- Items posted or distributed outside of approved locations will be removed and discarded. Save your organization's money by posting on approved areas.
- Use of any bulletin board or authorized space in the Student Center does not constitute an endorsement or guarantee of any product, service, or information by Rutgers University.
- Student organizations are required to follow policies for posting at bus stops, in residence halls, and classrooms. In general, flyers should only be posted on bulletin boards.
- All advertising must comply with University non-discrimination policy.
- Postings may not reference alcohol or illegal substances.
- The name of the sponsoring organization must be clearly stated on the flyer.
- Posting for off-campus events are not permitted unless specifically approved by the Student Center Staff.
- Postings may not promote anything in violation of Rutgers University policies or procedures.

Flyers

- Flyers or printed materials promoting events may not be placed on Information Desks.
- Livingston and Douglass Student Centers have designated flyer display units.
- Space in the displays is available on a first come, first served basis.

Bulletin Boards

- Bulletin Boards are available on a first come, first served basis to post flyers and printed materials. Space is limited.
- Only Student Affairs Stamped flyers are allowed on the bulletin boards.
- To accommodate as many events as possible, Student Organizations and departments are limited to one (1) flyer per event per board. Flyers are limited to a maximum 11"x17" size.
- Bring flyers to the Information Desk in each build and staff will put them up on the board.

Posters on Easels

- One (1) outdoor and one (1) indoor easel are available on the day of the event.
- Exact location of the easels will be determined by Professional Staff in each Student Center.

Table Ad Holders

To facilitate the promotion of events to the most people possible, table top ad holders are available in the Student Center food courts. Space is available on a first come, first served basis. Table tents may be displayed for a period of one week per department/organization. All table ads will begin on Monday morning and continue through the following Saturday at 6 p.m. The event being advertised must be sponsored by a University office, department or student organization. The Student Centers reserve the right to adjust the display time for each table tent, depending on the event date advertised and the number of table ad requests for the week. All table ad requests must be reserved through the Student Center Meeting and Events Office at <http://centerres.rutgers.edu>, 848-932-8821, or email centerres@echo.rutgers.edu. All table ads will be placed, and removed, on food court tables by Student Center staff. Table ads may only be displayed in the food courts. There is a limit to four different events advertised each week. One design (ad) per department/organization is permitted per week. A consecutive week reservation for the same event is not permitted. Table ads should be designed in portrait orientation with generally accepted standards of good taste. The measurement of one table ad should be 4" x 6" and 25 copies (suggested paper weight is 24lb. for durability) per Center should be delivered to the Student Center Office, by the prior Friday at noon. If they are not received by this time, it is not guaranteed that they will be placed in the table ad holders that week.

Banners

The hanging of banners is permitted in the Student Centers in designated areas. Banner spaces are available for reservation by student organizations, on-campus offices, and departments via the Student Center Reservations Office at <http://centerres.rutgers.edu>, 848-932-8821, or email centerres@echo.rutgers.edu. Banners are scheduled for one week on a first come, first served basis. Banners must be for University departments or student organization events and are subject to Student Centers' approval. All groups must check-in with the banner in the Student Center Office in the building the banner is being hung. Banners are limited to dimensions of 4'x6' and will be hung in the designated reserved area by the Student Center staff. Approved material only may be used Banners must clearly state sponsoring organization's name and contact information (email, phone number, web site, or address). Banners left up hanging after the reservation expires will be discarded. Student Centers assumes no responsibility for banners.

Display Board

Rutgers Student Center entrance lobby has a display board that is available to hold posters. Space is limited and is available on a first come, first served basis. Rutgers University Student Centers have 1st priority for space. Posters can be up to 18" x 23" (portrait style) must be approved and stamped prior to posting. Posters which are smaller than 18"x23" need to be affixed to foam core board to ensure a consistent look and that it fully fits the 18"x23" holder size.

Other Posting Areas



Posting flyers on bus stops that provide a bulletin board or posting site is **permitted**.



Posting flyers on bus stops that are glass enclosed is **strictly prohibited**.

Removal Procedures at Bus Stops

Signs that have been officially approved by university officials will be torn down tri-weekly, (Monday, Wednesday, and Friday) between the hours of 6:00 a.m. and 8:00 a.m. only and will be strictly enforced. Flyers that have not been approved for posting will be removed immediately.

Banners

University Facilities has detailed guidelines for hanging banners outdoors on campus, which can be found here: <http://facilities.rutgers.edu/content/media-files/BannerStandards.pdf>

Programs that will be Serving Alcohol

Due to liability issues, programs being held by Rutgers affiliates and which will be serving alcohol may not be advertised on the campus of Rutgers University. Any flyers or advertisements advertising alcohol will not be approved for posting.

Posting Flyers in Residence Halls

Any student organization requesting to post flyers in the residence halls must email Joan D'Orvilliers at dorvilli@rci.rutgers.edu with the flyer attached. Once Joan approves the request, she will let you know how many flyers to bring to a designated central location on each campus. Student groups are not permitted to post flyers in the residence halls themselves.

Chalking On Campus

As a registered student organization, you may use chalking as a way to publicize campus events or express an opinion on current issues. However, use of chalk for any other purpose is

prohibited. Failure to abide by this standard will result in disciplinary fines and the removal of the chalked messages.

Chalking Guidelines:

- Submit a “Chalking Request form” online at least five days prior to actual chalking <https://rutgers.collegiatelink.net/form/start/58643>
- Drawings may not be destructive or libelous in any way.
- The University does not provide chalk for the purposes of this policy.
- Messages must be written at least 30 feet from the entrance to any building and at least two feet from any grass areas or plants
- Chalking may only be done on asphalt and concrete walkways (not brick) as long as these areas are exposed to the weather elements.
- Messages shall not be written on any vertical surface, which includes buildings, signs, walls, pillars, posts, benches, planters, doors, windows, fountains, gates, retaining walls, bridges, trash receptacles, steps, light posts, bus stops, posters, tables, trees, etc.
- Chalking is allowed for five working days; cleanup must be conducted by the responsible party at the conclusion of the 5th working day. It is the sole responsibility of the requester. If chalking is not removed, there will be a charge for the cleanup of \$50.
- Chalk must be both water-soluble and erasable; Spray chalk or grease based chalk is prohibited
- The individual responsible for requesting permission to chalk must be present at the time of the chalking and have a copy of the approved “Chalking Request Form” form with him or her.
- We reserve the right to deny any request.

Food Guidelines



ALL FOOD PURCHASES MUST BE APPROVED IN ADVANCE BY YOUR ADVISOR – NO EXCEPTIONS.

Student Center Caterers

Rutgers University Student Centers offer wonderful and varied catering options, from simple meeting treats or refreshments to full service breakfast, lunch, and dinners. In considering what type of food service to include with your event, you should take into account some special and important factors. Food provided at any University facility and consumed on campus must comply with local and state health codes. This is to ensure the health safety of your organizational members and guests at your sponsored event with food service. In addition, if someone gets sick from mishandled, improperly prepared, maintained, or served food at your event, you, your organization, and the University could have liability. To help our student organizations provide food safely and manage risk responsibility, Student Centers have provided several ways to assist you with your event food service needs.

Good food service starts with selecting the proper food service provider. To this end, for all events occurring in and next to Rutgers University Student Centers and providing food, student organizations are required to use Rutgers University Student Centers' approved catering service providers. Approved catering providers include Rutgers University Dining Services, Student Center food court vendors, select external caterers and other Outside Caterers. These are the only allowed catering services providers authorized to serve food and beverages in and near the Student Center facilities.

All organizations providing food at their events, and all approved catering service providers must comply with the Student Centers Catering Standard.

Food at Programs/Events/Lectures, etc.

Success of your event is directly linked to your level of preparation, the timeliness of your requests, and accuracy of details provided to University offices assisting with your event planning. This includes the ordering of catering services.

- To allow for proper approval and coordination with Centers and catering provider, intent to provide food **MUST** be indicated during the reservation booking process, **at least 4 weeks** before the scheduled event date.

- Student Government Allocation processes allow for limited catering related to events. If there are not enough funds for catering, Generated Revenue (Line 137) can be used to pay for the food that is pre-approved.
- Refer to the approved Student Center catering service providers list for the variety of allowed options for service.

Outside Caterers

In the past, the usage of caterers who are not approved through Student Center procedures has been referred to as “Cultural Food.” This year we are transitioning this process, so you must consult your Advisor for updated policies and procedures **at least 4 weeks prior to your event.**

Food at General Meetings

When is it appropriate for Student Organizations have food at meetings?

- When the meeting is a Recruitment meeting/program (i.e. first meeting of semester/year)
- Celebratory meeting (end of semester/end of year);
- During Training/Retreats

Guidelines for Food at General Meetings

- Food items permitted at meetings have restrictions placed upon them. Refer to the approved Student Center catering service providers list for the variety of allowed options for service. No contractual catering requests for meetings will be permitted.
- Funding for food for general student organization meetings must come from GENERATED REVENUE (Line 137).
- Small food items must be prepackaged and approved in advance by the Advisor.

Catering Options

Contact information for approved Student Center Caterers is maintained at the Student Centers website <http://studentcenters.rutgers.edu/catering-event/>

Student Center Cash Coupons are another option for catering your event, and provide an easy, affordable, and convenient way to provide meals for your event guests. They also provide an easy way to accommodate a variety of tastes. The coupons are accepted at all food vendors in the Student Centers. With six Centers and over 20 options, there is a favorite for everyone. For more information: <http://studentcenters.rutgers.edu/student-center-cash-program/>

For organizations wanting to subsidize the cost of catering, Rutgers University Dining Services offers two ways to allow guests to use meal swipes in advance for your event. The Meal Exchange Program and Meal Swipe for Catered Event Credit both provide food or meal credit for students who will attend the scheduled event. For more information, see the **Meal Donation / Meal Exchange / Catered Event** policy in the policy section of the Dining Services Website at <http://food.rutgers.edu/dining-hall-policies/>

Donated Food

All donated foods must come from an approved food provider whose sanitation and liability insurance is approved by your venue. In some cases, this would be they should be recognized and registered by the Rutgers University Sanitarian. For example: an event in a Student Center must be catered by a Student Center approved Caterer, while an event in a Recreation Center would have different catering guidelines.

Pre-Packaged Refreshments

Pre-packaged items may be provided by the student organization. This usually includes party size snacks (i.e. large bag of chips, cookies, pretzels, etc.). Individually packaged snacks are preferred for safety reasons, party size are allowed on a case-by-case basis provided a meeting with your Advisor and strict adherence to food safety standards (gloves, tongs, serving utensils utilized at all times as necessary). Pre-packaged items requiring temperature control (heating or cooling) are not permitted. All cold beverages must be PepsiCo.

Cook-Outs/Picnics

There are 2 ways to go about getting food for a picnic and/or cook-out.

RU Dining Services – All student organizations that have NOT met with John Nason, the University Sanitarian, to go over the proper procedures for handling and cooking food MUST use RU Dining Services or another approved caterer/vendor (to purchase the food and to have them prepare and cook all food items).

Food Safety Course – A “Food Safety Course” is offered during the academic year through Rutgers University Student Centers with the help of RU Dining Services Management. This course is provided for students who want to have cook-outs and purchase food from Grocery Stores. Unless this course is attended by those people handling food, no students will be allowed to pre-purchase any type of perishable foods to be prepared without the assistance of RU Dining Services, or another approved caterer/vendor under any circumstances.

What is NOT permitted?

Homemade Foods

Homemade foods are not allowed to be served at meetings or functions at University facilities because they pose a risk to the health safety of the community. Homemade foods/foods that have to be prepared (i.e., food that needs to be temperature controlled; sandwich fixings that are not from approved on-campus caterers) are not permitted at any programs, events, lectures, or meetings. Bake Sales are the only instance during which the use of homemade food items is permitted and are subject to specific guidelines and procedures (See Bake Sale Sections).

Potluck

Potluck meals are not permitted due to potential risks related to transporting items that require temperature control (heating or cooling) and unsanitary food preparation conditions.

Sale of Food Items

Candy sales – Fundraisers that include candy (i.e. Candy-Grams) are acceptable provided that all candy is prepackaged and individually wrapped. Unacceptable candy includes items such as M&M's that are opened and sorted out or any type of bulk candy that is not individually packaged. You should never open or touch any candy that you are distributing to others as part of your fundraiser.

Bake Sales - Student Organizations who wish to hold a bake sale in student center or academic space can reserve a table by going to <http://centerres.rutgers.edu/> and should abide by the Fundraising, Ticket, and Vendor Sales policies (See “Tabling in Student Centers” Section). Only homemade baked goods (items that do not have to be temperature controlled) may be sold at tables reserved for bake sales. No other foods are permitted.

At your Bake Sale, it is suggested you have available a list of ingredients for each item for sale, and REQUIRED that you have a visible and obvious sign that states “Items for sale were not prepared in a commercial kitchen and thus may have a higher risk of allergens associated with foodborne illness.”

Bake Sales in Academic Space – Bake Sales in academic space are subject to additional guidelines and procedures to those in student center space. For complete guidelines, see the “Sales in Academic Space” section.

Contracting For Services

All student organizations that plan to use the services outside of those their members can provide should consult their Advisor to discuss the contracts necessary for such services. Contracts are an important way for you to protect yourself and your student organization from possible liability associated with events and programs. They serve as a standardized method of outlining what services a contractor will provide to you or your student organization and the amount of payment or services you agree to supply in return.

Contracts or Letters of Agreement should be processed whether or not the service provider is being paid. Just as you wouldn't buy a car or a house without a contract, never purchase the services of a D.J. or a caterer without a carefully executed and signed contract.

The Department of Student Involvement develops and signs contracts for student organizations. In this way you and your organization are protected from liability. Students should NEVER, under any circumstances, sign contracts on behalf of their organization. If this happens, the student may be held personally liable for the terms of the contract, including payment.

Examples of services that require a contract (not all inclusive):

- Non-Rutgers Catering
- Off campus banquets/retreats
- Performers/Lecturers (paid or unpaid)
- Non-Rutgers Equipment Rental
- Vendor Sales at Events/Programs

Students should NEVER sign contracts on behalf of their organization.

If this happens the student may be held personally liable for the terms of the contract, including payment.

Minimum Insurance Requirement

Rutgers University requires any supplier (including bands) with whom we contract to provide a certificate of insurance with \$2,000,000 minimum limit of general liability insurance, naming Rutgers, the State University of New Jersey, as an additional insured when returning their signed contract.

Contracting Process

Once you have decided that you will need a contract for your event, complete the Contract Checklist online at <https://rutgers.collegiatelink.net/form/start/72769>. After submitting your request, follow up with your Advisor to review the information and then she/he will provide you with the contract and W-9 form. The request for a contract should be submitted at least **FOUR WEEKS** before your event. Contracts **WILL NOT** be developed with less than two weeks prior to the event.

At this point you should also submit a SABO check request or transfer if the supplier is a Rutgers University employee or student. Remember, contracting with a Rutgers University employee or student will require your organization to pay an additional 7.5% of the total cost to cover taxes and benefits.

Contracting Process Highlights:

- 1.** Decide whether the service requires a contract

Unsure? Consult your Advisor

- 2.** At least 4 weeks prior to event:

Submit Contract
Checklist request online

Follow up with Advisor to review information

Send contract and W-9 form to supplier

Submit SABO check requests

- 3.** At least 2 weeks prior to event:

By now, supplier should have returned the contract/W-9 to your Advisor

- 4.** At least 1 week prior to event:

SABO cuts check and mails to supplier, if requested.

Otherwise, you must pick up check and deliver to supplier at event.

Next, send the contract to the supplier. Have the supplier sign and return the contract within **ONE WEEK** (Signed contracts **MUST** be returned, along with a completed W-9 form, no later than two weeks prior to the event).

The signed contract has to come back to the Department of Student Involvement for your Advisor's signature. **(Faxed or scanned copies are acceptable).**

After the contract is signed, it is reviewed, recorded, and copied for the supplier and the student organization's file. The contract is given to SABO for processing. SABO will not cut a check for the supplier without the signed contract.

One week before the event, SABO receives the contract and cross references check or transfer requests. If the check is to be mailed out, the check and copy of the contract are mailed to the supplier. If the check is to be picked up, it is your responsibility to go to SABO during business hours to pick up the check. Checks should be given to suppliers at the event, not after. The only case for providing a late check would be for a price per person situation.

What holds up your contract checks?

- Forgetting to submit a SABO check request.
- Not turning in the signed contract.
- Missing a W-9 Form.

Contract Checklist Cheat Sheet For Speakers & Performers

Things to Remember:

- Members of the organization CANNOT be paid for a speaking engagement/performance, etc.
- All speakers and facilitators must sign a contract even if they are not receiving a fee.
- The speaker/facilitator and your Advisor must sign contracts at least two weeks prior to the event date.
- Student organization members should **NEVER** sign contracts on behalf of the organization.
- RU employees will be paid via their paychecks if they are eligible to be paid for their services i.e. a biology professor who is a member of a jazz band that is performing during an event can be paid because s/he is providing a service that is not part of his/her job. Staff and Faculty who perform a service/provide a lecture or keynote, etc. that is related to their line of work SHOULD NOT BE PAID i.e. a Cultural Center Director cannot be paid to give a keynote during a student organization's program.
- Supplier must provide a certificate of insurance with \$1,000,000 minimum limit of general liability insurance, naming Rutgers, the State University of New Jersey, as an additional insured.

Contract Checklists must be submitted **online** at <https://rutgers.collegiatelink.net/form/start/72769>

Be prepared to provide the information below on the online form!

Please come prepared to meet with your Advisor with the following information:

Speaker/Performer Name _____

Speaker/Performer/Agency Name _____

Speaker/Performer/Agency Address _____

Speaker/Performer/Agency Phone Number _____

Event Name _____

Event Type _____

Event Location (building, room and campus) _____

Event Date and Time _____ Speaker/Performer Arrival Time _____

Start Time of Performance Engagement _____

End Time of Performance Engagement _____

Intermission Length _____ Question & Answer Period Length _____

Special Requests of the Speaker/Performer _____

Special Requests of the Organization _____

Fee (all inclusive) _____

Check Payable to _____

Contract Checklist Cheat Sheet For Outside Caterers

Things to Remember

- All caterers, unless associated with Rutgers University, must sign a contract.
- The caterer and your Advisor must sign contracts at least two weeks prior to the event date.
- Student organization members should **NEVER** sign contracts on behalf of the organization.
- Caterers must provide a certificate of insurance with \$1,000,000 minimum limit of general liability insurance, naming Rutgers, the State University as an additional insured.
- Caterers must provide a Sanitation Certificate that meets all State and Federal health standards.
- If the check is made payable to an individual, a social security number must be provided.

Contract Checklists must be submitted **online** at <https://rutgers.collegiatelink.net/form/start/72769>
Be prepared to provide the information below on the online form!

Please come prepared to meet with your Advisor with the following information:

Caterer Name _____

Caterer Address _____

Caterer Phone Number _____

Event Name _____

Event Type _____

Event Location (building, room and campus) _____

Event Day and Date _____

Time Begin _____ Time End _____

Pick-up/Delivery Time _____ Number of people being catered _____

Cost of food (per person) _____ Other costs/services _____

Total Fee (food and services) _____

If delivered, when/how will supplies be returned to caterer? _____

Exact Food Items and Ingredients:

Name: _____ Ingredients: _____

Name: _____ Ingredients: _____

Name: _____ Ingredients: _____

Equipment/Supplies Provided _____

Check payable to _____

Travel Programs

Student Organizations planning any type of trip or travel program should meet with both their Faculty/Staff Mentor and their Student Involvement Advisor to discuss their planned itinerary, budget, and transportation details as well as the risk management and contracting procedures related to travel.

Trip Leader Role and Responsibilities

The student organization must have a designated Student Trip Leader who is responsible for all facets of trip planning for each travel program. Leaders must immediately inform both their Faculty/Staff Mentor and Advisor of any changes in itinerary or contact information as well as any concerns or challenges that develop before and during the trip that could affect the safety or well-being of the participating students and/or the overall integrity and productivity of the program. The University regards the trip leader as the primary contact for the group. This individual must be accessible by cell phone during the travel program and must take on the trip the items listed in the “Materials for Trip/Travel Program” section below.

Travel Planning Guidelines

The trip leader should meet with the Advisor **5 weeks prior** to the student organization’s departure. This is to allow adequate time for contracts and paperwork for the travel program to be completed and processed. Additional planning time is needed for travel involving risk management concerns. The sections below delineate the required documentation and protocol for all domestic travel programs.

Travel Itinerary and Informed Consent Waivers

Each time an Organization travels off-campus, whether or not the travel is funded through allocations, the Organization must turn in a Travel Itinerary and Informed Consent Waivers.

The trip leader must complete a **Travel Itinerary online** here: <https://rutgers.collegiatelink.net/form/start/72770> **5 days prior to the trip** that includes the following information:

- Student Organization Name
- Trip Leader Contact Information (including cell phone number that will be used during trip)
- Purpose of Travel Program
- Destination Name and Contact Information
- Dates and Times of Travel
- Contact information for Hospital with Emergency Services Nearest to Travel Destination
- Date, Time, and Contact Information for Special Events/Activities Planned
- A list of Trip Participants including Emergency Contact Information

A **Travel Informed Consent Waiver** must be developed for the student organization by their Advisor prior to the student organization’s departure. Each trip participant is required to review and sign a travel waiver. All individuals who intend to drive to/from the travel destination must select driver on their waiver.

An **Activity Waiver** is required for activities that are considered risky or dangerous. Examples

of these activities include, but are not limited to: Backpacking/Camping, Beach Cleanup, Biking, Recreational Activities, Community Service, Circus, Competitive Activities (ex: Food Eating Contest), Dancing, Participant in Fashion Show, Golf, Laser Tag, Activity involving animals, Performing in a theatrical production, Paintball, Water Sports, Rock climbing/Caving, Scuba Diving/Snorkeling, Skiing/Mountaineering, Trail Riding, Participant in Date Auction, etc. Consult with your Advisor **5 weeks prior** to departure to ensure the completion of these waivers. At the discretion of the Advisor, the Activity Waiver may be combined with the Travel Waiver, or may remain separate.

The trip leader should take a copy of the roster and Itinerary with him or her on the trip.

Transportation

Student Drivers

Club members may choose to drive to their destinations as long as the destination is no further than 350 miles and 6 hours in driving time (exceptions made at the discretion of your Advisor and the Director of Student Involvement, in consultation with relevant university departments who manage risk). Overnight stays are highly recommended for all trips involving total driving hours of 6 or more. Drivers are mandated to stop every 3 hours behind the wheel for a minimum of 15 minutes per stop. Vehicles driven by club members should NOT be on the road between the hours of 12am and 6am. Only club members and coaches may be transported in these vehicles.

Only students with approved driving records are permitted to drive other students while traveling for a group program/project.

All students requesting driving privileges on or off campus for Rutgers-sponsored and approved travel must provide a copy of their driver's license, registration, and, in some cases, proof that a defensive driving course has been completed. Proof of defensive driving certification is **REQUIRED** for rented vehicles and Rutgers-owned vehicles, and is **strongly encouraged** in all other cases. For information on defensive driving, go to: <http://rues.rutgers.edu/defense.shtml>. These drivers will also sign a special "driver" informed consent waiver that describes the risks of driving themselves and other trip participants to and from travel destinations.

The maximum capacity of a passenger van is limited to nine people, including the driver. These occupancy limits extend to all twelve-passenger and fifteen-passenger vans. Roof racks may not be used for transporting any cargo. The drivers of passenger vans should be limited and must receive special training. Any individuals authorized to drive passenger vans should attend the defensive driving course mentioned above.

Modes of Transportation

A. University Vehicles

- All departmental paperwork must be filled out prior to use. Certified drivers must have copies of driver's license and defensive driving certification on file. Drivers of University vehicles must have taken a defensive driving class. For one vehicle the club must have two drivers with the certification, two vehicles – three drivers, three vehicles – four drivers.

B. Rental Vehicles

- It is strongly recommended to use a rental vehicle for official Organization travel. If an Organization does choose to use rental vehicles, personal liability comprehensive

insurance MUST be purchased from the rental company.

- Drivers must be 21 years of age be defensive driving certified and have a valid driver's license.
- Rental vehicles for travel will be arranged by the club and must be from a University approved vendor. A list of approved agencies and vendors is available through the Department of Student Involvement at the SAC and is updated regularly by the Rutgers University Department of Risk Management and Insurance. These vehicles include 7 passenger mini-vans and SUVs. The rental company must have \$100000 (third party)/\$300000 (medial)/\$50000 (property) liability insurance and collision insurance. Only those drivers authorized under the lease agreement are allowed to drive the vehicle. The rental fee is approximately \$65.00/day-\$100.00/day.
- A contract including the Rutgers Travel Addendum must be generated by the Advisor for any vehicle rental including: rental cars, vans, school buses, or coach buses. These rental agencies must be approved by Rutgers University and carry the required levels of insurance listing Rutgers University as additionally insured.

C. Personal Vehicles

- The University does not encourage the use of personal vehicles. If the club does decide to use personal vehicles, the registered owner of the personal vehicle used for club travel must complete and submit a Driver Waiver form, a valid vehicle registration card, a valid insurance card, and a valid driver's license in addition to the necessary Travel Itinerary and Waivers to the Student Involvement Office in the Student Activities Center at least 48 hours prior departure.
- Rutgers University and the Division of Student Affairs does not provide insurance for the vehicle, its driver, or occupants and are not liable for personal injury or property damage, including damage to the vehicle, incurred in accidents during club sports travel.
- Both the vehicle owner and the driver should understand that they might expose themselves to personal liability in the event of an accident.

The University cannot assume responsibility for the driver or the safety of the vehicle being used. It is highly "recommended" that all drivers have two years of driving experience and have taken the defensive driving course offered by the National Safety Council.

D. Chartered Bus

- Clubs may choose to use a chartered bus for travel. For trips over 350 miles, the use of a chartered bus for travel is encouraged since driving over that distance is prohibited unless approved by the Director of Student Involvement.
- The Trip Leader must develop a written announcement and distribute to all travel program participants prior to the trip. The written announcement should include:
 - General welcome greeting
 - Bus company name and number
 - Departure time after the program ends and the policy for waiting for trip participants
 - Reminder: All students are responsible for their guests during the trip.
 - Instructions that in case of a problem during the trip, the trip participant should contact the *Trip Coordinator* at (applicable cell phone number).

E. Public Transportation (Train or Bus)

- If you are planning travel by train or bus, research the carrier's reputation and consult with your Advisor and Faculty/Staff Mentors if any previous questionable conduct is uncovered. In general, it is better to postpone an excursion than to travel with a

- questionable driver or under questionable conditions.
 - Travel involving train reservations must be coordinated with your Advisor **at least five weeks in advance**
- F. Air Transportation
- Reservations must be on a commercial airline. In selecting an air carrier for organizational travel, the club should be aware that the University requires carriers to possess \$150 million of liability insurance organizations may use their services.
 - Arrangements for transportation to and from Newark airport will be the responsibility of the club members.
 - Travel involving airline or train reservations must be coordinated with your Advisor **at least five weeks in advance**

Inclement Weather Policy

In the event that student drivers encounter inclement weather and adverse driving conditions, for the safety of all students on the travel program, they are encouraged to get hotel room(s) as needed for the number of students until the conditions improve. Student Affairs will cover the cost of these hotel accommodations. Especially when planning trips in the winter months, discuss this policy with your Advisor and the Director of Student Involvement.

Requirements for University and Rental Vehicle Reservations

- Drivers must be 19 years or older for University vehicles or 21 years or older for Rental Vehicles and a copy of your driver's license must be on file with the Student Involvement Office.
- The driver to whom the vehicle(s) has been released is fully responsible for the security and operation of the vehicle.
- All moving violations will be the responsibility of the driver to whom the vehicle has been assigned. Moving violations must immediately be reported to the Director.
- The vehicle(s) must be filled with gas upon return to the University or Rental Agency. Failure to fill University vehicle(s) prior to returning will result in 50-cent surcharge over the prevailing gasoline cost in the New Brunswick area. Failure to fill Rental Agency Vehicles will result in a surcharge at the discretion of the Rental Agency.
- The inside of the vehicle must be clean upon return. Failure to do this may result in additional monetary charges.

Chaperone Policy

The necessity of a University representative on a club's trip is dependent on the nature, destination, and duration of the trip. A University representative must be a full-time Student Affairs Staff member, an approved coach/instructor or an approved Faculty/Staff member of Rutgers University. The Department of Student Involvement in consultation with the Rutgers University Risk Management Office will make the decision on the necessity of a representative's presence on a trip.

A professional staff member or approved coach may be assigned to be in attendance for one or more of the following traveling conditions:

- Clubs make nationals and travel further than 350 miles
- Clubs traveling internationally
- Clubs traveling by air
- Clubs traveling with more than 7 students

For trips not requiring a representative, the student responsible for organizing the travel program must be present during all phases of the trip. Please talk with your Advisor when

planning a trip to ensure you are aware of all that is required.

Approvals

All Club travel must receive their Advisor's approval prior to departure and have sufficient funds to cover travel expenses prior to the trip.

Funding Travel Programs

See also: Travel Section of Treasurer's Key <http://sabo.rutgers.edu/>

Students should not use personal funds to pay for travel-related expenses. All expenses must be paid by a Rutgers University check or cash advance and approved by the student organization's Advisor. Requests for checks and cash advances require 5 business days to be processed at the Student Activities Business Office (SABO). It is recommended that the student organization submit their requests through the SABO online system at least 2 weeks prior to their travel program.

A University check must be used for payment of registration fees, airfare/vehicle rental, and any hotel/lodging fees. Students are encouraged to coordinate with their Advisor at least **five weeks in advance** to properly secure travel reservations for airlines, lodging, and vehicle rentals.

In order to be eligible to receive a travel cash advance, the student organization must submit documentation of their travel plans (i.e. hotel and airline confirmation) as support for their cash advance request. The Trip Leader must save all receipts related to the travel program in order to reconcile the student organization's cash advance within 30 days.

Students may not be reimbursed for expenses over \$200, or if Travel Itineraries and Informed Consent waivers are not submitted to the Department of Student Involvement at the SAC..

Materials for Trip/Travel Program

The Trip Leader should take the following items on the trip:

- cell phone
- directions to the travel destination
- copies of facility or ticket contracts
- copies of the Itinerary and Informed Consent Waivers
- Special Informed Consent Waivers for passengers not returning via trip transportation
- the written announcements with instruction for the day
- a cash advance (amount determined by Advisor)
- Phone number for Rutgers University Police Department (RUPD): 732-932-7211 (Trip Leader's first point of contact for domestic emergencies or other situations requiring immediate contact with Rutgers administration)
- *First Aid Kit (if applicable)*
- *Copy of bus transportation contract (if applicable) and emergency contact number for transportation company*

For travel programs that include an extensive stay away from campus, the trip leader may also wish to create a travel information sheet that includes travel accommodation phone numbers and distribute to trip participants prior to the trip.

Travel Planning Timeline (For Domestic Travel Programs)

| | |
|---------------|---|
| 5 Weeks Prior | Organization meets with Advisor to discuss trip logistics; Travel waivers and travel itinerary are created by Student Involvement. |
| 4 Weeks Prior | All funds for trip deposited in account, including billheads, personal payments, allocations. |
| 2 Weeks Prior | <p>Student organization submits cash advance requests to the Student Activities Business Office.</p> <p>Advisor and/or Student Organization Officers communicate details and payment info to the Student Activities Business Office.</p> |
| 5 Days Prior | <p>Organization turns in completed Travel Waivers & Travel Itinerary to Student Involvement office in the SAC.</p> <p>Student Involvement Office in the SAC submits Travel Itinerary to RUPD and stores waivers in Student Organization's file.</p> |

International Travel Planning

Any student organization that intends to plan an international travel program must contact Karen Ardizzone, Associate Director of Student Involvement, (732-932-6978, kardizzone@echo.rutgers.edu) at least 4 months prior to the intended departure for information regarding the approval and planning process for international travel programs.

General Policies & Procedures

This section highlights policies and procedures that direct the function of registered student organizations. If you need further clarification of this information, please do not hesitate to contact your organization's Advisor he/she will answer any questions you have regarding this information.

Non-Discrimination Policy

University sponsored clubs or organizations have certain obligations with regard to Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Older Americans Act of 1975; and the policies established at Rutgers through the Board of Governors. Consideration should be given to:

Memberships:

Clubs and organizations may not deny membership to anyone on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, and veteran status, and any other category protected by law; with the exception of social sororities or fraternities which are entitled by law to remain single-sex organizations if tax exempt under 504a of IRS code 1954.

Benefits:

Clubs and organizations shall not discriminate on the basis race, creed, color, religion, national origin, ancestry, age, sex, disability, marital status, familial status, affectional or sexual orientation, or veteran status in providing aids, benefits or services to students.

Hazing Policy

Acceptable Behavior:

The pledge/new member initiation process should be conducted in a manner which respects the dignity of pledges/new members and protects their mental and physical well-being. Examples of acceptable behavior include pledge/new member activities that are not classified as hazing, but promote scholarship and service, develop leadership and social skills, assist with career goals, involve students with alumni, improve relations with others, build awareness of fraternity/sorority history, instill a sense of brotherhood/sisterhood, foster solidarity and promote the institutional mission of the host university.

Statutory Authority:

Hazing is illegal in the state of New Jersey. This Pledge/New Member's Bill of Rights was developed by the New Jersey Attorney General pursuant to N.J.S.A. 18A:3-24 et seq.

State Definition of Hazing:

Pursuant to New Jersey Statute:

1. **2C:40-3.**

- a. A person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.
- b. A person is guilty of aggravated hazing; a crime of the fourth degree, if he commits an act prohibited in subsection and which results in serious bodily injury to another person.

2C:40-4.

Notwithstanding any other provision of Title 2C of the New Jersey Statutes to the contrary, consent shall not be available as a defense to a prosecution under this act.

2C:40-5.

Conduct constituting an offense under the Act may, at the discretion of the prosecuting attorney, be prosecuted under any other applicable provision of Title 2C of the New Jersey Statutes; and

2. Other behaviors or activities in addition to those prohibited under N.J.S.A. 2C:40 et seq. defined as hazing by a university with respect to its students.

Prohibition on Hazing:

1. A pledge/new member shall have the right to be free of all activities which may constitute hazing while attempting to become a member of a fraternity or sorority, or other campus organization. Campus organizations and their members are prohibited from engaging in or encouraging others to engage in activities that are defined as hazing.
2. A broad range of behaviors that may place another person in danger of bodily injury or behavior that demonstrates indifference or disregard for another person's dignity or well-being may be classified as hazing under the above definition. Examples include, but are not limited to the following:
 - a) Forcing, requiring or endorsing members to drink alcohol or any other substance and/or providing such alcohol or other substance;
 - b) The unauthorized or illegal use of alcohol in any form or quantity during any activity;
 - c) Calisthenics (sit-ups, push-ups and runs);
 - d) Branding and tattooing;
 - e) Pushing, shoving, punching, whipping, beating, tackling or any other physical abuse;
 - f) Unauthorized line-ups of any nature;
 - g) Throwing anything (garbage, water, paint, etc.) at an individual;
 - h) Any form of paddling, physical abuse, psychological abuse, deception or shocks;
 - i) Requiring individuals to walk or march in formation of any kind;
 - j) Publicly wearing apparel which is conspicuous and not normally in good taste (uniforms, head apparel, boots/shoes, etc.);
 - k) Not permitting individuals to speak for extended periods of time and/or forced exclusion from social contact;
 - l) Preventing any person from practicing personal hygiene;
 - m) Any activity which interferes with an individual's scholastic pursuits (class attendance, preparation, study time, etc.)
 - n) Forced consumption of food or other substances;
 - o) Theft, defacement or destruction of private or public property

- p) Conducting unauthorized scavenger hunts, treasure hunts, quests, road trips, paddle hunts, big brother/little brother hunts, big sister/little sister hunts;
- q) Engaging in public stunts and buffoonery, public displays or greetings;
- r) Servitude of any nature (food runs, personal errands, academic work, etc.);
- s) Permitting less than six consecutive hours of sleep each night;
- t) Nudity or exposure to the elements at any time;
- u) Yelling, screaming or calling individuals demeaning names;
- v) Engaging in unauthorized activities which involve compelling an individual or group of individuals to remain at a certain location or transporting anyone anywhere, within or outside the city of New Brunswick (road trips, kidnaps, sneaks, drops, etc.);
- w) Assigning or endorsing "pranks" (stealing composites, trophies, mascots, etc.)
- x) Carrying of any items (paddles, bricks, rocks, pocket change, dog collars, signature books, etc.)
- y) Forcing, requiring or endorsing members to violate any University policy or any local, state or federal law.

Alcohol Policy

Possession, consumption, or being under the influence of alcohol, controlled substances without a prescription, or illegal drugs (i.e., marijuana) is prohibited at all events and activities sponsored, co-sponsored or hosted by a Rutgers University Registered Student Organization, where student fees are paying for all or part of the event.

Policy on Organizational Relationships With Groups Outside the University

Student organizations that have a relationship with a "parent" or national/international organization must present documentation regarding their affiliation and a copy of the parent organization's constitution and/or guidelines when registering. The policies and procedures of the University, as well as local, state and federal laws prevail over those of any parent or national/international organizations.

All decision making/policy setting will remain under local, campus administrative authority. Further the student organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by the Division of Student Affairs and by the rules and regulations of the Board of Governors.

Policy for Guidelines and Behaviors for Registered Student Organizations on Campus

The following actions could be judged to be injurious to the health, safety, and public welfare of the University community, and are not acceptable activities on the part of student organizations on campus:

- A. Any action that adversely impacts the academic or vocational pursuits of students or their health.
- B. Seeking to force or coerce - physically, emotionally, or by harassment - any student into religious activity or affiliation. This would include attempts to change the religious affiliation of a student by emotional pressure, harassment, or disparagement of other groups or doctrines.
- C. Any action that removes students by pressure or force from the campus. This may include peer pressure, emotional pressure, or the pressure that arises from the strong relationship of a student to a group.
- D. Any action that adversely impacts the financial status or conditions of students.
- E. Engaging in false or deceptive promotions or advertising concerning a group or its activities. This includes both direct deception (e.g., claiming that a group is something that it is not), and deception by omission (e.g., failing to disclose that a campus religious group is affiliated with a particular religious organization).
- F. Intruding by uninvited visit at dining hall tables, into residence halls or other private areas in which students should expect privacy.
- G. Barraging students with repeated and or unwanted phone calls, mail, e-mail, or text messages.
- H. The involvement of non-students or others unrelated to the university who pose as students for the sake of solicitation.
- I. Student organizations and its members on campus will adhere to all Rutgers University policies and procedures, and local, state and federal laws. All activities must comply in full with the regulations established in the Rutgers University Code of Conduct, Rutgers University Sexual Harassment Policy, Rutgers Hazing Policy, as well as any other agreements made with authorized University officials regarding such activities.

Fundamentally, students have the right to choose their affiliations, or even to choose no affiliation. They have the right to choose their own friends, to make their own career decisions, to choose their own classes and majors, to read the books they want and to discuss the ideas that interest them, and to relate to their families in the way that they choose. These rights of choice should be acknowledged and respected by all recognized student organizations.

Student Organization Disciplinary Action Procedures (SODAP)

Purpose:

The primary purposes for the existence and operation of the Student Organization Disciplinary Action Procedures (SODAP) will be to foster students' personal and social development, to maintain and enhance the ethical climate on campus, and to better prepare students to handle the responsibilities of citizenship.

Rutgers University Department of Student Involvement registers student organizations through an established procedure outlined on the Involvement Website. Student Involvement reserves the right to review this registration and the privileges associated with it at any time. The Student Organization Disciplinary Action Procedures (SODAP) policy describes the process used by Student Involvement to:

1. Determine if a registered student organization or officer is in violation of any Student Involvement or University policies, as well as municipal, state or federal laws.
2. Outline a procedure to be followed when an allegation of misconduct is made.

It is important that the rights and privileges of organizations and rights and obligations of the University and Student Involvement are protected.

The intent of this policy is to define the circumstances and a process to address violations should it become necessary for Student Involvement to review the conduct of a registered student organization. **This process is separate from Rutgers University disciplinary procedures.** This policy serves as notice to all student organizations regarding Rutgers University- Student Involvement's right to grant, rescind, suspend, or restrict privileges of organizations and/or officers, or take other such action upon a showing of cause.

Policy Overview:

Student Involvement is the Department within Student Affairs charged with providing advisement and support to registered student organizations.

The Department of Student Involvement has established policies and expectations for student organizations seeking or wishing to maintain recognition. In return for meeting these expectations, Student Involvement provides certain services and programs designed to enhance the organization's development and to assist in its leadership. Rutgers University and The Department of Student Involvement expects student organizations to meet these expectations and provides opportunities for student input into policies regulating these groups.

If a student organization or officer violates Student Organization policies or the University's policies and/or municipal, state, or federal laws, The Department of Student Involvement and Rutgers University reserves the right to withdraw registration of the officer and/or group. In addition, the Department of Student Involvement reserves the

right to deny the organization and/or officer those privileges given to Rutgers University registered organizations or to take other action as defined in this policy.

The Student Organization Disciplinary Board (SODB) is the advisory body of students and staff responsible for adjudicating the most serious violations that reach the hearing stage of the Student Organization Disciplinary Action Procedures and makes their recommendations to the Director for sanctions of those violations.

Organization Responsibilities:

This policy was created with the intent of fostering responsible conduct of Student Organizations regarding event planning, contract procedures, catering, alcohol, payment procedures, and all other programs associated with Student Organizations.

1. All events and activities sponsored, co-sponsored, or hosted by the organization on or off the Rutgers University campus will comply in full with the regulations established in the Rutgers University Code of Conduct, Rutgers University Sexual Harassment Policy, Rutgers University Student Assembly (RUSA), the RUSA Allocations Board, Catering Guidelines, the Event Planning Policies and Procedures, as well as any other agreements made with authorized University officials regarding such events and activities.
2. Organizations will adhere to all Rutgers University policies and procedures, and local, state and federal laws. If an officer and/or organization is suspected to be in violation of any laws or policies, an investigation will ensue and the organization may lose operating privileges including, but not limited to, meeting space, event space, and account access until review is complete.
3. Student organizations must comply with applicable federal and state laws prohibiting discrimination on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, and veteran status, and any other category protected by law. (The prohibition of discrimination on the basis of sex does not apply to social fraternities and sororities which are exempt from taxation under section 501-A of the Internal Revenue Code of 1954, the active membership of which primarily exists of students in attendance at institutions of higher education).
4. Student organizations that have a relationship with a "parent" or national/international organization must present documentation regarding their affiliation and a copy of the parent organization's constitution and/or guidelines when registering. The policies and procedures of the University, as well as local, state and federal laws prevail over those of any parent or national/international organizations.
5. The Organization's monies (including dues, donations and fund raising income) must be maintained in an account at the Rutgers University Student Activities Business Office.

6. An Organization will pay a vendor/bill on time (on a specified date in the Vendor Contract, the Rutgers University Contract Addendum, vendor invoice etc.) or present (non-contracted) and future events supported by this Organization will be suspended until the outstanding bill is paid. However, in the event that a Student Organization is able to illustrate proper procedure history of said bill, then this clause will not apply.
7. If a Student Organization fails to follow Event Planning procedure, Reservations procedures, Contract procedure, etc. more than two times, then all events for this Organization will be cancelled for the remainder of that semester. In addition, all events planned for the following semester will only be allowed on a trial basis.
8. The Organization must demonstrate that its services and programs benefit the Rutgers University community. The Student Involvement Office reserves the right to deny registration if it is believed that the organization does not meet the needs of Rutgers University.
9. The Organization must maintain a non-profit status and cannot be used to promote personal and financial gain and/or commercial enterprise for any of its members. The officers, members, and advisor cannot use their position in the organization for any commercial and/or personal enterprise.

Violations:

A student organization may be held accountable when an offense is committed by one of more officers, members or guests, and any of the conditions below apply:

- 1) Organization funds are used to finance the violation;
- 2) Violation is substantially supported by the organization's membership;
- 3) Officers or members approve or have knowledge of the forthcoming violation and did not attempt to prevent the infraction;
- 4) The organization fails to report or chooses to protect those individuals.

NOTE: In addition to the group being held responsible, members and officers may be held accountable as individuals for their misconduct and be subject to the University Student Conduct procedures related to individual conduct that also violates the University's Code of Student Conduct. Individuals who are alleged to have committed criminal violations will be reported to the police.

Reporting Violations:

Complaints or reports of violations can be made by completing a Student Organization Incident Report Form and submitting it for review to the Department of Student Involvement. A Student Involvement staff member and Chair of SODB will determine the appropriate course of action based on the nature and severity of the incident. Student organization incidents may be reported by other officers, other student organizations, members of the University community and/or an Advisor. In all cases, the student organization that is subject of a report will be given due process and every opportunity to answer the complaint against them.

Some Violations- (not all inclusive)

1. **Misuse of University Facilities** - Unauthorized or inappropriate use of any University facility or property.
2. **Misuse of Organization Funds** – This includes not only misuse but also use of funds without appropriate prior authorization by Advisor. Additionally, failure to reconcile cash advances within the specified timeframe is also a violation. Organization funds are considered the semester RUSA allocations, generated revenue and donations intended for student organization business.
3. **Misuse of Property and University Resources-** Destruction, damage, misuse, defacing of, or unauthorized usage or entry into university buildings or property, private property and personal property on the campus of the University, including but not limited to files, documents, records, computer systems, networks, and peripherals, owned or maintained by members of the faculty, administration, staff or student body. Intentional misuse of any university fire alarm or fire fighting, or safety equipment is prohibited.
4. **Alcohol and Drug Policy-** Possession, consumption, or being under the influence of alcohol, controlled substances without a prescription, or illegal drugs (i.e., marijuana) is prohibited at all events and activities sponsored, co-sponsored or hosted by a Rutgers University Registered Student Organization, where student fees are paying for all or part of the event.
5. **Misuse of Identification** - The use of falsified identification documents or of another's identification card/document, including the use of another's computer account/password.
6. **Misuse of Materials** - Unauthorized reading, removing, duplicating, photographing, and/or forging, counterfeiting, altering or misusing of any University material, file document or record, computer records, software, data files and similar entities owned or maintained by any member of the faculty, administration, staff or student body.
7. **False Information** - Knowingly making a false oral or written statement to any university board, committee, office or member of the University faculty, administration, staff or student body.
8. **Response to Notice** - Failure to make a timely response to any official request from a member of the faculty, administration, or staff. Official University or Student Involvement Office correspondence mailed and/or email to student officer's address of record is deemed sufficient as notice to the student. It is a student's responsibility to notify Student Involvement Office immediately of any change of address.
9. **Theft** - The unauthorized taking, misappropriation or possession of any real, personal, or intellectual property owned or maintained by the University or any person on campus.
10. **Hazing or Inappropriate Requirements for Organization Membership-** This refers to any action or situation that recklessly or intentionally endangers

the mental or physical health or safety of a student for the purpose of initiation or admission into an organization.

11. **Failure to Comply** - Failure to comply with authorized oral instructions from or agreements with Student Involvement staff, RUSA or related student boards, and or student employees, acting in accordance with their assigned duties.

Levels of Disciplinary Actions:

In determining appropriate restitution to the University community, Student Involvement and/or the SODB seek to take action that will restore, and rehabilitate group conduct and governance. While most all of the violations will result in an Administrative Meeting or a Violations Meeting, (ALL possible courses of action are determined by Student Involvement Administration and/or the SODB) the student organizations will be given due process regardless of the severity of the violation.

Such action should provide an opportunity for group education, reflection, renewal, and leadership development. In the application of this philosophy, levels of disciplinary action will be coupled with efforts to construct remedies that assure restoration of the group as a productive organization in the life of the University. The following are the possible courses of action that can be taken in relation to the severity and/or number of occurrences of certain violations:

1. **Administrative Meeting** – Meeting called by Advisor in Student Involvement Office and requiring attendance by the organization officer/s. Organization officer/s will be called in to discuss possible violations that are minor and/or first time transgressions. Organizations will have an opportunity to explain the events surrounding a reported or discovered violation of policy. Results of meeting may include but are not limited to a Warning or Probation. Most of the violations and disciplinary sanctions will follow this course of action.
2. **Violations Meeting** - Meeting called by Advisor in Student Involvement, where the Director of Student Involvement, the complainant if applicable, and the organization officer/s are all present. Organizations will have an opportunity to explain the events surrounding a reported or discovered MORE serious violation of policy. Fewer violations or complaints will follow this course of action. Organization officer/s will be called in to:
 - a. Discuss more serious violations such as but not limited to misuse of funds, facilities, etc.
 - b. Discuss the offending behavior/s or controversies between organizations that are offensive to the campus community.

Results of meeting may include, but are not limited to, a Warning or Probation or Suspension.

3. **Full Hearing** - A formal scheduled hearing called by Student Organization Disciplinary Board (SODB) after there is no resolution in the Violation Meeting or if the transgression is MOST serious in nature. The organization and the

complainant will be present. The SODB has the jurisdiction that shall include, but is not limited to, the following:

- a. Alleged violations of University policies pertaining to student organizations;
- b. Violations of Student Involvement policies and procedures;
- c. Violations by organizations, or their members, of the Code of Student Conduct when a relationship exists between the misconduct and the activities of the group;
- d. Violations of municipal, state or federal laws;
- e. Controversies among student organizations.

Results of meeting may include but are not limited to a Warning or Probation or Suspension or Loss of Registration. Few violations are likely to require a full hearing. (See full Hearing Procedures section of this policy for details of procedure.)

Possible Sanctions:

1. **Warning** – An organization will be placed "on warning" for a specified period of time with the understanding that subsequent misconduct will result in additional disciplinary action. The Advisor will construct a development plan, which takes into consideration group needs.
2. **Probation** - Restrictions will be placed on some or all of the organization's activities and its use of University services and facilities for a specified period of time. The Advisor and/or Director of Student Involvement will construct a plan for restitution which takes into consideration group needs. (Note: When an organization is placed "on probation," the Rutgers University Student Activities Business Office, and Rutgers University Student Affairs (including Reservations) will be notified.)
3. **Suspension** - The organization will not be permitted to exist at Rutgers University for a specified period of time. In most cases the student organizations will lose privileges (including access to funds, space etc.) for the period specified, but not less than one academic semester. Not only will the organization be unable to operate in its assigned space, it may not utilize any funding, reserve University space or otherwise hold events or meetings during the period of suspension. The appropriate external or parent organizations (if applicable) will be advised of the decision to suspend the student organization. (Note: When an organization is placed on "suspension" the Rutgers University Student Activities Business Office, and Rutgers University Student Affairs (including Reservations) will be notified.)
4. **Loss of Registration** - The group's status as a registered student organization will be withdrawn until further notice. It will cease to exist and function at Rutgers University until it can be shown that all responsible officers/members are no longer involved in the organization. In this case, it is the responsibility of the student organization to provide assurances that the responsible members/officers are not involved in the organization. Student organizations that lose Rutgers University registration will be required to

forfeit their group space and permanently cease to function as an organization on the campus. The appropriate external or parent organization (if applicable) will be advised of the action being taken. (Note: When an organization “loses registration” the Deans of Students and the Vice President of Student Affairs will be notified as well as the Rutgers University Student Activities Business Office, and Rutgers University Student Centers.)

5. **Loss of Officer Privileges** – The student's status as an officer of the organization will be withdrawn until further notice. The organization will cease to exist and function at Rutgers University until it can be shown that all responsible officers/members are no longer involved in the organization.

When a student organization denies responsibility for a violation, or if the transgression is most serious in nature, the Student Organization Disciplinary Board (SODB) will decide if the accused student organization and/or officer is responsible for the offense through a formal scheduled hearing.

****The sanctions listed above are recommended. The Student Involvement Office and the Student Organization Disciplinary Board reserves the right to amend the recommended sanctions on a case by case basis. ****

The Student Organization Disciplinary Board Hearing Process

All hearings will be scheduled at the earliest convenience of both the organization and the complainant. Both the organization and complainant will be allowed to bring any member of the University community to advise them at the hearing. Student organizations are expected to speak for themselves. No outside legal representatives will be allowed at a hearing.

The Advisor who conducted the preliminary review (Administrative Meeting or Violations Meeting) will coordinate the hearing. He /She will provide the hearing board with a list of witnesses which will be brought forward at the hearing. In addition, both the complainant and organization will be given the opportunity to present additional witnesses should they so desire. All evidence available to SODB prior to the hearing will be made available to the complainant, to the respondent, and to the hearing board.

The Advisor who conducted the preliminary review (Administrative Meeting or Violations Meeting) will describe that review to the board, after which both the complainant and the respondent will be given an opportunity to explain their perspectives. Each shall be questioned by the board, and by each other. Each witness will be called, questioned by the board, by the complainant, and by the respondent. After all witnesses are seen, the complainant and respondent each may make a final statement.

The Student Organization Disciplinary Board (SODB) will deliberate in private to determine if there is clear and convincing evidence that the organization was responsible for the violation. This decision will be based solely on the information and evidence presented at the hearing. The Student Organization Disciplinary Board (SODB) will then make their recommendations to the Director for sanctions of those violations.

Appeal from Student Organization Disciplinary Board Hearing

Within ten working days of being notified, in writing, of the determination of the Disciplinary Board, the organization may appeal the decision of the Board to the Executive Vice Chancellor for Student Engagement. The appeal must be in writing. Appeals will only be granted if there was **denial of due process** or if the organization in question can introduce **substantive new evidence** that was not previously available at the time of resolution.

Within fifteen days of receipt of such appeal, the Executive Vice Chancellor for Student Engagement, or his/her designee, shall mail notice of his/her decision to the organization. The Director, or his/her designee will note, in writing, the reason for sustaining or reversing the findings or sustaining or reducing the sanction. The decision of the Executive Director, or his/her designee is final.

Student Organization Computing

Responsible Computer Usage

Here at Rutgers there are multiple communication tools that allow you to connect with your organization's members. The University provides some of these computing resources for your use; however, please remember that these resources are shared by the entire University community. Together we share responsibility with all students, faculty and staff to use computer resources appropriately. Details of the Acceptable Use Policy can be accessed here: <http://policies.rutgers.edu/PDF/Section70/70.1.1-current.pdf>.

The Office of Information Technology is committed to providing the computing resources and support to enable the Rutgers community to achieve its mission. If you need further assistance, please contact the New Brunswick Computing Services Help Desk, 445-HELP (4357) or send email to helpdesk@nbc.rutgers.edu.

Organization Webpages

The getINVOLVED website (Powered by CollegiateLink) at involvement.rutgers.edu is a new online resource that allows for the seamless management of your student organization. This resource will be used for the annual registration of your organization, and is truly an invaluable tool for you as an organization leader.

Why should student organizations use getINVOLVED?

- Organization profiles on the site can inform the campus community of all of the ways to interact with your group serving as a one stop informational resource.
- Organization events will be promoted to all students through the system, ensuring that all students know about events that are funded by their student fees. These events will also be fed through RSS feeds to other campus calendars. Additionally, these events will

be featured on the **Corq** app, and the only way to have your event on **Corq** is to submit it to the **getINVOLVED** website.

- Online membership rosters can assist in keeping track of members plus develop a data base of alumni members.
- Students can more easily express interest in finding out more about and joining a group.
- Organizations can hold online elections, polls, and create forms in the system to connect with their members and other students.
- Organization documents, forms, photos, and information will be stored in one location that is easily accessible to future organization officers.
- Reporting your community service hours is easy and seamless. Easily demonstrate how much community service your organization members do by using this feature.
- Keep track of your involvement through the resource's co-curricular transcript. **getINVOLVED** can help you to track organization membership, leadership positions held, hours of community service, and other special experiences that demonstrate leadership development. This will help you develop a stellar resume, and assist you in your future job search and graduate school applications.

Another benefit of being a registered student organization is the ability to request organizational web space on the Rutgers University server, allowing for your organization to have a website ending in Rutgers.edu Please visit the following link to obtain an application to request an Organizational Account: <http://sabo.rutgers.edu/services/setting-up-a-webpage>

In order for the application to be completed, the organization must be registered with a Student Activities Business Office Account in good standing (no outstanding invoices or cash advances).

NOTE: Student email service on Eden was decommissioned as of July 1, 2014. However, organizational accounts may continue to use email, Eden accounts still exist with access to other services, and students will continue to need to have Eden accounts to access an organizational account. Those without current Eden accounts can create them (minus email service) through the "Service Activation" link on <http://netid.rutgers.edu>

All users need to have an Eden account in order to gain access to their website. They are allowed to have up to 4 users with access.

To register for your individual Eden account, visit the NetId Management Page here: <https://netid.rutgers.edu/index.htm>. You will need to login using your NetId and Password, and then select "Student (eden.rutgers.edu)" to request the account.

Student organization accounts provide a public facing address for email, web pages, as well as other needs and allow the staff of an organization to work on projects together. Most existing student organizations will already have had organizational accounts set up. However, with changes in leadership, contact information should be updated. If a new account needs to be set up, instructions are located at http://nbcs.rutgers.edu/services/account/nb_student_orgs.php.

In addition to a Student Organizational account on the Eden server, Student groups may also use **Google Groups through ScarletMail**. **Google Groups** provide Student Organizations with a Group-based email address in the form of [GROUPNAME]-group@scarletmail.rutgers.edu with a Web-based interface for the Collaborative Group Inbox

that automatically threads replies allows for workflow assignments for members of the group. More information can be found at http://nbcs.rutgers.edu/services/account/nb_student_orgs.php

Your organizational website will afford broad access to publicize your organization's work, events, etc. As you develop this resource, please be aware that University sponsored web pages may not be used for commercial purposes. Direct benefit to member's commercial or personal interests is prohibited.

Electronic Mailing Lists

getINVOLVED (powered by CollegiateLink) (<http://involvement.rutgers.edu>) should be the primary form of communication with your members. The getINVOLVED site provides you the ability to message all members, create event listings for your meetings and events, and invite members to these events.

Remember, sending email to groups (over 50) is restricted by http://oit.rutgers.edu/official_email. To facilitate email among large groups of networked computer users, the Office of Information Technology provides a mailing list service called Mailman. Information on setting up a mailing list can be found here: <https://email.rutgers.edu/mailman/policy/>.

An electronic mailing list (or listserv) is a way for your organization members to communicate with each other in one simple email format. Your listserv can be created to encourage conversation between members or just to send regular updates and announcements.

For more information on how to start a new listserv visit: <https://email.rutgers.edu/mailman/policy/>

Department of Student Involvement encourages student organizations to use the Rutgers Computing Services provided to ensure proper support and maintenance when necessary. Any email lists or websites obtained outside the OIT system are the responsibility of the individuals who create and maintain them.

Other Useful Programming Policies & Information

Public Viewing of Films/Movies

The showing of movies and films is a popular program for student organizations. However, it is important that student organizations abide by "public performance" laws to ensure they are not infringing upon film makers' copyrights. Renting a movie without public distribution licensing or bringing in a personal copy to show your membership for the general public is **ILLEGAL** and subjects the parties involved (students, your organization and possibly the University) to fines up to \$50,000. To abide by the copyright laws, a site license must be purchased.

What is a "Public Performance?"

Public viewing, or "performance," of a film or video includes, but is not limited to the following:

- Showing a film/video in places open to the public.
- Showing a film/video to certain groups of people gathered in places not open to the public (such as a residence hall floor, fraternity house, private lounge area, etc.).
- Showing a film or video by broadcast or transmission.

A good rule to follow is: a “public performance” is any film/video viewing that extends beyond the scope of a single family or friends. Some common student organization programs that would require the securing of a site license are: Movies/videos shown in student centers, academic space and/or residence halls and outdoor movies. The organization is required to purchase a site license, whether or not the film/video is advertised, admission is charged or if it is free. In addition, the organization’s status (not-for-profit) does not impact the group’s requirement to purchase a license. Any group that publicly presents a motion picture (by using a VCR/DVD player, pre-recorded video cassette, DVD, rental, streaming service (Netflix, Hulu, etc) or unauthorized interception of a cable transmission) without first securing permission from the copyright owner violates the Copyright Act and subjects themselves to statutory damages, forfeiture of equipment and tapes, and attorney fees. Student organizations need to be aware that the penalties for copyright infringement may include substantial fines and imprisonment.

Exceptions for Obtaining a Movie Copyright

There are two **times** when movie copyrights do not need to be obtained.

1. Movies for In Classroom Use:

In classroom performance of copyrighted videotape are permissible under the following conditions:

- The performance is by instructors or by pupils
- The performance is part of the class curriculum.
- The performance is in connection with face-to-face teaching activities.
- The entire audience is involved in the teaching activity.
- The entire audience is in the same room or same general area.
- The teaching activities are conducted by a non-profit educational institution.
- The performance takes place in a classroom or similar place devoted to instruction, such a school library, gym, auditorium or workshop.
- The videotape is lawfully made; the person responsible had no reason to believe that the videotape was unlawfully made.

2. Movies from Joyce Kilmer Library:

Any movie that is checked out from the Joyce Kilmer Library already contains a copyright through the library; therefore, this movie can be shown to the Rutgers University, and greater community, without needing to purchase a copyright. Please note that student organizations must borrow the film from the library and **may not** show a personal copy that the library also owns.

How Do We Obtain a Site License?

To secure a site license for a video or a film, the student organization must contact a major film distributor, such as Swank Motion Pictures or New Yorker Films. These companies distribute films of the major studios and are equipped to provide licenses for public viewings. Licenses can be purchased for a one time viewing, multiple viewings, or for the viewings of several films/videos over an extended period of time. Keep in mind that licenses are provided for films/videos that are rented “through an authorized dealer.” Videos that are rented from a retail outlet (i.e., RedBox, Blockbuster, Netflix, etc.) are provided for home use only and the retail owner cannot legally provide the broader rights available through a distributor. In addition, when an individual or organization buys a film/video, it does not give them the right to view it publicly. Ownership of a film/video and the right to publicly show it are two different things. The first time the organization shows the film/video outside the home or to an audience beyond family and friends, they have violated the copyright law and may be liable.

Who Should We Contact?

New Yorker Films: 212-645-4600 www.newyorkerfilms.com

Swank Motion Pictures: 800-876-5577 www.swank.com

Motion Picture Assoc. of America: (914) 333-8892 www.mpa.org

Rutgers University Media Center: 732-932-9783

www.libraries.rutgers.edu/rul/libs/media/media_center.shtml

Raffles & Games of Chance

Games of Chance, limited to raffles and bingo, are lawful activities in the State of New Jersey when, and only when, the sponsoring organization is registered with the state and licensed with the local township in which the drawing takes place and the prizes are awarded. The initial procedure to register a sponsoring organization and license their activity is as follows. Additional guidelines from the New Jersey Legalized Games of Chance Control Commission may apply once a sponsoring organization becomes registered.

The sponsoring organization must first submit an Initial Affidavit and Application for Biennial Registration (found at: <http://www.state.nj.us/lps/ca/lqccc/> at the bottom of the page, click Applications), along with the organization's constitution and bylaws, to the New Jersey Legalized Games of Chance Control Commission. Political clubs and organizations are not eligible to apply for registration.

There is a fee for the registration certificate (\$100, nonrefundable) and it is a biennial (2-year) registration for the requesting organization. Checks must be made payable to the "Legalized Games of Chance Control Commission." If approved, the registration certificate will be mailed to the requesting organization along with a copy of the legalized games of chance laws for the State of New Jersey, which usually takes up to 90 days if the application is filled out completely and satisfactorily. For additional information, contact:

New Jersey Legalized Games of Chance Control Commission
P.O. Box 46000
Newark, NJ 07101
(973)- 273-8000 phone
(973)-648-4908 fax
<http://www.state.nj.us/lps/ca/lqccc/>

Special Note:

Rutgers University in no way endorses or encourages organizations to hold or sponsor bingo and raffle events. The above procedures have been enumerated for information purposes only. The Division of Student Affairs and Rutgers University accept no responsibility or liability for legalized games of chance sponsored by student organizations. Adherence to the appropriate procedures and applicable state and local municipality laws and ordinances is the sole responsibility of the sponsoring organization. The sponsoring organization will be in violation of state and local law if tickets are printed and/or sold or if a bingo or raffle event is advertised or publicized prior to receiving the New Jersey registration certificate and the local municipal games of chance license.

Trademark Licensing Program

In order to protect Rutgers' image and reputation, the Trademark Licensing program regulates the use of the university's name and identifying marks. These rules apply to

vendors/manufacturers and retailers, as well as academic and administrative departments, student organizations, and other members of the Rutgers community. Rutgers' trademarks include the name of the university, the intercollegiate athletics logos, and all other identifying marks of the university, encompassing everything from "Rutgers" and "Scarlet Knights" to the names of student organizations.

Student Organizations purchasing imprinted supplies such as T-shirts, sweatshirts, caps, mugs, promotional items, etc., displaying Rutgers trademarks must use a vendor licensed by the RU Trademark Licensing Department. Consult your Advisor if you are ordering items imprinted with your organization name or any other RU trademarks to be sure you are in compliance with trademark licensing guidelines. The Trademark Licensing website has a list of licensed vendors as well as information on the appropriate use of RU trademarks. Visit the website at <http://ucm.rutgers.edu/trademark/>. You are welcome to contact the Trademark Licensing staff, Marybeth Schmutz by phone (848-445-1921) or Elyse Carlson phone (848-445-1951) for help with finding an item or designing an imprint that will meet your promotional needs. This assistance is free of charge.

Policy on Publications and Printed Communications

Rutgers University Student Centers requests that all student organizations include the following disclaimer on every issue of a newspaper, newsletter, magazine or any other printed or electronic publication they produce:

"The views, opinions and representations in [name of student organization] are those of the student organization and do not represent the views, opinions or representations of Rutgers, The State University of New Jersey."

Distribution of a publication / product on "behalf" of Rutgers, The State University of New Jersey

If a student organization intends to engage in any fundraising activity that involves the distribution of a publication / product on "behalf" of the University, the organization must receive written confirmation from Student Affairs that it is University-approved. This includes, but is not limited to: planners, brochures, booklets, calendars, posters, coupon booklets.

If the student organization does not receive the explicit written confirmation of approval for such products, the student organization and/or the individual students will be responsible for any and all costs associated with the initiative.

Additionally, if the organization wishes to have materials delivered and/or distributed in the student centers, permission must be granted by Student Center staff for both. The Student Center has the right to refuse delivery if arrangements are not coordinated. Please see Student Center Policy "**PUBLICATION DISTRIBUTION IN STUDENT CENTERS**" (below).

Publication Distribution in Student Centers

This policy governs the use of Rutgers University Student Centers as a distribution point for newspapers, journals, pamphlets, brochures, advertising and other related materials.

All materials should originate from a Rutgers University department or student organization and must be approved by an appropriate University representative.

The representative will provide written approval for distribution to the Student Center Director or his/her designee. The representative should provide a general description of the publications, journals, pamphlet, brochure or advertising, quantity for distribution, arrival and removal date, and contact information.

Student organizations with weekly, biweekly, annual or semesterly publications to be displayed at the student centers must request approval from Student Center staff two (2) weeks prior to the requested display date. Failure to submit written request to display these publications will result in the removal of the publication from the information desk or approved display areas. Student Centers will refuse delivery of all items if this process is not followed.

Student Centers reserve the right to refuse any material which violates the student code of conduct and any university policies.

Student Organization Office/Storage Space

Student Organizations may apply for Office or Storage Space each academic year and are notified when applications become available. If granted space, the student organization must submit a space agreement under which they agree to the established policies, procedures and rules concerning the use of such space.

Policies

Office/Storage spaces are located in smoke free facilities. No pets, bicycles, animals, or skateboards are permitted inside.

Student leaders and members occupying office/storage space must abide by all University, local, state and federal laws and regulations, concerning fire safety, security and appropriate conduct within the facility. Any theft of furniture/equipment or damage to the office/storage space unit must be reported immediately to the appropriate Student Affairs staff.

Food, beverages and chemicals are not allowed to be stored in any office/storage space. The aisles, halls, passages, stairwells, and office doors may not be obstructed or used for any other purpose than entrance, exit and access. Installation or attachment to building, walls, windows and doors of shelving, lighting, electrical outlets, or other similar items is prohibited.

All student organization occupants are expected to respect the environment of the Office/Storage Space buildings. We ask that you be courteous and considerate to your fellow office neighbors and suspend any disturbances of any kind. Marking or defacing walls, and/or damage to wall, windows, floors (this includes, but not limited to, any damages to property, furniture or equipment) will be charged to the responsible individual and/or student organization. The organization will be held financially responsible for negligent or intentional damages to the surrounding areas resulting from misuse of equipment, food stains, marking or defiling walls, improper storage, et al.

Appliances (microwaves, refrigerators, etc.) are not permitted. The occupant may not transfer, sublet transfer, or sublet the space assigned to another organization or individual (s). The office unit is for the use of the assigned organization during the period specified on the Agreement.

The occupant/organizations leaving materials/equipment in its office/storage space at the termination of this Agreement abandons claim to such materials/equipment; these may be disposed of at the discretion of the Student Affairs Staff.

If you sign out keys to access your office/storage space and you do not return them at the end of the academic year, a hold will be put on your records and you will not be able to graduate, receive transcripts or register for future classes.

Non-use of the office/storage space for a term not less than one semester cancels this agreement and the Office/Storage Space Allocations Board/Student Involvement Office may reassign the space.

Mail Services

Student Activities Business Office Mail Services

Student organizations are able to drop off their outgoing US mail at the Student Activities Business Office without the need to purchase postage stamps. To take advantage of this service, organizations simply need to bring their outgoing addressed and sealed US Mail to the Student Activities Business Office located at the SAC.

An organization officer currently on the account signature card will be required to sign a form indicating the number of pieces being sent and the proper account and line to be charged. The Student Activities Business Office will directly bill the organization's account for the actual cost of the postage used and the charges will appear on the organization's next monthly account statement. There are no additional fees for this service.

Event Evaluation Form

Contact Information

Student Organization: _____ Admin. Advisor: _____

Contact Person: _____ Contact email: _____

Program Details

Event Title: _____

Date & Time of Event: _____ Event Location: _____

Expected Attendance: _____ Actual Attendance: _____

Type of Event: Banquet/Meal Conference/Trip Cultural Lecture Performance Other: _____

What type of publicity was used? Flyers Internet/Facebook Newspaper Other: _____

Budgeted Amount for Event: _____ Actual Cost of Event: _____

Revenue Generated: _____

Event Evaluation

Good program evaluations assess program performance, measure impact on the community, and document program successes and limitations. You should evaluate your program because an evaluation helps you find out what is and is not working in your program, and will help you identify ways in which to improve your event. It can also provide historical data for future student leaders.

Publicity: Effective Not Effective

Comments: _____

What were your goals for this event? Goals: Accomplished? (Y/N) Why or Why Not?

Would you repeat this program? If yes, what would you do the same? What would you do differently? Why?

What was your favorite part of event?

Concept for Event:

What could be done in the future to reduce the cost of the event without reducing the quality?

Was your organization fully prepared for the event? If not, what pieces were missing? What led to lack of preparation?

What information would you want to make sure future student organization officers have about this event?

TOPIC INDEX (ALPHABETICAL)

| | | | |
|--|----|---|----|
| Academic Space- Usage Guidelines | 19 | Films | 53 |
| Academic Space- Catering | 19 | Financial Transactions | 13 |
| Academic Space- Room Arrangement Guidelines | 20 | Food Guidelines | 26 |
| Academic Space- Sales in | 20 | Fundable and Non-Fundable Items | 8 |
| Account Codes | 13 | Funding & Allocations | 6 |
| Additional Sources of Funding | 10 | Games of Chance | 55 |
| Advisor (Definition) | 6 | Guest Policy (Large Events) | 16 |
| Advertising Events | 21 | Hazing Policy | 40 |
| Alcohol Policy | 42 | Informed Consent Waivers | 34 |
| Appeal for Additional Funding | 9 | Insurance Requirement | 30 |
| Bake Sales | 29 | Large Event Policy | 16 |
| Behaviors for Registered Student Organizations on Campus | 43 | Line Codes | 13 |
| Budget Application Process | 6 | Mail Services | 58 |
| Budgeting Worksheet | 11 | Mailing Lists (Electronic) | 53 |
| Cash Handling Policy (Large Events) | 16 | Meeting Room Reservations | 14 |
| Caterers (Non-University) | 27 | Metal Detector Policy (Large Events) | 16 |
| Caterers (Student Centers) | 26 | Movies | 53 |
| Chalking On Campus | 24 | Non-Discrimination Policy | 40 |
| Charitable Donations | 16 | Off-Campus Events | 21 |
| Computing | 51 | Office Space | 57 |
| Contract Checklists | 32 | Organizational Relationships with Groups Outside the University | 42 |
| Contracting for Services | 30 | Pepsi Allocations | 10 |
| Cook-Out | 28 | Picnics | 28 |
| Copyright (Films and Movies) | 53 | Posting Procedures | 22 |
| Dining Hall Table Reservations | 21 | Potlucks | 28 |
| Disclaimers and Statements | 21 | Pre-packaged refreshments | 27 |
| Donated Food | 27 | Program Planning | 5 |
| Donations (Monetary) | 16 | Promotional Items | 56 |
| Electronic Mailing Lists | 53 | Public Forums | 20 |
| Event Planning | 14 | Public Viewing of Films/Movies | 53 |
| Event Evaluation Form | 59 | Publication Distribution in Student Centers | 56 |
| Event Planning Timeline | 14 | Publications and Printed Communications (Policies) | 56 |
| Event Security | 16 | Raffles | 55 |
| Faculty/Staff Mentor (Definition) | 6 | Reserving Academic Space | 19 |
| | | Reserving Student Center Space | 14 |

| | |
|---|--------|
| Responsible Computer Usage | 51 |
| Rights & Responsibilities (of Student Organizations) | 5 |
| RUSA Allocations Board | 6 |
| RUSA Allocations Board Appeal for Additional Funding | 9 |
| RUSA Meeting Times/Locations | 7 |
| Sales in Academic Space | 18 |
| Sales in Student Centers | 17, 30 |
| Security | 16 |
| Security (Large Events) | 16 |
| Storage Space | 57 |
| Student Activities Business Office (SABO) | 12 |
| Student Fee Usage Guidelines | 7 |
| Student Organization Disciplinary Action Procedures (SODAP) | 44 |
| Tabling (Student Centers) | 17 |
| Ticket Sales (Large Events) | 16 |
| Trademark Licensing Program | 55 |
| Transaction Codes | 13 |
| Transportation | 35 |
| Travel | 34 |
| Travel Itinerary | 34 |
| Travel Planning Guidelines | 34 |
| Travel Planning Timeline | 39 |
| Webpages (for Organizations) | 52 |