

**2016-2017
Student Organization
Guidebook**



Office of Student Involvement
Last Updated February 2017

Section 1: Introduction

Hello!

Welcome to another exciting year at Wittenberg! It is the privilege of The Office of Student Involvement to work with student leaders on our campus, especially through their role as officers of student organizations. We know that students who are involved on campus more easily transition into college and have higher satisfaction with their overall experience; earn better scores in the classroom; have higher graduation rates; and are more successful in both their initial job search and long-term career. The student organizations represented on our campus are an integral part of helping our students find this success. Wittenberg's organizations host a wide variety of events, advocate for numerous charitable causes, represent our university in competition against other colleges, and provide an opportunity for students to grow as individuals while truly making the most of their college experience. The opportunities for involvement provided by these groups are a part of what makes the Wittenberg experience so unique.

In an effort to better serve the needs of our student organization community, we are providing this Student Organization Guidebook for you to utilize as a resource while leading your organization. In this document you will find detailed information about the expectations for student organizations; policies related to advertising, travel, social hosting, and many other topics; procedures for budgeting, purchasing and contracting; suggestions for managing your organization; specifics about hosting events on campus; and information on how to utilize university departments when you need assistance.

Please keep this Guidebook in a place that is easily accessible and be sure to share it with other organization officers. We have covered as many areas as possible, but recognize that this document is not all-encompassing. If you have a question beyond what is provided here or need assistance at any time, don't hesitate to contact us. Please note that The Office of Student Involvement is continually striving to improve procedures for students and student organizations. Therefore, the policies in this handbook are subject to change at any time.

Thank you for your leadership on our campus and your willingness to serve your peers as an officer for your organization. It is a great responsibility, one that we hope you will enjoy while a student at Wittenberg and will find fulfilling even after you graduate and begin your career.

Best wishes for a great academic year!

Carol Nickoson
Director of Student Involvement & the Benham-Pence Student Center
Office of Student Involvement
Benham-Pence Student Center
Wittenberg University

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The Mission of The Office of Student Involvement

The Office of Student Involvement strives to enrich the Wittenberg University student experience by providing quality programs and services that engage students in meaningful learning outside of the classroom. We serve the Wittenberg community as advocates, advisors, and educators for students and student organizations by helping them create experiences that foster involvement and leadership development, enhance personal, professional and educational skills, and prepare individuals to become contributing citizens in our diverse society. We are dedicated to helping you feel comfortable and connected during your time at Wittenberg. Our office provides oversight to many involvement opportunities on campus, including: student organizations; club sports; fraternity and sorority life; leadership development; and a wide variety of programming opportunities.

Want to be connected on campus? Be sure to check out our social media channels:

- Like “Witt’s Happening” on Facebook
- Follow us on Twitter @Witts_Happening, @WittGreekLife, and @WittClubSports
- Follow us on Instagram @WittsHappening

Have a question about your personal involvement on campus? Schedule an appointment by:

- Calling 937.327.7815
- Emailing getinvolved@wittenberg.edu

Student Involvement Staff

Carol Nickoson, Director of Student Involvement (nickosonc@wittenberg.edu)

- Provides administrative oversight for student organizations, fraternity & sorority organizations, and club sport programs
- Advises Interfraternity Council and Panhellenic Council
- Provides strategic oversight of the New Student Days first-year student orientation program
- Supervises The Office of Student Involvement student staff
- Manages the Benham-Pence Student Center including supervision of the Student Center staff and oversight of programming in the facility

Position to be filled, Associate Director of Student Involvement (TBD)

- Advises Union Board
- Advises WUSO
- Plans and coordinates campus programs including alcohol-free alternative programming such as Witt Wednesdays and weekend events, large-scale campus events, and programming in Founders pub
- Assists with programming and execution of New Student Days first-year student orientation program
- Leads the Emerging Leaders program for first-year students, Annual Leadership Awards program, and summer leadership academy for high school students.
- Assists with administrative oversight for student organizations

Jon Duraj, Associate Dean of Students for Student Success & Retention (jduraj@wittenberg.edu)

- Supervises the Director of Student Involvement
- Serves as Co-Director for COMPASS: Center for Student Success
- Develops student persistence and support initiatives
- Oversees Wittenberg's student employment program
- Serves as a member of the Dean's Staff, including in an on-call capacity

Role of Student Senate

In addition to professional staff in The Office of Student Involvement, Student Senate is another great resource and advocate for our student organization community. Student Senate is a group of students elected to represent various constituencies on campus. The group includes an executive committee (elected at-large among the entire student body); class presidents; and senators representing large demographic groups such as Greek students, students living on or off campus, student athletes, international students, and many other sub-populations. The group serves as Wittenberg's student government and actively supports the university mission as the liaison between students and the administration. In this capacity, Student Senate is active in voicing the concerns of the student body and bringing positive change to fruition.

Within Student Senate, the Finance Committee is responsible for managing and allocating the student activity fee, to which all Wittenberg students contribute. Any registered and eligible student organizations are encouraged to apply for funding in order to host events and initiatives for our campus community that support the Wittenberg mission. More information about the student activity fee and the funding philosophy of Student Senate can be found in Section 5 of this Guidebook.

Lastly, all students are encouraged to contact representatives from Student Senate with questions and concerns. Members of the university community are welcome to attend open Student Senate meetings, which occur at 7:00pm every Tuesday evening in the Student Senate office (located in the lower level of the Shouplin Center). In addition, the list of Senators for the upcoming academic year is available in the "Appendices" section of this Guidebook (Appendix 2).

Section 2: Registered Student Organization Requirements & Expectations

Requirements of Registered Student Organization (RSOs)

In order to operate at Wittenberg University, all student organizations must be registered with The Office of Student Involvement. RSOs are then entitled to important privileges, including:

- The ability to reserve and use university facilities and services for meetings or events
- Eligibility for Student Senate funding
- The right to advertise on campus
- Access to many offices and departments to support student organization operation
- The ability to use the university name and affiliation within the parameters outlined by the Board of Directors

Wittenberg University does not assume sponsorship or imply endorsement of the activities hosted by registered student organizations. Student organization activity is supported on campus to encourage learning and promote productive dialogue within the community. However, opinions of an organization, its members, and/or its guests are their own, do not speak for the student body, faculty, staff, or Board of Directors in their entirety, and are not the responsibility of Wittenberg University.

Basic Requirements of Registered Student Organizations

Per the guidelines set forth by The Office of Student Involvement and Student Senate, organizations must meet the following requirements:

- Have a minimum of ten members who are current Wittenberg University students
- Provide the name, mission statement, and constitution for the organization
- Abide by all state, federal, and local laws, as well as all Wittenberg University policies and procedures
- Offer membership to all Wittenberg students, faculty, and staff. Organizations may not discriminate in membership on the basis of race, sex, religion, national or ethnic origin, age, disability, military service, or sexual orientation
- Have a full-time permanent member of the Wittenberg faculty or administrative staff serve as the organization's advisor
- In addition:
 - The officers of an organization must:
 - Maintain a minimum of a 2.3 cumulative GPA and be in good standing with the university (Note: Organizations may choose to require higher standards of their officers)
 - Be a registered full-time student as defined by university guidelines
 - The faculty/staff advisor must:
 - Be a full-time, permanent member of the Wittenberg faculty or professional staff

Classifications of Student Organizations

For the purpose of advertising involvement opportunities to current and prospective students, organizations are classified under a certain category or genre based on their statement of purpose or the primary scope of their activities. Currently, organizations at Wittenberg are classified under the following genres:

- Academic
- Academic Journals
- Club Sports & Recreation
- Faith-Based
- Fraternity/Sorority
- Governance
- Honors
- Intercultural
- Media
- Performance Group
- Service
- Special Interest

In addition, these classifications allow the university to evaluate at the specific needs and provide specialized programming for each genre of student organizations. Based on genre, additional requirements may be expected of organizations to remain in good standing with the University.

If an organization ever has a question or concern about how they are classified, they are encouraged to contact The Office of Student Involvement.

Annual Organization Registration Process

To maintain benefits of Registered Student Organizations, all organizations must register each Spring Semester. Details are provided to organization officers by The Office of Student Involvement each year. Registration takes place online via MyWitt and requires the following information:

- Contact information for organization officers and advisor
- An updated constitution and mission statement
- Information about local or national affiliations
- Links for social media accounts and webpages
- A roster of organization members
- Responses to questions about organization activities

Inactive Organizations

Organizations who fail to register, are flagged as “inactive” and lose all privileges awarded to registered student organizations. In addition, any organization that goes through a complete academic year without any activity is coded as inactive. Inactive organizations may not:

- Host events or reserve space on campus
- Advertise on campus
- Utilize Student Activity Fee dollars for any reason
- Participate in Annual Budget Hearings for the upcoming academic year
- Participate in Tiger Fund Hearings

If an organization is classified as inactive but continues to operate, members of the organization may be subject to sanctions from The Office of Student Involvement or The Office of Student Conduct. If an organization wishes to regain active status, officers must work with The Office of Student Involvement and Student Senate to re-establish the organization in good standing with the university.

Process for Re-Activating a Student Organization

Students wishing to reactivate an inactive organization, must work with The Office of Student Involvement and Student Senate by following these guidelines:

- The Director of Student Involvement and Student Organization Senator must be contacted by interested student leaders
- The Student Organization Senator will schedule a meeting to discuss:
 - Interest in reactivating the organization
 - Reasons for why the organization became inactive
 - Plans for sustainability of the organization moving forward
 - Checklist of all items the group must complete to regain recognition from Student Senate
- Please note that requirements to reactivate may be different for each organization. The Student Organization Senator and Director of Student Involvement will make an assessment based on the reason and length of inactivity, specific needs and challenges faced by the organization, and the officers plan for operating the organization
- Once interested student leaders have completed the requirements to reactivate, the Student Organization Senator will schedule the organization to be considered for reactivation at an upcoming Student Senate meeting
- After being reactivated by Student Senate, the group is free to operate as a registered student organization. At this point, representatives from Student Senate and staff from The Office of Student Involvement can assist the organization with any operating questions and share all necessary policies and processes for managing a student organization at Wittenberg

Establishing a New Student Organization

Any eligible Wittenberg student is encouraged to consider starting a new student organization that fills a hole in involvement opportunities currently available on campus. The process for doing so is outlined below:

- A student interested in starting a new student organization should fill out the “New Student Organization Interest Form” found on The Office of Student Involvement website
- The Student Organization Senator will contact the student listed as the president of the new organization and schedule a meeting to discuss:
 - Reasoning for starting a new organization

- Plan for how the organization will operate
- Timeline for earning recognition as a registered student organization
- Checklist of all items the group must complete to earn recognition from Student Senate, which includes:
 - Constitution
 - Mission Statement
 - Goals
 - Responsibilities of Officers
 - Identifying Officers and Advisor
 - Plan for Sustainable and Long-Term Operation of the Organization
 - Draft an Operating Budget
 - Hosting an Interest Meeting
 - Compiling a Potential Membership List
- Once the individual/group proposing the new organization is ready to host the interest meeting, it is their responsibility to contact the Student Organization Senator
 - Student Senate will allow for the reservation to be made under their name and the Student Organization Senator will assist with the process of making the reservation
 - The new organization will create advertisements for the Interest Meeting that list both the name of the new organization along with Student Senate's name as a sponsoring organization
 - All advertisements must be stamped at the Information Desk by The Office of Student Involvement before being distributed
 - Student Senate's Public Relations Chair can also assist with advertising on Senate's social media pages and webpage
 - The list of people who sign in at the interest meeting will be added to the potential member list
- After the interest meeting, the Student Organizations Senator will confirm that the interested students want to complete the process of establishing the organization. If so, they must complete the "New Student Organization Registration Form" and upload all of the documents they have been working on throughout the registration process. This must be completed before they can present to Senate
- Once the form is completed, the Student Organizations Senator will schedule the second meeting with the new officers. At the meeting they will:
 - Choose a date for presenting to Student Senate. The Student Organizations Senator will e-mail the Senate Secretary to let them know an organization wants to present at the upcoming meeting
 - Discuss how the proposal will go with the new officers
 - Answer any questions the new officers might have
- After Senate votes to approve or deny the organization, the Student Organizations Senator will:
 - Email the org officers and share the outcome of the vote
 - Email Director of Student Involvement to share the outcome of the vote
- After receiving formal recognition from Student Senate, the group is free to operate as a registered student organization. At this point, representatives from Student Senate and The Office of Student Involvement can assist the organization with any operating questions and share all necessary policies and processes for managing a student organization at Wittenberg

Expectations of Registered Student Organizations

Organization Conduct

Wittenberg University student organization officers are expected to abide by all university policies and rules as outlined in the Student Handbook and within this Student Organization Guidebook. All officers and members of registered student organizations are expected to act as positive representatives of Wittenberg University, good stewards of university resources, and respectful members of both the university and Springfield communities. In addition, student organizations are expected to abide by local, state and national policies and laws and operate in a fashion that demonstrates sound moral and ethical judgment.

Because of the expectation for organizations to abide by and uphold the Student Code of Conduct & Ethics, organization officers and members are strongly encouraged to familiarize themselves with the Code of Conduct & Ethics that can be found in the Student Handbook at:

http://www.wittenberg.edu/administration/student_development/handbook.html

Incident Reporting

As a member to the Wittenberg community, the Office of Student Conduct encourages you to play a vital part in addressing incidents that affect you, your peers and your campus. If you have questions or concerns about which reporting structure to use, please contact the Office of Student Conduct. In addition, if you ever have a concern for an incident involving a student organization, please feel free to contact The Office of Student Involvement.

Emergency Reporting

In the case of a crisis or emergency, please contact Wittenberg University's Police Division at 937.327.6363. In the case of a life-threatening, medical emergency, please call 9-1-1.

Report a NON-Academic Violation

Non-academic violations include any behavior that is not related to an allegation of cheating or plagiarism (e.g. alcohol, drugs, harassment, vandalism, disorderly conduct, etc.).

Sexual Misconduct, Intimate Partner Violence and/or Stalking

This form should be used to report an incident involving an alleged violation of the Sexual Misconduct Policy (including sexual harassment, sexual assault, dating violence, domestic violence, and/or stalking). This report form can be utilized by Wittenberg University community member wishing to file a report on their own behalf or by anyone wishing to file a report on behalf of a Wittenberg University community member.

Please note that all faculty members, staff members, and administrators, with the exception of those working in a confidential capacity (e.g., counselors, rape crisis advocates, medical providers, and clergy), are expected to report any disclosures that involve allegations of sexual harassment, sexual assault, domestic violence, dating violence or stalking. To learn more please visit the Student Handbook.

If there is immediate risk to health or safety, please contact Wittenberg Police at 937-327-6363.

Concerning Behavior Report

Students who are in crisis or who are exhibiting concerning or worrisome behaviors often need additional attention in order to ensure they are safe, the community is safe, and that they continue to be successful while at Wittenberg University. Faculty, staff, students, and guests are encouraged to report behavior that they perceive as concerning, worrisome, or threatening.

Bias Incident Report Form

Faculty, staff, students, and guests who have experienced or have knowledge of a bias incident within our Wittenberg University community are encouraged to report the event using our Bias Incident Report Form. Your report will be completely anonymous unless you enter your name and contact information, which are optional. If an electronic form does not suit your needs, please contact the Dean of Students Office for assistance.

Injury or Accident Report Form

If any participant experiences an injury or illness during one of your student organization events, it is the responsibility of organization officers to notify The Office of Student Involvement. After ensuring the immediate safety of all participants, which may require assistance from Wittenberg Police Division or local EMS units, officers must take time to submit the Injury or Accident Report Form. It is due within 24 hours of the incident to The Office of Student Involvement.

Process for Handling Conduct Violations

RSO's that violate the Student Code of Conduct and Ethics will be processed appropriately through the Student Conduct Office. Wittenberg University reserves the absolute discretion to determine the appropriate sanctions to be imposed upon a student, student organization and/or student group for any violations of Wittenberg policies. For a complete list of possible sanctions and loss of privileges, please refer to the Student Handbook (linked above).

Section 3: Student Organization Management

Organization Officers

Taking on the role of a student organization officer is not something that should be taken lightly. While it is a compliment to an individual's leadership skills and an asset to his or her resume, great responsibility is placed on officers of organizations. Duties of organization officers include, but are not limited to:

- Representing the organization to the larger university community
- Demonstrating responsibility for the conduct of the organization
- Staying informed and educated on university policies, procedures and expectations and following them in all organization operations
- Communicating regularly with university departments, fellow officers, the organization advisor, and all organization members
- Leading the organization with good intention and judgment
- Completing the Annual Registration process to maintain good standing with the university

Organization-specific responsibilities for officers are determined by the constitution for each organization. Based on the mission, purpose, and size of the organization, the requirements for leading an organization will vary. However, The Office of Student Involvement and Student Senate suggest the following:

- Each organization have an officer team that is comprised of a president, vice president, treasurer, and secretary, at minimum
 - In addition, Club Sport & Recreation organizations must have two Safety Officers. Duties for Safety Officers are outlined in the "Club Sports & Recreation Organizations" section of the Guidebook.
 - Fraternity & Sorority organizations have additional requirements as well; see the "Fraternity & Sorority Guidebook" for further details.
- All officers are required to have a minimum 2.3 cumulative GPA
- All officers are encouraged to take advantage of leadership development opportunities
 - On-campus opportunities include:
 - Emerging Leaders Program (for first-year students)
 - SPARK Leadership Programs
 - Organization Workshops hosted by The Office of Student Involvement

President's Responsibilities

- Attend the President's Workshop and other organization workshops hosted by The Office of Student Involvement
- Lead the organization
- Abide by the organization constitution
- Commit himself/herself to the goals of the organization
- Be aware of the financial status and fiscal responsibility of the organization
- Conduct meetings

- Consult with the organization advisor regularly
- Communicate with The Office of Student Involvement
- Share and uphold university policies or processes with organization officers/members
- Delegate tasks to other organization officers/members
- Ensure the organization is actively operating, hosting events, meeting, recruiting new members, and moving forward
- Coordinate smooth transition for all officers at the end of a term

Vice President's Responsibilities

- Assist the organization president in all duties listed above
- Be able to step in for the president whenever necessary

Treasurer's Responsibilities

- Attend the Treasurer's Meeting at the beginning of the academic year
- Monitor the fiscal status of the organization and keep an itemized budget and financial plan
- Participate in audits when called upon by the Student Senate Treasurer
- Educate fellow officers of the expectation for fiscal responsibility that comes with the opportunity to use student activity fee dollars allocated from Student Senate
- Be educated on all university budgeting, funding, and purchasing policies and procedures
- Authorize purchases on behalf of the organization
- Be aware of opportunities for funding and responsible for all organization requests for funding (i.e.: Annual Budget Hearings, Tiger Fund, Build a Better Wittenberg, etc.)

Secretary's Responsibilities

- Be responsible for all organization communication (including management of membership rosters and list serves)
- Take notes or minutes for the organization
- Lead the process of editing the organizations guiding documents on an annual basis
- Maintain membership rosters for submission annually

Organization Advisors

Every student organization is required to have a full-time faculty or professional staff member serve as its advisor. Advisors are an integral part of any organization. Fraternity & Sorority organizations are strongly encouraged to have a faculty/staff advisor, but are permitted to utilize authorized non-faculty/staff advisors (generally alumni/alumnae members).

Advisor's Responsibilities

- Serve as a resource and mentor for organization officers
- Assist the organization with meeting its goals
- Serve as a liaison between the organization and the university community
- Be knowledgeable of university policies and procedures
- Attend events and meetings as discussed with organization officers
- Help mitigate risk for all organization activities
- Serve as unofficial historians for the organization (especially if they have served for many years)

- Aid in annual officer transitions

When identifying the best advisor for your organization, consider an individual who:

- Has a passion for and interest in the purpose of your organization
- Has completed education or training that complements the mission of the organization
- Is available to participate at the frequency that the organization requires
- Will assist organization officers in strengthening and providing strategic guidance for the organization

Role and Requirements of Organization Constitution

All registered student organizations are required to have a constitution on file with The Office of Student Involvement. The constitution is the guiding document for the organization that outlines the principles upon which the organization was founded and the purpose for all organization activities and initiatives moving forward. Organization officers are expected to review and consider revisions for the constitution on an annual basis. The most current copy should always be submitted during the Annual Student Organization Registration process. Visit the Appendices 3 & 4 of this Guidebook for resources related to constitution creation and management.

Officer Workshop Attendance Expectation

Attendance by officers of each registered student organization is required at the following officer workshops each academic year:

- The chief organization officer must attend the President's Workshop
- The chief financial officer must attend the Treasurer's Workshop
- Officer Teams of Club Sport and Recreation Organizations must attend the Risk Management Workshop for Club Sport & Recreation Organizations (this could include captains)
- Safety Officers for Club Sport & Recreation organizations must attend the CPR/First Aid Workshop (other officers are strongly encouraged to attend as well)
- Organizations must be represented at a minimum of 3 additional workshops (of your choosing) throughout the academic year

Failure to attend mandatory Officer Workshops will result in penalties for the organization ranging from probation to freezing of organization funds to complete revocation of all rights granted to registered student organizations.

Section 4: Student Organization Policies & Procedures

Student Code of Conduct and Ethics

All registered student organizations at Wittenberg University are expected to uphold the Student Code of Conduct and Ethics that is found in the Student Handbook. Organization officers and members are expected to familiarize themselves with these expectations. Please pay particular attention to the:

- Discrimination Policy
- Hazing Policy
- Sexual Harassment and Misconduct Policy
- Alcohol and Other Drug Policy

To review the entire Student Handbook, please click here:

http://www.wittenberg.edu/administration/student_development/handbook.html

In addition to the previous sections, these policies also pertain to all registered student organizations.

Risk Management & Safety Policy

In an effort to ensure the safety of all members of the Wittenberg University community, officers for registered student organizations are asked to be aware of unnecessary potential and perceived risks and to consider risk management strategies when planning events on behalf of their organization. While it is understood that students who lead organizations are not experts in mitigating risk, officers are expected to operate by the “reasonable person” standard. This standard assumes that officers behave in a way that any “reasonable person” would in a similar situation. The standard does not call for extraordinary insight, training or special qualifications. Instead, it asks that an average person use sound judgment when making decisions; consider modifying activities that appear to have unreasonable risk; take proactive steps to minimize the potential for injury or loss; and employ any and all resources or support services to assist with mitigating risk whenever possible.

When planning events, student organization officers must do the following:

- Consult The Office of Student Involvement, Dean of Student’s Office, Wittenberg Police Division, or other university departments for assistance in creating and enforcing a cohesive risk management plan.
- Review activities in an attempt to identify all potential areas for risk.
 - Some activities have greater inherent risk. Be aware of activities that involve:
 - Large crowds
 - An extended period of time (i.e.: marathons; overnight trips; etc.)
 - Potential for damage or destruction to facilities or property
 - Potential for embarrassment or emotional harm to participants
 - Increased physical activity (more than typical, everyday activity)
 - Inflatable games (i.e.: bounce houses, obstacle courses, etc.)
 - Contact sports
 - Racing (i.e.: on foot or by vehicle; eating contests; etc.)
 - Travel

- Alcohol
 - Potential for drowning
 - Use of fire (or other extreme elements)
 - Live animals
- Consider how activities relate to the mission and purpose of the organization. If activities with high risk are unnecessary, they should be avoided.
- Discuss precautions that will be taken to prevent any problems that a “reasonable person” might be able to anticipate.
- Adjust or substitute activities to reduce or minimize the potential for risk.
- Work with the Office of Student Involvement to create a risk management plan for the event or activity.
- Utilize waivers to protect the organization/institution and help participants understand risk if activities with high risk will still be hosted by the organization.
 - Waivers should be used for any activity that includes potential for risk. A waiver template is available from The Office of Student Involvement upon the request of organization officers. Allow 48 hours for event-specific waiver requests to be processed. Do not create and use your own waiver.

In the unfortunate case that an incident or injury occurs, officers for the organization must reach out to emergency personnel and university administrators.

- If immediate medical attention is required, call 9-1-1 and request assistance at the location of the incident.
- Contact Wittenberg University Dispatch by dialing (937) 327.6363.
 - Ask the dispatcher to send a Wittenberg Police Officer to the scene.
 - Request to be contacted by the Dean-on-Duty for further assistance handling the situation. The Dean-on-Duty is trained to assist in a variety of situations. He or she can help you calmly assess the situation and determine what next steps need to be taken.
- Within 24 hours following the incident, officers must submit the **Incident or Injury Report Form** to The Office of Student Involvement with all necessary details.

Abiding by the Risk Management & Safety Policy is expected of student organizations and the continued operation of a student organization is contingent upon the officers and member’s ability to follow the above guidelines. If it is determined that an organization has demonstrated a pattern of risky behavior or has routinely hosted events that have high potential or perceived risk, the organization may be held responsible through the university conduct process.

This expectation, along with others, are discussed with organization officers by Student Involvement staff during mandatory meetings at the start of each academic year. However, officers should contact The Office of Student Involvement to request more information regarding the policy or to have specific questions and concerns addressed.

Safe Social Hosting Expectations

Social Host Expectations

Wittenberg University supports practices that emphasize a host's responsibility to plan social gatherings in a way that provides a safe setting for an event and makes a conscientious effort to uphold the alcoholic beverage laws of the State of Ohio and the policies of Wittenberg University. Ohio Revised Code Section §4301.69(A) states "...no person shall sell beer or intoxicating liquor to an underage person, shall buy beer or intoxicating liquor for an underage person, or shall furnish it to an underage person...unless the underage person is supervised by a parent, spouse who is not an underage person, or legal guardian." In the State of Ohio, a person who furnishes alcohol to an underage person is guilty of a first-degree misdemeanor. The maximum penalty associated with this offense is six months imprisonment or \$1,000 fine or both. A social host, therefore, risks being fined and imprisoned when he/she furnishes alcohol to a person who is not 21 years of age. Additionally, hosts may be sanctioned for the behavior of their guests that violates university policy, local ordinances or state law.

Additional Expectations:

1. University-Owned and Non-Owned Rental Properties
 - a. Social gatherings are to be held inside the house or apartment.
 - b. Social gatherings that spill out onto the porch or lawn may be broken up if there is reason to believe that the hosts are unable or unwilling to maintain control.
2. Fraternity and Sorority Facilities
 - a. Each Greek chapter is responsible for adhering to state and local laws, their national guidelines, as well as standards of the university governing the possession and consumption of alcoholic beverages.
 - b. With the above provisions in mind, the possession and consumption of alcoholic beverages within each Greek chapter facility by its own membership (actives, pledges, and associates only) is the responsibility of the chapter.
 - c. The use of alcoholic beverages for recruitment and new/associate member activities is prohibited.
3. Residence Halls—Student Rooms
 - a. Students who are of legal age may consume alcohol in their room with the doors closed.
 - b. Underage students may not be present in rooms where alcohol is available or being consumed.
 - c. Open containers, carriers, or cups of alcoholic beverages are not permitted in any lounge, hallway, restroom, or other public area of a residence hall.
4. Clean up and Damage - Clean up should be completed immediately following a social event by the sponsoring individual or group. Failure to immediately clean the premises may result in both a fine and the costs of cleaning being levied on the sponsoring individual or group.

Any student hosting a social gathering—whether in the residence halls or student rentals—must abide by Ohio Law under the Liquor Control Law and university policy. It is the university's suggestion that all Wittenberg students utilize the **Safe Social Host Procedures for Student Organizations and Groups** risk management guidelines and resources for all social gatherings. A request ([Safe Social Hosting Event Registration Form](#)) to include alcohol in any sponsored event must be received by the Office of Student

Involvement no later than 4 p.m. the Tuesday prior to the event. Please contact the Office of Student Involvement to set up a Risk Management Conference.

Safe Social Host Procedures for Student Organizations and Groups

Philosophy

Wittenberg University's *Student Code of Conduct* affords registered student organizations and groups—identified as a number of persons who are associated with the university and each other, but who have not registered, or are not required to register, as a student organization (e.g. athletic teams, musical or theatrical ensembles, academic or administrative units)—the privilege of hosting events with alcohol. The presence of alcohol at any type of event increases the risk for those involved with planning, maintenance, and implementation. The purpose of these procedures is to assist student organizations and groups to plan and implement events with alcohol while understanding liability and risk reduction techniques. It is the responsibility of all students, student organizations, or groups—and all of its members—to be familiar with all applicable state and federal laws, university policies and procedures. Additionally, students are responsible for their own behavior, utilizing effective risk management practices, and creating a safe environment for all attendees.

The sponsoring organization(s) and/or group(s) will be equally accountable for any and all violations. Student organizations and/or groups need to be aware that the following are violations of the Student Code of Conduct:

- knowingly or recklessly violating a published university policy, rule or regulation, and/or
- participating in conduct which one should reasonably know to be a violation of a published university policy, rule or regulation.

Sanctions for violating this policy may include, but are not limited to, loss of funding, loss of student organization privileges, referral to the Office of the Dean of Students, Wittenberg Police, referral to any and all relevant affiliated national organizations, or off-campus criminal prosecution.

For fraternities and sororities and other groups with inter/national affiliation, this policy does not supersede the risk management policies of each respective inter/national organization. It is the responsibility of each organization/group to carefully review their inter/national risk management policy and the policy(s) of co-host(s) before each event. As a rule of thumb, organizations should follow whichever policy is stricter.

Procedures

I. Eligibility

Any student organization or group wishing to include alcohol as part of an event must be officially recognized through the Office of Student Involvement. Two members of the organization or group must attend one session of the **Safe Social Hosting Workshop** which is offered by the Office of Student Involvement **twice a semester**. These members are required to be present at any event in which alcohol is present. Each student organization or group must have a minimum of two members authorized in the

current semester to be eligible to host events with alcohol. It is strongly encouraged that any member who will be at least 21 years old during the semester attend the workshop so he/she can serve as a liaison during any events planned that semester.

II. **Registration and Approval**

- a. A request ([Safe Social Hosting Event Registration Form](#)) to include alcohol in any sponsored event must be received by the Office of Student Involvement **no later** than 4 p.m. the Tuesday prior to the event.
- b. A **Risk Management Conference** with the Director of Fraternity and Sorority Life, Director of Student Involvement, or designee must occur no later than **noon** on **Thursday** prior to the event. Failure to meet this deadline will result in an automatic denial of the request.
 - i. Risk Management Conferences will be scheduled based on the availability of the designated university official. To ensure adequate time to schedule a conference, it is recommended that student organization or group submit the registration form and schedule the Risk Management Conference as early as possible.
 - ii. **Submission of the registration form does not guarantee that a Risk Management Conference can be scheduled to accommodate all schedules.** The Office of Student Involvement will work to accommodate student organizations and groups to the best of their ability.
 - iii. A representative from each student organization or group involved with the event must be in attendance at this conference. The purpose of the meeting is to ensure that the organization or group is in compliance with this policy.
- c. Approval will be granted, provided the event abides by all university and related organization policies and procedures. A complete list of all guests invited must be turned in by this time. (See Guest List Guidelines)

III. **Regulations**

For a social event to be approved, the host (and all co-hosts) must demonstrate an understanding of regulations described below and a commitment to fully comply with each of the regulations. Exceptions to these regulations will be considered on a case by case basis.

- a. **Day/Time Restrictions** – Social events scheduled off-campus (BYOB or any third-party vendor) will only be considered for approval when occurring on Friday or Saturday nights. Events scheduled on any other night will not be approved. Event beginning and ending times will be strictly observed. Social events at which alcohol is consumed, possessed, or served may take place only between the hours of 6 p.m. to 2 a.m. Additionally, they may not exceed four (4) hours in length. No organization or group may register more than one event on any given day.
 - i. Any events held on-campus in Founders and/or Doppelgangers on nights other than Wednesday, Friday, and Saturday will be considered for approval.
- b. **Location** – This alcohol policy is applicable when a student organization or group is sponsoring an event either on or off campus. Not all reservable spaces on campus will permit the inclusion of alcohol in programming. Regardless of on or off campus location,

- when alcohol is present, the space must be closed or roped off (also necessary for outdoor locations) to ensure proper and legal checking of identification. A closed or roped off space also helps ensure safety and manage attendance by limiting access to invited guests only. This policy applies to student organization and group sponsored events, both open and closed, in Founders. Events on or off campus will be confined to the designated location.
- i. Founders and/or Doppelgangers will not be closed for any organization-sponsored events on Wednesday, Friday, or Saturday nights.
 - ii. If an event is held in Founders and approved by the Office of Student Involvement, all other stipulations of this policy will be enforced. Given certain event parameters, the Office of Student Involvement MAY allow the sponsoring organization or group to forego a guest list. If the organization's risk management policy (or that of an affiliated national organization) still requires a guest list, the Office of Student Involvement will also require such.
 - iii. The Office of Student Involvement will assist with logistical arrangements and marketing for events in Founders that are hosted by student organizations and groups.
 - iv. Residents living at a student rental property where an event is to be held must provide in writing agreement to host the event at the residence. All residents of a rental property are responsible for the conduct of guests on their property, regardless of their presence at the event.
- c. **Focus and Publicity** – Alcohol may not be the main focus of an event. Alcohol may not be mentioned on publicity for the event. All events are subject to the University Posting Policy.
- d. **Event Admittance.** Only guests whose names appear on the official guest list will be permitted to attend. This includes BOTH members and non-members. Sponsoring organizations and groups are responsible for the conduct of their members and guests. However, this does not preclude individuals from referral to the Dean of Students for *Student Code of Conduct* violations.
- i. **Admittance to the event will occur through ONE entrance only.** Measures must be taken to secure alternative entrances in order to monitor admittance to the event.
 - ii. **Guest IDs will be checked at the door.** All guests must show a valid picture ID and have their name on the official guest list to gain admittance to the event.
 - iii. **Those guests who are 21 years of age or older will be designated as such. Non-removable** wrist bands or hand stamps must be used to designate those guests who are of legal drinking age. Age verification must occur at the event entrance for all guests. It is strongly recommended that age verification and identification marking be conducted by an employee of a third-party vendor (i.e. bouncer, manager, and/or bartender), private security firm, or off-duty police officer.
 - iv. **Guests who are visibly intoxicated will not be permitted to enter or re-enter the event. It is the responsibility of the host(s) to ensure that intoxicated members and guests are not permitted to enter and re-enter the event.**

- e. **Food and non-alcoholic beverages** will be provided in appropriate amounts, in clearly visible and easily accessible locations for the duration of alcohol service.
- f. **Good Neighbor Procedures**
 - i. When **live entertainment** (i.e. a band) has been scheduled, immediate neighbors will be notified prior to the event (if applicable) and noise ordinances should be followed. Event planners must also abide by the Guest Speaker policy.
 - ii. If using a mode of mass transportation (i.e. busing) or coordinating transportation from a central location, neighbors must be notified of the pickup and drop-off procedures. Use of neighboring driveways, sidewalks, yards or other property is prohibited.
 - iii. Generally, it is responsible practice to notify neighbors of any events occurring at your residence.
- g. **Distribution of Alcohol** – All events must be held with a Third Party Vendor or follow BYOB (Bring Your Own Beverage) Guidelines. No alcoholic beverages will be served by the host(s) and no alcohol will be purchased with organization funds (this includes any type of effort to “pass the hat” or collect funds for an event).
 - i. Third Party Vendor Guidelines:
 - 1. Must be properly licensed by the appropriate local and state authority.
 - 2. Must be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.
 - 3. Agree in writing to cash sales only (individuals purchasing their own drinks, drink-by-drink), collected by the vendor, during the function.
 - 4. Agree in writing to all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - a. Checking identification cards upon entry;
 - b. Not serving minors (ideally the TPV will check IDs when serving each drink);
 - c. Not serving individuals who appear to be intoxicated;
 - d. Maintaining absolute control of ALL alcoholic containers present;
 - e. Collecting all remaining alcohol at the end of the function (no excess alcohol, opened or unopened, is to be given, sold, or furnished to the organization or individuals attending the event);
 - f. Removing alcohol from the premises.
 - 5. Agree in writing that the vendor will not provide any drink specials specific to the event attendees, require any drink sale minimums, or otherwise co-sponsor as a distributor with the organization. Co-sponsorship with a distributor encourages binge consumption and will not be permitted.

6. All **on-campus** events must follow third party vendor guidelines (BYOB is not permitted); the only permissible third party vendor is the university's contracted food service vendor.

ii. BYOB Guidelines:

1. Members and guest may only enter and exit the event using one well-lit entrance that is controlled and monitored by security (preferable) and/or sober members. Of-age members and guests must be identified separately than those not of legal age using non-removable identification (i.e. over 21 receives wristband; under 21 receives handstamp). Additional exits must be available in case of an emergency, but must be inaccessible for event entry.
2. The amount of alcoholic beverage an of-age person may bring to a BYOB event is six 12 oz. cans of beer or malt beverage. No beverage in a glass bottle is permitted. No open containers of any kind are permitted. No hard liquor is permitted.
3. A central point of distribution of alcohol must be closed/roped off to allow for proper identification. All beverages at BYOB events must be dispensed by one or more individuals that have participated in the Safe Social Hosting workshop, agree to be and remain sober for the duration of alcohol service, and are at least 21 years of age. Members and guests may not serve themselves.
4. A check-in/distribution system must be in place for all alcoholic beverages (i.e. ticket or punch card system). Guests may drink only the alcohol they brought to the party. A ticketing or punch card system must be used to obtain a beverage. When a guest wants his/her beverage, he/she may not receive more than one beverage at any given time.
5. Any remaining beverage will be disposed of when a person leaves the event. A person may not leave the event with any alcohol. All unused alcohol must be thrown out at the end of the party.
6. No person may bring alcoholic beverages more than once to the same event. At least one sober member will remain at the event entrance will monitor entry and exit of each person.

h. **Event Management**

- i. Liaisons will be designated for each social event. Liaisons must be at least 21 years old. One liaison for every 25 people in attendance is required (recommended one per 10-15 people in attendance). It is required that liaisons are sober for the duration of the event. Liaisons must be identified as such on the guest list. Liaisons cannot be new/associate members of fraternities or sororities.
- ii. A professional security guard is recommended but not required, to assist the host with the event. Security Guards can ID guests as they enter the party and monitor the event to keep things under control. Guards can also require unruly

guests to leave the party. In any case, Wittenberg Police should be called in emergency situations.

- iii. Those indicated on the [Safe Social Hosting Event Registration Form](#) as responsible for the event will remain present for the duration of the event.
- iv. The host organization(s)/group(s) are responsible for determining a plan for safe transportation to and from the event.
- v. The host organization(s)/group(s) must have a plan for safely vacating the venue in the case of an emergency.
- vi. All members of the host organization(s) or group(s) may be held liable if a problem occurs. Any host co-sponsoring or co-financing the event is equally liable should a problem occur.
- vii. Clean-up will occur immediately following the event.

IV. Guest List Guidelines

- a. Everyone invited to the event MUST be included on the guest list. This includes BOTH organization/group members and non-organization/group members (guests). Risk management guidelines require a maximum of 1 guest per member. For Third-Party Vendors, the maximum capacity of the area designated for the event may not be exceeded.
- b. Guests should be listed alphabetically by last name. This is very important for coordinating admittance.
- c. Birth dates must be listed next to each member/guest name. Birth dates must then be verified at the event entrance by showing his/her ID. To facilitate the check-in process the host may choose to highlight all guests who are 21 or older.

Sample Guest List Format

Host Organization Name(s): Badminton Club & Alpha Gamma Delta

Social Event: Valentine Crush Party

Date: February 16, 2016

Guest Names	Birth date	Member responsible	Birth date
Fellows, Brad	9/2/93*	Williams, John	1/6/95*
Gorski, Dawn	12/15/98	Johnson, Kate	7/1/97

* Designates 21and over

- d. A complete guest list must be turned in to the appropriate university official by no later than 24 hours prior to the event start time.

V. Failure to Comply

Failure to comply with any of the guidelines stated in this procedure is reason to be referred to the Dean of Students or designee and/or relevant affiliated national organization headquarters. Exceptions include any guidelines stated in this policy that are in conflict with an organization's inter/national risk management policy must be made known at the Risk Management Conference held prior to the execution of the event. Wittenberg University and the organization(s) will defer to the stricter of the two guidelines in these cases.

Posting Policy

Any academic department, campus office, or registered student organization that is affiliated with Wittenberg University may publicize activities and distribute materials relating to functions that are consistent with the university values and mission that benefit the Wittenberg University community per the following guidelines. Individuals are not permitted to post on campus without being sponsored by one of the approved entities listed above. The procedures set forth in this policy apply to, but are not limited to, the following mediums: flyers; posters; banners; signs; handbills; chalking; novelty or promotional items; and giveaways.

A. General Posting Guidelines

- a. Prior to distribution, approval from The Office of Student Involvement must be obtained for all postings. In order to gain approval for postings, organizations must adhere to the following criteria:
 - i. Approval is gained by submitting the desired posting at the Benham-Pence Student Center Information Desk for review. Organizations can submit materials Monday through Friday and must allow a minimum of two business days to obtain posting approval.
 - ii. The content of all postings must comply with Wittenberg University mission, philosophy, values and policies.
 - iii. Materials may not promote the use of alcohol or drugs in any way. In addition, displaying any alcohol manufacturer or distributor, including use of logos, bar location or names is prohibited. (Exception: Events at Founders may be advertised on campus as it is a Wittenberg University entity.)
 - iv. Materials containing sexist, racist and any other discriminatory content will not be tolerated. Any postings that express discriminatory behavior or statements will be denied, will be found in violation of the Student Code of Conduct, and are subject to evaluation through the Wittenberg University disciplinary process.
 - v. Materials will also be denied if they display or encourage any form of aggressive behavior, violent acts, or weapons.
 - vi. All postings must be event-specific and list "who," "what," "where," and "when" the function or event is taking place along with the name and/or logo of the sponsoring organization(s) and contact information in case there are questions regarding the event.
- b. Due to the number and size of available posting locations on campus, the following guidelines apply to the size and number of postings:
 - i. Only 80 postings will be approved per event, 20 to be distributed throughout university residence halls and 60 to be distributed in campus buildings.
 - ii. Paper postings such as flyers, posters, handbills and signs will be limited in size to a standard 8 ½" x 11". Other sizes may be permitted with specific approval from the Director of Student Involvement and will be limited to special circumstances and events.
- c. Posting Approval Expiration
 - i. All advertisements and other promotional materials are permitted to be displayed for a two week period starting from the date of approval. This

expiration will be designated by the date stamped on each item when approved by The Office of Student Involvement.

- ii. Publicity without proper stamping is in violation of the policy and may be removed and discarded at any time.
- iii. The date stamped on the publicity is the expiration date. Once the expiration date has passed, any member of the university community is free to discard the outdated materials in order to allow for new postings. It is the responsibility of the sponsoring party to remove expired postings.

d. Approved Posting Locations

- i. Postings are to be displayed on bulletin boards and in designated display space only.
- ii. Doors, walls, windows, tables, benches, brick walkways, lamp posts, and trees are not appropriate display places.
- iii. Taping advertisements to any surface is prohibited as residue from tape and other adhesives can cause damage to surfaces. Instead, postings must be hung on bulletin boards with tacks or hung with string from railings.
- iv. Sidewalk chalk may only be used on cement sidewalks and/or surfaces where rain can reach (i.e. no covered porches, areas under overhangs, etc.). Chalking on university buildings is prohibited. Writing on brick walkways, benches, or any other furniture is prohibited.
- v. Advertisements may not be distributed on vehicles in any university owned parking lot or campus drive.
- vi. When posting, groups are not to cover up any other postings as a courtesy to other members of the community and their shared right to advertise.
- vii. Postings may only be removed if: they do not have approval from The Office of Student Involvement as shown by the stamp placed on the item when approved; the expiration date has passed; or event date has passed (whichever comes first).
- viii. Organizations can obtain a full list of approved poster locations by visiting The Office of Student Involvement.

e. Banner Space

- i. Advertisements in the form of large banners or sheets are limited to buildings where these items can be hung on railings without obstructing any exits, emergency signage, or other structure that provides a mandatory or essential safety and/or security service (ie: smoke detectors, sprinkler systems, security cameras) as deemed by Wittenberg University officials and administrators.
- ii. Buildings that allow for displaying large banners or sheets are the Benham-Pence Student Center, Hollenbeck Hall, and Barbara Deer Kuss Science Center.
- iii. Advertisements of this category must be hung with string (or other material) that allows the banner or sheet to be cut from the railing without leaving any damage or residue.

B. Residence Hall Posting Procedures

- a. All materials to be posted in Wittenberg residence halls must be submitted for approval at the Office of Residence Life located in Student Development.
- b. General Posting Guidelines in reference to content regarding alcohol, drugs, violence or any discriminatory behavior must be followed as outlined above.

- c. Upon approval of staff in the Office of Residence Life, residence hall staff will place the materials on approved bulletin boards or in designated areas. This will be completed within three business days.
 - d. Approved materials may remain posted until completion of the event. Residence hall staff will ensure that event materials are removed upon their completion date.
 - e. Materials without approval (noted by the Office of Residence Life stamp) will be immediately removed and a copy given to the Area Coordinator of the hall for follow-up.
 - f. RA programming publicity, RA announcements, RA bulletin board materials, RHA/Hall Government, and Chapel materials do not need “stamped” approval.
- C. Dining Services Posting Procedures
- a. Posting in facilities managed by Dining Services, including Post 95, CDR, and the Science Center cafe, is managed by Parkhurst and requires their approval before being hung/distributed. Visit the Parkhurst offices on the second floor of the Student Center for more information.
- D. Academic Department Posting Procedures
- a. Postings by academic departments and university offices do not require Office of Student Involvement approval, but should be marked with the name of the department, date and contact information.
 - b. Academic departments and university offices have full control of the bulletin boards located in or near their offices. To post in these areas, organizations must receive explicit permission from the appropriate department.
- E. Requests for Posting by external, for-profit or non-university entities
- a. External, for-profit, non-profit, or non-university business entities are not permitted to advertise openly on campus.
 - b. Requests from said organizations or enterprises to advertise events or services at Wittenberg University must be made to the Director of Student Involvement. Quantities, types, and scope of advertising will be arranged with the Director of Student Involvement. Requests from individuals for personal promotion are not permitted.
 - i. Consultations with the Dean of Students, Director of Advancement, or other university officials will be conducted on an as needed basis to be determined by the Director of Student Involvement.
 - c. Any organizations seeking to promote employment, internship, graduate school or military service opportunities on campus must be sponsored by Wittenberg University Career Services. Contact the Director of Career Services to make the appropriate arrangements.
- F. Posting Violations
- a. Postings that do not meet the above guidelines will be removed and processed by the Office of Student Involvement.
 - b. Failure to adhere to the Posting Policy may result in a fine or cause the organization to lose the privilege of distributing or posting printed materials on campus for a period of time to be specified by the Director of Student Involvement.
 - c. As a reminder, common Posting Violations Include, but are not limited to:
 - i. Posting materials without proper approval.
 - ii. Posting materials in restricted areas or on restricted structures.
 - iii. Postings with alcohol or drug use as the primary emphasis.
 - iv. Postings depicting acts of violence.

- v. Postings with any discriminatory language or promoting discriminator behavior.
- vi. Postings that utilize tape or other adhesive.
- vii. Postings that cover another advertisement, impair an individual's line of sight, or block emergency signage or essential safety structure.
- viii. Posting on glass doors or windows, painted or varnished surfaces.
- ix. Postings that are distributed on vehicles parked on university grounds.

Sales, Solicitation & Fundraising Policy

A. Registered Student Organizations

- a. Sales, solicitation and fundraising may be conducted by registered student organizations in Wittenberg University buildings or on campus grounds within the guidelines provided by The Office of Student Involvement. These guidelines require the following:
 - i. All requests for sales, solicitation and fundraising must be approved by the Director of Student Involvement (or authorized designee) at least two weeks prior to the desired date of said activity. Registered Student Organizations can request approval by filling out the **Sales, Solicitation and Fundraising Request Form**, found on the Office of Student Involvement website.
 - ii. Student organizations wishing to sponsor an outside vendor for the purpose of fundraising or other sales must ensure the vendor has on file with the Office of Student Involvement a proof of Ohio Sales Tax Registration and Ohio Vendor's License.
 - iii. Sales must be conducted in stationary locations that are reserved by following the procedures of the Scheduling Office and may not canvass campus in a mobile capacity. Appropriate locations include: the W Desks located in the lobby of the Benham-Pence Student Center; the reservable space outside the Center Dining Room (CDR) on the second floor of the Benham-Pence Student Center; and informational tables set up within the venue of an approved student organization event. Other locations require the approval of the Director of Student Involvement and the Scheduling Office.
 - iv. Organization representatives must be present at all times while sales, solicitation and fundraising is being conducted.
 - v. All sales, solicitation and fundraising must clearly state and promote the intended outcome, beneficiary, or charitable organization the activity is supporting.
 - vi. All sales, solicitation and fundraising must conform to the Wittenberg University Code of Conduct. All products, services, or information must avoid demeaning sexual, racial or other discriminatory references and must avoid promoting the abuse of alcohol or use of drugs.
 - vii. Organizations may not raise funds to benefit any specific individual.
 - viii. In addition, Student Organizations may not solicit donations or sponsorships from off-campus vendors or businesses on behalf of Wittenberg University or their student organization unless the Sales, Solicitation, and Fundraising form has been submitted and approval has been given by the Director of Student Involvement in consultation with the Office of Institutional Advancement.

- ix. If an organization violates this policy, they will be asked to stop the sale, solicitation, or fundraising efforts immediately and may be sanctioned by The Office of Student Involvement.
- x. The Office of Student Involvement reserves the right to deny any request to sell, solicit, fundraise, or otherwise distribute any product, service or information by any student organization if the activity in any way violates the Student Code of Conduct, conflicts with any university standards, or causes harm to any member of the university community.

Guest Speakers & Performers Policy

It is the belief of Wittenberg University to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues that concern our campus community, provided that the views expressed are stated openly and are subject to critical evaluation.

A. Student Organization Responsibilities

A student organization may invite guest speakers and/or performers to campus subject to the following provisions:

- a) Sponsorship must be by a registered student organization that has completed the required registration procedures with both Student Senate and The Office of Student Involvement, has participated in all required workshops and trainings, and is in good standing (both in regards to conduct and finances) with the university.
- b) The process of contracting must be done within the guidelines set forth by The Office of Student Involvement, namely:
 - i. Contracts must be signed by the Director of Student Involvement or other university-authorized signer. **Students are not permitted to make offers and may not enter into contracts on behalf of the university.** Student Organization Officers are encouraged to participate in the information gathering process and may inquire about the availability and cost of inviting a guest speaker or performer to campus, but all negotiating and entering into formal agreements must be done through The Office of Student Involvement. Any contracts that are entered into by any other means will be the responsibility of the signing party and not the responsibility of Wittenberg University.
 - ii. All requests for contracting with guest speakers, performers or other vendors must be received by The Office of Student Involvement no less than 30 days prior to the event. To ensure the university is entering into agreements in a professional and sound manner and have the necessary amount of time to request payment for contracted entities, requests made after the 30-day deadline may be denied by the Director of Student Involvement.
- c) Proper arrangements for the use of Wittenberg University facilities must be made, consistent with institutional policy, by contacting the Scheduling Coordinator.
- d) It must be clear that the student organization, not Wittenberg University, is extending the invitation and that any views the speaker may express are his or her own and not those of Wittenberg. In addition, the sponsoring organization must be clearly listed on all promotional materials for the event according to the posting policy.

- e) The student organization must take whatever steps are necessary to ensure that the event is conducted in a safe and appropriate manner. The sponsoring organization may be required to complete a risk management conference with The Office of Student Involvement and consult with the Wittenberg University Police Department regarding the safety and security of event participants. For special event circumstances, outside security may be required at the cost of the sponsoring student organization.
- f) The student organization must comply with any and all conditions for the orderly and scholarly conduct of the event as laid out by The Office of Student Involvement. In addition to risk management procedures, this may include sharing any applicable university policies and/or guidelines to event participants both prior to and during the event, completing necessary liability waivers, or other procedures to be determined by university administrators.

Travel & Motor Pool Policy

Wittenberg recognizes the importance of off-campus travel for student organizations. Whether for professional development opportunities; cultural experiences; athletic competitions and recreation; or for special events – trips have the ability to complement and enhance the student experience. Any travel that utilizes full or partial funding from the Wittenberg University Student Activity Fee or trip that is endorsed by a registered student organization is considered official university business and is subject to the following requirements and procedures.

Trip Registration

- Any trip that goes beyond 25 miles of Wittenberg University must be registered with The Office of Student Involvement. Student organizations must complete a “Travel Itinerary” no later than one week prior to the desired departure date and have a finalized “Travel Roster” on file with The Office of Student Involvement before departing campus.
- Per Motor Pool policy, any travel to destinations more than 200 miles from Wittenberg (and for which no advisor or other faculty/staff member is accompanying the group) must either rent a vehicle from an external agency or charter a bus. Requests for exceptions may be submitted to the Director of Student Involvement. Such exceptions, if granted, will require safety awareness training for driver(s) and passengers.

Ground Travel

- Approved Vehicles
 - The Office of Student Involvement strongly recommends that all organizations utilize Wittenberg’s fleet of vehicles through the Motor Pool and Transportation Office for all trips. For complete information about pricing, becoming an authorized driver, or requesting a Motor Pool vehicle, visit <http://www.wittenberg.edu/administration/security/transportationintro.html>
- Personal Vehicles
 - The Office of Student Involvement does not recommend the use of personal vehicles for student organization travel. If individuals choose to drive their personal vehicles, they take full liability for themselves and all passengers during the trip. In addition, the vehicle owner’s personal insurance policy will be the primary coverage policy in the

event of an accident or incident. Wittenberg University does not provide any coverage for personal vehicles and occupants

Air Travel

- If a registered student organization wishes to take a trip that requires air travel, they must contact the Director of Student Involvement in writing eight weeks prior to the desired departure date. Permission to travel must be expressly granted by The Office of Student Involvement before any travel arrangements may be made

Conduct During Trips

- As a reminder, student organizations and all trip participants are expected to uphold the Student Code of Conduct while traveling on behalf of Wittenberg University. As representatives of the institution, participants should refrain from any behavior that does not reflect the mission of Wittenberg or that of the host organization. If any student violates the Student Code of Conduct, laws of the city or state in which they are traveling, or is found to be disruptive at any business or establishment during the trip, he or she will be processed by the Student Conduct Office upon returning to campus

Section 5: Student Organization Finances

Fiscal Responsibility of Student Organizations and Funding Methods

Student Organizations can be funded in a variety of ways including membership dues, fundraising, Student Senate allocations, or a combination of methods. All university funds must be managed using a university bank account. All fundraising must adhere to the “Sales, Solicitation and Fundraising” policy.

At the Treasurer’s Workshop, held at the beginning of each academic year, Student Organization Treasurers will be asked to sign a statement committing their respective organization to spending Student Activity Fee dollars in a fiscally responsible manner. This includes that:

- They will abide by all policies and procedures set forth by Student Senate, The Office of Student Involvement, and Wittenberg University regarding appropriate spending
- That they acknowledge the organization may be audited at random by the Finance Committee
- That misspending of funds could render penalties ranging from the freezing of organization funds to both individuals and the organization being held responsible through the Office of Student Conduct.

The Treasurer will also be asked to keep accurate records of organization spending and keep copies of all receipts, check requests, and purchase orders. Lastly, the Treasurer commits to contacting The Office of Student Involvement when there is a change in leadership or officer transition to ensure continuity in managing the organizations budget.

Student Activity Fee

As part of their student fees, all Wittenberg students contribute to the Student Activity Fee. The money generated is entrusted to Student Senate for distribution among registered student organizations. The Student Activity Fee is used to fund all campus events hosted by student organizations that specifically contribute to campus life and opportunities for involvement, entertainment or leadership at Wittenberg. All student organizations are invited to apply for funds throughout the academic year. Requests for funding are heard by Student Senate’s Finance Committee. For more information about this process, read the “Philosophy of Funding and Funding Guidelines” outlined below.

Philosophy of Funding of the Wittenberg University Student Senate

I. Introduction

This funding philosophy was created to give the Student Senate and the Student Senate Finance Committee guidelines to use when considering funding student organizations. The goal of this philosophy is to establish a broad set of guidelines. It is not intended to cover every possible scenario that may arise. Therefore, when circumstances that are not explicitly outlined in the guidelines arise, the members of the above stated bodies shall use good judgment and make decisions following the spirit of this philosophy.

II. The Mission of the Student Senate in Funding

The mission of the Student Senate in Funding is to promote opportunities for development and education outside the classroom. To facilitate the efficient allocation of funding, registered student organizations may apply for annual funding during spring Budget Hearings (section IV), or may apply for additional funding through Tiger Fund Hearings held throughout the semester (section X). Student organizations may supplement their budget by participating in a Tiger Clean Up event (Section XI). Non-student organizations are able to apply for funding from Build a Better Wittenberg (BABW) for projects which focus on improving the greater Wittenberg community (Section XII).

III. Expectations & Responsibilities of Student Organizations

Student Organizations must keep accurate records of all organizational income and expenses. They must maintain sound fiscal policies ensuring that their expenditures do not exceed their income (Senate allocated money and fundraising money). Any organization which misappropriates funds, overspends their budget, and/or goes into debt is subject to penalties imposed by Student Senate as set forth below. Furthermore, Wittenberg students may be held responsible for any flagrant, personal misuse of organizational funds and tried by Wittenberg's Student Conduct Hearing Board.

Fundamental Parameters of Funding

- A. Organizational Responsibilities and Obligations
 - a. Funding may be given for items from which all students may benefit.
 - b. Organizations funded by Student Senate will not have non-Wittenberg bank accounts.
 - c. Organizations may reallocate their funds without the approval of Student Senate as long as they do so in an ethical manner.

- B. Unacceptable Use of Funds
 - a. Student Senate funds may not be used to purchase alcohol, tobacco products, firearms, and any other illegal substances.
 - b. Funding will not be given to student organizations which not registered with the Office of Student Involvement and therefore are outside of Student Senate's jurisdiction.
 - c. Funding may not be given for expenses judged by the Finance Committee to be the responsibility of individual members of student organizations.
 - d. Non-student organizations should direct requests for funding to the Build a Better Wittenberg headed by the Student Senate Vice President.

- C. Necessary Equipment
 - a. Purchasing of uniforms for any club must be specifically approved by Student Senate Finance Committee. Monies allocated for uniforms may not be reallocated within the organization's budget. Uniforms must stay within the club.

- D. Organizational Conferences and Retreats
 - a. Funding may be given for conference fees if all students have the opportunity to participate.

- b. Funding may be given for organizational retreats if they are open to all students and clearly advertised as so.
- c. Student organizations may receive funding to send their officers to conferences to broaden their skills/knowledge, establish connections with other schools and to better serve the members of the Wittenberg Community.
- d. Organizations wishing to attend an event more than 200 miles outside of campus must be approved by the Office of Student Involvement and develop a risk management plan to ensure safe travel.

E. Food

- a. Funding may be given for food cost as long as it is presented as a public event on campus and invitations are clearly extended to all Wittenberg Students. Due to contractual obligations, all catered events which take place in university facilities must be arranged through the Dining Services office, with the exception of pizza vendors, unless permission is granted by Sodexo to use another vendor. For more information see the "Dining Services" section of the Student Organization Handbook.
- b. Funding may be given to fund food for cultural or ethnic organizations, only when the food contributes to the programming of the event by adding significant cultural value to the event.
- c. Events held off campus are not required to consult Sodexo before using another vendor as long as the organization has received the Finance Committee's approval.
- d. Student organizations may host a banquet for their organization once a semester to commemorate their organization's accomplishments.

F. Apparel, Gift Cards, Gifts

- a. Student organizations, without the permission of the Finance Committee, may not give out apparel items free of charge. Club shirts and other apparel items may be purchased with organization funds and distributed to members of said organization if the student organization can justify the expense to the Finance Committee.
- b. Gift cards may be purchased as prizes to be given away at events sponsored by student organizations as long as the gift card given away cannot be used to purchase alcohol, tobacco, or firearms.
- c. All recipients of gift cards, or prizes of value over \$5.00, must be recorded along with the prize description and turned into the Student Senate Treasurer for accounting purposes.

G. Donations, Campaigns, Sponsorships

- a. Funding may not be given to seed-fundraisers.
- b. Funding may not be given for honoraria or given to pay for any expenses related to the appearance of a candidate for public office.
- c. Funding may not be given for donations for any kind.
- d. Wittenberg Student Senate allocated funds may not be given to a non-Wittenberg (external) organization for use as sponsorships.
- e. Outside organizations may sponsor, or donate to, Wittenberg student organizations as long as they do not require the alteration of the organization's identity and

funds are spent in an ethical manner. Funds given in this way should be added to the organization's account and reported as "general income".

H. Academic Journals

- a. All academic journals funded by Student Senate must distribute a set number copies of their most current publication to the following locations on campus: Five (5) copies at Thomas Library, five (5) copies at the Benham-Pence Student Center, and five (5) copies at the Office of Admissions. The journals must be placed where they are easily accessible by students.

I. Organizations which Require a Skilled Coach/Advisor

Student organizations and club sports teams which require or desire the oversight of a skilled professional may ask for additional funding to compensate and/or to train a volunteer coach or advisor. All requests of this nature may be made to the Finance Committee at the time of a Tiger Fund hearing or Budget Hearing session and would be formalized by a volunteer contract. This contract would outline the responsibilities and powers of the volunteer coach or advisor in detail; would be signed by the president of the organization, volunteer coach, faculty-staff advisor, Student Senate Treasurer, and Director of Student Involvement; and would be submitted to the Office of Human Resources. Volunteer contracts may not last longer than one fiscal year at which point a new contract should be submitted to the Finance Committee for modification and/or re-approval by the sponsoring student organization or club sport team. Compensation for volunteer coaches/advisors may not exceed the amount of \$1500 annually. However, funding to send a volunteer coach or advisor to additional training seminars or to earn required certifications could be charged to the organizations operating budget and would not be accounted for in the agreed upon contract.

IV. Annual Budget Hearings

Annual Budget Hearings for all student organizations and club sports teams are conducted every spring semester in order to allocate funding for the next fiscal year. The purpose of the hearings is to grant funding for programs and events which are held annually by student organizations. Organizations presenting new events, or events requiring unknown costs, will be directed to a Tiger Fund hearing at a time closer to the event.

At the end of every fiscal year, every student organization will have its operating account reset to reflect next fiscal year's budget allocations. Organizations wishing to retain any money left in their account may make an appeal to the Finance Committee during the time of their budget hearing. For the appeal process, the organization requesting the rollover of funding should be able to explain why they believe the funds should be carried over to the next fiscal year, how the rollover of funds is crucial to the future success of the organization, and how the rolled over funds will remain distinct from the organization's operating budget.

V. Tiger Fund

The Tiger Fund is a source of additional funding for use by all student organizations and club sports teams for events which are unable to be planned for in the spring semester Budget Hearings. The Finance Committee hopes to use Tiger Fund to more efficiently allocate money to organizations by periodically hosting hearings throughout the semester where organizations, who have completely planned and priced their event, may attend to obtain funds. The Student Senate Treasurer will communicate the times and dates of such hearings to all organization treasurers. At Tiger Fund Hearings, student organizations present proposals for events to the Finance Committee, the committee then discusses the merit of proposal and whether the proposal meets the criteria laid out in the Fundamental Parameters of Funding. The process for applying to Tiger Fund, as well as additional information, can be found at www.Wittenberg.edu on the Student Senate webpage or by contacting the current Treasurer of Student Senate.

VI. Tiger Clean Up

Every semester, registered student organizations under the jurisdiction of Student Senate will have the opportunity to supplement their operating budget by participating in a Tiger Clean Up event. These events, which are sponsored by Student Senate and headed by the Off Campus Senator, aim to improve the cleanliness and beauty of Wittenberg's campus. The amount given to the organization for a successful Tiger Clean Up and the frequency in which organizations may participate is determined Student Senate's Off Campus Representative. Organizations wishing to complete a Clean Up event will be assigned an area of campus in need of attention and will be supplied with the proper tools to do so by Student Senate. After the assigned site has been determined "cleaned" by the Off Campus Senator, the organization responsible for cleaning will be allocated funding.

VII. Build a Better Wittenberg (BABW)

The purpose of BABW is to promote student engagement beyond student organizations, which is central to creating a sense of community and important educational experience beyond classroom material. The BABW fund aims to provide funding for projects and programs which: help foster a relationship; between Wittenberg's campus and the surrounding community; offer financial support to detailed strategies in order to further enhance life on campus and Springfield; encourage cooperative initiatives with local organizations; offer an alternative to Tiger Fund for individuals or groups affiliated with Wittenberg University.

BABW is intended for students (including student organizations and alumni), staff, and faculty interested in obtaining one-time funding for a project or program which cannot be covered by a student organization's annual funding or by Tiger Fund. BABW will distribute funds from a rolling account which is annually determined by Student Senate. The process for applying to BABW, as well as additional information, can be found at www.Wittenberg.edu on the Student Senate webpage or by contacting the current Vice President of Student Senate.

VIII. Donations and Philanthropies

Organizations may add a philanthropic dimension to a program funded by Wittenberg's Student Activity Fee by soliciting donations at the event. All donations by attendees must be voluntary. Attendees MUST be informed in advance of the program that a donation will be solicited, the benefactor of the donation and its intended use. No admission fee will be approved to generate

funds for a donation, and the collection of the donation may not be taken at the door when entering so as to avoid any inference that giving a donation is a pre-condition for admittance. The collection of voluntary donations can be taken during or after the event. No funding provided by Wittenberg's Student Activity Fee may be used as monetary donation. Though this philanthropic dimension may be added, funding for the program itself must be judged on the merit of its primary purpose first and foremost. All programming of this nature must be approved by the Director of Student Involvement at least two weeks prior to the desired date of said activity and the sponsoring organization(s) must complete the Sales, Solicitation, and Fundraising Request Form found on the Office of Student Involvement Website. For additional information on the rules and regulations involved with holding a sales, solicitation, and/or fundraising event, please refer to the Sales, Solicitation & Fundraising Policy on page 57-58 of the Student Handbook.

IX. Organizational Reports and Audits

Finance Committee will periodically review each organization to make sure that the Philosophy of Funding Initiatives are being met and that organizational funds are being used in an appropriate manner. The Finance Committee will report any misuse of funds or other conflicts that may arise to Student Senate. The Finance Committee may require supplementary information, conduct additional investigations, or schedule additional reports/meetings at the Committee's discretion.

Audits will typically be scheduled at the midterm point and the two weeks before finals of each semester. Student organizations which have spent more than \$300.00, or have charges to their account from unclear sources are eligible for auditing.

A. Student Organization Not on Senate Observance:

1. Each student organization receiving funding must submit a mid-semester and end of semester budget report to student senate. The report must detail items purchased in an itemized budget, activities and events sponsored, attendance at events, and any other pertinent information.
2. Any Organization in the category receiving more than \$4,500 in funding should meet with the Finance Committee at least once per semester to discuss the organizations financial status.

B. Student Organization on Senate Observance:

1. Each student organization in this category receiving funding must submit a monthly written status report to the Senate Finance Committee. This report must detail items purchased, activities and events sponsored, attendance at events, re-organizational activities of the organization, and any other pertinent information.
2. Each student organization in the category will meet with the Finance Committee at least once a month per semester to discuss the organization's activities and events.

X. Penalties

Student Senate has the authority to sanction organizations which misappropriate or overspend their allocated funds. Penalties for organizations include being placed on probation (Senate

Observance), revocation of the right to reallocate, and prohibition from future funding. All sanctions will be removed at Student Senate's discretion.

When a club is placed on Senate Observance, organizations will meet monthly with the Student Senate treasurer and Finance Committee to review the club's expenditures. They are also required to submit a monthly report to the Student Senate Treasurer and Finance Committee.

Organizations which severely underspend their budget may have money in their accounts returned to Student Senate.

A. Types of Penalties

1. If an organization misappropriates their funds, it will be instituted in their organization's account, that they cannot reallocate money within their allocated budget. If they were allocated \$500 dollars for a speaker, they must find a speaker where all cost relevant to the event are covered by \$500 or less. These organizations do not have the opportunity to move money from one anticipated project to another.
2. If it is evident that a club is unable to stay within their allocated budget, and repeatedly overspends, Senate also reserves the right to discontinue funding the organization and withdraw any funding already allocated.
3. If an organization's president or treasurer does not attend the president/treasurer workshops, their organization's account will be frozen until the information presented in the aforementioned workshops is made clear to the president and treasurer at the Senate Treasurer's convenience.
4. When an organization fails to re-register during the registration period, typically held during the early spring semester, said organization will be unable to participate in the annual budget hearing process and the account will be frozen. The account will remain frozen until they meet with the Student Organizations Senator. If an organization wishes not apply for a budget, but remain operational, the organization must contact the Student Senate Treasurer.

Student Senate Finance Committee

The Finance Committee is charged by Student Senate with conducting all Student Organization budget request hearings, including the Annual Budget Hearing process during Spring Semester and Tiger Fund Hearings throughout the academic year. The Committee is chaired by the Student Senate Treasurer and consists of the following members:

- The Sophomore Class President
- The Junior Class President
- All Class Treasurers
- One representative from:

- American International Association
- Concerned Black Students
- Union Board
- Club Sports and Recreation community
- Three additional students selected by the Treasurer and approved by Student Senate who possess financial, budgeting, and/or accounting knowledge and skill

Student Senate Funding Guidelines

Obtaining Funds from Student Senate

- New Club Recognition and Funding
 - All student organizations must be “recognized” by Student Senate. Recognition of an organization does not guarantee funding. In order to receive funding, student organizations must adhere to the funding guidelines set forth below.
- Funding Process for Recognized Organizations
 - All recognized organizations must attend a Treasurer’s Workshop in the fall semester or half of their fall allocation shall be revoked
 - The Treasurer of Student Senate shall notify each student organization four weeks before the scheduled date that budget hearings begin. This notification shall include a copy of the Funding Guidelines and Philosophy of Funding as well as a budgeting time-line for the remainder of the year
 - The Treasurer of Student Senate will assign student organizations a time for a Finance Committee Budget hearing annually
 - At the end of the fall semester, the funds not spent that were allocated for fall expenses as well as programming, will roll back to the Student Senate general activities fund
 - Organizations must be represented by an executive officer (however representation by both the President and the Treasurer is preferred) at the Finance Committee budget hearing. The organization must explain their budget for the semester at this time
 - Organizations that fail to adhere to this process will not be considered for Senate funding during the budget allocation process and must petition the Senate Finance Committee at a later date
 - At the completion of the budget hearings, the Finance Committee will submit a proposal for funding to Student Senate on behalf of the organization. Student Senate will review this proposal and make any changes deemed necessary. The Treasurer of Student Senate will then send copies of the approved budget through *campus mail or email to the organization’s President or Treasurer*

Budget Request for Committee Hearings

- The Finance Committee is charged by Student Senate with conducting all Student Organization budget request hearings, including the Annual Budget Hearing process during Spring Semester and Tiger Fund Hearings throughout the academic year
- Organizations must present the following information to the Treasurer of Student Senate and Finance Committee during their scheduled budget hearing:
 - Two copies of a list of the organization’s current officers

- Sixteen Copies of the proposed budget request—this should be structured according to a line item format (see formatting guidelines below). If the organization received funding during the preceding year for a similar purpose, the amount received should appear next to the current request. Furthermore, all anticipated organizational revenue must be subtracted from the total annual request
- Two copies of the organization’s constitution and mission statement

The Budget Format

- In an effort to ensure consistency in funding decisions, Wittenberg University Student Senate requires specific, denotation of all budget requests
- All events must be listed according to the various expenses associated with the event
 - For instance, if the budget heading is for a speaker, actual expenses must be attached to a specific item such as fee, security, advertisement, or transportation
- All estimated income must be attached to a specific item such as fee, security or transportation
- All estimated income must be subtracted from the organization’s total budget request
 - Rolling accounts: if an organization’s approved budget exceeds the actual expenditures for that budget semester, the excess money “rolls over” into Student Senate’s general budget and will be available to reallocate the following semester
 - Organizations may not, under any circumstances, retain excess funds from the previous semester unless they have rolling accounts. Rolling accounts may be established by making a written request to the Student Senate Treasurer. Decisions will be made on a case-by-case basis with the Senate Finance Committee bringing recommendations to the Student Senate for approval
- Organizations that violate the funding guidelines set forth in this section may be subject to the penalties described in the “Philosophy of Funding of the Wittenberg University Student Senate” section. Further penalties may be imposed at the discretion of Student Senate.

Appealing Student Senate Funding Decision

Appeals to Student Senate funding decisions may be made by emailing the Student Senate Treasurer and Director of Student Involvement for review.

Reclaiming Organizational Funds from Inactive Organizations

Organizations that have become inactive may have their budgets for the current year reclaimed through the following procedure:

- Each student organization must re-register with Student Senate at the beginning of each school year. Organizations have four weeks from the start of school to fill out the re-registration form with Student Senate
- Any organization not filling out this form will have their allocated money temporarily frozen
- Any organization not registering by the tenth week of fall semester will have their allocated money reclaimed by Student Senate
- If an organization wishes to receive funding for second semester, they may petition Student Senate within the first two weeks of the semester for the opportunity to register with Student Activities and set up a budget hearing with the Student Senate Finance Committee

Requests for Funding

Annual Budget Hearings

- Facilitated by Student Senate's Finance Committee, applications are available in February and hearings take place starting in March. Final allocation decisions are announced in April for the following academic year.
- Student Organizations are asked to map out their plans for spending for the entire academic year, including all events, administrative costs and organization development initiatives.

Tiger Fund

- Tiger Fund Hearings supplement the Annual Budget Hearing Process. Student Organizations can apply for event-by-event based funding.
- An organization applying for Tiger Fund must research all the potential costs associated with hosting one event and apply for funds to cover those specific costs.
- These requests should be made when the cost of hosting an event goes above and beyond the annual budget allocated to the organization for the academic term.

Budget Monitoring

Understanding Organization Account Numbers

- When using Student Activity Fee dollars, registered student organizations must operate out of their university account
- Account numbers are assigned after formal recognition of a new organization is granted by Student Senate
- All student organization account numbers begin with the number 8, followed by two sets of five numbers – the first set of five digits is specific to the organization, while the second set of digits indicates income or expense
 - For example, if your organization set is "11111," you would enter your account as:
 - 8-11111-**50311** for expenses
 - 8-11111-**49914** for income or deposits
- Organization officers are responsible for coding transactions appropriately, namely because funds deposited into the "49914" line item rollover from year to year and are never reclaimed by Student Senate because they have been self-generated by the organization

The Fiscal Year

Wittenberg University's fiscal year begins on July 1 and ends on June 30. Additional spending guidelines apply to Student Organizations:

- Student Organizations are permitted to begin spending for the academic term on August 15
- The deadline for submitting purchase requisitions and check requests for an academic term is May 1
- Spending for the academic term is not permitted after May 15
- Due to the change in fiscal year, student organizations are not permitted to spend Student Activity Fee money during summer months in between two academic terms. If your

Organization requires that a purchase be made during this time, Officers must contact The Office of Student Involvement and receive written approval from the Director of Student Involvement

Tracking Organization Transactions

Student organization officers, namely the Treasurer for each organization, are tasked with keeping accurate and up-to-date records for their organization and monitoring that funds allocated from Student Senate are being used appropriately.

- A spreadsheet should be kept with current figures throughout the academic year for auditing purposes
- Treasurers are expected to keep copies of all receipts, check requests and purchase requisitions

Student organizations will be provided with a screenshot of their account during the Treasurer's Meeting at the beginning of Fall Semester. In addition, four email updates will be sent to the President and Treasurer over the course of the year, on or near: October 15; December 15; February 15; and April 15.

- A final statement will be sent at the end of the academic term on May 15
- Officers should check these statements against their own records on a regular basis

If Student Organization Officers have questions about their budgets, they are encouraged to contact the Student Senate Treasurer. In addition, appointments can be scheduled with the Director of Student Involvement for further assistance.

Purchasing, Depositing or Transferring Funds

Purchasing Authority

- Student organization officers are permitted to make purchases on behalf of their organization as long as funds are readily available and the Student Senate's Funding Philosophy and Guidelines are expressly followed.
- Purchases may be made via university purchasing cards, check requests, or purchasing requisitions, though all purchases are tax exempt due to the university's exempt status as an educational institution
- Coordinate with The Office of Student Involvement for your purchasing needs, following the guidelines below

Tax Exempt Status

- Wittenberg University is a tax-exempt institution as we are an educational, non-profit entity. Whenever an individual, organization or department makes a purchase on behalf of the University, tax should never be paid
- Before making purchases, be prepared to present tax exempt documentation. The process for doing so is slightly different at every store, but a Blanket Certificate of Exemption will most likely be required at point of sale. You may ask to pick up a certificate by visiting The Office of Student Involvement before shopping

- Be sure to present the certificate to the cashier before they begin ringing up your items

Purchasing Cards

- Purchasing Cards, also commonly referred to as PCards, are Wittenberg University credit cards. These are available for student organization use when making organization-related purchases
- Cards can be used at any local retail location, but are limited to purchases under \$150. If the total exceeds \$150, the card will be denied
 - Splitting transactions to meet the purchasing limit is expressly forbidden. For purchases greater than \$150, a Check Request or Purchase Requisition will be required
- Use of the Purchasing Card must comply with the University Purchasing Policy and Procedures as well as Student Senate funding restrictions
 - Purchase of tobacco products, alcohol, ammunition or weapons, cell phones, gasoline, or any personal items is strictly prohibited
- Purchasing Cards must be maintained with the highest level of security. If the card is lost or stolen, it must be reported to The Office of Student Involvement, the Purchasing Card Administrator, and Card Member Services as soon as possible
- Purchasing Cards are regularly audited to ensure appropriate use by university entities.
 - When making purchases, obtaining an itemized receipt is mandatory
 - The receipt must be turned in to The Office of Student Involvement for appropriate record keeping
- Misuse or fraudulent use of a Purchasing Card will result in termination of future PCard privileges and possible penalties, including financial reimbursement to the University. Further, abuse of a credit card is a civil liability and subject to criminal prosecution

Borrowing a PCard for Student Organization Use

- Reserving a PCard
 - Student Organization Officers may borrow a University Purchasing Card from The Office of Student Involvement by filling out the Purchasing Card Request Form.
 - Cards are reserved on a first come, first serve basis
 - Organization officers must make arrangements well in advance (i.e. at least 2 business days) of when you need to make purchases
 - A PCard reservation lasts 24 hours, unless special permission has been granted by The Office of Student Involvement
- Picking up a purchasing card
 - Organization officers must present photo identification
 - The borrower is solely responsible for the card during the reserved time period and will sign a release form at checkout accepting said responsibility
 - PCards cannot be given to or used by another individual or organization during the checkout period
- Returning a purchasing card
 - The card must be returned with all itemized receipts at the end of the reservation
 - Any individual who fails to return the card and receipts or who misuses the card in any way will automatically lose the right to borrow the card and may be referred to the The Office of Student Conduct

Applying for a Dedicated Organization PCard

- Some Student Organizations have dedicated Purchasing Cards that are managed during the academic year by an organization officer. If your Student Organization makes frequent purchases and is interested in applying for a dedicated Organization PCard, please stop by The Office of Student Involvement to fill out an application
- Student Organization Presidents and Treasurers are invited to apply, though typically only one card will be granted per organization
- Applications will be reviewed by the Director of Student Involvement. Approval will be granted based on evaluation of organization purchasing habits and history of appropriate spending, in addition to other criteria
 - Before receiving approval, the applicant will be asked to meet with the Director of Student Involvement to discuss the responsibilities of managing a Student Organization PCard and review the Cardholder Agreement and User's Guide
 - If approval is granted, the applicant may also be required to meet with Wittenberg University's Purchasing Card Administrator

Check Requests & Reimbursements

- Reasons to use a Check Request form
 - A Check Request form should be used when a student organization needs to have a check cut from their University account. The following expenses should utilize a Check Request for payment:
 - Reimbursement for an org-related purchase made out of pocket (receipt required)
 - Travel reimbursement (distance traveled must be shown via printout detailing starting and ending location)
 - Memberships/Dues (i.e.: league or association fees; tournament entry fees; etc.)
 - Stipends for provision of services (i.e.: referee payment, one-time speaker fee, etc.)
- Completing a Check Request form
 - During a normal business week, the Check Request form must be submitted to The Office of Student Involvement by Monday at 5pm to ensure a check will be printed on Wednesday and distributed on Thursday of that same week
 - To fill out a Check Request, a Student Organization Officer should stop by The Office of Student Involvement with the following, required information:
 - Receipt or invoice
 - Completed W-9 form OR
 - Name, address, birthdate, and social security number of the person to be paid
- Before being submitted, Check Requests must be signed by a student organization officer and the Director of Student Involvement, who will verify that it is an appropriate expense and that the requested funds are available in the organization account

Purchase Requisitions

- Reasons to use a Purchase Requisition
 - If a student organization wishes to purchase tangible goods that go above and beyond the PCard purchasing limit of \$150, an officer should visit The Office of Student Involvement and submit a Requisition for Purchase
 - Due to their familiarity working with colleges and university purchasing offices, most businesses accept a PO Number (Purchase Order) as proof of payment. This allows a student organization or university department to order, receive and verify the quantity and quality of goods before releasing payment
- Using a Purchase Requisition Form
 - Contact a variety of companies and request a quote for services (i.e. t-shirts)
 - Once confirming the best price, an officer should fill out a Purchase Requisition that lists
 - the name and address of the vendor
 - date materials are required to arrive
 - the itemized description for the order, including number and size of items , logo to be used, cost per item, and account to be charged
 - Submit the requisition to The Office of Student Involvement for approval from the Director of Student Involvement
 - The University Purchasing Office will then create a purchase order number to provide to the vendor (which gives the vendor the “ok” to move into production)
 - When the order arrives on campus, organization officers are expected to report to the Director of Student Involvement that the items came as they were promised (both in quantity and quality), who then signs off on the PO and releases payment to the company for the order
- Once a Requisition for Purchase is submitted, it takes a couple of business days before the PO Number is created and communicated with the vendor, so student organizations should plan appropriately.
- When seeking out reputable vendors for purchases, student organizations are encouraged to utilize the University Buyer, who can help recommend companies that have worked well with Wittenberg in the past and offer reasonable prices. The Buyer can also help with price comparison for more expensive items.

Making Deposits

- If a student organization needs to deposit funds into its university account, an Inter-Office Deposit slip must be filled out
 - Officers can acquire a deposit slip at The Office of Student Involvement or at the Cashier’s Desk, located on the 3rd floor of Recitation Hall outside of Student Accounts
 - The slip requires the date, submitter’s name, organization name and account to be credited, in addition to a monetary breakdown and the purpose of the deposit.
 - Once the deposit slip is filled out, the deposit may be submitted at the Cashier’s Desk in Recitation Hall
- Deposits should be made as soon as possible
- For safety reasons, no cash or checks belonging to a student organization should be stored in an office, residence hall room, or off-campus house. If funds are misplaced or stolen while

being held in one of these locations, the individual or organization last in possession will be held responsible for the amount of money

- If funds are generated during an evening or on the weekend when deposits cannot be accepted at the Cashier's Desk, Student Organization Officers may drop off funds at the Student Center Information Desk from 5pm-1am daily where a Student Center Manager will help them secure the deposit in the safe until the next business day. Funds may also be dropped off to Wittenberg Police Division for safekeeping during evening or weekend hours

Contracting

Student organizations often wish to bring in speakers, performers or other vendors for campus events. These agreements with off-campus entities require contracts and must be handled carefully. If your organization wishes to contract with an off-campus entity, the process of contracting must be done within the guidelines set forth by The Office of Student Involvement:

- Contracts must be signed by a university-authorized signer. **Students are not permitted to make offers and may not enter into contracts on behalf of the Wittenberg University.**
- Student organization officers are encouraged to participate in the information gathering process and may inquire about the availability and cost of inviting a guest speaker or performer to campus, but all negotiating and entering into formal agreements must be done through The Office of Student Involvement.
- Any contracts that are entered into by any other means, will be the responsibility of the signing party and not the responsibility of Wittenberg University.
- All requests for contracting with guest speakers, performers or other vendors must be received by The Office of Student Involvement no less than 30 days prior to the desired event date.
 - To ensure the university is entering into agreements in a professional and sound manner and have the necessary amount of time to request payment for contracted entities, requests made after the 30-day deadline may be denied by the Director of Student Involvement.
- Due to the nature and technical requirements of some contracted entities, venue reservations must be made in conjunction with contracting. Work with the Scheduling Coordinator to ensure the appropriate venue is available on the requested date and at the appropriate time before completing the contract.
- Be sure to calculate all additional expenses into a contracted event. Request the hospitality and technical riders from the performer/vendor ahead of time and work with the Director of Student Involvement to ensure you can fulfill these requests.
 - Some contracts require the sponsoring organization to provide travel, hotel and food expenses; require technical support that goes beyond the scope of university resources; or has other fine-print requests – all of which must be taken into consideration financially before completing the contract.
- If your student organization wishes to contract with an off-campus entity, please contact The Office of Student Involvement and schedule a meeting with the Director of Student Involvement.

Section 6: Hosting Events on Campus

Researching Vendors and Performers

Per the *Guest Speakers and Performers Policy*, registered student organizations are permitted to invite speakers, performers and other vendors to campus for events. Organization officers are expected to follow the policy thoroughly when planning, but are encouraged to conduct initial performer/vendor research.

Initial contact with vendors should be informational in nature, gathering availability and pricing details for a performer or a quote for tangible goods. Officers should not make any commitments when researching and are not permitted to make offers or enter into contractual agreements on behalf of Wittenberg University. Best practice is to find and request informational quotes from 3 vendors in order to determine the best available option.

Once research has been completed, officers should contact the Director of Student Involvement 30 days prior to the desired event date for assistance with contracting.

For event planning assistance, a list of preferred vendors is available in Appendix 8.

Making Reservations

Registered student organizations are expected to make room reservations for all meetings and events.

- Spaces in the Benham-Pence Student Center, Shouplin Center, HPER Center, Weaver Chapel, all academic buildings, and many other venues are able to be reserved through 25Live
- In addition, outdoors spaces such as Alumni Way, Stoughton Lawn, Chapel Lawn, Commencement Hollow, Myers Hollow, Edwards-Maurer Stadium, and Bill Edwards Field must be requested through 25Live
- Using a valid Wittenberg username and password, organization officers may request reservations online by visiting the “MyWitt/Email” tab on the University website and then selecting “25Live”
- When making reservations, officers should know the name, date and time of the event, have an expected headcount, and be able to provide setup and teardown information. They can also request tables and chairs, ask for audiovisual support, and upload event advertisements or websites for inclusion on the University calendars
- Requests for space should be made well in advance and are not considered final until the requesting officer receives an email confirmation
 - Please note that Athletic Venues require additional clearance from the Athletic Department and may require more time for review

Student organizations are also invited to use the W Tables (on the main level of the Student Center) or CDR Tables (at the entrance to the CDR) for advertising events and initiatives. These requests should be made at the Information Desk and are scheduled on a first come, first serve basis.

For event planning assistance, a step-by-step tutorial for requesting reservations through 25Live is available in Appendix 9.

Procedures for Hosting Special Events

Bake Sales

- Registered student organizations are permitted to host bake sales on campus but should notify The Office of Student Involvement in advance and then follow the guidelines below:
 - Display the name of your organization at the table where the sale is taking place, identify how proceeds will be used, and clearly indicate that items are “homemade”
 - Remember that food handled improperly can cause foodborne illness, so safety when preparing food is extremely important:
 - Clean all surfaces, utensils, bakeware, packaging materials, etc. before preparing items to be sold
 - Make sure all individuals involved in preparation of items are in good health, wear gloves, and participate in all reasonable efforts to keep baked goods free from contamination
 - Purchase all ingredients from reputable vendors (i.e. grocery stores). Refrain from purchasing ingredients from local vendors where there is potential for items to not be pasteurized, inspected, etc.
 - Refrain from preparing/selling items that require temperature control, including, but not limited to: items containing cream, meat, custard, fresh fillings, etc. Instead, focus efforts on baked goods like breads, cakes, cookies, bars, rolls, etc.
 - Make sure all items are wrapped securely in “ready-to-purchase” amounts, so as to limit the potential for contamination during travel and while on display at the sale table
 - Clearly mark items with the ingredients used to prepare them OR be able to provide a list of all ingredients for each item upon request. Be especially cognizant of marking any items with ingredients that individuals are largely known to be allergic to (i.e.: nuts, dairy products, wheat, gluten, soy, etc.)

Bonfires

- Bonfires are also permitted on campus when hosted by registered student organizations and properly scheduled. If your organization is interested in hosting a bonfire, please follow these steps:
 - Note that bonfires may only be hosted on the green space at the corner of Ward and Woodlawn due to safety issues, distance from structures, and proximity to an active water source
 - Contact the Scheduling Office to request a reservation for the lawn at the corner of Ward and Woodlawn
 - The Scheduling Office will approve or deny your reservation. If approved, they will contact Physical Plant and request that a University Groundskeeper construct the bonfire on the desired date
 - Contact Wittenberg Police Division to request permission to host the bonfire
 - If approved, Wittenberg Police Officers will be asked to do increased patrols of Ward and Woodlawn to ensure participant safety
 - At the end of the event, organization officers are expected to douse the fire with water provided on site before leaving the area. In addition, they are to contact the University Dispatcher at 937.327.6231 to notify Officers that the event has concluded safely

5Ks

- Registered student organizations are permitted to host 5Ks on campus grounds, but must begin planning well in advance as these events require coordination of many offices including, but not limited to:
 - Office of Student Involvement
 - Scheduling Office, Wittenberg Police Division
 - Physical Plant
- In addition, special permits are often required with the City of Springfield to close off any streets or public access areas. If your student organization is interested in hosting a 5K, please contact The Office of Student Involvement no less than 30 days prior to the desired event date

Events with Food

- Per contractual obligations, Parkhurst is the exclusive food provider for Wittenberg University. This exclusivity is for a variety of reasons, though primarily because of the expectation the university has for Parkhurst to monitor the highest food safety practices and standards for our campus community. If any university department or student organization wishes to host an event on campus where food and drink will be served, they are expected to work with Parkhurst to fulfill their catering needs.
- Parkhurst staff can help accommodate the food and beverage needs in a variety of ways ranging from preparing box lunches for groups to take on the road to providing food for groups in any of their retail locations to fully catering a buffet or plated meal. Concerned about pricing? If any organization members have meal plans, arrangements can be made with Parkhurst to provide a meal swap so that your organization is given the credit for the cost of a standard meal in the CDR. In addition, a “No Frills” section is available in the catering menu to serve the needs of student organizations. To discuss these and other options, contact Parkhurst no less than two weeks before your desired event date.
- To learn more about options and pricing, visit www.wittenberg.catertrax.com or contact Jasmine Davis, Catering Manager, at 937.327.7032 or davisj35@wittenberg.edu.

Event Advertising

The Office of Student Involvement is able to assist registered student organizations with advertising events through the “Witt’s Happening” social media channels. To request that your event be promoted on “Witt’s Happening,” organization officers should submit the Wufoo request form found at the link below. Requests must be made no less than one week in advance to ensure adequate scheduling time.

<https://wittstudentinvolvement.wufoo.com/forms/witts-happening-social-media-advertising-request/>

In the past, registered student organizations have been able to request JPEG or PDF event advertisements be emailed to the student body from The Office of Student Involvement. However, student organizations will no longer be able to use the general student email listserve to promote events and initiatives. Instead, organizations should reserve all events in 25Live which will generate an all-encompassing, biweekly, events email for students. In addition, organizations are encouraged to utilize other campus advertising channels.

Campus Advertising Channels

The following channels are available for student organizations to utilize when advertising events and initiatives. The Posting Policy must be followed for any and all advertising.

Bulletin Boards

- Four bulletin boards are available in the Student Center for student organization use. In addition, bulletin boards for public posting are available in many academic and administrative buildings. Organizations may not post on bulletin boards that are designated for specific academic department use only

Banner Space

- Banners may be hung in the Benham-Pence Student Center, Barbara Deer Kuss Science Center, and Hollenbeck Hall. Space is available on the first come, first serve basis. Banners should be removed once events have passed

CDR Napkin Holders

- Parkhurst is welcoming student organization use of napkin holders in the CDR. In order to reserve space, officers should email WittDining1845@gmail.com. Advertisements must be 4.75" in width and 6.5" in length. A template is available upon request at the above email address
 - In the request, please attach the PDF/JPEG advertisement and include the event name, sponsoring organization, and desired timeframe you would like the advertisement to appear in the CDR
 - Please note:
 - Advertisements will be changed each Monday
 - Three organizations will be given the opportunity to advertise each week
 - Available space is assigned on a first come, first serve basis
 - Parkhurst Dining reserves the right to limit/refuse advertisements at any time, for any reason

Residence Halls

- Advertising can be submitted to The Office of Residence Life for distribution in the Residence Halls. Registered student organizations are invited to bring 20 copies of a flyer to the Student Development house for approval. Ads will be hung by Residence Life staff in each building once approved. Allow 3 business days for processing. Individuals are not welcome to hang advertisements on their own or solicit in the Residence Halls

Advertisements in The Torch

- Issues of *The Torch* are published weekly when school is in session. Ad orders must be placed and paid in full by the Sunday one week prior to the paper issue date (in other words, 10 days in advance). Limited ad space is available and is reserved on a first come, first serve basis. For more information, visit www.thewittenbergtorch.com

Advertisements on WUSO 89.1FM

- WUSO 89.1FM is the only radio station broadcasting live from Clark County. To request event promotions on the air, contact WUSO's General Manager

Restrictions on Hosting Events

There are a few times during the year during which registered student organizations are not permitted to host events. These times include:

- Chapel Hour (Tuesdays and Thursdays from 11:30am-11:50am)
- During Witt Series Events (contact the Scheduling Office for a full list of events)
- Reading Day
- Final Exam Week
- Academic Breaks (including Fall Break, Thanksgiving Break, Winter Break, Spring Break, Easter Weekend, and Summer)
 - To request special permission to host an event during these breaks, contact The Office of Student Involvement

Section 7: Student Organization Advisors

The Role of a Student Organization Advisor

Advisors are an essential part of student organization operations, not only because each group is required to have a Wittenberg faculty/staff member serve in the role, but also because organization advisors:

- Serve as liaisons between the organization and the university community
- Provide a wealth of institutional and organizational knowledge
- Serve as a role model and mentor to student organization officers and members
- Help facilitate short- and long-term goal setting with officer teams
- Encourage the organization to be actively contributing to the student experience by hosting appropriate events and initiatives in conjunction with their organization mission
- Require accountability from organization officers to one another, the organization, the university and their constitution
- Assist organization officers with supervising organization members and activities
- Help plan and execute annual officer transitions
- Intervene in group conflicts, if necessary
- Challenge organizations to consider different strategies, ideas or perspectives
- Be accessible to officers as a sounding board or voice of reason
- Mitigate situations that carry increased opportunity for risk
- Complement the formal educational experience by facilitating student learning in a co-curricular capacity
- Assist organization with compliance regarding all University policies and procedures
- Support organization officers and members by recognizing, appreciating and rewarding successes
- Promote professional development in organization officers through direct facilitation or connection to external opportunities

Establishing your Relationship as a Faculty/Staff Advisor

Before agreeing to serve as the advisor to a student organization, faculty/staff members should meet with organization officers to discuss the expectations officers have for their advisor. This conversation should include discussions about the level of participation and visibility they would like the advisor to demonstrate, the role they would appreciate an advisor playing during meetings versus events, how the advisor should mentor and supervise the organization, and how long the term will last. Officers are encouraged to share a job description with the advisor, groups are encouraged to write down expectations, both of the advisor by the officers and of the officers by the advisor, and you should identify how the relationship will be evaluated on an annual basis.

If the officer team and faculty/staff member come to an agreement, they should notify The Office of Student Involvement of the advisor appointment.

Assisting with Liability & Risk Reduction

As an adviser of a student organization, you are a university's representative regarding the organization's activities. As such, you are expected to give reasonable and sound advice to your organization about such things as programs, use of facilities and operational procedures. If you have reason to question an action taken by the organization, express a written concern directly to the organization, a suggested alternative to the questionable action, and direct them to the Office of Student Involvement, which has experience and knowledge in managing risk and event planning.

It is important to remember that in general, while we need to be concerned about liability, we can seriously damage the educational process by being paranoid about it. Just as there is no specific statement that explains faculty liability for every possible classroom incident, there is nothing that covers all the possible situations student organizations might encounter. If you have concerns about a situation unique to your organization or to a specific event sponsored by the organization you advise, please contact the Office of Student Involvement.

Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants. One of the best ways is to plan ahead. Here are a few other things that your organization can do to identify and reduce risk:

- Identify specific risks involved in the event. These could include:
 - Physical risks - involve harm or injuries to the physical body. Examples for student organization events might include injuries from physical activity, inclement weather, equipment or materials, food-related illnesses, alcohol consumption, dangerous travel conditions, medical emergencies, etc.
 - Reputation risks - apply to the reputation of the individual officers and members present, the reputation of the student organization, and the reputation of the university as a whole. Examples of reputation risks might include poor conduct or behavior at an event, a negative representation of the group, or hazing of members.
 - Emotional risks - pertain to the thoughts and feelings of the organization's members, participants or attendees, and any other constituents of the event or activity. Examples might include hazing of members, lack of accessibility to the event, discrimination against constituents, controversy or disruption of the campus, aversive reactions of participants, sensitive subject matter, and the strain of planning the event.
 - Financial risks - involve both the budget for the specific event and the overall financial health of the student organization. Examples might include a lack of cost reduction where possible, poor budgeting, failing to meet fundraising goals, etc.
 - Facilities risks - include both the safety of the facilities used for your members/participants and the maintenance of the facilities used by your members/participants. Examples might include a lack of proper set-up or clean-up for the event, safety and security issues at your location, a lack of familiarity with the facilities and location, or the disruption of university facilities.
- Identify options for reducing risks by including, but not limited to:
 - Hiring a third party vendor or contractor
 - Purchasing additional liability insurance

- Preparing liability waivers, if necessary
- Providing advanced training
- Assuming a 'worst- case scenario' and preparing for it in order to reduce likelihood of it occurring
- Utilizing waivers that outline the specific nature and risk associated with the event.
- Canceling the event if the conditions are dangerous or the group is not prepared to assume full responsibility for the risk involved

Assisting with Budget Monitoring, Purchasing or Contracting

Advisors play a critical role in assisting organizations with budget monitoring, funding requests and purchasing. Advisors should understand the Funding Philosophy of Student Senate, be aware of opportunities for organizations to apply for and receive funding, and assist officers with budget monitoring.

However, advisors do not have purchasing authority for student organizations and are not authorized signers or spenders of organization funds. All requests for funding, purchases, and requests for contracting on behalf of the organization must come from student organization president or treasurer.

In addition, only the Director of Student Involvement is authorized to approve these expenditures from student organization accounts. This includes signing all purchase requisitions, check requests and contracts and verifying transfer requests. Advisors are not authorized to sign these forms on behalf of student organizations.

Lastly, The Office of Student Involvement has purchasing cards to be checked out for use by student organizations. Advisors should not allow officers use their PCards unless explicit approval is granted in advance by The Office of Student Involvement.

For assistance with any student organization budget monitoring, purchasing, or contracting, please contact the Director of Student Involvement

Do's and Don'ts for Student Organization Advisors

(Adapted from <http://www.myacpa.org/comm/student/documents/acpaadvisermanual.pdf>)

Advising Do's

- Encourage group members to keep academics as their first priority and maintain a healthy balance of curricular and co-curricular activities
- Encourage attendance at officer workshops hosted by The Office of Student Involvement
- Allow the group to succeed and allow the group to fail. Offer support when necessary, but also allow them to make mistakes and learn from them
- At the beginning, as well as periodically, develop and set clear expectations about the role of the advisor and your relationship to the organization
- Keep your sense of humor, enthusiasm and expertise. Share creative and alternative suggestions and provide feedback for activities planned by students

- Learn what the students want to get out of the organization. Support them in their journey in doing so
- Assist officers with procedural matters. Be knowledgeable of the organization's purpose and constitution, upcoming deadlines, ongoing goals, national, state, or regional expectations or by-laws, and help give feedback
- Assist the officers with member education (i.e. history, goals, purpose of the group)
- Help members look toward the future by developing long-term goals and communicating those plans to future members
- Assist with leadership transitioning
- Help officers with intentional, purposeful and educational events; encourage collaboration with other organizations and departments

Advising Don'ts

- Know it all
- Be the leader or "run" the meeting
- Impose your own bias
- Be afraid to let the group try new ideas
- Become such an advocate that you lose an objective viewpoint
- Be laissez-faire or autocratic
- Assume the group handles everything successfully/correctly and doesn't need you
- Assume the organization's attitudes, needs and personalities will remain the same year-to-year, or even semester-to-semester. Expect variability and be willing to adapt with the group

Relationship with The Office of Student Involvement

The Office of Student Involvement is exceptionally grateful for the willingness of faculty/staff members to serve as student organization advisors. With so many active organizations on our campus, the work of advising groups simply could not be done without the assistance of so many dedicated individuals. The Office of Student Involvement is always available as a resource for organization advisors. Please contact the Director of Student Involvement for assistance. Resources are available on the following topics specifically:

- Student organization policies and procedures
- Obtaining Student Activity Fee funding and managing university accounts
- Roles and functions of advisors
 - Mentor vs. supervisor vs. educator
- Understanding group dynamics
 - Tuckman's Model of Group Development
 - Forming, Storming, Norming, Performing, Adjourning
 - Dealing with organizational conflict
- Connecting student organization leadership experience to post-college opportunities
- Hosting campus events
- Recruiting, retaining and recognizing organization members
- Mitigating organizational risk
- Managing the annual officer transition process
- Evaluating organizational success and performance of officers/advisor

- Icebreaker/teambuilder activities
- Mandatory Reporter Status
 - As full time employees of Wittenberg University, student organization advisors are mandatory reporters and have an obligation to report crimes and/or policy violations when they become aware of them. Please contact the Director of Student Involvement immediately if you have concern for any of the issues below or are aware of immediate threats to the wellbeing of students and/or the campus community
 - Alcohol
 - Hazing
 - Discrimination
 - Sexual Assault
 - Students in Crisis
 - Clery Act Reporting
 - Title IX Issues
 - Protecting minors at campus events

Section 8: Club Sport & Recreation Organizations

Wittenberg's Club Sport and Recreation Organizations provide opportunities for students to participate in a variety of sports and recreational activities. These recognized student organizations exist to promote interest in a focus area and develop the skills of its members. Club Sport and Recreation organizations are classified as instructional, recreational, competitive, or any combination.

- Instructional Organizations exist to create interest in a sport or focus area and serve the purpose of teaching its members the rules and skills of the game. Some personal equipment may be required.
- Recreational Organizations encourage continued participation in a sport or activity by eligible participants. They may schedule games or matches with other club teams and may belong to a regional or national governing body.
- Competitive Organizations play a competitive schedule against other universities and/or organizations. Teams or individuals may have the opportunity to compete for a league, regional, and/or national championship. Most, if not all, of the games/matches are officiated or judged.

Recognition of Active Club Sport & Recreation Organizations

For Club Sport and Recreation organizations to retain their active status, they must fulfill all the expectations of a registered student organization as outlined in the earlier sections of this Guidebook. In addition, Club Sport and Recreation organizations must:

- Have Officer Teams in attendance at the mandatory Risk Management Workshop for Club Sport and Recreation Organizations at the beginning of the academic year. (Captains are encouraged to attend as well)
- Have Safety Officers in attendance at the CPR/First Aid Workshop at the beginning of the academic year. (Other officers or members are strongly encouraged to attend as well)
- Complete and submit additional documentation to The Office of Student Involvement. The following forms are due by Friday of the third week of each semester and must be updated regularly as changes occur:
 - Membership Roster
 - Practice and Competition Schedule
 - Equipment Inventory
- Collect the following forms from every club member before individuals may participate in any club/organization activity. Original copies must be submitted to The Office of Student Involvement with the Membership Roster. Organization officers are expected to provide blank forms to any new member that participates throughout the academic year and update records with The Office of Student Involvement on a regular basis
 - Affirmation and Liability Release
 - Emergency Medical Form

- Encourage organization members to have annual physical examinations. Wittenberg University and the Office of Student Involvement assume no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity. It is the responsibility of each individual participant to decide if participation is appropriate given health conditions
- Submit Travel Itineraries
- Submit “Incident or Injury Report Forms” within 24 hours of any incident or injury
- Complete and submit a “Coach/Instructor Independent Contractor Agreement” if applicable. Club Sport and Recreation organizations are permitted to seek out a non-Wittenberg Coach/Instructor who is specially skilled or trained to support organization activities. However, before these individuals are allowed to work with students, they must be approved by The Office of Student Involvement and Human Resources and complete a background check. To establish a formal relationship with a Coach/Instructor, contact the Director of Student Involvement for assistance.

Inactive Status for Club Sport & Recreation Organizations

A Club Sport becomes inactive if they have had no activity for one full academic year. Inactive Club Sports or Recreation Organization will have to return any equipment purchased with Student Activity Fee funds to the Office of Student Involvement.

In order to reactivate the Club Sport, organization officers will have to re-register the club through Student Senate. If the Office of Student Involvement is still in possession of any relevant equipment from the previous club administration, it will be redistributed once the organization is officially recognized again.

Safety Officer Requirement

In an effort to ensure the safety and wellbeing of all Wittenberg students who choose to participate in Club Sport & Recreation Organizations, these organizations will be required to have a minimum of 2 members serve as Safety Officers, one of whom must be present at all organization practices and competitions. Due to the high level of responsibility for Safety Officers, individuals must willingly choose to accept this role and complete basic first aid and CPR training. In addition, the individuals who serve in this capacity must be full-time members of the organization who are in good standing with the university and meet the 2.3 GPA requirement for organization officers. The basic expectations and responsibilities of Safety Officers is as follows:

- Trained in basic first aid and CPR with current documentation on file with The Office of Student Involvement
- Knowledgeable of the university’s emergency protocol (along with other organization officers)
- Responsible for the completion and submission of all Affirmation & Liability Release Waivers for organization participants
- Responsible for the completion and submission of all Emergency Medical Forms for organization participants

- Responsible for the completion and submission of all Incident & Injury Report Forms on behalf of the organization
- Responsible to follow up with organization participants after an incident or injury to ensure an individual has been cleared to play and has necessary documentation on file with the organization
- Carry and maintain a stocked First Aid Kit at all organization activities
- Ensure at least one First Aid and CPR trained member is present at all organization activities (if this is not the case, activities must be postponed or cancelled)
- Make arrangements for on-site medical trainers, EMT's, or paramedics as needed
- Responsible to check the safety of the facility before all organization activities for any hazards (i.e.: broken glass, holes, rocks, standing water, etc.) and notify facility officials or Physical Plant staff for assistance if necessary
- Responsible to monitor severe weather conditions (i.e.: lightning, thunderstorms, strong winds, snow, sleet, etc.) as activities are ongoing and cancel activities if participants are at increased risk
- Have a working cell phone at all times during organization activities for emergency purposes
- Maintain open communication with The Office of Student Involvement regarding any safety or risk management concerns or issues

Organization Advisors vs. Coaches/Instructors

Each organization must have a Wittenberg faculty/staff member serve as the organization's official Advisor. The selection of this person is the responsibility of the organization and must be on record with the Office of Student Involvement.

Due to the skill level involved with many Club Sports and Recreation organizations, many organizations need the assistance of an outside coach or instructor who is specially trained in the sport/activity. Any organization wishing to establish a formal relationship with a coach/instructor who is not affiliated with the University must work with the Office of Student Involvement to gain approval. The coach must complete paperwork, meet with a member of the Office of Student Involvement to discuss his/her participation with the organization, and pass a background check through Human Resources. Approval or denial of volunteer coach or instructor status will be shared with organization officers and the individual who has applied for coach/instructor status by the Director of Student Involvement.

Basic Function/Purpose of Coach/Instructor

The coach/instructor will provide organized, safe instruction and training for various participant skill levels. He/she will monitor performance for the purposes of skill development and can make recommendations to organizations officers/captains for recognition of members or participation in competitions. He/she shall be a positive role model for all organization participants.

- Essential Responsibilities
 - Teach techniques to develop and improve the skills of club members
 - Establish relevant exercises for skill improvement
 - Ensure facilities are free from hazards and equipment is in proper, working condition
 - Assist officers with the purchasing and maintenance of equipment
 - Assist officers with the planning and implementation of practice schedules
 - Assist officers with coordination of team travel and lodging
 - Assist officers with the planning of organization sponsored events
 - Be CPR/First-Aid certified

- Desired Qualifications
 - Demonstrate knowledge of the specific sport
 - Have experience in coaching collegiate level athletics. Certifications preferred
 - Demonstrate knowledge of the rules, policies, and sport procedures

The role of the organization Coach/Instructor is to teach members the skill and strategy related to the activity. Day to day operations and governance of the organization will remain the responsibility of the organization's officers. Organization officers will serve as the liaisons between the organization and the Office of Student Involvement.

Sport Specific Requirements

Wittenberg University requires that the following sports, per recommendations of their national associations, have a coach/instructor in place in order to practice or compete. This list includes but is not limited to: Ice Hockey, Rugby, and Rowing.

Equipment and Storage

- Equipment and uniforms can be purchased with allocated funds from Student Senate and the Office of Student Involvement are property of Wittenberg University
- Organization officers must submit an annual equipment inventory to the Office of Student Involvement. This inventory must document type, location, condition, and lifespan of equipment
- Each piece of equipment used by organization members should be routinely inspected by organization officers to determine if it is in safe working condition
- A First Aid Kit must be readily available at all organization games, practices, or events
- All equipment not returned will be charged against the organization and/or individual members
- The organization and/or individual members will be responsible for the replacement of any issued equipment that is lost or damaged
- Club Sport equipment may be used only during the organization's official events/season. During other times equipment must be securely stored. Organizations could be penalized for any equipment lost or stolen due to the organization's negligence in properly securing equipment

- Equipment storage must be located at Wittenberg University. Location of equipment storage must be reported on the Equipment Inventory Form and returned to the Office of Student Involvement
- If the club wishes to sell any equipment, they must first set up a meeting to consult with the Office of Student Involvement
- No equipment (i.e., jerseys, shirts, balls, etc.) can be given away by a Club Sport

Space and Facility Use

- If the organization intends to use any facility space in the HPER Center, scheduling must be coordinated through the Athletics Department
- If the organization intends to use university buildings and green space (not under the Athletics Department), then scheduling should be done through Scheduling Coordinator in the Student Center
- If the organization intends to utilize space outside of university control, they must follow the guidelines established by those facilities. Wittenberg students, coaches, and advisors are not authorized to sign contracts on behalf of the organization. All contracts will need to be brought to the Director of Student Involvement. When working with outside facilities it is important to remember that every member should uphold the positive image of Wittenberg University

Additional Resources for Club Sport & Recreation Organizations:

- Wittenberg Student Health Services: 937-327-7811
- Excel Sports Medicine: Brian Rader, Athletic Training Coordinator, 937-342.5612 or brianrader@mercy.com
- EMT/Paramedics for Hire
 - Springfield Fire and Rescue: 937-324-7605
 - MedTrans: 1-800-854-2137
- Wittenberg Physical Plant: 937-327-7316 or ppworkorders@wittenberg.edu
 - NOTE: If you request any work be completed by Physical Plant (i.e.: field lining/preparation), CC the Director of Student Involvement on the email request
- Wittenberg Motor Pool and Transportation: 937-327-7446 or tblack@wittenberg.edu

Section 9: Appendices

Appendix 1: Currently Registered Student Organizations

Wittenberg University Office of Student Involvement Registered Student Organizations 2016-2017



Academic

Amer. Institute of Biological Studies
 Archaeology Club
 Beta Beta Beta (Biology)
 Beta Mu Beta (Biochemistry)
 Chemistry Club
 East Asian Studies Club
 History Club
 Marine Science Club
 Ohio College Music Educators Asso.
 Pre-Health Professionals
 Society of Physics Students
 Sociology Club
 Witt Invest
 Witt Math
 Wittenberg Accounting Club
 Wittenberg Art League
 Wittenberg Astronomical Society
 Witt. Univ. Student Education Asso.

Academic Journal

East Asian Studies Journal
 History Journal
 Pholeos (Caving Journal)
 Spectrum
 The Witt Review of Lit and Art

Club Sports & Recreation

Bowling Club
 Cheerleading
 Club Basketball
 Club Volleyball
 Cycling Club
 Fishenberg
 Kayak Club
 Martial Arts Club
 Outdoor Club
 Swing Dance Club
 Wittenberg Coed Futbol
 Wittenberg Ice Hockey
 Wittenberg Rugby Club
 Wittenberg Sailing Team
 Wittenberg Speleological Society
 Wittenberg Student Dance Co.

Faith Based

Athletes in Action
 Common Ground
 CRU
 IMANI Gospel Choir
 Jewish Culture Club
 Lutheran Student Movement
 Newman Club
 Weaver Chapel Association
 Young Life

Fraternity/Sorority

Alpha Delta Pi
 Alpha Xi Delta
 Beta Theta Pi
 Delta Gamma
 Delta Sigma Phi
 Delta Tau Delta
 Gamma Phi Beta
 Interfraternity Council
 Kappa Delta
 Lambda Chi Alpha
 Panhellenic Council
 Phi Gamma Delta
 Phi Kappa Psi
 Sigma Kappa

Governance

Class of 2016
 Class of 2017
 Class of 2018
 Class of 2019
 Residence Hall Association
 Student Athletic Advisory Board
 Student Senate
 Union Board

Honors

Alpha Lambda Delta
 Gamma Sigma Alpha
 Ivy Ring
 Kappa Delta Pi (Education)
 Lambda Pi Eta (Communication)
 Mortar Board
 Omicron Delta Kappa
 Phi Eta Sigma
 Pi Sigma Alpha (Political Science)
 Pick and Pen
 Sigma Tau Delta (English)

Intercultural

American International Association
 Concerned Black Students
 Gender & Sexual Diversity Alliance
 Shades of Pearls

Media

The Torch
 WUSO 89.1FM

Performance Group

Just Eve
 Pocket Lint
 Wittenberg Choir
 Wittenberg Singers
 Wittmen Crew

Service

Alpha Phi Omega
 Fuller Center for Housing
 Promise Alliance Club
 RotarAct Club

Special Interest

Anime Club
 BLOOM Africa
 Card Game Club
 College Republicans
 Fact in Fiction
 Knights of Witt
 National Alliance on Mental Illness
 No Woman Left Behind
 Operation K
 POWER
 Role Playing Guild
 Save and Serve
 Shakespeare Society
 Student Alumni Board
 The HERO Project
 TigerThon
 Witt Animal Lovers Initiative
 Wittenberg Culinary Arts Club
 Wittenberg Democrats
 Wittenberg Pep Band

As of 1/26/17

Appendix 2: Student Senate Officers



STUDENT SENATE

Student Senators and Class Officers for 2016-2017

Senate Executives:

Senate President: Zach Lough
Senate Vice President: Charles North
Senate Secretary: Lindsey Lightner
Senate Treasurer: Katie Harman
Faculty Student Coordinator: Cameron Black
Public Relations: Liz Williams
2017 Class President: Megan Bobbitt

Senate Members:

Off Campus Senator: TBD
Fraternity/Sorority Senator: Miranda Swaney
Green Senator: Jessica Nazareth
Student Organization Senator: Irene Presper
Interfaith Senator: Zara Tickner
Concerned Black Students Senator: Asha Toure
American International Association Senator: Reyna Ayala Montes
Gender & Sexual Diversity Alliance Senator: TBD
Residence Hall Association Senator: Audrey Feiler
Student Athletic Association Senator: Macy Hubbard

Class of 2017:

President: Megan Bobbitt (Also a member of senate)
Vice President: Maryam Parisa Bennett
Secretary: Kyle Powers
Treasurer: Cameron Black

Class of 2018:

President: Mecca Abdul-Aziz (Also a member of Senate)
Vice President: Cylie Hodge
Secretary: Kelsey Fobean
Treasurer: Irene Presper

Class of 2019:

President: Rachel Wallace (Also a member of Senate)
Vice President: Karen Wildemann
Secretary: Lisa Campolongo
Treasurer: Max Baker

Class of 2020:

President: Irene Torres
Vice President: Molly Speyer
Secretary: Maya Kraus
Treasurer: Moriah Henderson

Appendix 3: Basic Requirements of a Student Organization Constitution

While constitutions should be specific to each organization, they should include the following:

- Organization name (and acronym if applicable)
- Purpose and/or mission statement
- Membership requirements
 - In order to receive annual funding from Student Senate, organizations, including all officer roles, must be open to all Wittenberg University students regardless of race, age, disability, gender, national origin, sexual orientation, residence, religion, or any other legally-protected category.
 - Consider dues, GPA, class standing, a service requirement, affiliation with a specific academic department, a requirement to attend a specific number of meetings/events, etc.
 - Outline requirements for full membership
 - Address financial obligation for participating (if applicable)
 - Discuss how a member is removed from the organization
- Details regarding officers
 - Eligibility of officers
 - 2.3 cumulative GPA required per Student Senate guidelines
 - Selection of officers
 - Who is eligible to vote for officers
 - When elections will take place
 - How voting will be handled
 - The standard term of office
 - Titles and duties of officers
 - Officer vacancies
 - Removal of officers
 - Resignation of officers
 - Filling vacant officer positions mid-term
- Details regarding organization advisor/coach
 - How advisor/coach will be selected
 - Qualifications for an ideal advisor/coach
 - Duties and expectations of the advisor/coach
 - Term of the advisor/coach
 - Process for annual review to ensure advisor/coach is carrying out duties
- Details regarding meetings
 - When meetings will be held
 - How meetings will be run
 - How decisions will be made (i.e.: voting, consensus, quorum, etc.)
- Details regarding affiliations (list any local, state, regional, or national affiliations)
- Details regarding amendments
 - How often the constitution will be reviewed
 - Who is eligible to suggest amendments to the constitution
 - How changes will be approved
 - Which officer is responsible for updating and distributing the new document

Appendix 4: Student Organization Constitution Template

Wittenberg University Student Organization Constitution Template

[INSERT ORGANIZATION'S FULL NAME AND ACRONYM]

[INSERT DATE]

Instructions: In the [boxes] provided please enter your organization's information as you would like it to appear.

ARTICLE I: NAME

The name of this organization shall be [name of organization], hereafter referred to as [shortened name of organization, perhaps an acronym, as it will appear throughout the constitution [optional]].

ARTICLE II: PURPOSE

The purpose(s) of this organization shall be: [Please list the purpose for establishing this organization, included in this is the Mission Statement of the Organization]

ARTICLE III: MEMBERSHIP

Membership in the organization shall be open to [Indicate who is eligible for membership. Remember that in order to be eligible for Student Senate funding, organizations must be open to all students. Included membership requirements such as dues, academic standing, service hours, department affiliation, etc. Also include if/when a member could be removed from the organization due to inappropriate conduct, not meeting requirements, etc.]

ARTICLE IV: OFFICERS

Section 1: Eligibility

[List any requirements for members to serve as officers]

Section 2: Officer Duties

[List your officer titles and a short description of their duties]

Section 3: Terms of Office

[In this section enter how long the officers of this organization will serve—Most officer terms are January-January.]

Section 4: Elections

[Explain how and when you will elect the officers of your organization]

Section 5: Officer Removal

[Discuss the conditions under which an officer may be removed from office and the formal removal procedure]

ARTICLE V: ADVISORS

[State the role/duties, term of office, and selection process for the organization's advisor(s)—All student organizations must have a full-time faculty or staff member. Any group wishing to have a volunteer advisor/instructor should list that here as well. Volunteer advisors/instructors must register with the Office of Student Involvement.]

ARTICLE VI: MEETINGS

[State the frequency of meetings (how, when, where) and describe circumstances when special meetings are called.]

ARTICLE VII: QUORUM

[Establish a set number of members that are required for the organization to conduct business.]

ARTICLE VIII: LEGISLATIONS & AMENDMENTS

[The procedure by which organization policies and resolutions are to be adopted by the organization and how the constitution will be amended. Be sure to include voting requirements for both.]

Appendix 5: Student Organization Workshop Series



Office of Student Involvement
WORKSHOP SERIES
Fall 2016

 @Witts_Happening

 "Witt's Happening"

 WittsHappening

 getinvolved@wittenberg.edu

Date	Topic	Location	Time	Attendance
August 29	Student Organization President's Workshop	Shouvlin 105	3:30pm	Attendance at one of these two sessions is mandatory for Presidents of Student Organizations
August 30	Student Organization President's Workshop	Shouvlin 105	4:30pm	
August 31	Student Organization Treasurer's Workshop	Blair 101	3:30pm	Attendance at one of these two sessions is mandatory for Treasurers of Student Organizations
September 1	Student Organization Treasurer's Workshop	Blair 101	4:30pm	
September 2	Risk Management Workshop for Club Sport & Recreation Organizations	Shouvlin 201	3:30pm	Attendance at this workshop is mandatory for Officer Teams
September 12	Safe Social Hosting Workshop	Shouvlin 105	4pm	Attendance at one of these two sessions is mandatory for Organizations who wish to program with alcohol
September 13	Safe Social Hosting Workshop	Shouvlin 105	4pm	
September 19	Event Planning & Advertising Workshop	Shouvlin 201	3:30pm	Encouraged for org officers or members
October 10	Organization Membership Workshop	Shouvlin 201	3:30pm	Encouraged for org officers or members
November 14	Interpersonal Communication & Conflict Management Workshop	Shouvlin 201	3:30pm	Encouraged for org officers or members

Office of Student Involvement 

Appendix 6: Student Organization President's Luncheon Series



Appendix 7: Helpful University Departments & Services

Please note that this list is subject to change at any time. It is strongly recommended that you coordinate with the Director of Student Involvement before reaching out to these university departments.

Accounting Services

Located on the 3rd floor of Recitation Hall, Accounting Services supports faculty, staff, and student organizations by: processing check requests and reimbursement forms; accepting deposits into university accounts; assisting with requests for cash advances from university accounts; and providing information regarding general ledger accounts.

- Kelli Wyer, Administrative Assistant for Student Accounts, Loans, & Controller's Office, wyerk@wittenberg.edu or 937.327.7005
 - Check requests, reimbursement forms, deposits & cash advances
- Jesse Syx, Staff Accountant in the Controller's Office, syxj@wittenberg.edu or 937.327.6386
 - Questions regarding general ledger account balances, transfers, or itemized reports

Business Services

The mission of Business Services is to provide quality customer service and ensure effective stewardship of university resources. Professional staff in these areas are trained to assist student organization officers with purchases and payments, according to policies and procedures set by The Office of Student Involvement. The Business Services Department includes the following offices:

- Purchasing
 - This office will assist you with properly initiating purchases made on behalf of Wittenberg University.
 - Primary Contact: Karen Lotz, Purchasing Manager, klotz@wittenberg.edu or 937.327.6307
- Accounts Payable
 - This office processes payments to university suppliers for goods and services and manages the University PCard system.
 - Primary Contact: Lisa Zimmerman, Coordinator of Accounts Payable, lzimmerman@wittenberg.edu or 937.327.7004
- Warehouse
 - This is the central receiving facility for all tangible goods purchased by the university.
 - Primary Contact: Steve Ridenour, Warehouse Coordinator, 2warehouse@wittenberg.edu or 937.327.7399
 - Shipping Address: 225 N. Fountain Avenue, Springfield, OH 45504
 - Deliveries for student organizations should be addressed to Wittenberg University Office of Student Involvement.
 - Please notify Student Involvement staff if you have arranged to have a delivery sent to Student Involvement.
- For general inquiries, contact Lisa Zimmerman, the Business Services Staff Assistant, at lzimmerman@wittenberg.edu or 937.327.6302

Reservations

Many spaces on campus are able to be reserved by university departments or student organizations for the purpose of hosting meetings or events. To place a reservation, members of the university community should visit <http://events.wittenberg.edu/25live/> and log in using their username and password. The “Event Wizard” tab along the top of the page will walk an individual through the process of placing a request for space. The meeting or event name, type, date, time, description, projected attendance, and ideal amenities will all be required to make a request, in addition to the sponsoring organization and primary contact person. Upon review, the person who placed the reservation request will be contacted either confirming the reservation or to be notified of a conflicts. Remember, the request is not approved until you have received formal confirmation via email.

If assistance is required making reservations on campus, contact:

- Cathie Kuss, Coordinator of Central Scheduling, ckuss@wittenberg.edu or 937.327.7447
- Brandee Bates, Director of Schedule & Events, bbates@wittenberg.edu or 937.327.7448

In addition, special approval is needed from the Athletics Department staff for groups that wish to utilize athletics facilities. For more information about utilizing athletic venues, contact:

- Jonathan Wojciechowski, Assistant Athletic Director for Facilities, wojciechowskij@wittenberg.edu or 937.327.7088

Please note that for high profile events, annual events, or events that utilize prime campus venues, reservations should be made well in advance.

Copy Center

Services of the Copy Center, which is located on the lower level of Recitation Hall, are available Monday through Friday, 8am to 5pm. A three-day turnaround time is guaranteed for routine jobs; large or complex jobs may require more time. Rush jobs can occasionally be accommodated, though please call ahead. Recognized student organizations may request to have projects direct billed to their organization account. All other orders must be paid in cash or check at the time the job is picked up. Various sizes and colors of paper are available. All printing is done in black. Folding, collating, stapling, binding, and hole-punching can also be performed with additional time allowed.

In addition, the following printing procedures are outlined by Wittenberg University and should be followed:

- All printing bearing Wittenberg's name and meant for distribution off campus or to visitors or guests on campus should be referred to the Office of University Communications for advice relative to layout, format, weight, color of paper stock, size and measure of type, margins, etc.
- The Wittenberg logo may be reproduced only with the approval of the Office of University Communications. The President's Office has reserved the use of the Seal for only a select number of official publications. Approval for use of the Seal has been delegated to the Office of University Communications.
- With the exception of recognized student organization publications, all contacts with commercial printers and typesetters should be arranged through the Office of University Communications. All requests for use of the Wittenberg logo, typesetting and external printing

should be submitted to the Office of University Communications on a Publications Scheduling Request Form.

- The university reserves the right to refuse use of its publishing services when there is evidence that the material to be published may be slanderous, libelous or detrimental to the university.

For pricing and other information about services provided by the Copy Center, call 937.327.6300.

Dining Services

Per contractual obligations, Parkhurst is the exclusive food provider for Wittenberg University. This exclusivity is for a variety of reasons, though primarily because of the expectation the university has for Parkhurst to monitor the highest food safety practices and standards for our campus community. If any university department or student organization wishes to host an event on campus where food and drink will be served, they are expected to work with Parkhurst to fulfill their catering needs.

Parkhurst staff can help accommodate the food and beverage needs in a variety of ways ranging from preparing box lunches for groups to take on the road to providing food for groups in any of their retail locations to fully catering a buffet or plated meal. Concerned about pricing? If any organization members have meal plans, arrangements can be made with Parkhurst to provide a meal swap so that your organization is given the credit for the cost of a standard meal in the CDR. In addition, a “No Frills” section is available in the catering menu to serve the needs of student organizations. To discuss these and other options, contact Parkhurst no less than two weeks before your desired event date.

To learn more about options and pricing, visit www.wittenberg.catertrax.com or contact Jasmine Davis, Catering Manager, at 937.327.7032 or davisj35@wittenberg.edu.

Motor Pool

Wittenberg’s Transportation Office & Motor Pool works to provide safe and reliable transportation to the university community in order to carry out the educational mission of the institution and support student-focused business. In addition to providing rides to community service and work student locations, the university owns a fleet of vehicles that can be reserved on a first-come, first-serve basis by academic departments, athletic teams, and student organizations.

In order to request a vehicle, organization officers must submit a vehicle request form through My Witt, have it approved by the organization advisor, and submit necessary information about the trip (including a list of university-approved drivers, emergency contact information, and passenger lists) before a reservation is approved. Groups must have all approvals and paperwork submitted 48 hours prior to their desired departure time. For weekend and Monday travel requests, all approvals and paperwork are due by Thursday at Noon. Requests made within 48 hours of the requested departure may be denied. If last minute requests can be accommodated, the organization will be charged a \$50.00 late fee.

Organizations who anticipate a great deal of travel should work to have officers and members approved to drive university vehicles. To become an authorized university driver, individuals must submit a driver application, complete and pass a driver training lesson, agree to abide by Motor Pool policies and procedures, have a valid driver’s license on file with the Transportation Office, and have their driving record cleared through Wittenberg’s insurance provider and the BMV. The process for being approved

takes a minimum of 10 business days. Also, please note that only individuals 20 years of age or older are permitted to drive 12-passenger vehicles.

In keeping with the university's concern for safety and security, Wittenberg reserves the right to grant, deny, or restrict any and all privileges to drive or use university vehicles. The Transportation Office reports to Wittenberg's Chief of Police and is responsible for making sure that all procedures for the use of university vehicles are followed. Such procedures are designed to support the university's focus on safety and security and also to assure quality service and convenience to all departments and organizations using Motor Pool. It is the expectation that all users of Transportation/Motor Pool services will respect and comply with all procedures.

In addition, requests made by student organizations are subject to the approval of the Director of Student Involvement. If multiple vehicles are requested, trips are scheduled for multiple days, or travel a significant distance from campus, a Travel and Risk Management Conference may be required before travel requests are approved. Please allow time for this process if any of these criteria apply to your request.

For more information about the fee schedule, utilizing Motor Pool vehicles, or completing the driver approval process, contact:

- Tim Black, Motor Pool Coordinator, at tblack@wittenberg.edu or 937.327.7446
- Visit www.wittenberg.edu/administration/security/transportationintro.html
- Or stop by the Transportation Office, located in Recitation Annex, Monday-Friday, 8am-5pm

Student Mail Center

The Student Mail Center is located on the lower level of the Student Center and is open from 11:00am to 1:00pm and 3:00pm to 5:00pm, Monday through Friday. This office coordinates the delivery of all campus mail, USPS mail, and packages that are sent to Wittenberg students. Your student organization may wish to advertise its programs and activities through the use of mass mailings or select mass mailings sent through the Service Center.

- Mass Mailings:
 - Mass mailings sent to all students do not need labels, names or box numbers. Mailers may not be any larger than a business-sized envelope or half-sheet of computer paper. If a student organization would like to advertise this way, officers should bring 2000 copies of the document to the Service Center window during open hours. (Do not put mass mailings in the campus mail slot outside of the Service Center window.) Please allow a minimum of 3 days for mass mailings to be distributed to student mailboxes.
- Select Mass Mailings
 - Mailings to select specific, computer-identifiable groups (i.e. seniors, juniors, residence hall students, etc.) can be done by requesting an electronic file of mailing labels from the Office of Student Development by calling 937.327.7800. Requests for labels should be made three days in advance of the time needed. After all labels have been affixed, the mailings should be brought to the Service Center in numerical box number order. Mailings not received in numerical order will be returned to the sending organization for sorting. From there, organizations should allow a minimum of 3 business days for the mailing to be put into student boxes. (Please note that if the computer cannot identify

the group you wish to contact, organization officers will have to address the mailing by hand.)

All requests for mass mailings will be approved by The Office of Student Involvement for appropriate content prior to being distributed in student mailboxes.

For other questions about this service, contact:

- TBD, Manager of Residence Life and Student Mail Center

Appendix 8: Preferred Vendors List

Apparel

- American Impressions: www.aisportswear.com or (614) 848.6677
- KollegeTown Sports: www.kollegeatown.com or (608) 846.1823
- Berner Screen Print: www.bernerscreenprint.com or (937) 322.0314
- Logos@Work: www.logosatwork.com or (937) 299.7447

Promotional Items, Trophies, Plaques

- 4Imprint: www.4imprint.com or (877) 446.7746
- The MacRay Company: www.macraycompany.com or (937) 325.1726
- Campus Marketing Specialists: www.campusmarketing.com or (800) 795-4267
- Shumsky: www.shumsky.com or (800) 223.2203
- Trophy Sports Center: www.trophysportscenter.com or (937) 376.2311

Entertainment

- SuperGames (Inflatables): www.supergames.org or (614) 846.8946
- Chris the Balloon Guy: www.christheballoonguy.com or (614) 769.2818
- CartoonaMatata (Caricature): russ@cartoonamatata.com or (937) 241.6476

Performers

- Degy Booking: www.degy.com or (732) 818.9600
- Neon Entertainment: www.neon-entertainment.com or (716) 836.6366
- Bass-Schuler: www.bass-schuler.com or (773) 481.2600
- Summit Comedy: www.summitcomedy.com or (800) 947.0651
- Catalyst Agency: www.thecatalystagency.us or (740) 359.7941
- Phired Up Production: www.phiredup.com or (317) 609.0484
- ForCollegeForLife: www.forcollegeforlife.com or (888) 552.3235
- CAMPUSPEAK: www.campuspeak.com or (303) 745.5545

Hotels

- Courtyard Marriott: 100 S. Fountain Avenue, Springfield OH 45502; (937) 322.3600
- Fairfield Inn & Suites: 1870 W. First Street, Springfield OH 45504; (937) 323.9554
- Hampton Inn: 101 W. Leffel Lane, Springfield OH 45505 | (937) 325.8480

Audiovisual Support:

- Sound Force: www.soundforceinc.com or (937) 256.6200
- ITA: www.ita.com or (800) 899.8877

Transportation Services:

- Willow Wind: www.willowwindcarriagelimo.com or (937) 324. 2981

Appendix 9: 25 Live Step-by-Step Reservation Tutorial

- Click the “myWitt/Email” tab on Wittenberg University homepage.
- Select “25Live.”
- Sign in using your Wittenberg ID and password.
- Select the “Event Wizard” option at the top of the page.
- Enter your “Event Name.”
- Enter your “Event Title.” (This can be more descriptive than the Event Name.)
- Select the “Event Type.” (Choose the type that best describes your event.)
- Enter the “Event Date and Time.” (Note that events cannot be requested through 25Live less than 24 hours in advance.)
 - Indicate whether the event repeats, if applicable.
- Enter the “Event Description.”
- Enter “Event Custom Attributes.” (This would include a website where individuals can gather more information or an event advertisement to be included on the University calendar.)
- Add any “Event Comments.” (Outline event specifics here including room service requests, table/chair counts, audiovisual needs, etc.)
- Enter the “Event Head Count,” if applicable.
- Identify the “Event Location.”
 - If you have a desired venue, you can search by location name.
 - Or, if you are open to learning about available spaces, you can search by the following criteria:
 - Categories/Features/Layouts/Capacities
- Enter the “Primary Organization” hosting the event.
 - If you know the name of the organization, you can search by name.
 - Or, you may find the name of the organization by searching the following criteria:
 - Indexed Alphabetically OR by Types (i.e.: Athletic vs. Student Organization)
- Identify the “Contact Roles” for the event.
 - Search for the appropriate name of the individual who should receive confirmation about the event reservation.
- Read and respond to the “Affirmation” statement.
- Review information submitted.
- Click “Finish” to submit the request.

Special Notes:

- Once reservation request are submitted, they cannot be edited through the 25Live system. Instead, you must contact the Scheduling Office to make changes.
- Reservations are not accepted and finalized until a confirmation email is received by the event requestor (or “Contact Role” designee). Watch your email closely to confirm the reservation.
 - In addition, once you receive the confirmation email, thoroughly review the attached PDF document to ensure all reservation details are correct.
- Any questions or concerns about reservations may be directed to:
 - scheduling-request@wittenberg.edu
 - Cathie Kuss, Scheduling Coordinator, at ckuss@wittenberg.edu or 937.327.7447
 - Brandee Bates, Director of Scheduling & Events, at bbates@wittenberg.edu or 937.327.7448

Affirmation & Liability Release

Wittenberg University Club Sport & Recreation Affirmation and Liability Release

I, _____, hereby affirm that I have been well advised and thoroughly informed of the inherent danger of participating in _____. By signing this release, I acknowledge that I am cognizant of the basic risk and danger of this activity and that it is my intention to voluntarily assume such risk and danger.

In consideration of participating in this activity, I hereby release the Board of Directors of Wittenberg College, operating Wittenberg University, Springfield, Ohio, and its agents and employees, from any liability arising from and occurrence in connection with this activity which results in injury, death or other damage to me or my family, heirs or assigns, even if the parties being released were negligent or grossly negligent and caused or partially caused the injury, death or damage. I also hereby personally assume all risks in connection with this activity, for any harm, injury, or damage which may befall me while I am enrolled as student and participation in the activity, including all risks connected herewith, whether foreseen or unforeseen and regardless of cause. Further, I agree to save and hold harmless the Board of Directors of Wittenberg College, operating Wittenberg University, and its agents and employees from claim by me or my family, estate, heirs or assigns, which arises out of my enrollment and participation in this activity.

In addition, I understand that _____ will provide its own training, conditioning program, medical care, officiating and equipment and the University shall have no responsibility to the _____ or any of its members with respect to these matters.

I am eighteen years of age or older and legally competent to sign this Affirmation and Release, or in the event that I have not attained the age of eighteen, I have acquired written consent of my parents or legal guardians. I understand that the terms stated in this Release are contractual and are not merely recitals; I have signed this document of my own free act.

I HAVE FULLY INFORMED MYSELF CONCERNING THE RISKS AND DANGERS INHERENT IN THE FOREGOING ACTIVITY AND WITH THE CONTENTS OF THIS AFFIRMATION AND RELEASE BEFORE SIGNING IT.

Activity: _____ Date: _____

Participant's Name: _____ Age/DOB: _____

Participant's Home Address: _____

Emergency Contact Information (Name, Cell phone, relation):

Participants Signature: _____

Insurance Information:
Health Insurance Provider: _____
Insurance Group & Policy Numbers: _____

OR

I verify that I have my own insurance and understand that my insurance will be completely responsible to cover any medical costs that result from participation in this activity. _____ (initial)

Emergency Medical Form

Emergency Medical Information

Name: _____ Student ID #: _____
(Last) (First) (M.I.)

Local Address: _____

Permanent Address: _____

Club Sport: _____ Date of Birth: _____

Email: _____ Phone: (____) _____ - _____

Emergency Contact

Name: _____ Relationship: _____

Address: _____ Phone: (____) _____ - _____

Medical Information (indicate yes or no and provide additional details where necessary)

- Yes No 1. Do you wear glasses, contacts or protective eyewear?
- Yes No 1. Do you have any allergies? (i.e. medicine, food, or seasonal allergies)
If yes, list: _____
- Yes No 2. Are you currently taking medications (i.e. prescription and over-the counter)
If yes, list: _____
- Yes No 3. Do you have asthma?
If yes, do you use an inhaler? _____
- Yes No 4. Have you ever experienced exercise-related dehydration, heat cramps, or heat stroke?
If yes, please explain: _____
- Yes No 5. Have you ever experienced dizziness, passed out, or fainted during or after exercise?
If yes, please explain: _____
- Yes No 6. Have you ever had a seizure?
If yes, please explain: _____
- Yes No 7. Have you ever suffered a head injury or concussion?
If yes, how many times? _____ When was the last one? _____
- Yes No 8. Have you experienced severe sprains or strains? Broken or fractured bones?
If yes, please explain: _____
- Yes No 9. Do you have any ongoing medical conditions? (i.e. diabetes, high blood pressure, epilepsy)
If yes, please explain: _____
- Yes No 10. Do you use any protective or corrective equipment? (i.e. braces, orthotics, hearing aids)
If yes, please list: _____

I hereby certify that the medical history information given above is complete and accurate.

Signature: _____ Date: _____

Travel Registration & Itinerary

Travel Itinerary

Due to The Office of Student Involvement by 5pm on the Wednesday prior to travel.

Organization: _____ Date Submitted: _____

Reason for Travel: _____

*If competition, list opponent/tournament here: _____

Destination: _____

Number of Miles Traveled (one-way): _____ Hours Required: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Mode of Transportation: (circle) Motor Pool Vehicle Personal Automobile

A: Driver: _____ Vehicle Make/Model/License # _____

B: Driver: _____ Vehicle Make/Model/License # _____

C: Driver: _____ License Make/Model/License # _____

D: Driver: _____ License Make/Model/License # _____

E: Driver: _____ License Make/Model/License # _____

Overnight Accommodations (if applicable): _____

Address: _____

Phone: _____

Emergency Contact Information:

Club Member: _____ Certified in First Aid/CPR: Y / N

Position: _____ Contact Phone: _____

Club Member: _____ Certified in First Aid/CPR: Y / N

Position: _____ Contact Phone: _____

Advisor or Coach Accompanying Group:

Name: _____ Certified in First Aid/CPR: Y / N

Title: _____ Contact Phone: _____

Incident or Injury Report Form

Incident & Injury Report Form

Date: _____ Time: _____ Location: _____ Sport: _____

Injured Person: _____ Student ID #: _____
(Last) (First) (M.I.)

Local Address: _____

Permanent Address: _____

Date of Birth: _____ Phone: (____) _____ - _____

Injury Information

Part of Body Injured (please be specific): _____

Side of Body Injured (indicate left/right, front/back, top/bottom): _____

Type of Injury (i.e. sprain, fracture, laceration, concussion): _____

Detailed description of how the injury occurred: _____

Response Information

Yes No Was care provided to the injured person?
If yes, what care was provided? (Be specific.) _____

If yes, who provided care? _____

If the injured person refused care, please have them sign below acknowledging refusal.

Signature: _____

Yes No Was emergency medical personnel called to the scene?
If yes, who? _____

If yes, was the injured individual transported? _____

Where were they transported to? _____

Yes No Was the injured person advised to seek further medical treatment?

Yes No Was the injured person advised to discontinue participation after the incident?

Yes No Did the injured person continue to participate after the incident?

Yes No Was Wittenberg University Dispatch and the Dean-on-Duty contacted in regards to the incident?

If no, why not? _____

Yes No Did you see the injured person leave the facility?

If so, who were they accompanied by? _____

Witnesses to Injury:

Name: _____ Phone: (____) _____ - _____

Name: _____ Phone: (____) _____ - _____

Report Filed By:

Name: _____ Phone: (____) _____ - _____

Signature: _____ Title: _____ Date: _____

Appendix 11: Commonly Used Wufoo Forms

Organization Management

- New Student Organization Interest Form:
<https://wittstudentinvolvement.wufoo.com/forms/new-student-organization-interest-form/>
- New Student Organization Application:
<https://wittstudentinvolvement.wufoo.com/forms/new-student-organization-application/>
- Officer Transition Notification Form:
<https://wittstudentinvolvement.wufoo.com/forms/officer-transition-notification-form/>
- Safe Social Hosting Event Registration Form:
<https://wittstudentinvolvement.wufoo.com/forms/safe-social-hosting-event-registration/>

Funding

- Tiger Fund Application:
<https://wittstudentinvolvement.wufoo.com/forms/tiger-fund-application/>
- Build a Better Wittenberg Application:
<https://wittstudentinvolvement.wufoo.com/forms/build-a-better-wittenberg-funding-request/>
- Purchasing Card Reservation Form:
<https://wittstudentinvolvement.wufoo.com/forms/purchasing-card-reservation-form/>

Advertising Requests

- Witt's Happening Social Media Advertising Request:
<https://wittstudentinvolvement.wufoo.com/forms/witts-happening-social-media-advertising-request/>

Club Sport & Recreation Forms

- Membership Roster:
<https://wittstudentinvolvement.wufoo.com/forms/club-sport-rec-membership-roster/>
- Practice & Competition Schedule:
<https://wittstudentinvolvement.wufoo.com/forms/club-sport-rec-org-practicecompetition-schedule/>
- Equipment Inventory:
<https://wittstudentinvolvement.wufoo.com/forms/club-sport-rec-equipment-inventory/>
- Emergency Medical Form:
<https://wittstudentinvolvement.wufoo.com/forms/club-sport-rec-org-emergency-medical-form/>
- Travel Registration & Itinerary:
<https://wittstudentinvolvement.wufoo.com/forms/club-sport-rec-travel-itinerary/>
- Incident or Injury Report Form:
<https://wittstudentinvolvement.wufoo.com/forms/club-sport-rec-org-incident-injury-report-form/>

Appendix 12: Advisor Forms

- Advisor Forms
 - Advisor's Evaluation Checklist for Organization Officers
 - Advisor's Self-Evaluation Checklist