

# **2023-2024 Student Organization Manual**



**Office of Student Involvement**

*Revised & Approved February 5, 2019*

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## 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 through 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 Manual 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 Manual 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 manual 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 or member of 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!

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:

- Follow us on Instagram @WittsHappening and @WittGreekLife

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

- Emailing [getinvolved@wittenberg.edu](mailto:getinvolved@wittenberg.edu)

## **Student Involvement Staff**

### **Katie Simms, Director of Student Involvement**

- Provides administrative oversight for student organizations
- Supervises the Office of Student Involvement student staff
- Advises Union Board
- Coordinates the Student Leadership Awards
- Helps plan large scale events such as homecoming, snow day, sibs weekend, Wittfest, etc.

### **Jade Jones, Senior Associate Director of Student Involvement**

- Administrative oversight of the recreation/club sports organizations
- Advises Interfraternity Council and Panhellenic Council
- Oversees the Fraternity and Sorority Community
- Plans and coordinates the Witt Late Night Events

### **Jacob Carlton, Assistant Director of Student Experience**

- Advisor to co-ed cheerleading, tiger pep band, and dance teams
- Manages the Ezry mascot program
- Coordinates the Wittenberg Spirit Council
- Coordinates the weekly Tiger Up Tuesday Programs

### **Kyle Himsworth, Assistant Director of Student Center, Scheduling and Events**

- Manages the Benham-Pence Student Center including supervision of the Student Center staff and oversight of programming in the facility
- Manages all campus scheduling of events within 25Live
- Assists with scheduling large scale programs such as commencement, honors convocation, convocation, etc.

## **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. Student Senate exercises the authority for recognizing student organizations including the approval of new organizations.

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 Manual.

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 (check the campus events schedule for location). In addition, the list of Senators for the upcoming academic year is available in the Appendices section of this Manual (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. Registration takes place annually. 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 (some organizations are not eligible; see Section 5 for details)
- The right to advertise on campus
- Access to many offices, departments and services 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.

### *Minimum Standards for Registered Student Organizations*

Per the guidelines set forth by the Office of Student Involvement and Student Senate, organizations must meet the following minimum standards to remain in good standing:

- Have a minimum of six members who are current Wittenberg University students
- Provide the name, mission statement, and constitution/bylaws 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 member of the Wittenberg faculty or administrative staff serve as the organization's advisor
  - Exceptions can be made on a case-by-case basis by the Director of Student Involvement for organizations with requirements of inter/national affiliations.
  - If an organization's advisor can no longer fulfill their duties, the Director of Student Involvement or an appointed designee will be the default advisor until the organization can find a replacement
  - 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. Students enrolled through the Graduate and Professional Studies

program and Clark State students may not hold officer positions in student organizations that receive Student Activity Fee funding.

- Attend the presidents workshop and treasurers workshop each semester via the Student Organization Annual Retreat (or coordinate with the Office of Student Involvement to make up the workshop content)
  - Attend the presidents/treasurers workshops in spring if elections/transitions occur sometime between September and January.
- Organizations with additional risk potential may be required to meet other basic standards as outlined in this Manual or other supplemental Manuals (for example: fraternity and sorority organizations, club sport and recreation organizations)

### *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, determined by the Student Involvement staff in consultation with Student Senate. Currently, organizations at Wittenberg are classified under the following genres:

- Academic: organizations with a primary focus on an academic discipline and/or an affiliation with an academic department or major
- Academic Journals: organizations that produce an academic publication that is distributed on and off-campus
- Club Sports & Recreation: organizations that provide opportunities for students to participate in non-varsity sports and recreation activities
- Faith-Based: organizations whose primary focus is on educating and supporting particular religious and/or spiritual practices, philosophies and beliefs
- Fraternity/Sorority: organizations whose membership is limited to a single gender and/or gender identity (varies by organization), and has mutually-exclusive membership (i.e. an individual may only belong to one of the organizations in this genre)
- Governance: organizations that provide a collective voice to a population of students or a group of student organizations
- Honors: selective organizations that recognize marks of distinction or recognition of achievement such as academic success or demonstration of leadership
- Intercultural: organizations whose primary focus is to educate and advocate
- Media: organizations whose primary purpose is to communicate information through broadcasting, publishing, or the Internet
- Performance: organizations whose primary focus is public performance
- Service: organizations whose primary focus is on providing volunteer service to others
- Special Interest: organizations whose primary focus does not fit with other classifications

In addition, these classifications allow the university to evaluate 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 requires the following information:

- Contact information for organization officers and advisor
- An updated constitution/bylaws and mission statement (revised/affirmed within last 3 years)
- Information about local or national affiliations, if applicable
- 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
  - 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 void 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/bylaws
    - 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

- With Student Senate’s sponsorship, the organization can also request information to be shared via the Witt’s Happening social media channels and the Guidebook app.
- 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 a student organization registration form (available by request from the Office of Student Involvement) 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 (1-2 weeks after proposal is brought before Senate), the Student Organizations Senator will:
  - Email the organization 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 Manual. 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, organization officers and members are strongly encouraged to familiarize themselves with the Code of Conduct that can be found in the Student Handbook at: <https://www.wittenberg.edu/student-life/student-handbook>

### *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 Title IX 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*

RSOs that violate the Student Code of Conduct 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).

Outcomes and sanctions imposed on student organizations are not protected by the Family Educational Rights and Privacy Act (FERPA) in the same way individual student conduct records are protected. It is within the rights of the Office of Student Involvement and other university departments to disclose student organization conduct hearing outcomes and sanctions when students, family members, or other entities inquire.

### **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/bylaws 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 has an officer team that is comprised of a president, vice president, treasurer, and secretary, at minimum
  - In addition, Club Sport & Recreation organizations are recommended to have two Safety Officers. Duties for Safety Officers are outlined in the "Club Sports & Recreation Organizations" section of the Manual.
  - Fraternity & Sorority organizations have additional requirements as well; see the "Fraternity & Sorority Manual" for further details.
- All officers are encouraged to take advantage of leadership development opportunities
  - On-campus opportunities include:
    - Student Organization Annual Retreat (SOAR)
    - Emerge Program (for first-year students) and other leadership programs
    - Programs offered by Career Services
    - Organization Workshops/Retreats hosted by the Office of Student Involvement

#### *President's Responsibilities*

- Attend the President's Workshop (during SOAR or otherwise announced) and other organization workshops hosted by the Office of Student Involvement
- Lead the organization
- Abide by the organization constitution/bylaws
- Commit 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 Workshop at the beginning of the academic year (during SOAR or otherwise announced)
- 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 email lists)
- 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
- Maintain organization mailing lists

### **Organization Advisors**

Every student organization is required to have a full-time Wittenberg 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). Advisors are encouraged to attend a biennial (every other year) training workshop hosted by the Office of Student Involvement.

#### *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/Bylaws**

All registered student organizations are required to have a constitution and/or bylaws on file with the Office of Student Involvement. The constitution/bylaws 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/bylaws on an annual basis and must provide a revised/affirmed copy every 3 years at minimum (with date noted in document header/footer). The most current copy must always be submitted during the Annual Student Organization Registration process. Visit Appendix 3 of this Manual for resources related to constitution/bylaws creation and management.

### **Managing Student Organization Mailing Lists**

Student organizations are provided three mailing lists through the Information Technology Services (ITS) office.

- 1) "ClubName" @wittenberg.edu – this list is the contact address for the organization. External entities can email this address and those indicated as recipients will receive the emails. It is strongly encouraged that all four primary officers receive these emails along with any elected/designated/appointed recruitment or public relations officers.
- 2) "ClubName-exec" @wittenberg.edu – this list should encompass all organization officers and advisors to communicate. Only those on the list can send and receive to this mailing list.
- 3) "ClubName-students" @wittenberg.edu – this list should include all current organization members. Only those on the list can send and receive to this mailing list.

Organization officers (president, vice president, treasurer and secretary) and faculty/staff advisors can be listed as "owners" of the three mailing lists and can make revisions to the list following the directions provided online here: <https://www.wittenberg.edu/administration/informationtechnology/managing-student-organization-lists>

### **Officer Workshop Attendance Expectation**

Attendance by officers of each registered student organization is required at the following officer workshops each academic year via the Student Organization Annual Retreat:

- 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)
- Captains for Club Sport & Recreation organizations are encouraged to attend a CPR/First Aid Workshop (other officers are strongly encouraged to attend as well)
- Organizations must be represented at a minimum of 1 additional workshop (of your choosing) each semester

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**

All registered student organizations at Wittenberg University are expected to uphold the Student Code of Conduct 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 visit <https://www.wittenberg.edu/student-life/student-handbook>

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 expected to be aware of 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 and activities, 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. Examples include but are not limited to:
    - 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 on the Office of Student Involvement website. Allow two business days 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. The Dean-on-Duty 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 [Accident/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 members’ 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 (full text is available in the Student Handbook beginning on page 55)*

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.

Expectations:

1. University-Owned and Non-Owned Rental Properties
  - a. Those hosting social gatherings must demonstrate consideration of all housemates/neighbors prior to hosting a gathering.
  - b. Social gatherings that are causing or leading to nuisance behavior will be addressed by Police.
  - c. Social gatherings may be broken up if there is reason to believe that the hosts are unable or unwilling to maintain control.
  - d. 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 individual/house or group. If approached by Wittenberg Police you will be instructed to clean up the premises within the hour or the house will be cited.
  - e. Any damage caused during a social gathering becomes the responsibility of those residents unless the individual who caused the damage is able to be identified.
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.

Any student hosting a social gathering 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.

*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 Vice President for Student Development/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

### *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. During the semester the event will be held, at least 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. Safe Social Hosting Workshops are offered at least twice each 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 in order to serve as a liaison during any events planned that semester.

### *Registration and Approval*

- 1) 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 one week prior to the event.
- 2) A **Risk Management Conference** with the 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.
  - a) Risk Management Conferences will be scheduled based on the availability of the designated university office. 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.
  - b) **Submission of the registration form does not guarantee that a Risk Management Conference can be arranged to accommodate all schedules.** The Office of Student Involvement will work to accommodate student organizations and groups to the best of their ability.
  - c) 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 all involved organizations or groups are in compliance with this policy.
- 3) 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).

### *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.

*Day/Time Restrictions* – Social events scheduled off-campus (BYOB in a residence 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, alcohol service may not exceed four (4) hours in length. No organization or group may register more than one event on any given day.

Any events held on-campus in Founders on nights other than Wednesday, Friday, and Saturday will be considered for approval.

*Location* – This alcohol policy is applicable when a student organization or group is sponsoring an event in any location. Not all reservable spaces on campus will permit the inclusion of alcohol in programming. Regardless of 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 the CDR, Founders, and other campus locations. Events on or off campus will be confined to the designated location.

- a) Founders will not be closed for any organization-sponsored events on regular operational nights (Wednesday, Friday, or Saturday nights).
- b) If an event is held in the CDR or 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.
- c) The Office of Student Involvement will assist with logistical arrangements and marketing for events in the CDR or Founders that are hosted by student organizations and groups.
- d) Residents living at a Witten'Burbs property where an event is to be held must provide in writing at least three (3) days prior to the event their agreement to host the event at the residence. At least one resident of the property must be present for the full duration of the event. All residents of a Burbs property are responsible for the conduct of guests on their property, regardless of their presence at the event.

*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.

*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 Vice President of Student Development/Dean of Students for *Student Code of Conduct* violations.

- 1) 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.
- 2) 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.
- 3) 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.

- 4) 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.

*Food and non-alcoholic beverages* will be provided in appropriate amounts, in clearly visible and easily accessible locations for the duration of alcohol service.

*Good Neighbor Procedures*

- 1) 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.
- 2) 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.
- 3) Generally, it is responsible practice to notify neighbors of any events occurring at your residence.

*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 collect funds for an event).

- 1) Third Party Vendor Guidelines:
  - a. Must be properly licensed by the appropriate local and state authority.
  - b. 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.
  - c. Agree in writing to per-drink sales only (individuals purchasing their own drinks, drink-by-drink), collected by the vendor, during the function.
  - d. 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:
    - 1) Checking identification cards upon entry;
    - 2) Not serving minors (ideally the TPV will check IDs when serving each drink);
    - 3) Not serving individuals who appear to be intoxicated;
    - 4) 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.



- 1) 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.
  - 2) 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.
- 2) BYOB Guidelines:
- a. Members and guests 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.
  - b. 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 product above 15% alcohol by volume (ABV) is permitted (i.e. "hard liquor").
  - c. 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.
  - d. 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 a beverage, he/she may not receive more than one beverage at any given time.
  - e. Any remaining beverages 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.
  - f. No person may bring alcoholic beverages more than once to the same event. At least one sober member will remain at the event entrance to monitor entry and exit of each person.

### *Event Management*

- 1) 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.

- 2) 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.
- 3) Those indicated on the [Safe Social Hosting Event Registration Form](#) as responsible for the event will remain present for the duration of the event.
- 4) The host organization(s)/group(s) are responsible for determining a plan for safe transportation to and from the event.
- 5) The host organization(s)/group(s) must have a plan for safely vacating the venue in the case of an emergency.
- 6) 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.
- 7) Clean-up will occur immediately following the event.

#### *Guest List Guidelines*

- 1) 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. The maximum capacity of the area designated for the event may not be exceeded.
- 2) Guests should be listed alphabetically by last name. This is very important for coordinating admittance.
- 3) 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

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

\* Designates 21 and over

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.

### *Failure to Comply*

Failure to comply with any of the guidelines stated in this procedure is reason to be referred to the Vice President of Student Development/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. If a campus location is indicated on the posting, the Scheduling Office will confirm the location is reserved before postings are approved.
  - 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 100 postings will be approved per event, 40 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.). Spray chalking is prohibited. 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 be removed if: they violate any part of this policy; 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).
- 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 (i.e.: 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.
    - iv. Banners may be removed if: they violate any part of the posting policy; or the event date has passed.
- 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.

*Displays, donation boxes and uncommon signage*

The Student Involvement office will consult with student organizations and campus departments interested in setting up displays, donation boxes or uncommon signage (signage other than posters or banners) in the Benham-Pence Student Center. Setup of such items in other areas of campus will require consultation with and permission of the managing department. The following guidelines apply to displays, donation boxes and uncommon signage in the Benham-Pence Student Center:

- Approval must be provided by the Director of Student Involvement prior to placing displays, donation boxes, or uncommon signage. Student organizations and campus departments should request approval at least one week prior to the display period.
- Displays must be approved by the Director of Student Involvement and must not violate the terms outlined in the Posting Policy (see section IV).
- The Director of Student Involvement will provide guidance on where the display, donation box, or uncommon signage is permitted and the duration it can remain on display (no more than two weeks unless express permission is granted).
- The sponsoring organization/department is responsible for retrieving items following the end date. Donation box items should be collected daily. The Office of Student Involvement is not responsible for items placed in or removed from donation boxes.
- Monetary donation boxes are not permitted.
- Donation boxes must have a detailed flyer attached noting the organization/department sponsor, preferred items to be donated (i.e. clothing, cans, books) and the beneficiary.
- Uncommon signage must be displayed/hung in a way that does not violate the Posting Policy and does not damage any part of the building.

**Use of University Seal and other Logos**

Approval for use of the University Seal has been delegated to the Office of University Communications. Per the Graphic Standards manual, “all requests for copies of the logo – available in a variety of formats – as well as approvals for usage should be routed through the Office of University Communications.”

## **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. Wittenberg-affiliated groups that are not registered student organizations or campus departments may be sponsored by a registered student organization or campus department. The following guidelines apply for all student organizations or groups sponsored by student organizations or campus departments:
  - 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. The form may also require approval by the Office of Advancement following submission to the Director of Student Involvement.
  - 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 using 25Live 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 activities are being conducted. If a Wittenberg-affiliated group is being sponsored by a student organization/department, a representative from that organization/department must be present.
  - v. Funds from sales, solicitation or fundraising must be collected by cash or check (unless another method is expressly approved by the Director of Student Involvement) and immediately deposited into the organization’s account in Student Financial Services (afterhours deposits can be submitted to the Wittenberg Police). Multi-day sales must deposit funds on the same day they are collected.
  - vi. All sales, solicitation and fundraising must clearly state and promote the intended outcome, beneficiary, or charitable organization the activity is supporting. The beneficiary must also be noted on all marketing and promotion of the sale/fundraiser.

- vii. 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.
  - viii. Funds raised may not benefit any specific individual.
  - ix. 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 Advancement.
  - x. If an organization violates this policy, they will be asked to cancel the sale, solicitation, or fundraising efforts immediately and may be sanctioned by the Office of Student Conduct.
  - xi. 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.
  - xii. Some fundraising activities may require a meeting with the Office of Student Involvement to ensure compliance with University policy and procedures.
  - xiii. Individuals may not engage in sales, solicitation or fundraising efforts without the express permission of the Vice President of Student Development/Dean of Students.
- B. External, for-profit or non-university entities
- a. Canvassing or solicitation of funds, subscriptions or awareness is prohibited in Wittenberg University buildings or on campus grounds unless sponsored by a registered student organization and prior, written permission has been granted by the Vice President of Student Development/Dean of Students at Wittenberg University (or authorized designee).
  - b. In addition, posters, flyers, and other advertisements pertaining to said activity must follow all guidelines set forth by the Wittenberg University Posting Policy.
  - c. The sale of merchandise, distribution or sale of publications, and/or provision of service on Wittenberg University property, other than by contracted vendors, authorized stores, restaurants, departments, or divisions of Wittenberg University, is likewise prohibited except upon written permission of the Vice President of Student Development/Dean of Students (or authorized designee).
  - d. Any organizations seeking to promote employment, internship, graduate school or military service opportunities on campus must be sponsored by Wittenberg University's Career Services and should contact the Director of Career Services to make arrangements.
  - e. Any entities that violate this policy will be asked to stop immediately and may be escorted off campus property by Wittenberg University Police.

*Additional Fundraising Guidelines*



Raffles/drawings are acceptable if the prize is not cash in any amount. 50/50 raffles/drawings are prohibited. For additional guidance on raffles/drawings, see the Office of Student Involvement.

Funds raised by a student organization must be immediately deposited into the organization's account and properly recorded (see Section 5 for instructions on properly depositing funds).

### **Guest Speakers & Performers Policy** *(full is available in the Student Handbook beginning on page 18)*

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 an authorized university representative. **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** (see the [Motor Pool website](#) for full text and policies)

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. See the Student Involvement website for Forms and Policies.
- 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 <https://www.wittenberg.edu/administration/campuspolice/motor-pool>
- 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, they will be processed by the Student Conduct Office upon returning to campus. Students traveling on behalf of a student organization may be asked to sign a travel behavioral agreement.

## **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 noted in Section 4 of this Manual.

By registering as a student organization, officers are committing their respective organization to spending Student Activity Fee dollars in a fiscally responsible manner. This includes acknowledgement 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
- They acknowledge the organization may be audited at random by the Finance Committee
- That mispending 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 organization’s 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. 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 (revised February 5, 2019)**

#### **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 and student-centered initiatives. The goal of this philosophy is to establish a broad set of guidelines to use when allocating a significant portion of the Student Activity Fee (100/student/semester). 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).. 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 VIII).

## III. Annual Percentage Allocation per Category

1. Each year the following categories will be allocated the following percentage based on the income generated from the Student Activity Fee.

Student Organizations	16%
Intercultural Organizations	5%
Club Sports	11%
Union Board	38%
Student Senate	4%
Tiger Fund	10%
BABW	4%
Class Allocations	2%
NY Times	3%
Recreation & Well-Being	3%
Witt Late Night	4%
2. The allocations at annual budget hearings will be based on the estimated Student Activity Fee Income and then will be adjusted to reflect the actual Student Activity Fee Income when that number is determined.
  1. Once the actual Student Activity Fee Income is determined, any leftover amount that wasn't allocated during budget hearings will stay in the Student Activity Fee Income fund. Student Senate and the Finance Committee will then decide where to allocate these extra funds.
  2. If the actual Student Activity Fee Income is less than the estimated amount, the funds needed to obtain the amounts promised at annual budget hearings will come from the Fund Balance Account.
    1. However, Student Senate reserves the right to reduce/adjust any allocation should the revenue from the Student Activity Fee Income be less than estimated.
3. Funding for class allocations are split up into the senior, junior, sophomore, and freshman class. The senior class will receive \$5,000 and the junior, sophomore, freshman class will receive \$1 per enrolled student in their respective class.

1. Any leftover funds will be reallocated where Student Senate and the Finance Committee feel is necessary.
  2. If there are not enough funds to allocate to each class based on the allocation, the funds needed will come from the Fund Balance Account.
4. Each year, the percentage per category will be reviewed by the Finance Committee to make sure that the percentage is still appropriate based on the Student Activity Fee Income and the amount of funds spent.

#### **IV. Intercultural Organizations**

1. The purpose of the 5% allocation to Intercultural Organizations is to provide more opportunities on campus for diversity programming and initiatives.
2. Every year during budget hearings, the students representing Intercultural Organizations will be responsible for presenting to the Finance Committee their budget for part of the 5%. Once approved by the Finance Committee, the budget must also be approved by Student Senate in order to receive funding.
  1. Any excess funds allocated towards Intercultural Organizations after the allocation hearings can only be used for diversity initiatives that benefit the whole student body.

#### **V. Recreation and Well-Being**

1. The purpose of the 3% allocation to Recreation and Well-Being is to provide more opportunities on campus for fitness programming and funding for maintenance/repairs for the fitness machines in HPER.
  1. The funds allocated towards Recreation and Well-Being can only be used for initiatives that benefit the whole student body.
2. Every year during budget hearings, the Athletic Director or a student representing the Athletic Director will be responsible for presenting to the Finance Committee their budget for the 3%. Once approved by the Finance Committee, the budget must also be approved by Student Senate in order to receive funding.

#### **VI. 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

1. Organizational Responsibilities and Obligations
  1. Funding may be given for items from which all students may benefit.
  2. Organizations funded by Student Senate will not have non-Wittenberg bank accounts.
  3. Organizations may reallocate their funds without the approval of Student Senate as long as they do so in an ethical manner.
  
2. Unacceptable Use of Funds
  1. Student Senate funds may not be used to purchase alcohol, tobacco products, firearms, and any other illegal substances.
  2. 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.
  3. Funding may not be given for expenses judged by the Finance Committee to be the responsibility of individual members of student organizations.
  4. Non-student organizations should direct requests for funding to the Build a Better Wittenberg headed by the Student Senate Vice President.
  
3. Necessary Equipment
  1. 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.
  
4. Organizational Conferences and Retreats
  1. Funding may be given for conference fees if all students have the opportunity to participate.
  2. Funding may be given for organizational retreats if they are open to all students and clearly advertised as so.
  3. 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.
  4. 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.
  
5. Food
  1. 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.

2. Due to contractual obligations, all catered events that exceed \$200 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 Parkhurst to use another vendor. For more information see the "Dining Services" section of the Student Organization Handbook.
3. Funding may not be given for pizza or food to be used at regular meetings held by an organization.
4. 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.
5. Events held off campus are not required to consult Parkhurst before using another vendor as long as the organization has received the Finance Committee's approval.
6. Student organizations may host a banquet for their organization once a semester to commemorate their organization's accomplishments.

#### 6. Traveling

1. Student Senate recommends that Student Organizations use University Transportation, Motor Pool, when traveling as an Organization.

#### 7. Apparel, Gift Cards, Gifts

1. 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.
2. Gift cards may not be purchased as prizes to be given away at events sponsored by student organizations.

#### 8. Donations, Campaigns, Sponsorships, Philanthropies

1. Funding may not be given to seed-fundraisers without permission from Student Involvement.
2. Funding may not be given for honoraria or given to pay for any expenses related to the appearance of a candidate for public office.
3. Funding may not be given for donations of any kind. Only proceeds from a fundraiser may be donated.
4. Wittenberg Student Senate allocated funds may not be given to a non-Wittenberg (external) organization for use as sponsorships.
5. 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".
6. 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 in the Student Handbook.

#### 9. Academic Journals

1. 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.

#### 10. 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 Activities; 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.

1. Advisor stipends for WUSO and the Torch are allowed to exceed \$1500 annually.

### **VI. 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.

#### **VII. Tiger Fund**

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](http://www.Wittenberg.edu) on the Student Senate webpage or by contacting the current Treasurer of Student Senate.

#### **VIII. 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](http://www.Wittenberg.edu) on the Student Senate webpage or by contacting the current Vice President of Student Senate.

#### **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 an end of fall semester and semester spring semester budget report up till Spring Break to Student Senate Treasurer. 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 may be asked to meet with the Finance Committee at least once per semester to discuss the organization's 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 timeline 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 on record

#### *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
  - At least one printed copy of the organization's budget request (which also must be uploaded/emailed per the hearing guidelines—this should be structured according to a line item format (template available on the Student Involvement website). 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

#### *The Budget Format*

- In an effort to ensure consistency in funding decisions, Wittenberg University Student Senate requires specific notation 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 fees, 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 year, the excess money "rolls back" into Student Senate's general budget and may be available to reallocate the following year
  - Organizations may not, under any circumstances, retain excess funds from the previous semester without express approval of Student Senate and the Finance Committee. Requests can be made through a process determined by the Student Senate Treasurer

in the spring semester. 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 academic year reclaimed through the following procedure:

- Student organizations that did not complete the registration process in the preceding spring must re-register with Student Involvement at the beginning of the school year. Inactive organizations have four weeks from the start of fall classes to complete the re-registration process.
- Any organization not filling out this form will have any available funds temporarily frozen until they have registered.
- If a recently-inactive organization that has re-registered wishes to receive funding for second semester, they may apply through Tiger Fund.
- If an organization does not register for three academic years and they have funds in their account that have rolled forward, those funds will be returned to the Student Activity Fee account for reallocation. This includes self-generated funds (dues, fundraising, donations).

### **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 activity-by-activity based funding.
- An organization applying for Tiger Fund must research all the potential costs associated with hosting one event/activity and apply for funds to cover those specific costs.
- These requests should be made when the cost of hosting an event/activity 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 correctly, namely because funds deposited into the “49914” line item roll forward from year to year and are not 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 unless granted permission by the Director of Student Involvement to make a purchase prior to this date.
- 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 without specific permission from the Director of Student Involvement.
- 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 needs to make a purchase 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.
- While not preferred, organization members may be reimbursed for expenses purchased on their own as long as itemized receipts are provided, funds are readily available, and the Funding Philosophy is followed.
  - a. Reimbursement will not be permitted if proper procedures are not followed.
- 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 or Business Office 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 unless advance permission was given by the Director of Student Involvement.

- 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.
  - Organization members should always take a photo of the full receipt and email it to the Business Office to ensure receipts are not lost.
  - The receipt (or appropriate photo) must be turned in to the Office of Student Involvement for appropriate record keeping.
- Misuse or fraudulent use of a Purchasing Card (including submitting receipts that are not itemized and/or failure to submit receipts) 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 Business Office 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. Organization officers must understand that cards are not always available.
  - A PCard reservation lasts 24 hours, unless special permission has been granted by the Office of Student Involvement and the Business Office.
- 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 period. Photos of receipts should be taken to prevent loss.
  - 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 Office of Student Conduct.

#### *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 (itemized 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.; invoice required)
  - Stipends for provision of services (i.e.: referee payment, one-time speaker fee, etc.; invoice required)
- 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 Thursday and distributed/mailed on Friday of that same week.
    - This timeline is not guaranteed; if the University is closed during any part of a week, the timeline may be impacted. Organization officers should plan accordingly.
  - 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
- Officers can also fill out the form online and email to [getinvolved@wittenberg.edu](mailto:getinvolved@wittenberg.edu) to finish processing and obtain a signature.
- Before being submitted, Check Requests must be signed by a student organization officer (Originator line) and the Director of Student Involvement (Supervisor line), 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.
  - If items are shipped, they must be shipped to the Office of Student Involvement unless the Director of Student Involvement provides explicit permission for the items to be delivered elsewhere.
- 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 Student Financial Services office in Recitation Hall.
  - The slip requires the date, submitter’s name, organization name and account to be credited (8-#####-49914), 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 Student Financial Services in Recitation Hall.
- Deposits must be made immediately after monetary collection.
- For safety reasons, at no time can cash or checks belonging to a student organization be stored in a vehicle, 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 Student Financial Services, student organization officers must drop off funds at the Police Division (Recitation Annex) at any time where an officer/dispatcher will help them secure the deposit in the safe until the next business day. Funds will no longer be deposited in the Student Center.

### **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**

### **Event Checklist**

The Office of Student Involvement has created an event checklist form that organizations should use to plan and schedule events in advance. This resource can be used to help plan events and also for officer transitions.

The full event planning checklist can be found online at <https://www.wittenberg.edu/student-life/studentinvolvement/policies-forms>.

### **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 3.

### **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 can also be made using 25Live 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 5.

#### *Founders and Doppelgangers*

Founders and Doppelgangers can be reserved for use by student organizations, but require secondary approval before reservations will be confirmed as they are specialized programming spaces. Reservation requests must be made through 25Live. A request for secondary approval will be sent to the Director of Student Involvement for approval before the space is confirmed. Please note that during regular operating hours, Founders and Doppelgangers cannot be closed for an organization event.

#### *Student organization use of Hiller Chapel*

Hiller Chapel in Recitation Hall can be reserved by student organizations through the 25Live scheduling system. Organizations that have made reservations should contact Wittenberg Police if the building/room is locked upon arrival; the organization is also responsible for notifying Wittenberg Police when their event is over so the space can be locked up.

Organization members and guests of the event scheduled in Hiller Chapel are not permitted to enter any other space in the building aside from restrooms. Furniture in the Chapel must be arranged as it was found at the beginning of the reservation. No other furniture from Recitation Hall may be moved to Hiller Chapel during the reservation period.

Candles are not permitted. Food and food waste must be removed from the building immediately following the reservation.

### **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:
  - 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. Only one bonfire will be reserved at a time.
    - Bonfires must be requested at least two weeks in advance. Requests made less than two weeks out will not be considered.
    - 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 (at least one month) 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.

### *Showing movies on campus*

If a student organization wants to show a movie or other copyrighted material on campus (whether or not the viewing is promoted), the organization must adhere to all laws pertaining to public showings of copyrighted material. Failure to do so may subject the organization and the university to legal action by the company that owns the rights to the material. The following guidelines will help an organization in their planning for showing a movie or other copyrighted material. Additional information can be found online at <https://www.swank.com/college-campus/copyright/>.

- Student organizations must obtain the viewing rights to show a movie on campus. The education exemption (viewing without a license) for copyrighted movies specifies the circumstances under which viewing can occur without a license. These circumstances require that the viewing must be:
  - An “integral part of a class session” and is of “material assistance to the teaching content,”
  - Supervised by a teacher in a classroom, and
  - Attended only by students enrolled in a registered class.
- At least two weeks prior to scheduling a movie viewing, a student organization should consult with the Office of Student Involvement to discuss the process of obtaining a license to view the movie.
  - Licensing expenses vary by film (generally \$300 – \$600) per showing.
- Reservations on campus will not be confirmed until the Office of Student Involvement confirms that licensing has been obtained.

### *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](http://www.wittenberg.catertrax.com) or contact Kathleen Holzapfel, Catering Manager, at 937.327.7032 or [holzapfelk@wittenberg.edu](mailto:holzapfelk@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 list to promote events and initiatives. Instead, organizations should reserve all events in 25Live which will generate an all-encompassing, twice-weekly, events email for students. In addition, organizations are encouraged to utilize other campus advertising channels (social media, flyers/posters, etc.). Organizations are also encouraged to email approved flyers to be included on the Wittenberg Student Involvement Guidebook app. Flyers must be sent at least 3 business days prior to the event to be uploaded.

## **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.

### **Calendar of Events**

- In the Events & Programs section of the Student Involvement website, there is a monthly list of campus events and activities to engage students at Wittenberg. Students will be asked to share this information at least one week in advance with the Office of Student Involvement to place such events on the calendar. Since this event is on our calendar, you must still reserve in the 25Live system. If you have questions about event or programs listed on the calendar, please contact the Office of Student Involvement.

### **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. The Office of Student Involvement reserves the right to remove banners at any time. Banners must follow the Posting Policy.

#### 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](mailto: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 newspaper

Issues of The Torch are published most weeks 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 (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](http://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 or view the Wittenberg Series website)
- 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, adverse 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 (or before if travel is scheduled) 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 (due the third Friday of each semester or before if travel is scheduled). 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 prior to travel
- 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 Expectation**

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 asked to have a minimum of 2 members serve as Safety Officers, one of whom should 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 are strongly encouraged to 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 such as a Volunteer Agreement, 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. Volunteers are free to discontinue their volunteer activities at any time; in turn, the university reserves the right to terminate volunteer relationships at any time without cause and at its sole discretion.

### *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 expects all organizations to follow all affiliated league requirements, expectations, and safety regulations.

### **Equipment and Storage**

- Equipment and uniforms 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 and is due by the 3<sup>rd</sup> week of each semester. Equipment inventory will be checked prior to summer to ensure access while in storage.
- 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 to 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 on university-owned property. 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. Student Involvement staff must be able to access equipment at any time.
- 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/Recreation organization.

### **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 using 25Live
- 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 via 25Live
- 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
- Mercy Health Orthopaedics and Sports Medicine: Brian Rader, Athletic Training Coordinator, 937-342.5612 or [brianrader1@mercy.com](mailto:brianrader1@mercy.com)
  - Club Sports organizations may schedule an athletic trainer at their home games/matches and practices for \$35/hour (or \$17.50/half-hour); the expense of a trainer is the responsibility of the organization. Contact Excel at least 2 weeks in advance to schedule.
- EMT/Paramedics for Hire
  - Springfield Fire and Rescue: 937-324-7605
  - MedTrans: 1-800-854-2137
- Wittenberg Physical Plant: 937-327-7316 or the Work Order app

- 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: 937-327-6231 or [mhilliard@wittenberg.edu](mailto:mhilliard@wittenberg.edu)

## Section 9: Appendices

### Appendix 1: Currently Registered Student Organizations

Most updated version can be found online at [www.wittenberg.edu/orgs](http://www.wittenberg.edu/orgs)

• OFFICE OF STUDENT INVOLVEMENT •  
• REGISTERED STUDENT ORGANIZATIONS 2019-2020 •



ACADEMIC

- Accounting Club
- Archaeology Club
- Astronomy Club
- Beta Mu Beta (Biochemistry/Molecular Biology)
- Chemistry Club
- East Asian Studies Club
- History Club
- Marine Science Club
- Ohio College Music Educators Assoc. (OCMEA)
- Pre-Health Professionals
- Society of Physics Students
- Witt Invest
- Witt Math
- Wittenberg Art League
- Witt U. Student Education Assoc. (WJSEA)

ACADEMIC JOURNAL

- East Asian Studies Journal
- Spectrum
- The Witt Review of Lit. & Art

CLUB SPORTS/RECREATION

- Club Basketball
- Club Ice Hockey
- Club Rugby
- Club Soccer
- Club Volleyball
- Club Water Polo
- Club Wrestling
- Co-Ed Cheerleading
- Color Guard Club
- Fishenberg
- Frolf (Disc Golf)
- Kayak Club
- Knights of Witt
- Latin Dance Club
- Outdoors Club
- Swing Dance Club
- Witt Speleological Society/Caving
- Witt Student Dance Company

FAITH BASED

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

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 Kappa Psi
- Sigma Kappa

GOVERNANCE

- Class of 2020
- Class of 2021
- Class of 2022
- Class of 2023
- Residential Housing Association
- Student Athletic Advisory Committee
- Student Senate
- Union Board

HONOR SOCIETIES

- Alpha Alpha Alpha (First Generation)
- Alpha Lambda Delta
- Beta Beta Beta (Biology)
- Gamma Sigma Alpha (Fraternity/Sorority Life)
- 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 Pan
- Sigma Delta Pi (Spanish)
- Sigma Tau Delta (English)

INTERCULTURAL

- American International Association (AIA)
- Concerned Black Students (CBS)
- Gender and Sexual Diversity Alliance (GSDA)
- Shades of Pearls

MEDIA

- Integrated Media Corps (IMC)\*
- The Torch
- WJSD 89.1FM

PERFORMANCE GROUP

- Just Eve
- Pocket Lint
- Tiger Pep Band
- Wittenberg Choir \*
- Wittenberg Singers \*
- Wittmen Crew

SERVICE

- Alpha Phi Omega
- Fuller Center for Housing

SPECIAL INTEREST

- Anime Club
- Card Game Club
- College Democrats
- College Libertarians
- Fact in Fiction
- Green Club
- Mock Trial
- National Alliance on Mental Illness
- No Women Left Behind
- Operation K
- Role Playing Guild
- Shakespeare Society
- STRENGTH: Non-Traditional
- Student Alumni Association
- Traveling Tigers (commuter student assoc.)
- Turning Point USA
- Witt Knits Fiber Club
- Young Democratic Socialists of America

\*Denotes organization is department-affiliated

*Italics denotes organization is not currently registered*

Contact Student Involvement for information about these groups

Revised 06/18/19


@Witts\_Happening


@WittsHappening


"Witt's Happening"


getinvolved@wittenberg.edu

## Appendix 2: Student Senate Officers

Most updated list can be found online at <https://www.wittenberg.edu/student-life/studentinvolvement/student-senators>

President	Vanessa Orduna-Zarazua
Vice President	Emmanuel Thombs
Secretary	Maya Kraus
Faculty Student Coordinator	Cameron Dobrotka
Treasurer	Asharee Jones
Public Relations	Jillian Poska
Class of 2020 President	
Class of 2021 President	
Class of 2022 President	
Class of 2023 President	
SAAC Senator	
AIA Senator	
RHA Senator	
Interfaith Senator	
Green Senator	
GSDA Senator	
CBS Senator	
Witten'Burbs Senator	
Student Organization Senator	Kari Truax
Fraternity/Sorority Life Senator	Jamie Unternaehner



### Appendix 3: Basic Requirements of a Student Organization Constitution

You can find a Constitution/Bylaws template online at this link: <https://www.wittenberg.edu/student-life/studentinvolvement/policies-forms>

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: 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 3<sup>rd</sup> 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](mailto:wyerk@wittenberg.edu) or 937.327.7005
  - Check requests, reimbursement forms, deposits & cash advances
- Kathy Johnson, Staff Accountant in the Controller's Office, [johnsonk34@wittenberg.edu](mailto:johnsonk34@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](mailto: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: Karen Lotz, Purchasing Manager, [klotz@wittenberg.edu](mailto:klotz@wittenberg.edu), or 937.327.6307
- Warehouse
  - This is the central receiving facility for all tangible goods purchased by the university.
  - Primary Contact: Steve Ridenour, Warehouse Coordinator, [2warehouse@wittenberg.edu](mailto: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 at [lzimmerman@wittenberg.edu](mailto: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:

- Sarah Shivler, Assistant Director of Scheduling & Events, [shivlers@wittenberg.edu](mailto:shivlers@wittenberg.edu) or 937.327.7447
- Brandee Bates Kern, Director of Schedule & Events, [bbates@wittenberg.edu](mailto: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](mailto: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](http://www.wittenberg.catertrax.com) or contact Kathleen Holzapfel, Catering Manager, at 937.327.7032 or [holzapfelk@wittenberg.edu](mailto:holzapfelk@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](mailto:tblack@wittenberg.edu) or 937.327.7446
- Visit <https://www.wittenberg.edu/administration/campuspolice/motor-pool>
- Or stop by the Transportation Office, located on 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:

- Jamie Kuss, Mail Room Staff Assistant ([kussj@wittenberg.edu](mailto:kussj@wittenberg.edu)).

## Appendix 5: Preferred Vendors List

### Apparel

- American Impressions: [www.aisportswear.com](http://www.aisportswear.com) or (614) 848.6677
- KollegeTown Sports: [www.kollegeatown.com](http://www.kollegeatown.com) or (608) 846.1823
- Berner Screen Print: [www.bernerscreenprint.com](http://www.bernerscreenprint.com) or (937) 322.0314
- Logos@Work: [www.logosatwork.com](http://www.logosatwork.com) or (937) 299.7447
- Trophy Sports Center: [www.trophysportscenter.com](http://www.trophysportscenter.com) or (937) 376.2311

### Promotional Items, Trophies, Plaques

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

### Entertainment

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

### Performers

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

### 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](http://www.soundforceinc.com) or (937) 256.6200
- ITA: [www.ita.com](http://www.ita.com) or (800) 899.8877

### Transportation Services:

- Willow Wind: [www.willowwindcarriagelimo.com](http://www.willowwindcarriagelimo.com) or (937) 324. 2981



## Appendix 6: 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](mailto:scheduling-request@wittenberg.edu)
  - Sarah Shivler, Assistant Director of Scheduling & Events, at [shivlers@wittenberg.edu](mailto:shivlers@wittenberg.edu) or 937.327.7447
  - Brandee Bates, Director of Scheduling & Events, at [bbates@wittenberg.edu](mailto:bbates@wittenberg.edu) or 937.327.7448

## Appendix 7: 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 (includes Guidebook posting):  
<https://wittstudentinvolvement.wufoo.com/forms/witts-happening-social-media-advertising-request/>