

Carroll University Student Organization Handbook

2020-2021

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Carroll University Student Activities Mission Statement

The Office of Student Activities seeks to further the mission of Carroll University. We enrich the life of the University and enhance the success of our students by providing Carroll University community members opportunities to explore and develop themselves as individuals, leaders, and citizens through involvement with and development of clubs, organizations, programming, and activities.

In support of this mission, the Office of Student Activities will:

- Conduct ourselves in a manner consistent with the Office of Student Activities Creed “Intentional, Inspirational, Involved.”
 - **Intentional:** We recognize that consistent growth and development are achieved through sustained and conscious action. Our programmatic, advising, and educational efforts will always reflect this belief. In addition, we recognize that our efforts must be regularly assessed to ensure their effectiveness.
 - **Inspirational:** Growth and development are often accompanied with challenge. We seek to create an environment and attitude that ignites a fire in our students to pursue truth, beauty, and their personal best in the face of these challenges.
 - **Involved:** We are connected by our humanity and our physical community. We strive to connect students with each other through participation in activities that promote recognition of our commonalities and celebration of our diversity.
- Seek to educate ourselves about the pressing issues in the field of higher education, our community, and the world that we may better serve our students.
- Encourage students to expose themselves to new ideas and situations.
- Exude exuberance, perpetuate positivity, and advocate acceptance in a promised professionally fun environment.

Section 1. STUDENT ORGANIZATION PRIVILEGES

Student organizations officially recognized by the University will have the following privileges:

- A. Use of the Carroll University name in the organization name and in conjunction with the organization’s programs and activities. Any use of the Carroll University seal and/or logo must be approved by the Marketing & Communications Office
- B. Listing of the organization’s name in various university publications.
- C. Opportunity to utilize campus facilities and resources for meetings (i.e. rooms, equipment, information services, publicity and media).
- D. Use of organization mailbox in the Student Involvement Center.
- E. Use of supplies and meeting space in the Student Involvement Center.
- F. Eligibility to request funding from Student Senate.
- G. Right to sponsor activities in campus facilities.

- H. Ability to maintain a Pioneer Presence page.
- I. Access to Business Office services (i.e. establishment of organization accounts, printouts, purchasing and advice).
- J. Eligibility to participate as an organization in student activities and events (i.e. Homecoming, CU@Night, Spring Fling).

Section 2. MAINTAINING RECOGNIZED STATUS

Student organizations accept the following obligations as conditions under which they must operate in order to be recognized:

- A. Conduct their activities in accordance with the Carroll University mission statement and policies, local, state and federal laws.
- B. For 2020-2021 student organizations will host one all campus event for the academic year.
- C. Participate in one service project per semester approved by Student Activities Pioneers Volunteer.
- D. Have, at minimum, one full-time university faculty or staff member as an advisor. If the advisor steps down, the organization has 30 days to find a new one. Once a new advisor is found, Student Activities must be notified via email at carrolluniversitysa@gmail.com.
- E. Have a president and treasurer on the executive board.
- F. Complete online registration form through Pioneer Presence in accordance with the timeline established by Student Activities.
- G. Update Student Activities of all changes via Pioneer Presence.
- H. Review and submit a ratified copy of the organization's constitution a minimum of every three (3) years.
- I. Submit a roster each semester in accordance with the timeline established by Student Activities.
- J. Provide an organization presence at the Student Involvement Fair.
- K. Submit an End of Semester & End of the Year Report in accordance with the timeline established by Student Activities.
- L. Attend a presidential 1:1 meeting with Student Activities in accordance with the timeline.
- M. Attend special meetings and leadership development programs as requested.
- N. Develop and maintain bookkeeping and budgeting procedures if an organization chooses to request/have a budget (Student Senate reserves the right to reclaim funds from any inactive organization).
- O. Effectively manage a Pioneer Presence page by displaying the executive board,

- advisor, purpose, and meeting time/place.
- P. Check the organization's mailbox at least once per week.
 - Q. Executive Board members must:
 - 1. Maintain a cumulative 2.5 GPA
 - 2. Be an undergraduate student
 - 3. Be in good standing with the institution.
 - R. Members must:
 - 1. Be enrolled/registered at Carroll University
 - 2. Be in good standing with the institution.
 - 3. Maintain a cumulative 2.0 GPA.

Section 3. HAZING

- A. Carroll University seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety, or welfare. Hazing in any form is against the law and is strictly prohibited at Carroll University. When this policy is violated, action may be taken against all participants, including new members. The most damaging instrument to campus organizations (social, honor, service, athletics, etc.) is the employment of a program of education, new member education, membership, training, or induction which includes hazing. Hazing risks human lives, mistreats those involved and jeopardizes the affiliation of the campus organizations at this University.
- B. Hazing is any action taken or situation created intentionally or unintentionally, which emphasizes a power imbalance and/or produces mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing activities include, but are not limited to: use of alcohol, paddling in any form, causing excessive fatigue, physical or psychological shocks, morally degrading or humiliating games and activities, or any other activity that intentionally or unintentionally endangers the physical or mental health of an individual, regardless of the person's willingness to participate.
- C. Prevention of hazing is the responsibility of every member of the University community. Each organization, as well as each individual, must accept the personal obligation to uphold the basic community values.
- D. Anyone experiencing, witnessing, or with knowledge of a violation of the hazing policy are encouraged to report the incident and may bring their concerns to either of the below individuals:

Elizabeth Brzeski
Associate Dean of Student Affairs
Office of Student Affairs 203
262.524.7350
ebrzeski@carrollu.edu

Jacob Eisch

Director of Student Conduct and Violence Prevention

Office of Student Affairs 102

262.524.7686

jeisch@carrollu.edu

Katie Lesperance

Director of Student Activities and Fraternity/Sorority Life

Campus Center B19

262.524.7102

klespera@carrollu.edu

Section 4. ETHICS IN ORGANIZATIONS

A. A registered student organization at Carroll University must abide by and conduct its activities in accordance with state and federal law, its constitution and the rules, regulations, policies and procedures governing student organizations as formulated by Carroll University and published in the Student Handbook, including, but not limited to regulations addressing hazing, non-discrimination, human dignity, illegal drugs and alcohol use.

B. Non-Discrimination

Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975 prohibits discrimination on the basis of race, national origin, creed, age, sex, marital status, and handicap in student organizations on campuses throughout the nation. The only exceptions to Title IX compliance are recognized sororities and fraternities.

Contact titleix@carrollu.edu for confidential reporting options.

C. Human Dignity

1. Carroll University is committed to equitable, civilized, and concerned treatment for all individuals without regard for age, race, gender, creed, disability, or national origin. As members of the academic community, Carroll students enjoy the privileges and share the obligations of the larger community of which the University is a part. Students are entitled to the privileges that they accrue by virtue of their membership. These privileges carry with them the obligations of responsible citizenship. Freedom of discussion, inquiry, and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood.

2. Each person has worth and dignity. It is imperative that students learn to recognize, understand, and celebrate human differences. Universities can, and indeed, must help their students become open to differences including, but not limited to: race,

- religion, age, gender, culture, physical, and mental ability, nationality, and lifestyle. These matters are learned best in collegiate settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced.
3. Bigotry cannot and will not be tolerated: Any expression of hatred or prejudice is inconsistent with the purpose of higher education in a free society. So long as bigotry exists in any form in the larger society, it will be an issue on the college campus. There must be commitment by the institution to create conditions where bigotry is forthrightly confronted.
- D. Students are responsible for their own lives. Students learn responsibility when they bear the consequences of their actions and inactions in an environment marked by caring and support.

Section 5. PROGRAMMING REQUIREMENTS & RELATED POLICIES

- A. Each recognized student organization at Carroll University is required to complete one all-campus event during the academic year.

Definition: An all-campus event is a program designed and implemented by your student organization in which you plan and see to fruition that is publicized and offered to the entire student population. Meaning, the entire event is planned by your student organization from start to finish. **Virtual Events that are publicized in advance to the campus community will satisfy this requirement.**

Examples of all-campus events include:

- Arts and Crafts
 - Convocation speaker
 - Must be approved by convocation committee
 - Movie night
 - Movie Rights - If an organization would like to sponsor a movie event, the rights must be obtained. Please contact Student Activities (carrolluniversitysa@gmail.com) at least two weeks prior to your event when rights are required.
 - Sports Tournament
 - Day Trips
 - Concerts
 - Game Show
 - Tabling event that has been publicized in advance
- B. Contracts
1. Student Activities must initiate all contracts with any outside performer. No contract can be signed without a guarantee of funding for an event. **If you need to request funding from Student Senate for an event, you must successfully do so before a contract will be initiated.**
 2. If you are paying a fee to a speaker or entertainer, or bringing in an outside

vendor, you must have Student Activities initiate and sign a contract. This is for your protection.

3. In order to initiate the contract, please fill out the contract information form that can be found on the Student Activities Pioneer Presence Page. This is due 15 business days before the event.
 4. Any organization contracting with a performer without the assistance of Student Activities will not be allowed to use any Student Senate funds to pay for the event.
 5. Contracts should be completed at least one month prior to your event.
 6. Student Activities recommends that orgs include Event Services/ITS on tech riders before contracts are signed, because if there isn't an available space that can meet performers' needs and/or we don't have the equipment/space necessary we may not be able to hold the event.
- C. Event Reservations Policies: For a complete list click [HERE](#).
1. All Student Organization meetings and event locations on campus must be reserved in EMS. Click here for the [EMS User Manual](#).
 2. The Event Request Form must be submitted at least four business days prior to the event date.
 3. The Meeting Room Request form must be submitted two business days prior to the meeting date.
 4. The Campus Center Lobby Table Form may be submitted up to one day prior to your requested date. Requests for additional equipment must be made at least two business days prior to your reservation.
 5. The Campus Center Poster/Table Tent form may be submitted up to one day prior to your requested posting date. We recommend that you wait for your space request to be approved before printing/ordering your item
 6. The Outdoor Event Request Form must be submitted at least five business days prior to the event date.
 7. The Sidewalk Chalk Request Form must be submitted five business days in advance of the first requested date.
 - i. Sidewalks eligible to be chalked are only those areas listed in EMS.
 - ii. No chalking is permitted on vertical surfaces. This includes, but is not limited to walls, under overhangs, on trees, stairs, planters, doors, trash receptacles, fountains, benches, tables, signs, poles, columns or other campus structures. Chalking in these locations will be considered vandalism
 - iii. Liquid/sprayable sidewalk chalk **may not** be used for the purpose of sidewalk chalking.
 - iv. Content must not be abusive, obscene, lewd, indecent, violent, or unreasonably disturb other groups or individuals. Such content may be cleaned off and may result in loss of chalking privileges or possible campus judicial action of the group and/or individual responsible.

- v. Any damages resulting from chalking or unauthorized chalking may result in damage fees/fines, campus judicial action and/or removal of future chalking privileges of the group and/or individual responsible.
8. The Virtual/Online Event Request Form must be submitted at least four business days prior to the event date.
 - i. This form is intended for events taking place online in which a larger audience is expected (50+), and additional assistance from IT staff may be needed. This form is NOT needed for smaller meetings with colleagues, students, etc.
 - ii. If you need to schedule an event within four business days, contact the office of Reservations and Event Services at events@carrollu.edu.
9. Scheduling and utilization of University facilities are subject to approval and must adhere to all reservation policies.
10. The Office of Reservations and Event Services will schedule all non-academic meetings/events. Meetings/events taking place in academic spaces (including, but not limited to, classrooms, computer labs, and science labs) will be processed by the Office of Reservations and Event Services, with the Office of the Registrar granting final approval of the space.
11. The University reserves the right to deny requests for reservations due to scheduling conflicts, safety concerns, or other events that do not support the University mission. Appeals may be made to the Reservations Advisory Committee.
12. University Clients may sponsor Non-University events so long as the criteria listed below are followed:
 - i. A representative of the sponsoring University Client will serve as the primary event contact with the Office of Reservations and Event Services. A member of the Non-University group may attend planning meetings, but cannot serve as the sole contact for the event.
 - ii. The University representative must also be present for the duration of the event.
 - iii. All billing, including, but not limited to, equipment fees, set-up fees, staffing fees, and catering fees will be billed to the University Client sponsoring the event.
 - iv. Under special circumstances, the Office of Reservations and Event Services may contract with the Non-University client; the Non-University client must also agree to carry comprehensive general liability insurance in the amount of \$1,000,000 to cover both personal injury and property loss for the period of the Client's use of the University facilities.
13. Preliminary setup, equipment, and AV/Tech requests should be submitted no less than fourteen (14) days in advance of the event. Final setup instructions must be submitted no less than four (4) business days prior to the event. Additional time may be requested for some events depending on size and complexity.
 - i. Setup instructions not received at least four (4) business days in advance of the event are subject to a \$50.00 per day late fee, and additional set-

up/staffing fees. This fee will be assessed each day until setup instructions are received with a maximum late fee of \$200.00. The Office of Reservations and Event Services reserves the right to deny any setup instructions that cannot reasonably be fulfilled.

- ii. The Office of Reservations and Event Services reserves the right to refuse any setup due to safety concerns, fire/building code violations, or room incompatibility.
- iii. Any equipment requests that require the rental or lease of equipment from a third-party vendor will be coordinated by the Office of Reservations and Event Services and billed back to the Client.

14. University Core Clients: Cancellations must be reported to the Office of Reservations and Event Services no less than fourteen (14) days in advance of the scheduled event. The University Client will be charged for any expenses already incurred (labor, food service, rentals, etc.).
15. University Clients are able to submit requests for space up to one semester in advance, unless otherwise approved by the Office of Reservations and Event Services. Requests received outside of this timeline will be held until they can be processed.
16. Animals (with the exception of service animals) are not allowed in University facilities.

D. Food Policies and Catering Services. For a complete list click [HERE](#).

1. Dining Services, herein referred to as food service, holds exclusive catering rights for the University's entire campus, the Center for Graduate Studies, and Prairie Springs Guest House and Research Center.
2. For reasons of public health and safety, food and beverages served on campus must be prepared and purchased through Dining Services.
3. Food and/or beverages needed at times other than the usual Campus Center hours of operation must be scheduled with the assistance of the Office of Reservations and Event Services.
4. State health regulations prohibit clients from removing leftover food and/or beverages from University property after a catered event.
5. Fundraising events that incorporate the sale of food items (i.e. bake sales) are prohibited under the contract with Dining Services.
6. Timeline for Orders and Guarantee Numbers
 - i. All food orders must be placed a minimum of three (3) business days prior to the event via the online system. Events requesting larger quantities (50+) and/or special order items must be placed a minimum of fourteen (14) business days prior to the event.
 - ii. Guaranteed attendance figures must be given to food service at least three (3) business days prior to the event, unless otherwise requested.
 - iii. The guaranteed attendance or actual attendance, whichever is greater, will be the basis for minimum billing. An additional charge may be added if the attendance figure exceeds the guarantee.
7. Cancellations

- i. In case of cancellation, Dining Services must be notified no less than three (3) business days in advance to avoid charges for expenses other than those already incurred.
 - ii. Clients are responsible for 100% of costs already incurred prior to cancellation notification.
8. Delivery Charges
 - i. Events scheduled to take place in locations other than the Campus Center or Shirley Hilger Hall will be subject to a food/beverage delivery charge.
 - ii. Some catering services may also be subject to a restocking fee depending on the overall duration of the events
9. Donations
 - i. Any food/beverage donations received from outside vendors must be approved by Dining Services and the University.
 - ii. The outside vendor/Client must provide an itemized donation list at least two weeks prior to the event date to the Office of Reservations and Event Services.
 - iii. Alcoholic beverages and/or food items containing alcohol may not be donated for use during University events.
 - iv. Clients receiving donations must also purchase food and/or beverage items from Dining Service.
10. [All grilling](#) events must adhere to the Facility Reservation and Use Policy and relevant appendices.
11. Events Involving Alcohol
 - i. All alcoholic beverages must be supplied and served by Dining Services personnel.
 - ii. Alcoholic beverages may not be removed from the premises. Adherence to University alcohol policies and local liquor laws will be strictly enforced.
 - iii. Dining Services reserves the right to refuse service if clients are intoxicated, abusive, or violate University policies. Refusal of service will result in the termination of the event and closure of the facility at the discretion of food service.
 - iv. Additional security may be required to supervise the event. This cost will be billed to the Client.
 - v. A person under the age of 21 may enter the event under the following conditions:
 - a) The individual is a minor and is accompanied by a parent/guardian.
 - b) The area in which alcohol is served is in a separate room/fenced-in area.
 - c) There is a separate exit from the “alcohol free” room/fenced-in area so that those under 21 can enter and leave the event without being in the room/fenced-in area where the alcohol is served.

- d) The individuals who are 21 and over are clearly identified e.g. wristbands.

E. Alcohol Policies

1. It is the policy of Carroll University to ensure reasonable but adequate controls to govern the use of alcoholic beverages at events sponsored by recognized student organizations. All recognized student organizations that wish to serve alcoholic beverages must first contact Student Activities. The student organization will need to complete the Alcohol Policy form once the organization has met with Student Activities.
2. The following guidelines and procedures have been designed to promote responsible behavior within the campus community.
 - i. Any individual participating in an event sponsored by a recognized student organization is subject to all Carroll University policies, local, state, and federal laws concerning the consumption and distribution of alcohol.
 - ii. All recognized student organizations wishing to provide alcohol at an event sponsored by that organization, must have their event approved by the Vice President of Student Affairs.
 - iii. Purchase of alcoholic beverages must be done through a licensed establishment (i.e. Chartwells).
 - iv. Bring Your Own Beverage, BYOB, is prohibited at any recognized event.
 - v. It is prohibited for members of an organization to host an unapproved event with alcohol on behalf of the organization.
 - vi. Authorized campus organizations requesting service will be charged the cost of beverages served & services provided.
 - vii. Dining service reserves the right to refuse service if clients are intoxicated, abusive, or violate University policies. Refusal of service will result in the termination of the event and closure of the facility at the discretion of food service.
 - viii. Public Safety may be required to supervise the event. This cost will be billed to the individual or sponsoring organization.
 - ix. Nonalcoholic beverages, food, and/or snacks must be available at all registered events where alcohol is served.

F. Advertising Policies

1. All student organization posters must be submitted for approval by Student Activities 14 days prior to the event.
 - i. Submit posters to the Student Involvement Center desk for approval and stamping.
 - ii. All posters MUST have:
 - a) Event Title / Academic or Class Name / Program Name
 - b) Event date (Including day, date, time, and location)

- c) Carroll approved sponsor/ faculty/ staff/ department/organization
 - d) Contact name and phone number or email
2. Campus Center and Hilger Hall: There are designated posting options in the Campus Center and Hilger Hall available to student organizations, university departments, and the public. These guidelines help to preserve the integrity of the buildings and the safety of the occupants. See the Facilities Reservation Policy for more information. [Click here for full policy.](#)
- i. The Campus Center Staff will be responsible for all postings in the Campus Center and Hilger Hall. The Campus Center staff will monitor items posted in the Campus Center and Hilger Hall. On a daily basis, the Campus Center Staff will walk through the building and post all approved posters, flyers, and banners. All Carroll University Student Organizations flyers must first be approved through Student Activities. The posting will be removed when the event has past. Sales/rental notices and job postings will be taken down after a month. Notices of year-round services will be removed should they become unsightly. Community member postings must be approved through the Campus Center Information Desk.
 - ii. Posting Removal: The Campus Center Staff will also remove inappropriate postings (e.g. those that include profanity or sexual innuendo, those that reference the use of alcohol or drugs or those that exhibit poor taste). All posters that are not approved by Student Activities or the Campus Center Information Desk will be removed and thrown away. Any postings found on painted surfaces, on doors, in bathroom stalls, floors, stairs, on glass windows or on furniture will be automatically removed. Tape is not allowed in the Campus Center without permission from a Campus Center staff member.
 - iii. Posting Options:
 - a) Bulletin Board Posting Policy Procedures: Directions for posting Carroll University Sponsored Events on Bulletin Boards in the Campus Center/Hilger Hall designated areas:
 - i. Get approval from the Office of Student Affairs
 - ii. Flyers should be no larger than 8 1/2 x 11"
 - iii. Once the posting has been approved by the Office of Student Affairs or the Campus Center Information Desk, drop off THREE flyers to the Campus Center Information Desk.
 - iv. The Campus Center Staff will post THREE flyers in the designated areas.
 - b) Table Tent Posting Policy Procedures: Directions for posting Carroll University Sponsored Events Table Tents:
 - i. Must be reserved through EMS at least 3 days prior to first day of display.
 - a) Campus Center TT # (Table Tent number)

- b) There are 8 table tent slots
 1. Table Tent slots can only be reserved for a maximum of 7 days.
 2. Table Tent dimensions:
 - a. Height 6"
 - b. Width 4"
 3. There is a Table Tent "Guideline" on the Campus Center Department page.
 4. Table Tent locations include:
 - a. MDR
 - b. PIT
 - c. Campus Center Lobby
 5. Once the posting has been approved through EMS, drop off 30 copies to the Campus Center Information Desk.
 6. The Campus Center staff will be responsible for the putting out and removal off all table tents from the table tent holders.
- c) Sandwich Boards Posting Policy Procedures: Directions for posting Carroll University Sponsored Events Sandwich Boards:
 - i. Must be reserved through EMS at least 3 days prior to first day of display.
 - ii. There are two designated areas for Sandwich Board displays:
 - a) North Entrance
 - b) South Entrance
 - iii. Sandwich Boards can only be reserved for a maximum of 7 days.
 - iv. Each Sandwich Board has the capability to display two posters.
 - v. Sandwich Board dimensions:
 - a) Height 36"
 - b) Width 24"
 - vi. Once the posting has been approved through EMS, drop off the correct number of posters to the Campus Center Information Desk.
 - vii. The Campus Center staff will be responsible for the putting out and removal off all sandwich boards.
- d) Campus Center Digital Display Policy Procedures: Directions for posting Carroll University Sponsored Events Campus Center Digital Display:
 - i. Flyers must be submitted electronically by following these links in the portal:
 - a) Log into my.carrollu.edu

- b) Departments Tab
 - c) Campus Services
 - d) Campus Center Digital Display Board
 - e) Flyers must be submitted as a jpeg or png.
 - 1. Lazy River Card Display image size 184 x 303 pixel
 - 2. Inside Cover Card Display image size 582 x 900 pixel
 - f) Please allow up to 48 hours for your flyer to be displayed.
- e) Main Dining Room Windows Posting Policy Procedures:
 Directions for posting Carroll University Sponsored Events Main Dining Room Windows
- i. Only week long events will be approved for posting in the Main Dining Room Windows
 - ii. Must be reserved through EMS at least 3 days prior to first day of display.
 - iii. Campus Center 123B Main Dining Room Windows
 - iv. All postings must be hung on the south wall windows in the Main Dining Room.
 - v. Posters must be hung with designated binder clips provided by the Campus Center Information Desk
 - vi. The Main Dining Room (Indoor) space can only be reserved for a maximum of 7 days.
 - vii. Posting dimensions must all be the same dimensions for all postings.
 - a) Recommended dimensions:
 - 1. Height 48"
 - 2. Width 72"
 - b) All edges must be cut evenly, or posters will be removed.
 - viii. Once the posting has been approved through EMS, drop off posters to the Campus Center Information Desk.
 - ix. The Campus Center staff will be responsible for the hanging and removal off all posters that are hung in the Main Dining Room Windows (Indoor).
 - x. Supplies for making banners are located in the Student Involvement Center. Help keep the area clean by cleaning up after yourself.
 - xi. Groups reserving the Main Dining Room Windows (Outdoor) space must pay for cleaning of the windows after reservation is complete. The Reservation and Events Services Office will invoice the group for the cleaning of the windows

- f) Campus Center West Wall (Outdoor) Posting Policy Procedures:
Directions for posting Carroll University Sponsored Events
Campus Center West Wall (Outdoor):
- i. Must be reserved through EMS at least 7 days prior to first day of display.
 - a) Campus Center Exterior A West Wall A
 - b) Campus Center Exterior B West Wall B
 - ii. Campus Center West Wall (Outdoor) space can only be reserved for a maximum of 14 days. Exceptions can be made by a Campus Center staff member.
 - iii. Contact the Reservations and Events Services Office for dimensions of banner.
 - iv. Once the posting has been approved through EMS, drop off poster to the Campus Center Information Desk.
 - v. The Campus Center staff will be responsible for the hanging and removal off all posters that are hung in the Campus Center West Wall (Outdoor).
- g) Campus Center Lobby Tables Posting Policy Procedures:
Directions for reserving lobby tables for Carroll University Sponsored Events:
- i. Must be reserved through EMS at least 3 days prior.
 - a) Campus Center 115 Lobby Table #
 - b) 115A Lobby Table 1 – Closest to the stairs
 - c) 115B Lobby Table 2 – Middle table on the Pioneer Shop side
 - d) 115C Lobby Table 3 – Closest to the Information Desk
 - e) 115D Lobby Table 4 – Closest to the MDR
 - f) 115E Lobby Table 5 – Middle table on the MDR side
 - g) 115F Lobby Table 6 – Closest to the Chartwells Office
 - ii. Campus Center Lobby Tables can be reserved for a maximum of 7 days.
 - iii. All posting policies apply for reserving lobby tables.
 - iv. The Campus Center staff is not responsible for lobby tables left unattended.
 - v. Tables cannot be moved without permission from the Campus Center staff.
 - vi. If reserving a lobby table on behalf of an outside organization, every effort must be made to greet the representative upon arrival and provide the Campus Center Advertising/Posting policies.
 - vii. For questions regarding the Campus Center Posting

Policy, please contact the Campus Center Information Desk at 262.524.7373.

3. Postings on departmental bulletin boards located in office and classroom areas need the permission of the appropriate department or administrative unit.
4. Refund policies for programs must be placed on publicity and the info desk must be notified.
5. Residential facility posting guidelines: [Click here for full policy.](#)
 - i. The Student Involvement Center will only approve posters with appropriate text and imagery for posting within the residence halls and apartments. All approved posters will be stamped. Other departments recognize this stamp and will honor it throughout campus when posted in other areas.
 - ii. Long term events (without specific dates or an end date) will be dated for one month only, unless special permission is granted by the Office of Residence Life and Housing. To request a long-term event, please contact Residence Life at reslife@carrollu.edu.
 - iii. SIC will not approve or accept posters for residence halls and apartments five (5) business days before the first day of finals.
 - iv. The Residence Life staff will be responsible for posting approved advertisements.
 - a) Each Area Director will distribute the posters to their RA staffs. Posting may take up to two business days.
 - b) Posters will be limited to no larger than 8.5x14 on residence hall floors.
 - c) At high volume times, space is very limited in some areas. If coordinating a series of events, we strongly encourage consolidating events into one posting.
 - d) It is recommended to consider social media, the Post-It Blog, or the use of Nirvana boards rather than postings at high volume times. For more information about high volume times, please contact reslife@carrollu.edu.
 - v. Flyers approved for distribution in the Residence Halls and Apartments:
 - a) Student Organizations, Campus Departments, Academic Events/Class projects, and Community Partnerships where Carroll is clearly labeled on the flyer.
 - vi. Flyers and promotional materials NOT approved for distribution in the Residence Halls and Apartments:
 - a) Advertising of jobs, off campus rental property, and non-Carroll related events. The Campus Center has community boards for this purpose.
 - b) Mailbox stuffers, mailbox flyers, and door hangers
 - c) Any posting that may lead to a policy violation or violates any university policy
 - vii. All content MUST have:

- a) Event Title / Academic or Class Name / Program Name / Organization Name
 - b) Event date (Including day, date, time, and location)
 - c) Carroll approved sponsor/ faculty/ staff/ department
 - d) Contact name and phone number or email
- viii. 13 posters is the maximum for all Res. Halls. It is up to your organization to distribute additional flyers around campus.
- a) ST/SW and Charles St: up to 3 posters
 - b) North/South Bergs: up to 2 posters
 - c) Hilger and Kilgour: up to 2 posters
 - d) Pioneer and Prairie: up to 2 posters
 - e) Apartments & Frontier Hall: 5 poster
- ix. If a posting does not meet these guidelines or was posted not in accordance with the aforementioned guidelines, the Residence Life staff reserves the right to take these postings down and recycle them.
- a) Any group or individual found placing publicity in the residence halls or apartments without prior permission may be required to remove all advertising and clean any residue left on the wall to the satisfaction of the Area Director responsible for the area where the advertising was placed.
 - b) In addition, the organization or individual will be billed for the repair of any damaged surfaces and may face sanctions for repeated offenses.
 - c) If the above policies are violated, a student organization may be subject to an organization conduct meeting with the Director of Student Activities.
6. Student affairs post-it guidelines
- i. Event flyers submitted to the Student Involvement Center for posting in the Residence Halls will automatically be scanned and placed in the Post It.
7. Sidewalk chalking click [here](#).

G. Copyright Infringement

1. Almost all forms of original expression that are fixed in a tangible medium are subject to copyright protection, even if no formal copyright notice is attached. You should assume materials that you find on the Internet are copyrighted unless a disclaimer or waiver is expressly stated. The copyright holder has extensive rights; you must contact the copyright holder and ask permission to copy, use or display the material. Although not an exhaustive list, it is likely to violate copyright by:
 - i. Placing materials owned by others on your web page, or for other use or display, without the express permission of the copyright owner.
 - ii. Displaying pictures or graphics you have not created.
 - iii. Offering sound recordings you have not produced yourself.

- iv. Linking to pages within a site without first accessing the web site home page or to pages with infringing materials.

H. Registration Policies

1. Student Organization must register all events and meetings through Pioneer Presence.
2. The Event Registration form must be submitted with all required fields by the following deadlines
 - i. On Campus meetings and events: 5 business days prior to the event date
 - a) On Campus is defined as any meeting or event on University owned property
 - ii. Off Campus meetings and events: 10 business days prior to the event date
3. All required approvals must be processed before the event is considered APPROVED.
4. Unapproved meetings or events will be considered a policy violation and subject to appropriate accountability measures listed below.
5. Events that require participants to pay to attend must submit an Event sign-up sheet at the information desk.
 - i. The link (found on the Student Activities and Campus Center groups page) must be submitted two (2) weeks in advance of the event.
 - a) Must include:
 - b) Event Information
 - c) Host Contact Information
 - d) Account Information
 - ii. If the event is a fundraiser, additional follow up will be necessary.
 - iii. ****Failure to submit this form two (2) weeks prior to the sign-up opening date your organization/department will be assessed a \$10.00 administrative processing fee.**

Section 6. TRAVEL DOCUMENT AND REQUIREMENTS

- A. For 2020-2021, non-essential organization travel beyond fifteen minutes travel time from Carroll University is suspended and will not be approve.
 1. University sponsored off-campus events are an extension of the University's programs, and therefore are subject to all applicable university policies and procedures.
 2. There are times when faculty, staff, or student organizations want to encourage students to participate in off-campus or international opportunities that are not part of an academic course.

Examples:

 - a theatre or music tour
 - participation in an international conference
 - volunteering with Habitat for Humanity
 3. All off-campus events/activities must be registered in Pioneer Presence ten (10) business days before the date of departure or travel.

4. For trips longer than three nights, the traveling students must bring a Carroll University faculty or staff member along on the trip. It is encouraged, though not required, that the students participating in the trip cover all costs for the faculty or staff member to attend.
 5. If the experience is international, Student Affairs will refer the individual to the Office of Global Education to ensure review and documentation. In both domestic and international experiences, the program will be reviewed for consistency with the university's mission and conformity to health and safety standards for off-campus travel.
 6. **NOTICE: Due to the breadth and depth of off-campus programming opportunities for student organizations, fraternities and sororities, alternative spring break programs, and other individuals or groups that fall under Student Affairs, additional paperwork may be required prior to the departure of a planned program. It is understood that each trip is unique, and provides a different experience in terms of time frame, cost, location, and participation, thus a specific process must be completed for these different opportunities.**
- B. Driver approval & training and vehicle rental
1. Students wishing to transport others in a personal or rented/leased vehicle for Carroll University sponsored trips must be approved drivers. To become an approved driver, applicants are required to submit a MVR Request form and provide a copy of their driver's license to vans@carrollu.edu. Information on driver training and MVR Request forms can be found by logging into the Carroll University website, go to Departments → General Services → Driver Training. Please follow the check off list provided in the drive training program pdf. (complete the steps in the order they are listed). You are required to complete the driver training program to become eligible to drive an 8 and 12 passenger van for Carroll University. To drive your own vehicle, a mini - van and a golf cart you must provide proof of insurance and have your license checked.
 2. Send the MVR Request form to vans@carrollu.edu. When using the e-mail button on the form you need to be on a computer connected to the Carroll network. You may also print the form and send it to the attention of the fleet department through intercampus mail. Please remember to include a copy of your license. Please allow at least 3 days for this process.
 3. Students are required to complete a comprehensive driver training program to become "certified" to drive an 8 and 12 passenger van for the university. The procedural guide for this certification can be found in the Driver Training section of the General Services Portal. Print a copy of the **Driver Training Packet** to study. You will be tested on the information contained in the driver's packet along with information from the "Coaching the Van Driver" DVD that you are required to watch as part of the driver training program.
 4. Driver training only needs to be completed once as long as you respond to the email we send annually asking if you want to stay on the university driving list. Please respond to the email by the listed date or you will be removed from the data base and will no longer be eligible to drive for the university. To be

reinstated you will need to repeat the training. If you graduate or leave Carroll we would appreciate an email stating you will no longer need to drive.

5. All rentals of vehicles for student groups and organizations are made through the Office of General Services. Students may not make reservation with outside vendors. You may send a rental request through the General Service portal (Departments→General Services→ [Van Program](#)). In [Van Program](#) find and complete the [Vehicle Reservation Request](#) form. Submit by using the "e-mail" button. You must use a computer connected to the Carroll network! It is required that all reservations are submitted using this form, reservations made any other way will not be honored. You will receive a confirming email when the reservation has been entered. If you do not receive an email within 3 days of your trip please email vans@carrollu.edu
6. The following procedures apply:
 - i. Vehicles are available on a first-come, first-served basis.
 - ii. Reservations must be made at least one week in advance to ensure you have a van for your trip.
 - iii. Only drivers on the approved driver list are allowed to drive vehicles on a Carroll University sponsored event.
 - iv. All 8 & 12-passenger van drivers are required to complete a driver training course before their trip.
 - v. Fees will be charged to a student organization's budget at the end of the month, as will gas.

If you have questions about driver approval and training, please email vans@carrollu.edu

Section 7. SERVICE AND VOLUNTEER REQUIREMENT

- A. Each recognized student organization at Carroll University is required to complete the service requirements listed below. Student Organizations are encouraged to utilize the services provided by Pioneers Volunteer. Pioneers Volunteer can provide suggestions, resources, and contacts to aid organizations in planning their service projects
- B. Each recognized student organization at Carroll University is required to have 50% of their roster participate in a service project each semester. Requirements for what can and cannot count as a service project for your student organization is outlined under "Service Project Guidelines"
- C. One of the semester's service projects must be a direct service project opportunity open for participation of at least 50% of the membership of the organization. The service project must be at least 2 hours long.
 1. Example: If your student organization has an active roster of 25 students, the organization will need to have 13 students (when calculating 50%, any decimals will be rounded up) on their roster participate in a one-time direct service opportunity.
 2. Direct Service is defined under "Service Project Guidelines"
- D. The other semester's service project requirement can be fulfilled by doing ONE of the following:

1. Host a one-time service project in which at least 50% of your organization participates
 2. Have 50% of your membership complete at least 2 volunteer hours each
 - i. Organizations that choose this option are responsible for tracking their member's hours and must submit an excel spreadsheet listing all members on their roster as well as what members completed the 2 hour service requirement (Pioneers Volunteer will provide an example spreadsheet).
 3. Host a service opportunity opened to all of campus in which the student organization sponsors the travel and service experience. A sign-up through the information desk that documents who attended the trip is required. An organization that hosts an alternative spring break or medical brigade to another state or country will be allowed to apply that trip to their service requirement for one of the two semesters in the academic year.
- E. Organizations are required to document the number of members participating and the duration of the service project presence due in accordance with the timeline established by Student Activities. Other additional documentation may be required.
- F. Service Project Guidelines. Organization's service projects must meet the requirements listed below for them to count towards the service requirement for student organizations.
1. Service – Service projects must meet the definition of service. Carroll University's Office of Student Activities defines service as "the action of helping or providing a service to better a community through giving time, supplies, and/or services" Furthermore, community is defined as the Greater Waukesha community – including communities in both Waukesha and Milwaukee Counties. It is strongly encouraged that projects last for a minimum of two hours to provide significant community impact. To ensure the health and safety of our Carroll Community and local communities we are not allowing students or student organizations to participate in volunteer opportunities that require face to face interaction with local community members that benefit from the agency's services. Students and Student Organizations may volunteer at a local agency as long as the opportunity follows the Interim Guidelines set for the 2020-2021 school year. Examples of service activities include but are not limited to:
 - i. Sorting donated items at the Hope Center
 - ii. Planting or harvesting food from Carroll's community garden
 - iii. Cleaning up a local park
 - iv. Participating in a virtual visit with a local rehabilitation or hospice center
 - v. Fundraising/Philanthropy – Activities associated with fundraising, organizing a benefit, or philanthropy will not meet the qualification for direct service.
 2. The singular exception to this rule will be Bell Ringing for the Salvation Army during the fall semester.
 - i. Supply and food drives can only be used to fulfill the student organization's volunteer requirement for one of the two semesters.

3. On Campus Service – On campus service opportunities will be considered for the 2020-2021 school year.
 - i. On campus service projects must be hosted by the student organization and hours students participate in department sponsored service projects will not count towards the volunteer requirement.
- H. Approval – Approval for service projects will be given by the Community Engagement Coordinator. It is advised that organizations seek approval two weeks prior to the scheduled project to guarantee its qualification for the requirement. Student organizations must be certain to provide a contact at the agency they served with to verify the completion of their project.
- I. Local Agencies – Service projects must be completed in conjunction with a local non-profit agency. Service projects must be organized through recognized organizations in order for Student Activities to verify projects were completed. Additionally, agencies must be nonpartisan organizations. Pioneer Volunteers recommends using the following resources to identify agencies that would qualify:
 - i. Pioneer Volunteers at Carroll University
 - ii. United Way of Waukesha County
 - iii. The Volunteer Center of Waukesha
 - iv. The Nonprofit Center of Milwaukee
 - v. The Volunteer Center of Milwaukee

Section 8. LETTERHEAD

Student organizations must receive approval to use Carroll University letterhead. The University strongly encourages student organizations to create their own letterhead. If you are sponsoring a large annual event and you would like to send out a letter on Carroll letterhead, you must request permission from Student Activities.

Section 9. WEBSITE

- A. Student organizations MUST establish and maintain a Pioneer Presence Page for their organization. These are not considered official University publications and the author(s) bear full responsibility for the pages' content. All web pages must be in compliance with University policies and procedures. Specifications:
 - i. Student Organization Name
 - ii. Organization description
 - iii. Executive board and contact information
 - iv. Updated calendar/List of events
 - v. Meeting day, time, and location
 - vi. Advisor information (Name and Email)
- B. Any other student organization web page or sites are not considered official University publications and the author(s) bear full responsibility for the pages' content. All web pages must be in compliance with University policies and procedures. If you would like to establish an additional webpage, please contact the Office of Student Activities.

- C. The party responsible for the web pages must be clearly and readily identifiable on the pages. Further, all unofficial web pages must carry the following disclaimer: *“This page is not a publication of Carroll University and Carroll University has not edited the content. The author(s) of this page are solely responsible for the content.”*
- D. Any electronic documents or web pages found to be in violation of University policies and procedures will be subject to removal and will result in the loss of access to systems, administrative sanctions, and/or legal action.
- E. Unofficial web pages may not represent themselves as an official site for a non-Carroll University organization, be used to conduct commercial enterprise, or for personal financial gain.
- F. The principles of intellectual and academic freedom will be applied to the development of electronic web pages. However, the contents of the web pages may not violate copyright law or other local, state, or federal laws.
- G. To ensure the appropriateness of unofficial web pages, as well as adherence to University policies and procedures, these sites may be reviewed by ITS.
- H. Any webpages with inappropriate content or are not in line with previously noted guidelines will be required to be removed or the organization may face disciplinary action.

Section 9. ORGANIZATION FINANCES

Recognized student organizations are allowed to request funds for operation from Student Senate. Here are some important concepts to be aware of:

- A. Budget hearings: Each Spring recognized student organizations may take part in Student Senate’s budget hearings. Any funds awarded through these hearings will be available for the following academic year.
- B. Student Senate Budget Guidelines: Student Senate establishes budget guidelines that address student organization budgets and expenditures. Up-to-date copies of these guidelines are available on the Student Senate Group Page. **This is a very important document for your organization to know and understand.**
- C. Request for Funding: Requests for Funding are intended for organizations to have the opportunity to request money that was not allocated to their budget.
- D. Organizations can access their funds through the following methods:
 - 1. **Request for Payment:** These forms are used to request a check be issued by the Business Office to a company or individual. They also can be used to request reimbursement for an organization member who has purchased something on behalf of an organization.
 - i. NO ONE will be reimbursed without turning in an original receipt and filling out the paperwork properly.
 - ii. Prizes - Include the information on prize logs with student name, student

ID numbers, and total prize value.

iii. Request for Payments must be submitted within 30 days of purchase of items.

2. **Purchase Order:** A purchase order is used to request a line of credit at a business. It allows an organization to make multiple purchases from a business without making multiple Requests for Payment. A purchase order sets funds within an organization's budget so they are reserved for use at that business.
 3. **Petty Cash:** Organizations can request amounts less than \$50 from the Business Office. In order to receive these funds, a Request for Payment Form must be completed and signed by the Associate Dean of Student Affairs.
 4. **Budget Transfers:** These forms are used to reallocate funds to different line items within an organization's budget or to another student organization or University department.
 5. **Account Numbers:** All student organizations with accounts through the Business Office are assigned a four-digit project code. This is your organization's unique identifier. If you don't know your account number please contact Student Affairs at carrolluniversitysa@gmail.com
- E. *Please note, all request for payment or transfer request forms must be signed by the originator and the organization's treasurer. Forms must be turned in to the Student Affairs Office by Friday at noon in order for the request to be available the following Thursday.

Section 11. BUDGET CODES

- A. Travel & Conference Expense: Expenses incurred while on University business.
 1. 55110: Hotel accommodations
 2. 55120: Airline tickets
 3. 55160: Convention/conference registration
 4. 55130: Ground Transportation
 5. 55170: Meals
 6. 55140: Mileage
- B. Student Senate will fund up to 75% of transportation costs to and from conferences; this excludes the use of Carroll University vans which will be funded in full. This includes vehicle rental, mileage or gas, airplane expenses, etc. Senate will fund up to 75% of *conference* registration not to exceed \$200 per person. Senate will fund up to 75% of *hotel* expenses not to exceed \$100 per person per night.
- C. 55200: Postage: Charges incurred when you use Carroll University's mailroom, Federal Express or other delivery service.

This does not include buying postage stamps independently (which would come out of 5590)

D. 55300: Telephone & Fax Expenses

Expenses for long distance phone charges.

E. 55400: Printing & Duplication Expense

Charges incurred when you use Carroll's duplication service – copies & printing.
Expenses when items are printed at an outside printer.

F. 55450: Contracted Services – Individuals

Used to pay an individual external to the University who provides a service. Usually is an independent contractor who is not under the supervision of someone at the University.

Examples:

- A. Guest Lecturer
- B. Consultant
- C. Entertainer

G. 55500: Contracted Service – Companies

Used to pay a business that provides services to your organization.

Examples:

- A. Entertainment such as a band contracted through an agency
- B. Consultant

H. 55600: Rental Expense

Charges for rentals of equipment, chairs, tables, etc.

I. 55700: Subscriptions & Memberships

Expenses for subscriptions to magazines, etc.

Includes membership fees that need to be approved by Student Senate.

J. 55850: Expense for Supply Reimbursement

***Supplies & Other Expense

Charges for almost everything that doesn't fit into any of the above categories.

Examples:

- A. 55250: Office supplies
- B. 55290: Event Supplies
- C. 57150: Promotional giveaways

K. 55950: Software & Related: Charges related to software and programs used for your organization.

Examples:

- A. Editing software
 - B. Recording
 - C. Design Programs
- L. 55970: Computers & Peripheral
Charges for computers or peripherals (i.e. printers).
- M. 57400: Chartwells Food Service
Charges of Chartwells Food Service Only.
Any other food expense: charge to 5590.

Section 12. FUNDRAISING/SPONSORSHIP APPLICATION

- A. Each time student organizations sponsor fundraisers or outside vendors in the Carroll University Community, it must be approved by Student Activities. If too many fundraisers of similar nature are happening within a short period of time, the requests will not be approved at that time.
- B. Student organizations must provide a representative to meet with the non-university organization/individual upon arrival and departure from campus.
- C. The sponsoring organization is responsible for making sure the vendor follows the facility reservation guidelines. Reservations must be completed by the organization.
- D. Senate funding cannot be used for organizational fundraising.
- E. Student Orgs must meet with Student Activities prior to any fundraising event.

Section 13. SOLICITING DONATIONS

- A. All sponsoring groups must receive permission and/or assistance from the Office of Institutional Advancement in order to raise funds from alumni or other individuals, foundations, businesses and government grants or contracts. Since Carroll University is an active fundraising organization, it takes great effort to ensure that outside organizations and persons do not receive multiple requests from the University.
- B. Solicitation of alumni and community businesses (via direct mail and phone calls) is forbidden unless approved by the Office of Institutional Advancement.
- C. Recognized Student Organizations may solicit donations from alumni and community businesses with the following criteria:
 1. Your organization or student group must possess a list of contacts. Carroll University will not provide a list or database of contacts.
 2. You must request permission in writing to the Carroll University Office of Institutional Advancement. Please include the following in your request:
 - i. Stated purpose for solicitation
 - ii. Copy of direct mail piece (if applicable)
 - iii. List of recipients
 3. If the Office of Institutional Advancement approves your request, you will be required to send a spreadsheet to the Office of Institutional Advancement

containing the following for each proposed donor:

- i. Name of business (if applicable)
 - ii. Name of person you will contact
 - iii. Is this a corporation, business, alumnus, or other?
 - iv. Are you seeking services or donated products?
 - v. What is the amount (or value) you hope to obtain from them?
 - vi. How are they related to your organization or activity?
 - vii. Have they previously supported your organization or activity? If so, how?
 - viii. **Note:** You must clearly indicate that your solicitation is from the respective Student Organization or student group, not from Carroll University. There may be limitations on which targeted alumni may be approached.
- D. Timeline for solicitations that require approval: Obtaining approval the Office of Institutional Advancement for certain types of off-campus solicitations may take up four weeks. The length of the process is dependent upon many details, including the complexity of the proposed activity, the number of proposed targeted donors, and the amount of the proposed fundraising effort.
- E. Priority for requests will be at the discretion of the Office of Institutional Advancement. Fundraising requests will not be granted for the personal benefit of an individual or group.
- F. Office of Institutional Advancement: Donors that require a tax-deductible receipt should speak with the Office of Institutional Advancement to discuss options. If a project or activity is approved, donors may designate their gifts to the respective organization.

Section 14. ACCOUNTABILITY

Student Organizations are responsible for the enforcement of University policies, rules and regulations that pertain to them as organizations. The organization's officers also have a special obligation to foster responsible conduct among members of the organization through leading by example. Each individual member also should exercise responsibility with respect to members of the organization. The student conduct process against a student organization shall not void further conduct action against individual members of that organization for personal violations of the Student Code of Conduct.

- A. Conduct process: In some instances, an entire group will be held accountable and sanctioned by the University for the actions of its individual members. If a student organization is charged with violating the Student Code of Conduct, the process is as follows:
1. The student organization's president will be notified of the charge and a conduct hearing will be scheduled.
 2. In some instances individual members of the organization may be required to provide written statements prior to the conduct hearing.

3. Two members of the organization may attend the hearing. This is usually the president and vice president. The advisor may also attend the hearing but the advisor may not speak.
 4. The hearing administrator will uphold the Standard for Decision Making and will notify the organization's president once a decision has been reached.
 5. If the organization is found responsible for violating the Student Code of Conduct, Student Affairs will impose sanctions. Sanctions may include, but are not limited to any of the following, written warning, loss of University privileges/services, suspension of University recognition, or revocation of the organization's privilege to exist as a student organization.
- B. Accountability procedures: the student organizations committee views student organization discipline as an educational process. When an organization disregards a regulation or policy, the focus of the process turns to education: uncovering the reason for the violation, demonstrating why the behavior is inconsistent with the expectations of student activities; and aiding the student organization in coming to the realization that certain rules and regulations are necessary for the existence of Carroll University student organizations.
1. After representatives of the student organization have been informed of the regulation or policy violation and have been given an opportunity to refute them, student activities may initiate educational accountability procedures against the organization that may take the following forms (based on the severity and/or impact of the violation):
 2. A meeting with the Student Organizations Committee or Student Activities designee to discuss:
 - i. A verbal or written warning to the officers of the organization;
 - ii. Additional event or volunteer requirements;
 - iii. Provide a product of missing educational sessions (how you will implement "x" in your organization);
 - iv. A limitation of privileges (i.e. room reservations, ability to utilize organizational funds, ability to travel off campus, etc.);
 - v. Probation that may include a restriction of privileges;
 - vi. Suspension of the student organization for a prescribed period of time (The actions may be appealed through the office of Student Activities.);
 - vii. Withdrawal of recognition of the student organization. (The actions may be appealed through the Office of Student Activities)
 3. Examples where educational accountability procedures may need to be enforced include, but are not limited to:
 - i. No presence at organization and leadership development programs (student organizational development)
 - ii. Lack of fulfillment of event/volunteer requirements
 - iii. Student Organization Handbook violation
 - iv. Missing deadlines on reports for Student Activities (i.e. rosters, mid-year/end of semester reports, etc.)

- v. Behavior that does not appropriately reflect upon the Carroll University community
- C. Student organization sanctions: Student organizations will be subject to University sanctions for failure to meet any of the listed expectations. These sanctions will be enforced by Student Activities. Sanctions may include, but not limited to, any (or some appropriate combination) of the following:
1. Letter of official warning.
 2. Loss of University privileges/services (i.e. business office accounts, campus posting, room reservations, etc.).
 3. Restitution (i.e. may be required to pay for damages).
 4. Revocation or suspension of Student Senate funding.
 5. Probation: See definition below.
 6. Suspension of University recognition (includes loss of University privileges and services as deemed appropriate).
 7. Revocation of University recognition.
 8. University prosecution (i.e. the University may choose to prosecute through the civil courts).
 9. Probation: A status, imposed for a specific period of time, to allow an organization to complete specific assignments, and demonstrate the ability to abide by community standards and expectations as outlined in the Student Handbook, Student Code of Conduct, Student Organization Handbook or any other Student Organization or Greek Life governing documents. Any violations committed during the period of probation may result in increased or additional sanctions, including, but not limited to, suspension for a minimum of one academic semester.

Section 15. ADVISOR REQUIREMENTS AND RESPONSIBILITIES

- A. In assuming the role of student organization advisor, it is inherent that the advisor has accepted and agreed to fulfill these responsibilities in the manner listed below.
- B. Requirements of Student Organization Advisors
1. An advisor must be a fulltime faculty or staff member at Carroll University, with exceptions at the discretion of Student Activities.
 2. The advisor must sign the Carroll Advisor Agreement Form and the Student Organization Registration Form.
 3. Attend one meeting per year held for advisors by Student Activities.
 4. Be knowledgeable of and adhere to University policies and procedures, which pertain to student organizations.
- C. Responsibilities of Student Organization Advisors
1. Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and by-laws.
 2. Meet with the organization president on a regular basis.
 3. Meet with the executive board at least twice per semester.
 4. Be informed of activities sponsored by the organization.
 5. Establish with the organization the manner and frequency in which the advisor will

- participate in the organization.
6. Know the organization's process for recruitment.
 7. Offer guidance to the organization on goal setting, organization management, program planning, problem solving, budget management and group evaluation.
 8. Refer questions concerning the Student Handbook to the appropriate department and where the case is not clearly discernible, to Student Activities.
 9. Report immediately to Student Activities any activities that may or will violate University policy.
 10. Provide or refer any services that may serve to better the organization.

Section 16: INTERIM POLICIES AND GUIDANCE FOR STUDENT ORGANIZATIONS IN RESPONSE TO COVID-19

This document provides policy and best practice for student organizations, fraternities/sororities, and Student Activities Events to ensure the safety of our community. If you work with an inter/national organization that provides stricter guidance, abide by the more stringent guidelines.

Organization leadership, fraternity/sorority leadership, and student activities staff (here on collectively referred to as Student Organizations) are expected to know and abide by the Carroll University Interim COVID-19 Guidelines. These guidelines are updated or reaffirmed monthly.

<https://www.carrollu.edu/student-services/health/coronavirus/interim-guidelines>

Other pertinent information about schedules, housing, and online learning can be found here:

<https://www.carrollu.edu/student-services/health/coronavirus>

Information about COVID-19 symptoms and testing can be found here:

https://my.carrollu.edu/ICS/Departments/Health_Services/

Guiding public health data informed principles: The Carroll University Ethos and underlying values expect our community members to consider the safety of and concern for others. The Center for Disease Control studies and recommendations for preventing the spread of COVID-19 inform our decisions regarding Student Organization requirements and guidelines. Based on CDC information, our assumptions include:

- The best way to prevent illness is to avoid exposure to the virus. Students who do not feel well should stay in their place of residence and follow our Health Center procedures linked above.
- "The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.” (cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

In addition, we expect Carroll students and Student Organizations to take responsibility for assessing potential risk of their members AND of communities that our members may meet. Someone in the organization or a potential guest may be at higher risk of complications due to underlying health concerns. Taking the necessary precautions for these members and guests will keep *everyone* safe.

Interim Student Organization Policies:

- Face coverings/masks and physical distancing must be worn or observed at all student organization functions regardless of location.
- Non-essential Student Organization travel is suspended. Student Activities must approve all travel off campus.
- Student Organization on-campus events must be registered through Pioneer Presence five business days before the date of the event.
- Student Organization off-campus events must be registered through Pioneer Presence ten business days before the date of the event.
- Student Organizations must gain approval of events from Student Activities and Reservation and Events Services. Student Organizations hosting unapproved/unregistered events will be subject to the conduct process.
- Student Organizations must take attendance through Pioneer Presence at meetings and events to assist with contact tracing if necessary.
- Student Organizations are required to host one all campus event during the 2020-2021 academic year.

Interim Student Organization Policies Continued:

- Student Organizations are required to fulfill the volunteer requirements as stated in the Student Organization Handbook. These events must be registered per the requirements above.
- Student Organizations may not have more than two people staffing their Involvement Fair table at a given time.

Student Organization Guidance:

Meetings

- All meetings that can effectively be done virtually should be held virtually to decrease potential exposure and increase safety.
- In person meetings are permitted based upon appropriate capacity guidance for current health standards. Capacities may be limited to 25% of the original room capacity (new capacities are in EMS). Meetings should be held in spaces with separate entrance and exit doors. If groups are unable to move, meetings may need to continue in a virtual environment or some sort of hybrid thereof.
- Physical distancing in these meetings must be practiced.
- Face coverings/masks must be worn.

- All members are encouraged to do a symptom check before going to an org meeting. Org leadership should consider sending reminders for symptom checking.

Events

- Campus programming can begin pending an approved safety plan proposed for the safe management of the program/event. Capacities for each event will be based upon current health standards and room capacities. Layouts should follow appropriate physical distancing guidelines. Entry and exit points for these events should be clearly defined. Every available safety precaution should be made to ensure the safety of participants and presenters are taken into consideration. Events should also be live streamed to minimize attendance size. Events that typically encourage closer contact with people will still be prohibited (i.e. dances, some recreational sports, etc.)
- Outdoor events allow for more flexibility as physical distancing can be easier to accomplish.
- Off-campus participants must be registered with Student Activities and will need to abide by our safety guidelines and policies.
- Large scale/traditional events may be considered assuming appropriate physical distancing and spacing can be managed and controlled. Traditional events with crowds over 100 people that cannot move to a room that allows for appropriate physical distancing as per guidance will be prohibited.
- Student Organizations hosting off campus events should consider travel methods seriously. Travel beyond 15 minutes from campus in a vehicle with people not of the same household where physical distancing cannot be observed is discouraged.
- Student organizations should assess the activities that they hope to do at an event and decrease person-to-person contact, avoid multi-person touch points or objects, and increase disinfection.

Food

- All food services must be conducted through Chartwell's Catering/Dining.

Handouts/Giveaways/Freebies

- Handouts/giveaways/freebies are permitted provided the organization takes precautionary steps to ensure recipients do not congregate to receive the items. It is recommended that items are placed on a table and recipients pick up their item with limited contact with others.

Student Activities reserves the right to amend these policies and guidelines to ensure alignment and compliance with current health standards.

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