

# Welcome to the

## Registered Student Organization Handbook

*Effective August 29, 2005*

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The *Registered Student Organization (RSO) Handbook* is intended as a resource guide and policy manual for officers, members, and advisors of Grand Valley State University RSOs, and for students interested in forming new organizations. The *Handbook* was developed by staff members in the Office of Student Life, and by members of the Student Organization Review Board (SORB).

Comments, questions, and suggestions are always welcome. Please direct these to Aaron Haight, Assistant Director of Student Life for Student Organization Development and Orientation, at 331-2345 or e-mail [haighta@gvsu.edu](mailto:haighta@gvsu.edu).

*This document may be updated at any time. Please note the "last updated" notice on the Welcome page.*

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# **SECTION 1 – Student Organizations at GVSU**

## **Office of Student Life Mission and Values**

### **Mission**

*To enhance student development through involvement in diverse experiences.*

### **Values and Beliefs**

In an effort to create a challenging and supportive community, we believe that student development is fostered in an environment that promotes certain values. These values include:

Responsible citizenship through community service

Engagement in the process of active leadership

Exposure to and appreciation for diverse and multicultural perspectives

Respect for others and the physical environment

Ethical behavior that promotes integrity and honesty

Willingness to think critically and engage in dialogue

Maintenance of personal health and emotional well-being

Participation in the life and community of the campus through its rituals and traditions

Enhancing student learning and academic success through interaction with other students, faculty, staff, and alumni

Promotion of the active exploration, participation, and understanding of the global community.

## **Relationship Statement**

As students progress through their college careers, they participate in a variety of experiences in and out of the classroom. Experts have consistently estimated that 70% of a student's time is spent in activities outside the classroom. This involvement includes work, independent study, intercollegiate and intramural athletics, student clubs and organizations, study abroad, and living-learning programs.

Grand Valley State University acknowledges the important value student organizations have in the educational process. Registered Student Organizations (RSO's) play an important role in developing student leadership and providing a quality campus environment. It is the responsibility of each RSO to adhere to the mission of the university and its supporting by-laws and statutes. An organization's goals, objectives, and activities must not deviate from established University policies or regulations. Because of their importance, RSO's are accorded special privileges and benefits. These privileges include use of university facilities and services, the privilege of participating in certain university-sponsored student activities, and the privilege to participate in the Student Senate Funding Boards. In order to exercise the privileges accorded to RSOs, a student organization must register with and be recognized by the Office of Student Life through the Student Organization Review Board.

## **Non-Discrimination Policy**

*Every aspect of University life should be free from discrimination because of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight. Student housing, organizations, athletics, classes and University community facilities should be open to all who desire to participate. (Student Code Section 100.01)*

All RSOs must comply with federal/state laws regarding discrimination, and with the University's policy of providing equal opportunity. A non-discrimination clause must be in all constitutions.

Any RSO with selective membership criteria must state this criteria in their constitution.

Membership selection practices may be reviewed by the Office of Student Life at any time.

## **Hazing Policy**

Grand Valley State University is an institution of advanced academic study. The Student Code states, in Section 221.00:

***Hazing:*** *The University prohibits any student, acting alone or with others, to conspire to engage in hazing or to participate in hazing. Hazing is defined as any action taken or situation created, whether on or off campus, for the purpose of initiation or affiliation with any organization or team which jeopardizes the physical and/or mental well being of any individual, or is, presumably, an illegal activity.*

Freedom from humiliation and danger of hazing is guaranteed to every student on this campus. This policy includes individuals as well as whole organizations. Any violation of this policy should be reported immediately to Aaron Haight, Assistant Director of Student Life, in which the situation will be referred to the appropriate judicial body and appropriate action will be taken.

## **Student Code**

Student organizations are expected to adhere to the [Student Code](#). Any violation of the Student Code may result in referral to the Misconduct Review Process.

## **Definition and Requirements of Registered Student Organizations**

A registered student organization (RSO) at Grand Valley State University is:

- 1) any group whose primary membership consists of students currently enrolled at GVSU;
- 2) formed in order to contribute to the students' personal development; and
- 3) properly registered with the Office of Student Life.

All RSOs shall be accorded with the same rights and are bound with the same rules and regulations. Recognition by GVSU does not constitute endorsement of the purposes or the activities of an organization by the faculty, administration, or the student body. All student organizations must register with the Office of Student Life in order to function within the university. Requirements are listed and described in Section 2.

## **Benefits and Privileges of Registered Student Organizations**

Registered student organizations will be granted the following benefits and privileges when approved by the Student Organization Review Board.

- Eligibility to use university facilities as established by university policy.
- Eligibility to sponsor activities and promote those activities
- Eligibility to receive reduced advertising rates in campus publications and free campus notices (according to guidelines) in the *Lanthorn*.
- Eligibility to distribute literature, flyers, posters, banners, and organizational material according to the university policy.
- Eligibility to use university services and resources such as purchasing, printing, maintenance, computer services, technology, mail services (bulk mail, etc.) and Central Stores, as established by university policy.
- Eligibility to receive assistance and advisement from the Office of Student Life.
- Eligibility to receive awards and honors presented to university organizations and members.
- Eligibility to be listed in university and Student Life publications, including the Student Life web page and the university catalogue.
- Eligibility to participate in university events such as Campus Life Night, Homecoming, etc.
- Eligibility for faculty and staff advisors to receive training and consultation from the Office of Student Life.
- Eligibility to have a student organization mailbox in the Student Organization Center.
- Eligibility to participate in dance lottery and host dances on campus.
- Eligibility to solicit funds on campus through programs and fundraisers. These activities need appropriate approval through the fundraising form.
- Eligibility to apply for funding from the Student Life Fund through the Student Senate Funding Boards according to established Student Senate policies and procedures.
- Eligibility to host large campus programs larger than 50 people.
- Eligibility to participate in MAXimize Initiatives, Workshops on Demand, and other programs.
- Eligibility to use the SOC and all the SOC resources.

## Levels and Classifications of Registered Student Organizations

Upon completion of the registration process and approval by the Student Organization Review Board all student organizations will be classified in one of the following categories.

### **Classifications**

Depending on the scope and mission of the organization, the Student Organization Review Board will assign a classification to the group for the purposes of communication, promotion, and funding.

- **Academic and Professional** organizations focus on academic disciplines or are related to a specific professional field.
- **Cultural** organizations educate the campus community about non-dominant cultures in order to enhance students' worldviews. They also provide students with an avenue to explore and celebrate their own cultural heritage and provide programs and services designed to support students of various cultural heritages at the University.
- **Fraternities and Sororities** provides life-long opportunities for leadership, service, academic achievement, and social involvement through the association with a national organization (See Fraternity and Sorority Manual in Section 16).
- **Performing Arts** organizations provide opportunities for involvement and exposure to the performing arts.
- **Faith Based** organizations serve to enhance a student's spiritual life while providing fellowship and outreach opportunities.
- **Service & Advocacy** organizations are centered on positive student engagement and social change through community service and educational programming. These organizations hope to raise awareness on social issues.
- **Special Interest** organizations serve to enhance student life through the co-curricular involvement of special interests and hobbies.
- **Sports and Recreation** organizations provide opportunities for competition, personal fitness, recreational activities, and/or school spirit support.
- **Student Government** organizations serve as governing bodies in various aspects of campus life.
- **Media and Entertainment** organizations include two types of opportunities for students. Entertainment organizations provide campus with a variety of student sponsored entertainment events and programs. Media organizations provide an opportunity for students to gain hands-on experience with student media including newspaper, television, film and video, and radio.
- **Honorary and Professional Societies** have admission standards or special requirements such as grade point average, field of study, leadership, or other areas of achievement. They serve to recognize students.

## **SORB Purpose and Membership**

### **Purpose**

The purpose of the Student Organization Review Board (SORB) is to:

- A. Review student organization registration requests and determine classification status.
- B. Review complaints regarding student organizations and conduct the Student Organization Misconduct Review Process.
- C. Coordinate and oversee the annual student organization recognition and awards process.

The Student Organization Review Board will meet on a monthly basis during the fall and winter semesters. Additional meetings may be scheduled as needed. Attendance at meetings is required by board members. A quorum of five SORB members is required to conduct official business. SORB meetings are closed meetings unless approved by the chair in advance.

### **Board Membership**

The Student Organization Review Board will consist of the following nine members:

- A. Assistant Director of Student Life (Chair).
- B. Student Senate President or designated Cabinet Member.
- C. Two students appointed by the Director of Student Life.
- D. Two professional staff representative from the Division of Student Services.
- E. One graduate assistant from the Office of Student Life appointed by the Director of Student Life.
- F. One student staff assistant from the Office of Student Life (non-voting)

The Director or Associate Director of Student Life will act as the SORB Chair if the Assistant Director of Student Life is unable due to absence or conflict of interest. Vacancies will be filled by the Director of Student Life.

## **Registered Student Organization Approval**

Review of new student organizations will take place at regularly scheduled SORB meetings. Only organizations that have **completed** online registration will be reviewed.

The status of an organization will be communicated by the Office of Student Life via e-mail to the organization president and advisor of record within 2 business days of the Student Organization Review Board's decision.

## **Registered Student Organization Approval**

Review of new student organizations will take place at regularly scheduled SORB meetings. Only organizations that have **completed** online registration will be reviewed.

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## **Misconduct Review -- University Standards: Purpose and Scope**

In order to facilitate student development, student organizations are expected to maintain high academic and behavioral standards within the Grand Valley State University community. It is incumbent upon students, student groups, and guests of students to conduct themselves within the framework of reasonable rules and regulations designed to prevent interference with or obstruction of the orderly operation of the university. Conduct contrary to these standards of behavior or which adversely affects the ability of others to pursue their educational goals will result in campus disciplinary action.

It is expected that members of Registered Student Organizations respect the rules and regulations of Grand Valley State University as well as the rights of individual students, faculty, and staff. The Misconduct Review process is in place to evaluate the behavior of Registered Student Organizations and decide if any disciplinary action is needed to correct behavior. The Misconduct Review process is separate and independent from any civil, criminal or university judicial (individual student) action and may proceed even if a related matter is anticipated or pending in other forums.

The purpose of the Misconduct Review process is to serve both the institution and the registered student organization by establishing a fair and efficient process for adjudicating complaints concerning alleged non-academic misconduct involving violation of Grand Valley State University policies, procedures, regulations, or ordinances.

The scope of the judicial policy for registered student organizations is confined to group non-academic misconduct. Individual student misconduct is reviewed using separate procedures set forth in the Grand Valley State University Student Code. Student behavior addressed through the procedures, as part of a student organization conduct violation may also be adjudicated through appropriate channels in the Grand Valley State University judicial system.

### **Misconduct Review Referral Process**

When a Registered Student Organization (RSO) is accused of violating a rule or regulation, a Misconduct Review Referral Form must be filed with the SORB Chair. The Misconduct Review Referral Form is available in the Office of Student Life, the Student Organization Center, and online at [www.studentlife.gvsu.edu](http://www.studentlife.gvsu.edu). Any member of the university community may file a Misconduct Review Referral.

Upon receiving a Misconduct Review Referral Form, the SORB Chair will review the referral and determine if a violation of university rules and regulations **has occurred**.

The SORB Chair will notify the Registered Student Organization (RSO) and the organization's advisor in writing that a Misconduct Review Referral Form has been filed with the Office of Student Life. The SORB Chair will send notification of the Misconduct Review Referral within five working days that includes the following information:

- A. The description of the specific incident
- B. Identification of the Student Code or other specific rule violation
- C. Procedural options that are available to the RSO for reviewing the matters
- D. Description of the possible consequences
- E. Name of complainant (at the discretion of the SORB chair)

The SORB Chair will then act as a liaison between the Misconduct Review Process, the complainant, and the student organization. Assistance with the Misconduct Review Process will be provided upon request.

In the event of special circumstances it is within the discretion of SORB, the SORB Chair, or the Director of Student Life to extend time frames identified in the Misconduct Review process.

The RSO will have three business days in which to respond in writing to the SORB Chair indicating how the organization plans to respond to the Misconduct Review process. (NOTE: if the RSO does not respond within the time limit, the case will go before the Student Organization Review Board for a Misconduct Review Hearing). The Misconduct Review Hearing will be conducted by a Misconduct Review Hearing Coordinator and four members of the Student Organization Review Board who will serve as the SORB Hearing Panel. The SORB Chair will select the four Hearing Panel members. Hearing Panel members will include two students, one graduate assistant, and one staff member.

Student organizations have two options on how to proceed with their response to the Misconduct Review Process.

**Option one** provides the opportunity for the RSO to admit responsibility for the violation(s) identified in the Misconduct Referral Form. The president of the RSO contacts the SORB Chair in writing and admits responsibility to the violation(s) identified. The RSO waives the right to a SORB Misconduct Review Hearing and requests that the SORB Chair make the sanction decision. The SORB Chair will review the information provided with the Associate Director of Student Life to determine the appropriate action(s) or sanction(s). The SORB Chair has up to ten working days following notification of responsibility to gather information and provide written notification of any sanctions.

If the RSO does not admit responsibility for the violation it can request a Misconduct Review Hearing (**option two**). A Misconduct Review Hearing will be scheduled as soon as possible. The organization will be given at least five working days written notice prior to the date of the Misconduct Review Hearing. At the conclusion of the Misconduct Review Hearing the Hearing Panel will make their decision as to whether the organization is found Responsible or Not Responsible of the accused violation(s). If the organization is found responsible, a brief statement of why a violation was found will be included in the decision. When the Hearing Panel has determined that a violation has occurred, the SORB Chair will determine whether any sanction(s) are warranted and will identify any sanctions and conditions. The SORB Chair will provide written notification of the decision, including any sanction(s) if applicable, to the RSO within five working days of SORB Misconduct Review Hearing.

### **Misconduct Review Hearings**

Unless the law requires, Misconduct Review Hearings are not open to public. The Misconduct Review Panel will take a single verbatim record, such as an audio tape recording, at the Hearing. The single verbatim record will remain property of the Office of Student Life. No other recording device will be permitted. The SORB Chair will be present during the entire presentation of a case. The SORB Chair, who makes the sanction decision, will have heard the explanation of the organization charged. The four selected members of SORB and the SORB Chair may ask questions of any witnesses. The SORB Chair may request witnesses to be a part of the Misconduct Review Hearing. The SORB Chair may remove any individual who is disruptive in a Misconduct Review Hearing from the hearing. The Misconduct Review

Hearing may proceed without the presence of the removed individual or be adjourned to reconvene at a later time.

### **Registered Student Organizations -- Misconduct Review Hearing Rights and Responsibilities**

Registered Student Organizations and students involved in the Misconduct Review Hearing have the following rights:

- A. If written evidence is to be used at the Misconduct Review Hearing, the person who wishes to use it must submit it to the SORB Chair at least 24 hours prior to the Misconduct Review Hearing. All such written evidence may be reviewed by all parties prior to hearing.
- B. A RSO has the right to appear in person, to testify at the Misconduct Review Hearing and may call witnesses on their behalf.
- C. The accused RSO has the right not to appear at the Misconduct Review Hearing, which shall be held in the group's absence provided that proper notice of the Misconduct Review Hearing has been given. The failure of an accused RSO to appear should not be taken as an admission of a violation and must be noted as without prejudice.
- D. For the Misconduct Review Hearing, the RSO is entitled to be accompanied by one advisor, in addition to the registered on-campus advisor. The advisor may be any individual of the group's choice. The RSO may choose to have an attorney as their advisor, however, it shall be at the group's expense, and provided that at least 24 hours written notification is delivered to the SORB Chair by the group's attorney. The advisor shall have no role at the Misconduct Review Hearing other than to advise the group. The advisor shall not be permitted to ask nor answer questions or to make oral arguments. Advisors are present to provide advice to the RSO under review.
- E. Questions from all parties to witnesses will be directed through the SORB.
- F. The RSO accused of a violation has the right to refuse to answer questions.
- G. An RSO is entitled to a fair and prompt Misconduct Review Hearing before SORB.
- H. The RSO is entitled to a copy of the written decision and sanction rendered in a matter in which they are either the alleged victim or the accused group.
- I. The alleged victim, the accused group, or the complaining party may appeal the decision and/or sanction.

### **Student Organization Review Board - Misconduct Review Hearing Regulations**

- A. Those who hear the case will decide the outcome of the case based only on evidence presented at the Misconduct Review Hearing.
- B. Each individual selected to serve as a member of the SORB Misconduct Review Hearing will be required to administer the rules and regulations of the university in a fair and impartial manner. Each will treat this appointment as a public trust, not allowing other influences or private interest to interfere with the prompt, proper and impartial discharge of the judicial duties.
- C. If a member of SORB conducting the Misconduct Review Hearing feels that he/she cannot render an impartial decision in a case for any reason, the individual shall disqualify himself/herself.
- D. A person may not serve on SORB and conduct a Misconduct Review Hearing if he/she is a witness who may testify during the hearing, if he/she has personal interest in the outcome, or if there are other sufficient reasons to believe that he/she could not serve in a fair and impartial manner.

### **SORB Misconduct Review Board -- Decision of Responsibility**

After completing the Misconduct Review Hearing SORB (by majority vote) will decide whether if a group is to be held responsible.

**Decision: Not Responsible** - No violation of a rule or regulation has been proven.

**Decision: Responsible** - A violation of a rule or regulation has been proven by clear and convincing evidence. The SORB Chair shall determine the appropriate sanction to be applied.

Within five working days of receiving the decision, the SORB Chair shall, in writing deliver to the accused organization and the complaining party, the decision and the sanction. A record of the hearing and sanction will be kept in the organization's file in the Office of Student Life.

### **Appeals**

The accused organization, the alleged victim(s), or the complaining party has the right to appeal the decision of the SORB Misconduct Review Hearing Panel or the sanction(s) imposed by the SORB Chair to the Associate Director of Student Life. An appeal provides a limited review of the original decision. It is not an opportunity to present the evidence again or to re-evaluate credibility. If an error has been made, in most cases the matter will be returned to the original Misconduct Review Hearing Panel or the SORB Chair so that the error may be corrected.

One of the following three conditions must be used as a basis for appeal:

- Discovery of new evidence that was not available at the time of the original hearing
- The judicial process was not followed
- Sanctions imposed were not appropriate to the violations found

The Associate Director of Student Life will act as the Appeal Administrator. The Director of Student Life will act as the Appeal Administrator if the Associate Director is unable to due to conflict of interest or absence.

### **Filing an Appeal**

The following conditions apply to the appeal process.

- A. A written appeal must be filed with the SORB Chair within five working days of receipt of the decision being appealed. The written appeal must state the grounds for appeal. The SORB Chair will forward the appeal to the Appeal Administrator. The Appeal Administrator will review the appeal. The Appeal Administrator will review the grounds for appeal, the materials submitted to the SORB Chair and the verbatim record. At his/her discretion, the Appeal Administrator may require the organization submitting the appeal to appear to explain orally the basis for filing the appeal, although this is not ordinarily expected.
- B. The Appeal Administrator will decide one of the following:
  - Uphold the original decision
  - Remand the case back to the original SORB Misconduct Review Hearing for its reconsideration consistent with the findings of the Appeal Administrator
  - Remand for a new Misconduct Review Hearing
- C. When the appeal is regarding the sanction imposed, the Appeal Administrator may modify the sanction.
- D. The Appeal Administrator will provide a written decision to the SORB Chair within three working days of the appeal review.
- E. The decision of the Appeal Administrator is final unless appealed to the Dean of Students. A written appeal must be filed with the SORB Chair within five working days of receipt of the decision of the Appeal Administrator. The written appeal must state the grounds for appeal.
- F. In the sole discretion of the Dean of Students, he/she shall decide whether to review a written appeal. In the event the Dean of Students reviews a written appeal, the Dean may:
  - affirm the decision of the Appeal Administrator
  - reverse the decision of the Appeal Administrator
  - modify the sanction

- uphold the sanction

- G. The Dean of Students will provide a written decision to the person filing the appeal.  
H. The decision of the Dean of Students will be final and binding.

### **Sanctions**

When a Registered Student Organization is found responsible for violating a rule or regulation, the SORB Chair may impose one or more of the following sanctions. In determining an appropriate sanction, the SORB Chair may consider sanctions that have previously been imposed against the organization for other violations or rules or regulations.

- **Warning:** an official, written reprimand with the stipulation that further violations will result in more severe disciplinary actions
- **Restitution:** payment for damages or loss incurred
- **Work Assignment:** perform assigned tasks that enhance the campus community
- **Loss of Privileges:** may include loss of any or all of the following:
  - Hosting or participating in campus events
  - Participating or receiving funding through the Student Life Fund appropriations process
  - Use of space and privileges in the Kirkhof Center, Student Organization Center, and other on-campus facilities
  - Sponsoring any fundraising or other activities
  - Representing the university in an official capacity
  - Recognition as a registered student organization
- **Probation:** a specific period of time during which an organization is required to report to the SORB Chair on a regular basis in order to assess current behavior.
- **Social Probation:** a specific period of time during which an organization is required to not hold specific types of social activities as identified.
- **Suspension:** Suspension means denial of rights and privileges of registered student organizations. Any organization whose registration is suspended or revoked must cease all organizational activities upon receipt of the notice of revocation or suspension. Any member of a suspended organization may not hold an appointed or elected office with that organization's governing body for the duration of the organization's period of suspension.
- **Permanent Revocation of Organization's Registration:** Permanent Revocation of the organization's registration means revocation without leave to apply for a new registration. Any organization whose registration is permanently revoked must cease all organizational activities upon receipt of the notice of permanent revocation. Any member of an organization whose registration has been permanently revoked shall relinquish any appointed or elected office held with that organization's governing body.

### **Interim Suspension**

The Director of Student Life may suspend a registered student organization for an interim period pending a formal Misconduct Review Hearing when there is reasonable cause to believe that the continued activities of the organization and its members may cause an immediate threat and/or undue concern within the university community. During the interim suspension, the organization is required to cease all organizational activities immediately upon receipt of written notice from the Director of Student Life.

When a student organization is temporarily suspended, the organization's acting president shall be given notice concerning the reasons for the suspension, the duration and any special conditions that apply. A representative of the suspended organization shall be given the opportunity to meet with the Director of Student Life within five working days from the effective date of the temporary suspension. The meeting shall be held on the following issues as related to the temporary suspension:

- The reliability of the information alleging the student organization's misconduct.

- Whether the conduct and surrounding circumstances reasonably indicate that the continued activities of the organization would pose an immediate threat to the safety, health, or welfare, or interrupt the normal functions of the university community.

It is not the purpose of the meeting with the Director of Student Life to hear evidence concerning responsibility of the pending charges against the organization. A Misconduct Review Hearing shall be conducted by the Student Organization Review Board to determine whether an organization has violated conduct regulations within a reasonable time period and upon notification of all parties involved.

#### **Changes in the Misconduct Review Process Provision**

The Director of Student Life reserves the right to change or add to the process or procedures regarding the Misconduct Review Hearing Process at any time, provided that such changes and additions will be published in a manner reasonably calculated to give adequate notice.

#### **Misconduct Review Referral Form**

To access a copy of the SORB Misconduct Review Referral Form, [click here](#).

## **Section 2 - Registering and Renewing your RSO**

The registration and renewal process for student organizations is conducted on-line via STUEY the Student Org Admin System. Complete information about the registration process is available at [www.gvsu.edu/studentlife](http://www.gvsu.edu/studentlife). The president of the organization is responsible for registering the organization and must provide the following information at the time of registration:

- Name of the organization (Cannot include GVSU)
- Organization statement of purpose
- Request web site address for the organization (if applicable)
- Name of campus advisor, e-mail address of the advisor
- Names and e-mail addresses of the officers of the organization
- Request for access to Blackboard (if applicable)
- Request for access to an email account (if applicable)
- Self -select the general category type for the organization to classify the type of organization (final category classification will be determined by the Student Organization Review Board).
- The constitution of the organization

The online registration system will automatically send an e-mail message to the student officers identified by the president. Each officer will then respond to the automatic e-mail and complete their personal information registration, review the Student Organization Officer & Member Agreement and complete an online training. The officer and member agreement clarifies the operating procedures for student organizations and their officers. Students in leadership positions are responsible for knowing and abiding by various university policies and regulations. Personal information will be submitted from the members, the officers, and the advisor at the time of registration. Information provided will be accessible by staff administrators.

Every organization must renew every fall and winter semester. This allows organizations to update rosters and officer information. This process is quick and is done online via STUEY.

NOTE: Organizations that have not been registered in the past may register at any time during the regular academic year, but must complete the registration process in one month.

### **Requirements for registration**

Student organizations must comply with the following registration requirements. Organizations are reviewed by the Student Organization Review Board to determine classification level.

- A. Each group must have an advisor who is a full-time faculty or staff member or a Division of Student Services graduate student at GVSU.
- B. Each group must complete the required registration process on the Office of Student Life Department Web Site ([www.gvsu.edu/studentlife](http://www.gvsu.edu/studentlife)) provided by the deadline date established for each academic year. Failure to register by the deadline will result in loss of recognition and the loss of privileges accorded to RSO's. It is recommended that organizations complete the registration process as early as possible to avoid the possibility of losing privileges. New organizations may register at any time during the year but must complete the process within one month. It is understood that information provided in the registration process will be treated as public information and distributed to the university community as needed.

- C. The Office of Student Life defines an organization as a group of four or more members. Organizations must have four members in order to be approved. A president, financial officer and two other officers must be designated on line. Groups with less than four members may meet with Aaron Haight, Assistant Director of Student Life to discuss membership issues. Temporary approval may be granted if a membership plan is established, but membership numbers must reach four within 2 semesters or the organization will be unregistered. Groups with less than four members will have limited privileges determined by the Office of Student Life.
- D. Officers for RSO's must be in good academic and judicial standing as well as registered for at least six semester hours of credit at GVSU during their term of office. A staff member in the Office of Student Life will review academic progress each semester. Officers not maintaining a 2.0 cumulative GPA and a minimum of 6 credit hours will forfeit their position upon notification from the Office of Student Life. The organization advisor will also be notified regarding the status of the officer.
- E. Student organization officers must complete the online officer training as well as participate in New Organization Orientation via the Student Organization Center. The officers of RSO's are responsible for familiarizing themselves and all members with all university procedures pertaining to the organization's activities. Each organization shall be responsible for the individual and collective conduct of its members in all of its group-sponsored activities and functions.
- F. Fraternities and sororities have complex needs concerning the Office of Student Life and national headquarters' requirements. Additional registration requirements must be completed and submitted to the Office of Student Life to finalize the process. An outline of these requirements is available on-line or from the Assistant Director of Student Life for Fraternity and Sorority Life. A 2.5 minimum GPA is required of all students who are offered invitations to join Greek organizations.
- G. Organization members of sports clubs must complete the GVSU Sport Club Release Statement Assumption of Risk and Release for Participation in Campus Activities Form before participating in sport club activities. Organization presidents are responsible for ensuring that all members have completed the forms and that the forms are submitted prior to participating in any sport club sponsored activity.
- H. The Office of Student Life will not recognize organizations with a mission statement that does not reflect the mission of GVSU. A student organization's constitution and bylaws may not be in conflict with the regulations of the university or local, state or federal laws.
- I. Grand Valley State University encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the University. Unlawful acts of discrimination or harassment by members of the campus community are prohibited. In addition, even if not illegal, acts are prohibited if they harass or discriminate against any university community member(s) through inappropriate limitation of access to, or participation in, educational, employment, athletic, social, cultural, or other university activities on the basis of age, color, disability, family status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight. Limitations are lawful if they are: directly related to a legitimate university purpose, required by law, lawfully required by a grant or contract between the university and the state or federal government, or addressing domestic partner benefits.
- J. In the event that a request for the establishment of a second organization with a similar mission to that of an existing organization, the Student Organization Review Board will review the request and determine if a second organization with a similar mission is needed. Generally, two organizations with the same or similar mission will not be recognized separately (i.e. two volleyball clubs will not be recognized).

## **Officer requirements and expectations**

Student organization officers and all general members will be required to review the following terms and conditions to their involvement within student organizations. This agreement establishes the understanding that the student involved is aware of the policies and procedures associated with their involvement in student organizations at Grand Valley State University.

## **Membership Information for Selective Organizations**

Due to the special nature of selective membership organizations, The Office of Student Life requests that all selective membership organizations complete and submit the Selective Membership Form. The Selective Membership Form outlines membership intake including informational meetings, new member education, and initiation. Please contact the Office of Student Life with any questions.

## **Probate Shows**

A public performance, dance, or display by members of an organization to introduce themselves to the larger community. Usually takes place after members' intake or new member orientation period to signify their initiation.

Many organizations utilize probate shows to present new members to the campus community. The Office of Student Life has established the following guidelines to ensure the success of this type of program:

- All organizations that have selective membership must complete the Selective Membership Form ([link](#)). Please note that fraternities and sororities must follow guidelines established in the Greek Manual ([link](#)).
- Probate shows must be hosted on campus in a location reserved with Event Services.
- Probate Shows must conclude no later than 11:30 pm.
- All organizations hosting probate shows must submit approval from their respective national office.
- A faculty/staff advisor must be present at the show.
- All shows must respect the new members, members, alumni, other organizations, and the university.
- No hazing prior to, during, or after the show is permitted. Hazing is not permitted AT ANY TIME by the university or the State of Michigan.

## **How to Start a New Student Organization**

Students interested in forming and registering a new student organization should contact the staff in the Student Organization Center (SOC) for assistance. The SOC is in 0008 Kirkhof Center, 616-331-2360.

The next step is registering online through STUEY found at the Student Life web site. Once the registration process is started, Office of Student Life staff will assist you with the Student Organization Review Board registration process. Please review Section 2 of this *Handbook* that outlines the [Requirements for Registration](#). Any questions in regards to starting a student organization may be referred to Aaron Haight, Assistant Director of Student Life, at [haighta@gvsu.edu](mailto:haighta@gvsu.edu) or 616-331-2345.

Further advice can be found at the Student Life web site. [Click here](#) for the link.

## **Establishing an Organization at Grand Valley State University**

Off campus, non-profit organizations looking to connect with students at Grand Valley State University must start a student organization to access space, resources and other benefits of the university. The Office of Student Life will work collaboratively with representatives of non-profit groups to establish a student organization including scheduling informational meetings, reserving space, and registration assistance. Once the organization is established, student leadership will complete the registration process.

### **Advisors and Coaches**

#### **Definition and Selection**

Student involvement in campus organizations provides an opportunity for students to develop leadership and organizational development skills. This involvement also complements their educational objectives with important out-of-class activities by exercising basic freedoms and learning about human behavior. In support of these objectives, it is important that persons with experience in organizations be available to assist students in their organizational endeavors. While the range of activities or student organizations is diverse, the assistance advisors can give organizations by being responsive to students' questions on procedural matters, university policies, financial matters, and so on, can help advance the basic reasons for recognizing student organizations at Grand Valley.

All RSOs must have a faculty or staff advisor selected from GVSU full-time faculty or administrative staff members, or graduate assistants from the College Student Affairs Leadership masters program who are approved by the Director of Student Life. In certain situations as designated by the Office of Student Life, an organization will be directed to use an appropriate advisor. This staff member will have been chosen because of their capabilities in a specific area of expertise. In such cases, the student organization shall follow the guidelines of the advisor assigned. In all other cases, the organization may choose an advisor according to constitutional requirements.

The Office of Student Life will provide new advisors an opportunity to learn about their role at New Advisor Orientation as part of the MAXimize Initiatives. New Advisor Orientation will provide insight on responsibilities, offer resources, and provide a network of people to assist the advisor. Advisors must complete an online officer training that will occur during the registration process via STUEY, the student organization administration system.

RSOs may select as many advisors as they wish to fit the needs of the organization (including alumni or members of the surrounding community). However, all advisors must be listed on the online roster of the organization through STUEY.

Sport Club coaches will be assigned by the Director of Student Life. In many cases, sport clubs may suggest potential candidates for coaching positions, but contracting with coaches is at the discretion of the Director of Student Life.

## **Advisor Agreement**

Student organization advisors are required to review the following terms and conditions regarding their involvement with student organizations. This agreement establishes the understanding that the faculty or staff member involved is aware of the policies and procedures associated with their involvement in student organizations at Grand Valley State University.

## **Advisor Expectations**

### ***Responsibilities of an Advisor to the University***

- A. The advisor to a student organization must be familiar with University policies and regulations and the particular organization that they advise.
- B. All off-campus accounts must have two signatures on their checks. It is suggested that the advisor audit off-campus accounts on a regular basis and before new executive boards begin their duties.
- C. GVSU recognized that the definition of the role of advisor to a student organization is that of consultant or resource person. Therefore, with the assumption and completion of the duties and obligations outlined herein, he/she should not be accountable for the conduct of the organization's members and their activities.
- D. The advisor is expected to attend all meetings of advisors held by the Office of Student Life and further, to maintain an active liaison between the student organization and the Office of Student Life.
- E. Because scholastic success is important to the university's mission, the advisor may wish to work closely with the students concerning their academic progress.
- F. Organizations whose mission stresses recreational activities must have the members complete the Sports Club Release Statement. The advisor should review this statement with participants and make sure all participants have completed the release form. Forms are available in the Office of Student Life.
- G. During travel-related activities, participants are required to complete the Travel Release Statement. Advisors should make sure all participants review the risk of the off-campus activity and complete the release statement. Forms are available in the Office of Student Life and on the Student Life Website Forms Page.

### ***Responsibilities of Advisors to Registered Student Organizations***

- A. Maintain regular contact with officers and members.
- B. Ensure that meetings are properly scheduled. Serve as a resource person at executive and regular meetings. Attend functions of the organization.
- C. Assist with the formulation and/or revision of the organizations constitution and bylaws.
- D. Encourage and assist the organization to plan active and significant programs. Work with the officers and promote efficient and effective administration of the organization.
- E. Assist the treasurer in maintaining accurate accounting procedures and in formulating an annual budget, as well as individual account budgets.
- F. If it is necessary for an advisor to resign his or her position as advisor, he or she shall notify the organization and the remove themselves from STUEY.
- G. Participate in advisor orientation program provided by the Office of Student Life.

### ***Responsibilities of Organization Members to Advisors***

- A. RSO's are responsible for recruiting potential advisors and identifying them for the Office of Student Life. The Office of Student Life will then request that the advisor complete and submit the Student Organization Advisor Agreement.
- B. The advisor should be recognized as an integral part of the group; he or she is not a member. Therefore, additional courtesies and considerations should be extended to him or her. The advisor should be welcomed at all meetings and social events and thanked for coming at the close of the event.
- C. Officers should plan their meetings at a time when the advisor is able to attend. Members should invite him or her to all activities. The president should also meet regularly with the advisor to discuss organizational matters.
- D. Check all dates with your advisor before scheduling special meetings or social activities.
- E. Members should consult with the advisor for his or her opinion and advice when problems arise in the organization. The advisor's background and experience within the organization and the university should be used. No one should go "over their head" or bypass advisors when working out problems and plans. Officers and members should talk over plans with him or her first.
- F. Officers must keep the advisor fully informed of the programs and activities of the organization and the progress being made in carrying out plans.
- G. Necessary expenses of the advisor for social affairs and activities of the organization should be paid for by the organization.
- H. Proper social procedures and courtesies should be observed toward the advisor at all organizational functions.
- I. Show appreciation for your advisor's services by a thank-you note, appropriate comments at meetings and on other occasions, and through personal thank you messages.
- J. A copy of the organization's constitution should be given to the advisor before completing the Student Organization Advisor Agreement.

# **Section 3 – Resources**

## **Conferences and Travel**

### **Air Travel**

Air travel can be a convenient and sometimes less expensive mode of travel. Work with the Office of Student Life to check for the best prices.

The Student Senate Appropriations Committee may not allocate funds to reimburse expenses already incurred. Make sure you have funding available for air travel BEFORE purchasing tickets!

If funds are available (either through the organization's Student Life Fund account, treasury, or through members' personal contributions), the Office of Student Life can assist organizations with purchasing air fare by using the Office Purchasing (Visa) Card. Please consult with Michele Golightly, Student Life Assistant, to pay for air fare if other means are not available. She may be contacted at 331-2345 or [golightm@gvsu.edu](mailto:golightm@gvsu.edu).

### **Driver Authorization Process**

Any drivers (whether using personal or rental vehicles) on student organization trips must be cleared by the Department of Public Safety as an authorized driver. Students who will be driving must be approved by going to Public Safety and presenting their driver's license. Processing takes at least a month so it is advised that students anticipating going on a trip have this done at the beginning of the school year. When filling out the form reference the Office of Student Life and the organization you are with. Cards may be picked up in the Office of Student Life

All drivers are individually responsible for any traffic violations, tickets, etc., and will be expected to pay applicable fines.

### **Hotel Reservations / Vehicle Rental**

Hotel reservations and rental vehicles must be arranged through the Office of Student Life, utilizing the appropriate forms found at [gvsu.edu](http://gvsu.edu). Fill out the form completely and submit it to the Student Organization Center (SOC) at least two weeks in advance of trip or event, if not sooner.

When staying at hotels, participants should anticipate presenting a personal credit card to place a deposit on the room.

Sometimes on-campus performers or presenters need hotel accommodations near campus. Use the Hotel Reservation Request form for these needs as well.

### **Conference Registrations and Fees**

Each conference has differing policies for registrations and fees. Please consult with the Office of Student Life before completing any conference registration process.

The Student Senate Appropriations Committee may not allocate funds to reimburse expenses already incurred. Make sure you have funding available for conference registrations BEFORE completing the registration form!

If funds are available (either through the organization's Student Life Fund account, treasury, or through members' personal contributions), the Office of Student Life can assist organizations with registration by using the Office Purchasing (Visa) Card. Please consult with Michele Golightly, Student Life Assistant, to pay registration fees. She may be contacted at 331-2345 or [golightm@gvsu.edu](mailto:golightm@gvsu.edu).

### **Student Expectations and Contract**

Student Organizations taking off-campus trips funded (all or in part) by the Student Life Fund or arranged with assistance from the Office of Student Life, must adhere to the Student Organization Travel policies and procedures. Arrangements for travel must be discussed in advance with the Student Life Assistant or the Associate Director of Student Life.

Only GVSU students and faculty/staff may travel on behalf of the organization. The Student Life Fund will only fund GVSU student travel expenses.

Participants will adhere to all GVSU conduct codes, conference conduct rules, as well as the rules/laws of the trip location(s). Any participant found to violate rules of conduct or the law will travel back to GVSU immediately at his/her own expense. Participants may be subject to university judicial proceedings if reported to the Dean of Students Office.

The following must be on file in the Office of Student Life before the trip begins:

- A detailed itinerary of trip plans and a full list of participants (noting any authorized drivers).
- [Travel Release Statement](#) forms completed and signed by every participant.
- [Behavioral Contract](#) forms completed and signed by every participant in conference or professional field trip travel.

Within five business days after the trip, the organization must:

- Submit all receipts to the Office of Student Life for payment/reimbursement of funded expenses with the appropriate [Travel Expense Voucher](#).
- For travel funded by the Student Life Fund, submit an Off-Campus Travel Report form to the Student Senate.

## **COMMUNITY SERVICE LEARNING CENTER**

**Our Mission** is to prepare students to become citizens of a global society and challenge them to be committed to a life of community service. The center is responsible for helping students, staff and faculty create or find volunteer opportunities, network with local non-profit agencies, and advertise volunteer opportunities available in the community.

### **Guided by the Social Change Model**

The Social Change Model specifically focuses on strengthening:  
Individual **V**alues \* Group **V**alues \* Societal **V**alues

*Social change refers to creating positive change within the community that in some way benefits the community. Social change leaders are those who work collaboratively to ensure that change occurs. Some have described social change leaders as being focused on collective action, shared power, and having a passionate commitment to social justice and civic engagement.*

### **The Offerings of the CSLC include:**

- Coordination of monthly blood drives through the American Red Cross and Registered Student Organizations.
- The Michigan Service Scholars Program, where students commit to doing 300 hours of community service in exchange for a \$1000 Americorps Education Award.

### **LOOKING FOR WAYS TO FIND VOLUNTEER OPPORTUNITIES? HERE'S HOW!**

#### **Log onto Volunteer Net**

A database used to search current volunteer opportunities in the West Michigan area.

Users can also log and track all of their volunteer hours and experiences during their time at GVSU and after they graduate.

#### **Make an appointment**

A brief one-on-one meeting (called a Volunteer Meeting) conducted by the staff of the CSLC allows us to connect students, faculty and staff to volunteer opportunities specific to their interests. These brief meetings can be scheduled by calling the CSLC (616.331.2468) front desk during normal business hours (10am- 5pm) in KC 1110B.

#### **Join ALHPA PHI OMEGA - National Service Fraternity**

*SERVE OTHERS, DEVELOP your personal LEADERSHIP SKILLS and CREATE life-long FRIENDSHIPS*

Since 1925, more than 17,000 young men and women throughout the United State have been serving youth, the community and the nation on more than 358 college campuses, making Alpha Phi Omega the nation's largest collegiate fraternity.

### **Be a Part of the GVSU Community - Participate in Campus Wide Days of Service**

### **Make A Difference Day**

Each fall the CSLC organizes this national day of service, over 300 students volunteer at local non-profit organizations in the Greater Grand Rapids area at the same time, how exciting! Registration is on-line through the Community Service Learning Center website [www.gvsu.edu/service](http://www.gvsu.edu/service).

### **Community Outreach Week**

A different volunteer experience every day! During this week of service the CSLC provides opportunities to volunteer in the community, learn about local agencies in need of volunteers and hear motivational speakers on the importance of community outreach. Registration is on-line through the Community Service Learning Center website [www.gvsu.edu/service](http://www.gvsu.edu/service).

**Learn about the needs of the community and how you can help!**

### **Attend the Volunteer and Opportunities Fair**

Visit with community organizations to learn more about volunteer opportunities in the greater Grand Rapids area. Representatives from various organizations with differing community focus will provide information about their volunteer and internship opportunities as well as sign up volunteers on the spot!

**Want your Organization to do More or Better Service?**

### **Request a Consultation or Workshops on Demand**

Visit the SOC for more information on WOD!

- Consultation meetings on developing service-learning trainings and activities
- Research on service-learning
- Assistance with securing internal and external grants resources
- Issues education seminars
- Volunteer skill set training
- Assistance in creating volunteer projects for student organizations and others
- Support for all civic engagement, volunteerism, service-learning activities on campus

**Be involved in the behind the scenes action!**

## **LAKER LEADERSHIP PROGRAMS**

### **Our Mission and Philosophy**

The Laker Leadership Programs encourage students to grow as life long leaders of integrity who promote civic engagement and social change within their professions and communities.

Our philosophy of leadership is based on the idea that leadership can be learned and that even experienced leaders can continue to learn new concepts. We also support the notion that leadership is a collaborative group process that is inclusive of all participants. In addition, our leaders are educated on the importance of leadership within the greater community.

### **Guided by the Social Change Model**

Social change refers to creating positive change within the community in some way benefits the community. Social change leaders are those who work collaboratively to ensure that change occurs. Some have described social change leaders as being focused on collective action, shared power, and having a passionate commitment to social justice and civic engagements.

The Social Change Model specifically focuses on strengthening:  
Individual Values \* Group Values \* Societal Values

### **Resources at Your Fingertips!**

#### **LeLand D. Bond Leadership & Service Library**

The Leadership & service Library is comprised of books, periodicals, videos, essays, and computer resources on a variety of leadership and service learning topics. These resources are made available to all students, staff, and faculty who are interested.

The Library is located in 1110 Kirkhof Center inside the Office of Student Life. You are welcome to drop in and visit anytime on weekdays from 8:00am to 6:00pm. For more information, check out the Laker Leadership Programs website at [www.qvsu.edu/leadership](http://www.qvsu.edu/leadership).

### **Recognition as an Expression of Gratitude for all You Do!**

#### **Attend The Venderbush Leadership Luncheon**

Kenneth R. Venderbush served as Vice President of Student Affairs at Grand Valley State University from 1969 to 1973. Since 1999, Grand Valley has honored the memory of Venderbush through an ongoing series of leadership lunch and lecture. The series offers one lecture each semester by an outstanding community leader including Grand Valley alumni and past Venderbush award winners. In addition to the lecture, each program offers the opportunity to recognize outstanding student leaders who contribute regularly to our community with awards such as the "I Am Grand Valley" Award and the Immediate Impact Award, and recognition of new members of Omicron Delta kappa and Alpha Phi Omega.

## **Nominate a Member of Your Organization For The Immediate Impact Award**

This award is given in an effort to recognize student leaders who have demonstrated an immediate commitment to their organizations and have shown willingness to bring energy that has impacted the organization at the start of each semester. The Office of Student Life cherishes the opportunity to hear about these students contributions, as well as recognize them for their efforts at the Venderbush Leadership Luncheon. Nomination forms available at [www.gvsu.edu/studentlife](http://www.gvsu.edu/studentlife).

## **Meet Other Leaders from GVSU & Throughout the State of Michigan**

### **Omicron Delta Kappa Society**

Omicron Delta Kappa is a national leadership honor society for college students, faculty, staff, administrators, and alumni that recognizes and encourages superior scholarship, leadership, and exemplary character. Emphasis is placed on the development of the whole person, both as a member of the college community and as a contributor to a better society. New members are selected each semester through an application process. For more information, e-mail [ODK@student.gvsu.edu](mailto:ODK@student.gvsu.edu).

### **Leadership Summit Conference**

Leadership Summit is a one-day conference that provides student leaders from all over the Midwest the opportunity to come together to discuss leadership topics with national and regional leaders while networking and sharing ideas. With topic areas such as Greek Life, Student Government, Cultural Programming, Campus-wide Programming, Service-Learning, and many others, Leadership Summit is one of the largest multi-focused gatherings in the state of Michigan. Leadership Summit provides excellent networking and developmental opportunities for student leaders at any level. Summit is coordinated by a planning board composed of undergraduate students.

## **Take the Journey of Leadership Discovery**

### **Intermediate Leaders Institute**

This opportunity is designed for those who are eager to improve their interpersonal leadership skills, team dynamics, networking, and communication abilities. This one day experience will help you to become a leader in groups and in the community, while developing the characteristics needed to become more established member of the Grand Valley leadership community.

At the completion of this program, students will be ready to take on advanced and possible mentor leadership roles in their campus community.

### **Advanced Leaders Capstone**

This program is for experienced leaders who desire to increase their impact as a civically engaged member of the GV community. The interactive program teaches advanced skills, focusing on societal and life long leadership development. Through this program, you will realize that your experiences at Grand Valley can be transferred far beyond the reaches of this campus, to affect your future work place or community. There is a special emphasis on civic engagement and citizenship, which will allow these advanced leaders to adapt their skills for life after college. Participants will also be asked to share the skills that they have gained, to influence other future GVSU student leaders to follow in their paths.

## **Laker Leader Recognition**

Grand Valley students interested in embarking on a leadership adventure and experiencing leadership from an individual, group and societal vantage point should work through all of the Laker Leadership Programs. By completing the Laker Leadership Programs, you will receive recognition as a Grand Valley established leader and it will highlight to potential future employers that you have a good foundation of leadership ability. Program graduates will be recognized at the annual Student Life Recognition Celebration in April and receive a certificate of participation and a leadership pin.

To sign up or receive more information about the Laker Leadership Programs, including a current schedule of sessions, check out the Laker Leadership Programs website at [www.gvsu.edu/leadership](http://www.gvsu.edu/leadership).

## **Officer Transition and Retreat Planning**

The transition of officers is one of the most important things an organization can do to maintain quality and structure. Here are some helpful suggestions to make your officer transitions a success:

- Schedule a time for all outgoing and incoming officers to meet and review materials and responsibilities.
- Create officer binders that outline responsibilities, contacts, timelines, and other resources that will be helpful for the new officer.
- Make sure your advisor has had the opportunity to meet the new officers and has contact information for new and outgoing officers.
- Keep as many organization documents in electronic form and share them with all officers (ex. constitutions, event plans, etc.)
- Make sure all off campus financial accounts are transferred to the new president and treasurer.
- Change officer information online via “Stuey” the Office of Student Life’s student organization administration system.

Retreats are a great way for executive boards or entire chapters to set goals, develop working relationships, and prepare for the academic year. Here are some helpful hints when planning your retreat:

- At least two months prior to the retreat you should determine the purpose of the retreat, identify a location, create a budget for the retreat, determine the length of the retreat, and notify all participants.
- An agenda should be set prior to the retreat. Review it with officers and advisors. **STICK TO IT** during the retreat.
- Contact any outside presenters at least one month prior to the retreat.
- Make sure you have food, snacks, and breaks.
- Provide fun activities as well as business.
- Keep minutes of the work you do.
- Complete an evaluation. This will help you plan for the next one!

## **Student Organization Center Manual**

The Student Organization Center (S.O.C.), located on the lower level of the KirkhofCenter (008), is an area in which Registered Student Organizations (RSO's) are encouraged to use to conduct business, share ideas and information, and to utilize each other for collaboration opportunities. The SOC is equipped with conveniences such as storage areas, mailboxes, phones, computers, a supply station, a lounge area, conference facilities, and televisions. It is staffed by SOC Consultants and their Student Managers, students from the Office of Student Life who have a strong programming history. Though designed to aid with professional dealings of organizations, the SOC is an area that attracts all students to interact in a manner that promotes cooperation, collaboration, and learning outside of the classroom.

If you have any questions or concerns regarding the SOC please contact the Student Organization Center at soc@gvsu.edu or at 331-2360.

### **SOC Hours:**

Monday-Thursday: 10:00 AM-10:00 PM

Friday: 12:00 PM-6:00 PM

Sunday: 3:00 PM-10:00 PM

**Student Manager:** Jena Hughes, socmanager@gmail.com

**Student Organization Development, Graduate Assistant:** Katie Bylenga

**Assistant Director of Student Organization Development & Transitions:** Aaron Haight

## **Conduct Expectations**

All guests of the SOC are expected to conduct themselves in a professional manner appropriate on a college campus. Individuals are to foster a sense of community, tolerance, and respect for each other, ideas, and the space itself.

While in the SOC, respectfully communicate with other organizations regarding any problems that may occur. **If the problem continues, please notify the desk staff of the situation.**

Profane, objectionable, and offensive language, behavior or media will not be tolerated; if repeated problems exist, individuals and organizations may be referred to the Office of Student Life for possible discipline and sanctions.

## **General SOC Policies**

The following are policies for the SOC:

- Each guest or organization that uses the SOC is expected to leave the space as they found it: clean, organized, and free from debris.
- No furniture should be brought into or removed from the SOC. Respect other organizations by not removing furniture from their respective areas. The Office of Student Life may approve furniture changes for programs, if necessary.

- The SOC is in compliance with all codes set forth by the fire department and the Americans with Disabilities Act. In order to ensure compliance, please return furniture to its original position after use.
- If a problem arises regarding the facility or if university services are needed (i.e. repairs, equipment, locks, etc.) you should notify the SOC Student Managers or the Office of Student Life.
- The Office of Student Life is not responsible for things stored in the SOC.
- Discipline for violations of SOC policies will be enforced by the Student Manager and if warranted, will be referred to the proper authority.
- Policies not explicitly addressed in this document are covered by the Student Code.
- Any questions, concerns, or suggestions about the SOC can be directed to the SOC desk staff, SOC student manager, or the Office of Student Life.

### **Business Center Usage Policies**

Located within the SOC are a copy machine and the Creation Station.

- Copy Machine
  - Accessed by organizations checking in with SOC Consultant present at time.
  - Organizations may copy a total of eighty pages per month. Once this limit has been passed a Copy Center form should be submitted.
- Creation Station
  - The Creation Station is explicitly for student organization use under the direction of the Student Senate Finance Committee and the Associate Director of Student Life. Any abuse of this privilege will be deemed theft in accordance with the Student Code and will be referred to the proper authority.
  - All materials must be approved for use by the SOC staff.
  - All materials are to be used in the SOC.
  - Materials may leave the SOC if a student ID or driver's license is submitted to the SOC Front Desk.
  - Additional materials can be requested for the Creation Station by an organization submitting a request to Michelle Burke ([burkemi@gvsu.edu](mailto:burkemi@gvsu.edu)).
  - Please [click here](#) for a complete list of available materials in the Creation Station.
  - Please [click here](#) for the procedure of ordering materials for the Creation Station.

Located within the OSL is a fax machine.

- Fax Machine
  - All faxes must be approved and sent by the Office of Student Life desk staff.
  - Faxes pertaining to RSO use will be sent without charge in the Office of Student Life (1110 KC).
  - Personal faxes may be sent in the Office of Student Life for:
    - Local charges: \$1
    - Long distance charge: \$2
    - International charge: \$5

### **Computer Usage**

Regulations for the SOC computers include, but are not limited to:

- No AIM or games
- See Consultant to:
  - Log in and receive printed documents
- Computers in the SOC are explicitly for the use of RSO's and their members.
- Each organization will be assigned a certain work area and a unique username and password. This password is not to be changed except by the OSL Technology Assistant.
- Computers must be logged off, but not turned off, after use.
- Nothing is to be installed or removed from any computer in the SOC without written permission from the Assistant Director of Student Life in charge of the SOC or OSL Tech.
- Any type of music file, including MP3s, WMAs, and other music formats, are strictly prohibited from being placed on SOC computers.
- Printing in the SOC is a privilege and should not be abused. It is acceptable to print two copies of the same document or documents fewer than ten pages. If more than two copies need to be made, a Copy Center request may be submitted. Personal material from the SOC computers will be confiscated.
- All University computer policies outlined in the Student Code are applicable to the SOC. By using the SOC computers, users are agreeing to these rules, as well as those defined by Information Technology.
- Personal business or homework is not to be carried out on the SOC computers.
- Non-employees are not authorized to remove paper from the printer or the copier; doing so may be considered theft of University property.
- Any computer problems may be directed to the SOC Front Desk or to the OSL Tech (osltech@gvsu.edu).

### **Downtown Registered Student Organizations**

The Office of Student Life recognizes registered student organizations on the downtown Grand Rapids campus. Please contact the Student Managers to arrange mail and other services provided by the Office of Student Life for your convenience.

### **Kitchen Usage Policies**

Please respect the kitchen space by adhering to the following guidelines:

- All counter top space is to be wiped down after use.
- Any dishes or utensils must be washed, dried, and put away after use.
- All items in the refrigerator must be labeled. The fridge will be cleaned out every Friday at 5:00 PM and all items not explicitly labeled for keep will be discarded.
- Items in the cabinet and the cabinet themselves are for the use of Registered Student Organizations. Please return all items in the condition they were found.
- Food trays are to be returned to River Landing.

### **Mailbox Policies and Procedures**

Registered student organizations are provided with organizational mailboxes. A representative from each organization should check this mailbox weekly. Any mail sent to an organization that cannot fit in the mailboxes will be placed at the SOC desk. Please check with the SOC Staff for mail/package information.

The proper mailing address for the SOC is:

Organization Name  
Care of: 008 Kirkhof Center  
1 Campus Drive  
Allendale, MI 49401

### **Distribution of Items**

- SOC Consultant must approve items before they can be distributed.
- Items being distributed must fit entirely in the mailbox, without overhang.

### **Getting a mailbox**

- Mailboxes will be assigned throughout each semester.
- Mailboxes will be arranged at the end of each semester at the discretion of SOC staff.
- Newly approved organizations may request a mailbox before the new semester by submitting an SOC Service Request form.
- If there is not enough space in the mailboxes, new organizations may have a manila folder in the mail storage drawer until there is space available.
- RSO mail should be checked weekly.
- At the end of each month, SOC staff will recycle mail items that are old, excluding things sent through US mail (e.g. bank statements).

### **Collection of Items**

- The SOC is not responsible for any materials collected in the mailbox by the organization.
- Please notify the SOC staff by submitting a Service Request form when items will be collected through the mailbox, so that we may direct students to the right place.
- It is highly suggested that organizations NOT use mailboxes to collect money. Any money being collected should be sealed in an envelope.

### **Additional Information**

- Large mail that does not fit in the mailbox will be logged and placed in the mail storage drawer at the SOC desk. An e-mail will be sent to the president or addressee to notify.
- Only organization officers (as listed on Stuey) will be able to pick up an organization's mail/packages from the mail storage drawer, unless it is specifically addressed to another member. In that case, only that member will be able to pick up the mail/package.
- Any incoming mail should be addressed to the organization (or be in care of the organization). SOC staff cannot be held responsible for misdirected mail that is not addressed to an organization
- Misdirected mail should be returned to the SOC desk for redistribution.

### **SOC Posting Policies**

- All postings must be approved by the Office of Student Life staff before being posted.
- Nothing should be posted on any of the painted surfaces or on the windows in the SOC.

- When posting items to cabinets or other appropriate surface material, only magnets, poster putty, or blue tape may be used.
- It is the discretion of the SOC staff to remove any inappropriate or offensive postings.
- The blue board around the SOC walls may be utilized for RSO postings.
- Bulletin boards, as labeled for each group, are located outside of the SOC and have been designated for RSO use.
- The showcase outside of the SOC is available to publicize RSO events by reserving the space with the SOC staff.

### **Telephone Usage Policies**

Each classification is provided at least one telephone that is reserved for business use only. All telephones are programmed to dial out to local and on-campus telephone numbers only. Long-distance telephone accounts can be authorized via the Student Senate Appropriations process.

### **Service Requests**

The SOC Front Desk provides several services for RSOs. These include:

- Passive distribution of applications/fliers
- Collection of materials\*
- Taking calls/RSVPs
- Holding meetings
- Storage space

These services may be requested by submitting a Service Request form to the SOC Front Desk. This form may be found at the SOC Front Desk, and is needed in order to obtain these services. SOC Managers or Graduate Assistant will begin to process the request within 3 days of submission. Organizations may be contacted for further information before the request is granted. See a SOC Consultant for assistance.

\*The SOC does not collect money for student organizations.

### **Key Usage Policy**

Cabinets in designated work areas may be locked. To obtain permission and information regarding the process and policies, please contact the Student Manager in charge of storage.

### **Storage Area Usage Policies**

#### **In-house Storage**

In-house Storage consists of cabinets located in each area of the SOC. These cabinets can be used by student organizations for materials that are frequently used. These cabinets can be locked. Cabinet and drawer space should remain closed at all times. Any items that cannot fit into In-house Storage can be placed in the designated Storage Closet. The SOC is not responsible for materials lost or stolen.

## **Storage Closet**

Student organizations also have access to the **Storage Closet** located in the Kirkhof Center. The Storage Closet can be used to store larger items or items used less frequently. Organizations may access the storage area with the assistance of the current SOC worker. Organizations must log all items to be stored in the storage facility in the Storage Binder. Items must be labeled and dated when placed in the storage area. Only individuals listed on the organization log sheet will have access to storage facilities each semester. The responsibility of updating this list of individuals with access is that of the organization and needs to be done each semester.

## **Temporary Storage**

Organizations may storage items temporarily (up to a week) in the SOC. See "To Obtain Storage Space" for more information.

## **To Obtain Storage Space**

(In-house Storage, Storage Closet or temporary storage)

Organizations must submit a Service Request to the SOC Front Desk. Please allow at least 3 days for the processing of your request to take place.

## **The following indicates the items that can and cannot be stored in the SOC storage area.**

1. Perishable and non perishable food items will not be stored in the area. Powdered drink mixes will be allowed if unopened.
2. Any posters, scrapbooks, or memorabilia dated older than five years cannot be stored.
3. Disposable food serving items (plates, napkins, silverware, cups, etc.) will only be stored for collective use. Each organization will be free to use these materials, but not to store them separately.
4. All material and items must be clearly labeled with the organization's name.
5. Any items with glass or mirrors with them or on them must be bubble wrapped or boxed with the word "fragile" on them.
6. No plant or animal items will be stored.

# Obtaining Technology

Registered Student Organizations have access to the following University-supported technology:

- Blackboard site
- Organization-specific e-mail address (RSONAME@student.gvsu.edu)
- Server space and organization-specific web address (maintained by RSO)
- Link from Student Life listing to organization web site housed on off-campus server (maintained by RSO)

Organizations wishing to use one or more methods of technology can sign up in the "Edit Organization" section of Stuey, the [Student Organization Administration System](#). An officer of record must request these services through the Edit Organization function.

The Student Organization Center Technology Student Manager is available a few hours per week to answer questions about RSO technology needs. You may contact the Technology Student Manager by e-mailing [osltech@gvsu.edu](mailto:osltech@gvsu.edu).

Technology privileges are granted to registered student organizations at the discretion of the Office of Student Life. The Office of Student Life and Computing Services reserves the right to remove these privileges at any time.

## E-mail Accounts

Student Organizations who request to have a website set up through the University are automatically given an e-mail account. This e-mail account needs to be checked by the organization because computing services and the Office of Student Life will periodically send account updates to those e-mail addresses.

To request an organization e-mail account, see the [Obtaining Technology](#) section of this *Handbook*.

The organization accounts operate like a student e-mail account, all policies are the same and the Office of Student Life will enforce those policies. Student organization e-mail accounts can not be used for spam or sending paid advertisements.

## Blackboard

Registered student organizations may access the university Blackboard system for organizational use. The RSO Blackboard can be a useful tool for internal communication with organization members through discussion boards, e-mail, document posting, web links, virtual meetings, and more.

Access to an organization's Blackboard is connected to the online membership roster maintained by the RSO on the [Student Organization Administration System](#).

Advisors must regularly review content of the Blackboard site. Proper use and conduct in accordance with university technology policies is expected.

Refer to the [Obtaining Technology](#) section of this *Handbook* to request a Blackboard for your organization.

Technology privileges are granted to registered student organizations at the discretion of the Office of Student Life. The Office of Student Life and Computing Services reserves the right to remove these privileges at any time.

## **Web Sites**

All Grand Valley State University registered student organizations are able to host a web site using University resources. The organization is responsible for creation and maintenance of the site. These web sites operate identically to the student web sites and provide 25 megabytes of disk space.

To request an organization web site, see the [Obtaining Technology](#) section of this *Handbook*.

Only the advisor and president of the organization have the authority to set up and change passwords to the student organization web site accounts. Requests for assistance with organization accounts must go through the Office of Student Life Technology Student Manager at [osltech@gvsu.edu](mailto:osltech@gvsu.edu).

## **Policies on Student Organization Web Sites**

Any student organization site, whether hosted on the Grand Valley State University student server or by an off-campus server must adhere to certain posting guidelines.

- The home page of the site should include the full name of the student organization, and a link to the Office of Student Life home page ([www.studentlife.gvsu.edu](http://www.studentlife.gvsu.edu)).
- Include name and current e-mail address of someone who updates that webpage.
- Any use of the university name and logo must be in accordance with all university policies on their use and placement.
- Any student organization with a national affiliation should include a link to its national office website.
- All university policies on web site posting must be followed. These can be found at <http://www.gvsu.edu/it/student>.
- No paid advertising is allowed on the site.
- All content must complement the mission of the Office of Student Life and Grand Valley State University.
- Distasteful content or inappropriate images and text are not allowed.

The Student Organization Center Technology Student Manager is available a few hours per week to answer questions about RSO technology needs. You may contact the Technology Student Manager by e-mailing [osltech@gvsu.edu](mailto:osltech@gvsu.edu).

Technology privileges are granted to registered student organizations at the discretion of the Office of Student Life. The Office of Student Life and Computing Services reserves the right to remove these privileges at any time.

# The MAXimize Initiatives

Programs and Resources for Registered Student Organizations. For more information about the MAXimize Initiatives, contact Aaron Haight at [haighta@gvsu.edu](mailto:haighta@gvsu.edu).

The goal of the MAXimize Initiatives is threefold:

- To provide training and educations for registered student organizations,
- To support and provide resources for registered student organizations, and
- To recognize registered student organizations for their efforts and accomplishments.

## Training and Education

- SOC Monthly Programs – SOC consultants will be responsible for planning monthly programs in the SOC. Programs can be entertaining and fun, but will also provide information to students and organizations.

MONTH	THEME
September	Getting information out about the year ahead.
October	Promoting your organization
November	Planning your events
December	Funding
January	Internal Communication
February	Connecting with faculty
March	Planning for next year
April	Officer Transition

- Workshops on Demand – WOD are a great way for organizations to handpick topics specific to their organizational needs. Topic, time, and location are up to the group!
- MAX IT OUT (Fall and Winter) – MIO is our main student organization orientation program. Resources, updates, and support are offered at this semesterly program.
- New Advisor Orientation – An orientation program will be hosted every fall for new advisors. This program will outline responsibilities, but also offer support and resources. New advisors may also meet with OSL Staff throughout the year for support.
- New Organization Roundtables – New Organization Roundtables will be hosted twice each semester with various staff. Discussion will include registration process, identifying advisors, and other support offerings.
- Online Training for Advisors and Officers – All advisors and officers will be completing an online training program at the beginning of each semester via the registration and renewal process.
- The Office of Student Life will provide new advisors an opportunity to learn about their role at New Advisor Orientation as part of the MAXimize Initiatives. New Advisor Orientation will provide insight on responsibilities, offer resources, and provide a network of people to assist the advisor. Advisors must complete an online officer training that will occur during the registration process via STUEY, the student organization administration system.

## Support and Resources

- Campus Life Night – Annual program that showcases registered student organizations, campus resources, non profit agencies, and community businesses for students.

- Satellite Campus Tables – Each semester we will highlight student organizations and support services to the satellite campuses. (replaces downtown fair)
- The MAX – Weekly electronic newsletter that provides information and updates to all advisors and officers.
- RSO Handbook – Information regarding policies, procedures, and resources.
- The SOC and SOC Consultants – The SOC and its staff provide resources and support to student organizations as well as students interested in getting involved.
- Creation Station – Funded by Student Senate, the CS provides materials for student organizations.
- CSLC – The CSLC provides information regarding service learning to student organizations.
- SORB – the Student Organization Review Board reviews registration of all organizations as well as handles judicial matters and the awards for Recognition.
- Student Organization Staff Assistant – This person coordinates the online process for registration of all student organizations.
- Student Life Fund – Allocated via Student Senate, the SLF provides financial resources for registered student organizations.
- OSL Technology Manager – This person provides support and training regarding the registration system, blackboard, email, and website development.
- Event Planning Consulting – Every week a member of the team will be assigned to assist groups with event planning in the SOC.

#### Recognition

- Annual Recognition Awards
- SOC All Stars
- Immediate Impact Awards
- Advisor Recognition

# **Section 4 - Financial Management**

## **Managing your account**

- Student organizations should manage the finances of the organization in a business-like manner.
- RSOs collecting membership dues, donations, or engaging in fundraising activities for the benefit of the organization should maintain a treasurer position on its executive board, and should maintain a local bank account in the name of the organization.
- Organizations utilizing a university-maintained account must adhere to all purchasing policies and procedures of Grand Valley State University.
- The organization must stay current with financial obligations.
- The treasurer should develop an annual budget, maintain records of income and expenses, and regularly report the financial status of the organization to the officers, advisor(s) and the general membership.
- Financial records may be reviewed by the University upon request.
- Student organizations that maintain a bank account must do so with a local bank (in Ottawa or Kent County).
- The bank account must be in the name of the organization on file with the Office of Student Life. The address on the bank account must be the Student Organization's campus address (SOC mailbox). To start an account, the Office of Student Life will provide a letter verifying the organization's registration status, campus address, and name of the faculty/staff advisor.
- Checking accounts must be on a two-signature system (two authorized signatures on the check required for processing).
- Suggested authorized signators include the Treasurer, President, and the campus advisor.

## **Tax Exempt Status/Tax Identification Number**

Student Organizations are not automatically classified as non-profit or tax-exempt entities. An organization must make proper application to the Internal Revenue Service for its own tax-exempt status. Most student organizations will not qualify for non-profit tax-exempt status, but will still need a tax-i.d. number to have an off-campus bank account.

Student Organizations are NOT authorized to use Grand Valley State University's tax-exempt identification number for purchasing or donation purposes.

In order to purchase items tax-free, the organization must purchase goods through the Office of Student Life.

If a person or business wishes to get tax credit for a donation (cash or goods and services) to an organization, it must make the donation through the University Development office to GVSU and specifically designate the donation for the organization.

Consult with Michele Golightly, Student Life Assistant, for assistance with IRS applications, purchasing goods tax-free, or processing donations to your organization. She can be reached at 331-2345 or [golightm@gvsu.edu](mailto:golightm@gvsu.edu).

## **Spending Your Organization's Money**

For information on **Spending Your Organization's Money** please contact Michelle Burke ([burkemi@gvsu.edu](mailto:burkemi@gvsu.edu))

All revenue-generating activities conducted by RSOs must follow University policies, applicable (fraternity/sorority) Greek Council and/or (inter)national organization policies/procedures, as well as state, local, and federal laws.

Forms for Fundraisers are not yet available online. Please contact Event Services (331-2350) to obtain the appropriate forms as listed below.

## Fundraising Policy

The need for registered student organizations to conduct fundraising events to provide financial support for their organization continues to increase at Grand Valley State University. Recognizing this need, the Office of Student Life has established this fundraising policy with the following procedures and guidelines for conducting fundraising events. The overall purpose of this policy is to help organizations be as successful as possible in their efforts.

1. **Definition.** For the purposes of this policy, all activities involving the collection of money by registered student organizations are defined as revenue-producing projects. Revenue-producing projects include: the selling of printed materials, student-produced goods, student-provided services, the selling of tickets, travel packages and/or charging admission to private or public activities or the soliciting of voluntary contributions, and the selling of other goods and services.
2. **Financial Benefit.** Revenue-producing events held on campus or in the university facilities may not directly financially benefit the individual officers and/or members.
3. **Fundraising Privileges.** Only registered student organizations, housing/residence life living centers, the Student Senate, or other campus departments may conduct revenue producing events on-campus.
4. **Sponsorship of Off-Campus Entities.** Non-college affiliated individuals or organizations may advertise, solicit, or sell any product or service on campus only if they are sponsored by a registered student organization or campus department. A fundraising form must be submitted to the Office of Student Life & Event Services by the registered student organization or campus department. Typically, the vendor agrees to compensate the sponsoring organization or department; either on a percentage of goods sold basis or as a flat fee. The terms of the agreement are determined by the sponsoring organization.
5. **Fundraiser Registration/Application.** All student organizations wishing to sponsor revenue-producing projects must register the project with the Office of Student Life & Event Services.
6. The fundraising application must be submitted at least five calendar days prior to the requesting date. Organizations planning ahead can turn in fundraising applications no earlier than the first day of the semester preceding the semester of the event date.
7. Applications must be submitted for both on-campus and off-campus events.
8. The date, location, and a brief description of the revenue-producing project must be completed on the fundraising application. The fundraising application requires the sponsoring organization's advisor and president's signatures. These signatures will indicate the organization's approval of the project. Without these signatures the fundraising project will be denied.
9. **Project Summary.** Within ten days of the completion of the event, the sponsoring organization should complete and return the project summary section of the application with a profit or loss margin stated. The information is kept in the Office of Student Life & Event Services and is available for student organizations to review. This will allow them a chance to see what events they may or may not want to try in the future.
10. **Scheduling and Space Reservations.** Generally, two or more events of the same nature will not be scheduled at the same time for sales. This is to assist groups in being more successful.
11. Revenue producing events may be held in the Kirkhof Center lobby. Scheduling of space for these activities is done through the Office of Student Life & Event Services. No revenue producing fund raising activities may be conducted in conjunction with athletic competitions along

stadium drive or at athletic events except for those sponsored by athletic teams that are approved by the Athletic Director.

12. **Food Sales.** Due to health and liability issues, university policy requires a food waiver form to be completed and approved by ARA Campus Dining Services. ARA Campus Dining Services is the only authorized agency by the university to sell food items on campus. ARA Campus Dining may issue a waiver to a registered student organization to sell food items. Generally, food waivers are not approved except for bake sale items which are provided by the organization. The food waiver is available in the Office of Student Life & Event Services. Baked goods may be prepared in a private kitchen and stored there. Complete policy and procedures regarding food sales are clarified in the Food Sale and Event Policy.
13. **Compliance with rules, policies, and laws.** The sponsoring organization assumes all responsibility for conducting a revenue-producing project in compliance with the ordinances, written policies and regulations of Grand Valley State University. In addition, the organization is responsible for knowing and abiding by all local, county, state and federal laws.
14. **Holland and Grand Rapids Campuses.** Further regulations may be in effect for the Holland and Grand Rapids campus locations. Please contact the Office of Student Life & Event Services when beginning to plan events at other campuses.
15. **Assistance.** If you need assistance, the Office of Student Life & Event Services staff provides assistance to student organizations conducting fundraising events. Contact the Office of Student Life & Event Services staff to review your proposed project. There is a current calendar of fundraising events already scheduled on-line in the Event Services Office.

#### **Gaming and Raffles (Raffles/Millionaire Parties/Texas Hold Em' Poker)**

The State of Michigan regulates raffles and gaming, or any other kind of gambling, which requires advance registration with the State at least six (6) weeks in advance. If an organization is beginning to plan an event that involves gambling the organization should meet with a professional staff member in the Office of Student Life. The number of licenses the university has is limited and the application process requires a six week lead time. Complete information about these regulations is available on the web at [www.michigan.gov/lottery](http://www.michigan.gov/lottery). Any license for gambling activity will need to be approved by the Director of Student Life and submitted to the Executive Officers of the University for final approval before sending to the State of Michigan.

# **Section 5 - Event Planning**

## **Facilities**

Kirkhof Center – <http://www.gvsu.edu/kirkhofcenter>

Event Services – <http://www.gvsu.edu/eventservices>

## **Reserving Space on Campus**

Registered Student Organizations have the privilege to utilize campus space for meetings and events. A variety of spaces (both indoor and outdoor) are available. Reservations are required for any student organization meeting or event.

Refer to the [Kirkhof Center Meeting and Event Use Policies](#) before making your reservation.

No matter where you want to hold your campus event, first consult with **Event Services (331-2350, Kirkhof Center 110)** to discuss your needs, look for available locations on specific dates, and get their help to complete the proper request forms.

Reservable Campus Locations include:

- Kirkhof Center
- Cook DeWitt Center
- Alumni House
- Fieldhouse/Arena
- Academic Buildings
- Downtown Campus
- Outdoor Space

## **Kirkhof Center Meetings and Events**

### **A. Rental Regulations and Restrictions**

1. All scheduling of available meeting spaces in the Kirkhof Center, Cook DeWitt Center and outdoor spaces takes place at Event Services located at 110 Kirkhof Center inside the Office of Student Life and Event Services.
2. The Kirkhof Center serves as a non-academic facility. Reservations for classes are not permitted except for classes that take place in Room 94 the Communications Studio.
3. The use of University facilities, property, or service by students is reserved for registered student organizations.
4. Registered GVSU student organizations will not be charged a room rental fee when the event is approved by Event Services.
5. University sponsored events will not be charged a room rental fee.
6. A function which is reserved by a University department for non-university group is not considered a university sponsored event unless it meets the following three criteria:
  - a. All bills must be paid to the GVSU Accounting Office by the sponsoring university department through an institutional account number.
  - b. The campus department reserving a meeting room must be a university faculty or staff member with account signature authority.
  - c. The event must be accessible and open to the entire campus community.
7. Off campus groups not sponsored by Grand Valley State University requesting space in the Kirkhof Center will be required to pay room rent. Current room rental rates are available at Event Services. Additional costs will be charged for special lighting, food service, technical and media services, campus police, and excessive clean up.
8. Non university groups may be required to pay all or a portion of estimated costs of their reserved event in advance.
9. University facilities are not public in the sense that the utilization of facilities by off-campus groups must be on a rental basis and approved in conjunction with appropriate University policies.
10. In the event of foul weather which results in the closing of campus, all events scheduled will be cancelled in accordance with other university policies.
11. All requests for media services (microphones, data projectors, overhead projector, etc.) must be made through Event Services.
12. Customers will be billed for any damages to or custodial charges for excessive clean up of Kirkhof Center. Reservation privileges will be suspended until payment has been rendered.
13. The Event Services staff must approve items put on the walls of the Kirkhof Center.
14. Only blue masking tape is approved for hanging materials on the walls of conference rooms.
15. Due to allergies associated with latex balloons, student organizations are encouraged to use Mylar balloons for events within the Kirkhof Center.
16. All requests for food service must be made through Classic Fare Catering located at 55 Kirkhof Center and at the phone number (616) 331-3342.

### **B. Priorities in the Use of the Kirkhof Center**

1. Semester length classes are not allowed in the Cook – DeWitt Center and the Kirkhof Center (except for the KC Media Studio).
2. When classes are in session, activities planned in public areas of the Kirkhof Center shall be available and accessible to the public.
3. All space in the Kirkhof Center will be reserved on a first come, first serve basis with conflicts being resolved through Event Services.
4. Event Services reserves the right to:
5. Make changes in the space assignments upon consultation with the requesting party.

Limit activities so that there is no duplication of events.

Cancel a non-university group sponsored activity which may conflict with major university sponsored events.

### C. Group Activity Regulations

1. GVSU adheres to Section 504 of the Federal Rehabilitation Act of 1973, which briefly state: "No activity held in university facilities may discriminate against the handicapped.
2. GVSU adheres to Section 750-14611 of the Michigan Public Accommodations Act, which briefly states: "Any such places shall not refuse accommodations or facilities from any person on account of race, color, religion, national origin, age or handicap."
3. GVSU adheres to Title II of the Americans with Disabilities Act of 1990, which requires that publicly held programs must be made accessible to persons with disabilities.

**NOTE:** If your department or organization sponsors an event, it is your responsibility to provide reasonable accommodations for persons with disabilities. It would be in your best interest to offer those accommodations in advance with a publicized deadline for requests. (For example, if your organization is sponsoring an event and deaf person has requested accommodation by the published deadline, then it is the responsibility of the organization to provide an interpreter for this individual.)

Contact Event Services at (616) 331-2350 if assistance is needed.

4. Fundraising activities by on campus organizations must abide by regulations as stated in the Fundraising Policy. This policy and application is available at Event Services. **Special Note: A food waiver approval form must be completed prior to any food product sale.**
5. Organizations and individuals wishing to conduct sales, solicit information, circulated petitions, or distribute literature must abide by the Sales, Solicitation, Petition Circulation, and Literature Distribution Policy. (Office of Student Life and Event Services- See GVSU Student Code Section 233.00)
6. Permission for consumption of alcoholic beverages at an on campus event must be obtained through the Dean of Students. Regulations governing consumptions of alcoholic beverages are outlined in the GVSU Drug and Alcohol Policy. Copies of the Drug and Alcohol Policy and the Alcohol Beverage Service Policy are available at Event Services.
7. Tickets for on campus events may be sold on campus only when prior approval and arrangements have been made by the GVSU Box Office located at Event Services.
8. The Kirkhof Center adheres to the posting policy that is set forth in the GVSU Student Code Manual, Section 227.00.
9. Groups may not obstruct exits, hallways, or stairwells, or hinder movement of traffic in a public area, due to safety regulations and fire codes.
10. When the university is officially closed during scheduled breaks, all facilities and services will not be available.
11. GVSU adheres to fire regulations governing places of public assemblage. Briefly, the regulation states: "It is unlawful to use materials that will produce a quick or fast burning fire for decorative purposes."

### Off Campus Facility Use - Rental Agreements

Student organizations that will be using university funds to lease facilities off campus must have the contract approved by the Director of Student Life. This contract must be approved and processed before any activity takes place.

## **Bonfires**

Outdoor fires are prohibited on GVSU campus unless specific permission has been granted. Registered student organizations are eligible to hold outdoor fire events when approved in advance by the Assistant Director of Event Services.

Procedures:

Registered student organizations requesting permission for a fire must obtain and complete the Bonfire Application form and get approval a minimum of five working days in advance of the requested date. The application form must be completed and submitted to Event Services. Notification of approval will be confirmed via e-mail.

[Please click here for Bonfire Application form.](#)

## **DANCE AND MUSIC POLICY**

### **HISTORICAL PERSPECTIVE:**

The university community including student leaders and staff have worked together for many years to create operating policies and procedures for creating successful and student organization events. Continuing this practice in February 2000 student leaders met with staff to review current policies and procedures to develop clear and consistent policies to hold campus events. Research from other Michigan campuses and information from GVSU events was reviewed. This new policy reflects a variety of changes from the previous dance policy. Upon implementation of these changes a periodic review will be conducted to identify further clarifications or changes.

### **EVENTS COVERED BY THIS POLICY:**

All registered student organizations sponsoring any event on campus that can be considered a dance event or a music concert event that will likely include dancing are included in this policy. Events held indoors in campus buildings or outdoors on campus are included. All events regardless of admission charge or event times are included in this policy. Events held off-campus by registered student organizations are encouraged to plan safe events and use suggested operating procedures for their events although are not specifically required to implement all the requirements of this policy.

### **EVENT APPROVAL:**

All events covered by this policy require prior approval from the Director of Student Life. A "Student Organization Dance/Music Concert Event Contract" must be completed two weeks prior to the event date.

### **EVENT LOCATIONS:**

Dances and music concert events sponsored by registered student organizations may be held in the Kirkhof Center (capacity 400), the Fieldhouse Arena (capacity varies based on set up), or the Fieldhouse Lobby (capacity 250). Dance events are not permitted in the Cook-Dewitt Center, Commons Building, and the Kleiner Commons. Special exceptions for dance marathon events may be approved on a case by case basis when approved by the Director of Student Life.

### **CAMPUS POLICE COVERAGE AND EVENT CHARGES:**

Kirkhof Center:

All dance and music concert events held in the Kirkhof Center are required to have Campus Police coverage for the event. The cost for police coverage and student building manager staff will be supported by the Kirkhof Center Operating budget for one event per organization each academic year. The cost of police coverage and student building manager staff for subsequent events will be charged back to the sponsoring organization.

Outdoor Events:

All dance and music concert events held outdoors are required to have Campus Police coverage for the event. The cost of police coverage and student security will be charged back to the sponsoring

organization. Depending on a variety of factors, additional fencing or other security measures may be required of the sponsoring organization.

These events will be reviewed individually by the Director of Student Life to determine what staffing is required. Rain site plans and security lighting needs will be reviewed. Outdoor events require staffing that will secure the perimeter of the event area to insure all guests are abiding by student code policies.

#### Fieldhouse Complex:

All dance and music concert events held in the Fieldhouse complex are required to have Campus Police coverage for the event. The cost of police coverage and student building supervisor (SBS) staff will be charged back to the sponsoring organization.

#### **ORGANIZATION ADVISORS:**

It is recommended that student organizations select advisors who will be supportive of organization events and to participate and supervise the planning and implementation of these events. Although the organization advisor is no longer required by policy to attend the event it is highly recommended that the advisor attend the event and work with the organization's leadership to conduct a successful event.

#### **USE OF METAL DETECTORS:**

The use of metal detectors is no longer specifically required by this policy. However, it is a security measure that is recommended for student organizations to use at their events. Student organization leaders should give serious consideration to the security needs for their event and the potential issues that can be impacted by the use of metal detectors. Past practice has been to use metal detectors for events that expect non-student guests. The Student building manager staff who has been trained to use this equipment will conduct the operation of the metal detectors. Assistance will be provided as directed by Campus Police. Additional security measures may be required for major concert events or outdoor events. Director of Public Safety and the Director of Student Life will determine these requirements.

#### **EVENT HOURS:**

Student organizations may sponsor events to go past normal building hours on Friday or Saturday evenings. Effective with this policy the end time for events has been extended to 2:00 AM for indoor events. Outdoor events are required to end by 12:00 AM. For indoor events the entrance doors will be closed at 12:00am and no additional guests will be admitted after this time. Room lights will be turned on at 5 minutes prior to the end of the event. The organization is required to completely clear the building within 15 minutes of the end of the event.

#### **EVENT SCHEDULING:**

The GVSU Student Organization Dance/Music Concert Contract must be completed and submitted to the Director of Student Life at least two weeks (10 working days) before the date of the event. Only the organization's registered advisor may sign the form. Advance planning for all events is the key to success. Coordination with building staffing and Campus Police staffing require advance scheduling of staff.

Note: All paperwork is the responsibility of the organization. Failure to have Dance/Music Concert Contract completed on time will result in the cancellation of the event.

Note: Organizations may initially schedule one dance/music concert event per year for Friday and Saturday nights during the KirkhofCenter space allocation lottery. Availability of the facilities may be reduced by events scheduled for the following morning due to necessary set up time required. Testing and conferences will have priority for this space. The Kirkhof Scheduling Coordinator will determine adequate turn around time for these spaces.

#### **ENTRANCE REQUIREMENTS:**

Student organization sponsored events are not generally open to the public. Dance party events that invite students from other schools will be permitted to have non-student guests under the following

conditions. All participants must be either current GrandValleyStateUniversity students or registered guests of either a GVSU student or the sponsoring organization. GrandValley students must present a current validated GVSU student identification card to be considered a GVSU student and gain entrance to the event.

Non-student guests must be at least 18 years of age and have a picture ID that proves their age (a state driver's license, state identification card, or an official validated college identification card or a validated college ID that does not indicate age will be considered adequate for admission).

Occasionally some special events may be expecting to have specific invited underage guests at the event. Advance notice and approval is required from the Director of Student Life. Invited underage guests may be permitted to enter when an organization member assumes responsibility for the guest at the registration table. This exception does not grant permission for access to uninvited guests who are underage.

In regards to music concert events, these entrance requirements will not be in effect for major concert events at the Fieldhouse Arena. In addition, student organization sponsored music concert events that are promoted to the on-campus community and that are outdoor events that do not charge admission will be exempt from these entrance requirements

#### **NON-STUDENT GUEST REGISTRATION:**

Each GVSU student is eligible to host a maximum of two non-student guests. Each non-student is required to complete a guest registration form and maintain a copy with them throughout the duration of the event. GVSU students accept responsibility for the actions of their invited guest. The sponsoring organization may invite and admit non-students as guests of the organization. The organization's representative must approve each non-student guest of the organization. The organization's representative and the organization accept responsibility for the actions of their invited guests. Non-student guests must be invited and have an established relationship to the organization.

#### **ENTRANCE PROCESS:**

A Kirkhof Center Event Staff member and an organization representative will form a team to check for appropriate identification at the door to determine whether an individual is eligible for admittance. The decision for admission is the responsibility of the sponsoring organization. The dance party is a private event sponsored by the student organization, and they have the responsibility to determine who they want to have at their event. Non-students must be official registered guests of either a Grand Valley Student or of the sponsoring organization. The organization representative is responsible for making sure the guest presents proper ID and that the Non-Student Guest Registration form is filled out completely and correctly. Non-Student Guests must keep their registration form on their person while at the event and produce it asked by building staff or Campus Police.

#### **OTHER ENTRANCE POLICES:**

Any loose articles that may prove to be hazardous to guests at any time (e.g., canes, umbrellas, lighters, knives, pepper spray, etc.) will not be allowed in the building while a dance is in progress. Upon arrival, such items must be given to the Kirkhof Center Event Staff or the police officers, which will then secure the item in the Office of Student Life until the guest's departure from the building.

#### **ADVANCE PUBLICITY:**

Dances are private events sponsored by student organizations. These events are not open to the general public and must not be publicized to the general public. All promotional materials for dance parties should be directed towards GrandValleyStateUniversity students and their invited guests. Advance publicity for every dance party must include the following information:

- GrandValleyStateUniversity students and their invited guests only.
- Proper identification is required for entry (Current validated GVSU ID).

- Invited non-student guests must be at least 18 years of age and have a valid state driver's license, state identification card, or validated college picture ID.
- Entry requirements are strictly enforced.
- Sponsor reserves the right to refuse admission.
- No entry after 12:00am.

### **STEPPING:**

Due to the past problems associated with larger crowds on the dance floor, individuals or organizations wishing to "step" must do so with the approval of the sponsoring organization at a specified time. Individuals not adhering to this policy may be removed from the event without a refund.

### **SPONSORING ORGANIZATION STAFFING:**

The student organization sponsoring the dance is required to have at least six staff members present at all times. This should include the president or Event Coordinator who has signed the Dance/Music Concert Contract. A listing of organization members who are the hosting the event will be included on the Dance/Music Concert Contract.

The six individuals (including the Event Coordinator) that will be working the first shift of the night (9:00 – 10:00 p.m.) must arrive a minimum of 30 minutes prior to the start of the event so that any last minute problems, concerns, setups, or needs can be resolved before the event begins. Organization members should arrive in plenty of time to assist anyone that will be delivering items to the facility (such as a DJ or band that will be setting up their equipment). Please notify the Event Staff of the expected arrival time of these services so that access to the facility can be arranged for them.

### **KIRKHOFCENTER & FIELDHOUSE STAFFING:**

The Office of Student Life will schedule a minimum of three event staff members and one staff supervisor to assist with event. Staff members will work security at the entrance area and others will rove through the building and dance. If high attendance is expected the KirkhofCenter event staff may be increased. Events held in the Fieldhouse Arena or in the outer arena lobby areas would be required to have adequate building staff to secure entrances and supervise the event. A specific Fieldhouse Student Building Supervisor (SBS) will be assigned to the event and coordinate the staffing for the event. When metal detectors are being used in the Fieldhouse complex

### **ROLE CLARIFICATION FOR THE DANCE PARTY STAFFING:**

#### **Organization Members (sponsor):**

The general role of the sponsoring organization is to assist with entrance to the event by determining which eligible individuals they want to participate in their event. \* The sponsoring organization is responsible for collecting admission and monitoring the environment throughout the night. The sponsor will assist in clearing the building at the end of the event. One individual will be appointed by the organization to be their official dance representative. This person will work closely with the dance staff and Campus Police to resolve any issues that may arise. The student organization Event Coordinator is responsible for completing the event evaluation at the end of the event.

#### **Organization Advisor:**

The general role of the sponsoring organization's advisor is to work with the organization, event services staff, and Campus Police to insure that things run smoothly and to assist the organization if issues arise. If the advisor will not be attending the event, then the advisor should meet with the organization leadership to review plans for the event.

#### **Event Services Staff: (KirkhofCenter & Fieldhouse)**

The general role of the Event Services Staff is to assist with set up for the event, determine if people are eligible to participate in the event by checking ID's, signing in guests, and operating the scanners. They are also responsible for monitoring the event by making themselves visible in a proactive way to promote

a positive and safe environment. They will assist with clearing the building at the end of the event and will then secure the building. One Event Services staff member will be identified as the supervisor of the Event Services Staff and will be responsible for resolving issues that may arise and for completing an event evaluation at the end of the event.

**\*NOTE:** A team approach using one Event Services staff member and one organization's event coordinator may be used to determine if individuals are eligible to participate in the event by checking ID's and signing in guests.

**Campus Police:** The general role of the Campus Police is to respond to any emergency situations. Usually, two police officers will be present at an event. Officers will monitor the entrance area to assist, if necessary, with individuals not admitted to the event. Generally, the location of the officers will be in the entrance area and in the event area.

## **Student Organization Dance & Music Concert Event Policy**

### **DANCE PARTY EVENT KIRKHOFCENTER OPERATIONAL RESPONSIBILITIES:**

#### **A. Specific responsibilities of the sponsoring organization:**

- a. Appoint a dance representative and notify the Special Events Office.
- b. Submit completed Dance Contract to the Special Events Office two weeks prior to the event (10 working days).
- c. Submit completed Dance Staffing Schedule Form of organization members scheduled to work the dance to the dance staff supervisor 30 minutes prior to the start of the event.
- d. Organization's dance representative must meet with the Student Life Office Dance Coordinator at least five days prior to the event.
- e. Two organization staff members will collect the admission charge at the entrance area.
- f. Two organization staff members will assist with checking ID's and signing in guests at the registration table.
- g. Two organization staff members are responsible for monitoring the event in all areas, including the restrooms, for behavioral problems, alcohol, smoking, etc. Problems should be reported to the dance staff.
- h. Wear host nametags at all times when on duty during the event.
- i. Work with the your advisor, dance staff and supervisor, and Campus Police to resolve problems that may arise.
- j. "Float" through the facility and assist participants as needed.
- k. Assist the dance staff and police officers in clearing people out of the building once the event has ended. The organization members should be the last to leave the building.
- l. Organization's dance representative must complete the event evaluation form immediately following the end of the event.

#### **B. Specific responsibilities of the organization's advisor:**

- a. Review advisor responsibilities section of Dance Contract and complete the appropriate sections. This contact is due two weeks (10 working days) prior to the event.
- b. Review advisor responsibility checklist.
- c. Complete event evaluation for immediately following the end of the event.
- d. Review organization responsibilities with those working the event.
- e. Monitor organization staff members.
- f. Maintain high profile in main lobby entrance area.
- g. Assist with clearing the building at the end of the night.
- h. Assist organization in handling emergency situations.

**C. Specific responsibilities of Kirkhof Center Dance Staff Supervisor:**

- a. Review paperwork submitted to Event Services Office.
- b. Meet advisor and review guidelines.
- c. Monitor dance staff and ensure proper coverage and performance.
- d. Review organization's Dance Staffing Schedule Form with dance staff.
- e. Coordinate securing of facility and setup of security in entrance area.
- f. Check all fire exits and clear any violations.
- g. Work with organization staff members, advisor, and Campus Police to resolve any issues.
- h. Provide name badges for sponsoring organization staff members.
- i. Check to be sure the scanner and wands are operational and properly placed.
- j. Secure the entrance area at midnight.
- k. Secure scanner in storage following the event.
- l. Assist with clearing the building at the end of the night.
- m. Complete event evaluation form immediately following the end of the event.
- n. Make contact with organization's dance representative following the event to review how things went. Schedule meeting with event sponsors, Dance Coordinator, and others, if needed, to evaluate event.

**D. Specific responsibilities of the KirkhofCenter Staff:**

- a. Secure facility prior to the start of the event.
- b. Review policies and staffing plans prior to the event.
- c. Work with organization staff members to determine if individuals are eligible to enter the event by checking ID's and signing in guests.
- d. Operate the scanner and wands at entrance area. Collect any items that are not allowed in the facility (lighters, canes, knives, umbrellas, pepper spray, etc.), secure them in the Office of Student Life during the event, and return them to guests upon their departure.
- e. "Float" throughout the facility (including bathrooms) and identify any problems such as behavioral problems, alcohol possession, smoking, etc.
- f. Post all directional and policy signs in standard locations.
- g. Maintain accurate count of the number of individuals in attendance.
- h. Work closely with event sponsors, advisor, and Campus Police in a "team approach."
- i. Secure the entrance area at midnight.
- j. Assist with clearing the building at the end of the night.

**E. Specific responsibilities of the Campus Police Officers:**

- a. Notify dance staff upon arrival.
  - b. Meet and greet event sponsors, advisor, and dance staff.
  - c. Monitor use of scanner and wands at entrance area.
  - d. Handle behavioral problems as they arise.
  - e. Identify unsafe situations and correct.
  - f. Staffing location will be primarily at the entrance area and in the dance area. Other officers will make rounds through parking areas to monitor behavior.
  - g. Assist the KirkhofCenter dance staff in enforcing university rules and regulations, and all federal, state, and local laws.
  - h. The officers are in charge of handling emergency situations. They are in radio contact with other police authorities.
  - i. Assist in clearing the building at the end of the night.
  - j. Complete event evaluation form immediately following the end of the event.

**Student Organization Dance & Music Concert Event Policy**

## FIELDHOUSE OPERATIONAL RESPONSIBILITIES

Dances may be held in the Fieldhouse in several locations. Locations are determined based on expected attendance for the event and the availability of the space and other events scheduled in the Fieldhouse Complex. Generally, dances are held in the East end of the main arena or in the outer lobby areas of the arena. Dances may be held in either the upper or lower lobby areas. Dancing is not permitted on the main court which is the wood floor.

**Fieldhouse Facility Supervisor - Student Building Manager Staffing:** the student staff for Fieldhouse events will include Student Building Supervisor staff from the Fieldhouse operations staff. A minimum of two supervisors is required for all events. One must be at the dance location throughout the time of the event to assist as needed. When metal detectors are requested by the sponsoring organization additional staff from the Kirkhof Center Building Managers will run the metal detectors.

**Upper Arena Lobby:** The upper lobby area has open space for dances. Entrances at the West End and into the central Fieldhouse complex must be secured. The balcony must be secured as well. The elevator should be monitored for access by guests.

**Lower Arena Lobby:** The lower lobby area has several entrance points that must be monitored for access to the space. Restroom facilities are located on this level.

**East End of Main Arena:** The East End provides a good location for larger dance parties. Curtains can be lowered to close the space down somewhat. Arena lighting will need to be adjusted from the back panel to reduce the number of nighttime security lights around the perimeter. Lighting levels should be discussed with building staff, event coordinator, and campus police. Student building staff must be able to bring the lighting system up in the event of an emergency.

**West End of Main Arena:** At times the West End area may be used for dances often in conjunction with other stage and power requirements.

**Recreation Center:** the recreation center will not be available for dance type events due to the wood floor. Exceptions to this policy will require tarping the floor.

**Secured Access to the building:** due to the late hours of dance events the overall Fieldhouse complex may be secured and access to the dance will be from the circle drive entrance directly into the upper lobby area. When metal detectors are requested they will be located at the top of the stairs near the entry vestibule where guests enter the facility. The lower lobby area must be secured at all three entrance points to ensure security of the event.

## Student Organization Dance & Music Concert Event Policy

## OUTDOOR EVENT OPERATIONAL RESPONSIBILITIES

Due to the wide variety of outdoor events each event will require a formal written plan for staffing arrangements for the event. Approval of a detailed staffing plan with the Director of Student Life is required. Staffing should include student ushers, student security, advisors, student managers, campus police, administrative staff, and graduate assistants.

## Key Policy

- Some organizations (currently the Lanthorn, Student Senate, WCKS) may require keys to access relevant facility space after business hours.
- For organizations requiring keys, a list of authorized users must be submitted to the Student Life Assistant ([golightm@gvsu.edu](mailto:golightm@gvsu.edu)) from the Advisor or President of record.
- Students must fill out a Key Form with the Student Life Assistant (110 Kirkhof Center) before a key is provided. Keys must be returned to the Student Life Assistant at the end of each term; otherwise, a charge of \$25-\$100 will be charged to the student's University student account.
- Students may not share their key with any other person. Any loss of keys must be immediately reported to the Student Life Assistant.
- Keys are distributed at the discretion of the Director of Student Life. This student organization privilege may be revoked at any time.

## **Programming**

[Event Planning Checklist](#)

[Event Assessment Form](#)

### **Cosponsorships**

Through a cosponsorship in student activities programming, two or more groups or organizations can agree to jointly participate in producing a program. (ALWAYS complete a cosponsorship agreement found [here](#).)

When two organizations with differing but complementary constituencies, strengths, and areas of expertise join forces, the program they produce has the potential to benefit from the resulting symbiosis.

Before leaping into a co-sponsorship agreement, though, your organization should consider the following six factors identified by Kintigh and Beifus (1992):

- Does the intended program mesh with your student group's educational mission?
- Does it support the educational mission of the school and its related service groups?
- Does your student organization and the intended co-sponsor(s) have adequate volunteers to commit to this project/event?
- What kind of allowances will be made for the training of volunteers not familiar with campus event programming?
- Does the intended event conflict with any important events on the academic calendar?
- Are there adequate funds available to implement the program? Which group will pay for what? How will payment or reimbursement be made?

If after considering these factors, your student group feels co-sponsorship is a valid option, you will next need to decide what type of co-sponsorship will best meet your needs and best serve the event. The three most common types of co-sponsorships are financial, personnel, and informational.

### **Financial Co-Sponsorships**

This is the most common form of partnership and it involves the pooling of financial resources. This is one way your student group can produce an event that would otherwise be financially infeasible. It is also one way to spread the financial costs of hosting an important event that directly supports your group's mission and goals. When planning a financial co-sponsorship, it's important to keep one particular caution in mind: the money for the artist's fee must be in one or both of the organizations' account(s) prior to the event because payment of the artist is traditionally made immediately following the event.

### **Personnel Co-Sponsorships**

A student group may join with another student group because its members have more experience in producing the type of event under consideration. For any organization, asking another to share personnel may save preparation time and prevent the students involved from neglecting classes or work because an event requires involvement from planning to execution.

### **Information Co-Sponsorships**

The third type of co-sponsorship involves one organization sharing information with one or more other campus organizations. Generally speaking, the organization with the specialized knowledge would offer advice to the group organizing an event.

This advice could be offered in several different forms:

- as peer counseling from primary student organization members;
- by offering to share informational resources for example, lending periodicals such as Billboard, Pollstar, Rolling Stone, or CampusActivities Programming magazine; and
- maintaining a library of resources, which could include copies of sample contracts, contract riders, program planning checklists and budget planning forms, to list a few possibilities.

## **Advantages and Disadvantages of Co-Sponsorships**

Co-sponsorships bring their own set of unique advantages and disadvantages. Weighing the potential benefits against potential pitfalls will help your registered student organization establish a set of co-sponsorship policies which will provide a set of guidelines for structuring future co-sponsorship relationships.

### Advantages of Co-Sponsorship

#### Enhanced Diversity in Programs

Co-sponsorships can bring diverse segments of the campus community together to produce successful multicultural programming events. By involving organizations that represent special campus populations, a registered student organization with a 'mainstream' image can reach out to students who have been under-represented in attendance at other student group functions. For example, the Office of Multicultural Affairs and your student group could co-sponsor an event, or a series of events, over the course of a semester. Often a co-sponsorship like this can lead to greater student group diversity if student programmers take advantage of the built-in recruitment opportunities these co-sponsorships provide.

#### Student Development

Co-sponsorships offer numerous student development opportunities to both organizations. Non-programming group members acquire knowledge about program planning, budgeting, contract implementation, and event evaluation, while promoting and sponsoring events related to their own interests. Other student development benefits include gaining leadership experience in the areas of goal-setting, delegating responsibilities, teamwork and motivation, and negotiating. In addition, coming into contact with people from different cultures and backgrounds helps prepare students for working in a multicultural society after college.

### Disadvantages

#### Choosing the Right Program

Due to the differing goals and objectives each group brings to the co-sponsorship, it may be difficult to reach consensus on the selection of the program. Careful consideration needs to be given on both sides to the intended benefits for each group's individual constituency.

#### Potential for Conflict

An imbalance of power between two organizations can occur in three main areas: power/money, experience, or politics. Power or money imbalances can lead to one group feeling entitled to dominate another in terms of decision-making and delegating responsibilities. The other organization can respond by fighting with the dominant group over every detail, or it may take a submissive role, causing the uninvolved members to miss out on the opportunity to learn from valuable programming experiences. By arriving at a clear understanding of which decisions are to be made by whom, each group can minimize the likelihood that this type of conflict will compromise the quality of the event. Differences in levels of experience can also lead to a situation in which the board with more experience in program planning feels resentful at having to train the other group's members. Patience on the part of the more experienced group is imperative if this cosponsorship arrangement is to produce positive student development experiences. A political imbalance can result from conflict generated when one group's leaders insist the other yield control over the direction of the program. To avoid this situation, both groups must be willing to negotiate and compromise and remain focused on the primary objective of producing the program.

### Co-Sponsorship Policy

To alleviate the possibility that these disadvantages will threaten the production of your co-sponsored program, all parties should establish their own cosponsorship policies. These policies will guide their decision-making and negotiation process with the other group and should help to minimize the chances of the event becoming "derailed."

### **Professional Services Contract Policy**

If a student organization solicits the services of an agency, vendor, speaker, or entertainer and a contract is required for confirmation, any and all negotiations must be handled by a professional staff member in the Office of Student Life (Assistant Director, Associate Director, or Director). Students may not make offers or sign contracts on behalf of the University.

Professional Services Contracts for on-campus events must be signed by a professional staff member in the Office of Student Life (Assistant Director, Associate Director, or Director). The contract will be between the vendor/performer and the University on behalf of the RSO. The RSO must prove the financial and other means to honor the contract before it will be signed.

Students will be held personally liable for any contracts they personally request or sign without authorization from the University. A misconduct review hearing may be requested for any RSO engaging in unauthorized contracts.

## Guidelines for Contacting Professional Agencies and Performers/Speakers.

As a student representative and not a legal representative of Grand Valley State University, you are not permitted to request a contract from the agent. Verbal requests for a contract are considered verbal agreements and commit the University to the date and price quoted by the agent. It is quite difficult to release the university from that commitment. When you and your organization are ready to commit your group to a date and artist, you are strongly encouraged to enlist the assistance of the Office of Student Life when contacting a talent agent.

Remember that only authorized representatives of the university may make offers and sign contracts. The Associate Director and Assistant Directors in the Office of Student Life are authorized contracting and signing resources for you and your student organizations. Graduate Assistants will assist you in contract negotiations and conversations.

Please remember that you are not the only RSO on campus that works with agents. Please be kind enough to positively represent your organization and your organization colleagues by having fun while remaining professional within the university's expectations.

To better understand the obligations and commitments between universities and member agencies in the National Association of Campus Activities, please refer to the NACA Statement on Ethics found at [www.naca.org](http://www.naca.org).

### Agent Do's

- Represent GVSU in a positive manner.
- Ask for date availability.
- Give the venue size.
- Talk about block booking.
- Ask about the "going rate."
- Check travel plans.
- Call for riders.
- Request publicity.
- Leave advisor's/ OSL contact name as contact.
- Inform your advisors and/or OSL contact that you have contacted an agent.
- Keep a log of calls (date, time, notes).
- Share conversations with your group.
- Have fun!

### Agent Don'ts

- Do not make an offer.
- Do not ask for a contract.
- Do not tell the agent your budget amount.
- Do not provide personal contact information to the agent. Instead, provide your SOC telephone number or email address.
- Do not be scared. Agents are our partners in putting on great events on campus.
- Do not lose sight that the agent is doing his/her job.
- Do not be afraid to tell the agent no. If the act or the details are not fitting into your vision, politely decline.

### Contracting Do's

- Do talk to agents and return phone calls.
- Do pursue talent.
- Do ask lots of questions.
- Do your research.
- Do ask where else the performer has been.
- Do ask for a contact name and number.
- Do ask for availability.
- Do have several dates in mind (your first choice may not be available).

### Contracting Don'ts

- Do not make an offer.
- Do not ask for a contract.
- Do not tell the agent your budget amount.
- Do not agree to anything that is considered "unreasonable" in what the university should provide.

- Do ask price and what that includes.
- Do make it clear than an authorized GVSU representative must make an offer.
- Do keep your advisor informed.

### **Honorarium**

Sometimes the term "honorarium" is used when compensating a speaker or performer.

With GVSU student organization events, an honorarium is considered a small gift or token of appreciation to a non-member (not a student) who has provided a service to the group (speech, performance, workshop facilitation, etc.). GVSU student organization **honoraria are NOT monetary**. Any monetary compensation (including gas mileage) should be included in a Professional Services Contract.

An honorarium gift could include:

- Gift certificate (\$25 or less) to the University Bookstore, retail store, restaurant, or gas card
- University shirt or other printed item (coffee mug, pen set, etc.)

Consult with your campus advisor or the Office of Student Life for other honorarium ideas.

### **Utilizing Movies or TV Shows for Campus Programs**

Video Tapes and DVDs that are available for purchase, rented from many commercial establishments, or checked out of the library are for home viewing purposes only. This means they can only be viewed in your private living spaces. For campus purposes, that means your residence hall room/suite. (For home purposes, it means anywhere in your private residence). Same rules apply for movies/television shows that are video taped at home on VCR 's.

Therefore anytime a group shows a movie in any context, the group must purchase the *public viewing rights*\* (copyright) for that particular showing. Copyright purchase for film currently runs in the range of \$300-\$600 per showing for popular titles from major movie distributors. Independent films could cost less but must be negotiated with the holder of the copyright for those particular films. Grand Valley State University works with several distributors on a regular basis to deliver the film programming that we view in the Kirkhof Center and as a part of specific faculty programs.

There is an exception to the public performance fees for colleges and universities. This exception is only in the case of *face-to-face classroom instruction* \*\* by a faculty member. The faculty member may show the film/movie outside the normal class period (at night for example), however, it is only for those students who are registered for the class.

Contact the Office of Student Life (331-2345) or [haighta@gvsu.edu](mailto:haighta@gvsu.edu) for more information on this policy.

## **Laker Late Night and Hot Spot**

- All activities will take place from 9:00 p.m. to 2:00 a.m. Friday or Saturday in the Kirkhof Center.
- Only registered student organizations are eligible to participate.
- Student organizations must cancel three weeks out. If a cancellation happens, a request must be made in writing and presented to the Laker Late Night Committee.
- If a cancellation occurs within three weeks out of the event, the student organization forfeits its right to host the "Hot Spot" and to participate in any Laker Late Night events for the rest of the semester.
- All dances that occur during Laker Late Night will adhere to the GVSU Student Organization Dance & Music Concert Event Policy. A copy of the policy can be picked up at the Office of Student Life & Event Services.
- All dances must be canceled three weeks out. If a dance is canceled less than three weeks out, the organization will be billed \$250.00 for Campus Police services.
- If a second cancellation occurs, the organization will be billed for Campus Police services and a loss of privilege for dances for a semester.

## **Scavenger Hunts**

Student Organizations are permitted to host scavenger hunts on campus. To protect the integrity of the learning process as well as the safety of members please following the following guidelines:

- Scavenger hunts should not be an activity for "new members" only, but an interactive time for all members.
- No academic space can be used during a scavenger hunt.
- Scavenger hunts should be limited to a specific area of campus. No travel via car is permitted.
- All activities should end by dark or at 10:00 pm at the latest.
- Do not disrupt any other activities on campus.
- Residential areas are off limits.

Please contact the Office of Student Life with any questions.

## **Promotions**

### **Use of University name and logo**

The university has created very specific rules and regulations to use the Grand Valley State University name and logo in the appropriate way. The complete list can be found on the University's web site by [clicking here](#). University Promotions (331-2340, Kirkhof Center 1108) or Institutional Marketing can also provide a current copy of the list.

### **Open Forum Areas**

On the Allendale Campus two designated locations have been established as open forum areas for individuals or groups to use. The first area is the circle drive/sidewalk area around the Cook Carillon Tower. The second area is the academic mall area within 50 feet of the sculpture Transformational Link(the blue sculpture). Use of these areas may be scheduled as an event space through the Event Services Office.

### **Petitions**

Student organizations wishing to conduct a petition drive must follow the guidelines as indicated in the [GVSU Student Code Section 226.00: PETITIONS](#)

The major goal of this section is to assist students in obtaining the maximum effect of any petition by avoiding confusion and duplication of efforts. Students and student groups wishing to circulate a petition should be aware that such action constitutes a trust established in favor of the signers of the petition and the petitioner agrees to submit the petition to the proper authorities. Therefore, the University has established petition procedures for students and student groups. Contact the Director of Student Life (331-2345, [stollb@gvsu.edu](mailto:stollb@gvsu.edu)) for assistance with this activity.

### **Literature Distribution**

Student organizations wishing to distribute literature may hand out materials in either of the established open forum areas or through reserving a table in the Kirkhof Center. Any other plans for distribution for literature must be approved in advance by the Director of Student Life.

Newspaper racks for *The Lanthorn* student newspaper are NOT to be used to distribute other publications. Organizations violating this policy may be referred to the Student Organization Review Board for a misconduct review hearing.

## University Promotions

The University Promotions Office is a student-staffed graphic design, advertising and public relations department of the Office of Student Life. They can design, produce, and print any kind of publicity piece, including t-shirts, logos, stickers, buttons, web ads, posters, banners, table tents, etc. They are available to all students, staff, departments and student organizations.

University Promotions is made up of Graphic Design, Illustration, and Advertising students, which creates the unique opportunity for fresh, quality work and affordable prices. They insure all publications are consistent with the high standards set by the university. Because of the quantity of work they do with area vendors, they are able to pass on the price break they receive with their customers.

They design the ads on the web calendar along with the table tents posted in the dining areas, downtown at DeVos Center and at the Holland campus. They are also responsible for posting on the campus posting boards, which is done weekly and maintain them in accordance with university regulations.

Their rates are extremely reasonable and the quality is cutting edge. Student organizations wishing to publicize an event or an upcoming campus activity should meet with University Promotions to discuss ideas, techniques to advertise and costs. Several packages are available to help reduce cost and help the client design an effective marketing plan. If you have a project you would like University Promotions to assist with, please stop by the office and complete a service request. Due to the high volume of work produced by the office, the requested due date should be at least two weeks from the submission date.

University Promotions is located in 1108 Kirkhof Center, in the heart of the Allendale campus. The office is open Monday through Friday, 9:00 a.m. - 5:00 p.m. To contact them for all your promotional needs, call 616.331.2340 or email at [upo@gvsu.edu](mailto:upo@gvsu.edu). Check them out on the web for a complete list of prices at <http://www.gvsu.edu/studentlife>.

## Chalking

Chalking at the University is permitted in certain designated sidewalk locations only for the purpose of announcing campus activities, events or meetings of registered student organizations or sponsored by the University.

Chalking must comply with the following procedure:

1. The designated sidewalk locations are:
  - a) Sidewalk along west side of Copeland Hall.
  - b) Sidewalk along East side of Mackinac Hall next to Robinson Field.
  - c) Sidewalk along West side of Lake Michigan Hall.
  - d) Sidewalk areas from entrance areas to the Rec.Center and Pool SE to Campus Drive.
  - e) Sidewalk starting North of Cook DeWitt Center that runs NW to the Padnos greenhouse.
  - f) Sidewalk areas from Little Mac Bridge South to Transformational Link Sculpture.
  - g) Sidewalk from North side of Kirkhof Center going East to North end of Zumberge Pond.
  - h) Sidewalk along north side of Lake Superior Hall.
2. The announcement must be for a campus-wide activity, event or meeting that is open to all students.
3. The announcement must bear the name of the registered student organization or University department sponsoring the campus activity, event or meeting.
4. The announcement must fit within a 4by 4space.
5. The material used to mark the sidewalk must be water-soluble chalk. The use of markers, paints, oil-based products or sprayable chalk is prohibited.
6. Chalking is prohibited on all vertical surfaces, buildings, walls, benches, picnic tables, signs, poles, trees, etc.
7. Signs, posters, banners and other printed material shall not be taped to the sidewalk in lieu of chalked announcements.
8. Chalked announcements may not exceed two days prior to the campus activity, event or meeting.
9. Registered student organizations or University departments that desire to chalk an announcement must first register with the Office of Student Life (call 331-2345)

## Posting

The posting boards are maintained by the University Promotions Office and are done in accordance with the university regulations. Various types of bulletin boards are provided in University buildings to circulate appropriate information of interest to students, faculty, and staff. Persons posting notices must put information only on boards provided for that purpose. The posting boards available include: Housing Opportunities, General Postings, Opinions and Campus Events. All postings must be approved and stamped by the Office of Student Life.

All notices posted on bulletin boards shall not be lewd, indecent, vulgar, or obscene. Notices may not advertise availability of alcohol. A complete list of posting policies and procedures can be found in the Student Code or on-line at: <http://www.gvsu.edu/studentcode>

## Banners

Permission for the hanging of banners is obtained through the Office of Student Life. Banners are not allowed to hang longer than three weeks without the permission of the Office of Student Life. Twelve locations are designated to hang banners in the Kirkhof Center Lobby. Banners should be printed by University Promotions for uniform size and appearance. Banner prices range in price from \$5.00 to \$15.00 per linear foot.

Banner Hanging Specifications:

- Banners are to be hung using blue, post-it tape.
- Banners may not be attached to any part of the wall surface.
- All banners must hang so as to avoid interference with passing traffic.
- Banners may not exceed more than 6 feet in length.
- Banners must provide 7 feet clearance between the floor and bottom edge of the banner to allow for clear traffic flow.

## Outdoor Signage

Outdoor banners must be approved by the Office of Student Life and Facilities. They are only allowed in two locations: the northwest corner of the Student Services Building and the south campus courtyard.

Real estate style signs for event announcements require a five day notice. Contact Facilities or the Office of Student Life for posting of signs. These are posted at entrances around the clock tower, by Student Services, and the south campus courtyard.

No handwritten signs are allowed on campus without permission of from the Office of Student Life.

## **T-shirts**

T-shirts are a great way to advertise for an event or an organization. They can be purchased fairly inexpensively and given away, or sold to make a profit for the group. There are several local screen printing businesses in the area. [University Promotions](#) works with area businesses which provide great quality for a low price. They will be able to get an estimate on the approximate cost of any shirts.

If the University name is being used on the shirt, the use of the name and/or logo must adhere to the University's trademark use standards. Refer to the [University Trademarks](#) section of this Handbook for more information.

If shirts are being purchased for an organization with funds from the Student Life Fund (as allocated by Student Senate), the shirts must be ordered through University Promotions and the design must be approved by the Director of Student Life before printing.

## **Copy Center**

The Copy Center Plus is located at 0073 Kirkhof. Services include; black and white or color copies, binding, and UPS mailing. They are open Monday - Friday, 8:00 a.m. - 5:00 p.m. For more information they can be reached at 331-3407.

Student Organizations that utilize funding for Copy Center expenses from the Student Life Fund (as allocated by their respective Funding Board), must place their orders with approval from the Office of Student Life. Contact the Student Organization Center (331-2360, 0008 Kirkhof Center) for current Copy Center procedures.

## ***The Lanthorn* Student Newspaper**

*The Lanthorn* is published twice each week and is a great way to advertise campus events and activities. The Lanthorn is read by several thousand students along with faculty and staff. Their on-staff advertising designers can help lay out an attractive ad and student organizations can advertise at discounted rates.

Another great way to promote events is to contact them and have a reporter write a story about the upcoming event. Their office is located downstairs in the Commons. The phone number is 331-2460, or more information is available on the web at: [lanthorn.com](http://lanthorn.com).

## **Channel 10 and GVTV**

Cable access television is available on channel 10 throughout on-campus residential living centers.

Channel 10 is in the first phase of development as a student organization (GVTV) begins to produce programming to provide news, information, and various campus programs to the residential student community through cable television.

Continued development of programs, infomercials, news broadcasts, and other programming is being implemented during the academic year. Contact the student organization GVTV at 331-4826 or stop and see them at the Student Organization Center. For more information about GVTV [go to our website](#).

To place notices of events on Cable 10, contact LeaAnn Tibbe at [tibbel@gvsu.edu](mailto:tibbel@gvsu.edu).

## **Section 6 - Fraternity and Sorority Manual**

- [Fraternity and Sorority Manual](#)
- [Membership Intake Process Policies and Procedures](#)

## **Section 7 - Sports**