Old Dominion University

Student Organization Handbook

2010- 2011

Office of Student Activities and Leadership

1071 Webb Center

757-683-3446

http://studentaffairs.odu.edu/OSAL

Dear Monarch,

It is my pleasure to welcome you to another exciting school year at Old Dominion University!

Students join organizations for a variety of reasons: involvement in the campus, leadership opportunities, academic success in college, friendship, special interest, and resume building. No matter what your reason for joining, we want you to be successful. We want you to be active on campus.

The Office of Student Activities and Leadership staff is trained to help students and student organizations operate in the most educationally effective way possible. This resource has been prepared by the Office of Student Activities and Leadership for students. We believe that with the right information and strong leadership, all of our student organizations can be successful.

In an effort to provide support to students and over 250 student organizations, we have put together this handbook. The information contained in this manual should assist you in exploring involvement on campus. This year is sure to be an exciting one, and I am positive that you will help to make the quality of student life the best it can be at ODU.

Please feel free to contact me or any member of the Office of Student Activities and Leadership staff if we can be of any assistance to you.

Best wishes for a great year! Be an active Monarch!

Nicole Kiger, Director
Office of Student Activities and Leadership

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Section 1

Office of Student Activities and Leadership (OSAL)

The Office of Student Activities and Leadership (OSAL) is committed to sponsoring programs which complement academic excellence, offering a supportive environment, engaging students in various learning experiences, and providing students with opportunities to interact with diverse groups and individuals.

In support of the University's mission, OSAL serves over 250 student organizations by training student leaders and teaching interpersonal skills; assisting in the development of coherent values and ethical standards; offering guidance on event management and Student Government Association funding procedures; supporting the creation and maintenance of student organizations; building supportive and inclusive communities; hosting celebrations that facilitate faculty and student interaction; and providing opportunities for collaboration, community service, collective decision-making and structured group experiences.

OSAL is primarily responsible for:

- ***Campus Information Center* -** The CIC provides students and the community with information regarding student organizations, activities, class offerings, and polices of Old Dominion University. The CIC also sells postage stamps, distributes event tickets, leases semester lockers, provides car assistance, and hosts the SGA's free DVD rental service.
- ***Event Management* –** We assist the University community in planning, organizing and scheduling events in Webb Center, outdoor, athletic and academic space.
- ***Fraternity & Sorority Life* –** The Greek community is comprised of 24 international fraternities and sororities and offers a wide range of social and culturally enriching experiences while also emphasizing scholarship, leadership, service and personal development.
- ***Leadership Development* –** The Leadership Program provides a variety of programs, services and experiences that assist students in the exploration and refinement of their leadership abilities and their preparation to become active participants in the community.
- ***PAW Programs* –** PAW events are held on Thursday, Friday and Saturday nights each week to provide students with on-campus activities and to encourage students to become more involved. PAW offers a diverse range of events including, bus trips, comedy nights, tailgates and ODU After Darks.
- ***Spirit, Pride and Tradition* –** Homecoming, Spirit Fridays, Rivalry Week Activities, and the Monarch Maniacs are programs and events sponsored through OSAL to build Monarch pride and community. Become a part of the growing tradition at Old Dominion University!
- ***Student Organizations* –** We support all student organization functions: mailboxes, spending funds, rosters & recognition.
- ***Advising-*** OSAL directly advises many organizations on campus including SAC, WODU, Mace & Crown, and the class councils. We are also always here to help any group.
- ***Community Service & Civic Engagement-*** We provide volunteer opportunities for individual students and student organizations.

Staff of the Office of Student Activities and Leadership:

Nicole Kiger	Director
Dionicia Mahler-Rogers	Associate Director, Leadership and Student Organizations
Denisse Thillet-Castillo	Assistant Director, Fraternity & Sorority Life
Tami Park-Farinholt	Coordinator, Center for Service and Civic Engagement
Nicole Zelazny	Coordinator, Activities and Programs, CIC Manager
TBD	Coordinator, Activities and Programs
Sharoyn Baker	Fiscal Technician
Keisha Monge	Assistant Fiscal Technician
Debbie Bousman	Office Manager
Barbara Aultman	Event Management

The office also has graduate assistants and programming assistants in the areas of Fraternity & Sorority Life, Programming, Leadership, Student Organizations, Event Management, and Service.

OSAL Support Programs for Recognized Student Organizations

A. ***Financial Sponsorships for Programming*** **–** Recognized student organizations can request Dining and Bookstore sponsorships to financially support any free programs they offer that are advertised to the entire student body. Forms for this financial support are available from the OSAL Office in Webb 1071 and MUST BE SUBMITTED TWO WEEKS PRIOR TO THE EVENT.

B. ***Leadership Lecture Series*** – This series gives student leaders the opportunity to build on current leadership skills. Topics include leadership style, time management and conflict management. Additionally, when students attend three of the sessions offered during the semester, they can earn a leadership certificate and a medal to be worn at graduation.

C. ***Leadership Listserv*** – The ODU Leaders Listserv is designed for student organizations to share ideas and upcoming events. It's a great way to stay connected to other student leaders on campus. To join, sign up at http://list.odu.edu/listinfo/oduleaders.

D. ***Leadership Training*** – These trainings are conferences that offer educational sessions pertinent to leadership. Open to all students, they are a great way to enhance leadership community skills. Watch for the Leadership Labs and LeaderShape at the end of the spring semester. On-line registration is required.

E. ***Organization Fairs*** – "MainStreet" (held in the fall) and the "Spring Organization Fair" (held in spring) provide an opportunity to learn about the variety of student organizations at ODU plus recruit new members for your org.

F. ***U-Center*** – This is a student organization complex open to all student organizations that includes computer access, work space, a conference room and lounge area for all members to work and relax. Located in 1045 Webb Center.

G. ***Volunteer Opportunities*** – American Heart Walk, Hampton Roads AIDS Walk for Life, Red Cross blood drives, the ODU Volunteer fair, Relay for Life, fall and Spring break trips.

Section 2
Student Organizations

4300 - RECOGNIZED STUDENT ORGANIZATIONS

GENERAL STANDARDS

1. Membership in Old Dominion University's recognized student organizations is limited to full- and part-time students of the University. Elected or appointed officers of such organizations must maintain a minimum semester and cumulative grade point average of 2.00. An organization may establish a more rigorous standard for its officers if it so desires. The Dean of Students and Chief Student Affairs Officer may, in the presence of extenuating circumstances, make exceptions to the 2.00 minimum semester average. Scholarship/stipend recipients funded from monies allocated by the Dean of Students and Chief Student Affairs Officer must be registered as at least half-time matriculated, degree-seeking students for the semesters during which the scholarship/stipend is received.

2. No recognized student organization may limit its membership on the basis of race, color, creed, or national origin. Membership requirements that restrict membership on the basis of gender must be in full compliance with current University, State, and Federal laws and regulations.

3. Organizations seeking recognition as non-honorary Greek letter fraternities and sororities must meet the following criteria:
    A. Be a member of the Interfraternity Council, the Panhellenic Council, the Old Dominion National Panhellenic Council, or the Multi-Cultural Greek Council.
    B. Be invited by the Dean of Students and Chief Student Affairs Officer or his/her designee, to establish a chapter on this campus.
    C. Adopt a University-provided standard of operation which is equivalent to those of (inter)national fraternities and sororities as a condition of recognition.

4. National, special interest fraternal organizations (e.g., Alpha Phi Omega Service Fraternity, Alpha Kappa Psi Business Fraternity, or Phi Mu Alpha Music Fraternity) are classified by their service or professional nature, and may be recognized under the appropriate designation. These groups are bound by University policies which apply to all recognized student groups.

5. Student organizations must be officially recognized in order to use University facilities and to obtain funds from the University. Special requirements must be met to receive funding for groups classified as political or religious. General fraternities and sororities are not eligible for any funding.

6. Recognized student organizations must conform to University rules and regulations, applicable federal and state statutes, and applicable local ordinances. An organization’s failure to conform to such rules, regulations, statutes and ordinances may result in the imposition of sanctions upon the organization and the withdrawal of recognized status.

7. Student organizations may be held accountable for the actions of individual members who violate University policies when the conduct of individual members can reasonably be associated with the group.

8. The Dean of Students and Chief Student Affairs Officer or his/her designee has the ability to implement an interim suspension on a student organization when the group's continued activity on campus constitutes a danger to the health, safety or welfare of the University community. In addition, the Dean of Students and Chief Student Affairs Officer or his/her designee has the ability to freeze a student organization's activities on campus during an investigation into allegations of misconduct.

9. Student organizations must inform the University of all affiliations and associations with any organization outside the institution. All materials must state clearly the name of the organization and all of its affiliations on all the literature it distributes. All written material distributed by student organizations must list all affiliations and associations a student organization has with any organization outside the institution. Advertisements, regardless of the media used, must clearly state the student organization's affiliations as presented in its original application for recognition or as researched by the University.

10. Student organizations are required to re-register every fall semester by the deadline established by the Office of Student Activities and Leadership. Re-registration details are placed in mailboxes as well as under the student organization section of OSAL's web-site. Organizations are also required to check mailboxes as this serves as an official form of communication to organization leaders.

11. Organizations that qualify for funding must follow the policies, procedures and deadlines established by the Student Government Association.

12. As established by the Student Government Association, recognized organizations are required to have an on-campus advisor. An advisor cannot also serve as a general member of the organization they are advising.

Advisor Information

The Student Activities & Leadership staff is trained to help student organizations operate in the most educationally effective way possible. We believe that with the right information, the advisor and the organization can develop a relationship that is rewarding to both parties. Your role as the advisor is critical to help each member reach his/her goals and achieve success. Please review the information below and contact the Student Activities & Leadership Office with any question.

For resources such as Advice to Advisors, What a Student Officer May Expect of an Advisor, What an Advisor May Expect of a Student Officer and activities:

Advice to Advisors

1. Define the nature of your role.
2. Anticipate controversial situations. Realize that your role may include being a negotiator at times.
3. Advocate for inclusion and diversity. Bring awareness of differences to your group. For example, help students understand that an event that excludes nontraditional students, even if unintentionally, is hurtful to the group and others. Do your best to encourage participation by all.
4. Assess the liabilities of participation. The rewards of advising can be great. Understand that personal sacrifice (such as time) is essential to achieving those rewards.
5. Do your homework. Advisors need a functional knowledge of the University's mission, drug/alcohol and hazing policies, code of conduct, political climate on campus, and local laws. A well-prepared advisor uses good common sense for the good of the group and the University. See the ODU Student Handbook and the Student Organization Handbook for policy information.
6. Know the rules. Officers who have less than a 2.00 GPA will be asked to resign form their position.
7. Be aware of deadlines. Student organizations must re-register at the beginning of the fall semester to maintain a mailbox, room reservation privileges, and Student Government funding. The deadline to apply for Student Government funding is scheduled for late February.
8. Join the Leaders Listserv to get updates on student organizations and events.
9. Be a motivator. Remember that praise does more good than criticism. Be generous with your praise. If a member does something right, tell the entire organization, and when a student slips up, help him/her privately. The following is a list of ideas to help motivate your students:

    Outstanding member/leader award
    Organization/theme t-shirts
    Birthday recognition
    Annual banquet with guest speakers, parents, administrators
    Holiday parties
    Member of the month award
    Attendance at annual conventions
    Helping students narrow and focus goals

What a Student Officer May Expect of an Advisor

- Assist the group in formulating long-range goals and in planning and initiating shortterm projects.
- Serve as a resource person for alternative solutions to problems confronting the group.
- Give assistance with University's procedural matters.
- Make suggestions of ways by which the group meetings can be improved.
- Represent the group and its interests in staff and faculty meetings.
- Assist in evaluating group projects, performance and progress.
- Make suggestions that will permit the officers to improve leadership skills.

What an Advisor May Expect of a Student Officer

- Keep advisor informed of all organizational activities, meeting times, locations, and agendas.
- Provide advisor with minutes of all meetings.
- Meet regularly with the advisor and use him/her as a sounding board for discussing plans and problems.

All recognized student organization must have an advisor. OSAL provides of listing of potential advisors for your student organization (PDF). If interested, please go to: http://studentaffairs.odu.edu/osal/studentorgs/orgresources.shtml

Directory and Classifications of Organizations

Student organizations are classified into different types of groups. The following are the classifications and descriptions:

E - Educational: Organizations whose activities are primarily educational and/or informative in nature.

GF - General Fraternity

GS - General Sorority

H - Honorary: Organizations whose activities are designed to recognize exemplary achievements in scholarship, academia, etc.

PD - Professional/Departmental Interest: Organizations whose activies are focused on promoting the professional and/or academic enrichment of the students interested in the respective profession/academia.

P - Programming: Organizations whose educational and social activities are primarily targeted toward the entire university.

REC - Recreational: Organizations whose activities are focused on recreational and leisure activities.

R - Religious: Organizations whose activities are targeted at a specific spiritual or religious interest.

SGB - Student Governing Board: Organizations whose purpose is to provide governance for selected recognized organizations on campus.

T - Teletechnet: Organizations that do not have a primary member base on the Norfolk campus of Old Dominion University.

For a full listing of all recognized student organizations, please go to:
http://studentaffairs.odu.edu/osal/studentorgs/directory.shtml

Registering A New Organization

Fill out an Application for Recognition (PDF) form. The form can be printed from the following website or picked up in the Office of Student Activities and Leadership (2122 Webb Center).
http://studentaffairs.odu.edu/osal/forms/studentorganizations/neworgapplication.pdf

The Office of Student Activities and Leadership will review the ~~member list and other elements of the~~ application. Once OSAL approves the application, the organization will be granted a 3-month provisional status. During this time, your organization will need to submit a constitution and have 10 currently enrolled students sign the application. Once the application is complete, it will be submitted to the Student Government Association for their actions. (For a sample constitution, go to
http://studentaffairs.odu.edu/osal/forms/studentorganizations/sampleconstitution.pdf

The Student Government Association's Organizational Affairs Committee will evaluate the application and constitution to make sure everything is in order. A provisionally recognized organization will get a mailbox in OSAL, be able to reserve space and will be accountable to all policies.

The Organizational Affairs Committee will meet with individuals from the organization to discuss future plans and goals of the group, as well as explain the Point System and Minimum Standards.

Once the Organizational Affairs Committee approves the application and constitution, it will write up a bill to recommend the Student Government Association to grant formal recognition to the organization. The Student Government Association Cabinet initially analyzes the bill and upon their approval, the bill will be sent to the Student Government Association General Assembly to be discussed and voted on.

Once the bill has been approved, the organizations will be formally recognized as an Old Dominion University organization

Organizations qualify for funding from the Student Government Association after the organization is fully recognized by the Student Government Association.

NOTE: The time it takes for the entire process to occur will depend on how many organizations the Organizational Affairs Committee must review, as well as the amount of time it takes the Committee to meet with the organization. During any step in this process, individuals from the organization can contact the Committee to check on the status of their application. Please direct any questions or concerns to the Organizational Affairs Committee at 683-3438.

A. Resources

See the website at the end of list for information on the following resources:

1. SGA Points and Standards (PDF) for information on organization classification, budgets, etc.
2. Green Sheet (PDF) for submission to spend your organization's money
3. Officer Transition Guide (PDF) for helpful tips on transferring the leadership roles in your organization effectively
4. List of potential advisors for your student organization (PDF)

http://studentaffairs.odu.edu/osal/studentorgs/orgresources.shtml

For important dates related to student organizations, go to
http://studentaffairs.odu.edu/osal/studentorgs/studentorgevents.shtml

B. Rosters and Frequently Asked Questions (On-line Management of Organizations by Officers)

For the following FAQ, go to:
http://studentaffairs.odu.edu/osal/studentorgs/rosters.shtml#neworg

- I'm an officer - How do I register a new organization?
- I'm an officer - How do I obtain my organization's User ID and password?
- I'm an officer - How do I view, edit, and update my organization's roster?
- I need to re-activate a previous advisor. How do I do that?
- I need to add a NEW advisor. How do I do that?
- How do I join an organization's roster?
- What is a Co-Curricular Transcript and how do I use it?

To log in to student organization rosters, go to:
https://salmon.ts.odu.edu/ultradev/cocurriculartrans/OrgRosterLogon.asp

Proscribed Behavior for Students and Student Organizations

A. It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. As such, these organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. Certain unproductive and hazardous customs sometimes associated with the process of initiation that are incongruous with this responsibility are prohibited. Students or organizations found to have engaged in these behaviors may be disciplined in accordance with the University's disciplinary procedures.
For the purpose of this policy, a "student organization" whether or not the organization is recognized by the Student Government Association, is defined as an organization classified as departmental interest, general fraternity, general sorority, honorary, political, professional, religious, service, special governing board, special interest, athletic or any other organization with student membership.

B. Intentional, knowing or reckless acts taken toward any student, occurring either on or off campus**,** by students, or by a student organization or any of its members, or by any student perceived to be members of the organization, or by former members, which a reasonable person would perceive as humiliating, physically uncomfortable, or which results in bodily injury or public ridicule, are prohibited.

C. The Vice President for Student Affairs is delegated the authority to discipline students and/or organizations which violate the provisions of paragraph B. The Vice President for Student Affairs may delegate all or part of this authority to such other persons as deemed appropriate.

D. The discipline applied in violation of paragraph B may include summary dismissal from the University for serious or repeated breaches of the standards set forth in paragraph B above. The Vice President for Student Affairs is delegated the authority to determine appropriate discipline in every case.

E. Violations of paragraph B causing bodily injury shall be reported to the Commonwealth's Attorney of the appropriate jurisdiction.

Travel for Student Organizations

Off-campus travel excursions can be both fun and a valuable learning experience for students. However, these trips must be planned and conducted in accordance with University guidelines and state liability standards.

All travel must be known by the Office of Student Activities and Leadership at least two weeks before the date of departure or the date that a financial or contractual commitment is due. In order to use student organizations funds to travel, you will need to submit the following information:

- Permission to Travel Forms
- List of students traveling with UINs

Vehicle Travel

The University does not provide insurance for privately owned or leased vehicles. Alcohol is prohibited in any vehicle used for travel, regardless of whether the vehicle is a private or leased vehicle. Only ODU students, faculty, staff and authorized guests may participate in trips. Please use these guidelines for all vehicular travel:

1. Minimum driving age should be 21.
2. Weather conditions should be evaluated and travel should not occur when conditions are hazardous.
3. Trailers should be prohibited unless special permission is given. Towing is not allowed unless special permission is given.
4. Roof mounted loads are prohibited, unless prior approval is granted.
5. In case of an accident, driver must notify OSAL immediately.
6. No more than 10 hours of continuous driving should be allowed in a given day.
7. A driver must rest every 2 hours. Rest breaks should be a minimum of 15 minutes.
8. No driver should drive more than 5 hours per day.
9. Drivers should not drive between the hours of 10 PM and 6 AM without special permission.
10. Drivers may not use cell phones, pagers, iPods, or similar devices while driving.
11. All passengers must wear seat belts at all times.
12. No alcohol or drugs may be consumed or transported in the vehicle.

Personal Vehicles

The University does not recommend the use of personal vehicles for organizational travel. If, in fact, personal vehicles are used, the drivers assume all liability for themselves and all passengers in case of an accident or injury.

Rental Vehicles

Rental vehicles can be used for off-campus travel. The University currently holds a contract with Enterprise rentals and offers special rates. Please visit the Office of Student Activities and Leadership for more information. Please use the below guidelines for all vehicular travel:

Website Creation for Your Organization

1. Obtain a WWW account for your organization by completing the WWW Account Request Form (PDF- http://occs.odu.edu/forms/webacctreqform.pdf) and submitting it to the Office of Student Activities and Leadership (OSAL) to obtain the approval signature in the Budget Unit Director section. OSAL will complete the budget code section and then will forward your request to OCCS upon approval.

2. You will receive an email once your WWW account has been established that will walk you through the next steps. Be sure to check out the ODUEdit Pro option - it is easy and ideal for novices and provides templates to assist you with your design.

University Financial Support of Student Organizations

Mission Statement: Out of class student activities complement the University primary educational mission while adding substantial value and breadth to a student's educational experience. As members of recognized student organizations, students develop leadership skills, experientially learn about organizational dynamics, and contribute to the University and surrounding community through their programs and projects.

Recognized student organizations that have been approved through the University's annual recognition process, pursuant to Policy #4300, are eligible to be considered for university financial support.

Student organizations that receive financial support from the University must stipulate in their constitutions or by-laws that:

1. the primary purpose of the organization is educational; and
2. membership primarily consists of currently enrolled students and is open to any member of the University's student body unless membership restriction is legally permissible and consistent with University policy.

Funds will not be provided to student organizations for activities or to pay for materials that in any way:

1. promote or oppose a political candidacy; or
2. financially support lobbying activities or religious worship services; or
3. promote violence or illegal activity, or defame individuals or groups.

Regardless of whether they receive university financial support, recognized student organizations are solely responsible for their financial obligations. The university will not be liable for debts or contracts made by them. Any obligation incurred by a student organization with a local merchant or others must be incurred in good faith and with the knowledge that the organization will be able to pay such obligation promptly. Under no circumstances may the organization use the name of the university in securing credit. The organization's sole responsibility for its obligations must be made clear to the creditor.

The president shall develop and publish specific guidelines and procedures for the provision of University financial support to recognized student organizations in accordance with this policy.

Section 3

Events and Programming

Many organizations find logistics to be the most difficult and frustrating part of programming. They have a great idea for a program, but they are unaware of the effort that is needed to make a program a success. Handling logistics doesn't have to be difficult. To make it easier on yourself and your organization, make sure every step is planned and a schedule is kept. This section will help you do that.

Funding

Before an organization begins to develop a time line for implementing a program, a budget should be drafted. If your organization does not have the capability of funding the program you are considering, there are a couple of options. You could propose to co-sponsor the event with another group on campus. Or you could submit a request for additional funding from the Student Government Association (see the section titled "Funding Options" on page 15 for more information, certain restrictions apply). Once a budget is developed, it should be followed closely. The worst situation that could be encountered would be to run out of funding a few weeks before an event.

Use of Your Funds

In order to use the funds allocated to your organization by the Student Senate, you need to submit a Budget Processor for Student Activities Form (commonly known as the "Green Sheet") to the Fiscal Technician in the Office of Student Activities and Leadership (683-3446). There are certain time constraints and other rules and restrictions regarding the use of funding. At the beginning of each school year, your organization must attend the budget session the Technical Leadership Lab to learn these rules and regulations. For questions, contact the Office of Student Activities and Leadership.

Contracts

If a program requires a band, performer, vendor, etc. that needs a contract, then go to the Student Activities and Leadership Office (683-3446) and request a Standard Contract. This contract must be used with all outside agencies being contracted for the program. Once the outside agency has signed the contract, it must be sent to Material Management at Old Dominion University to be approved. Therefore, all contracts should be submitted very early in case there is a delay.

Equipment

There are many different forms of equipment available for use by student organizations for events. Media Services (683-3167) provides audio and video equipment, microphones, etc. The Physical Plant (683-4626) can provide tables, chairs and other set up equipment for your event. For all equipment reservations, the request must be received seven days before the event. The Physical Plant does not have a standard form, but all requests must be made in writing from the Office of Student Activities and Leadership.

Food

All food requests must go through Aramark Dining Services (683-4691) in the Webb Center. You can obtain from them both a menu of what they offer and the catering forms needed to request food or beverages. They can also provide table cloths for your event.

Alcohol

In order to serve alcohol at an event, you need to fill out an Alcohol Beverage Registration Form. The form can be picked up from the Office of Student Activities and Leadership (683-3446) and must be submitted at least seven days prior to the event. Contact the Office of Student Activities and Leadership Office (683-3446) for details.

Space Reservation

Once a budget is prepared, confirm that the space desired is available for the specific date of the program. For reservations in Webb Center, Outside facilities, athletic Facilities, or Academic spaces, call Event Management (683-3436).

Event Planning Timeline

Here is a programming check list that can be used to make sure all aspects of your program have been taken care of. It is a good way to keep all the information organized, and it saves you from wondering "Is there something I am forgetting?"

Three Months to One Month in Advance

- Prepare Budget/Confirm Funding
- Set Date and Time for Event
- Reserve Space and Equipment
- Complete All Contracts
- Submit All Paperwork Needed for Event (Space Reservation Forms, Alcohol Forms, Catering Request Forms, etc.)
- Develop Publicity Strategy and Timeline (It is never too early to publicize.)
- If applicable, send out invitations

One Month to Two Weeks in Advance

- Confirm all Contracts
- Confirm all Room and Equipment Reservations
- Submit Catering Request Forms
- Begin an Initial Publicity Push
- Request Security for Event if Applicable (Contact the Student Activities and Leadership Office 683-3446)

Two Weeks in Advance

- Begin Heavy Publicity Push (flyers, banners, table tents, etc.)
- Send a representative to other Student Organizations to publicize event.

One Week in Advance

- If applicable, request Petty Cash for change and miscellaneous expenses
- Pick up payment for speakers, performers, etc.
- Advertise more
- Reconfirm everything

After Event

- Evaluate Program/Event
- Write Thank-yous to each person or department who assisted you.

Audio-Visual Equipment Needs

ALL equipment requests must be submitted **TWO WEEKS IN ADVANCE** to Webb Media through the On-line Form Event Management Website.

Catering

All food requests must go through Aramark Catering Services (683-4691). Menus are available online at http://www.campusdish.com/en-Us/CSMA/OLDDOMINION, and catering forms are available from the Campus Information Center in Webb Center.

Donation Drive Policy for Webb Center

1. Groups can request to hold a donation drive by filling out a donation drive reservation form. Forms are available online and through the Center for Service & Civic Engagement.
    a. Only one kind of drive is allowed to be going on at one time (not multiples of the same drives)
    b. There will be only three designated spots for drop off in Webb Center (North Mall, South Mall, Front Lobby). The boxes may not be placed in any area that obstructs the normal flow of traffic (i.e., in the center of hallways or blocking the entrance/exit of the building/an office/other doors).
    c. The name of the drive and the sponsoring organization must be clearly displayed on the box.
    d. The start and end date of the event must be clearly displayed on the box (maximum of three weeks).
    e. Boxes must be checked daily and be emptied of trash or debris not part of the drive. The boxes can hold drive items (food, clothes) for the duration of the drive as long as the box is not overflowing.
    f. Boxes and drive items must be removed from all collection areas within 24 hours of the end of the drive. All items not collected within 48 hours will be donated to the charity of the choice of the Center for Service and Civic Engagement and the sponsoring organization will be banned from holding another drive in the Webb Center for two academic years.

2. Drives are approved by the Center for Service & Civic Engagement based on the restrictions listed below.

3. PLEASE NOTE: The approval and rules are for collections held in the Webb Center ONLY. Approval to hold a drive in other areas of the campus (academic or residential buildings) must be obtained from the corresponding office.

ODU Identification Card

The ODU ID card is the official form of identification for the Old Dominion University community. Please carry with you at all times as well as to events hosted on campus.

ODU Student Organization Gambling Policy

As stated in the Virginia Code 18.2-325: "Illegal gambling" means the making, placing or receipt, of any bet or wager in this Commonwealth of money or other thing of value, made in exchange for a chance to win a prize, stake or other consideration or thing of value, dependent upon the result of any game, contest or any other event the outcome of which is uncertain or a matter of chance, whether such game, contest or event, occurs or is to occur inside or outside the limits of this Commonwealth.

Nothing in this article shall apply to any bingo game, instant bingo, raffle, or duck race conducted solely by organizations as defined in § 18.2-340.16 which have received a permit as set forth in § 18.2-340.25, or which are exempt from the permit requirement under § 18.2-340.23.

Therefore,

1. Poker, Card Games, or other casino-type games that have a cash entry are illegal and not permitted to be conducted on campus. Casino nights can absolutely <u>not</u> be used as fundraisers.
2. Casino Nights, Poker, Card Games or other casino-type games can be played on campus and hosted by student organizations only if there is no money charged the player to buy-in, donate, stake, etc.
3. The only games of chance allowed to charge a fee of participants are raffles, bingo, and duck races (as long as proceeds are less than $25,000). A fundraising from must be filled out by the Student Organization and approved by the Office of Student Activities and Leadership.

Fund-Raising

1. The Office of Student Activities and Leadership must approve all fund raising. Approval must be obtained by completing the Fund Raising Approval Form at least one week in advance of the event (available in the Student Activities Office).
2. Fund-raisers may not be in competition with items sold in the University Bookstore or vending machines.

3. Food may not be sold in Webb Center under any circumstances, and sales anywhere else on campus must be in accordance with the University vending contract and the City Health Board regulations. Contact Dining Services at 683-4691 for more information.
4. The organizations must have their name on all advertising, including advertising at the site of the event, on the registration form and all raffle tickets.

Performer/Vendor Contracts

If a program requires an outside band, performer, vendor, a Standard Contract needs to be completed. Contact the Office of Student Activities and Leadership, 2122 Webb Center, at 683-3446 for details.

EMERGENCY PROCEDURES

On-Campus Emergencies - When necessary, call the Old Dominion University Police for assistance with an injured participant. Please follow the procedures listed below:

1. Pick up a red emergency phone or call 3-4000 from an indoor emergency phone. When calling from an off-campus phone, dial 683-4000.
2. Inform the Police dispatcher of the buliding from which you are calling (To the best of your ability, explain the type of injury involved, and indicate if an ambulance is needed).
3. Upon arrival, the Old Dominion University police officer will decide what to do with the injured participant. When necessary, the officer will normally transport the injured participant to the hospital.
4. NOTE 1: All expenses incurred for treatment at the hospital are the responsibility of the injured participant.

Off-Campus Emergencies - If an emergency occurs at an off-campus event or conference, you should follow the following procedures:

1. If it is deemed necessary to have an injured participant seen and/or treated by a physician, they must be transported to the closest hospital Emergency Room by a qualified service, i.e., police or ambulance service.
2. Rely upon the recommendation of the attending physician as to whether the injured Old Dominion University student should be transported back to campus, and what accommodations for travel should be used.
3. NOTE: All expenses incurred for treatment, transportation to the hospital, etc. are the responsibility of the injured participant
4. Notify the Office of Student Activities and Leadership of all emergencies immediately.

Use of SGA Funds

In order to use the funds allocated to your organization by the Student Government Association, you need to submit a "Budget Process for Student Activities Form" (commonly known as the "Green Sheet") to the fiscal technician in the Office of Student Activities and Leadership (683-3446). There are certain time constraints and other rules and restrictions regarding the use of funding allocated by the Student Government Association. At the beginning of the each school year, your organization's treasurer will be asked to meet with the fiscal technician to discuss what the rules and regulations are. For questions, contact the Office of Student Activities and Leadership. Student organization spending must be completed by the last day of classes. No funding shall be allocated or approved for summer meetings or events without prior approval of the SGA.

If your organization does not have the capability of funding the program you are considering, the following options are available:

1. Propose to co-sponsor the event with another group on campus
2. Submit a request to the Student Government Association for additional funding

Once a budget is developed, it should be followed closely.

Here are the 2010-2011 financial by-laws of the SGA. These have to be followed to spend any funds allocated by the SGA.

I. Requirements
   A. All organization recognized by the Student Government Association (SGA), who wish to receive a budget, must submit a budget request by the first Friday in March at 5:00pm.
   B. Once the budget request is submitted, each organization must schedule a budget hearing with the Finance Committee.
      1. Up to two representatives from each organization must attend the scheduled budget hearing.
      2. Budget hearings can be scheduled however the finance chair would like. The method of scheduling must be advertised.
      3. Budget hearings must be held at least one month prior to exams
   C. Organizations who wish to request a budget must be recognized by the Student Government Association and must follow all rules set by the Administrative Code.

II. Funding request
   A. All requests are left up to the discretion of the Finance Committee and the SGA.
      Approved Request – The SGA will fund:
         a. $150 per event for musical a DJ (Based from WODU DJ prices.)
      1. Up to $5.00 per t-shirt for registered members of each organization, up to $500.00.
         a. T-shirts for resale will not be funded by SGA.
         b. The price of the shirt is left up to the discretion of the organization. SGA will provide up to $5.00 toward the cost of each shirt.
         c. You can request T-shirts once per semester
      2. Up to $15 for food per person per event.
      3. Conference registration for up to 12 members of each organization in a budget fiscal year.

4. Airfare on a case by case basis
5. Up to $.50 per mile for gas in a vehicle that's traveling less than 100 miles. If it's over 100 miles then it is $.24 a mile.
    a. Proper documentation must be submitted ahead of time
6. Up to $125 worth of advertising per event
    a. A maximum of 200 flyers per event
7. Executive attire can receive a maximum of $200.00
    a. Things such as polo

B. Unapproved Request – The SGA will **NOT** fund:
1. Alcoholic beverages to any student organizations events or activities
2. Fundraisers (for organizational profit), Scholarships, and/or donations.
    a. Including any product that will be sold for profit.
        - Meaning we will not make a direct donation to a cause or scholarship from the budget.
3. Food on trips
    a. We do not reimburse organizations for food stops on a trip.
4. Anything you can receive from the school for free
    a. Including things such as sports or technical equipment that can be signed out.
    b. Rooms on campus that charge no fee
    c. No banners, signs, markers, or paints for signs because we have a sign room
5. Gift cards
6. No mailing costs for things being sent to alumni or for anything that can be emailed.
7. Office supplies for Organization without an office on campus

C. Philanthropy
1. Any philanthropy request will be evaluated on an individual basis by the Finance Committee.
    a. We will fund events in which all profits made during the event go to a charity or charitable cause.

III. Reallocation
A. Each organization can reallocate up to $300 without the Finance Committee's permission, but must be submitted through the fiscal tech.
B. Any reallocations of more than $300 must be approved by the Finance Committee, and then submitted through the fiscal tech.
C. All reallocation requested must be submitted 25 calendar days in advance by 5:00pm.

IV. Contingency Request
A. Only recognized or probationary student organizations can submit a contingency funding request.
B. Each organization can request one contingency per semester.
    a. In the Fall they may additionally request a Homecoming contingency
C. Contingency request should be submitted to the Finance Committee and will be judged on a case by case basis and voted on by the Senate.
D. Contingency request must be submitted 25 calendar days in advance by 5:00pm
E. You cannot request a contingency for something you requested in your budget

V. Co-Sponsorship

A. The Student Government Association will offer co-sponsorship for organizational events with the follow requirements:
   1. Every SGA co-sponsored event must include the SGA name and/or brand on the event.
   2. Any event that SGA funds more than half the event expenses, then the SGA name and/or brand must be listed as the primary organization
   3. Must be submitted at least 3 weeks prior to the event.

VI. New Organizations
   A. New organizations are any organizations that have been:
      1. Inactive for two or more consecutive years
      2. Organizations that have been recognized by the SGA for less than two consecutive semesters.
   B. Funding
      1. Get a maximum $500.00 for the first budget fiscal year.
      2. Qualify for contingency request.

Title III: Stipends

A. Stipends will go under review every 3 years to determine if they need to continue receiving a stipend or if it should increase.

   1. Even though the stipends are under review the Financial committee is not required to alter them.

B. Student organizations cannot allocate money in their budget to fund a stipend for their group. If the organization decides to decrease their stipend it will revert back to contingency.

C. Stipend students and their advisor will sign a contract each year that consists of their job description and the stipend guidelines. If there is failure to abide by job description and guidelines the stipend can and will be revoked. Stipends can be reviewed by the Student Body President, OSAL Director, Dean and Associate Dean of Students.

D. Guidelines:

   1. Student must maintain a minimum of four (4) office hours, if not specified in their job description.

   2. Student will report to organization president of their progress bi-weekly, the president will report to advisor.

   3. Stipend guidelines can be added each year by the Finance Committee and voted on by the Senate.

Publicizing Events

The following is a list of suggestions for publicizing your student organization's events. It is by no means a complete list but may help spark your event planning process.

1. Blue Bulletin - The Office of Student Activities and Leadership produces this monthly event calendar that can be picked up across campus.
2. Flyers - academic buildings, Webb Center bulletin boards, student organization mailboxes, and residence halls. (All flyers and posters must conform to campus sign policies. For example, the Webb Center postings must first be stamped by the Campus Information Center.) No materials shall be posted on trees, windows, walls, doors or glass panels either inside or outside University buildings.
3. Radio - provide radio stations with the information about upcoming events and public service announcements. Contact WODU (683-3441), Old Dominion University's campus radio station for details.
4. Mace & Crown - ODU's campus newspaper is published every Wednesday and can be a great way to reach all the students on campus. There office is on the second floor of Webb Center Room 2101.
5. Posters—Use the Sign Room on the second floor of Webb Center (Room 2117) to create posters for your event.
6. Announce the event in your classes. (Ask for your instructor's approval before announcing an event in class. Most instructors will be more than willing to allow you to do this.)
7. "There's Always Something To Do at ODU" - This weekly ad runs in the Mace & Crown. Student organizations can advertise their event for free. Contact Student Activities and Leadership for more info.
8. Table Tents-a "mini-calendar/advertisement" that can be placed on tables throughout Webb Center. Contact Event Management (683-3436) to schedule placement of Table Tents in Webb Center. Display Cases in Webb Center—Schedule through Event Management Office in Webb Center.
9. Axis TV Ads. To post a slide on Axis TV (aired in Webb Center), e-mail one PowerPoint slide to axistv@odu.edu. No white backgrounds please, and be sure to include all relevant information on the slide including a contact phone number or e-mail.
10. Chalking - Recognized student organizations may use chalk to advertise upcoming events by submitting a Chalking Request form to the Events Management Office, and must comply with the Chalking guidelines.
11. Student Announcements - Student organizations can submit announcements to be posted. Student announcements are posted for student organization events only (no meetings). Announcements can be submitted on-line at http://www.studentaffairs.odu.edu/osal/studentorgs/orgresources.shtml.
12. Display Cases - Contact Event Management in the Campus Information Center of Webb Center for a form (683-3436).

Bulletin Board Policy and Procedures

Bulletin boards are provided for the posting of signs, papers, posters, advertisements, etc. and are subject to the following regulations:

1. All postings in Webb Center must be approved at the Campus Information Center Desk.
2. All postings (including postings for student organizations and departments) must have a contact name and phone number/email.
3. There will be only one "For Sale" flyer authorized and it is to go on the For Sale board only. “For Rent” may be posted on the same board, however, you may post additional "For Rent" flyers on the other boards.
4. Organizations are limited to 5 flyers about events, job opportunities, and other information on the Webb Center bulletin boards. The maximum approval time is 14 days, or the day after the event, whichever comes first. Flyers for the bulletin boards should not exceed 11” x 17”.
5. Signs may not exceed 6 feet in length and 3 feet in width for events. For non-events, signs may not exceed 3 feet in length and 3 feet in width. No organization may post more than 2 signs for each event in the Webb Cafeterias, one sign across from Quizno’s, and one sign near the Student Government Association office. Organizations are limited to 24 ft. of paper regardless of where signs are posted. Non-event announcements must be from an organization, not an individual.
6. Personal announcements (such as birthdays, congratulations, and other personal announcements) may be hung up for one day. All other panels in the North Cafeteria are restricted to student organizations for up to two weeks.
7. Organizations may post professional made signs on the catwalk in the South Mall. Six banners per side allowed. Banners are not to exceed 6 feet in length. Banners may be hung for no longer than two weeks. The organization/department is responsible for hanging and removing banners and a Webb Center Space Reservation Form must be filled out and submitted to Event Management prior to the banner being hung.
8. Advertisements can make no reference to alcohol beverages or their availability. Beverage prices cannot be included nor can the term “Happy Hour” be utilized. In compliance with the university alcohol guidelines, publicity for the event must list identification (i.e. driver’s license, ODU ID, etc.) required to attend the function.
9. Table tents for individual events may be placed on cafeteria tables for 1 day. The department/organization must remove them by the end of the day. A Webb Center Space Reservation Form must be filled out and submitted to Event Management prior to the table tents being placed.

***All individuals and organizations posting notices are expected to design and display their materials in a manner respectful of the diverse beliefs, opinions and attitudes that exist in an institution of higher learning. Posted items must be educational or informative in nature. Items advocating any infraction of the law, ordinance or official university regulation may not be displayed and are subject to removal by the Dean of Students and Chief Student Affairs Officer or his or her designee.**

Chalking Policy

Recognized student organizations may use chalk to advertise upcoming events by submitting a Chalking Request form to the Event Management and must comply with the following guidelines:

- Chalking may only be done in designated areas.
- The chalk may only advertise an event sponsored by a student organization on campus (i.e. no personal announcements such as “Happy Birthday”)
- The advertisement must be approved by the Dean of Students and Chief Student Affairs Officer, or his or her designee.
- Events may only be advertised two days prior to the event.
- Failure to follow the chalking guidelines will result in loss of chalking privileges.

The following locations are the only designated chalking areas. Locations not listed are considered off-limits.

- Webb Center: front sidewalk and back brick area.
- Sidewalk in front of Batten Arts and Letters (BAL).
- Sidewalk in front of the practice gym.
- Sidewalk in front of the library.
- Sidewalk in front of the Education and Kaufman buildings.
- Sidewalk that follows the maglev track.

Alcohol and Substance Abuse Policies and Procedures

Policy Governing Permissible Student Events at Which Alcohol Is Served

Student organizations that sponsor on-campus events where alcohol is served must be in compliance with the regulations of the Virginia Alcoholic Beverage Control Act (VABCA) and the regulations of the Virginia Alcoholic Beverage Control Board. Individuals must be at least 21 years of age to purchase, possess, or consume alcoholic beverages.

Drinking in public (other than at licensed, outdoor areas) and being intoxicated in public are violations of the Beverage Control Act.

A. Rules Governing the Permitted Use of Alcoholic Beverages

Student organizations sponsoring events where alcoholic beverages are present are responsible for complying with all University rules and regulations as well as state and federal law governing the use and/or possession of alcoholic beverages.

The term "student organizations" includes any officially-recognized student organization, recreation club sport, and any other group or entity that has student membership. An organization need not officially endorse an event or for the event to be considered "sponsored" by the organization. The issue of sponsorship will be determined by examining the facts of each particular case and their relationship to the organization or entity in question using a reasonableness standard.

Additionally:

1. Alcoholic beverages may not be purchased by recognized student organizations with organizational funds or slush funds collected from organization members and/or guests.

2. Non-alcoholic beverages, excluding water, and food items must be available at the same place as the alcoholic beverages and readily accessible as long as the alcoholic beverages are available. These non-alcoholic beverages must be featured as prominently as the alcoholic beverages and must be available at no cost to members and guests.

3. At any activity involving the consumption of alcoholic beverages, all persons must have proof of age on their person at all times. Organizations sponsoring events with alcohol are responsible for ensuring all attendees possess or consume alcoholic beverages in compliance with University, local, state and federal guidelines.

4. The Dean of Students and Chief Student Affairs Officer or his/her designee will determine if security guards will be required for an event.

5. Advertisements for functions at which alcoholic beverages are available may not mention alcoholic beverages or use terms or illustrations descriptive of alcoholic beverages. Exceptions may be granted by the Dean of Students and Chief Student Affairs Officer or his/her designee. Alcohol will not be used as an inducement to participate in a

campus event. (Note: Greek organizations covered by F.I.P.G. policies, or similar policies are not permitted to advertise any functions/events at which alcoholic beverages are available.)

6. Alcohol may not be served at open parties unless pre-approved by the Dean of Students and Chief Student Affairs Officer or his/her designee. Open parties are defined as activities where the general community (University or otherwise) is invited and/ or able to attend. This classification of a party, as well as approval for an event which is the exception to the categories listed in this document, will be determined by the Dean of Students and Chief Student Affairs Officer or his/her designee.

7. No alcoholic beverages will be permitted at organizational membership recruitment functions, or any new member/pledge/novice member event.

8. No event shall include any form of alcohol abuse (such as drinking contests or use of "beer bongs" or funnels) in its activities or promotions.

9. Alcohol will not be permitted as awards to individuals, students, or campus organizations.

10. Consumption of alcoholic beverages in University facilities or on University property will be permitted only within the approved area designated for the event.

11. Any event on University property containing alcohol must be served and managed by Monarch Catering.

12. Members and guests who appear noticeably intoxicated will not be admitted into the function.

13. Each organization must have at least fifty percent (50%) of its total membership TIPS (Training for Intervention Procedures for Servers of Alcohol) trained monitoring each entrance and exit of the function.

14. Events must be cash sales only for all alcoholic beverages, collected by Monarch Catering, during the function.

15. Monarch Catering shall collect all remaining alcohol at the end of the function. No excess alcohol, opened or unopened, shall be given away or sold.

16. The sponsoring student organization must agree in writing, prior to the event, that no alcoholic beverages beyond those supplied by Monarch Catering will be brought to the event at any time.

B. Sanctions

Failure to comply with this policy may result in one or more of the following sanctions:
1. Immediate termination of the function,
2. Revocation of privileges to host future functions.
3. Immediate loss of student organization recognition, and /or
4. A referral to the Office of Student Judicial Affairs for alleged violations of the *Code of Student Conduct*.

C. Procedures
The following procedures should be followed when planning an event at which alcohol is to be served:

1. On-campus functions at which alcohol is available and which are sponsored by student organizations must be approved by the Dean of Students and Chief Student Affairs Officer or his/her designee at least seven business days prior to the event.

2. Alcohol Registration Forms should be secured from and submitted to the Office of Student Activities and Leadership (2122 Webb Center).

3. Organizations seeking to host an on-campus event with alcohol should contact Monarch Catering and complete all necessary catering request form(s). A copy of the catering request form(s) must accompany the Alcohol Registration Form.

4. Any changes to the information submitted on the registration form should be reported to the Office of Student Activities and Leadership no later than three working days prior to the scheduled event.

For more information contact the Office of Student Activities and Leadership, 2122 Webb Center, 683-3446.

Scheduling Space (Indoor and Outdoor)

For reservations for space in Webb Center, academic space, outside facilities or athletic facilities, call the Event Management Office at 683-3436 or complete the room reservation form found at http://www.studentaffairs.odu.edu/osal/eventmanage/index.shtml. Until you receive a confirmation, the reservation is pending.

Following are guidelines and polices related to reserving space on campus.

Policy #3211 - WEBB UNIVERSITY CENTER SCHEDULING POLICIES AND PROCEDURES

Statement: Webb University Center facilities are available for reservations during the following times:

Fall and Spring Semesters:
Monday – Friday: 8 am – 10 pm
Saturday and Sunday: 8 am – 10 pm
Summer Semester:
Monday – Friday: 8 am – 9 pm
Saturday and Sunday: 8 am- 6 pm

***Facilities are not available for programming by student organizations from the first day of finals through the last day of finals.**

Exceptions to these hours will be considered on an individual basis. The following policies and procedures will be utilized by those organizations and individuals who wish to use Webb University Center facilities.

1. Written/Web reservation forms should be submitted to the Event Management Office, Webb University Center, no less than 5 days prior to the scheduled event. All forms must designate a room arrangement, expected attendance and equipment needed, when possible. If this information is not available at the time the form is submitted, it must be submitted to the Event Management Office no later than 48 hours before the event. An appointment may be scheduled with the Event Management Office for assistance in planning the event.
2. All food and beverage items must be provided by Aramark Catering. Menu variations and special arrangements will require a consultation with the Catering Manager by calling 683-4961.
3. All space reservation forms must have the appropriate signatures:
   a. For student organizations and recognized campus groups: Only the persons whose names are supplied during the annual re-registration process will be authorized to sign for that organization. Faculty advisors are permitted to sign only if they are one of the listed authorized signatures.
   b. For academic/administrative offices: The signature of the department chair/director is required when the request is in the name of the department.

4. In case of co-sponsorship, the non-university organization(s) co-sponsoring the event must be listed on the Space Reservation Form, in addition to the university division or department, and must have the approval of the appropriate dean or member of the President's Office. In any case of co-sponsorship between a university and non-university group, the recognized organization involved assumes full responsibility for compliance with the policies and procedures of accountability which it would normally assume if it were the sole sponsor of the event. The following guidelines must be adhered to for all co-sponsorships with non-University organizations:
    a. All paperwork must be submitted and signed by a sponsoring student organization or department.
    b. The non-university organization must also sign the Space Reservation Form.
    c. The student organization or department must be present at the event.
    d. All advertisements must list the sponsoring student organization or department.
    e. Final responsibility and accountability for the event rests with the student organization or department.
    f. The event must have relevance to the student organization or department and/or provide a benefit to students and the university.
5. A recognized student organization should normally be the sole sponsor of an event utilizing university facilities. Co-sponsorship of an event is encouraged when the educational and service opportunities of the University are enhanced. In such cases, the non-university organizations co-sponsoring the event must be listed on the Space Reservation Form, in addition to the recognized student organization. The Dean of Students and Chief Student Affairs Officer or his/her designee will review the appropriateness of the proposed event according to these guidelines prior to authorizing the use of university facilities. The co-sponsorship of an event by a recognized student organization with a non-university organization solely for the purpose of avoiding rental or maintenance fees normally assessed the latter group is not appropriate.
6. A space will not be assigned without a signed Space Reservation Request Form.
7. A waiting list for those who wish to schedule space already reserved will be maintained and honored on a first-come, first-served basis. No more than 3 names will be kept on the waiting list for a particular date and space. Persons on the waiting list will be contacted should space become available.
8. All events sponsored by student organizations must follow the “Guidelines for Use of University Facilities by Student and Student Organizations,” contained in the Student Organization Handbook.
9. Security personnel may be required at an event. This decision will be based upon the nature of the event, when it occurs, the number of participants anticipated and the food and beverages to be served. The organization and organizational representative signing the space reservation form agrees to this requirement and will be responsible for payment in full of all security costs.
10. All student organization fundraising events must be approved by the Office of Student Activities and Leadership. A separate procedure has been established for this requirement. Information is available in the Office of Student Activities

and Leadership. All such events must be approved at least 48 hours in advance and require the signature of the Director of Student Activities and Leadership or his/her designee. The total amount of revenue from each fund-raiser must be reported to the Student Activities and Leadership Office within two working days following the event.

11. The Event Management Office reserves the right to determine which facilities are appropriate for an event and may deny request for a specific facility on the basis of suitability. The Event Management Office also reserves the right to alter the assignment for a confirmed reservation in the event of an emergency. Groups will be contacted by e-mail or phone if changes are made.
12. After priority scheduling for student organizations is complete, space in Webb University Center will be open to other university departments and private events.
13. All groups must provide at least 48 hours cancellation notice. A two-week cancellation notice requirement applies for large events that require the use of a large portion of Webb University Center (North and Center Cafeterias or six or more rooms). Failure to provide two weeks cancellation notice for large events will incur a penalty. Penalties may include restrictions on reserving space or a monetary fine and are determined at the discretion of the Director of Webb University Center and Student Activities and Leadership.

SCHEDULING KAUFMAN MALL

Special permission for use of Kaufman Mall must be obtained, in advance, from the Dean of Students and Chief Student Affairs Officer or his/her designee. The following restrictions apply to all approved events:

a. Sound amplification is normally restricted to Activity Hour (12:30-1:30 pm, Tuesdays and Thursdays) or after 4 pm on Fridays.
b. The steps in front of Webb University Center may not be blocked.

PRIORITY SCHEDULING

1. Major Event Programs

Events include dances, banquets, workshops, educational series and conferences. Student organizations may submit requests for major events/programs up to two semesters in advance. Requests for events two semesters in advance will be accepted on the designated dates of October 15 (or the next business day) for the following fall semester and April 9 (or the next business day) for the spring semester. Following the priority scheduling date, student organizations may submit requests on a first-come, first-served basis.

2. Weekly Meetings and One-Time Events

Requests may be made one semester in advance and will be accepted on the designated date of October 15 (or the next business day) and April 9 (or the next business day). Requests may be submitted any time after the priority scheduling dates on a first-come, first-served basis.

University Departments

University departments may submit requests for major events/programs up to two semesters in advance after priority scheduling for student organizations. Requests for events two semesters in advance will be accepted on the designated dates of November 1 (or the next business day) for the following fall semester and May 1 (or the next business date) for the spring semester. Following the priority scheduling date, departments may submit requests on a first-come, first served basis.

Private Events

University events (student organizations and departments) take priority over private events Individuals may submit requests for private events on December 1 (or the next business day) for the following fall semester and June 1 (or the next business day) for the spring semester. Following the priority scheduling date, individuals may submit requests on a first-come, first-served basis. A rental fee is charged for all private events.

Priority Scheduling Dates

October 15 and April 9: Student organizations
November 1 and May 1: University departments
December 1 and June 1: Private events

UNIVERSITY EVENTS

Events included in this category are those programs considered essential to the function of the University and events that are official traditions at Old Dominion University. Because of the nature of such events and the need for sufficient planning time, these events may be booked up to 16 months in advance. These events include, but are not necessarily limited to:

Admissions Open House/ Presidential Events
Preview/ Board of Visitors Events
Relay for Life Homecoming
Commencement/ Mainstreet/Spring Organization Fair
Senior Toast
PAW Events
Cultural Months (including Black, Hispanic, Women's, Asian-American, Native-
American & GLBT History Month)

FEE SCHEDULE FOR NON-UNIVERSITY GROUPS:

Room reservations are confirmed when 50% payment and the approved reservation forms are received. The remaining 50% is due 10 days prior to the event. Fees for use of meeting rooms, cafeterias and related clean-up/supplies fees are established annually by the Vice President for Administration and Finance, with the approval of the President.

Responsibility: Vice President for Administration and Finance, Dean of Students and Chief Student Affairs Officer
Authorization: John R. Broderick, Acting President
Date: December 1, 1988; Revised September 2, 2008

3203 - OUTDOOR SPACE GUIDELINES

Statement: Outdoor spaces are major open spaces surrounding the outside of the University buildings and are available for holding various types of events. The outdoor spaces surrounding athletic buildings or other forms of natural open space areas used in conjunction with athletic events are not included as spaces that may be requested.

Outdoor facilities spaces consist of Bolling Square, Tonelson Gardens, Kaufman Mall, 49th Street Plaza, Whitehurst Beach, and the Williamsburg Lawn. These facilities are available for scheduling at the following times:

Monday - Thursday 8:00 a.m. - 10:00 p.m.
Friday and Saturday 8:00 a.m. - 11:00 p.m.
Sunday 10:00 a.m. - 10:00 p.m.

Exceptions to these times will be considered on an individual basis. The following policies and procedures will govern the Outdoor Facilities Spaces:

1. Written Outdoor Space Reservation Forms should be submitted to the Event Management Office, Webb University Center, no less than ten (10) days prior to the scheduled event. All forms must designate the area requested. If set-up is required, it must be indicated on the form.
2. Any request for catering arrangements should be made with Dining Services.
3. Security personnel may be required at an event. This decision will be based upon the nature of the event, when it occurs, the number of participants anticipated, and the food and beverages to be served. The organization and organizational representative signing the Outdoor Space Reservation Form will be responsible for payment in full of all security costs.
4. The request for set-up and tear-down of tables and chairs and trash removal requiring overtime by Physical Plant personnel will be charged to the organization budget code requesting the service.
5. All Outdoor Space Reservation Forms must have the appropriate signatures as noted on the Student Organization Spokesperson List.
6. Special permission for use of Kaufman Mall must be obtained in advance from the Dean of Students and Chief Student Affairs Officer or his/her designee. The following restrictions apply to all approved events:
    a. Sound amplification is normally restricted to Activity Hour (12:30 p.m. to 1:30 p.m. on Tuesdays and Thursdays) or after 4 p.m. on Fridays.
    b. The steps in front of Webb University Center may not be blocked.
7. Outdoor space will not be assigned without a signed confirmation form. Do not assume your reservation is confirmed until you have a copy of the signed confirmation form.
8. Users of outdoor space are required to collect all trash and litter and place it in plastic bags or litter cans. The space should be left litter-free. The organization using an outdoor space will be required to pay clean-up charges to the Physical Plant if the area is not left in a clean condition.
9. Fundraiser events must have approval from the Director of Student Activities or his/her designee no later than 48 hours prior to the event.

The Event Management Office reserves the right to determine which outdoor space is appropriate for an event and may deny a request for a specific outdoor space on the basis of suitability. Event Management also reserves the right to alter the assignment for a confirmed reservation in the event of an emergency. The organizational representative will be contacted by phone if changes are made. Annual University events are those programs essential to the functioning of the University or events that are official traditions at the University. These events have reservation preference. Due to high demand for outdoor space, it is requested that cancellations be made at least 72 hours in advance of the event. This can be done by phone at x3436 followed by written notification to the Event Management Office.
Responsibility: Dean of Students and Chief Student Affairs Officer
Authorization: John R. Broderick, President

Guidelines for Use of University Facilities by Students and Student Organizations

The use of a University facility, property, or University owned perimeter of such property or facility shall be consistent with the educational mission of the University and with the general nature of the facility. These guidelines govern the use of University facilities for events sponsored by students and student organizations. Facilities are available for students and student organization use and events during the school year and summer, except during the period of the first day of finals through the last day of finals. Events are categorized based on factors including, but not limited to, the type of event, location, and potential risk. The Director of Student Activities and Leadership, or a designated staff member, will assign an event category to a proposed event after consultation with event sponsors. Once the category has been determined, the event sponsor is responsible for proper planning and adherence to these guidelines and other applicable University policy. The decision regarding the category assigned to a particular event may be appealed to the Dean of Students/ Dean of Student Life, whose decision is final. The Director of Student Activities and Leadership and the Dean of Students/ Dean of Student Life may, in his or her sole discretion, require a greater number of police officers or security guards for a particular event than is stated below.

The Office of Student Activities and Leadership will pay for the first two police officers for all events other than Type D events. For Type D events, the sponsoring organization is responsible for all police officers and outside security expenses. For all other types of events, the sponsoring organization is responsible for paying for any security in excess of two (2) police officers. If the event is held in a facility other than the Webb Center, the sponsoring organization will be responsible for payment of all other expenses related to the event, e.g., clean-up, electrician, tables, chairs.

Type of Event

Type A This type of event is free and open to all students and the general public. For all events under a 500 person capacity, police presence is not required. For events over a 500 person capacity, one police officer is required for the event. Level A events include but are not limited to speakers, cultural shows, movies, and comedy shows.

Type B This type of event requires payment of an admission charge and is open to all ODU students and the general public. For all events under a 500 person capacity, one police officer is required for the event. For events with an anticipated attendance of more than a 500 person capacity, two police officers are required. Type B events are planned as auditorium-style, seated events and include, but are not limited to, cultural shows, comedy shows, fashion shows, pageants, and talent shows.

Type C This type of event requires the payment of an admission charge and is open only to ODU students. The maximum capacity for all Type C events is 800 persons. One (1) officer per 100 attendees is required. For events of 800 capacity, an additional 12 outside security is required. Additional outside security may be required in the sole discretion of the Director of Student Activities and Leadership. These events are typically general admission with no seating. Type C events are limited to two per semester per student organization, including those co-sponsored with other student organizations. Type C events include, but are not limited to, dances, DJ battles, and concerts.

Type D This type of event requires the payment of an admission charge and is open only to ODU students. Attendance is limited to the capacity of the event venue. Groups sponsoring Type D events rent space on-campus and are responsible for all expenses related to the event. University staff will not assist with event planning or production. One (1) police officer per 100 attendees is required for capacity up to 500 persons. The security formula listed in the table below will be used for all events over a 500 person capacity. These events are typically general admission with no seating. Possible locations for these events are athletic space and Ted Constant Convocation Center. Type D events include, but are not limited to, dances, DJ battles, and concerts.

Type E Admission is charged and the event is open only to ODU students. Type E is not a rental and University staff will assist with event planning. Attendance is limited to the capacity of the event venue. All Type E event receipts or revenues will be deposited to a University account, and all expenses directly related to the event will be paid by the University from event revenues. Fifty per cent of any remaining event revenues will be deposited in the student activities program account. The other fifty percent goes to the organization. One (1) police officer per 100 attendees is required for capacity up to 500 persons. The security formula listed in the table below will be used for all events over a 500 person capacity. These events are typically general admission with no seating. Type E events are limited to two per semester per student organization including those co-sponsored with other student organizations. Possible locations for this event are Webb Center, athletic space, and Ted Constant Convocation Center. Type E events include, but are not limited to, dances, DJ battles, and concerts.

Type F Type F events are only open to the sponsoring organization's members and their guests. Type F events must have a ratio of one ODU student organization member for each guest. For all Type F events with an anticipated attendance of less than 500, one police officer is required. For those events with a projected attendance greater than 500, two police officers are required.

Table

Type of Event	Capacity	Police	Outside Security
A	< 500	n/a	N/a
A	> 500	1	N/a
B	< 500	1	N/a
B	> 500	2	N/a
C	<700	1 per 100 capacity	N/a
C	701 - 800	1 per 100 capacity	12
D	up to 500	1 per 100 capacity	n/a
D	501 to 600	6	8
D	601-700	7	10
D	701-800	8	12

D	801-999	9	12
D	1000 +	10	20
E	up to 500	1 per 100 capacity	n/a
E	501 to 600	6	8
E	601-700	7	10
E	701-800	8	12
E	801-999	9	12
E	1000 +	10	20
F	< 500	1	n/a
F	> 500	2	n/a