SECTION 1: LEADERSHIP AND STUDENT INVOLVEMENT

Leadership & Student Involvement fosters student success through campus engagement and experiential learning.

Staff of Leadership and Student Involvement:

- Nicole Kiger: Director
- Dionicia Mahler-Rogers, Ph.D.: Associate Director
- Jen Cohen: Associate Director
- Emily Eddins, Ph.D.: Assistant Director for Service Learning
- Meghan Harr: Coordinator for Involvement
- Amy-Leah Joaquim: Coordinator for Service
- Matt Garvin: Coordinator for Activities
- Bethany Bledsoe: Coordinator for Fraternity and Sorority Life
- Keiwana Perryman, D.Ed.: Coordinator for Student Organizations & Leadership
- Vacant: Senior Fiscal Technician
- Vacant: Fiscal Technician
- Debbie Bousman: Office Manager
- Crystal Hamilton: LSI Scheduling
- Vacant: LSI Scheduling

Leadership and Student Involvement is primarily responsible for:

- Advising
- Service Learning & Civic Engagement
- LSI Scheduling
- Fraternity & Sorority Life
- Leadership Development
- PAW Programs (Programs All Weekend)
- Student Organizations
- Webb Information Desk
- Monarch Experience
SECTION 2: STUDENT ORGANIZATIONS

Old Dominion University supports the role student organizations play in enhancing the quality of campus life. Freedom of expression and freedom of association lead to a campus culture rich with diverse ideas and a thriving, collaborative learning environment. Old Dominion University encourages student organizations to develop services and programming that contribute to the achievement of the University Strategic Plan as well as express themselves and associate with fellow students.

The university is committed to honoring the freedoms of expression and association, in a manner consistent with University policy (Policy #2201-Discrimination Complaint Policy and Procedures), as well as state and federal equal opportunity laws. Accordingly, a student organization must be open to all students without regard to race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation, genetic information, or gender, in order to be eligible for recognition by the University.

Recognition Status

- **Recognized Student Organizations** are student organizations that have completed the registration process and do not limit membership on the basis of race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation or genetic information except where permitted by law. Requirements that restrict membership on the basis of gender must be in full compliance with current University, State, and Federal laws and regulations.
  - Recognition of an organization implies neither University approval nor disapproval of the aims, objectives and policies of an organization.
  - Recognition does not preclude honorary and professional organizations from restricting their membership on the basis of clearly established and published criteria that have been approved as part of the recognition process, provided they do not deny membership on the basis of the statuses as described above.
  - Recognized Student Organizations qualify to request for annual and contingency funds from the Student Government Association.
  - Recognized Student Organizations qualify to apply for student organization office space and/or storage space

- **Associated Organizations** are student organizations that limit membership on the basis of race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation or genetic information.
  - Associated Organizations are permitted to use University services, facilities and/or engage in activities on-campus, because they meet the other requirements as described above.
  - Associated Student Organizations cannot receive annual funding from SGA but might qualify for contingency funds for specific events or programs that do not restrict participation on the basis of any of the equal opportunity related statuses listed above.
  - Fraternities, sororities, honorary and professional organizations whose national organizations are exempt from Title IX in terms of gender-based membership, must furnish proof by letter from the National Office, in order to qualify for office space and/or storage space.
- **Registered Organizations** are all student organizations who have completed the registration process (including Recognized, Associated, and Provisional).

**Recognition Process**
- Each organization is required to register with Leadership and Student Involvement. The process begins by logging into Monarch Link with your Midas ID and password. Click on "Browse Organizations" followed by "Register New Organization." All registered student organizations are managed by the Leadership and Student Involvement - select this 'umbrella' before continuing to the registration.
- Fill out the form, providing as much information as possible, and then click Submit.
- Leadership and Student Involvement will review the elements of the application. Once the application is approved, the organization will be notified and granted a 3-month Provisional status.
- During this 3-month timeframe, your organization will need to submit a constitution and secure an advisor. The application will then be submitted to the Student Government Association’s Administrative Affairs and Student Organizations Committee (AASOC) for further review.
- The AASOC will meet with individuals from the organization to discuss future plans and goals of the group. Your organization’s representative will be able to ask any questions and have concerns dealt with during this meeting.
- Once the AASOC has met with the proposed organization, it will then decide whether or not to grant the organization recognized status with the Student Government Association. The organization will be notified via email or phone about the outcome of the meeting with the AASOC.
- The AASOC will then report on newly recognized student organizations at the following meeting of the Student Government Association. The AASOC will then submit a list of newly recognized student organizations to Leadership & Student Involvement for final registration as an officially recognized Old Dominion University student organization.
- Organizations qualify for annual budget funding from the Student Government Association after the organization receives Recognized Status by the Student Government Association. Organizations do not need to be recognized to receive funding in the form of co-sponsorships or contingency requests.

**Note:** The time it takes for the entire process to occur will depend on how many organizations the AASOC 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 SGA Administrative Affairs and Student Organizations Committee at 683-3438.

**Classifications of Organizations**
- Student organizations are classified into different types of groups established by the Student Government Association. During initial registration, each organization is required to self-select a category into which their organization would fall.
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport Club</td>
<td>Organizations whose activities are primarily focused on a specific sport, and are affiliated with the Sport Club Federation in the Recreation &amp; Wellness department.</td>
</tr>
<tr>
<td>Cultural</td>
<td>Organizations whose activities are primarily targeted towards cultural centered groups.</td>
</tr>
<tr>
<td>Educational</td>
<td>Organizations whose activities are primarily educational and/or informative in nature.</td>
</tr>
<tr>
<td>General Fraternity</td>
<td>Organizations whose activities are determined based on the values of their national headquarters and local governing council.</td>
</tr>
<tr>
<td>General Sorority</td>
<td>Organizations whose activities are determined based on the values of their national headquarters and local governing council.</td>
</tr>
<tr>
<td>Honorary</td>
<td>Organizations whose activities are designed to recognize exemplary achievements in scholarship, academia, etc.</td>
</tr>
<tr>
<td>Professional/Dept Interest</td>
<td>Organizations whose activities are focused on promoting the professional and/or academic enrichment of the students interested in the respective profession/academia.</td>
</tr>
<tr>
<td>Programming</td>
<td>Organizations whose educational and social activities are primarily targeted toward the entire university.</td>
</tr>
<tr>
<td>Recreational*</td>
<td>Organizations whose activities are focused on recreational and leisure activities, and sports that are not yet affiliated with the Sport Club Federation in the Recreation &amp; Wellness department.</td>
</tr>
<tr>
<td>Religious</td>
<td>Organizations whose activities are targeted at a specific spiritual or religious interest.</td>
</tr>
<tr>
<td>Service</td>
<td>Organizations whose educational and social activities are primarily targeted towards the well-being of the community.</td>
</tr>
<tr>
<td>Student Governing Board</td>
<td>Organizations whose purpose is to provide governance for selected recognized organizations on campus.</td>
</tr>
</tbody>
</table>

*Recreational clubs/organizations tend to involve recreational, leisure and sports activities that might require special equipment and facilities beyond those required by the typical student organization. Depending on the needs of your organization, it could be beneficial to partner with community organizations that engage in similar type of activities. While the Recreation & Wellness department might have some resources that could be beneficial, please discuss any needs with the Recreation & Wellness department in advance and keep in mind that your requests are not guaranteed.
Responsibilities and Benefits of All Student Organizations

Responsibilities of all student organizations:
- Register with the Leadership and Student Involvement office each year via Monarch Link.
- Conform to University rules and regulations, applicable federal and state statutes, applicable local ordinances, and rules promulgated by University departments, programs, or other University entities.
- Limit membership to full-time and part-time students of the University.
- Establish purposes and functions that do not interfere with the achievement of the University’s educational mission.
- Have an ODU faculty/staff advisor.
- Inform the University of all affiliations/associations with any organization outside the institution.
- Select executive leaders who maintain a 2.0 cumulative and semester gpa

Benefits for all student organizations:
- Qualify for use of space (meeting rooms, programming space, etc.) on campus
- May bring in outside (non-ODU) speakers/programs
- Qualify to apply for student organization office space and/or storage space
- May participate in recruitment fairs such as the Fall and Spring Involvement Fairs and other official university events
- Access to a mailbox in the Leadership and Student Involvement office, 1071 Webb Center
- Qualify for advertising via university announcements, university calendar, chalking of university designated space, sign room resources, Monarch Link, and other approved methods
- Have access to university U-Center facilities including computers, conference room, photocopier and printer
- May fundraise on campus in compliance with University policy (Policy #1600-Solicitation Policy).
- May attend officer/member training, leadership consultation, workshops and other developmental resources

Equipment/Services Available to Student Organizations
Leadership and Student Involvement provides many services to registered student organizations – and also provides recreational and organization management support. Below is a list of services and equipment available to registered student organizations:
- Various selection of board/card games
- Electronic Card Readers (to track event attendance via Monarch Link)
- Flyer/Agenda Printing
- Poster Printing
- Button Maker (Machine and Supplies)
- Sign Room Space and Supplies (located in the U-Center)

Note: Some of the items above require a cost while others are available free of charge. Rental requests can be found via that Forms section on Monarch Link.
Support Programs for All Student Organizations

- **Monarch Link** – This website serves as an online hub for you to get connected to all that’s happening across campus. More specifically, it is an efficient and streamlined tool for managing your student organization – promote your org profile, update your roster, apply for annual funding, advertise your events, collaborate with other orgs, RSVP to campus events, and more! *Monarch Link can be accessed by visiting odu.edu/monarchlink.*

- **Monarch Link Training** – These sessions will introduce you to the Monarch Link interface and teach you the basics of joining an organization, exploring campus opportunities, and RSVP/registering for events. Additionally, contact the office to schedule a one-on-one session if you want a more advanced training.

- **Involvement Fairs** – The Fall and Spring Involvement Fairs provide an opportunity to learn about the variety of student organizations at ODU plus recruit new members for your organization. Register via Monarch Link at odu.edu/monarchlink.

- **Leadership Lecture Series** - This series gives student leaders the opportunity to build on current leadership skills. Topics focus on self-development and working with others. Additionally, when students attend three of the sessions offered during the semester, they earn a leadership certificate and a medal to be worn at graduation.

- **Leadership Training** - These trainings offer educational sessions pertinent to leadership. Open to all students, they are a great way to enhance leadership skills. Register for all leadership programs online.

- **Student Orgs 101** – This session is for active members/officers of Recognized and Provisional student organizations. Whether you or your organization are new or you want to brush up on the responsibilities of managing a student organization, this workshop will provide you with all you need to know.

- **Sponsorships for Programming** - Recognized student organizations can request Dining, Pepsi, and Bookstore sponsorships to support any free programs they offer that are open to the entire student body. Forms for this support must be submitted two weeks prior to the event.

- **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.

- **Volunteer Opportunities** – The American Red Cross blood drives, the ODU Volunteer fair, Relay for Life, and Alternative Break Trips are just a few of the service opportunities offered to students and student organizations.

- **Officers’ Academy** – This hour-long session provides an opportunity for student organization officers to network with other student org leaders, offering advice, brainstorm best practices, voice concerns, and build community.

**Monarch Link**

Monarch Link is a web application tool that allows students to join, organize, manage and communicate with campus organizations and their members. Additionally, the website allows for all students to stay connected to what organizations and offices are doing across campus. Each student maintains a personal profile, allowing them and their organizations to manage organizational records, store and share important documents, communicate with members, plan and publicize events, and track service hours and meeting attendance. Using Monarch Link will save you time and effort!
Monarch Link (powered by OrgSync) provides an effective tool for:

- **Communication** through email, shared calendars, contact books, news, discussion boards, shared pictures and files, and Facebook connect.
- **Better Organization** through event and meeting tracking, distributed news and to-do lists, paperless forms, membership rosters, community service logs, and co-curricular transcripts.
- **Increased Efficiency** by streamlining the inner-workings of your organization with a "one stop shop" for organizational needs such as commonly-used forms.

**How do I get started?**
To login into Monarch Link, you will need your MIDAS ID and password. Then simply request to join the organizations you are a member of and/or request to join those that are interesting to you. You can also find organization Presidents’ email addresses should you want to reach out to him/her.

**How can I learn more about Monarch Link?**
As part of our agreement with OrgSync (the managing company of Monarch Link), they offer support for all members of the Old Dominion University community. If you need help or support when using Monarch Link, visit www.help.orgsync.com. You can send an email, use the live chat function, search FAQs or call and have your questions answered by the friendly client support technicians.

You can also view various tutorial videos on the log-in page to Monarch Link (odu.edu/monarchlink) by clicking the “How-To Videos” link in the bottom right-hand corner of the page.

If you would like to meet with a member of the Leadership and Student Involvement team about Monarch Link, please contact the Coordinator for Student Organizations.

**Advisors**
The Leadership and Student Involvement 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 Leadership and Student Involvement with any questions. Advisors are always welcome to call the LSI staff for further guidance. Organization are required to have an ODU faculty/staff advisor who provide guidance on university policy, work through the details of major organization events and travel. Advisors serve as major point of contact in cases of emergencies. Some major organizations’ on campus events are approved with the understanding that advisors are involved and will be on site.

**Note:** All registered student organizations must have an ODU faculty/staff advisor. LSI provides a listing of potential advisors for your student organization (PDF). If interested, please visit the office website and click on “Start a New Organization”

**Advice to Advisors**
- Define the nature of your role.
- Anticipate controversial situations. Realize that your role may include being a negociator at times.
- 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.

- 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.
- 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 expectations.
- Know the rules. Officers who have less than a 2.00 GPA will be asked to resign from their position.
- 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 annual funding is scheduled for the second Friday in February.
- 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

The Advisor should:

- Assist the group in formulating long-range goals and in planning and initiating short-term 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

The student officer should:

- 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. Discuss major events during the planning stages as major events are approved with the understanding that advisors are involved and will be on site.
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.

Important: All travel must be known by the Office of Leadership and Student Involvement at least one month before the date of departure or the date that a financial or contractual commitment is due. In order to notify us, please complete the Organization Travel Report and the each individual traveling must complete the Travel Participation Wavier & Agreement Form. All details of travel should be discussed with organizations’ advisors. In cases of emergencies, advisors should immediately communicate with the LSI emergency staff. All emergency contact information are provided prior to travel.

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:

- Weather conditions should be evaluated and travel should not occur when conditions are hazardous.
- Trailers are prohibited unless special permission is given. Towing is not allowed unless special permission is given.
- Roof mounted loads are prohibited, unless prior approval is granted.
- In case of an accident, driver must notify student organization advisor and LSI immediately.
- No more than 10 hours of continuous driving should be allowed in a given day.
- A driver must rest every 2 hours. Rest breaks should be a minimum of 15 minutes.
- No driver should drive more than 5 hours per day.
- Drivers should not drive between the hours of 10 PM and 6 AM without special permission.
- Drivers may not use cell phones, iPods, or similar devices while driving.
- All passengers must wear seat belts at all times.
- 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
The University currently holds a contract with Enterprise rentals and offers special rates. Please visit the Office of Leadership and Student Involvement for more information. Please use the guidelines above for all vehicular travel.

Funding and University Financial Support
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 student organizations, students develop leadership skills, experientially learn about organizational dynamics, and contribute to the University and surrounding community through their programs and projects.
Regardless of whether they receive university financial support, 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 student organizations in accordance with this policy.

Use of SGA Funds
All management for SGA-awarded funding will be processed and managed via your Monarch Link organization portal. In order to use the funds allocated to your organization by the Student Government, you need to submit a Budget Payment Request via the Treasury/Budget tab on your organization’s Monarch Link portal. Only administrators will have access to the Treasury/Budget section. Your organization’s Treasurer is required to attend a Budget Session which will cover all the budgeting guidelines.

Note: Student organization spending of their SGA-awarded budget 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.

SGA FINANCIAL BY-LAWS
The following guidelines must be adhered to in order to manage SGA-awarded funds.

Title I: Standards
A. This bill shall be known as the Student Government Association Financial Bylaws.
   1. The following bylaws will govern the Student Government Association and Finance Committee budget and contingency processes indefinitely until amended or abolished.

Title II: Legislation Organizational Funding Expectation
A. Requirements
   1. All organizations recognized by the Student Government Association (SGA), who wish to receive a budget must have at least 10 active student members signed up on Monarch-Link.
   2. Eligible student organizations interested in receiving a budget must apply annually. The deadline for budget requests is by 11:59 PM on the second Friday of February. Upon submitting a budget request, the organization must schedule a budget consultation with the Finance Committee.
   3. Up to two representatives from each organization must attend the scheduled budget consultation
   4. Budget consultations are scheduled by the Director of Finance by the end of the Fall semester.
      i. The dates, times and locations for all consultations must be advertised to student organizations through the official Communicate Protocols at least 30 days prior to the budget submission deadline.
   5. Budget consultations must be held at least one month prior to exams
   6. If an organization is unable to schedule a budget consultation, they must submit a supplemental form on Monarch Link.
7. 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.

8. The 50% Rule: Organizations receiving an annual budget are expected to spend approximately 50% of the budget by the mid-point of the fiscal year (end of first semester). An organization which has not utilized its funds by the mid-point of the fiscal year risks losing the half of its budget. The seized funds will be moved to the account for contingency funds. Organizations which have not used their funds because of extenuating circumstances must submit a formal letter to the Director of Finance of SGA by the first Friday in the start of the Spring Semester, before midnight.
   i. The Director of Finance will notify organizations of this deadline through the official communication protocols by the last day of classes of the Fall Semester.

B. Communication Protocols for SGA Financial Business
   1. Electronic communication from SGA regarding financial business for provisional/recognized student organizations will be through Monarch Link email notifications and website announcements.
      i. All email communications between the Director of Finance and student organizations will be through the official SGA Finance email: sgafinance@odu.edu.
      ii. When sending email announcements, the Director of Finance will send them to the organization president, treasurer, and advisor email addresses.
   2. Material advertising regarding SGA Finance will be distributed to student organization mailboxes located in the Office of Leadership and Student Involvement.

Title III. Funding Requests
A. Approved Requests – The SGA may fund:
   1. Apparel/marketing supplies (Internal/External/Distributional):
      i. All apparel funding approvals will not exceed $750.00 per budget line item request
      ii. All requests must be through a SWAM (Small Women and Minority) business vendor, as contracted with Old Dominion University unless otherwise authorized.
      iii. At least 2 price estimate attachments must be added to the supplemental form or budget submission form in order to be considered funding.
   2. Musical DJ:
      i. DJ allocations may not exceed $75.00 per hour rate charge per event.
   3. Food Travel:
      i. All food approvals will not exceed $2,000.00 per budget request.
   4. Conferences:
      i. Individual registration fees may not exceed $300 per conference.
      ii. Total conference registration may not exceed $3000 (multiple conferences are permitted). The sum total of funds allocated to an organization for conference registration fees may not exceed $3000 annually.
      iii. Apart from registration, conferences may not exceed $5,000.00 per budget line item request.
   5. Airfare:
      i. Airfare will not exceed $5,000.00 per budget line item request.
   6. Travel Reimbursement:
i. Travel reimbursements will be made based on the IRS standard mileage rates, flight rates, and LSI logistics which can be seen by referencing the following link: http://egov1.virginia.gov/swam_reports/all.html.

7. Advertising:
   i. A maximum of $250 worth of advertising for events or organization publication materials can be allocated.
   ii. Student Organizations may not exceed 200 fliers per event.
   iii. Student Organizations are encouraged to utilize the sign room provided to subsidize advertising costs.

8. Guest Speakers:
   i. All requests must have attached documentation of separate price estimates for lodging, travel, and speaking fees in order to be considered funding.

B. Unapproved Requests – The SGA will NOT fund:
1. Food will not be approved for any club meeting, program, workshop, or event that is closed to non-members.
   i. SGA may fund only three (3) organizational meetings and they must be open to the entire student body. Funds may not exceed $350.00.
   ii. Food requests for retreats, banquets, and inductions at ODU will not exceed $2,000.00 per budget request.
   iii. Food requests for retreats, banquets, and inductions not at ODU will not be funded.
2. All food requests must be made with ARAMARK (with attached price estimates).
   i. Unless an event requires a waiver for certain types of foods (proof of granted waiver must be attached).
3. Alcoholic beverages to any student organizations events or activities.
4. Fundraisers (for organizational profit), Scholarships, gifts, stipends for organization members, and/or donations.
   i. Including any product that will be sold for profit.
   ii. Meaning the SGA cannot make a direct donation to a cause or scholarship from the budget or support an event that raises funds for an organization (including but not limited to Webb Jam).
   iii. Products purchased with Contingency funds cannot be sold by an organization or given away as part of fundraising activities.
5. Anything Old Dominion University provides for free. Any product or service to which ODU provides free access, including but not limited to:
   i. Sports or technical equipment that can be signed out.
   ii. Rooms on campus that charges no fee.
   iii. Supplies for making signs. Student Organizations should utilize the sign room (located in the U-Center), brought to students by the Student Government Association
   iv. Gift cards (from the ODU Bookstore as well).
6. Organizations without on campus office locations cannot receive office funding.
7. Any funds to any organization that discriminates
Recognized Organizations that are found to discriminate in accordance to the ODU Student Organization Handbook Registration Status Policy are eligible to request funds for events open to the entire student body through the SGA Contingency Fund.

B. Philanthropy
1. Any philanthropy request will be evaluated on an individual basis by the Finance Committee.
   i. Events in which all profits made during the event go to a charity or charitable cause may be requested.

C. Homecoming
1. Funding allocations may not exceed $300.00.
2. Funding requests must be itemized based on what homecoming event the funds are specifically intended for.

Title IV. Reallocation
A. Each organization can reallocate up to $200.00 without the Finance Committee’s permission, but must be submitted through the Office of Leadership and Student Involvement fiscal technician. Any emails sent regarding reallocation to sgafinance@odu.edu should also cc (carbon copy) LSI’s fiscal technician.
B. Any reallocations of more than $200.01 must be approved by the Finance Director, and then submitted through the Office of Leadership and Student Involvement fiscal technician.
C. No reallocations will be approved to line items that were denied due to violations of the Financial Bylaws.
D. All reallocations requested must be submitted at the minimum of 25 calendar days prior to when the reallocation is needed, by 5:00 PM.
   1. Extended weekends and school breaks (i.e. Fall Break, Spring Break, etc.); must be taken into account by organizations to appropriately time submissions within the minimum 25 day timeline.
E. Any organization that violates this rule may be subject to a meeting with the SGA auditor to discuss consequences.

Title V. Contingency Requests
A. The Old Dominion University Student Government Association defines a contingency as a reserve of money set aside to cover possible unforeseen expenses not included in an organization’s budget request.
B. An example of a contingency request is as follows: An organization was only just invited for a conference in another state that they did not know they would be invited to go to, and require funds for travel.
C. There are three questions that must be asked before any contingency can even be considered funding. They are the following:
   1. Was this requested in your budget in the past?
   2. Was this requested as a contingency and/or a co-sponsorship from SGA in the past?
   3. Have you held/attended this event in the past?
D. Only recognized or provisionary student organizations can submit a contingency funding request.
E. Contingency requests will be considered based on three categories: technological, qualification/invitational, and extreme circumstance. If a contingency request is for repairing a technological device, the organization must submit a report from ITS. This applies to devices such as laptops or desktop computers.
F. Each organization can request one contingency per semester.
   1. Each contingency may cover only ONE event.

G. Contingency requests must be submitted to the Finance Committee at minimum of 25 calendar days prior to the organization event, by 5:00 PM.
   1. Extended weekends and school breaks (i.e. Fall Break, Spring Break, etc.) must be taken into account by organizations to appropriately time submissions with the minimum 25 day timeline.

H. One member from an organization must be present for both the first and second reading status of the contingency.
   1. The sponsoring senator for the contingency must notify the organization of the dates, times and locations of both reading statuses by 5 PM on the Saturday before the first reading status.
   2. If the organization cannot make one of the reading statuses, they must notify the sponsoring senator by 5 PM on the Monday before the first reading status.
   3. If the organization does not notify the sponsoring senator by the deadline, the request must be denied.
   4. If an organization cannot have a representative present at either of the reading statuses, the request must be denied.

I. Contingency requests equal-to or over $250.00 will be subject to an amount generated/contributed by the organization for the particular expense.
   1. Educational requests will be subject to a 10% contribution in addition to the amount requested.
      i. 10% of the requested amount from the contingency must be contributed by the asking organization
      ii. If $500.00 is requested, $50.00 must be contributed by the organization.
      iii. Educational requests are defined as requests pertaining to programs or relating to the provision of education and/or serving to educate or enlighten, at the discretion of the Finance Committee.
   2. Recreational requests will be subject to a 20% contribution in addition to the amount requested.
      i. 20% of the requested amount from the contingency must be contributed by the asking organization
      ii. If $500.00 is requested, $100.00 must be contributed by the organization.
      iii. Recreational requests are defined as requests pertaining to programs that are relating to or denoting activity done for enjoyment, outside of a working or educational environment, at the discretion of the Finance Committee.
   3. While these contributions are required, this does not confirm the requested contingency amount, as all requests will still undergo evaluation. Any additional contributions are recommended and will be taken into consideration throughout the evaluation process.
   4. This stipulation will not adhere to Provisionary/New organizations

J. Organizations that were unable to receive any funds through the budget process for an event, due to extenuating circumstances not in their control, may request a contingency.
K. Any organization that discriminates based on the Registration Status Policy stated in the ODU Student Organization Handbook (i.e. General Fraternities and General Sororities) may request funding for an event through a contingency.
   1. Event must be open to the entire student body.
L. SGA will give priority to conferences over catering requests.
M. If an organization is denied a contingency by the SGA Senate then they may NOT request a Co-Sponsorship with the SGA.
N. The maximum amount that can be approved for a contingency request is $500.00.
O. The allocated SGA Contingency funds for any fiscal year will be divided in half, between fall and spring semester.
P. Organizations may not request a contingency or use contingency funds for a line item that was not approved in their budget because it was in violation of the Financial Bylaws.

Title VI. Co-Sponsorship- Co-sponsored Event: An event that is hosted in cohesion with another student organization, is “Open to All”, and is free and open to all ODU students, faculty, and staff. This event may be celebratory, informative, recreational, educational etc.

A. The Student Government Association will offer co-sponsorships for organizational events with the following requirements:
   1. Every SGA co-sponsored event must include the SGA name and/or brand on the event.
   2. Two SGA representatives (from the Executive Board or Senate) must attend the SGA Co-Sponsored event.
   3. Co-Sponsorship requests must be submitted at least 25 days prior to the event. Organizations are limited to 2 per year, one per semester.
B. A maximum amount of $1,000.00 can be requested for each co-sponsorship request.
C. If an organization is denied a Co-Sponsorship then they may NOT request a contingency.

Title VII. New Student Organizations
A. Organizations placed on provisional status are those newly formed organizations awaiting approval through LSI and SGA. Organizations that have been on provisional status for more than two semesters will lose provisional status and must resubmit organizational paperwork to gain provisional status.
B. New organizations are any organizations that have been:
   1. Organizations that have been recognized by the SGA for less than two consecutive semesters.
C. Funding
   1. Get a maximum $500.00 for the first budget fiscal year.
   2. Qualify for contingency and co-sponsorship request.
D. Any organization submitting a budget for the first time will be held to the same standards as a new student organization, regardless of their time as an organization at Old Dominion University.

Title VIII: Re-registered Organizations
A. Re-registered organizations refer to organizations who have been at Old Dominion University but were inactive for a two (2) academic years or more.
B. Re-registered organizations refer to active organizations that have not submitted a budget in the immediate previous year, but may have done so in the past and would like to submit a budget request for the current year. Regarding funding from SGA, they will not be considered as a new or provisional organization if they have submitted a budget in the past and will not be subject to the maximum amount of $500.00.

C. For example, if an organization was recognized Spring 2017, they may submit a budget for the 2018-2019 year. Because it is their first budget request, they will be subject to the maximum amount of $500.00. If, however, they chose not to submit a budget request for the 2018-2019 year, but instead for the 2019-2020 year, they will still be subject to the maximum amount of $500.00.

D. Regardless of when an organization is recognized by SGA, their first budget request will be considered according to the stipulations of a new organization.

E. As such, the year they submit a budget will also be the year that they will be obligated to complete Points and Standards.

Title IX: Graduate Organizations

A. In regards to funding from SGA, graduate organizations must be considered in regards to their status since they receive some form of departmental funding.

B. Priority will be given to conferences and guest speakers over catering for meetings or on-campus events.

Title X: Stipends

A. Stipends may go under review every academic year, upon request.
   1. The Finance committee is not required to alter stipends when they come up for review.

B. Student Organizations cannot reallocate money in their budgets to fund a stipend for their group.

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, Student Body Vice-President, Office of Leadership and Student Involvement Director, Dean of Students and Associate Dean of Students.

D. Guidelines:
   1. Students must maintain a minimum of four (4) office hours, if not specified in their job description.
   2. Students receiving stipends are required to utilize the SEES Time
   3. An organization must have recognized status of 5 years or more by the SGA, be eligible for an SGA budget, and have an officially recognized office on campus (through LSI) for at least 2 years.
   4. Organizations with stipends or organizations requesting stipends must have a budget consultation during budget season in the Spring semester.
   5. Programs are open and advertised to ALL students and not just a particular audience.
   6. To be considered for stipends, or an increase in stipends; an organization must submit an application on Monarch Link by the budget deadline; (second Friday of February by 11:59 PM).
   7. Organizations cannot request stipends in their budget request.
   8. Any granted stipends additions/changes that are approved by the senate will not go into effect until the following budget year.
      i. Ex: approved requests in Spring 2016 will go into effect Fall 2017.
9. Stipend guidelines can be added each year by the Finance Committee and voted to by the Senate.

Title XI: SGA Auditor

A. The Old Dominion University Student Government Association defines an auditor as being an individual that conducts an official inspection of an organization’s spending patterns and accounts.

B. The SGA Auditor will be an appointed position at the discretion of the Director of Finance, and is overseen by the Treasurer.
   1. The appointee must be a member of the Finance Committee in good standing of the SGA.

C. Any organization that receives an allocated budget of $5,000.00 or more shall be required to meet with the SGA auditor during the last week of every month in the school year.

D. Organizations with budgets under $5,000.00: Any organization that is found spending their budget dishonestly, based on past history of fiscal habits of said organization as reviewed by the Finance Committee; the SGA Auditor will then be assigned to said organization to have required meetings as scheduled by the Auditor.

E. The SGA Auditor may not audit any organization they are a member of.
   1. The Director of Finance will appoint a member of the Finance Committee to audit said organization.

F. Recommendations on spending limits and budget access for an audited organization found being dishonest will be presented to the Senate in Bill form.
   1. Any limits to financial businesses of organizations under an audit will be voted on by the Senate; based on the recommendations of the SGA Auditor, Finance Director, and Finance Committee.
   2. Recommendations may not violate administrative policies or overreach administrative protocol regarding student organizations in any way.
      i. The Auditor and Finance Director will receive approval from their advisor(s) before pursuing presentation of recommendations to the Senate.

SECTION 3: EVENT PLANNING

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 successful. 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.

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. IDs may be verified at some events.

Funding
Before an organization begins to develop a timeline for implementing a program, a budget should be drafted. If your organization does not have the capability of funding the program you are considering, you could propose to co-sponsor the event with another group on campus. 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 Government, you need to submit a Budget Payment Request via the Treasury/Budget tab on your organization’s Monarch Link portal. Only administrators will have access to the Treasury/Budget section. Your organization’s Treasurer is required to attend the Budget Session which will cover all the budgeting guidelines.

Contracts
If a program requires a band, performer, vendor, etc. that needs a contract, then go to Leadership and Student Involvement 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 at least 3 weeks before the event to safeguard against processing delays. For further information, contact the Coordinator for Activities.

Equipment
Tables, chairs, and other equipment is available for you to use during your event. All requests for these items are submitted through the Event Request Form via Monarch Link.

Food/Catering
All food must be placed through Aramark Dining Services (683-4691) in the Webb Center. They can also provide table cloths for your event. Visit the ODU Aramark Catering website for menus & information: http://www.campusdish.com/en-US/CSMA/OldDominion/Catering/CateringHome.htm

Alcohol
In order to serve alcohol at an event, you need to fill out a Student Organizations Events with Alcohol Request via Monarch Link. The form must be submitted at least seven days prior to the event. The event must comply with the Alcohol Policies, and SGA funding cannot be used to purchase alcohol.

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, or Kaufman Mall, file an Event Space Request form via Monarch Link. To reserve academic space, use the Academic Space Request Form on the ODU website.

Media Request
Please submit the Webb Center Media Request Form:

For audio and video equipment, this form must be submitted two weeks prior to the event date. Webb Center Media does not service Webb Jams. Requests submitted less than two weeks may denied due to equipment and staff availability.

Event Planning Timeline
Here is a programming check list that can be used to make sure all aspects of your program have been addressed. 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 LSI)

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

WEBB CENTER AND OUTDOOR SPACE SCHEDULING POLICY AND PROCEDURES

Webb Center facilities are available for reservations during the following times:
- Spring and Fall Semesters: Monday-Sunday 8 a.m. until 11 p.m.
  - Facilities not available for programming by student organizations from the first day of finals through the last day of finals.
  - Webb Center North Cafeteria only available for reservation after 3pm Monday through Friday.
- Summer Semester: Monday-Sunday 8 a.m. until 9 p.m.

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 Center and outdoor space.

1. Written/Web reservation forms should be submitted to LSI Scheduling in Leadership and
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Student Involvement no less than 14 days prior to the event. All forms must designate a room arrangement, attendance, and all equipment required. If this information is not available at the time the form is submitted, it must be turned in no later than 10 days before the event. Requests take a minimum of five business days to process. If reservations are made within the 10 day period, all set-ups and requirements must be submitted with the reservation. If you need assistance in planning an event you may schedule an appointment with LSI Scheduling to assist you with your event.

2. All food and beverage items must be provided by Monarch Dining. Menu variations and special arrangements will require a consultation with the Catering Manager by calling 683-4691.

3. All space reservation forms must have the appropriate signatures:
   A. For student organizations: only the person 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 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 co-sponsoring the event must be listed on the space reservation form in addition to the University division or department. The co-sponsorship of an event by a registered 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.

5. In any case of co-sponsorship between a university and non-university group, the registered organization involved assumes full responsibility for compliance with the policies and procedures of accountability which it would normally assume if it was 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 event.
   D. All advertisements must list sponsoring student organization or department.
   E. Final responsibility and accountability for event rests with the student organization or department.
   F. The event must have relevance to the student organization and/or provide a benefit to students and university.

6. A waiting list for those who wish to schedule space already reserved will be maintained and honored on a first-come/first-serve basis. No more than three 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.

7. All events must follow the policy “Guidelines for Use of University Facilities by Students and Student Organizations.”
8. 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. Please refer to Guidelines for *Use of University Facilities by Students and Student Organizations*. The organization/individual will be responsible for payment in full of all security costs.

9. All student organization fund-raising events must be approved by the Office of Leadership and Student Involvement. A separate procedure has been established for the requirement. All such events must be approved 48 hours in advance and the total amount of revenue from each fund-raises must be reported to the Office of Leadership and Student Involvement within two working days following the event.

10. LSI Scheduling reserves the right to determine which facilities are appropriate for an event and may deny a request for a specific facility on the basis of suitability. LSI Scheduling also reserves the right to alter the assignment for a confirmed reservation in the event of emergencies. Groups will be contacted by e-mail or phone if changes are made.

11. After priority scheduling for student organization is complete, space in Webb Center will be open to other university departments and faculty/staff and private events.

12. All groups must provide at least 48 hours cancellation notice. For large events that require the use of a large proportion of Webb Center (North and Center Cafeterias or six or more rooms), there is a two-week cancellation requirement. Failure to provide two weeks cancellation notice for large events will be assessed a penalty. The penalty can be restrictions on reserving space.

**SCHEDULING OUTDOOR SPACE**

The following outdoor areas are available for reservations through LSI Scheduling: Kaufman Mall and the Peace Garden. All other outdoor space is reserved through Recreation and Wellness, except Brock commons which is through Arts & Letters.

A. Sound amplification in outdoor areas is restricted to Activity Hour (12:30-1:30 PM) Tuesdays and Thursdays or after 4 PM on Friday.

B. Students or University-affiliated organizations can reserve these outdoor areas for Free Speech purposes.

**PRIORITY SCHEDULING**

*Student Organizations*

A. Events include: dances, banquets, workshops, education series and conferences. Requests may be submitted 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 and April 9 (or the next business day) for the spring semester. After the priority scheduling date submission requests will be scheduled on an on-going basis on a first come/first serve basis.
B. Requests weekly or one-time meetings may be made one semester in advance and will be accepted on the designated date of October 15 (or the next business date) and April 9 (or the next business date). Requests may be submitted any time after the priority scheduling dates on an on-going basis on a first come/first serve basis.

**University Departments & Faculty/Staff**

University Departments and faculty/Staff 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 and May 1 (or the next business day) for the spring semester. After the priority scheduling date, departments may submit requests on an on-going basis on a first come/first serve 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 and June 1 (or the next business day) for the spring semester. After the priority scheduling date, departments may submit requests on an on-going basis on a first come/first serve basis. There is a rental fee charged for private events.

**Priority Scheduling Dates:**

October 15 and April 15 – Student Organizations
November 1 and May 1 – Departments and Faculty/Staff
December 1 and June 1 – Private Events

**FEE SCHEDULE FOR NON-UNIVERSITY GROUPS**

Fees for use of meeting rooms, cafeterias, and related cleanup/supplies will be billed for events sponsored by non-university groups.

**UNIVERSITY EVENTS**

Events included in this category are those programs essential to the function of the University, and events that are 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:

- Open House
- Presidential Events
- Preview
- Board of Visitors Events
- Relay for Life
- Homecoming
- Commencement
- Fall/ Spring Involvement Fair
- PAW Events
- Week of Welcome Events
- Cultural Months (including Black, Hispanic, Women’s, Asian-American, Native-American, & GLBT History Months)
PUBLICIZING EVENTS
The following is a list of suggestions and options available for publicizing your recognized student organization’s events. It is by no means a complete list but may help spark your event planning process.

- 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 Webb Information Desk.) No materials shall be posted on trees, vehicles, windows, walls, doors or glass panels either inside or outside University buildings. Contact Housing and Residence Life for policies related to flyer distribution in the halls.
- Radio - provide radio stations with information about upcoming events and public service announcements. Contact WODU (683-3441), Old Dominion University’s campus radio station for details.
- Mace & Crown - ODU’s campus newspaper is published quarterly and can be a great way to reach all the students on campus. Their office is in the U-Center Room, 1051.
- Posters - Use the Sign Room in the U-Center, Room 1069, to create posters for your event.
- 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.)
- Display Cases in Webb Center - Contact LSI Scheduling in LSI for a form
- 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.
- Chalking - Registered student organizations may use chalk to advertise upcoming events by submitting a Chalking Request form via Monarch Link and must comply with the Chalking guidelines.
- Student Announcements - Student organizations can submit announcements to be posted. Student announcements are posted for student organization events only (no meetings). Announcements are submitted via Monarch Link

RELATED PROGRAMMING POLICIES
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:

- All postings in Webb Center must be approved at the Webb Information Desk.
- All postings (including postings for student organizations and departments) must have a contact name and phone number/email.
- 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.
- Organizations are limited to 4 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”.
- 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 two signs for each event in the North Cafeteria, and two signs in South Mall. 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.

- 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.
- Organizations may post professional made signs on the catwalk in the South Mall. Six banners per side are allowed. Banners are not to exceed 10 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 LSI Scheduling prior to the banner being hung.
- Advertisements can make no reference to alcoholic 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.

*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 Assistant VP of Engagement, Vice President of SEES or his or her designee.

**Chalking Policy**

Registered student organizations may use chalk to advertise upcoming events by submitting a Chalking Request form to the LSI Scheduling 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 Leadership and Student Involvement.
- 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 library
- Sidewalk that follows the maglev track

**Donation Drive Policy for Webb Center**

- Only one type of drive is allowed during an allotted time period (i.e. two food drives can not occur at the same time) and a maximum of two drives total are allowed at the same time. Drives can be held for a maximum of three weeks.
- Only bins supplied by the Center for Service & Civic Engagement (CSCE) should be used (max. 2). Any other bins/boxes will be removed and thrown away by Housekeeping. CSCE bins may not be removed from the Webb Center.
• Bins shall be placed in the requested and approved locations. The requestor must supply flyers to post on the bins that list: their name, the name of the drive (if any), the items being collected, the start and end dates of the drive, and the agency receiving donations.

• Bins must be checked daily and be emptied of trash or debris that is not part of the drive. The bins can hold drive items (clothes, food, etc) for the duration of the drive as long as the bin is not overflowing.

• All donated items must be removed from the bins and the bins must be returned to the CSCE within 24 hours of the end of the drive. All items not collected within 48 hours will be donated to the charity of the CSCE’s choosing.

• Failure to follow any of these policies will result in the sponsoring organization/department losing privileges to hold drives in the Webb Center for two academic years.

• These policies and this form apply only to donation drives held in the Webb Center. Approval to hold a drive in other areas of the campus (academic or residential buildings) must be obtained from the corresponding office.

SECTION 4: ADDITIONAL POLICIES AND BEHAVIORAL GUIDELINES

VIGILS
Candlelight Vigils can be sponsored by any student organization. Space must be reserved but normal reservation timeframe requirements are not necessary. LSI can support vigils by providing candles and lighters.

DOMINION ROCK
Est. 2017 - Old Dominion University. On April 14, 2016 – after several hours of searching, debating, and deliberating, it was decided by members of the ODU Student Government Association, with the assistance of Red, the excavator operator, that "Dominion Rock" would be - The Official PRIDE Rock of Old Dominion University. Dominion Rock’s purpose will be forever defined as the Rock of PRIDE for past, present and future Monarchs. Dominion Rock, at 10 tons and 180 million years old, will be the tradition of all traditions at ODU, meaning it will hold a different meaning for every Monarch, be it a group of friends that met their Freshman year and decides to paint the rock every year on the anniversary of their friendship, or a Greek Lettered organization that paints the rock every year on their founder's day, Dominion Rock will be every Monarch's PRIDE. Dominion Rock will be revealed on Thursday, January 26, 2017 during the Spring Involvement fair as SGA becomes the first group to paint the PRIDE Rock.

The guidelines for use of the PRIDE Rock should be as follows:

• All ODU Students and student organizations have full access to the PRIDE Rock at any time.

• The PRIDE Rock cannot be reserved and can be painted at any time. There is no limit to the number of times a student or student organization can paint the PRIDE Rock.

• Any messages or words that are deemed derogatory as well as any profane words or messages will not be permitted.

• Student Government Association reserves the right to paint over or remove any derogatory words or images.
All students and student organizations must supply their own paint and supplies, and clean up after painting.

Only the PRIDE Rock is to be painted. Do not use paint on the buildings, sidewalks, trees, etc. If there are any signs of paint damage to these areas, the organization/individual may be held financially responsible for the cleanup and repair of the site.

No alcohol or controlled substance(s) are permitted at PRIDE Rock painting.

No horseplay around or climbing on the PRIDE Rock.

All ODU Student Code of Conduct Policies must be followed.

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,

- 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 not be used as fundraisers.
- 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.
- 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 LSI.

FUNDRAISING

- Leadership and Student Involvement must approve all fundraising. Approval must be obtained by completing the Fundraising Approval Request via Monarch Link at least one week in advance of the event.
- Food may not be sold on campus under any circumstances. Contact Dining Services at 683-4691 for more information.
- 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.

EMERGENCY PROCEDURES

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

- Pick up a red emergency phone or call 3-4000 from any on-campus phone. When calling from an off-campus phone, dial 757-683-4000. (You may also dial 911 to reach an emergency
Inform the police dispatcher of the building from which you are calling. To the best of your ability, explain the type of injury involved, and indicate if an ambulance is needed.

Upon arrival, the Old Dominion University police officer will decide what to do with the injured participant. When necessary, the officer will transport the injured participant to the hospital.

NOTE: All expenses incurred for treatment at the hospital and transportation to the hospital, are the responsibility of the injured participant.

Notify Leadership and Student Involvement for all emergencies involving student organizations.

**Off-Campus Emergencies**

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

- Call 911 if necessary.
- 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 (e.g. police or ambulance service).
- 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.
- NOTE: All expenses incurred for treatment, transportation to the hospital, etc. are the responsibility of the injured participant.
- Notify the Office of Leadership and Student Involvement of all emergencies immediately.

**HAZING**

I. **STATEMENT ON HAZING**

   It is the responsibility for all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity. “Hazing” is an unproductive and hazardous custom that has no place in our university life, either on or off campus.

II. **VIRGINIA HAZING LAW**

   Section 18.2-56 of the Code of Virginia provides the following:

   “It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university. It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.

   Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.

   Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

   The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution’s policies and procedures. The institution’s policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case.
and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.

For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

III. DESCRIPTION AND EXAMPLES OF HAZING
A. Hazing refers to any action taken or situation created, intentionally, whether on or off campus to produce mental or physical discomfort, embarrassment, harassment or ridicule. Consent to hazing is never a defense to a violation of this policy and allowing yourself to be hazed is also a violation of this policy.

B. Examples of Hazing include, but not be limited to forcing, requiring, or expecting pledges, associate members, prospective members, new or members, or members of university organizations to participate in any of the following actions or activities:
1. Requiring persons to consume alcohol or drugs, liquid, food, or other substance;
2. All forms of physical activity which are used to harass or which are not part of an organized athletic or ROTC/military context and not specifically directed toward constructive work;
3. Nudity;
4. Requiring exposure to uncomfortable elements or any strong odor that could make an individual feel ill or uncomfortable;
5. Intentionally or recklessly requiring that a person do or submit to any act that will alter physical appearance (e.g., branding; tattooing; using makeup, paint, or markers on a person; or shaving the head or body);
6. Forcing, coercing, someone to wear apparel that is conspicuous and not within community norms or which are not part of an organized athletic or ROTC/military context;
7. Carrying any item (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
8. Requiring activities that disrupt a person’s normal schedule. A normal schedule includes the opportunity for sufficient eating and rest, course requirements (class, labs,
practicums, and internships), time required for study outside of scheduled class hours, and reasonable time for personal hygiene;

9. Timed quests, treasure hunts, or scavenger hunts, or any activity which requires members to search for various items around a location in a specified amount of time;

10. Hitting or pretending to hit an individual; paddling in any form;

11. Misuse, theft, damage, or destruction of property;

12. Spray painting or pelting with any substance;

13. Verbal Harassment

14. Any violation of the Code of Student Conduct such as threatening, physical restraint or abuse (being held down, tied up, taped), kidnapping, transporting, or abandoning a person;

15. Any violation of the University’s Discrimination Policy such as sexual violence, targeting on the basis of their actual or perceived race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, pregnancy, genetic information, political affiliation, marital status, disability, or other legally protected status.

16. Interrogating individuals in an intimidating or threatening manner;

17. Requiring a person to perform acts of servitude or perform personal errands for others;

18. Deceiving new members prior to their gaining membership in an attempt to convince them that they will not be initiated or will be hurt;

19. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose;

20. Binding or restricting any persons arms or legs that would prohibit them from moving on their own;

21. Engaging in activity that compels an individual or group to remain in a certain place or transporting anyone without their knowledgeable consent (e.g., taking a person on a road trip to an unknown destination, or kidnapping);

22. Requiring a pledge or associate period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements.
IV. SANCTIONS FOR VIOLATIONS
Organizations found in violation of this policy and/or Virginia Law may face sanctions ranging from a warning to a loss of status as recognized student organization. Individuals found to be in violation of this policy may face sanction ranging from a warning to a dismissal.

STUDENT ORGANIZATION INTERIM SUSPENSION POLICY

POLICY STATEMENT
Student Organizations engage in purposeful activities that promote common interests among members and the development of interpersonally and intellectually engaged students. These organizations exist to serve the widely varied interests of students, provide educational experiences for members, and significantly add to the vibrancy of campus life. It is the responsibility of all student organizations to operate in accordance with applicable University policies and to avoid conduct sanctioned by the Code of Student Conduct.

The interim suspension policy is limited to addressing egregious conduct posing severe harm to an individual, organization and/or third-parties. An interim suspension shall be imposed as reasonably deemed necessary to ensure the health or safety of members of the University community or to University property. An interim suspension shall also be imposed where there is reasonable cause to conclude an organization’s continued activities would substantially impede or obstruct the educational process. An organization receiving an interim suspension is no longer eligible to receive benefits normally afforded to student organizations including but not limited to the ability to utilize University facilities or funds to support any student organization related activity.

An interim suspension will not be invoked merely because a student organization has been accused of violating one or more University policies. In such cases, the University shall follow the procedures outlined in the Student Disciplinary Policies and Procedures for addressing alleged student organization misconduct. Furthermore, an interim suspension shall not be regarded as a necessary precursor to or a substitute for any inquiry or investigation that would otherwise follow allegations of misconduct on the part of the organization.

A student organization that violates any condition imposed via the interim suspension policy will be regarded as a separate and independent violation of the Code of Student Conduct, irrespective of the final outcome regarding the original facts underlying the imposition of an interim suspension.

PROCEDURE
In the judgment of the Vice President for Student Engagement, upon receipt of information that is sufficiently serious as to consider invoking this policy, the Dean will consider the following factors before determining the suitability of imposing an interim suspension:

- Whether the alleged misconduct can reasonably be associated with the organization;
- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence or activities of the student organization pose a substantial and immediate threat to the health or safety of the University or to the stability and continuance of normal University functions; and
- Whether lesser actions, short of placing the student organization on interim suspension, can sufficiently address the Assistant VP of Engagement’s concerns regarding the organization’s continued presence and/or activities.
If after consideration of these factors, the Assistant VP of Engagement determines an interim suspension is not appropriate, the Assistant VP of Engagement will impose any reasonable restrictions and/or refer the matter to Student Conduct and Academic Integrity (and/or any other responsible source) for final disposition.

If the Assistant VP of Engagement determines an interim suspension is warranted, the student organization will be placed on interim suspension. The interim suspension will remain in effect until the final disposition of the matter, through Student Conduct and Academic Integrity, and/or any other responsible source.

Any student organization suspended on an interim basis in accordance with this policy shall have the opportunity to appeal the interim suspension to the Vice President for Student Engagement & Enrollment Services, or designee. Any request for appeal must be received by the Vice President within five (5) business days of the interim suspension being imposed. The Vice President, or designee, may request to meet with the organization or may base his/her decision on a review of the record. The decision of the Vice President, or designee, is final.

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 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, including 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 Vice President for SEES 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 Vice President of SEES 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 Vice President of SEES 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 Vice President of SEES 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 Aramark 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 Aramark Catering, during the function.

15. Aramark 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 Aramark 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 Conduct and Academic Integrity 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 Vice President of SEES or his/her designee at least seven business days prior to the event.
2. Organizations seeking to host an on-campus event with alcohol should contact Aramark Catering and complete all necessary catering request form(s). A copy of the catering request form(s) must accompany the Alcohol Registration Form.
3. The Student Organizations Events with Alcohol Request form should be completed and submitted via Monarch Link.
4. Any changes to the information submitted on the registration form should be reported to LSI no later than three business days prior to the scheduled event.

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 LSI Director, 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 policies. The decision regarding the category assigned to a particular event may be appealed to the Vice President of SEES, whose decision is final. The Director of LSI and the Vice President of SEES 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 sponsoring organization is responsible for all police officers and outside security expenses. 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 LSI. 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.
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