SEWANEE
THE UNIVERSITY OF THE SOUTH

Student Organization Handbook
2022-2023

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Student Organizations Defined

A. Purpose
The purpose of student organizations at Sewanee is to provide opportunities to engage, to learn, and to lead, allowing students to pursue their passions and interests with other students while developing leadership and organizational skills.

B. What is the purpose of a student organization?
The purpose of student organizations at Sewanee is to provide opportunities to engage, to learn, and to lead, allowing students to pursue their passions and interests with other students while developing leadership and organizational skills. Student organizations further enhance the academic experience as you are able to build on critical thinking skills, problem-solving and leadership development that are developed in the classroom in a real-world setting. Providing opportunities to inquire and grow in the community is essential to the values of Sewanee, as well as developing future global leaders.

C. What is a Recognized Student Organization (RSO)?
A recognized student organization (RSO) is defined as a group of undergraduate or graduate students who unite to promote or celebrate a common interest. Other kinds of organizations on campus are departmental student organizations (DSOs), club sports, theme houses, and Greek Life organizations.

1. What's the difference between organization types?
   a. <u>Recognized Student Organization (RSO):</u> (RSOs) are formed by any group of students currently enrolled at Sewanee sharing a common interest and/or goal and are entirely student-run. RSOs are one of the most common forms of student involvement on Sewanee's campus.
   b. <u>Department Sponsored Organizations (DSO):</u> (DSOs) are sponsored by a University department or serve to carry out the mission of that department. Student organizations are considered department sponsored organizations if one or more of the following applies:

      i.   The organization's advisor is designated by the sponsoring department and advises the organization as part of their official duties and responsibilities.

     ii.   They must share a common purpose or function with the sponsoring department.

   iii.   They must be student-led, and have the autonomy to make decisions related to their purpose.

   iv.   They may not be involved in politics or projects for private gain.

c. <u>Recognized Club Sports:</u> A club sport is a student organization formed by individuals with a common interest in a sports activity and exists to promote and develop interest in that particular sport. Clubs provide a learning experience for club members through involvement in organization, administration, scheduling, fundraising, public relations, and development of skills in their particular sport. Clubs will be considered active only after completing eligibility requirements established by the Athletic Department. Student organizations are considered club sports if one or more of the following applies:

      i.   Gaining approval as a club sport from the University Committee on Athletics

     ii.   Securing a faculty/staff advisor

   iii.   Conducting three competitions per year against outside opponents

d. <u>Recognized Theme Houses:</u> A theme house is a recognized student organization formed by individuals with a common interest in a topic or "theme" who have been granted an on-campus house through the Office of Residential Life. Theme houses provide a learning experience around their specific theme and are required to host specific events to bring visibility and complete educational goals of the theme. Along with an organization advisor, these organizations are monitored and supported by the Office of Residence Life and the Campus Activities Office.

      i.   Complete required programming each semester as outlined by Residence Life and Campus Activities

     ii.   Submit an application for Thematic Housing

  e. <u>Recognized Fraternal Organization:</u> A group of Sewanee students holding membership in a fraternity or sorority. These groups engage in membership selection, initiation ceremonies, or rituals that are closed to non-members, and offer lifetime affiliation to their membership. Fraternities can be single-sex or coed.

     i.   A recognized fraternity or sorority must be a recognized student organization affiliated with one of the Greek governing councils at Sewanee.

  f. <u>Unrecognized or Non-University Organizations:</u> From time to time, undergraduates raise questions about their membership in unrecognized or non-University organizations. It is important that students make well-informed decisions when considering membership in these organizations. Organizations that are not recognized student organizations do not receive the privileges and resources afforded to recognized student organizations.

D. What does my organization's status mean?

Organizations may be designated with a specific status based on their compliance with the Campus Activities Office processes and procedures. This is to ensure that all organizations are up to date with the requirements held by the Campus Activities Office for organizations to maintain active status. Below is a list of the three kinds of organizational statuses that exist:

1. <u>Active:</u> Organizations that have completed all requirements to obtain or maintain active status with the Campus Activities Office. This allows organizations all of the rights and privileges are given to an organization as listed in the Student Organization Handbook. Failure to complete all the requirements to achieve active status will result in the organization being moved to frozen status.

2. <u>Frozen:</u> Organizations that have not completed the requirements to maintain active status by the Campus Activities Office. These organizations are unable to take advantage of the privileges of a student organization on campus (i.e., access organizational funds, host events, reserve spaces on campus, and other privileges defined in the Student Organization

Handbook). Organizations can be on frozen status for up to one academic year and are able to complete the steps to obtain active status. Failure to complete the requirements to regain active status will lead to the organization moving to inactive status.

3. Inactive: Organizations that were frozen for an academic year and did not complete the process to regain active status. These organizations are unable to take advantage of the privileges of a student organization on campus (i.e., access organizational funds, host events, reserve spaces on campus, and other privileges defined in the Student Organization Handbook). Organizations can only return to campus and receive active status by completing the student organization recognition process as outlined in the Student Organization Handbook.

E. How do you join a student organization?

Student organizations are a great way to get involved with campus and find your home at Sewanee. Interested in joining a student organization, but not sure where to start? Check out Engage, our online student organization platform, and navigate to the "Organizations" tab. The organization's tab lists all currently recognized student organizations with links to pages about each organization including how to get involved. Students are encouraged to reach out to organizations to determine specific membership requirements.

F. What are the benefits and responsibilities of a Recognized Student Organization?

A recognized student organization may receive many benefits, which include:

1. Planning events and activities on campus
   a. Ability to reserve campus rooms, auditoriums, and outdoor spaces for events and activities. You can use the EMS booking system here to reserve spaces on campus.
   b. Permission to publicize and post on campus including posting on the Engage Calendar and the University Calendar. You can access Engage and the University Calendar here.

      c. Ability to participate in the Campus Activities Office and all University programming such as the Student Activities Fair, Homecoming, and more.

2. Recruiting on campus
      a. Participation in recruiting opportunities hosted by the Campus Activities Office.
      b. Ability to use [Engage](), the online student organization database, to promote student organizations.

3. Using the University name and brand
      a. Permission to use the University of the South name and trademarks, per media guidelines. [Here is a link to the current University media and style guide.]()

4. Managing finances and fundraising
      a. Permission to gain access to an organizational funds account.
      b. Ability to apply for and receive funds from University sources, such as the Activities Fee Committee, the University Lectures Committee, and other departmental organizations.
      c. Upon demonstration of a useful contribution to the University community through the activities of the student organization, the University may determine that a gift or endowment account controlled by the University, to which tax-deductible contributions may be made, could be established at the University for the benefit of the student organization. Please note, any potential fundraising needs to be reviewed and approved by the Funding Priorities Committee and any fundraising must occur in collaboration with the Office of Advancement.
      d. Access to the financial tab of Engage which includes the Organizational Account Number, current account balance, and ability to create purchase requests for Purchasing Card (P-Card) access. P-Card access is dependent on available funds in the organization's account.
      e. For more information, visit the section on [organizational funds.]()

G. Accessing University services and support

    1. Organization Email and Google Group accounts through the [Office of Media Services.](#)

    2. Support and guidance through the professionals in the [Campus Activities Office.](#)

    3. Access and ability to participate in University sponsored programs as an organization.

H. Responsibilities of Recognized Student Organizations

Recognized student organizations are expected to meet the following requirements:

1. Compliance
   a. Comply with all local, state, and Federal laws and regulations and with the University's policies and requirements, as set forth in the [Code of Conduct.](#)
   b. Attend or participate in all required training sessions, including those held annually or online as designated by the Campus Activities Office.
   c. Secure appropriate insurance coverage, when applicable, for organizational activities.
2. Communication
   a. Submit all event requests via [Engage](#).
   b. Communicate with University offices in a timely manner. When services are needed from University offices, student organizations should assume that at least three weeks prior notice is required.
   c. Ensure organization information is current within Engage and as required by the Office of Campus Activities. It is incumbent upon the organization to update their Engage pages with the most up-to-date information whenever a change is made. A change is defined as officer transitions, new documents or forms, or a logo redesign.
   d. [For more information on updating your Engage page and the re-recognition process, go here!](#)
3. Leadership
   a. Manage the organization's finances responsibly by maintaining accurate financial records, implementing appropriate procedures, and meeting all financial obligations.
4. Accurate Representation

a. Clearly and accurately identify the student organization's relationship with the University in print and electronic publications, on websites, and in promotional materials, fundraising, contracts, and other activities. In all dealings with third parties and written materials, the student organization is required to include the appropriate disclaimers.

b. In all written materials, student organizations should describe themselves as: "A student-run organization at the University of the South."

5. Advisors

a. Have an advisor who is a current employee of the University and who holds a personal interest or professional expertise that relates to the organization they are advising.

   i. Advisors not affiliated with the University require prior approval from the Campus Activities Office.

b. Consult regularly with the advisor regarding the activities of the organization. They are a vital resource who can give advice on how best to plan and execute all organizational events.

c. Invite advisors to attend meetings and events on campus to keep them involved in the organization's activities.

SO I WANT TO START AN ORGANIZATION...

A. What is the Student Organization Recognition Process?

Students have the opportunity to submit applications during designated periods in each semester. Provided these organizations meet and maintain the University's requirements for recognition, the University is willing to provide them with certain benefits and privileges. The University's recognition process, and provision of benefits and privileges to a recognized student organization does not mean that the organization is a unit of the University or controlled by the University.

1. Becoming a Recognized Student Organization
    a. The Student Government Association is the governing body of undergraduate students. As the governing body, they review and approve recognized student organizations. Students interested in creating a new organization are required to prepare a proposal which can be found on the [Student Government Association's (SGA) Engage page linked here.](#)
    b. The recognized student organization period will be announced at the start of each Advent and Easter semester. During this time, undergraduate students who are interested in creating a recognized student organization will be able to apply to SGA for recognized status.
        i. The following items are needed to complete the proposal for a new organization:
            1. Recruit an organization advisor, namely a faculty (active or emeriti), staff (full-time) member, or someone who has been previously approved by the Campus Activities Office.
            2. Draft an organization constitution/charter. A template can be found on the Student Government Association's page. The charter should include:
                a. The nature and mission of the organization
                b. Membership requirements

            i.   Only undergraduate students at the University of the South are eligible to be a member of an organization.

    c. Leadership roles and responsibilities (including faculty/staff advisor)

    d. Process for removal of someone in a leadership position, removal of someone as a member of an organization, or hold a membership and/or filling a leadership vacancy

    e. Organization operation (how often to meet, policy for a quorum in a voting situation, etc)

3. Once the above steps are completed, submit the above information through the Engage form provided on the Student Government Association's page.

4. Finally, the Student Government Association (SGA) should contact the organization leader via sga@sewanee.edu to officially present for recognized student organization status.

c. Once the application is completed, SGA will email to schedule a time to present for organizational recognition.

    i. Student organization proposals are evaluated by the Student Government Association according to the following criteria:

1. Compliance with University policies (Use of the University name and Trademark, Student Organization Handbook, EQB Guide, and the University's hazing policy, etc.)

2. Clearly articulated objectives and goals of the proposed student organization.

3. Feasibility of funding the organization's goals, projects, or publications.

4. At least ten undergraduate members. All officers and a majority of the members must be recognized undergraduates of the College of Arts and Sciences.

5. Demonstrated benefit to the members, campus, and/or wider community.

6. Organizations must maintain four members. This requirement can be waived by the Campus Activities Office.

d. Once approved, your organization will need to create an Engage page that will include all of the information that was provided in your initial application.The page and recommendation will then be reviewed by the Campus Activities Office.

e. Once an Engage page has been created, a new recognized student organization will receive a $500 allocation to use in creating events and operating the organization. New recognized student organizations may also apply for mini-grants as well as AFC funding.

f. Students and student organizations also are expected to abide by the designated University policies and by the regulations as described in the Student Organization Handbook and Code of Conduct. The University expects student organizations to comply with all applicable regulations. If the Dean of Students office or their designee, determines that a student organization has failed to do so, it may revoke the organization's charter through the conduct process.

2. Note on Prospective Club Sports

a. The Club Sports Program at Sewanee provides opportunities for students to participate in a variety of sports and recreational activities. Since students develop and organize their own clubs, they have the opportunity to demonstrate and develop their leadership and decision making skills. Students organize each club under the Athletic Department at the University of the South.

b. A club sport is a student organization formed by individuals with a common interest in a sport activity and exists to promote and develop interest in that particular sport. Clubs provide a learning experience for club members through involvement in organization, administration, scheduling, fundraising, public relations, and development of skills in their particular sport. Involvement by faculty advisors is essential. The success and strength of a club is directly proportional to the effective leadership and involvement of the club's officers and members. Clubs will be considered active only after

completing eligibility requirements established by the Athletic Department.

    c. The [Club Sports Handbook](#) contains policies and procedures that must be followed by any club affiliated with the University of the South, in addition to those in the Student Organization Handbook. It will serve as a guide for all club members and officers in managing their club.

3. Note on Prospective Fraternal Organizations

    a. Fraternal organizations, called fraternities and sororities, serve as Greek-letter student organizations at Sewanee. Each fraternity and sorority consists of Sewanee undergraduate students organized for social, professional, academic, or extracurricular activities. These groups engage in membership selection, conduct ceremonies or rituals that are closed to non-members, and offer lifetime affiliation to their membership. Fraternities and sororities usually consist of single-sex membership. All recognized fraternities and sororities must be affiliated with one of the Greek governing councils at Sewanee and are subject to all policies and procedures of their affiliate council and Greek Life. Before affiliating with a governing council and Greek Life, the group must first become a recognized student organization by completing the proposal outlined in this handbook.

    b. Students may join a fraternity or sorority by participating in the membership recruitment process. To participate in recruitment, a student must be a full-time undergraduate student in good standing with the university and complete the online recognition process. First-semester Sewanee undergraduate students are not eligible to participate in fraternity and sorority recruitment. Recruitment takes place each Advent and Easter semester.

4. Note on Prospective Theme Houses

    a. As a program that contributes to the goals and mission of the Campus Activities Office and the Office of Residential Life & First-Year Programming; the thematic housing program is responsible for ensuring a flourishing residential experience for its house members and to design, advertise, and execute events that are inclusive, intentional, and entertaining. Each of these events follows a model created by the Campus Activities Office and the Office of Residential

Life & First-Year Programs to show a holistic view of the mission of each thematic house. The program further intends to educate the student body to become culturally minded and aware citizens.

b. Early spring semester, thematic housing directors send out applications for the upcoming year. The applications are based on the house's philosophy and programming. Applicants are selected based on their responses and room availability. After approval, each upcoming member will be added to the theme houses' roster and sign a thematic housing contract.

c. In the early spring semester, when current theme houses are putting out applications for new residents, the Campus Activities Office and the Office of Residential Life will form a thematic housing selection committee. Current and potential theme houses will send applications detailing their occupancy requirements, programming schedule, and overall thematic living philosophy. If selected, the approved or re-approved thematic house will be required to submit a finalized roster to the committee for assignment.

B. How do you ask someone to be your advisor?

Student organizations are required to have an advisor who is an employee of the University and they are encouraged to find an advisor who holds a personal interest or professional expertise that relates to the organization they are advising. This requirement serves to promote student/staff/faculty interactions and allows faculty and staff to stay connected to students' extracurricular lives. The organization should consult regularly with the advisor regarding its activities.

Simply having your advisor(s) sign the annual agreement saying that they will serve as your advisor is not harnessing the contributions that they might offer your organization. It is important for student organizations to select advisors who will help the organization meet its goals and provide guidance along the way. Each year, student organizations should determine what role they might want their advisors to assume for the upcoming period and to have a conversation with their advisors about these expectations. Similarly, each advisor may have their own expectations for the organization or for the role they are willing to play. It is a

two-way street and both advisors and student organizations should ensure that they are well matched for one another and if not, to find a more appropriate fit. Your organization may select new advisors at any time. Please change your Engage page to reflect a new advisor.

1. The role of the advisor includes:
    a. <u>Maintenance Functions</u>
        i. Providing continuity with the history and tradition of past years
        ii. To assist student leaders in building public relations
        iii. Providing advice when called upon
        iv. Helping students understand and abide by University rules
        v. Providing guidance on conflict resolution within their organization for intra-group disputes
        vi. Off-campus advisors will need to update their contact information yearly with the Campus Activities Office.
    b. <u>Group Growth Functions</u>
        i. Teaching the techniques and responsibilities of being a good leader and follower
        ii. Coaching the officers in the principles of good organizational and administrative practice
        iii. Teaching the elements of effective group operation
        iv. Developing procedures and plans for actions
        v. Keeping the group focused on its goals
        vi. Stimulating or even initiating activities and programs
    c. <u>Program Content Functions</u>
        i. Introducing new program ideas with an intellectual flavor
        ii. Providing opportunities for the practice of classroom-acquired skills
        iii. Helping the group to apply principles and concepts learned in the classroom
        iv. Pointing out new perspectives and directions to the group
        v. Supplying expert knowledge and insights of experience

2. The following are questions that your organization may want to consider for selecting a faculty/staff advisor and that they may want to consider before serving as an advisor:
    a. How much involvement is expected or needed?
    b. How often does the organization meet and do you expect your advisor to be present for these meetings?
    c. How many major activities does your organization execute each year?
    d. How experienced are the officers of the organization?
    e. What are some ways that your organization could use the advice of an advisor? Is there someone at the University who has particular interest or experience in this area?
    f. What skills would your proposed advisor bring to the organization? How do these skills match those of your organization?
    g. Are there areas in which you need specific assistance from your advisor and/or are there areas that are hands-off for your advisor?
    h. If you want your advisor to let you know when they believe you are making a mistake as an organization, how do you want them to express this concern?
3. Expectations advisors Should Have of Student Leaders
    a. Student organizations should be sensitive and limit expectations placed on advisors; however, at the same time, it is perfectly acceptable (and encouraged) that you involve your advisor in your activities. An advisor may be a hands-on director or simply a supportive resource, but the best balance lies somewhere between. Here are some possible expectations your advisors might have about working with your organization:
        i.   Give notices of meetings – You should always give notice of meetings to your advisors and try to include and invite their participation on a mutually agreed-upon level of involvement.
        ii. Develop relationships with officers – This will help communication flow easily and establish a base from which to work together.
        iii. Send invitations to events – Events are a great way to keep advisors informed. Try to give enough advance notice to allow advisors to plan to attend.

    iv.   Consult on problems – advisors should be notified of problems. Their experience and knowledge could be invaluable in helping you to solve the issues productively and quickly.

    v.   Provide copies of minutes – advisors should regularly receive any document produced by your organization (e.g. minutes, agendas, etc.)

4. Expectations Student Organization Leadership Should Have of Advisors
   a. Advisors should be familiar with the Student Organization Handbook and Engage to track organizational activities. In general, advisors are expected to:
      i. Re-confirm their advisory capacity annually, during student organization re-recognition at the start of each spring semester, using Engage.
      ii. Provide support to student leaders on University policy and procedures
      iii. To consult with student organizations on effective budget management
      iv. Report concerns about hazing, harassment, discrimination, sexual misconduct, or any other University violation or concerning behavior. Reports can be made at http://www.sewanee.edu/student-life/dean-of-students-office/report-an-incident/

5. Organization Re-Recognition Period
   a. Student organizations must update and verify their organization's Engage page at the end of each Easter semester for a designated period. Updates information includes the following:
      i. A current version of their constitution and bylaws
      ii. A complete list of officers and members demonstrating that the student organization meets the requirements listed below during the re-recognition process via Engage.
         1. All officers and a majority of the members must be enrolled undergraduates with the College of Arts and Sciences.
         2. There must be a minimum of four members in your organization.

        iii.   A signed commitment from your current advisor that they will continue to advise and support the student organization.

        iv.   Acknowledgment of the University's policies on hazing.

   b. Should a student organization not meet the re-recognition deadline, fail to turn in any of the recognition documents, and/or not reconcile debts with outside vendors, then the student organization will be placed on frozen status. During the frozen status period, the student organization will be unable to reserve space on campus, advertise for events, use the University name, access their funds, and/or participate in the visiting program or activities fairs.

C. [Engage Management Training](#) - This is a video bank that teaches student leaders how to use Engage to manage their organization. This training includes information about updating rosters, creating forms, reserving spaces on EMS, and how to access financial information. All student organization leaders are welcome to use this as a reference when they are unsure how to use Engage or complete organizational processes.

D. Calendar of Important Dates for Student Organizations

1. AFC Funding Period
   a. The Activities Fee Committee (AFC) funding period is an annual event where student organizations, new and returning, are able to apply for organizational funds for the next year. This funding period occurs in the first half of the spring semester.
2. Typical Periods for Leadership Changeover and Elections
   a. Turning over leadership roles are essential to the longevity of student organizations. Each organization is different, but there are some normal periods where organizations begin to turn over responsibilities. Please see the periods below:
      i.   Late November - Early December
         1. This is a good time if you would like your organization to have leadership be consistent throughout the Easter semester and the following Advent semester.

      ii.   Late February - Early March
1. Many theme houses begin their application process during this time as the theme house selection process begins in mid-March.
      iii.   Late March - Early April
1. This is a good time because many seniors are beginning to transition out of their current roles and begin preparing for graduation.

3. Recommended Member Recruitment Periods
    a. Recruiting new members is one of the most important tasks an organization faces. With the high rate of turnover in collegiate settings, an organization must continually update its membership roster to include fresh minds and ideas. recognized student organizations with the University can request a table at the campus-wide Activities Fair, held the first week of school every year. Effective organizational leaders spend time throughout the summer preparing for the Activities Fair, in addition to other recruitment activities beyond the activities fair.
    b. It can often be useful for an organization to get in touch with a University department that parallels their own interests (arts organizations with the Art Department, science research organizations with various science departments, political organizations with the Politics Department). These formal departments are usually the first place new students will seek information about topics in which they are interested, so creating a partnership with the department can enable you to connect with students who already share a passion for your mission.

LET'S TALK MONEY!

A. [Engage Financial Tab Training](#)

B. What is the Activities Fee Committee?

The Activities Fee Committee (AFC) is made up of Student Government Association representatives who have been voted into their positions. The committee includes a representative from each year, the treasurer of the Student Government Association, and the President of the Student Government Association. Allocation of funds to recognized student organizations is determined by this group each academic year through the processes described below.

C. What are Activities Fee Committee Funding Requirements?

Any recognized student organization which is eligible for University funding will receive an account number.

1. Funds can be requested from the Activities Fee Committee (AFC) for the upcoming academic year during the current Easter Semester by the following process.
    a. Student leaders will receive an email from the Student Government Association in March that will include a link and prompt to begin the process to request funds for the next academic year.
    b. The AFC request form must be completed using [Engage](#) and can be found in your organization's finance tab. You can access this by going to the "manage" side of your organization, selecting "Menu" in the top left hand corner, select "Finance", select "Create Request", and select "Budget Request". Here, you will find the request form for the next year. Please read the instructions and guidelines carefully as your application can be rejected if it does not follow them. To have a successful application:
        i. One must include an accurate number for attendance and a thorough budget of each event for the previous year.

ii. These applications should be thought of like a grant. The requested amount should be broken down as much as possible (i.e. by event, by category of item needed for an event, etc.). This will help to ensure that your organization gets the fully asked amount.

c. The Activities Fee Committee will meet and discuss all completed applications. Applications will be measured on their alignment with the purpose of the organization, whether it follows a realistic ability to develop events that foster belonging for interested students.

d. After the AFC has reviewed applications, student leaders will be notified of what funds have been allocated to their organization for the next academic year. Recognized student organizations will be given the opportunity to come to the next scheduled SGA meeting to discuss their allocations and argue for an allocation change by providing additional evidence not previously given.

e. During the next scheduled SGA meeting after determining initial allocations, the AFC committee will present the allocations of each organization. When each organization is called out, they will be given the opportunity to argue for a change in their allocation. They will need to provide additional evidence and support as to why their allocation should change.

f. The AFC committee will discuss the changes requested from that meeting and make changes where needed. At the next scheduled SGA meeting, final allocations will be read out and voted on by the SGA cabinet. Individual allocations will be sent to each recognized student organization.

g. If an organization is not able to complete the AFC application in the Easter semester or completes it but does not receive funding, the organization leadership will have an opportunity to fill out the Student Organization Mini Grant request form at any time during the next academic year. More details about the Student Organization Mini Grant process are found in the next section.

h. AFC funds for all organizations will be reclaimed by SGA at the end of each fiscal year. At the end of the Easter semester, recognized student organizations can apply to retain their organization's funds.

They will fill out the fund retention form and provide ample evidence and support as to why they need to retain their funds.

2. Student Organization Mini Grant

    a. Mini-grant funds are allocated by the Student Government Association's Activity Fee Committee and distributed by the Campus Activities Office. The mini-grant awards funding to recognized student organizations.

    b. The awarding of funds is based on factors including but not limited to: an organization's budget proposal, demonstration of need, demonstration of exhausting other sources of funding, and the projected effect it will have on the campus community. These organizational funds will become available for use once SGA has approved the mini-grant application.

    c. To qualify for a mini grant, organizations must understand the guidelines below:

        i. Organizations can apply once an academic year and receive up to $1000.

        ii. Organizations can apply to support a specific event or to support the organization if they were not granted enough funds during the Activities Fee Committee (AFC) funding period.

        iii. Mini-Grants are meant to be used to promote student organization activities and events that are geared towards all students on campus. Only mini grants that align with this guideline will be considered.

    d. To apply, each organization must have an Engage page with the following:

        i. Profile and Cover picture

        ii. Completed profile and page information

        iii. Organization description and welcome message

        iv. Updated roster (all current members must be added to the page)

        v. Positions listed (president, treasurer, captain, chair, advisor, etc.)

        vi. Updated Constitution

        vii. Meeting/practice time(s) listed

        viii. All events/activities listed

      ix.   Keeping up with tracking attendance at all events will help provide an argument to get the full amount requested. This shows how popular your organization is.

      x.   Any other ways to demonstrate your organization's activity (news posts, pictures, videos, etc.) - the more active your organization's page can be, the better!

e. Once a request has come through:

      i.   AFC will reach out to the requester about the timeline to hear back from SGA.

      ii.   AFC committee members will have a 48 hour window to formulate questions.

      iii.   After 48 hours, questions will be compiled and sent to the requester.

      iv.   The requester will have 48 hours to respond.

      v.   Once responses are given, they will be sent to the AFC committee members and they will respond with their vote within 24 hours. A majority vote will decide whether the request is approved, denied, or adjusted.

      vi.   The decision will be sent to the Campus Activities Office and the requester. If denied, that will be the last step. If approved, the Campus Activities Office will initiate the budget transfer process.

3. The Activities Fee Committee distributes funds to facilitate activities and events for students. If your organization is funded by the AFC, you must read and follow these stipulations for using the funds:

a. AFC funds should be used to promote and support events and activities on campus that speaks to the organization's mission. Priority should be for events that serve large numbers of students, benefit the campus as a whole, and foster community among the campus. Resources that this includes are decorations, prizes for a giveaway, and food/soft drinks.

b. We ask that you budget carefully for any items that you look to purchase for members and/or events. Managing the amount of money you receive is important for the health of your organization. If your balance goes negative, the organization is responsible for recuperating

the funds from other means. Your organization will be unable to request funds from SGA until the negative balance has been addressed.

c. The University has tax exempt status which means that all student organizations qualify for tax exempt purchases. [Tax exempt forms can be found here!](#)

d. AFC funds can be used towards items that promote and help represent the student organization, such as pins, t-shirts, hats, uniforms, etc. However, this must be pre-approved by the Campus Activities Office. We ask that you budget carefully for any items that you look to purchase for members and/or events.

e. AFC funds can be used towards retreats on campus, as well as leadership development opportunities for the organization members.

f. Student organizations can use their funds towards conferences and travel as long as the trip benefits the organization and/or the campus. Each conference as well as travel and lodging-related expenses must be pre-approved by the Campus Activities Office. You will need to create a proposal with the following information for this:

   i. Name of the conference, reasons how the information learned will benefit the campus community, and number of members attending the conference.

   ii. Amount requested. This must include lodging, travel, food, conference fees, and any other expenses expected to be incurred during the trip. The total amount should be broken down by category when sent to the Campus Activities Office.

g. Funds can be used to purchase individual and organizational memberships to national and local organizations.

h. Items purchased for end of the year gatherings using AFC funding must be pre-approved by the Campus Activities Office.

i. AFC funds will not be provided for organizations that ask for funds for co hosted events for their budget requests. Funds will be better served by giving funds directly to the organizations during the AFC funding process.

j. AFC funds may not be used towards hourly wages, salaries, or other personal payments. However, you can pay individuals for services tied to events (e.g. a band, a driver for an event, graphic designer).

k. AFC funds may not be used to supply household products or kitchen supplies for any organization unless associated with an event. Otherwise, items should be purchased using your own funds.

l. AFC funds should not be used for bonding activities with organization members, especially food for these events. This should be purchased by the organization members.

m. AFC money may never be used towards any alcohol purchases.

n. AFC allocations are not intended to further the efforts of university departments, all of which have a separate university budget process. Organizations can, however, co-sponsor with departments or other organizations, if the event lines up with the goals of the organization.

o. AFC is just one funding source for organizations. Organizations are strongly encouraged to generate multiple sources of revenue for their activities, as AFC funds cannot typically cover all expenses for an organization. Some examples include fundraising, collecting membership dues, and co-sponsoring with other organizations and/or departments. These additional funds will be taken into account when AFC funds are being allocated.

p. While student organizations are allowed to support each other financially through co-sponsorship of events and activities, direct donations to university departments or off-campus organizations (charities, political, religious, etc.) are prohibited.

q. Fundraising: Student organizations are allowed to use their AFC funding to finance/support a fundraiser and raise money for charities. However, direct donations to charities or other costs are prohibited. If a student organization wishes to host a fundraiser, they need to do that through a campus event or activity that supports student engagement on campus on a larger scale. For example, your organization wants to make a donation to Animal Harbor. Since you aren't allowed to make a direct donation, you could use your funds to host an event that raises money (like asking students to donate money for petting puppies). The funds you raise can then be donated. Student organizations are

allowed to fundraise for their own organization through workshops, item sales, or other activities that take place on campus. We encourage you to budget carefully for all fundraisers you may host.

r. AFC reserves the right to reclaim all funds from an inactive organization. The funds will be returned to the AFC fund account for distribution to other organizations. Please review the requirements to maintain an active status.

s. At the end of any semester, organizations that have not spent their allocated funds in the manner planned for in the AFC hearing process may have any remaining funds reclaimed, at the discretion of the Campus Activities Office.

D. Budgeting Best Practices

1. Officer's' Responsibilities: Checks and Balances
   a. Your organization is responsible for its own finances and financial records. In order to maintain good financial control, it is necessary for more than one person to hold responsibility for financial transactions. The philosophy of checks and balances is an important one to maintain to ensure the integrity of the organization's budget and to prevent overdraws.
2. Planning for the Fiscal Year
   a. Budgeting
      i. At the beginning of each fiscal year, officers should review the budget that was submitted to the Activities Fee Committee. This budget will provide a general basis to determine how all funds of the organization will be used in the coming year. Be certain to document key assumptions you have made in creating your budget, including costs associated with events (including transportation if an event will be held off-campus). The document should include:
         1. Last year's actual expenses and income.
         2. The present year's budget (projected expenses and expected income).

3. The present year's actual year-to-date-total expenses and income.
4. The variance between budgeted and actual expenses and income.

b. Financial Reporting

   i. The organization's treasurer is encouraged to prepare a financial report at the end of the term of office. The financial report could include the following:

     1. Balance sheet as of the end of the previous month.
     2. Statement of income and expenses for the entire fiscal year or fiscal year-to-date.
     3. Comparison of budget and actual income and expenses.
     4. Explanation of significant variances from budget.

3. Collecting Income

a. Cash receipts include all revenue collected by your organization including but not limited to cash, checks, wires, Venmo, Cashapp, and PayPal transactions. Whenever possible, it is important that actual cash not be used by your organization—using cash for transactions prevents the accountability of officers and is difficult to track and document. Your organization should request that income to your organization be in the form of a check or cashier's check, made payable to your organization. All revenue should be deposited in the organization's account, whether University or off campus bank account, and recorded immediately upon receipt. Checks should be deposited frequently (at least weekly or as cash accumulates during a collection week). It is important for individual members selling tickets or other items to understand that they are responsible for the tickets in their possession and for the income generated by the sale of those tickets. Similarly, they are responsible for the cost of these tickets or items if they are not returned.

b. If someone would like to give a donation to your organization, see below:

   i. If they are wanting to make a credit card gift, they can go to www.sewanee.edu and click on the "Give" button in the top right corner of the screen. When asked to designate the gift,

they should select "Other." This will create a drop down box for them to write in the name of the organization or whatever designation of their choice.

    ii.   If sending a check, please have them make the check out to University of the South and write the name of the organization on the memo line. The check should be mailed to :

        a. The University of the South
        b. Office of Advancement
        c. 735 University Avenue
        d. Sewanee, TN 37383

    iii.   For a full list of other giving options, they can go online to give.sewanee.edu.

c. Paying Expenses

    i.   Cash disbursement (or "accounts payable") is the process of paying the expenses of your organization and entering those payments in your financial record. Payments or reimbursements should only be used for expenses that are for the purpose of the organization, as the organization has defined its mission in its constitution. In other words, student organizations are not permitted to use the organization's account for individuals' expenses. By following some simple guidelines, your organization will be well on the way to good financial management.

    ii.   DO

        1. Pay invoices/expenses with checks or electronic transactions, not cash.
        2. Keep good documentation of bills received and paid.
        3. Pay within the vendor's terms and avoid interest charges.
        4. Stamp or mark invoices "paid" to avoid double payments.

    iii.   DON'T

        1. Pay for personal expenses with organizational funds.
        2. Pay bills twice (always mark invoices PAID once payment is sent).

4. Treasurer's Forms

a. Forms for processing financial transactions can be found at
https://new.sewanee.edu/offices/university-offices/treasurer/forms/.

E. Spending

1. Once funds are allocated, there are a number of ways to access them.
    a. Request a Check: Many organizations need to request a check for a speaker, band, etc. Anyone from outside the University must submit a series of forms for the Treasurer's office. As this is a complicated process and takes at least two business days to process, please come by the Campus Activities Office at least a week before the check is due in order to complete the forms and send all completed materials needed to request the check to the Treasurer's Office.
    b. Request Reimbursement: Oftentimes when spending for a student organization, it is convenient for the student to use his/her own personal funds and then seek reimbursement. If this is the case, please visit the Campus Activities Office with the receipts to secure a reimbursement form (Form 19). You also can use the purchase request form on your organization's manage page in Engage. Complete this form and the Campus Activities Office will send the form to the Treasurer's Office.
    c. Purchasing Card: Campus Activities has a University credit card. To use the credit card for your student organization, fill out the Engage form on your organization's financial tab to ensure that the credit card will be available for the time period that you are wishing to use it. These credit cards must be used responsibly and be returned within 24 hours of being checked out. It is essential that student leaders keep receipts from these credit card transactions. If a receipt is lost, it will be the responsibility of the person who checked out the card to contact the store to request a copy of the receipt. On the back of the receipt please write the name of the organization, the organization's account number (231xxx), and the reason for purchase. If the card is not returned within three days of the deadline, the individual could be denied future use of the card(s).

F. Transfer of Student Organization Treasurer

1. The outgoing treasurer should complete the following checklist prior to leaving office:
    a. File all financial records for the past year (receipts, monthly statements, etc.). Student organization records should be kept a minimum of five years and secure access for new organization members must be established.
    b. Complete the financial report.
    c. Review the financial report with the new Treasurer; submit one copy to Campus Activities upon annual re-recognition. Discrepancies and resulting actions should be documented in writing.
    d. Reconcile all debts or have a written plan on file describing how any debts will be settled in the future.
    e. Include a transition packet that lets the new treasurer know about the processes and procedures that the treasurer typically completes.

HOW DO I PLAN AN EVENT?

A. Before Event Registration

1. Event Planning
   a. Only recognized student organizations with the University may host events or gatherings on campus.
2. Restricted Dates/Times
   a. All student organization events with alcohol must comply with the Undergraduate Student Social Host policy's restricted dates/times, [linked here.](#)
3. Inviting Speakers, Guests, and Honorees
   a. When extending an invitation to any speaker, award recipient, or guest, organizations should clearly articulate that they are a student organization at the University of the South.
4. Food Trucks
   a. Student organizations who are interested in hosting a food truck vendor on campus are required to complete the following at least one week before approval for their event:
      i. Receive a quote from Catering services to see if they can complete the service requested by the vendor. This is to keep in compliance with the non-compete policy for the University.
      ii. Provide a copy of the vendor's driver's license and W-9 tax form to the Campus Activities Office via Engage.
5. Screening Commercial Films, Documentaries, and Other Copyright Material
   a. Student organizations are expected to be in compliance with copyright laws that govern the screening of commercial films and documentaries. If your organization wants to screen a film, speak to the Campus Activities Office two weeks prior to the event.
6. Outdoor Music Expectations
   a. Student organizations need to be courteous to the public when playing amplified music. If the music is found to be inappropriate or disturbing nearby residents, your organization can be asked to change or turn off the music.

b. No bands or other amplified music are permitted while classes or labs are in session, on Reading Days, or during Final Examination periods. The Dean of Students may approve special exceptions as appropriate.

c. As stated by the [Undergraduate Student Social Host Policy](), no loud music or band parties are allowed from Sunday through Thursday nights. Loud music or an unacceptable level of noise is that which can be heard beyond the immediate premises. Bands, amplified music, and any other loud music must stop by 1 a.m. on Fridays and Saturdays, and guests must leave by 2 a.m.

7. Contracts
    a. Student organizations and individual students do not have the authority to sign contracts on behalf of the University, or any of its faculties or departments. If you or your organization plans to pay either students or outside professionals for services or performances, a contract must be reviewed through the University contract process four (4) weeks in advance. All contracts should clearly and accurately state the student organization's relationship with the University prior to signing them. Organizations should ensure the following are present in every contract into which they enter:
        i. The full, official name of the student organization
        ii. "The parties hereto agree and understand that the University of the South is not a party to this contract and that the University of the South is not responsible, under any circumstances, for performing any obligations of this contract." (If this language is not included, and as a result there are negative consequences to the University of the South or any of its faculties or departments arising from a contract signed by members of a student organization, the University of the South will hold those students who signed the contract and the student officers of the organization personally responsible.)
        iii. "Use of the name "University of the South" (alone or as part of another name) in advertising or promotional materials is not permitted."

b. Before entering into a contract, [please review the University's contract policy here](#) and review the event planning resource guide on specifics to ask an agent/performer (link to guide).

8. Travel

    a. Students are permitted to use vehicles for their activities according to the University's vehicle use policy, available at https://www.sewanee.edu/media/provost/Vehicle-Use-Policy.pdf

    b. International Travel - Any student organization outside of the continental United States must contact the [Office of Global Citizenship](#) prior to travel. They must notify the Office of Global Citizenship, submit a travel plan, and receive approval from the Office of Global Citizenship prior to the trip.

9. Accessibility

    a. The University is committed to fostering respect for the diversity of the University community and its individual members. In this spirit, and in accordance with the provisions of Sections 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the Americans with Disabilities Act Amendments Act (2008), the University seeks to provide students with disabilities reasonable accommodations needed to provide equal access to the programs and activities of the University. When planning events that are open to the public, make sure that your organization's events are accessible for any who are invited to attend. Your organization may want to consider hiring a sign language interpreter, creating large print handouts, or simply making sure that the room you reserve is easily accessible. Please follow the guidelines below with these accessibility needs in mind:

        i. Clearly list contact information - Clearly list on all signs, posters, and event advertisements the contact information for the member of your organization who is aware of and responsible for accessibility concerns: wheelchair accessibility, seating arrangements, audio-visual capabilities, alternative print options, podium access, sign language availability, accessible van and elevator services as they relate to your event. Details can be found below.

ii. Wheelchair Accessibility - Be aware of the physical accessibility of the building and specific rooms in which events are held, as well as the accessibility of nearby bathrooms. Note the presence/absence and locations of functioning elevators and unobstructed ramps. Also observe entrances and exits to the event, reception, and refreshment areas, as well as the proximity of bathrooms to these locations. Consider also the possibility of extra-wide wheelchairs. For more information about the accessibility of event locations, please consult with Student Accessibility Services. SAS is the administrative liaison for students at the University of the South who have physical, emotional, and/or learning disabilities and health conditions. More information can be found at https://new.sewanee.edu/campus-life/playing/wellness-commons/university-wellness-center/student-accessibility-services/

iii. Seating - Determine the locations of seats free of line-of-sight obstruction or ambient-noise interference. Try to choose rooms with ramp platforms to most, if not all, parts of the room.

iv. Audio-Visual Equipment - Technological capabilities available include film and video open captioning, FM microphones, printed or print alternative copies of dialogue and scripts of media presentations, monitors, and boards fully visible from all seats, and amplification appropriate for particular rooms. For more information, please email Media Services at media@sewanee.edu.

v. Alternative Print - Consider print alternatives, including handouts in large print or digitally (for persons who have requested this with advance notice). Please also post printed materials electronically, if possible, for reference after your event. Color contrast should also be considered when making posters for individuals with color blindness.

vi. The Podium - It is impossible to assume in advance the needs of all your participants. If the event includes members of the public as presenters or speakers, be sure to consider access to the podium and all event activities.

       vii.   Sign Language - Sign language interpreter arrangements must be made in advance and interpreters must be certified. Please visit the [Student Accessibility Services](#) for assistance in finding interpreters. Please be aware that securing a sign language interpreter can take up to 2 weeks.

      viii.   Van Access - Accessible transportation is available for students with appropriate documentation and with advance recognition. For more information, please contact the Motor Pool at motorpool@sewanee.edu.

      ix.   Elevator Access - Check that the elevators are in working order the day before and the day of the event.

  b. Access Statement

      i.   The University requires groups to include the following statement on all posters for events open to the University Community or General Public: Individuals with disabilities requiring accommodations or information on accessibility should contact Student Accessibility Services at 931-598-1178 as soon as possible, preferably at least two weeks in advance.

10. EMS Room Reservations

  a. Recognized student organizations may reserve rooms on campus for their activities and events. These room reservation privileges are non-transferable. Therefore, non-University organizations and individuals may not hold events on campus by using a student organization as a vehicle to stage an event on campus property or to reserve a campus room for a function (i.e. running a workshop about the organization or product, or hosting an event aimed exclusively at recruitment). [Information about how to reserve a room can be found on the Sewanee calendars website or directly by using the room scheduling system (EMS).](#) Organizations that do not abide by these regulations will have their room reservation privileges suspended.

11. Alcohol and Food

  a. Student organizations are responsible to comply with the Code of Conduct and [Undergraduate Student Social Host Policy](#). Student organizations must complete the Engage Event recognition Form ten

(10) days prior to the event date to receive approval for events with alcohol.

b. Student organizations may wish to have food at events. Please keep in mind that any food can potentially cause foodborne illness and food must be served at a temperature that is necessary to avoid illness. In other words, keep hot food hot, keep cold food cold. Any food left out of proper temperature for more than 4 hours should be discarded.

c. The situation can be made even more hazardous if a food handler fails to properly wash his/her hands, sanitize cutting boards, or uses contaminated utensils. As these conditions can present a serious risk of liability for a student organization, the Campus Activities Office recommends that student organizations serve food prepared by licensed food service establishments, Dining Services, or those that are pre-packaged. Organizations may choose to serve homemade food at events limited to their membership, although they take on a significant liability in doing so.

d. Food Safety Resources - If you have questions regarding food safety, please refer to the Tennessee Food Safety Act for guidelines.

B. Engage Event Recognition and Approval

The event recognition form on Engage will connect you with the necessary resources and guidelines for various aspects of event management, including but not limited to the Undergraduate Student Social Host Policy, publicity, on-campus resources, and appropriate staffing levels. No advertising is permitted until your event recognition is reviewed and approved. Your activity/event must be registered at least ten (10) days in advance if it meets any of the following criteria:

1. Attendance of 100 or more
2. Involves travel outside of The Domain
3. Admission or program fees will be charged
4. Events with alcohol or where alcohol may be present
5. There will be external vendors (i.e. DJs, inflatables, food trucks, etc) at the event.

6. Whether it is a fundraiser, if cash will change hands, or if any items will be sold
7. All events with alcohol must occur during the following days/times:
   a. Thursdays from 7:30 p.m. until 11 p.m.
   b. Fridays after 5 p.m. until 1 a.m. Saturday
   c. Saturdays from noon until 1 a.m. Sunday

C. Campus Activities Office Equipment Checkout System

The Campus Activities Office provides equipment that student organizations can rent or borrow. Most equipment is free, and some equipment is available to rent. All equipment is reserved on a first-come, first-serve basis and requests must be made at least two business days in advance of pick-up. Requests should be made on the Campus Activities Office Engage page via the Campus Activities Equipment Rental Form. Failure to submit a rental request at least two business days in advance will result in a $10 late request fee, if the item(s) is available.

1. All equipment should be handled delicately and with care. Equipment must return to the office in the same condition as it was when rented. A condition report will be completed by a Campus Activities Office staff member after each item is returned.
2. All equipment must be picked up during business hours at the Campus Activities Office, in the Bishop's Common, between 8:30 AM and 4:30 PM, Monday-Friday. Items cannot be picked up or returned over the weekend or after business hours.
3. All equipment and extra supplies must be returned to the Campus Activities Office by 12:00 PM the day following the event. If the event is held during the weekend, then the return must be made by 12:00 PM the following Monday.
4. All equipment should be handled delicately and with care. Equipment must return to the office in the same condition as it was when rented. A condition

report will be completed by a Campus Activities Office staff member after each item is returned.

5. All equipment needs to be cleaned prior to return. If a machine or piece of equipment is not returned clean, a cleaning fee of at least $15.00 will be assessed to your organization and rental privileges may be suspended. The fee may be higher, depending on the condition of the item when returned.

6. All equipment and extra supplies must be returned to the Campus Activities Office by 12:00 PM the day following the event. If the event is held during the weekend, then the return must be made by 12:00 PM the following Monday.

7. Failure to return equipment and supplies by the deadline stated above will result in a $15.00 per day late fee to your organization.

8. After 5 business days, failure to return the equipment will result in a fine equal to the cost of replacing the equipment.

9. Damaged equipment will result in a fine equal to the cost of repair/replacement.

10. Current items available to check out in the form found on the Campus Activities' Engage page.

D. Departmental Resources

Sewanee has multiple departments on campus that can provide you with the tools to have a successful event. All student organizations must manage University resources wisely, ethically, and according to University and College guidelines. As you are planning your events, please reach out to these offices for any of the services we have listed that they provide. If any resources are damaged, student organizations will take responsibility and pay for repair/replacement by their AFC funds.

1. Facilities Management
   a. Contact Information: fm@sewanee.edu
   b. Services available through this office:
      i. Rent out tables, chairs, and bandboxes
      ii. Rent out a vehicle to travel for an event
      iii. Coordinate setting up a room according to your specifications

      iv.   Calling in a location for staking a tent
          1. This is necessary to check for water and electricity lines that could be hit if the tent is staked in the wrong location.
  c. If you need anything else, contact the Campus Activities Office for assistance

2. Media Services
  a. Contact information: media@sewanee.edu
  b. The services available through this office and prices for packages can be found through [this link](#).

3. Catering/Dining Services
  a. Contact information: catering@sewanee.edu or 931-598-1334
  b. Services available through this office:
      i.   Reserving food for your on-campus events
      ii.   Delivering food to your event venue on campus
          1. There is an additional $25.00 charge for delivery.
      iii.   Setting up the food on tables at the event with linens for tables at the event
      iv.   Setting up linens for each of the tables at the event
          1. There is an additional $7.00 for every linen needed for tables.
      v.   NOTE: You should put in catering orders at least a week in advance to ensure that you can lock in your order for the event. Dining services can also decline to service your events, so planning in advance is essential.

4. Sewanee Police
  a. Contact Information: 931-598-1111
  b. Services available through this office:
      i.   Crowd control if it is a large-scale event, includes a DJ, or other forms of entertainment (band, inflatables, etc.).
          1. You are required to complete the Event submission form on Engage 10 days prior to an event that requires police.
      ii.   Enforcing policies
      iii.   Should a problem arise during your event, this department is who you would go to.

E. Advertising on Campus

Where and how student organizations publicize activities and events should be reflective of who is invited. Groups should consider their targeted population (members only, college community, or public) when formulating their plan for advertising. All advertising, including posters, at a minimum, should include the sponsoring group's name, ticketing information (if applicable), who to contact for more information, and accessibility information. Advertising must not include copyrighted materials unless permission has been obtained. Do not begin to advertise your event until your recognition has been processed.

1. Using Sewanee Logos
   a. [Please check the style guide for how you can use the Sewanee logo on your advertising materials.](#)
2. Advertising Events with Alcohol
   a. Events may mention alcohol in printed and electronic posters, provided they use specific and approved language. The standard language allows for these options:
      i. Non-alcoholic beverages available.
      ii. BYOB either 1 non-glass six-pack of beer or malt liquor below 15% alcohol by volume, with a total amount not to exceed 80 ounces or 1 non-glass bottle or box of wine, not to exceed 26 ounces, below 15% alcohol by volume permitted for individuals who are 21+.
   b. These are the only acceptable phrases that are permitted on printed and/or electronic materials without prior permission from the Campus Activities Office. No photos or logos of alcoholic beverages may be used in printed or electronic materials.
3. Posters
   a. Recognized student organizations with the University have the privilege of posting on University bulletin boards and kiosks. The following policies govern postering on campus:
      i. Posters may only be placed on bulletin boards.
      ii. Masking tape, staples, or push pins should be used. Do not use glue, duct tape, scotch tape, or other adhesives.

      iii.   The Campus Activities Office reserves the right to remove flyers and banners deemed inappropriate, not associated with recognized student organizations, and events for which the date has expired.

      iv.   Academic buildings, DuPont Library, and other spaces on campus reserve the right to restrict banners and posters to their own designated areas as determined by the department.

4. If given to the Campus Activities Office in advance, we can also advertise your events on our social media platforms and/or newsletter. Send any posters you would like advertised to campus-activities@sewanee.edu. Please note, our office reserves the right to determine whether or not to post your flyer through our listserv, newsletters, or social media platforms. Any requests for individual advertisements to be sent out for a student organization to the cstudent listserv will generally be denied.

RELEVANT UNIVERSITY POLICIES

Introduction

As student organizations, leaders must follow all guidelines and policies in place for undergraduate students. You should familiarize yourself with the documents that have been linked below to ensure that your organization will stay in compliance with all University rules and regulations. These documents are frequently applied to student organization activities. By following these policies, your organization will be able to thrive.

Links

- [EQB: The Guide for Living in Community](#)
- [Undergraduate Student Social Host Policy](#)
- [The University of the South Non-Discrimination, Harassment, and Retaliation Policy](#)
- [Sex Discrimination (Title IX) Policy & Procedures](#)
- [Report an Incident, Concern, or Complaint](#)