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Advisor Manual

STUDENT ORGANIZATION

A GUIDE TO HELP YOU
BECOME A SUCCESSFUL
ADVISOR

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Thank You.



Thank you for your commitment to the development and growth of our student organizations! It is a true honor to be selected as a student organization Advisor. A strong Advisor can make a difference in many ways, both for individual students and the entire organization. The role of an Advisor can be challenging at times, but can also be tremendously rewarding and fun! And the Student Engagement staff is here to assist you!

The Office of Student Engagement is committed to providing you with information about the available resources and to prepare you to manage any situation that may arise. This manual provides important information that will help you be effective in your role as a student organization Advisor and contains answers to some of the most frequently asked questions and concerns.

We hope you find this manual helpful and informative. The services we provide Advisors and student organizations are continually changing and improving. We will update you with any changes that occur throughout the year. If you require further assistance, please do not hesitate to reach out to our staff. Best wishes for a successful year!

Sincerely,

The Student Engagement Staff



Office of Student Engagement

Gerety Hall 206
Salve Regina University
100 Ochre Point Ave
Newport, RI 02840

p: 401.341.2915
f: 401.341.2953

✉ studentactivities@salve.edu



@salveactivities

ADVISOR ROLE & PURPOSE.

Each Advisor perceives his/her relation to a student organization differently. Some Advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is hoped that each Advisor will maintain some regular contact with his/her organization. An Advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, Advisors are not responsible for the actions or policies of student organizations; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek.

Given the myriad of purposes, activities, and objectives of various student groups, the role of the Advisor will vary in some degree between groups. The purpose of this section is to outline basic roles of an

Advisor. As groups vary in their expectations and needs, it is important that you, as an Advisor, develop an understanding with the organization you are to represent as to the nature of your involvement. The Advisor and group should agree on a set of expectations of one another from the onset and should write this list down as a contract between the group and the Advisor.

A key idea to remember is that you are an Advisor not the leader. You provide guidance, insight, and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of their groups.

COMMITMENTS & RESPONSIBILITIES.

Advisors **MUST** be full-time faculty and staff members of Salve Regina University. Employees who don't have full-time status are not eligible due to liability reasons. If at any point your employment status changes, please notify both the student organization and the Office of Student Engagement immediately.

Accessibility & Leave of Absence

In order to best serve your organization, it is important that you are accessible and available to your student leaders. Try to set up a meeting with your organization so you can let them know the best methods for getting in touch with you and times that you are available to meet with them in person.

In many cases, your position may make it necessary for you to be away from Salve for an extended period of time (i.e. sabbatical, vacation, medical leave, etc.) Remember that while you are gone, your organization will still require support on campus. Please make arrangements to have an alternate full-time staff member step in to assist your organization.

Once you have designated a substitute during your absence, please make sure the contact information is updated in Seahawk Connection. This can be accomplished by having the temporary Advisor create an account in Seahawk Connection account (if they have not done so already) to submit their information in the system to become affiliated with your organization. When you return to campus, you can login into Seahawk Connections to change the information back, restoring you as the Advisor to your organization. These steps must be taken for all student organization you advise.

BENEFITS OF ADVISING:



There are many benefits associated with becoming an Advisor to a student organization. Here are some:

- The satisfaction of seeing and helping students learn and develop new skills.
- Watching a disparate group come together to share common interests and work toward common goals and an understanding of differences.
- Developing a personal relationship with students. Furthering personal goals or interests by choosing to work with an organization that reflects one's interests
- Sharing one's knowledge with others.

Advisor's Agreement Worksheet

This worksheet can be a means of communicating expectations of the organization-Advisor relationship. Both the Advisor and officers of your organizations should review each item. Organization members check off what you expect from the Advisor in the "Org" column. Organization Advisor(s) should check off those items he/she feels are appropriate for him/her to fulfill in the "Adv" column. From this, both parties can come to agreement.

The Advisor agrees to...	Org	Adv	Agree
Attend all general meetings of the organization			
Attend all officer meetings			
Call meetings of the officers when deemed necessary			
Explain University policies where appropriate			
Help the president prepare the agenda before each meeting			
Serve as parliamentarian to the group			
Speak up during discussion when you feel the group is about to make a poor decision			
Be quiet during general meetings unless called upon			
Provide resources and ideas to the group			
Take an active part in formulating goals for the group			
Act as a member of the group, except in voting and holding office			
Receive a copy of all respondents			
Request the treasurer's books at the end of each semester			
Keep the official files in her/his office			
Let the group work out its problems, including making mistakes			
Request a written evaluation at the end of each semester			
Cancel any activities that you believe have been inadequately planned			
Approve all candidates for office in terms of scholastic standing; periodically check their GPAs			

STUDENT ORGANIZATION RECOGNITION.

Student organizations at Salve Regina University provide the campus community with activities, programs and resources meant to enhance the quality of student life. Salve Regina encourages and promotes participation in these organizations as a way for students to develop life skills for achieving goals.

The process of student organization recognition is vital to provide continued service by monitoring and accurately assessing the status of all student groups. The recognition of student organizations is intended to clarify the rights, privileges and responsibilities of student organizations. All student organizations wishing to operate on campus are required to complete this recognition process.

Student Organization
Recognition

RECOGNITION CRITERIA.



All student groups' requesting official recognition from Salve Regina University must:

- Abide by the University's affirmative action policy and academic honesty clause. This means that the organization will not discriminate on the basis of race, creed, gender, color, national origin, sex, marital or veteran status or sexual orientation except where applicable by law. Title IX of the Education Amendments of 1972 forbids discrimination on the basis of sex in educational programs or activities which receive federal funds. However, it exempts the membership

process of social fraternities and sororities from this statute.

- Submit the New Student Organization Recognition form that can be found on Seahawk Connection two weeks prior to the SORC Meeting that their application will be reviewed.
- The student(s) who have submitted the application must then attend the SORC meeting to discuss their application that is under review.
- Disclose if they are known by any other name or affiliated with other groups, such as professional organizations. In addition, organizations must disclose expected dues or cost associated with membership. This information will assist the university in determining if the group is affiliated with other groups, such as professional organizations, or if membership requires unreasonable dues or other fees.
- Student organization may not operate as for-profit entities or businesses. They may not be affiliated with organizations seeking to make a profit from Salve Regina students.
- Permit members to disassociate at any time, provided that any financial obligations to the organization have been met.
- Abide by all federal, state and local laws and university policies. Organizations must include a statement in their constitution ensuring they will not practice any physically or psychologically

abusive hazing behaviors either intentionally or unintentionally.

- Have the support of other students through a signed petition containing the names and email addresses of at least 15 full-time Salve Regina University students.
- Have an Advisor who is a member of the Salve Regina University faculty, staff or administration.
- Outline a purpose that is consistent with the mission of the University and represents a need that is not currently addressed on campus.
- Not a present undue risk to participate or to the university.
- Agree to participate in periodic assessment; namely those mandated from the Office of Student Engagement and the Student Organization Recognition Committee.
- Must have a minimum of two designated officers: a President and a Treasurer. The President and the Treasurer must be two different individuals.
- Newly recognized organizations will be placed on a three month financial probation period that runs during academic months only (September-May).

If the group is affiliated with any other regional or national organizations, it must also meet the following criteria:

- Provide a copy of the constitution or other governing document for the regional or national organizations.

- Indicate any and all dues required by the national organization and any financial

support the local chapter receives from the regional or national organizations.

POLICY FOR CLUB SPORTS.

A club sport is defined as any athletically orientated, non-varsity organization that competes with other universities' athletic organizations. To maintain the support of both the Office of Student Engagement and the Athletics Department, club sports must complete both the application for recognition as a Student Organization and the club sport participation packet. To become recognized as a club sport, Student Organization leaders must obtain written approval from the Director of Student Engagement and Athletics, and complete the Student Organization Recognition process.



Did you know?

There are 5 recognized Club Sports on campus:

Swim
Men's Rugby
Women's Rugby
Cheerleading
Karate

POLICY FOR RELIGIOUSLY AFFILIATED ORGANIZATIONS.

Salve Regina University welcomes people of all beliefs. Students, regardless of faith tradition, are welcome to participate in the social activities, community service events, mission trips, retreats and prayer services prepared by the Mercy Center for Spiritual Life.

The staff of the Mercy Center for Spiritual Life is charged with the preparation and content of spiritual and religious life on campus.

Outside religious groups or persons are not permitted to be active on the Salve Regina campus without explicit invitation and approval of the director of the Mercy Center for Spiritual Life.

Students wishing to start a religious based organization or club should meet with the Director of the Mercy Center for Spiritual Life and the Director of Student Engagement to discuss the student organization's mission and constitution. Organizations wishing to gain recognition must obtain a letter of support from the Director of the Mercy Center for Spiritual Life as well as the approval of the Director of Student Engagement. These student organizations will follow all of the guidelines outlined for student organizations on campus and adhere to the Affiliated Ministries Policy.

In order to foster good communication and accountability the president and/or elected officers of a religious organization or club will meet with the Director of the Mercy Center for Spiritual Life or an appointed delegate once a semester.

RIGHTS & PRIVILEGES OF RECOGNIZED STUDENT ORGANIZATIONS

- Use of 25Live program to schedule Salve Regina University facilities for meetings, events, and outreach
- Apply for funds from the Activities Funding Board and/or other campus sources
- Associate Salve Regina University's name with that of the Student Organization
- Be included in Salve Regina University publication, when appropriate
- Use the Salve Regina University Mail Service including a campus mailbox in the Office of Student Engagement
- Sponsor campus programs and activities
- Receive assistance from the Office of Student Engagement and SGA in matters of finance, programming, liability, and any other area of concern within the expertise of the OSE staff and SGA

RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATIONS.

Recognized student organizations are expected to:

- Use the Salve Regina University Business Office for the administration of all university-approved funds and funds raised on campus.
- Have a current constitution on file within Seahawk Connection, accessible to organization members, students at Salve Regina University, and for the reviewing needs of the Student Organization Recognition Committee.
- Be comprised solely of full-time undergraduate Salve Regina University students in positive academic standing in both the members of its body and the executive board.
- Maintain a current list of officers and faculty members on the Seahawk Connection roster, including contact person, executive board, and Advisors.
- Adhere to all federal, state and local laws, and university policies.
- Attend all trainings and club presidents' meetings as regularly scheduled by the Director of Student Engagement and Vice President of SGA.
- Ensure that its membership will not practice any physical or psychological abusive behaviors, either intentionally or unintentionally.



MAINTAINING RECOGNITION.

In order to maintain recognition, student organizations must do the following:

A. Adhere to all policy and procedures that are outlined in the Student Organization Recognition Committee's Handbook and the Activities Funding Board Manual.

B. Must maintain an active Seahawk Connections profile by participating in the following actions:

1. Must have an always current listing of executive board members, Advisor and supporting faculty and/or staff member(s)
2. Listing a minimum of 5 active members, not including executive board, on Seahawk Connection viewable on the organization's page
3. Meetings are held at a minimum of once per month, in which minutes from the said meeting will then be published on Seahawk Connection and submitted to the Student Recognition Organization Committee for review.
 - a. Failure to upload minutes after seventy-two hours after the meeting was held will result in a warning if this is the first offense. If minutes are not updated within seventy-two hours thereafter the initial warning is given, an organization's status will be moved to the probationary stage to be reviewed by the Student Organization Recognition Committee.
4. Attend all Club Presidents' Meetings as held once a month and are mandatory for all active

status student organizations.

- a. Student organizations are allowed one excused absence per semester. Once there is more than one absence, the student organization will be moved into probationary status to be reviewed by SORC.

5. Must submit the Annual Recognition Renewal Form towards the end of the spring semester, May 1st, in order to stay an active student organization for the beginning of the following year.

- a. Failure to submit aforementioned form will result in a student organizations status being moved into the probationary state to be reviewed by SORC.



ANNUAL RENEWAL OF RECOGNITION

All recognized student organizations must, at the start of the academic year, complete the following requirements in order to remain recognized for the following year:

- A. Submit an updated list of officers and the name and signature of the Advisor .
- B. Update your roster on Seahawk Connection with your officers and Advisor information. Submit an updated roster by the designated deadline.
- C. Submit an updated description of the organization for the university publications on Seahawk Connection under the "About" tab.
- D. Have on file a brief written review of the organization's activities over the previous year. If no report is on file, a new report must be submitted.

Forms can be obtained on Seahawk Connection. This form is due by May 1st to assure a student organization's active status for the following year.

LOSS OF RECOGNITION

A Student Organization's status may change from active to probation, suspension, and termination, by being sanctioned, which is based in noncompliance to the Student Organization Recognition Committee's Policy and Procedure Handbook and the Activities Funding Board Manual.

The following are circumstances in which a student organization would be rendered into probation:

- A. If an organization is absent from more than one Presidents' Meeting per semester.
- B. Failure to update Seahawk Connection after an initial warning is given.
- C. Failure to submit minutes in the specified seventy-two hours after an initial warning.
- D. Failure to adhere to the policies outlined in the Activities Funding Board Manual and Student Organization Recognition Committee Handbook.
- E. Membership of non-full time students, including graduate students and part-time students.
- F. Failure to adhere to the Office of Student Activities posting policies.
- G. Failure to request rooms and university facilities under the R25 Live Program and adhere to policies.
- H. If a student organization is found hazing another member of the organization.
- I. Failure to submit the Annual Recognition Renewal Form.

INACTIVE STATUS

The 'inactive' status of a club renders that the club is not allowed to act on the privileges a recognized club or organization. Specifically, inactive clubs are not to assemble, host any internal or external club event, use Salve Regina University facilities, receive funding from the Activities Funding Board, participate in the semi-annual Club Rush event, and be registered in any list of campus organizations, specifically including Seahawk Connection.

The following would warrant a club being deemed inactive by the Student Organization Recognition Committee:

- Violating probation
If a club violates the terms of probation, they will immediately be put into an inactive status and will not be allowed to appeal the change of status for upwards of one academic semester.
- Failure to not meet with the Student Organization Recognition Committee while on probation for more than one month.
- Violation of the University's discrimination clause, academic honesty clause, the practice or the encouragement of the practice of hazing, and or violating local, state, and or federal law.

ARCHIVED STATUS

If a club is inactive for more than two semesters, they will be moved to 'frozen' status, or "archived", essentially deleting them from Seahawk Connection and any other kind of representation they may have around campus.



STUDENT ORGANIZATION SANCTIONS

The actions of student organizations are expected to be consistent with the Student Organization policies and the Student Code of Conduct. If a violation occurs, disciplinary action may be taken against the organization as a whole. Student organization disciplinary sanctions may include, but are not limited to, the following:

Warning:

A written notice to the student organization that their conduct is in violation of University and Student Organization policies and regulations.

Probation:

Probationary status for a specified period of time, typically no less than 90 days, during which time the organization may be required to fulfill specific conditions prior to reinstatement to good standing. During the time of probation the organization is restricted from facilitating events, participating in any co-sponsorship of an event, and requesting funding from Activities Funding Board. The organization can meet with its organization members while under probation. To be reinstated the organization must submit a written proposal to the Vice President of the Student Government Association about their plans to correct their past violations.

Suspension:

The typical time of probation is no less than 90 days, organizational suspension means the organization has no authority for operating on campus. Suspension involve the loss of all rights and privileges of student organizations, including the use of university facilities and financial resources, recruiting members, and promoting the

organization. Probationary status will be assigned for 30 days following the completion of the suspension period.

Termination:

Termination of a student organization is the most serious University disciplinary action for a student organization. Termination is the total and permanent separation of the organization from the University. This includes total prohibition for the organization and its members or supporters to conduct any activity on the campuses of the University that can in any way promote the goals, purposes, identity, programs or activities of the organization. Termination involves the loss of all rights and privileges of the student organization, including the use of University facilities and financial resources, recruiting members, and promoting the organization.



TYPES OF ORGANIZATIONS

Student Organizations are classified as Type One or Type Two Organizations, as established by SORC and AFB. Classification of Student Organizations is determined by the types of programs and activities the Organizations provides to the University.

Type One:

Type One Organizations hold programs and activities that serve the entire University community. They inherently contain an additional level of support from within the Office of Student Activities, and the scope of their activities require such classification and support

Type One Student Organizations that are considered essential by the University include:

- Student Government Association (SGA)
- Campus Activities Board (CAB)
- Willow Literary Magazine
- Mosaic Student Newspaper
- Seahawk Radio

Type Two:

Type Two Student Organizations are considered non-essential to the University and service a specific population of students. All Student Organizations that are not classified as Type One Organizations will be classified as Type Two Organizations.

Organizations classified as Type Two Student Organizations must follow specific financial procedures as found on page 32



STUDENT ORGANIZATION REACTIVATION

In order to reactivate a student organization, a new student organization application must be submitted to the Student Organization Recognition Committee through the use of Seahawk Connection and a meeting with the current Student Government Association Vice President. Student organizations that have been inactive for one semester and are looking to be revived are allowed to use a similar, if not the same, constitution as their predecessors, and must reapply to become a student organization through Seahawk Connection.

If a new assembly of people are interested in bringing back a student organization that has been inactive for two or more semesters, they must submit a revised constitution that strays from the purpose and procedure of their predecessors along with a new student organization application through Seahawk Connection.

If there is a demand for the reactivation of an organization that was put into inactivity under negative circumstances, such as the above cause(s) for sanctions, those interested in reactivating the organization must submit a written proposal as to why the organization should come back into active status along with a new and different constitution from that of their predecessors, and an application through Seahawk Connection.

Any student organization name changes, revisions or amendments made to the constitution of a recognized student organization must also be submitted to the committee.



FUNDING FOR NEWLY RECOGNIZED STUDENT ORGANIZATIONS.

All recognized student organizations are eligible to receive funding from the Activities Funding Board under the following circumstances:

A. Organizations must operate for three academic months after they have received recognition before they are eligible for funding when they initially become an organization.

However, organizations may fundraise during the three academic month probationary period.

B. Funding through the Activities

Funding Board is only available for student organization of active status.

1. Student organizations of probationary status will have locked funding, in which they will not be able to access any money from their accounts.

2. Inactive student organizations will not have any access to funding from the Activities Funding Board.

All funding policies and procedures can be found in the Finances & Fundraising section of this manual.

REVISIONS OR AMENDMENTS TO A CONSTITUTION.

Any revisions or amendments to a constitution of a recognized student organization must be approved by the Student Organization Recognition Committee prior to implementation.

A. Organizations must submit any revisions or amendments, with the rationale for making the changes, to the committee.

B. Organizations will be asked to submit updated constitutions each spring semester to the Student Organization Recognition Committee, and post said revised constitution to Seahawk Connection with their Student Organization Renewal Form.

POLICIES & PROCEDURES.

CONTRACT PROCESS.

A contract must be used whenever your organization hires performers such as musicians, speakers, DJs, and bands; service providers such as catering and entertainment companies. It is the expectation and responsibility of the student organization to ensure they have the proper funding needed to cover the cost of the contracted party. Funding must be present in the student organization account prior to sending offer/bid or requesting contracts.

NEGOTIATIONS & INQUIRIES

Staff or students may engage in conversations with agencies/artists regarding available dates, technical and hospitality requirements, pricing, etc.

Students or staff should ask for an all-inclusive price for performers. This price should be inclusive of travel, meals, hotel, ground transportation and airfare.

Students may give agents/artists a tentative hold for a particular date. Students or staff should not confirm dates, times or pricing with performer or company. Please be advised that emails can be used as binding agreements or contracts. Please use your words carefully.

INSURANCE

Recognized Student Organizations looking to bring an artist, outside catering, agency, or vendor on campus greater than or equal to \$1,000 must provide a Certificate of Insurance.

They must carry \$2 million aggregate, \$1 million per occurrence, and list Salve Regina University as additionally insured. If the vendor does not carry insurance all year round, they can purchase one day insurance.

Any time your organization plans an event in which a contract is required an updated insurance policy is must be submitted with the contract.

Before the University is able to formally contract and confirm your event, we need to be sure that proper liability insurance is in place. Please arrange to have a copy of your Certificate of Liability insurance sent to you for review. The certificate should display the following:

- "Salve Regina University" must be "named additional insured" on the policy
- "Salve Regina University, 100 Ochre Point Ave, Newport, RI 02842" must be listed as Certificate Holder
- 1 million liability coverage per occurrence
- 2 million of liability coverage in the aggregate
- Evidence of any umbrella policy

If the company does not have insurance or has insurance but cannot or will not name us as additionally insured, they can purchase one-day insurance. TULIP insurance is a one time use liability insurance that can be used to cover the event. The contracted party is responsibly for their TULIP insurance. The student organization may decide to pay the cost of the TULIP insurance if they so choose.

If your event meets the following criteria listed below, insurance can be waived.

COI (Insurance)	Always check first to see if a performer (artists) carries their own insurance policy. Request COI naming Salve Regina University as Certificate Holder and Additional Insured.
Waive	<i>Individual</i> <ul style="list-style-type: none"> • On-campus, indoor space, that holds less than 100 attendees* • Paid under \$500 • No hazardous props • Non-controversial *Please check with OSA about any outdoor locations.
	<i>Performance groups/bands/DJ's</i> <ul style="list-style-type: none"> • On-campus, indoor space, that holds less than 100 attendees* • Paid under \$1,000 • No hazardous props • Non-controversial (check with your supervisor) *Please check with OSA about any outdoor locations.
	<i>Volunteer Performer (zero \$\$\$)</i> <ul style="list-style-type: none"> • On-campus, indoor space, that holds less than 100 attendees* • Salve providing all their sound/light equipment • No hazardous props • Non-controversial (check with your supervisor) *Please check with OSA about any outdoor locations.
TULIP Email Risk Services	Any situation where the above criteria to waive cannot be met, TULIP Insurance must be purchased. The contracted party is responsible for their TULIP insurance. The student organization may decide to pay the cost of the TULIP insurance if they so choose.

CONTRACTS

Only a university employee may request a contract and confirm a date (make a legally binding obligation on behalf of Salve Regina University).

For some services, the Office of Student Engagement may need to submit a formal university bid or offer on the organization's behalf. You must never commit or make an official financial offer on behalf of the university or your organization. Please speak with the Office of Student Engagement before signing or sending any offers.

Under no circumstances should a student or staff sign a contract on behalf of the university or your organization. Signing a contract is a violation of university policy and offenders may be held personally liable for the terms of the agreement, including financial commitments. Offending student organizations may face permanent suspension.

CONTRACT PROCESS

1. Student Engagement will send out an offer letter on behalf of the student organization.

2. The contract is received by Student Engagement staff.

3. The contract is reviewed by Student Engagement staff members and appropriate changes are made.

4. All changes by Salve are initialed by the Purchasing office or appropriate designee. The contract should not be signed by Salve until changes are counter-initialed by the agency/artist.

5. The contract is sent to the agency for counter initiating.

6. When all changes are initialed by both parties, by the Purchasing office or appropriate designee signs contract on behalf of Salve Regina University.

7. Final signatures are obtained by agency/artist.

8. A final fully executed contract should be sent to the artist/agency with directions and contact information for the event.

9. Student organizations are responsible for providing all items indicated on the rider, contract, or hospitality list.

10. Contracts are considered FULLY EXECUTED and are placed in our files.

11. Student organization should not advertise for the event until the contract the process is completed.

This process will may take several weeks to complete. Student organizations must plan accordingly.

PAYMENT

Once contracts are fully executed a Check Request should be completed by the student organization.

New agencies/artists are required to submit a W-9 form at the time a contract is initiated. This is kept on file with the contract and another copy is kept at the business office (submitted with the check request).

No checks should be mailed prior to the event taking place! All performers or service providers will be paid after services are rendered.

One university check will be cut for the full amounts. No deposits will be paid to performers.



FILM & VIDEO COPYRIGHTS.

Student organizations that plan to show films or videos on campus must comply with all federal, state, and local laws that govern the presentation and viewing of these materials. The use of copyright-protected films and videos, other than private in-home viewing, requires a license from the copyright holder or their authorized representative.

Organizations may contract with a commercial licensing company that holds the copyright; however, licensing fees typically involve a significant cost. Organizations should not enter into an agreement with a licensing

company without first reserving an appropriate campus space and securing the necessary funding to cover the cost of the license. All contracts must be signed by the director of purchasing.

Organizations or individuals that enter into contracts without following established university guidelines will be held responsible for all charges or fees.

For more information, contact SWANK at 1-800-876-5577 or visit <http://www.swank.com>.

HAZING POLICY.

Student organizations are prohibited from engaging in or otherwise practicing any physical or psychological hazing behaviors. Hazing includes any method of initiation or pre-initiation into a student organization or any activity which causes, or is likely to cause, physical harm or personal degradation or disgrace. Hazing is a violation of university policy and may result in loss of recognition as a student organization and/or action by the Dean of Students Office. Activities that may constitute hazing include, but are not limited to, the following:

- Forms of physical activity not part of an organized, voluntary athletic contest or not specifically directed toward constructive work.
- Any activity that might reasonably bring physical harm to the individual.
- Paddling, beating, or otherwise permitting someone to hit another individual.
- Requiring one to wear any degrading or uncomfortable garments.
- Depriving one the opportunity for sufficient sleep, decent and edible meals, or access to means of maintaining body cleanliness.
- Activities interfering with one's academic efforts by causing exhaustion, loss of sleep, or reasonable study time.
- Requiring one to consume large amounts of alcohol.
- Forcing, coercing, or permitting one to eat or drink foreign or unusual substances such as raw meat, raw eggs, salt water, onions, etc.
- Having substances such as eggs, paint, honey, etc. thrown at, poured on, or otherwise applied to the bodies of individuals.
- Morally degrading or humiliating games or any other activities that make an individual the object of amusement, ridicule, or intimidation.
- "Kidnaps," road trips, etc., which are conducted in a manner that endangers the health or safety of an individual.
- Subjecting one to cruel or unusual psychological conditions for any reason.
- Any requirement which compels someone to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual's genuine moral and/or religious beliefs, or contrary to the rules, policies and regulations of the university.

AMPLIFIED SOUND.

Amplified sound at events held on campus must be maintained at a reasonable level and should not disrupt academic instruction, other campus activities, or residents living in the surrounding area.

The Office of Student Engagement requests notification if your outdoor event will feature amplified sound. The level of amplified sound should be limited to reach only the immediate audience, and must fall within noise ordinance guidelines established by the City of Newport.

Speakers and monitors should be positioned carefully in order to prevent sound from disrupting people not in the immediate area. The surrounding terrain and buildings can influence the effect of amplification, so set-ups should be monitored before and during each event by the sponsor. Sound checks may be conducted only during the hours amplified sound is allowed.

In addition to university policies and city sound ordinances, student organizations need to consider the following:

- Contracts with artists or performance groups must contain a statement which allows the organization or the university to regulate the level of amplified sound.
- Organizations are responsible for assuring that amplified sound does not disrupt normal

university activities, including regularly scheduled classes. The organization must be sensitive to the fact that others become unwilling participants in an event if amplified sound is produced at an excessive level.

- University staff will monitor the level of amplified sound and take appropriate measures to prevent disruptive noise.
- Complaints about amplified sound will result in an assessment of the situation by the university staff who will determine whether to allow the sound to continue, reduce the volume, or terminate the use of amplified sound.



DECORATION POLICY.

When planning an event, a student organization may decide to decorate the activity area to create a festive, colorful and inviting environment. Decorations must comply with all federal, state, local, and university fire and safety policies.

Organizations must use caution to ensure decorations do not pose a fire or safety hazard for persons attending the activity. Any event which involves the use of decorations must adhere to the following guidelines and be approved by the Office of Safety & Security.

- Paper streamers are not permitted unless they are made of flame retardant material (check label).
- Dry organic materials, cloth and other woven or synthetic materials are not permitted unless treated with flame retardant and approved by the Office of Safety & Security.
- Cloth and paper materials are not permitted to be draped across ceilings.
- Use of Scotch tape, staples, tacks, nails, duct tape, glue and screws are not permitted. Masking tape is permitted on certain surfaces with prior approval from the appropriate office or department.
- Decorations are not permitted which would obstruct the use of exits or fire protection equipment.

- Open flame devices, candles and pyrotechnics are prohibited in university buildings. Exceptions for fixed open flame devices must be approved by the Office of Safety & Security.

- Balloons are prohibited. This is in accordance with student organizations efforts to reduce the impact on the environment.

Any damage sustained to an activity area resulting from decorations will be charged to the responsible individual or organization.

FIRE SAFETY.

The university requires individuals and student organizations to strictly adhere to all fire safety regulations. While not intended to be a comprehensive list of regulations, organizations that sponsor activities on campus must:

- Prevent persons from sitting or standing in doorways and aisles designed as a means of emergency exit from the activity area.
- Monitor the number of participants so as not to exceed the maximum occupancy of the activity area.
- Provide a minimum 16" clearance between rows when setting chairs for theatre-style events.
- Adhere to all decorating policies (see Decorations).

MAILBOXES.

All recognized student organizations are provided a mailbox in the Student Organization Resource Room within the Gerety Hall. Mailboxes should be checked at least once a week for campus notices and federal mail.

Organizations are encouraged to have mail sent in the organization's name and not in the name of an individual member. Mail should be sent to the following address:

<Name of Organization>
Office of Student Engagement
Salve Regina University
100 Ochre Point Avenue
Newport, RI 02840

Student organizations may distribute announcements in other student organization mailboxes provided they have received prior approval from the Office of Student Engagement. Material placed in mailboxes without approval will be removed and discarded. Mailboxes are emptied on the last business day of May and contents discarded unless organizations have made prior arrangements with the Office of Student Engagement.

RESERVING SPACE.

Student organizations should reserve space on campus using the R25 Live online system. Space on campus should be reserved **at least 24 hrs in advance**. Student organizations may need to reserve space for a variety of reasons, such as organizational meetings or events. While Advisors are not able to book spaces on behalf of their student organizations, this is the responsibility of the student leaders, it is important to be aware of the most up to date policies and process in case your students need assistance through the process.

Students organizations are not permitted to reserve on campus space for any outside groups, organizations or persons.

Student organizations should not advertise an event until a confirmation of space is received.

Spaces must be left in the same condition in which they were found. Dispose of all trash and straighten table and chairs before you leave space.



Did you know...

Student organizations
receive \$50 in their
account if they register by
May 1st

PROTEST & DEMONSTRATION REGISTRATION POLICY.

As a Catholic and Mercy institution that promotes universal justice, Salve Regina University encourages its students to be alert to injustice—both locally and globally—and to take effective action whenever it is possible to do so. An important part of changing an unjust situation is to call attention to its existence, and protest is a proven strategy for raising awareness and voicing uncomfortable truths to those in positions of power. Therefore Salve Regina supports and commends students who take up the laudable tradition of speaking out against injustice through responsible protests. The university's desire to foster active and responsible citizenship further impels it to encourage students to be aware of what is happening in the world and not to sit idly by when individuals and groups are denied what is due them in justice.

The history and tradition of the United States also honors and protects every individual's right to free expression and peaceable assembly as outlined in the Bill of Rights and encoded as the First Amendment to the U.S. Constitution. To assist students in maximizing the effectiveness of their protests, the university has established guidelines which will offer guidance, particularly with regard to time, place and manner of protest or demonstration.

1. Prior Approval

In a spirit of tolerance and in appreciation of diverse voices, the aim is to empower students, not censor them, so that their protests will achieve

their intended aim without unduly disrupting the work of the university. To that end, it is requested that sponsors of demonstrations and protests submit a protest and demonstration registration form to the Dean of Student's Office at least 7 days prior to the scheduled event. The form is available in the Office of the Dean of Students or online on the Dean of Students' webpage.

Demonstrations and protests may be organized and led only by members of the Salve Regina University community. An individual (student, faculty or staff member) must be designated as the Organizer/liaison for the protest or demonstration.

The Organizer must meet with the Dean of Students office, Office of Student Engagement or designee to coordinate the planning of the event. This meeting will be to review the details of the proposed event including proposed time, place, manner, and planned size of the event.

If the Organizer is planning the event on behalf of a recognized student organization, the Advisor to the organization is strongly encouraged to attend this meeting as well. Student organization should reference student organization policies before planning your event. Organizers should plan accordingly and submit the protest and demonstration registration form as early as

Individual students, not affiliated with a recognized student organization, may plan demonstrations on campus. These students must adhere to all of the university policies to plan, promote and execute the event.

Reservation of campus space for any protest and demonstration will be contingent upon availability. Space cannot be reserved without approval.

All students who are members of the university community have the right to peaceful demonstration (including, but not limited to rallies, demonstrations, protests, parades, and processions) on campus. However, disruptive demonstration that unreasonably interferes with the rights or safety of others are strictly prohibited.

2. Ensuring Safety and Security

When demonstrations are scheduled on campus, Organizers should expect university personnel to be present for all or part of the event. This presence is often necessary to ensure organizers' own rights are protected and the University's regular operations and activities are not interrupted.

Organizers should schedule a meeting with the Office of Safety and Security to discuss safety expectations and logistics.

3. Guidelines

No group may be admitted into a private office unless invited, and then not in excess of the number designated or invited by the occupant. Passage through reception areas leading to a private office must not be obstructed.

Corridors, stairways, doorways, and building entrances may not be blocked or obstructed in violation of the regulations of the fire department. Clear and unimpeded passageways must be maintained at all times.

The Student Code of Conduct and/or other administrative rules and regulations must be observed at all times in the planning and conduct of any event. Accordingly, expression that is indecent, grossly obscene or grossly offensive is inconsistent with accepted norms of conduct at the university and will not be tolerated.

Organizers are expected to communicate the guidelines that have been set for the event by the Dean of Students Office and the Office of Safety and Security to all participants, organization members, and guests prior to the event. The responsibility of maintaining peace and order rests at all times with the individual(s) or student organization(s) who organized the event. Guests are expected to follow the Student Code of Conduct. Individual(s) or student organization(s) who organized the event are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violation of university policy incurred by their guests.

At the conclusion of any protest or demonstration, the organizers are expected to make a reasonable effort to return the grounds/area to the condition it was in before the event.

This includes properly disposing of all garbage. Any unanticipated and accidental property damage should be reported to a University administrator immediately. Property damage related to the protest or demonstration may result in the assessment of fees to the organization or individuals involved.

The Dean of Student's office/Office of Student Engagement will serve as a conduit for campus wide communication regarding event. The offices of Safety & Security, University Relations, Student Engagement and other university offices or departments may be notified of any proposed activity.

For more information or questions, please contact the Dean of Student's Office or the Office of Student Engagement.



Organizer Checklist

- ☐ I have reviewed the policy
- ☐ I have communicated all guidelines to my fellow organizers
- ☐ I have reviewed the University's event calendar and selected a date that doesn't conflict with another university wide event
- ☐ I have reserved place and time
- ☐ I have submitted the registration form to the Office of the Dean of Students
- ☐ I have met with a member of the Office of Safety & Security
- ☐ I have consulted with my sponsoring group's advisor (if applicable)
- ☐ I have met with a member of the Office Dean of Students office, Office of Student Activities or designee
- ☐ I have used proper marketing

OFF-CAMPUS TRIP EMERGENCY & COMMUNICATION PROTOCOL.

Trip Organizer(s):

Please follow the policies and procedures below for all off-campus trips. This protocol is required to ensure the safety of those traveling on trips, as well as to maintain communication between Safety & Security, trip organizer(s), and administration in the event of an emergency or when communication is necessary.

Prior to Departure:

- At least 24 hours prior to trip departure, trip organizer(s) must call students traveling on the trip to confirm their attendance, and to give final details about departure location and time.
- Confirm that all attendees have completed their travel release forms and that the students' emergency contact information is complete. To obtain the information filled out on the Travel Release Form please contact the Office of Student Engagement at (401) 341-2915. They will send you this information. If the form is incomplete, ensure that the student provides the missing information prior to departure.
- A copy of the information obtained from the online Travel Release Form

must be sent to Security prior to departure.

- On the day of the trip, organizer will arrive at departure location no later than 15 minutes before departure to sign in each student. NOTE: All students must be I.D.'d before boarding the bus. If the Salve I.D. does not match the sign up list, that student may not attend the trip, no exceptions.
- When boarding the bus for departure, provide all students the trip organizer(s) phone numbers, for emergency and communication purposes.

Upon Arrival:

- Stand up and announce the trip organizer(s) phone numbers once more. Ask all students to contact you in the event of an emergency (after notifying emergency services, etc.)
- Clearly announce a meeting time and location for departure back to the university.
- Trip organizer(s) should keep emergency contact information and attendance list throughout the trip duration.

NOTE: Be sure to take attendance each time you reconvene, and upon boarding for return to the university. Do not rely on a head count.

Emergency:

- In the event of emergency, students should first contact emergency services (local officials).
- If possible, trip attendees should contact the trip organizer(s) as well.
- Trip organizer(s) should keep their phone in an accessible, audible state throughout trip.
- Trip organizer(s) should proceed to contact university administration (Advisor, etc.). Advisor will contact safety and security and the on-call administrator as needed.
- If needed, the emergency contact of the trip attendee will be contacted by the on-call administrator.
- Trip organizer(s) and administrator/Advisor will fill out an incident report upon return to the university.



TRAVEL POLICY.

Please follow the policies and steps outlined in the procedures section of this manual for all off-campus trips. This protocol is required to ensure the safety of those travelling on trips, as well as to maintain communication between Safety & Security, trip organizer(s), and administration in the event of an emergency or when communication is necessary.

All participants of any Salve affiliated off-campus trip must complete a Travel Release Form. Please instruct all participants to utilize your event title when filling out the form. This enables us to view all students attending the same event.

To access the Travel Release Form go to: Seahawk Connection Homepage > Campus Links > Travel Release Form.

SECURITY.

Certain on-campus events, such as dances and concerts, may require a university security detail. In some instances organizations may be required to have Newport police and fire department details present in addition to a university safety & security officer. Sponsoring organizations are charged for security personnel assigned to their events. Contact the Safety & Security Office in Tobin Hall for more information about security details.

TABLING.

Recognized student organization may reserve 3'x6' tables in Gerety Hall (and other locations on campus including the O'Hare Academic Center) for disseminating information, recruiting members and conducting approved fundraising activities. Organizations must adhere to the following guidelines:

- Tables must be staffed at all times by a member of the organization.
- Displays and activities associated with the table reservation cannot block the free flow of traffic or encroach on other scheduled events.
- Posting is not permitted on walls, windows, doors, trees or receptacles around or near table location; signs may be attached to the table.
- Tables should be cleared and trash disposed of before members of the organization leave the area.

DANCE EVENT GUIDELINES & SETUP.

Important Notes About Ochre Court

Capacity: 400 (including great hall, library, and dining room)

Reservation: Ochre Court must be booked well in advance to ensure its availability for your event.

As Soon As Possible:

- Budget: Determine whether your organization has the funds to cover security, DJ, etc.
- Cross-reference the dates desired for the dance with other campus events, dances, etc. by contacting Student Engagement.
- Reserve Ochre Court by using R25 Live Form. All tables, chairs, trash barrels, etc. should be requested at time of room reservation.
- Reservation should reflect the start and end times including setup and breakdown.
- Order /design tickets.

PROMOTION & POSTING.

Recognized student organizations are authorized to post materials in designated areas on campus that pertain to or support the organization and its activities. All posters and fliers must be approved and stamped by the Office of Student Engagement before they are copied and posted. Materials that do not bear a stamp mark may be removed and discarded.

Printing requests should be submitted a minimum of one week prior to the desired pickup date. Student Organizations are responsible for printing costs and must ensure they have enough funds prior to submitting this form.

Once forms are approved by the OSE, Student Organizations may bring the completed form to the Copy Center for printing.

Electronic submissions to the Copy Center will not be processed without a completed form.

Each university department, office and/or building may have its own posting policy. It is responsibility of the group posting information to know and abide by the regulations that pertain to that office or building.

GENERAL POSTING GUIDELINES

- Activities cannot be advertised before the event location has been confirmed and the event has been scheduled on the university calendar using the online R25 scheduling system.

- Only one notice per event/activity per bulletin board is permitted.

- Three-dimensional materials may not be posted on university bulletin boards (material must lay flat on the board).

Posted materials must clearly identify the name of the sponsoring organization.

- No poster, handbill, or any other form of advertisement may be placed on, attached to, or written on any structure or natural feature of the campus. This includes walls, fire doors, buildings, posts and directional signs, sidewalks, trash receptacles or trees.

- Posting on tables, walls, or any other open surface is considered a fire hazard and is prohibited.

- Chalking is allowed on concrete university sidewalks.

- Signs, banners and posters cannot be propped against or hung from trees, buildings, balconies, columns, etc. without prior approval. Banners are prohibited on the exterior of university buildings.

- Organizations are responsible for removing all signs and materials within 24 hours of the conclusion of their event.

APPROVED CAMPUS POSTING LOCATIONS

In order to comply with Rhode Island state fire code, printed materials such as posters and fliers must be posted on approved bulletin boards. Once approved for posting, materials may not be posted on any of the following: walls, ceilings, counter tops, exit or fire doors, windows, tables, chairs, trash receptacles, light poles and sign posts, or natural vegetation. No more than one poster or flier per event should be posted on a single bulletin board.

Student organizations may use the following bulletin board locations to post items promoting their group and activities:

Angelus Hall :

- Stairwell landing (left of main entrance) – see Education department staff for key/posting policy.

Antone:

- Hallway between dance studio and Mac labs.

McAuley:

- 2 bulletin boards in the first floor in the hallway from the main area to the ADC.
- Classrooms (use judgment as to appropriateness of specific rooms)

Gerety Hall:

- Basement, outside of Seahawk Radio (bulletin board)
- Basement, outside Student Organization Resource Space (bulletin board)
- 1st floor, in the display case by Fireplace Lounge (ask Student Engagement Manager for access)
- 1st floor, free standing display case in the Lobby
- 2nd floor in study lounge (bulletin board)

McKillop Library :

- Basement, outside Mail Services.
- 1st floor – inside Bookends Café.

Residence Halls :

- Leave posters & fliers with Office of Residence Life (45 copies) for RA's to post in the residence halls

Rodgers:

- Posting is available in the stairwell to the left of the entrance (ask Athletics' Administration for key)

Miley:

- Contact the Dean of Students Office (Miley) or the Office of Student Engagement (Gerety Hall) for permission to place items in cases in this building.

All posters should be removed two days after the event has taken place.

FINANCES & FUNDRAISING.

FUNDING REQUESTS.

Eligible student organizations seeking funding must submit their requests on Seahawk Connection to the Chair of the Activities Funding Board by the deadline as disseminated by the Chair.

Student organizations are responsible for submitting a detailed program budget in conjunction with their completed request. Incomplete requests may not be considered.

The Director of Student Engagement may, at his/her discretion, overturn an AFB approved request if he/she deems the request is inconsistent with University policy or mission statement. He/she may not however, approve a request that AFB has previously denied.

All funding requests must be submitted one month in advance of their event. Exceptions will be made ONLY for the months of September and October.

Internal Funding may only be requested by Type Two student organizations. Internal Funding may be used for student organizations development, club rush, membership apparel or gear, dinners, food for organization meetings, conferences, and awards, and recognition. All Type Two student organizations are required to disclose any and all other sources of funding when submitting a request to AFB. Said other sources, including other University accounts, are subject to review by AFB at any time after AFB funding is requested or approved.

All type two student organizations are eligible to receive up to one-hundred fifty dollars (\$150.00) in Internal Funds. These funding limits will be monitored by AFB.

If a student organization does not follow through with any AFB funded program, the funds allocated to support such an event will be forfeited and made available for re-allocation at the discretion of the AFB Chair.

Professional Development

All Type Two Student Organizations are eligible to receive up to \$600.00 in internal funds for conference registration fees. If the AFB funds an organization's conference registration fees, the delegates who attended the conference are expected to present what they learned at said conference at the SRYou Day Student Exposition.

All Type Two Student Organizations are eligible to sponsor individual students for up to \$400 in conference registration fees. Students can request individual funding for conference registration fees once an academic year and must be sponsored by a Student Organization that aligns with the purpose of the conference. If the AFB funds a student's conference registration fees, the delegates who attend the conference are expected to present what they learned at said conference at the SRYou Day Student Exposition.

Apparel

All type two student organizations are eligible to purchase membership apparel or gear. AFB will fund fifty percent of each member's expense, but only up to thirty dollars (\$30.00).

Student organizations are limited to one set of membership apparel or gear per academic year. The student organization is welcome to purchase additional membership apparel or gear, but the expense will not be funded by AFB.

When purchasing apparel such as sweatshirts, tee shirts, or shorts, etc., members will be required to pay a minimum of 50% (half) of the total cost, which does not include shipping and/or set up fees. Type two student organizations may utilize their internal accounts to offset the remaining costs. Type one student organizations are exempted from this clause provided their Spring Budget proposal is reflective of this expenditure.



PURCHASING PROCESS & CHECK REQUESTS.

Student organizations are expected to use the appropriate forms available to them by the Office of Student Engagement.

Be sure to make copies of any paperwork you complete for your own records. This includes receipts and invoices you submit as well as Check Requests & Procurement Card Requests.

After deciding what needs to be purchased, recognize there are many vendors, therefore, be sure to get the best for your money. Consult with the Office of Student Engagement on which vendor would be best to purchase certain items. Once you have selected a vendor, begin to make arrangements for payment and delivery.

Store card like Best Buy, BJ's are available upon request. Please allow 2 days notice if these cards are needed.

Check requests should be submitted a minimum of two weeks in advance of the date the check is needed (10 business days).

Check requests are used for contracted services (i.e. live performers, speakers, etc.).

All check requests must be accompanied by a bill, contract or other documentation stating what services or goods were rendered.

Any incomplete request will result in delay or loss of payment.

Student organizations that enter into a negative balance will be subject to sanctions.

PROCUREMENT CARD REQUESTS.

The procurement card can be used at most local businesses and for online purchases. Recognized student organizations, in good standing, are eligible to request the procurement card. A procurement card request form must be completed and on file in the Office of Student Engagement a minimum of 2 business days (Monday through Friday) prior to the proposed date of use.

Procurement card requests will only be approved during business hours (Monday through Friday 8:30 AM to 4:30 PM). The procurement

cards and all receipts must be returned to the Office of Student Engagement during regular business hours (9am-5pm) the same day the card is signed out. Cards cannot remain in a student's possession overnight or over a weekend.

The student responsible for the procurement card is responsible for replacing lost or misplaced receipts in a timely manner.

Failure to do so will result in loss of sign-out privileges and disciplinary action. The university is tax exempt. All purchase receipts should

reflect this. It is the responsibility of the student organization to insure that tax has not been paid during the transaction. If taxes are paid, it will be the student organization's responsibly to contact the vendor to obtain an updated receipt and reimbursement. Tax exempt forms can be found in the Office of Student Engagement.

Requests are processed on a first come, first served basis. If too many requests are submitted for the same day, the Office of Student Engagement will inform the organization of a different time and/or date."

BJ's does not accept the procurement card unless the Salve BJ's Membership card is present. Speak with the Chair before purchasing from this vendor.

Any incomplete request will result in delay or loss of payment.

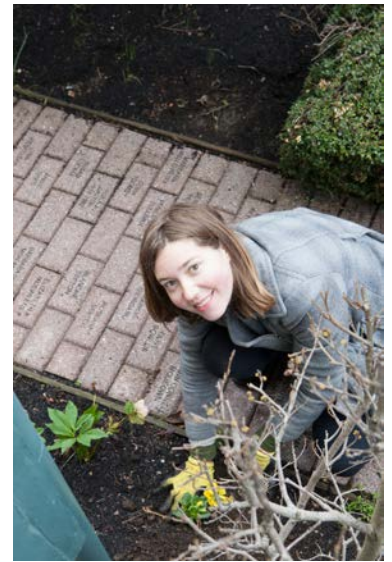
The use of the procurement is a privilege, not a right. Misuse of the card will result in disciplinary action and loss of card privileges.



REIMBURSEMENTS.

Students will not be reimbursed for unauthorized expenses. Reimbursements will be authorized by the AFB Chair and/or Director of Student Engagement only when traditional forms of payment are unfeasible or at the discretion of the AFB Chair and/or Director of Student Engagement.

Unexcused reimbursements may result in temporary club probation which can last up to thirty (30) days for a first offense. Any penalties after the first offense will be determined by the AFB Chair, Vice President of SGA and/or Director of Student Engagement.



EXPENSE REPORTS.

Expense Reports are spreadsheets submitted by all student organizations through Seahawk Connection. Type Two organizations must submit their reports within 24 hours of the date that their funding request was allotted.

The Expense Report should use the same line items as the original funding request to show the original amount requested for each, the actual amount spent, and then the difference between the amount requested and the actual amount spent. Digital copies of the receipts, either photos or scanned files, should be submitted in the same form.

Student organizations are encouraged to begin updating their reports upon approval of their request so that they may keep better records and not miss the 24 hours.

deadline for submission. Type One organizations must submit an Expense Report for the entire tenure of their budget at once—effectively the entire academic year. Type One organizations do not need to submit digital copies of their receipts with this report.



FUNDRAISING.

Individuals or groups are not permitted to engage in any form of fundraising on university property, on behalf of the university or any of its constituencies without prior approval from the Director of Student Engagement.

What is fundraising?

For University purposes, fundraising is defined as “any activity in which money is collected on campus or off campus by representatives of the Salve Regina University community.” A separate Application to Raise Funds form must be completed and approved for each fundraising activity. Some examples of fundraising are tournament entry fees, tee shirt and bake sales, ticket sales, raffles and soliciting donations of goods and/or services.

How to Apply to Raise Funds?

Complete and submit the Fundraising form on Seahawk Connection. To access the Fundraising Forms go to: Seahawk Connection Homepage > Campus Links > Fundraising Form

Guidelines:

A registered student organization or University group must have prior fundraising approval from the Office of Student Engagement.

All registered student organizations or groups must have a Treasurer/Financial Officer who maintains accurate records of the group’s income/expenses and who deposits funds raised into the financial account in the Business Office. Student organizations raising funds must deposit the funds into the student organization fundraising account.

Individuals are not permitted to raise or solicit funds on campus.

No individual member may profit from an organization’s fundraising nor may a member be a paid participant in a fundraising event.

Fundraising approval will be granted for no more than two events per semester per organization.

Two groups may not hold simultaneous fundraisers of the same nature or in the same location.

It is strongly recommended that all supporters/donors receive appropriate “stewardship” for their gift including thank-you letters and reports on how the money raised was spent.

A brief report must be submitted within 10 days to the Director of Student Engagement including:

- The total dollars raised
- List of any local business supporters
- Description of how the money was utilized

Online Fundraising Accounts

The University does not permit Student Organizations to use online fundraising services, including but not limited to GoFundMe and Crowdrise.

If Student Organizations are interested in fundraising using an online method, they can utilize the Friends of Student Organizations link found on the Office of Student Engagement website or go to bit.ly/friendsofstudentorgs to fundraise online.

Appropriate use of funds

Student organizations may fundraise for two main purposes. The first is to support student organization activities, defined as programs, events, trips, conferences, clothing items, food items, etc. which coincide with the mission/purpose of the organization and

which are consistent with University policies.

Second, student organizations may choose to fundraise for charitable organizations. Student organizations may not give away money provided to them by the Activities Funding Board. They may, however, raise money and donate it to an approved organization.

Fundraising Requests must be submitted no less than 30 days prior to the date of the event.

Requests received less than 30 days prior may not be approved.

Upon being approved for fundraising, student organizations are eligible to request funds from AFB. Fundraiser profits are split 50/50 between the organization and the AFB until the AFB makes back its original investment in the fundraiser. At that point, clubs keep all remaining profit. Profited funds will be kept between academic years in student organization's accounts only if deposited using the student organization funding account number.

If a charity event requires that all proceeds be donated to charity, Type

Two student organizations are eligible to request up to one-hundred dollars (\$100.00) in seed money per approved fundraiser. All proceeds will be deposited into the club's account, they must be donated to their charity before the end of the academic year.

