

2016-2017

Student Organization Handbook



Table of Contents

The Office of Student Activities	2
Re-Registration.....	3
Student Organization & Space Use Training Session	3
Creating A new student organization	4
Club Sports	5
Fraternities and Sororities	6
Running your Organization.....	6
Structure	6
Transition.....	7
Winthrop Policies and Procedures	7
Fundraising, Solicitation, and Canvassing Policies.....	7
Fundraising.....	7
Solicitation	7
Canvassing	8
Raffle or Prize Drawing Policy.....	8
Chalking.....	8
Showing Movies on Campus	9
Vendor Policy.....	9
Conduct.....	9
Event Planning	9
Event & Campus Space Reservations System.....	10
Space Request and Approval Process	10
Residence Hall Recreational Use Policy.....	11
Special Events	11
Types of Events	11
Guest Policy	12
Event Sponsorship	13
On-Campus Parties and Socials	14
Event Resources	15
Student Allocations Committee.....	15
Audio/Visual Supplies	15
Advertising and Public Relations	16
Daily Student Announcements.....	16
Campus Center	17
Posting Guidelines	18
University Relations and Printing Services	18

INTRODUCTION

This handbook has been compiled by the Office of Student Activities to provide students an instructional guide of Winthrop University policies and provide helpful information to existing groups that help them thrive and accomplish their organizational goals. Student groups are defined as a body of persons organized for some specific purpose, as a club, union or society. The Office of Student Activities reserves the right to make changes to this handbook throughout the academic year. The online version of this handbook will be the most up-to-date version.

THE OFFICE OF STUDENT ACTIVITIES

Mission of the Office of Student Activities

The Office of Student Activities provides facilities, programs, and services that create meaningful out-of-class learning opportunities for the Winthrop community to naturally connect with one another and gain knowledge and skills to succeed and be socially responsible. The office is located in 269 Campus Center.

Reasons to Charter/Register Student Organizations

Some of the benefits recognized student organizations are entitled to include:

1. Schedule and use Winthrop facilities. Only chartered organizations in good standing may request and use campus facilities.
2. Apply for funding through the Student Allocations Committee.
3. Associate Winthrop's name with that of the organization.
4. Be included in Winthrop publications when appropriate.
5. Sponsor campus programs and activities.
6. Advertise on campus to promote activities and events.
7. Participate in Convocation, Involvement Fairs and other University events.
8. Obtain assistance from the Office of Student Activities in matters of finance, programming, leadership, and resources.

Chartered Student Organizations are classified into one of thirteen categories.

- **Campus Ministry:** Winthrop Cooperative Campus Ministry provides a supportive network of ministries to serve everyone connected to the Winthrop University community. Consisting of trained, professional representatives of various religious agencies or denominations.
- **Club Sports:** clubs and teams devoted to sports or other recreational activities that are generally not represented by any of the University's varsity athletic teams. Anyone interested in starting a club sport should contact the Assistant Director for Intramural & Club Sports (803) 323-2354
- **Cultural:** organizations that provide an opportunity to explore and celebrate other cultures and to increase the campus understanding and support. Examples include Culture Club, Multicultural Student Council.
- **Departmental:** organizations that often focus on a particular academic or university department. Examples are Ambassadors, Psychology Club, Tutor Club.
- **Greek:** sororities and fraternities formed with a commitment to leadership, community, brotherhood/sisterhood and service. National affiliated all recognized Greek organizations must be a part of a national governing council and stay in good standing with the Office of Fraternity and Sorority Affairs. Prior to starting a Greek organization, the Assistant Director of Student Activities for Fraternity and Sorority Affairs must be consulted at (803) 323-2248.
- **Honorary:** organizations with limited membership, where membership is a mark of distinction or recognition of achievements. Membership is usually by invitation only.
- **Interest:** gives students with a shared interest the opportunity to engage with one another. These organizations often draw students of different majors and areas of study together over a common interest. Examples are Swing Dance, Tabletop, Her Campus Winthrop.
- **Political:** organizations that represent political parties or exist to represent particular political interests.
- **Professional:** organizations designed for students to be supported and build a network of fellow students interested in a particular career or academic field. Examples are: American Association of Marketing, Alpha Kappa Psi

- **Religious:** have a mission to educate about religious belief, conduct religious activities or foster development of the spiritual self. Activities included fellowship, spreading awareness of their worldviews, and acting as a point of reference for students interested in learning more about their faith. Religious groups are not a part of the Winthrop Cooperative Campus Ministry.
- **Representative:** organization in which membership represents other organizations or specific students. Examples are Council of Student Leaders, College Panhellenic Council etc.
- **Residential:** organizations focused on the communities that live on campus. Examples are Woffardson, Lee Wicker Hall Council.
- **Service/Advocacy:** centered on positive student engagement and social change through community service and educational programming. These organizations hope to raise awareness on social issues primarily dedicated to providing improvement or assistance to others on campus or in the community. Examples are SOAR, SHIELD.

RE-REGISTRATION

Student organizations must re-register annually with the Office of Student Activities to remain in good standing. This must take place before **September 30th**. More information about this process can be found on the website at www.winthrop.edu/studentorgs

STUDENT ORGANIZATION & SPACE USE TRAINING SESSION

In order to re-register, student organizations **must** send a representative to attend the Student Organization and Space Use Training Session. During this session, students will learn about the student organization handbook and many of the important topics covered within it. It may be preferable for the President to attend this session, but this is not mandatory as long as one official member of the club attends. This session will also review the process and guidelines for using space on the Winthrop Campus. It also details many other topics to consider when planning on-campus events.

Attendance at this session is required every year and dates for upcoming training are posted on-line in August. This provides organizational leadership the opportunity to become reacquainted with policies and procedures for student organizations. A new handbook will be available online at the beginning of each fall semester prior to the training sessions.

Annual Registration Form

After an organizational representative has attended the training session, they will receive an email from the Office of Student Activities containing an annual registration form. This form can only be received and filled out if a representative from your organization has attended. The registration form provides each organization the opportunity to update their records, including current officers, organizational description, and contact information. All updates will be placed on the Student Organizations webpage.

If any changes are made to the officers of an organization after the initial registration form, the organization must complete and submit an [Officer Update Form](#).

Advisor Agreement

Faculty/staff advisors are volunteers who give their time to the betterment of student life by helping student organizations. Faculty/staff advisors must be at least a part-time employee of Winthrop University and must be willing to enrich students with their assistance in co-curricular experiences. It is a requirement of the student organization to identify and maintain an advisor. Every Fall Groups must turn in an [advisor agreement form](#) by September 30. Groups that do not have an advisor or fail to turn in the form will not be considered in good standing.

The responsibilities of a faculty/staff advisor include:

1. Be familiar with University and student organization policies that will affect your student organization. View a copy of the Student Organization Handbook online. Keep organization informed of changes or revisions.
2. Ensure that the correct representative attends the mandatory Student Organizations training sessions held by the Office of Student Activities.

3. Maintain contact with the organization and provide general support and leadership.
4. Serve as a liaison between the student organization, faculty, staff, administration, and Office of Student Activities.
5. Participate and guide the organization in designing meaningful programs that are consistent with the organization's purpose and goals.
6. Determine the roles and expectations between the advisor and the student organization.

Faculty/staff advisors have an opportunity to assist students in their out-of-class personal growth, as well as their development as scholars. Interaction with faculty/staff has long been tied to student satisfaction with their educational experience, as well as having a positive impact on retention. Faculty/staff advisors are able to share their wisdom, experiences, resources, and influence to help organizations create high quality experiences.

Failure to Re-Register

If any chartered organization does not attend the annual training session or does not register at the beginning of the Fall semester, its status will be changed to inactive. This means the student organization will be ineligible for the privileges and opportunities offered by the Office of Student Activities. An up-to-date list of current student organizations can be found at <http://www.winthrop.edu/studentorgs>. Organizations that violate Winthrop policy and do not remain in good standing will be placed on probation. The condition of probation will be overseen by the Office of Student Activities.

CREATING A NEW STUDENT ORGANIZATION

Chartering New Organizations

Winthrop University recognizes student's right to organize. The freedom-of-association and freedom-of-expression concepts of the First Amendment protect organizational rights. By chartering, student groups have the opportunity to receive all the privileges and opportunities offered by the Office of Student Activities. The following requirements must be completed in order for groups to receive a Charter.

Chartering Requirements (for new student organizations)

1. An "Intent to Register" Form must be completed and the requirements met. "Intent to Register forms will only be accepted from the first week of classes in August through March 31st."
2. An on-campus employee faculty/staff advisor who is not a current student.
3. A minimum membership of 10 registered Winthrop students. Those organizations without 10 members who are affiliated with a national association such as an honor society may be recognized but may not request allocations through SAC.
4. A Constitution & By-laws. See example on our website <http://www.winthrop.edu/studentorgs/default.aspx?id=5831>
5. A Winthrop University organization e-mail account. To request a Winthrop organization e-mail account, the faculty/staff advisor or Student Activities Staff needs to go to <http://asap.winthrop.edu/studentorg/login.aspx> to complete the online request for an e-mail and web account. If you have questions about the accounts, please contact Information Technology located in Tillman Room 15.
6. Greek organizations must first be officially recognized by the Office of Fraternity and Sorority Affairs before applying to CSL. Club sports must first be officially recognized by the Office of Recreational Services before applying to CSL.

After fulfilling the requirements, groups should access the [Charter Application](#) online. Once the forms have been completed and the appropriate materials have been gathered, the organization representative should sign the application and submit the entire packet to the Office of Student Activities in 269 Campus Center. Please remember that applications must be typed. After receiving the packet, the Office of Student Activities and the Vice Chair of the Council of Student Leaders will review all the information and submit the new request to the Council of Student Leaders.

Council of Student Leaders

The Council of Student Leaders, with permission granted by the Board of Trustees, oversees the chartering process of all student organizations at Winthrop University. The council will make sure all requirements set forth by the Department of Student Affairs are met.

Once CSL receives a charter request from the Office of Student Activities, they will officially vote to recognize new groups at the regularly scheduled meeting. After approval, the new organization will be notified by e-mail regarding their charter and will be added to the Student Organizations web page. It is required that an organization representative be in attendance at the CSL meeting where the charter is considered.

Oversight and Recognition

Organizations wishing to become chartered that violate Winthrop policy or do not fulfill requirements to be a chartered organization can still be subject to the Student Conduct Code and possible restrictions outside the code. Restrictions will be overseen by the Office of Student Activities and monitored by the Dean of Students Office if no formal charges are brought. See the Student Conduct Code at <http://www2.winthrop.edu/studentaffairs/handbook/studenthandbook.pdf#page=36>.

CLUB SPORTS

Definition of a Club Sport

A club sport is a chartered student organization through the Council of Student Leaders, which provides opportunities to pursue a recreational/athletic interest. The focus of the club sport program combines the aspects of learning new skills, practicing with fellow participants and competing with other clubs. The success of a club sport is dependent on student leadership and involvement as they are self-administered with elected officers. The quality of the club is dependent upon the effectiveness of its leadership and the active involvement of its members. Club sports activities are coordinated by the Office of Recreational Services. Recreational Services has high expectations for these clubs, and therefore the responsibilities of each club and its members are very high. The clubs represent Winthrop University and therefore must always be aware of its perception by others whether on or off campus.

For general questions concerning any club sport or for more information concerning a particular club, please contact the Office of Recreational Services at 803-323-2652.

Criteria to Become a Club Sport

The criteria to be a club sport are as follows:

1. Club sports must be registered student organizations with the Office of Student Activities and in accordance with University regulations and the Club Sports Handbook available at <http://www.winthrop.edu/uploadedFiles/recservices/clubsports/ClubSportsHandbook.pdf>.
2. Club sports must involve physical activity.
3. Club sports must provide instruction for all club members and provide inter-university competition for members when appropriate.

How to Become a Club Sport

Any club seeking club sport status should follow these guidelines:

1. Meet with the Assistant Director, Intramural and Club Sports to obtain the necessary information for the formation of a sport club.
2. Arrange a meeting of all those interested in the formation of the club. At this meeting you will discuss various possibilities and goals for the club and obtain a list of names of those interested in joining the club. You will need to complete the Application to Initiate a New Club Form and return it to the Office of Recreational Services in the West Center Room 211. There will need to be a minimum of ten interested current Winthrop University students.
3. A constitution must be drafted for each club sport outlining the rules, regulations and guidelines for the club sport. Refer to the Sample Constitution located in the [Club Sports handbook](#).
4. Elect officers that are current Winthrop University students for the club and get a faculty, staff or graduate student to be the club's advisor. A good advisor can be a valuable asset to your club in terms of insight into university policies, and add consistency to the club's program.

5. Complete and return the Club Sports Application and Registration Form to the Office of Recreational Services in West Center Room 211. You should include future meeting times (dates, times, and locations) along with a complete roster of members.
6. Follow the instructions listed in this handbook for “Chartering and Registration.”

FRATERNITIES AND SORORITIES

Fraternities and Sororities are an established tradition, dating back more than 30 years on Winthrop’s campus. Individual chapters belong to one of three governing councils. Fraternities and Sororities wishing to take advantage of privileges, resources, programs and advisement offered by the Winthrop University Office of Fraternity & Sorority Affairs (OFSA) must seek official recognition from that office. Recognition from the Office of Fraternity & Sorority Affairs for fraternities and sororities includes the privileges of advisement by the Office of Fraternity & Sorority Affairs, assistance with chapter operations, and engagement in Fraternity & Sorority Affairs activities and resources. Fraternities and Sororities must follow all OFSA policies and procedures which are linked below:

- [Recognition Guidelines](#)
- [Social Event](#)
- [Membership Policy](#)

Fraternal Conduct Board

The mission of the Fraternal Conduct Board is to promote a sense of community, community standards and values, civility, accountability, and the maintenance of good character. The mission of the Board will be accomplished by educating the Fraternal Community, settling disputes civilly, and hearing complaints against fraternal chapters.

The Fraternal Conduct Board is comprised of at least three members from each governing council; one being the Vice President of the council and the others are members at large

RUNNING YOUR ORGANIZATION

Structure

Every organization is student led, the key to success of an organization depends upon the student leadership and participation. Student Organizations can be structured in a style that fits the organization. In general, we recommend you have at least the following positions and the listed responsibilities.

President

- Primary student contact with Student Activities Office and is the overall leader of the organization.
- Lead all organization meetings
- Ensure the group re-registers each academic year
- Communicate with organization advisor
- Be familiar with the all university policies that affect student organizations

Vice President

- Assist the President
- Coordinate organization programming including space requests and any follow ups.
- Be familiar with the all university policies that affect student organizations

Treasurer

- Keep the budget and record of account funds up-to-date
- Attend and fill out Student Allocations paperwork if relevant
- Oversee fundraising or revenue generating activities
- Be familiar with the all university policies that affect student organizations

Secretary

- Take minutes at meetings and distribute to membership
- Maintain the historical documents of the organization

- Handle publicity of events
- Be familiar with the all university policies that affect student organizations

Committee and Committee chairs as needed.

Your constitution is your governing document for your organization. Every member should have a copy and understand what it says. For the health of your organization, your organization constitution and bylaws should be reviewed by your organization annually to ensure that your organization is still meeting the goals and objectives of the organization. The world is constantly changing and your constitution or bylaws may need to be updated or changed. If changes are needed make sure that all members are aware of the changes and follow the constitution change process in your constitution. If changes are made make sure you update the Office of Student Activities. Every other year your organization needs to submit an updated Constitution during re-registration.

Transition

A smooth transition between incoming and outgoing officers is essential for the survival of any club. For this reason, it is helpful to keep a binder or an online file for the club to pass along to the next president. Information passed on should include the following

- Important Contact Information (officials, businesses, equipment, etc.)
- List of previous events that were conducted by each club
- Evaluations of previous events and special projects
- Previously used marketing materials
- Budget summaries from previous years
- Needs and ideas for the following year

Each club should keep in mind the future of their club when making critical decisions. Not only is it important to be successful during the current academic year, officers should also think of the future success of the club and continue to set the foundation for the next generation of officers and members. Please utilize the [transition checklist](#) to ensure a smooth transition.

WINTHROP POLICIES AND PROCEDURES

Student Organizations must follow all policies outlined in the [Student Handbook](#) Key policies to go over with your organization have been linked below.

- [Alcohol Beverage Policy](#)
- [Assembly Policy](#)
- [Copyright Policy](#)
- [Hazing](#)
- [Outside Noise Policy](#)
- [Sexual Misconduct Policy](#)
- [Solicitation and Vendor Sales Policy](#)
- [Student Conduct Code](#)
- [Tailgating Policy](#)

FUNDRAISING, SOLICITATION, AND CANVASSING POLICIES

Fundraising

Fundraising shall be defined as the act of soliciting donations or sales from students other than your own members for the organization's benefit.

Solicitation

Solicitation shall be defined as the act of soliciting donations or sales for the benefit of a non-campus organization.

Canvassing

Canvassing shall be defined as any effort to influence student opinion, gain support, or promote a particular cause or issue interest, specifically excluding any solicitation or fund raising as defined by current Winthrop University policy.

Please contact 269 Campus Center for further information regarding Fundraising, Canvassing, and Solicitation.

Door-to-door solicitation is prohibited in the residence halls/apartments. Official university business, newspaper solicitation and delivery are exempt, after authorization from the Director of Residence Life. For more information, please contact Residence Life in 237 Campus Center.

Raffle or Prize Drawing Policy

When conducted in a traditional manner, raffles contain all the necessary elements of a lottery. These elements include:

- A prize being offered
- Payment to be considered for the prize
- A winner determined by chance

Because of this, traditional raffles are prohibited in the state of South Carolina <http://www.sos.sc.gov/Raffles>. However, if a student organization chooses to conduct a prize drawing without requirement of payment to be considered, this is permitted.

Prize drawings can be conducted only if entry into the drawing is through “suggested donation.” In this scenario, student organizations can advertise a donation amount that is requested (not required) for their fundraiser. Anyone interested in contributing a donation can do so, up to whatever amount they choose. If any parties want to participate in the prize drawing without providing a donation, however, they are allowed to do so. Student organizations must provide entry into the prize drawing to any parties who are interested in participating, regardless of donation amount.

Note: Your table should have a sign that says “Suggested Donation.” Each ticket that is handed out for participating in the prize drawing should include the word “Donation” on it.

Chalking

The use of sidewalk chalk is only permitted by student organizations and university departments to promote on-campus events. The intent of this section is (1) to describe expectations for student organizations/departments who wish to chalk on sidewalks; (2) to ensure chalking does not permanently or adversely impact the campus grounds.

Protocols

The use of water-soluble chalk (sidewalk chalk) by student organizations/departments is permitted on University sidewalks provided the chalking complies with the following requirements:

- Chalking is permitted only in open areas that can be directly washed by rain. The chalking must be on horizontal sidewalks not covered by an overhang and at least 30 feet from the entrance of any campus building.
- Chalking is prohibited on all structures and vertical surfaces, including buildings, walls, benches, signs, poles or columns, light poles, and trees.
- The material used to mark the sidewalk must be water-soluble (sidewalk chalk). The use of markers, paints, oil-based products, sprayable chalk, or other aerosol-based products is prohibited
- All chalk must be removed within three days following the event.

Individuals and organizations failing to comply with these protocols may jeopardize future chalking privileges; be liable for damage and/or clean-up costs if any are incurred; jeopardize funding or other privileges afforded to them; and/or face charges in accord with the Student Conduct Code.

For questions about these protocols, please contact the Dean of Students Office at 803.323.4503, or the Office of Student Activities at 803.323.2169.

Showing Movies on Campus

If your organization decides to show a movie on campus, please make an appointment with the Office of Student Activities. A staff member will help determine if you need to purchase a public viewing license to show the movie. Copyright laws will be enforced. Failure to comply with copyright laws could result in stiff monetary penalties and legal complications for your organization. Student organizations may request financial assistance to help cover the cost of a public viewing license through the Student Allocations Committee. Please refer to SAC funding requirements and guidelines for additional information.

Vendor Policy

A vendor is any non-University related commercial business, entity, individual, or private organization that sells or promotes a product or service.

Off-campus vendors are permitted to advertise on-campus by (1) purchasing an ad in the university newspaper or other official university media by calling 803-323-3419 and (2) posting reasonable amounts of advertising items on open access bulletin boards: three in the breezeway connecting McLaurin Hall to Tillman Hall, one by the Cashiers Office near 17 Tillman, all non-departmental boards in Bancroft, Owens and Kinard, two in Dinkins Hall, two in the DiGiorgio Campus Center by the post office and one in Starbucks.

Off-campus vendors that would like to come to campus must be properly registered and approved by the Office of Student Activities in the 269 DiGiorgio Campus Center (803-323-2248).

Student organizations may sponsor vendors, but will need to submit the on-line reservation form for approval. Vendors sponsored by student groups will be required to complete the Vendor Agreement form and comply with all duties as outlined in the agreement. A student organization representative must be present with the vendor at all times.

Any vendor that is determined to be in competition with our core university contracted student services that are essential to our educational mission such as the provision of housing, books, and food service will be denied approval. Winthrop University does not in any form permit the solicitation of credit cards.

CONDUCT

Organizations that violate any Winthrop University policy will be held accountable through the Student Code of Conduct disciplinary process.

Organization who do not re-register, violate any university policy, including space use will face consequences including but not limited to probation. The condition of probation will be overseen by the Office of Student Activities.

EVENT PLANNING

On-Campus Events and Activities

The Office of Student Activities provides assistance to student groups planning on-campus events and activities, and must approve each event. A pre-planning meeting may be required by the Office of Student Activities to discuss initial steps and possible requirements for your event. In planning to host on-campus events and activities, student organizations are required to follow university rules and guidelines.

Planning for On-Campus Events

When planning for your on-campus events there are several steps that you must complete before your event can take place. Please refer to the list of following items to consider in your planning. An event planning worksheet is available on the Student Organizations webpage or in 269 Campus Center to assist you.

1. Choose at least two dates/locations when planning, in case the space you want is not available or you need to reschedule or relocate your event.
2. Follow the Space Approval procedures before officially publicizing your event.
3. If requesting Student Allocation Funding (SAC) plan ahead.
4. If planning a “party” meet with the student affairs representative to review rules and guidelines.
5. All food events held on-campus by student organizations must be approved and authorized by the Office of Student Activities. The sponsoring organization is responsible for compliance with the Office of Student Activities’ [food guidelines](#).
6. If planning an event where alcohol is to be served, meet with the Office of Student Activities to discuss specific requirements and to coordinate details with Dining Services and campus police.
7. If necessary, complete the Winthrop Contract for Professional Services when bringing speakers to campus that are to be paid. Ask the Office of Student Activities to assist you. When inviting speakers/performers, keep in close contact with them. Check if they have special needs/requirements (i.e. meals, airport pickup, directions, guest list, etc.)
8. If needing audio/visual equipment or other technical equipment, talk to the [Space Use Manager](#) or coordinator for the facility you plan to use.

EVENT & CAMPUS SPACE RESERVATIONS SYSTEM

To ensure a successful on-campus event, please check the following Winthrop Calendars:

Campus Space Reservations System (<http://www2.winthrop.edu/spacereservations>)

After choosing the desired location for your event, look on the Campus Space Reservations System to see if the space is potentially available. Make sure the space is actually available before submitting your online space request. Think about if you will need a rain location.

University Events Calendar (www.winthrop.edu/events)

Check this calendar to verify that your event does not conflict with major university events.

SPACE REQUEST AND APPROVAL PROCESS

1. After checking the Winthrop calendars, you will need to submit your request online using the Space Request system at <http://www2.winthrop.edu/spacereservations>.
2. Have all details of your event before you begin to request approval and space.
3. When submitting your form, make sure that you include accurate information and provide a detailed description of your event.
4. When filling out the form, be sure to include information about your organization’s advisor, set-up and break-down times, need for Campus Police to unlock and/or lock the facility, and requests for any tables, chairs, or other items.
5. Screen Capture or Print a copy of your request for your records.
6. If your form is successfully completed and submitted, your request will be assigned an event number. If you don't receive one, a mistake or omission has occurred. Correct and resubmit the space request.
7. Save your event number and instruction for your records. You can track your request through the system by using your event number. To see how watch this PowerPoint <http://www.slideshare.net/winthropstudentorgs/how-to-track-your-space-request>
8. If you receive an email or phone call requesting additional information, you have **three** days to respond. If no response is given, your request will automatically be rejected.
9. You should receive an email conformation once your request has been approved by all parties. **Do not publicize** the event until an e-mailed confirmation has been received.
10. If your event has to be cancelled, please adhere to the cancellation procedures on the Campus Space Reservations System Homepage. Failure to do so may result in your organization paying a fee.
11. The last day for a student organization to hold an on-campus event is the last day of classes. No on-campus events will be held beginning study day through the final day of exams.

All appropriate parties will receive the space and event request. You will receive your approval/denial via email. If any additional needs are required from your organization, you will be contacted prior to event approval.

All submissions by student organizations must be completed at least 10 days prior to event. Requests submitted less than 10 days will not be accepted by the system. If you are planning a large/special event, you should submit your request at least 30 days in advance.

If there are special requirements for your event, they will be written in the comment space of the approval section by the Office of Student Activities. You may also have special comments or requirements by the space use manager of the facility you request to use.

Residence Hall Recreational Use Policy

The following guidelines have been established to clarify the regulations regarding use of recreational space in the residence halls.

1. Permission to use recreational space in the residence halls must be obtained by submitting a Residence Hall Recreational Space Request to the Residential Learning Coordinator or Residence Director for approval.
2. The person making the request assumes responsibility for:
 - a. Monitoring the group's behavior during the event.
 - b. Possessing an approved copy of the space request at the event.
 - c. Making sure that the space is left clean and in proper order.
 - d. Being the contact person for any damages.
3. Priority for recreational space is given first to the residents of the particular residence hall involved, for residence hall programs, activities and meetings.
4. The only groups allowed to schedule consecutive dates for recreational space are those sponsored by the individual residence hall/apartment involved.

Please note the following spaces in or near the residence hall may only be reserved through the on-line university space request site: East and West Thomson Lobby Solicitation Tables, the upper East Thomson Conference Room, and the President's Circle (grass area between Richardson/Wofford Halls and Sims/Dalton Halls).

SPECIAL EVENTS

Special Events shall be defined as events that require a significant amount of planning. This could include but is not limited to events such as formals, conferences, pageants, new member presentations, parades, musicals, or comedic productions.

While most student activities will operate under the current student organization policies, some events will require additional guidelines and supervision for the safety of all participants and to allow for ample planning time for a successful event. These additional guidelines and requirements will be based on the following: nature of the event, facility capacity, past history of event, crowd size, guests from on or off campus, type of event, tickets sold and/or money collected at the event.

Consequently, before planning any major event, it is necessary to consult with the Office of Student Activities at least **30 days** before the proposed activity to discuss the planning process. Items to be considered include, but not limited to, advertising, room location, dining services, risk management, and police presence. Especially complex or large events must be planned with significant advance time (up to three months) and may require more than thirty days' notice. The Office of Student Activities must approve the event request before it can occur; therefore, early planning is essential.

Due to the significant planning, liability, and safety considerations of Special Events, these guidelines apply to all campus facilities including the Amphitheater and the steps of Byrnes Auditorium. The hosting of Special Events as described above fall outside the scope of the Assembly Policy.

TYPES OF EVENTS

Open: Pertains to events where an organization invites the Winthrop community and those invited may bring up to two off-campus guests. Note the two guest policy is subject to change at any time.

Private: Pertains to those events where WU community members and their individual guests are present (guests may either be current or non-student). The sponsoring organization has controlled the ticket sales and/or guests list.

Semi-Private: Pertains to those events where the organization's members and their individual guests are present. Guest invitations are restricted to a portion of the Winthrop community, i.e. Winthrop students only, or a select college. The sponsoring organization may choose to allow those invited to bring guests. If so, it is the discretion of the sponsoring organization to extend restrictions to those attending the event.

GUEST POLICY

Students and student organizations are responsible for the conduct of their guests while they are on the Winthrop campus. Students and student organizations hosting non-Winthrop guests are expected to inform their guest of university policies, rules, and regulations and may be subject to disciplinary action for guest violations. Residence Life guest policies and passes are available at each hall office. See the West Center Information desk or call x2652 for recreation guest passes. Visitors to Winthrop University that desire to park on university property must obtain a visitor parking permit from the Campus Police Department.

Guest Identification Policy

Public safety is a shared responsibility of all members of the Winthrop University Community. To assist student organizations with this responsibility, the Office of Student Activities may require the identification of all visitors at certain public events, depending on the totality of information available in the reservation request. Factors for consideration may include the type, size, history and requested venue for the event. This review will be conducted in a viewpoint-neutral manner.

When the Office of Student Activities determines that identification of all visitors is appropriate, the student organization will be responsible for implementing the procedures outlined below.

All visitors entering the venue will be required to show a photo ID and have their hand stamped or wear a wristband. The visitor's name, ID number and type of identification will be recorded by a representative of the organization on a Guest Identification List supplied by the Office of Student Activities. It is often advisable to have a student and non-student line to expedite this process. Student organizations are responsible for the retention of Guest Lists for a minimum of 72 hours after the conclusion of the event.

Selling Event Tickets

When selling tickets for your event, the sponsoring organization(s) must print and sell only the number of tickets meeting the University's fire code requirements for the facility. Ticket allowances must be made for sponsoring organization's members and participants, as each individual is required to possess a ticket in order to enter the event. All tickets must be numbered.

If security is determined to be required, the organization is responsible for the cost of the security. Once you are notified that your event will require security, it is the organization's responsibility to make arrangements with Campus Police. Campus Police will contact the person listed as the event contact from the online reservation system. It is this person's responsibility to follow through. Failure to do so will result in the cancellation of the event. If an in person meeting is required it is the responsibility of the student who submitted the space request, and was in the meeting to share information with the rest of the group. If multiple students are working to plan the event, it is encouraged that all attend the planning/risk-management meeting together. Failure on the organization's part to follow through on an approved event plan can result in consequences to the organization as well as individual students.

When it is identified that campus police are necessary for an event the cost is \$30.00 per hour per officer with a minimum of two hours. Student Activities staff will send the group contact a final invoice after the event the next business day. The student group has three business days after receiving the invoice to pay Pam Varraso in the Student Activities Office, DIGS 269 either by cash or check.

Event Sponsorship

Individual sponsorship is defined as when an organization assumes total and complete responsibility for an event or program. The organization pays for, plans, and makes all arrangements necessary for the success of the event/program.

Co-sponsorship is defined as collaborating with one or more groups that have similar programming goals, coupled with the equal allocation of responsibility for all aspects of the event or program.

There are many departments and organizations at Winthrop that each would love the opportunity to educate and enrich students through programs. However, most groups do not have the time or resources to individually sponsor events. It may be to your advantage to solicit outside assistance that may be able to co-sponsor an event/program that you would not normally be able to do on your own. Student Allocation Committee funds are available to groups who co-sponsor programs/events/activities open to the campus community.

When working with another organization to co-host program/events on campus, both organizations must be listed on the online event request form, and the Events Committee will review the request prior to the authorizing the use of the facility. You will need to clearly explain the roles and responsibilities of both parties in the description section of the online request form. Additional information may be requested by the Office of Student Activities prior to the Events Committee meeting.

Co-sponsorship

If your organization is working with an off-campus group, you may submit the request for the use of a Winthrop facility with the understanding that the off-campus group may be assessed a facility use and/or special needs fee which will be determined by the Space Use Manager of the requested facility.

Please review the Winthrop Space Use Policy carefully before requesting a location for your event to determine if you will be charged for the use of the facility. If you have questions about specific facilities, please contact the space use manager.

Some helpful tips for co-sponsoring events include:

Plan Ahead

A good event takes more than 6 weeks to plan: reserving the space, advertising, and coordinating the event details. The more you plan ahead, the smoother your event will go! In addition, if you plan to ask the Student Allocations Committee for financial help for your event, you will need to be prepared to answer questions about the event in regards to funding, space reservations, and event purpose/goals.

Do Your Homework

Before you approach another organization with an event idea, know exactly what you want to do and what it will take to do it. If you are interested in a speaker, remember to find out how much they will cost and if they require you to pay for hotel, meal, or travel expenses. Consider if they will even be available for the planned date and time.

Find a Friend

Now you need to find a co-sponsor, but how and where do you start? First, determine the exact nature and purpose of your event. Then, match this to another organization that would find your event relevant. Present them with your event idea, along with all of your information, and ask if they would like to share the responsibilities and benefits with your organization! Remember to look through the On-Campus Resources section for departments and groups that may be helpful in finding/being a co-sponsor.

Divide and Conquer

Now that you have found a friend (or maybe two or three), you will need to determine which organizations will take on certain responsibilities. First, put one representative from each organization together into a committee responsible for the program. Next, know the strengths and weaknesses of each organization. Some may have more experience with promoting events, while others have more members willing to do clean-up duties. Then, decide

how the cost of the event will be divided, who will reserve the space, who will produce the advertising or invitations, who will set-up/clean-up etc. You may want determine a timeline for task completion. Remember that all your organizations involved want to get something out of the event. Be sure to compromise on tough issues and include all groups in all decisions and on all promotional material.

On-Campus Parties and Socials

A party or dance shall be defined as any event where the main function or activity involves a social dance, performance, or reproduction of music for the purpose of dancing. Socials shall be defined as any event where the main function or activity involves social interaction between members of the Winthrop community and guests. A limit of 2 guests per Winthrop student is permitted for on-campus parties and socials. Events held Sunday through Thursday must end by midnight. Friday or Saturday events must end by 2:00 a.m.

Student organization-sponsored on-campus parties or socials will not be approved during times of major university sponsored events.

Organizations will be notified by email to schedule a required planning meeting with the Office of Student Activities before the event is approved. During the meeting, organizations will review required paperwork and rules for the event, and they will be given supplies needed for their event.

Organizational Responsibilities for Parties and Socials

During an On-Campus Party/Social

1. Arrive early to set up and make sure that the facility is in good working order.
2. Post all signs given to you by the Office of Student Activities so that guests coming into your party can clearly read the guidelines of the party.
3. Assemble tables and chairs to accommodate the Guest Identification Information and hand stamps.
4. At least 30 minutes before the doors open, meet with Campus Police to review all guidelines for the party from the Pre-Event Agreement Form.
5. When the doors open, communicate with students and guests to line up in two lines. One line is for Winthrop students only and the other for non-student/guests.
6. If using the Special Guest List, create a separate line and entrance for those guests to enter and sign-in.
7. If a disturbance occurs, the person(s) involved will be asked to leave immediately. The host organization is responsible for assisting Campus Police with any disturbance. If the situation is not able to be easily resolved then the party may be shut down. Campus Police reserves the right to shut down the party/event. The organization will be consulted on whether or not the party may continue upon the resolution of the disturbance.
8. In the event that someone is smoking cigarettes, drinking alcoholic beverages, or using illegal substances in the space allotted for the party, someone from the organization should inform Campus Police and the individual(s) will be escorted out of the event. Depending on the nature of the offense, the individual may be arrested.
9. Assist in keeping walkways clear at all times.

After an On-Campus Party/Social

1. Both the sponsoring organization and Campus Police will work together in clearing the premises as quickly as possible.
2. The president or designee will meet with Campus Police. The organization will clean the parking lot of all trash generated from guests.
3. Verify that you have restored the facility to its original condition and notify Campus Police that you are leaving the room/building.
4. Collect all signs, clickers, hand stamps, and other provided materials and return them to 269 Campus Center the following workday. If items are lost, the organization will be responsible for paying a \$50 fine.
5. Check with the following people to verify that the facility was treated properly, and that all obligations were met:
 - a. Space Use Manager
 - b. A/V coordinator/provider
 - c. Performer/speaker/special guests
 - d. Sponsoring organization's members

6. In the days after your event, complete the online Post-Event Evaluation Form.

EVENT RESOURCES

Student Allocations Committee

The Student Allocations Committee (SAC) is a university committee formed with the purpose of assisting Winthrop's student organizations in sponsoring programs and events beneficial to the entire Winthrop University student body. More information about the Student Allocations Committee and the SAC Guidelines are available on their website <http://www.winthrop.edu/studentallocations>.

Audio/Visual Supplies

Audio Visual equipment cannot be guaranteed with requests made with less than 72 hours' notice before the event. Large music performance set-ups requiring multiple microphones, music playback or DJ type arrangements may require off-campus rental of equipment and personnel. When filling out your Online Space Request, be sure to indicate what A/V needs you have. Make sure you follow up at least a week before, last minute A/V requests may not be filled. Student Organizations needing technology support must contact the right person for the space. For some spaces there may be additional charges. See the chart below.

Room/Auditorium	Contact Person	Phone
Byrnes Auditorium	Chris O'Neil oneilc@winthrop.edu	803-323-4679
Plowden Auditorium	Instructional Technology Center	803-323-2136
McBryde & Tuttle Dining Hall	Lars Larsen larsenl@winthrop.edu Can be set up but the student groups runs it.	803-323-4551
Barnes Recital Hall	Chris O'Neil	803-323-4679
Whitten Auditorium	Melvin Young youngm@winthrop.edu	803-323-4800
DiGiorgio Campus Center/Tillman/Amphitheater	Jerry Fussell fussellj@winthrop.edu	803-323-4812
SAC, Shack, West Center	Students are responsible for own set up and running equipment. May make arrangements and check out equipment if available from DIGS Information Services desk.	803-323-4812

Instructional Technology Center (307 Withers)

The ITC has limited supplies of the following A/V equipment: digital cameras, camcorders, tripods, slide projector, sharp projectors, and overhead projectors are available for use. <http://www.winthrop.edu/itc/default.aspx> Call the ITC at 803-323-2136 for more information.

Cultural Events

Student organizations wishing to apply for Cultural Event status for an event should refer to the Cultural Event Approval Form (located on the Cultural Events Homepage <http://www2.winthrop.edu/culturalevents>) and the Guidelines for Sponsors of Cultural Events (<http://www2.winthrop.edu/culturalevents/sponsors.htm>).

Large Event Box Kit

For large events being held on campus, OSA has compiled a variety of items that can be checked out to assist in the event. The box includes a variety of items including cash boxes, people clickers, mini battery operated table top lanterns, clipboards, event at capacity signs, and hand stamps. The box can be checked out from the OSA office in DIGS 269. During the planning meeting with the Assistant Director of Student Activities it will be decided what all is needed for the specific event. Groups are responsible for returning all items checked out. Failure to return items will result in a \$50.00 fees.

Equipment check out

The DIGS Information Desk and Student Allocations have provided a wide variety of resources that can be checked out for organization sponsored activities. For an updated list of what is available please check out the Equipment Check Out Guide available online [here](#)

Student Activities Grill

The Student Activities charcoal grill may be used by student organizations. To reserve the grill, submit a space request and then contact the Office of Student Activities at 803-323-2248. A face to face meeting at least three days before the event must take place between the person grilling and the Office of Student Activities. During this meeting we will go over the food preparation and grill guidelines.

Travel Authorization

(In the case you are traveling with a student organization, it is important to make an appointment with Pam Varraso at 803-323-2248 to fill out a Travel Authorization Form before you travel. This needs to be done a minimum of two weeks before you travel. Without this form, your organization will not be able to use their allocations for any travel.

When you come to your appointment, bring the following:

- Bring a copy of your approved Allocations email with any detailed information about your trip. (Website information for conferences, etc.)
- Bring a list of ALL persons going on trip with emergency telephone #'s and student ID#'s. (Emergency telephone numbers need to be someone responsible for you in case of sickness or injury, not your own cell number.) This [emergency contact form](#) can be found on the Student Organizations webpage.

NOTE: Your Student ID number is **NOT** on the front of your picture id.

ADVERTISING AND PUBLIC RELATIONS

Convocation Picnic

Each fall on the Monday before classes start, Winthrop University hosts a community Convocation Picnic on the front lawn of campus. During the afternoon picnic, organizations promote themselves to the entire Winthrop community. All student organizations are welcome to sign up to reserve the limited tables in advance. At a designated time on Convocation Day, the front lawn will be made open for first-come, first-served access to tables. Student organizations can reserve a table at www.winthrop.edu/studentorgs. For more information, please contact the Office of Student Activities at 269 Campus Center or 803-323-2248.

Organization Social Media

If your organization has organizational social media accounts be aware that what you post on the organization account reflects your organization. Apply the same rules to your social media that you would to your flyers, banners, and websites. Do not post or advertise material that is threatening, harassing, illegal, obscene, defamatory, libelous or hostile toward any individual or entity. Media posted that is in direct violation of the Student Code of Conduct will be referred to the Dean of Students Office.

Student Involvement Fair

Each semester, the Office of Student Activities sponsors a Student Involvement Fair for organizations to promote their organization and recruit new members. Organization tables must be reserved in advance at www.winthrop.edu/studentorgs

Daily Student Announcements

Anyone with a Winthrop ID and password can submit an announcement to the Daily Student Announcements <http://allstudents.winthrop.edu/login.aspx> Information Technology office and OSA regulates all uses. Please be familiar with the Information Technology Acceptable Use policies regarding campus e-mails which are outlined below.

This system allows you to send information to all Winthrop students concerning campus-related events. Messages that violate these policies will be rejected. Repeated submission of rejected messages will result in loss of access to the *All Students Email System*.

When you submit a message for inclusion in the Daily Student Announcements, it will be read by an authorized staff member who will approve or reject the message. You will receive an email when your message has been processed. If it is rejected, you will receive a response including the reason why it was rejected. All messages submitted must be relevant to the general student population and sanctioned by an officially recognized Winthrop University entity which includes departments or student organizations. Examples include student organization meeting announcements, informational messages related to registration deadlines, etc.

Include specific information in your message. Please include a specific time, date, and location for your meeting or event. Also, include the department or organization which sponsors the message.

Messages that contain offensive or disparaging language or images will be rejected. All messages must conform to the policies in the Winthrop University Policy on the Appropriate Use of Information Technology Resources <http://www.winthrop.edu/technology/default.aspx?id=7044>.

Information concerning lost and found items should be directed to Campus Police. It is a violation of the Appropriate Use Policy to use Winthrop University Technology for personal profit such as selling books, furniture, or other merchandise.

Publicity in Dining Halls

Publicity can be placed in the Thomson Cafeteria with the approval of the Office of Student Activities and ARAMARK Dining Services. The form can be found online at <http://www.winthrop.edu/uploadedFiles/clubsorgs/forms/Dining-Services-Publicity.pdf>. Submit the form and a sample of the publicity materials to the Office of Student Activities, and then take to Dining Services in East Thomson for final approval. Your organization will be responsible for the distribution and disposal of all publicity materials.

Student Publications and Electronic Media

On-campus advertising is available through student media at Winthrop: the Johnsonian newspaper, the Roddey-McMillan Record multicultural newspaper, and WINR radio station. Contact these groups for more information at <http://www.winthrop.edu/student-affairs/default.aspx?id=17972> or <http://www.winthrop.edu/web/default.aspx?id=8819>.

Eagle Vision

Student organizations may use the EagleVision Electronic Bulletin Board to advertise programs and events. This is a free and easy way to advertise events, but you must follow the below listed guidelines to use this service. For more information please view the guidelines at <http://www.winthrop.edu/uploadedFiles/clubsorgs/tipsheets/Eagle-Vision-Guidelines.pdf>.

Campus Center

The DiGiorgio Campus Center offers a wide variety of ways to advertise for student groups. Digital advertising is available on the TV Screens, table displays, the display case on the 1st floor and banners are all available for student groups to use. For specific information and to fill out the reservation form please visit <http://www.winthrop.edu/campuscenter/default.aspx?id=10429>.

Banners

If your organization is interested in hanging a banner inside the main lobby in the DiGiorgio Campus Center or outside on the patio facing the Campus Green, please place your request at <http://www.winthrop.edu/studentorgs/form.aspx?ekfrm=19326>.

Posting Guidelines

Free expression is encouraged on the campus of Winthrop University. Handbills, leaflets, and similar materials available free of charge, may be distributed by regularly enrolled students, members of recognized student organizations, Winthrop University personnel, and by off campus entities in campus areas designated so long as such distribution does not interfere with University affairs. In an effort to effectively convey information of importance to the campus community, as well as individuals and groups unaffiliated with the school, the following guidelines have been established for the posting and distribution of materials on the campus of Winthrop University. Neither the contents of this policy nor the receipt of an approval for posting should in any way be understood as an endorsement of support by Winthrop University of the materials being posted or the actual function(s) being advertised. In the interest of campus and public safety, the University may make exceptions to this policy.

There are many buildings across campus that allows student groups to post information regarding events, and meetings. Please review the [posting guidelines online](#) as each building has a different building manager.

University Relations and Printing Services

The Office of University Relations exists to promote Winthrop and facilitate effective communication within the college community and between the campus and the public. The guiding philosophy of the University Relations Office is service to students, faculty, staff, administration, alumni and other constituencies. In this, University Relations offers several opportunities for student organizations:

News

As official intermediary between the university and the news media, the Office of University Relations responds directly to news inquiries. The news bureau publicizes campus events, activities and other noteworthy accomplishments of students, faculty and staff. For example, hometown news media are notified who makes the dean's list, who receives campus honors and awards, and what is happening on campus that might interest the public. Student organizations can help the staff by providing information about activities, new members, and special projects.

Photographs

The Office of University Relations coordinates the campus' photographic needs, including black-and-white and color prints and color slides. Extensive photo files, housed in the University Relations' office, can help with publication and slide show needs. These may be borrowed with the assistance of department staff.

Printing Services

Student Allocations can fund Printing through Printing Services. The request for allocations must be made before taking anything over to Printing Services.

Printing Services provides typesetting, printing and photocopying for students, faculty and staff. Jobs that need photocopying only should be submitted if pdf five working days in advance of the date due. Small jobs that require typesetting (such as letterhead, invitations, flyers, etc.) should be submitted two to three weeks in advance of the date due. Larger jobs (such as booklets or two-color posters) that need typesetting and design work should be submitted four to six weeks in advance. Printing Services is located in 105 McBryde Hall and can be reached at 803-323-2221.

Web Services

The Web Services division of University Relations creates and maintains the official Web presence for the university. By visiting the Web Services' section of University Relations' website, campus members may find tools for creating or enhancing their own sites.

Helpful Hints in Creating Effective Promotions

Identity

Create identity for your organization by using a consistent logo or style to all your promotions. Identity will help students recognize your advertising among the hundreds on campus.

Information

Be sure to always include the following information on all your advertising:

- Name of Event
- Date/Time
- Location
- Cost
- Cultural Event?
- Logo
- Website
- Contact Information for questions