

Student Organization Handbook



Student Engagement

Student Organizations at Winthrop!

Part of the college student experience is having the ability to get involved in what truly matters to you. Here at Winthrop, we take pride in the fact that there are opportunities for everyone to become engaged, with over 80+ student organizations to choose from. There are multiple benefits to joining an organization, such as the opportunity to **make connections** with new friends. In working as part of a team in an organization, you will develop leadership abilities, learn to set and achieve goals, all of which will assist you for career readiness when you graduate from Winthrop.

We strongly believe that the more engaged you are on campus, the more you will grow and develop both inside and outside of the classroom. While not all of these student organizations will interest you, pick a few that look fun and get involved. If you can't find one that appeals to your interests, we encourage you to [start your own!](#) As students seek opportunities to lead at Winthrop, they will also discover opportunities to **make a difference** in the community.

This handbook has been compiled by the Department of Student Engagement to provide our students an instructional guide of Winthrop University policies and provide helpful information to existing and registering student organizations, to help them thrive and accomplish their organizational goals. Student organizations are defined as a body of Winthrop students organized for a specific purpose, as a club, union or society. The Council of Student Leaders grants charters to student organizations who complete the required paperwork and attend annual scheduled training sessions. The Student Engagement office 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. If you have any questions, please contact us at studentorgs@winthrop.edu or stop by 269 Campus Center.



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THE DEPARTMENT OF STUDENT ENGAGEMENT

Mission of Student Engagement

The Department of Student Engagement 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 Involvement Fairs and other University events.
8. Obtain assistance from the Student Engagement office in matters of finance, programming, leadership, and resources.

Chartered Student Organizations are classified into one of thirteen categories. All officers and members are to be currently registered Winthrop students.

- **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 Sports Programs at (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, Association of Ebonites.
- **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 Life 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 Wofford, Richardson, and 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 Student Engagement office to remain in good standing. This must take place before **September 30th**. However, priority deadline is September 5th if your organization would like to participate in the Fall Involvement Fair. Groups must identify an organization representative who will complete the on-line training modules and submit the required registration form, Advisor Agreement form, and an updated copy of the constitution and bylaws on time. It is recommended that the President of the organization serve as the representative, but not required.

Completing the training is required every year and organizations may submit their organization representative starting in August. Organization representatives will be notified of training dates and when the on-line modules are available for training. 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 start of classes.

Annual Registration Form

The on-line registration form will become available to complete and submit on [Eagle Engage](#). Note that when completing the registration form, the representative will need the WU ID#'s of each officer. The registration form provides updated contact information for the leaders of the organization.

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](#).

Space Use Training

This training will cover how to appropriately submit space requests using the Coursedog system. It is recommended that 2 - 3 members of your organization attend this training. The training will be made available on Blackboard.

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. 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.

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.
1. Ensure that the correct representative completes training, and submits required paperwork by September 30.
2. Maintain contact with the organization and provide general support and leadership.

3. Serve as a liaison between the student organization, faculty, staff, administration, and Department of Student Engagement.
4. Participate and guide the organization in designing meaningful programs that are consistent with the organization's purpose and goals.
5. Determine the roles and expectations between the advisor and the student organization.

Failure to Re-Register

If any chartered organization does not attend the in-person training and complete the annual on-line training session(s) 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 Department of Student Engagement. An up-to-date list of current student organizations can be found on [Eagle Engage](#). 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 Department of Student Engagement.

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. The following requirements must be completed in order for groups to receive a Charter.

Chartering Requirements (for new student organizations)

1. View the Starting a New Organization [video](#) to learn about the process.
2. An "[Intent to Register](#)" Form must be completed and the requirements met. "Intent to Register forms will only be accepted beginning in September through March 31st."
3. Complete the on-line training modules and quizzes. Once complete, the required documents will become available to you.
4. Submit an on-campus employee faculty/staff advisor who is not a current student.
5. A roster with a membership of 10 registered Winthrop students. Student organizations are for Winthrop students. Associate members may be allowed, but may not vote or hold any office within the organization. Associate membership must be clearly explained in the constitution and bylaws submitted to Student Engagement. 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.
6. A Constitution & By-laws. See example on our website: <https://www.winthrop.edu/uploadedFiles/studentactivities/SAMPLE-CONSTITUTION-AND-BYLAWS.pdf>
7. A Winthrop University organization e-mail account. Student Engagement will request the organization email account to be set up through IT by going 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 McBryde Hall.
8. Greek organizations must first be officially recognized by the Office of Fraternity and Sorority Life before applying to CSL. Club sports must first be officially recognized by the Office of Recreational Services before applying to CSL.

New student organizations will meet with a representative from Student Engagement to review and assist you with your chartering documents. Once your documents are completed, the VP of CSL will contact you to schedule a meeting date for you to attend. CSL will review your charter application and will hold a formal vote.

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 Student Engagement office are met.

Once CSL receives a charter request from the Department of Student Engagement, the organizations representative will be contacted to attend a regularly scheduled CSL meeting where the representative will share the purpose of the organization and answer questions from the council. CSL will officially vote to recognize new

groups at the regularly scheduled meetings. After approval, the new organization will be notified by e-mail regarding their charter and will be added to the Student Organizations 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 Student Engagement office and monitored by the Dean of Students Office if no formal charges are brought. See the [Student Conduct Code](#).

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 Student Engagement office and in accordance with University regulations and the Club Sports Handbook available at <https://www.winthrop.edu/uploadedFiles/recservices/clubsports/ClubSportsParticipantGuide.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 of Sports Programs 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 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 40 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 may be structured in a style that fits the individual organization. In general, we recommend you have at least the following positions and the listed responsibilities.

President

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

Vice President

- Assist the President
- Coordinate organization programing 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
- Attends and fills 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 Student Organization Office. 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
- If your organization has an off-campus bank account be sure to physically go to the bank to change signature authorizations
- Email and social media account passwords
- 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](#)
- [Title IX Sexual Harassment Policy](#)
- [Solicitation and Vendor Sales Policy](#)
- [Student Conduct Code](#)
- [Tailgating Policy](#)

Additional policies can be found here: [UniversityPolicies.pdf \(winthrop.edu\)](#)

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 are considered exempt or non-exempt. Student organizations looking to host a raffle may do so as long as the prize is under \$950. If an organization wants to host a 50/50 raffle where 50% of the funds collected goes to a ticket purchaser may do so as long as the total of funds collected does not exceed \$950. Note that a raffle drawing can occur once in a seven-day period.

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 Student Engagement office at 803.323.2248.

Showing Movies on Campus

If your organization decides to show a movie, documentary, tv show, etc. 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 digital media. 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. Here is the campus [map](#).

Off-campus vendors that would like to come on campus have two options. (1) They can complete a university Vendor Agreement with Information Services in the DiGiorgio Campus Center (803-323-2224) if they want to advertise independently in person, set up a display or sell products/goods; vendor fees will apply. Vendors are limited to only set up inside or directly outside the DiGiorgio Campus Center. (2) They can come and be a sponsor or be a part of a student organization event where the organization and event must be properly registered and approved by the Student Engagement office in the 269 DiGiorgio Campus Center. Call (803-323-2248) for more information.

Student organizations may sponsor vendors, but organizations will need to submit the on-line space request for approval. Vendors who are invited by a student organization as a part of an on-campus event and donate samples/coupons/services or merchandise as a part of the program may have the vendor fee waived. If the vendor is only attending the student organization's event to sell their goods/services/merchandise; then the vendor fees apply. All 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 and maintain control of any event that the vendor is a part of.

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.

Student organizations with questions about working with vendors can contact the Student Engagement office for assistance.

CONDUCT

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

Organizations 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 Student Organizations Office.

EVENT PLANNING

On-Campus Events and Activities

All organizations and departments must abide by the guidelines to host an on-campus meeting/event. Please read the [University Event Guidelines](#) before planning an on-campus meeting/event.

The Student Engagement office 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 Student Engagement office 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. Also, the [resources](#) page on the University Events webpage is a good resource for campus events.

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 Student Organizations Office. The sponsoring organization is responsible for compliance with all food guidelines. the.
6. If planning an event where alcohol is to be served, meet with the Student Engagement office 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 Student Engagement office 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.

PLANNING VIRTUAL EVENTS

Virtual events are nothing new but — due to coronavirus many events need to pivot from in-person to digital. Virtual events present an opportunity for overcoming the obstacles of social distancing while still providing engagement and or educational experiences. [Virtual event guidelines are available](#) to provide information to assist in the virtual event creation process.

Note: The planning process is similar to that of any other event; so use the standard planning tips and tricks to create and execute a great event. (See the section, Event Planning Documents and Templates)

EVENT & CAMPUS SPACE RESERVATIONS SYSTEM

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

Campus Space Reservations System (<https://www.winthrop.edu/studentorgs/steps-to-reserve-space.aspx>)

Beginning in fall 2022, ALL requests for reserving campus spaces need to be made through the Coursedog events system. Winthrop students can access the Coursedog system through the link in Wingspan.

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 (<https://winthropevents.coursedog.com/>)

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

SPACE REQUEST AND APPROVAL PROCESS

Steps to Reserve Space on Campus

Step I: Get Organized

- Your first step to requesting space is planning. You will want to set a tentative date, time and location as well as have alternative times and dates

- Your goal should be to plan far enough in advance and be flexible with your event's timeframe.
- You should also take time to check the University Events Calendar to verify that your event does not conflict with other major university events.
- All space requests require 10-day notice prior to the event for student organizations.

Step 2: Check Dates

- After choosing your desired location, you may use the Student Event Request Form link in Wingspan to see if the space is available. This is done on the same form you would use to submit your space request. The request form will only show spaces that are available and that have the room capacity to accommodate the anticipated attendance.

Step 3: Submit Request

Things to remember while you are filling out your space request:

- When submitting your form, make sure that you include accurate information and provide a detailed description of your event.
- Include your contact information; including full name, phone number and correct Winthrop University e-mail address as well as your Winthrop Faculty/Staff advisor's contact information and e-mail address. Please mark YES for send e-mail notifications on the Contacts card for the primary contact.
- Include time for set-up and break down.
- Request for Campus Police to unlock and lock doors before and after the event, if applicable.
- Requests can only be submitted online.
- If your event is scheduled outside make sure that you have an alternate location in case of inclement weather.

Step 4: Wait for a Response

- The final step is the easiest, just wait.
- Your request for space and activity will be considered by all approving parties
- You will receive an e-mail confirming approval or rejection.
- **Do not** publicize the event until you receive an e-mailed confirmation.
- Expect a response usually within a week.
- You may be requested to provide additional information in order for approving parties to authorize your request.
- If additional information is not submitted, the request may be denied.
- 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.
- 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.

Please note, Winthrop University reserves the right to relocate any approved space request to another location on campus in order to uphold safety and capacity protocols.

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. 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.

- I. 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.
5. "Door-to-door solicitation is prohibited in the residence halls. Official university business is exempted, as needed, with authorization from the Department of Residence Life."

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. Events that require additional support will require an event management planning meeting with a representative from the Student Engagement office before an event may be approved.

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 Student Engagement office 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 Student Engagement office 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.

Virtual: Held online via Zoom or other technology resource of the organization's choosing.

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. Please see Residence Life for more information. 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 Student Engagement office 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 Student Engagement office 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 Student Organizations Office. 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 \$50.00 per hour per officer with a minimum of two hours. Campus Police 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 Campus Police using the instructions provided on the invoice.

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 Student Engagement office 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.

Events held Sunday through Wednesday must end by midnight. Thursday, 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 Student Engagement office 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 Student Engagement office 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 (off-line)	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	Ann Biggerstaff biggerstaffa@winthrop.edu	803-323-2186
DiGiorgio Campus Center/Tillman/Amphitheater	Tianna Harrell harrellt@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. <https://www.winthrop.edu/coe/itc/equipment-checkout.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 <https://www.winthrop.edu/culturalevents/events.aspx>) and the Guidelines for Sponsors of Cultural Events (<https://www.winthrop.edu/culturalevents/sponsor-a-cultural-event-form.aspx>).

Large Event Box Kit

For large events being held on campus, the Student Organization Office 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 Student Organization 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 Organization charcoal grill may be used by student organizations. To reserve the grill, submit a space request and then contact the Student Engagement office 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 Student Organization Office. 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 the Student Engagement Office Administrative Assistant 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

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 Student Engagement office sponsors a Student Involvement Fair for organizations to promote their organization and recruit new members. Organization tables must be reserved in advance. Organizations can express their interest in participating in the Involvement Fair during the Student Organization Re-Registration Process.

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 Student Organization Office 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 <https://www.winthrop.edu/technology/appropriate-use-of-it-resources.aspx>.

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 Student Engagement office and Sodexo Dining Services. The form can be found online at <https://www.winthrop.edu/uploadedFiles/clubsorgs/forms/DiningServicesPublicity.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 <https://www.winthrop.edu/student-affairs/student-publications.aspx>

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 <https://www.winthrop.edu/campuscenter/digital-advertising.aspx>.

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 <https://www.winthrop.edu/studentorgs/banner-guidelines.aspx>.

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 Marketing and Communications and Printing Services

The Office of University Marketing and Communications exists to promote Winthrop and facilitate effective communication within the college community and between the campus and the public. The guiding philosophy of the office is service to students, faculty, staff, administration, alumni and other constituencies.

News

As official intermediary between the university and the news media, the Office of University Marketing and Communications 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

University Marketing and Communications coordinates the campus' photographic needs, including black-and-white and color prints and color slides. Extensive photo files, housed in their 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 Marketing and Communications creates and maintains the official Web presence for the university. By visiting the Web Services' section of University Marketing and Communications' 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
- Social Media
- Website
- Contact Information for questions