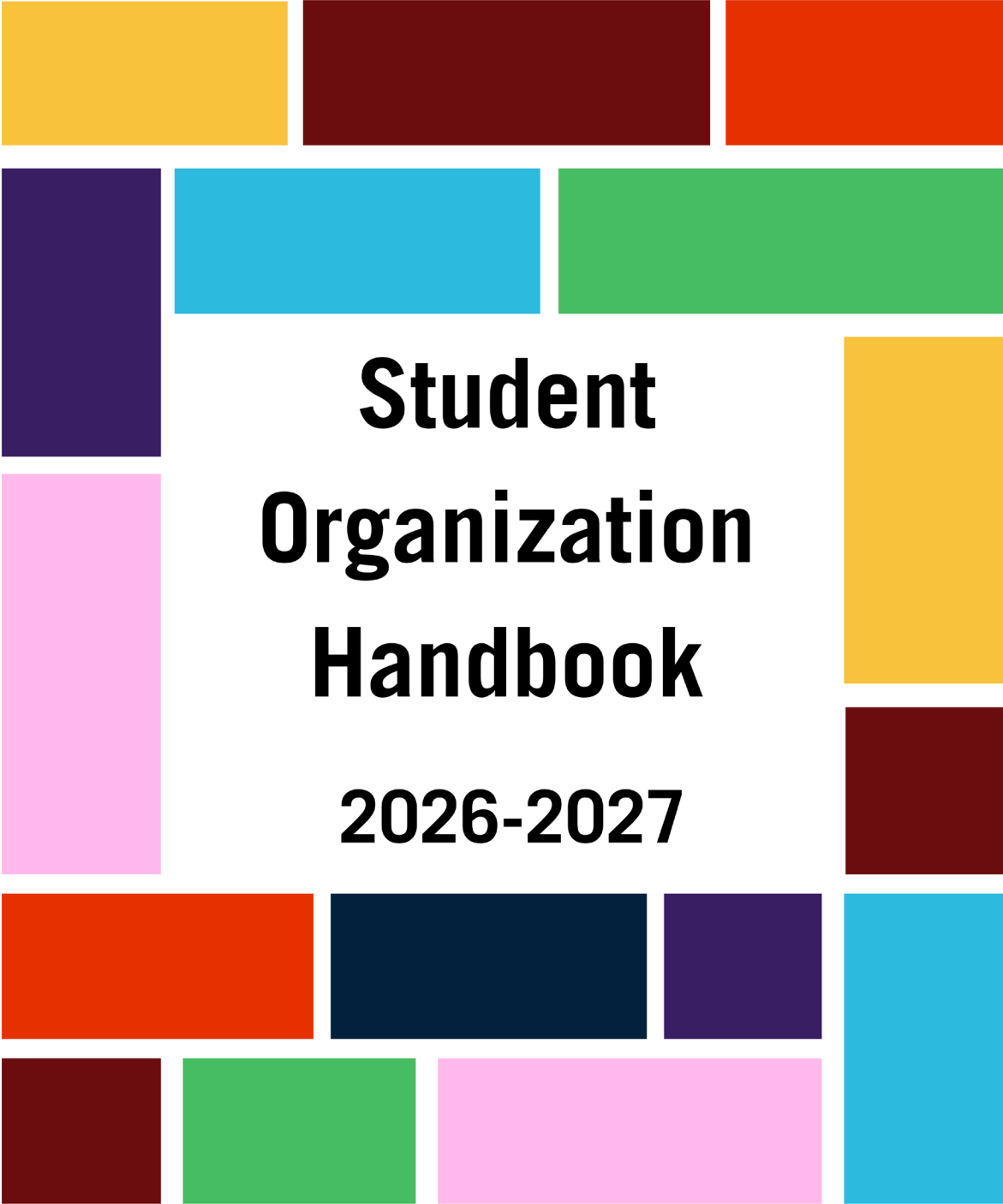


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Student Organization Handbook 2026-2027



269 DiGiorgio Campus Center
803/323-2248
www.winthrop.edu/student-engagement

Welcome to the Student Organization Handbook

Part of the college 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. There are over 100+ student organizations to get involved in. Whether you're a part of Greek life honor societies, service clubs, or professional organizations, your involvement enriches both your personal journey and our campus as a whole. These co-curricular opportunities allow you to make connections with new friends, develop leadership skills, and discover a sense of belonging at Winthrop. The skills learned through your involvement will prepare you to be successful in your future endeavors.

At Winthrop, we strongly believe that the more engaged and involved you are on campus, the more you will grow and develop both inside and outside of the classroom. While not all 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 organization.

This handbook has been compiled by the Department of Student Engagement to provide students with an instructional guide of Winthrop University policies and provide helpful information to existing and newly registered student organizations. This information will help all Winthrop student organizations thrive and accomplish their organizational goals.

Student organizations have to be fully registered with the Department of Student Engagement in order to be an official organization on campus with all of the rights and privileges that come with that distinction. This handbook goes through all of the steps in order to be officially recognized as an organization.

The Department of Student Engagement 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. This document was last updated July 2026. If you have any questions or concerns, please contact us at studentorgs@winthrop.edu or stop by 269 DiGiorgio Campus Center.

Table of Contents

Welcome to the Student Organization Handbook	2
Table of Contents	3
Rights and Privileges of Registered Student Organizations.....	5
Re-Registration.....	6
2026-2027 Re-Registration Timeline.....	6
New Student Organization	7
Dates for New Student Organizations	8
Types of Student Organizations	9
Organization Categories	9
Club Sports	9
Greek Organizations	10
Helpful Resources for Registered Organizations	11
Student Allocations	11
Cultural Events.....	11
Check Out Items	11
Lockers	11
Space Request	12
Officer Transition.....	13
Travel	13
Events	14
Special Events.....	14
Types of Events.....	15
Guest Policy	15
Selling Tickets	16
Event Sponsorship	17
On-Campus Parties and Socials	18
Residence Hall Recreational Use Policy	20
Advertising and Public Relations	21

Posting Guidelines	21
Daily Student Announcements	23
Student Involvement Fair	24
Organization Social Media	24
Student Publications and Electronic Media	24
DiGiorgio Campus Center	24
Printing Services	24
General Tips for Creating Effective Promotions.....	25
University Outside Music and Noise Policy	26
Winthrop Policies and Procedures	28
Student Handbook	28
Showing Movies on Campus	28
Vendor Policy	28
Chalking Policy.....	29
Raffle or Prize Drawing Policy	30
Fundraising, Solicitation, and Canvassing Policies	31
Safe Computing Practices Policy	31
Conduct	31
The Department of Student Engagement	32
Mission Statement	32
Staff Directory	32

Rights and Privileges of Registered Student Organizations

Becoming a recognized student organization at Winthrop University includes access to the following:

- Ability to reserve spaces on campus
- Apply for funding through Student Allocations
- Have an official Student Organization Email Account
- Participate in Student Organization Involvement Fairs and other university events
- Online Presence on Eagle Engage
- Access to storage locker (limited number of lockers)
- On campus mailing
- Right to advertise as a Winthrop Student Organization

Re-Registration

Student organizations must re-register annually with the Department of Student Engagement. Re-registration must take place by **Friday, September 18, 2026**. Priority registration is **Friday, August 28, 2026**, if your organization would like to participate in the Fall Involvement Fair. Organizations must complete the following steps to officially be recognized as a student organization by the Department of Student Engagement.

Step 1: The primary student contact must complete the **Student Organization Re-Registration Form (2026-2027)** on Eagle Engage.

Step 2: One representative of the organization (President/Treasurer is recommended) must attend an **In-Person Organization Training**.

Step 3: The student organization advisor must complete the **Student Organization Advisor Agreement Form** on Eagle Engage.

It is the responsibility of the student organization to reach out to their faculty/staff advisor to have them complete the advisor agreement. If you have trouble obtaining an organization advisor, please email studentorgs@winthrop.edu.

Failure to complete these three steps by **Friday, September 18, 2026**, will result in the organization's status to be changed to inactive. This means the student organization will be ineligible for the rights and privileges of a registered student organization. Any previous space requests that have been submitted and/or approved for the 2026-2027 academic year will be invalid until the organization is able to complete all the required steps and meet with the Department of Student Engagement.

2026-2027 Re-Registration Timeline

- Re-Registration Form opens – August 1
- Training Dates are below. The location for all trainings is 220 DIGS:
 - Tuesday, August 25 at 11am
 - Tuesday, August 25 at 5pm
 - Thursday, August 27 at 11am
 - Thursday, August 27 at 5pm
 - Tuesday, September 1 at 11am
 - Tuesday, September 1 at 5pm
- Priority registration deadline for Fall Involvement Fair – August 28
- Re-registration Form and Advisor Agreement close – September 18
- Student Organizations will be notified by September 30 if they are not a re-registered organization and will be moved to inactive status.

New Student Organization

Winthrop University recognizes students' rights 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 rights and privileges offered by the Student Engagement office. The following requirements must be completed in order for new groups to be officially recognized as a registered student organization by the Department of Student Engagement.

Step 1: The primary student contact must complete the **Intent to Charter Form (2026-2027)** on Eagle Engage.

This form alerts the Department of Student Engagement that you intend to organize a new student group on campus.

Step 2: Attend a **New Organization Training**.

Once you have completed the Intent to Charter Form (2026-2027), you will receive an invitation to attend one of the New Organization Training meetings.

Step 3: Complete the **New Organization Charter Packet** on Eagle Engage.

Once you have attended the New Organization Training, someone in the Department of Student Engagement will reach out to you with the New Organization Charter Packet. You will need to include the following information in this form:

1. Constitution and Bylaws
2. List of 10 students who would be active in your organization
3. A completed **Student Organization Advisor Agreement Form** from a faculty/staff member who will serve as your organization advisor (If you have difficulty with finding an organization advisor, please email studentorgs@winthrop.edu)

The Department of Student Engagement staff reviews submission for completeness and alignment with university policies. The Department of Student Engagement will provide feedback or request edits, if necessary, before moving forward in the process.

Step 4: Your organization will present to the Student Government Association.

After completing the New Organization Charter Packet, the Department of Student Engagement will review your charter packet and will reach out if anything needs to be updated. After your information is verified, you will receive an email invitation from the Student Government Association at sga@winthrop.edu, to present your organization for approval. Detailed presentation guidelines will be shared with all organizations in advance.

Step 5: Approval Notification

After you have completed all the above steps, each student organization seeking to be a recognized student organization will receive an official approval notification letter via email. Newly recognized student organizations will have all the rights and privileges of a Winthrop Student Organization. They will have access to continued support, leadership development resources, and training opportunities throughout the academic year.

Dates for New Student Organizations

Intent to Charter	Training	Charter Packet	SGA
Thursday, September 3	Thursday, September 10	Thursday, September 17	Monday, September 28
Thursday, October 1	Thursday, October 8	Thursday, October 15	Monday, October 26
Thursday, November 5	Thursday, November 12	Thursday, November 19	Monday, November 30
Thursday, January 14	Thursday, January 21	Thursday, January 28	Monday, February 1
Thursday, February 4	Thursday, February 11	Thursday, February 18	Monday, March 1
Thursday, March 4	Thursday, March 11	Thursday, March 25	Monday, April 5

Types of Student Organizations

Organization Categories

All student organizations are categorized to make it easier for students to explore opportunities that match their interests, goals, and passions. These categories help students to quickly find relevant organizations and discover ways to get involved on campus. Here are the categories:

- Service/Advocacy
- Religious
- Honorary
- Professional
- Cultural
- Club Sports
- Greek
- University Sponsored
- Special Interest

Each type of student organization has different foundations, requirements, or levels of support. All student organizations must re-register at the beginning of the fall semester. To create certain organizations, there are specific requirements. Club Sports and Greek organizations are described below.

Club Sports

A club sport is a chartered student organization that provides students with opportunities to pursue a recreational/athletic interest. The focus of the club sport program combines 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 these clubs 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 are administered by Recreational Services and are held to high standards of accountability, leadership, and organizational management. As a result, club officers and members are expected to fulfill significant responsibilities to ensure the safe, successful, and effective operation of their organizations. As representatives of Winthrop University, club members are expected to conduct themselves in a manner that reflects positively on the institution. Clubs should remain mindful of how their actions and behavior are perceived by others, both on and off campus.

For general questions concerning any club sport, please contact Recreational Services at 803/323-2652.

To start a club sport, please complete the New Student Organization process or contact the Department of Student Engagement with any questions at 803/323-2248 or studentorgs@winthrop.edu.

Greek Organizations

Fraternity and Sorority Life has been an integral part of the Winthrop University community for more than 50 years. Individual chapters are affiliated with one of three governing councils and contribute to student leadership, service, scholarship, and campus involvement.

Fraternities and sororities seeking to access the privileges, resources, programs, and advising provided by the Office of Fraternity & Sorority Life (OFSL) must obtain official university recognition through the office. Official recognition provides chapters with advising and operational support, access to campus resources, opportunities to participate in Fraternity & Sorority Life programs and initiatives, and the ability to engage fully in the recognized fraternity and sorority community at Winthrop.

A unique requirement for fraternity and sorority organizations is the successful completion of the Eagle Standard Pillars of Excellence program. Completion of this program is required for organizations to maintain their standing with the Office of Fraternity & Sorority Life and to remain eligible for student organization registration.

Organizations that do not complete the Eagle Standard Pillars of Excellence will be ineligible to register during the next student organization re-registration cycle. As a result, they will be ineligible to receive the rights and privileges associated with recognized student organization status until all program requirements have been completed in coordination with the Office of Fraternity & Sorority Life.

For more information or questions, please reach out to OFSL at 803/323-2248 or ofsa@winthrop.edu.

Helpful Resources for Registered Organizations

Student Allocations

All registered student organizations have access to Student Allocation funding. The Student Allocations Committee (SAC) is a university committee formed with the purpose of assisting Winthrop's student organizations with financial assistance for certain organization initiatives. More information about the Student Allocations Committee and the SAC Guidelines are available on the Winthrop website:

<https://www.winthrop.edu/studentallocations/>. With questions about SAC, please contact the Student Allocations Coordinator at studentallocations@winthrop.edu.

Cultural Events

Student organizations wishing to apply for Cultural Event status for an event should refer to the Cultural Event Approval Form. The Cultural Event Guidelines for Sponsors as well as other important information regarding Cultural Event status can be found on the Winthrop website: <https://www.winthrop.edu/culturalevents/>. With questions about Cultural Events, please contact Cultural Events at 803/323-4849 or culturalevents@winthrop.edu.

Check Out Items

The Department of Student Engagement and the DiGiorgio Campus Center Information Desk have a variety of resources that can be checked out for organization sponsored activities. To check out items at the DiGiorgio Campus Center, please stop by the information desk in the main lobby. To check out items within the Department of Student Engagement, please complete the **Item Reservation Form** on Eagle Engage. With any questions, please stop by the Department of Student Engagement in 269 DiGiorgio Campus Center or contact us at 803/323-2248 or studentorgs@winthrop.edu.

Lockers

All registered student organizations have the opportunity to obtain a locker on campus for the storage of organization materials and supplies. There are only 48 lockers available, and assignments are made on a first-come, first-served basis. Student organizations may retain their locker from year to year, provided they are in compliance with the locker policies and actively use their locker. At the end of each academic year, the Department of Student Engagement conducts locker reviews to determine whether organizations may keep their lockers. Lockers may be revoked if they are used to store personal items, food, flammable materials, illegal substances, items related to conduct violations, or if the locker is not

actively used throughout the year. To access your organization locker, organization members should check out the locker key from the Information Desk in the DiGiorgio Campus Center.

If an organization would like to request a locker, they can do so by adding their organization to the Locker Waitlist on Eagle Engage. Please contact the Department of Student Engagement with any questions at 803/323-2248 or studentorgs@winthrop.edu.

Space Request

All registered student organizations can reserve spaces across campus for their organization meetings and events. Space requests are submitted through the Coursedog system which can be accessed through Wingspan.

Helpful tips for space requests:

- The request form only shows spaces that are available.
- Each space has a capacity limit, so some spaces may not show up because of your listed capacity.
- For tabling space requests, put your capacity as 1.
- Ensure that all provided information in the request is accurate and detailed.
- Include at least one contact person and mark “YES” for email notifications.
- Include your set-up and tear-down time.
- If your event is scheduled outside, make sure that you have an alternate location in case of inclement weather.
- Please provide as much detail in the request as possible. You can put comments and even attach a picture of how you would like the space layout to be.
- It is better to put a space request in sooner rather than later because there are multiple steps in the approval process.

Space requests must be completed at least 10 days prior to the event. Requests submitted less than 10 days will not be accepted. If you are planning a larger/special event, you should submit your request at least 30 days in advance.

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

The Department of Student Engagement has a training video on how to submit a space request here: <https://www.winthrop.edu/studentorgs/steps-to-reserve-space.aspx>

If you have any questions regarding space requests for student organizations, please reach out to the Department of Student Engagement.

Officer Transition

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

- Important contact information
- List of previous events that were conducted
- 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 organization should consider its long-term success when making important decisions. While achieving goals during the current academic year is important, student organization officers are also expected to plan for the future by building a strong foundation for the next generation of leaders and members. Intentional planning, effective transitions, and sustainable practices help ensure the continued growth and success of the organization.

Travel

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. Further details on travel policies and processes can be found in the Student Allocations Guidelines.

Events

All organizations must abide by the guidelines to host an on-campus meeting/event. Please review the University Events guidelines:

<https://www.winthrop.edu/universityevents/resources.aspx>

The Department of Student Engagement provides assistance to student organizations planning on-campus events and activities. If you have any questions about hosting an event, please stop by 269 DiGiorgio Campus Center or reach out at 803/323-2248 or studentorgs@winthrop.edu.

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 falls 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 platform of the organization's choosing.

Guest Policy

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.

Guest Temporary Parking Permit

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 803/323-2652 for recreation guest passes. Visitors to Winthrop University that desire to park on university property must obtain a visitor parking permit from Winthrop University Police Department.

Selling 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, the student who submitted the space request and attended the meeting is responsible for sharing all relevant information and any resulting decisions with the organization's members. If multiple students are working to plan the event, it is encouraged that those students 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 for 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 person a final invoice after the event within 1 – 3 business days. The student group has three business days to remit payment after receiving the invoice from Campus Police. Payment instructions will be 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 provides financial support, plans, and coordinates 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 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 funding is 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. You will need to clearly explain the roles and responsibilities of both parties in the description section on the online request form. Additional information may be requested by the Department of Student Engagement.

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 event 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 to determine a timeline for task completion. Remember that all the 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. 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.
5. If using the Special Guest List, create a separate line and entrance for those guests to enter and sign-in.
6. 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.
7. 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.
8. Assist in keeping walkways clear at all times.

After an On-Campus Party or 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 DiGiorgio Campus Center the following workday. If items are lost, the organization will be responsible for paying a \$50 fine. 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

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 Success Coordinator or Director of Residence Life 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."

Advertising and Public Relations

Posting Guidelines

(The following information can also be found in the University Policies section of the Student Handbook.)

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. 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. The purpose of this policy is to:

1. Provide guidelines and procedures by which material may be posted.
2. Outline the approval process for posting materials in areas of campus where prior approval is required.
3. Highlight designated areas of campus where posting is allowed without the prior approval of a Winthrop University official or department. For the purpose of this policy, these areas will be referred to as "Open Access Bulletin Boards".
4. Explain the enforcement avenues of the policy.

In order to uphold community standards, anyone interested in posting on campus must follow the guidelines listed below. These guidelines will ensure that posting rights will not be based on the content or viewpoints expressed.

Posting Guidelines:

- For Winthrop University student organizations, posted materials must promote the publicized activity and the sponsoring University organization as its primary message, rather than the commercial advancement of the non-affiliated entity or product. If the name, logo, trademark, slogan, or similar identifier of a non-University entity appears on the posting, it must not appear as the dominant

message. Student organizations that want to post flyers/posters/materials must follow the approval process for each building/location. For more information on the posting procedures for specific locations on campus and the approval process, please review the [Winthrop University Posting Guidelines](#).

- The University restricts the use of lawn signs for directions only on the main campus. These directional signs must be approved and follow the guidelines outlined at [Outdoor Signs on Campus | Winthrop University](#). Event directional signage must be removed 24 hours after the event.
- Notices to be posted in residence halls must be approved by the Residential Success Coordinators and follow all guidelines set by the Department of Residence Life.
- Postings or advertising which promote the use and/ or sale of alcohol as the primary function of the event are prohibited in all Winthrop University Residence Halls.
- Postings may not be placed on the exterior surfaces of any campus buildings, trees, lampposts, fences, vending machines, trash cans, and rights-of-way adjacent to University academic, residential or support facilities, or on any parts of vehicles parked on campus.
- Every person and each group are responsible for litter generated by their own handouts or handbills.
- Entities that are unaffiliated with Winthrop University, including off-campus vendors not being sponsored by student organizations, as well as, unaffiliated individuals, businesses, and organizations, are permitted to post materials on campus on any of the [Open Access Bulletin boards](#).. For information regarding opportunities for external groups, please see the external group policy.

Open Access Bulletin Board posting does not require prior approval. The viewpoints and messages on the Open Access Bulletin Board are not a representation or reflection of Winthrop University. Fliers and materials on the Open Access Boards will be cleared each month. For the list of open access bulletin board locations, see the Winthrop Posting Guideline list.

** Winthrop students enrolled in on-line degree programs may submit materials for posting to the Assistant Director for Student Organizations and Leadership Development (studentorgs@winthrop.edu) and must adhere to all of the above mentioned guidelines.*

There are many buildings across campus that allow student groups to post information regarding events and meetings. Please review the posting guidelines for bulletin boards as each building has a different building manager: [PostingGuidelines.pdf](#)

Enforcement: Violations of this policy by students or student organizations are prohibited by the Student Conduct Code and will be subject to the disciplinary process with the Dean of Students Office. Violations of this policy by off-campus entities may result in their loss of future posting/advertising privileges and/or criminal sanctions by the Winthrop University Police Department.

Daily Student Announcements

The Daily Student Announcements system allows you to send information to all Winthrop students concerning campus-related events. Anyone with a Winthrop username and password can submit an announcement to the Daily Student Announcements:

<http://allstudents.winthrop.edu/>

The Information Technology office and the Department of Student Engagement regulate all uses.

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.

Student Involvement Fair

Each semester, the Department of Student Engagement 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.

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. Content posted on social media or other public platforms that is determined to be in violation of the Student Code of Conduct may be referred to the Dean of Students Office for review and appropriate action.

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 Eagle Air (WINR) online college radio station. Contact these groups for more information at <https://www.winthrop.edu/student-affairs/student-publications.aspx>

DiGiorgio Campus Center

The DiGiorgio Campus Center offers a wide variety of ways to advertise for student organizations. For specific information and to fill out the reservation form please visit: <https://www.winthrop.edu/campuscenter/digital-advertising.aspx>

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

Printing Services

Student organizations can utilize Printing Services to help with any advertising needs. They are a great resource for all printing needs and advertising on campus. Student Allocations can fund printing through Printing Services. The request for allocations must be made before taking anything over to Printing Services.

Printing Services is capable of the following services:

- Precision die-cutting
- Heat transfer applications
- High-speed color and black and white copying
- High-speed envelope printing
- Large-format color poster printing
- Finishing, including:
 - High speed folding
 - Stapling
 - Booklet making
 - Laminating (both typical and large format)
 - Coil binding
 - Drilling
 - Paper cutting
- Scanning
- Typesetting

Here are the printing request form and outdoor signs on campus form:

- <https://www.winthrop.edu/printing/printingrequestform.aspx>
- <https://www.winthrop.edu/printing/outdoor-signs-on-campus.aspx>

If you have any questions, Printing Services is in 105 McBryde Hall and can be reached at 803/323-2221 or printingservices@winthrop.edu.

General Tips for Creating Effective Promotions

Create an 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. Be sure to always include the following information in all your advertising:

- Name of event
- Date/time
- Location
- Cost
- Cultural event
- Logo
- Social media/Website
- Contact information for questions

University Outside Music and Noise Policy

(The following information can also be found in the University Policies section of the Student Handbook.)

As a part of the Rock Hill community, it is important that campus events engage in appropriate steps to ensure minimal disruption to our neighbors and ensuring an inclusive environment for all.

In an effort to maintain inclusive spaces both in outdoor event locations and athletic events, Winthrop University asks that all outdoor music/noise follow the below guidelines:

- All amplified music played in outdoor areas must be appropriate for public broadcasting (radio edits). A radio edit is generally a modified version of a musical track that has been edited to suit the specific requirements and regulations of radio stations. A radio edit typically truncates or censors profanity, vulgarities, or subject matter. See [FCC regulations](#) for additional details.
- Music is played at a reasonable volume with regard for other users and the surroundings.
- All outdoor events must adhere to county/city regulations. [Noise Ordinance Enforcement | Rock Hill, SC \(cityofrockhill.com\)](#)

To comply with these guidelines, individuals should follow these expectations:

- Users whose music is deemed to violate this policy, must comply with requests to lower the volume, change the song, or turn it off.
- When events are scheduled that may cause community impact due to volume/noise, event coordinators should notify University Communications at least 21 days prior to the event, so that the community can be made aware of the event in advance.
- Special requests for live artists or performances that may violate this policy may be submitted to the Vice President of Student Affairs for consideration within 5 days of the event.

Additional regulations exist near the residence halls on campus. See below for specific noise concerns near residence halls.

Quiet Hours

Quiet hours shall be enforced outside of the residence halls every day of the week from midnight until 8 a.m. in the designated quiet zones. All other hours are courtesy hours.

People will be able to assemble or meet in the quiet zones. However, any noise originating from these designated areas that is determined to be excessive and disturbing to the environment outside, near or inside the residence hall will not be tolerated.

Quiet zones are areas outside of all the residence halls and apartments. The quiet zones for every residential building are defined with the following designated areas:

- The Courtyard–The parking lots and sidewalk inside the inner courtyard.
- Margaret Nance–The parking area between Margaret Nance and Crawford and the grassy front lawn from Margaret Nance to the street that runs parallel to the front of Margaret Nance.
- Phelps -The parking area that is surrounded by Phelps and Joynes Conference Center, the parking area between Phelps and Lee Wicker, and the area between Phelps and Oakland Avenue.
- Lee Wicker–The parking area between Phelps and Lee Wicker, the grassy and sidewalk area near Oakland Avenue between Phelps and Lee Wicker, the area between Lee Wicker and Oakland Avenue, the area between the front of Lee Wicker and Cherry Road and the area (including the street) between Lee Wicker and East Thomson.
- East Thomson–The area (including the street) between East Thomson and Lee Wicker. Grassy concourse between East and West Thomson from the buildings to the metal fence on the Cherry Roadside. The parking area between East and West Thomson and the cafeteria on the Thurmond building side.
- West Thomson–Grassy concourse between East and West Thomson from the buildings to the metal fence on the Cherry Roadside. The parking area between East and West Thomson and the cafeteria on the Thurmond building side. The area between West Thomson and Richardson (including the street between the two buildings).
- Campus Walk-The parking lots and sidewalk inside the inner courtyard.

Violations of this policy may be subject to the disciplinary procedures outlined in the Winthrop University Student Conduct Code.

Rationale

The quiet zones are the outside areas of buildings where people live; and therefore, consideration for others within this residential community is an essential element. Quiet zones exist for each of the eight residence halls to ensure consistency in the expectation and enforcement of the outside noise policy. In addition to this, the City of Rock Hill Municipal Ordinance, Section 20-161, regarding noise may be enforced by WUPD. Information about the City of Rock Hill Municipal Ordinance on noise can be located at: [Municipal Code for Noise.](#)

Winthrop Policies and Procedures

Student Handbook

Student organizations must follow all policies outlined in the Student Handbook. You can access the Student Handbook here: <https://www.winthrop.edu/studentconduct/winthrop-university-student-handbook.aspx>

Key policies to review with your organization include:

- Alcohol Beverage Policy
- Assembly Policy
- Copyright Policy
- Hazing Policy
- Outside Noise Policy
- Sexual Misconduct Policy
- Title IX Sexual harassment Policy
- Solicitation and Vendor Sales Policy
- Tailgating Policy
- Student Code of Conduct

Showing Movies on Campus

If your organization decides to show a movie, documentary, tv show, etc. on campus, please make an appointment with the Department of Student Engagement. 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 may result in significant financial penalties and legal consequences for both the organization and its members. To support compliance, registered student organizations may request financial assistance through Student Allocations to help offset the cost of obtaining a public performance or public viewing license. Please refer to the Student Allocations Committee (SAC) Funding Guidelines for eligibility requirements and additional information.

Vendor Policy

A vendor is any non-University related to 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 wishing to visit campus have the following options:

1. **Independent Vendor Registration:** Vendors who wish to advertise independently, display products or services, or sell merchandise in the DiGiorgio Campus Center must complete the [Campus Center Vendor Agreement](#). Applicable vendor fees will apply. Independent vendors are permitted to operate only in designated areas within or immediately outside the DiGiorgio Campus Center.
2. **Participation in a Student Organization Event:** Vendors may also participate as a sponsor, exhibitor, or partner in a registered student organization event. In these cases, the sponsoring student organization and the event must be properly registered and approved through the Department of Student Engagement prior to the vendor's participation.

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 always be present with the vendor 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 permit the solicitation of credit cards in any form.

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

Chalking Policy

(The following information can also be found in the University Policies section of the Student Handbook.)

The use of sidewalk chalk is permitted for all students, student organizations, and University departments. Chalking may be used for creative expression, event promotion, and other messages, provided it complies with University guidelines. The intent of this section is (1) to describe expectations for those who wish to chalk on campus sidewalks; and (2) to ensure chalking does not permanently or adversely impact campus grounds. The University reserves the right to remove any chalking that violates University policies, contains obscene or discriminatory content, or is inconsistent with the values of the institution.

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 chalk 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 Department of Student Engagement at 803/323-2248.

Raffle or Prize Drawing Policy

In order to facilitate a raffle or drawing, you have to be a part of an officially recognized student organization at Winthrop. When conducted in a traditional manner, raffles are considered exempt or non-exempt. Student organizations looking to host a raffle may do so if the prize is under \$950. If an organization wants to host a 50/50 raffle where 50% of the funds collected go to a ticket purchaser, they may do so if the total of funds collected does not exceed \$950. Note that a raffle drawing can occur only once in a seven-day period.

Fundraising, Solicitation, and Canvassing Policies

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

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.

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.

Please contact the Department of Student Engagement at 269 DiGiorgio Campus Center or 803/323-2248 for further information regarding Fundraising, Canvassing, and Solicitation.

Safe Computing Practices Policy

Please visit the following website to view the Safe Computing Practices Policy:

<https://www.winthrop.edu/technology/safe-computing-practices.aspx>

Conduct

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

Please find the up-to-date Student Handbook, Student Code of Conduct, and additional University Policies at the following links:

<https://www.winthrop.edu/studentconduct/winthrop-university-student-handbook.aspx>

<https://www.winthrop.edu/policies/policies-by-topic.aspx>

The Department of Student Engagement

Mission Statement

Student Engagement provides co-curricular experiences that foster and support a sense of belonging, community, and leadership development that prepare students to be engaged in a global society.

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