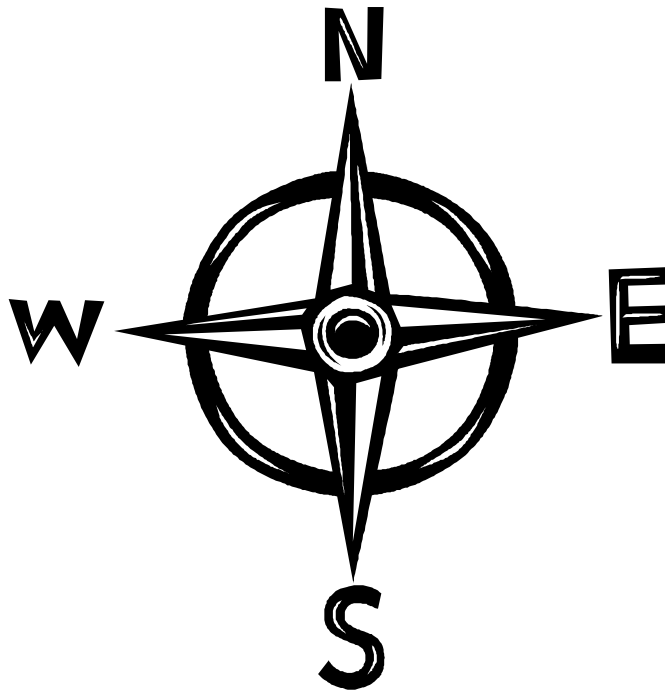


COLLEGE of  
CHARLESTON  
OFFICE OF STUDENT LIFE

**THE COMPASS**  
**A Guide for Student Organizations**

**2015-2016**



Published by:  
Office of Student Life  
A Member of the Division of Student Affairs  
66 George Street  
Charleston, SC 29424  
(843) 953-2291  
(843) 953-1423 (fax)  
Website: [studentlife.cofc.edu](http://studentlife.cofc.edu)

**\*DISCLAIMER:**

Some of the policies, procedures and other information outlined in this Handbook may change throughout the year. Student organization leaders, members and advisors are encouraged to check with the relevant office to ensure you have the most up-to-date information.

**THE COMPASS**

*Table of Contents*

STUDENT GOVERNMENT ASSOCIATION ..... 5

STUDENT LIFE ..... 6

STUDENT LIFE MISSION STATEMENT ..... 6

STUDENT LIFE STAFF.....6

STATEMENT OF PURPOSE ..... 9

PETITION TO ORGANIZE ..... 10

THE RECOGNITION PROCESS..... 10

THE 28-DAY WAITING PERIOD ..... 11

TYPES OF RECOGNIZED STUDENT ORGANIZATIONS: ..... 12

REGISTERED ORGANIZATIONS: ..... 12

SANCTIONED ORGANIZATIONS: ..... 12

RECOGNIZED STUDENT ORGANIZATION LEADERSHIP ..... 12

STUDENT EMPLOYMENT:..... 13

CONFIDENTIALITY: ..... 13

STATEMENT ON HAZING:..... 13

RECOGNIZED STUDENT ORGANIZATION ANNUAL REGISTRATION PROCESS..... 14

ORGSYNC REGISTRATION POLICY ..... 14

DORMANCY ..... 15

FIRST YEAR OF DORMANCY:..... 15

SECOND YEAR OF DORMANCY:..... 16

FUNDING ..... 16

FUNDING PHILOSOPHY: ..... 16

ELIGIBILITY FOR FUNDING:..... 16

BASIC ALLOCATION CONSIDERATIONS: ..... 17

STUDENT ORGANIZATIONS SUMMIT: ..... 17

ELIGIBILITY FOR SEMESTER BUDGET:..... 18

ONE-TIME “START-UP” BUDGET: ..... 18

FUNDING PROCESS: ..... 18

APPEAL TO SEMESTER FUNDING PROCESS:..... 19

CHANGE OF REQUEST PROCESS:..... 19

CONTINGENCY FUNDS: ..... 19

CONTINGENCY FUND RESTRICTIONS AND LIMITATIONS:..... 20

CONTINGENCY FUNDS FOR REGISTERED ORGANIZATIONS: ..... 20

CONTINGENCY FUNDS FOR CRS SPORTS CLUBS: ..... 20

STUDENT OUTREACH PROGRAM: ..... 21

APPEAL OF CONTINGENCY / SGA STUDENT OUTREACH PROGRAM DECISION: ..... 22

COLLEGE FUNDRAISING POLICIES: ..... 22

VENDORS:..... 23

FUNDING LIMITATIONS:..... 24

CATERING AND FOOD SERVICES: ..... 24

OFFICE SUPPLIES: ..... 26

PRINTING AND PUBLICITY: ..... 26

UNAUTHORIZED PURCHASES:..... 27

REIMBURSEMENTS FOR PURCHASES \$50.00 AND UNDER (PETTY CASH): ..... 28

SPEAKERS, PERFORMERS, FEES, DUES, DJS, TRAVEL:.....	28
FUNDING PARTISAN POLITICAL AND RELIGIOUS ACTIVITIES: .....	28
CONTRACTS AND SERVICE AGREEMENTS: .....	29
TRAVEL: .....	29
EVENTS AND PROGRAMS.....	32
EVENT MANAGEMENT/PREPARATION .....	32
PLANNING: .....	32
VENUE AVAILABILITY:.....	32
SPACE RESERVATIONS:.....	32
FUNDING AND EXPENSES:.....	34
ADVERTISING: .....	34
RISK MANAGEMENT:.....	34
AMPLIFIED SOUND POLICY: .....	34
AUDIOVISUAL ASSISTANCE: .....	35
WAIVERS: .....	36
CERTIFICATE OF INSURANCE:.....	36
OFF-CAMPUS EVENTS: .....	36
AUDIOVISUAL PRODUCTION:.....	36
ORGANIZATION SPONSORED EVENTS WITH ALCOHOL: .....	36
ON-CAMPUS STUDENT ORGANIZATION SPONSORED EVENTS WITH ALCOHOL:.....	37
OFF-CAMPUS STUDENT ORGANIZATION SPONSORED EVENTS WITH ALCOHOL: .....	38
ATTENDANCE, GUEST PROCEDURES, AND VIOLATIONS:.....	38
DARK PERIOD DATES.....	41
RECOGNIZED STUDENT ORGANIZATION.....	42
BENEFITS & RESOURCES.....	42
FACILITIES RESERVATIONS .....	42
USE OF COLLEGE OF CHARLESTON NAME AND WORDMARK.....	42
STUDENT GOVERNMENT ASSOCIATION STREET FAIRS.....	43
OFFICE OF STUDENT LIFE EMAILS .....	43
STERN STUDENT CENTER (SSC) 4 <sup>TH</sup> FLOOR.....	43
COPIES:.....	43
FAXES: .....	43
ADVERTISING SUPPLIES:.....	43
PAINT ROOM:.....	43
TABLE RESERVATIONS:.....	43
CUBICLE SPACE:.....	44
MAIL SERVICES: .....	44
EVENT/ORGANIZATION PROMOTION.....	44
COPY CENTER – BELLSOUTH BUILDING.....	44
STERN STUDENT CENTER: .....	44
BANNERS.....	45
ON-CAMPUS GLASS CASES:.....	45
POSTING GUIDELINES FOR RESIDENCE HALLS: .....	46
STUDENT MEDIA: .....	47
POSTING POLICIES.....	48
SNIPE SIGNAGE POLICY: .....	48
PROHIBITIONS:.....	49
POLICY ON PEER-TO-PEER (P2P) FILE SHARING .....	49

## STUDENT GOVERNMENT ASSOCIATION

Every undergraduate student enrolled at the College of Charleston is represented by the Student Government Association (SGA) and is encouraged to attend weekly Senate meetings of the SGA are held on Tuesdays at 4:30 p.m. The undergraduate student body elects the Executive Council and Senators of the organization. It has traditionally provided a strong voice for student concerns, and its officers have actively worked to improve student life at the College. SGA elections are held twice a year (September and March), and all undergraduate students are encouraged to run for office.

The SGA has four branches:

**Executive Council** – President, Vice President, Secretary and Treasurer

**Executive Board** – Executive Council, Committee Chairpersons and appointed staff officers

**Legislative** – the Senate comprised of elected representatives of the student body

**Judicial** – the Honor Council

The SGA committees designed to address specific student concerns are:

### Standing Committees:

Academic Affairs

Allocations

Community Outreach

Campus Diversity

Public Relations

Greek Life

Student Organization Review

## STUDENT GOVERNMENT ASSOCIATION OFFICERS

2015-2016

Zach Sturman	President	<a href="mailto:sturmanzs@cofc.edu">sturmanzs@cofc.edu</a>
Michael Faikes	Vice President	<a href="mailto:faikesmr@cofc.edu">faikesmr@cofc.edu</a>
Emily Torchiana	Secretary	<a href="mailto:torchianaef@cofc.edu">torchianaef@cofc.edu</a>
Nicholas Catherall	Treasurer	<a href="mailto:catherallns@cofc.edu">catherallns@cofc.edu</a>
Jasmine Gil	Chief of Staff	<a href="mailto:gilgs@g.cofc.edu">gilgs@g.cofc.edu</a>

Contact Information:  
SGA Office: Stern Center, 4<sup>th</sup> Floor, Room 401  
Telephone: (843) 953-5722  
Fax: (843) 953-1423  
Website: [sga.cofc.edu](http://sga.cofc.edu)

**STUDENT LIFE**  
**A MEMBER OF THE DIVISION OF STUDENT AFFAIRS**  
***LIVE. LEARN. GROW.***

**STUDENT LIFE MISSION STATEMENT**

The Office of Student Life provides quality programs, services and facilities to promote the development of all students while enriching and supporting the growth of the College of Charleston community.

Our core values include:

Integrity  
Accountability  
Responsibility  
Communication  
Respect for Individual Difference  
Fun!

The Office of Student Life designs, facilitates, and coordinates co-curricular education, practical experiences, and opportunities for involvement that complement the academic curriculum. As student affairs professionals and advocates, we are committed to empowering students and facilitating their development in the areas of independence, self-reliance, personal values, leadership skills, interdependence and group dynamics, and responsibility. Our primary goal is to challenge through experiential learning.

**STUDENT LIFE STAFF**

[studentlife.cofc.edu](http://studentlife.cofc.edu)

(843) 953-2291

**STUDENT LIFE/ STERN STUDENT CENTER**

**Dr. Susan Payment** ([payments@cofc.edu](mailto:payments@cofc.edu))

Director of Student Life

Advisor to SGA Executive Council, Executive Board and Senate

Manages the Stern Student Center

Department Head for Student Life

Stern Center 3<sup>rd</sup> floor, Room 310

(843) 953-5312

## **STUDENT PROGRAMMING**

(843) 953-8122

**Jill Caldwell** ([caldwellj@cofc.edu](mailto:caldwellj@cofc.edu))

Assistant Director of Student Life

Advisor to Cougar Activities Board (CAB)

Advisor to (SGA) Student Organization Review Board

Homecoming Coordinator

Advisor to Senior Class Committee

Stern Center, 4<sup>th</sup> floor, Room 407

CAB is THE organization for great entertainment on the College of Charleston campus. Run *for* CofC students, *by* CofC students, CAB provides free educational, informational and entertaining programs for the entire campus community. Offerings include: live bands, films, world-famous speakers and other exciting activities such as Casino Night, Cougarpalooza and Poetry Nights. The board is comprised of the following five committees: Special Events, Community Issues, Films, Coffeehouse and Fun Fridays. By getting involved you have the opportunity to control what type of entertainment comes to campus! Contact the CAB office at 953-8120 or [cofc.edu/cab](http://cofc.edu/cab).

The Student Organization Review Board (SOR) of the Student Government Association (SGA) is responsible for the recognition process for student organizations. There are more than 200 recognized organizations on campus representing just as many interests with new organizations forming each year.

The College of Charleston celebrates its Homecoming during the Spring semester in conjunction with the Cougar Basketball schedule. A student steering committee coordinates all the new and annual student related events that occur each year which include a banner contest, King and Queen Elections, a Pep Rally, Tailgate, and halftime show at the Basketball game. Additional alumni, athletic and service related events round out the week. Information regarding current and previous Homecoming Celebrations can be found at [www.cofc.edu/homecoming](http://www.cofc.edu/homecoming).

## **CISTERNYARD MEDIA**

**TBA** (843) 953-5289

Assistant Director for Student Life Marketing and Media

172 Calhoun Street (Calhoun Annex/CAAN, second floor)

Student Media Organizations at the College of Charleston are located on the second floor of the Calhoun Annex (next to Starbucks and the Treasurer's Office). These offices include *CisternYard News* (the official newspaper of the College), CisternYard Radio, Cistern Video, and The Miscellany. These offices are open to student members throughout the day and evening. The business office hours are Monday through Friday, 8:30am until 5pm.

CisternYard Media appoints editors and managers, reviews annual budget proposals and advises media leaders in all areas of business and production. The board is made up of area professionals, faculty members, student representatives and the executive editors and general managers of the four media organizations and three departments. The Director of Student Life, and the Assistant Director for Student Life Marketing and Media serve as advisors to the Board. The Board meets regularly throughout the academic year.

**STUDENT LIFE SERVICES AND EVENING PROGRAMMING** (843) 953-1045  
**TBA**

Assistant Director for Student Life Services and Events  
Stern Center, 4<sup>th</sup> floor, Room 405

Serves as operations manager for the Stern Student Center and Student Life facilities during afternoon and evening hours. Coordinates large-scale, campus-wide events sponsored by the Office of Student Life, including Georgetstock and Family Weekend and late night programming.

**STUDENT LIFE OPERATIONS** (843) 953-8113

**Mandi Bryson** ([brysonmc@cofc.edu](mailto:brysonmc@cofc.edu))  
Associate Director for Student Life Operations  
Stern Center, 4<sup>th</sup> floor, Room 410

Reservations for Stern Student Center facilities, Cougar Mall and Rivers Green are coordinated through this office. In addition, Student Life Operations assists with room set-ups, event planning, and facility services to ensure the success of your program or meeting.

**BUSINESS MANAGER** (843) 953-5959

**LaVerne Green** ([greenll@cofc.edu](mailto:greenll@cofc.edu))  
Business Manager  
Stern Center, 4<sup>th</sup> Floor, Room 406

Advisor to SGA Treasurer and Allocations Committee and is responsible for oversight and administration of student organization budgets and allocations, expenditures, reimbursements, travel arrangements and financial advising.

**STUDENT LIFE MAINTENANCE** (843) 953-8280

**Chris Bond**  
Facilities Coordinator  
Stern Center, 4<sup>th</sup> Floor, Room 412

Coordinates the maintenance and upkeep of Student Life facilities and resources. Supervises the set-up of meeting and event spaces in the Stern Student Center.



## ADDITIONAL OFFICES THAT SUPPORT STUDENT ORGANIZATIONS

### Fraternity and Sorority Life

(843) 953-6320

Sarah Loge

Director for Greek Life

Greek Organizations

### Religious Life Counsel

(843) 953-3390

Evie Nadel ([nadele@cofc.edu](mailto:nadele@cofc.edu))

Senior Director of Community Relations

Religious Life Organization

### Campus Recreation Services (CRS)

(843) 953-5559

Gene Sessoms ([sessomse@cofc.edu](mailto:sessomse@cofc.edu))

Director of Campus Recreation Services

Sports Clubs

### Higdon Student Leadership Center

(843) 953-6356

Michael Duncan([duncanm@cofc.edu](mailto:duncanm@cofc.edu))

Director

### Multicultural Student Programs and Services

(843) 953-5660

Dr. Teresa Smith ([smitht@cofc.edu](mailto:smitht@cofc.edu))

Director

## STATEMENT OF PURPOSE

*The COMPASS* sets parameters by which recognized student organizations can effectively and efficiently, organize, function, and achieve set goals and objectives. By becoming a recognized student organization at the College of Charleston, you have demonstrated an interest in being an active part of this community and a vital part of the educational process.

The Student Government Association (acting as an agent under the auspices of the Office of Student Life, a member of the Division of Student Affairs) granted your organization the title of recognized student organization because your group met certain criteria and accepted the responsibilities of being an active member of the CofC Community. The College lends its name and support to a variety of student organizations in order to complement the academic curriculum of the College. Organizations must have a purpose consistent with the mission and values of the College. Recognition is a formal agreement for an organization to exist on campus.

Organizations are required to remain in good standing and adhere to all of *The COMPASS* policies and procedures. Recognition grants organizations the use of the College's facilities, services, name and wordmark as outlined in this guide.

The College views student organizations as private affiliations and does not endorse the mission, goals, or purpose of an organization. The College of Charleston is committed to liberal arts principles of academic freedom and open inquiry. However, the institution

expects all recognized student organizations to represent the College well and exercise professional and ethical standards of excellence. The College refrains from intervention except in matters which conflict with the mission and core values of the institution.

All guidelines and procedures contained within *The COMPASS* are consistent with the College of Charleston Student Handbook.

### **PETITION TO ORGANIZE**

The Student Organization Review Board (SOR) is a standing committee of the SGA that is responsible for reviewing all applications by groups requesting to become recognized student organizations. All recognized student organizations undergo this process to determine if each is operating as an active part of the CofC community and a vital part of the educational process.

Proposed student organizations must meet the following conditions:

- It must be understood that the College reserves the right to revoke any organization’s charter and/or status should the organization violate College policies, procedures, practices, rules and regulations.
- The proposed organization shall not duplicate the mission or purpose of another currently recognized organization.

### **THE RECOGNITION PROCESS**

Contact the SGA Secretary, Emily Torchiana at [torchianaef@cofc.edu](mailto:torchianaef@cofc.edu) to answer any questions you might have regarding the startup of a new organization. *The SGA office is located on the fourth floor of the Stern Student Center (Room 401).* The recognition process generally proceeds in the following manner:

- Determine organization Status: Registered or Sanctioned (see page 12)

Identify best fitting organization category:

Academic	Honorary
Alumni Associations	International
Business	Leadership
Campus Recreation Sports	Other
Departmental	Performing
Educational	Political

Event Planning	Residence Halls
Faith-Based	Services
Graduate	Special Interest
Greek	Student Governance

- Secure an on-campus staff or faculty member to serve as the organization’s advisor, this may include adjunct faculty
- Complete the New Student Organization Request Form available on OrgSync.
- SGA Secretary will then schedule a tentative appointment to present request to the SOR Board
- SOR presents the proposed organization to Senate for preliminary approval status to enter the 28-day waiting period.

### **THE 28-DAY WAITING PERIOD**

An SOR representative will be assigned as a contact for the proposed group to address questions and provide guidance throughout the 28-day period

During this 28-day waiting period the group:

- MUST schedule a meeting with SGA Treasurer, Nicholas Catherall, at [catherallns@cofc.edu](mailto:catherallns@cofc.edu), prior to final approval by Senate  
\*\*\* The club or organization is responsible for scheduling this appointment
- May reserve campus facilities for the purpose of recruiting members only
- May not apply for a budget or contingency funding
- May not generate funds to include collecting of dues, fundraising, etc.
- May not host and/or participate as a “club” in on or off campus activities until final approval has been given by the SGA

Failure to comply with any of the aforementioned steps will result in an extension of the 28-day waiting period or removal from consideration at the discretion of the SOR Board. Upon completion of the 28-day waiting period, the SOR Board will present the proposed organization for final approval to Senate. A student representative of the proposed organization MUST be present at the Senate meeting in order to be approved. The SOR Board will formally notify the proposed organization of the Senate’s decision.

Any organization denied recognition may petition again after meeting with the SGA Secretary. After Senate approval, the organization will be granted recognized status, gaining all the rights, privileges and responsibilities associated with SGA recognition.

Newly registered organizations passed through Senate in the Fall semester must be heard by SOR by October 26, 2015 and heard by SOR by March 14, 2016 in the Spring Semester, in order to be considered fully recognized.

#### **TYPES OF RECOGNIZED STUDENT ORGANIZATIONS:**

##### REGISTERED ORGANIZATIONS:

These are organizations that would place restrictions on its membership (i.e., closed membership, must be a member of a local, state or national affiliate, must be a specific declared major, must maintain a certain GPA (beyond the College's "in good standing" standard 2.0 GPA, must pay dues to be a member).

No organization will be denied registered status based upon mission, religious or political affiliation.

Registered organizations are not eligible for a budget provided by SGA, but may be eligible to apply for contingency funds and may generate other funds. Registered organizations are not permitted to have financial accounts outside of the College of Charleston

##### SANCTIONED ORGANIZATIONS:

Organizations that would be open to all students on campus; there are no membership requirements placed on these organizations.

Sanctioned organizations may apply for a budget each semester and are also eligible to apply for contingency funds and generate their own funds. Sanctioned organizations may not have financial accounts outside of the College of Charleston.

#### **RECOGNIZED STUDENT ORGANIZATION LEADERSHIP**

When a member of any organization accepts a titled leadership\* position or office, he or she must be a full-time student in good standing\*\* who is eligible to serve in accordance with the organization's constitution and committed to fulfilling the responsibilities of the position.

\*All titled positions are considered to be chief officers (President, Vice President, Secretary and Treasurer or the equivalent).

\*\***Good standing** refers to a minimum **cumulative** 2.0 GPA or greater as defined by the organization's by-laws and no current penalty of disciplinary sanctions of any kind. **This information may be verified by a representative from the Office of the Dean of Students.**

Chief Officers are responsible to direct, supervise and evaluate the job/position performance of each elected or appointed organization member. The Office of Student

Life recommends that every organization formulate an evaluation process to address job/position performance.

Officers in an organization can be removed from their position based on the following:

- Suspension of Term: Any officer who is charged by a member of the College community with a violation of the Honor Code must relinquish the office until after he/she has had a hearing with the Honor Board. If the accused is found **not in violation** of the charge, the officer will be immediately reinstated to office. If the accused is found to be **in violation**, the officer will immediately step down from his/her position.
- Officer's GPA drops below cumulative 2.0
- Officer receives academic or disciplinary sanctions
- Graduation - If a student graduates (completes degree requirements and is no longer an enrolled student) while holding office in an organization, the office automatically terminates at graduation, unless the student enrolls the subsequent semester.

The Office of Student Life has the authority to rescind the position of any organization officer that is found to be ineligible to hold office.

#### **STUDENT EMPLOYMENT:**

Paid and volunteer members of student organizations are considered to be employees of the College of Charleston. The basis for student employment is to assist in meeting the needs of the College, provide students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative job experience. The job duties and responsibilities of student employees vary greatly, and may or may not be related to their fields of study. Specific information related to on-campus employment is available on the Career Center website at [careercenter@cofc.edu](mailto:careercenter@cofc.edu).

#### **CONFIDENTIALITY:**

Please note that as an employee of the College of Charleston, all information contained in files and/or records or otherwise accessible by virtue of employment by the College (whether in a paid or volunteer position) is presumed to be confidential. The unauthorized release or removal of such information, whether to parties internal to the College or external, is strictly prohibited and may lead to termination of employment on the first offense. If in doubt about a request for information, it is the employee's responsibility to discuss the request with their supervisor or advisor before a decision to release the information is made.

#### **STATEMENT ON HAZING:**

Hazing, defined as an act which endangers the mental or physical health or safety of a student, which subjects a student to harassment, ridicule, intimidation, physical

exhaustion, abuse, or mental distress, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy and/or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

More information on hazing can be found at [http://www.stophazing.org/laws/sc\\_law.htm](http://www.stophazing.org/laws/sc_law.htm).

#### **DATE AUCTIONS:**

Date auctions, or any type of event in which people are auctioned, are not permitted on-campus by any Registered Student Organization. Resources including, but not limited to room reservations, posting space, and funding cannot be used for this type of event.

#### **RECOGNIZED STUDENT ORGANIZATION ANNUAL REGISTRATION PROCESS**

On-Going Registration is required for all recognized student organizations. It ensures that up-to-date leadership/contact info is on file with the SGA and the Office of Student Life, and reflects an organization's active participation on campus.

On-Going Registration opens up mid-March (for the upcoming academic year) and closes by mid-September (of the current academic year). Organizations may change their status from either registered to sanctioned or vice versa. To change status, an organization must schedule a hearing with the SOR Board by contacting the SGA Secretary. Upon recommendation of the SOR Board and approval of the Senate, status can be changed.

#### **ORGSYNC REGISTRATION POLICY**

All active clubs and organizations are **required** to register on OrgSync. This will replace any paper registration. The following minimum information is required on an organization's OrgSync profile:

- A profile picture;
- Primary Contact/President name, email, and phone number;
- Advisor Name, email and phone number;
- Website (if applicable);
- Meeting day, time and location; and,
- Constitution (file upload).
- Current list of members.

OrgSync is an online content management system that is available for all students and student leaders on campus. This new system provides a platform with more than 35 tools that help student leaders more effectively lead and manage their student organizations.

The OrgSync site is accessible through MyCharleston or [orgsync.com](http://orgsync.com). Trainings will be available throughout the year on how to utilize OrgSync to further an organization.

\*\*\* All administrators are required to maintain the organization's roster through OrgSync under the "people" tab. Having a current and up-to-date roster is essential to the success of the organization and mandatory for recognition.

## **DORMANCY**

Failure to comply with the On-Going Registration process will result in an organization becoming dormant.

### FIRST YEAR OF DORMANCY:

A first year of dormancy will take effect after mid-September of the current academic year and will last until an organization rectifies its status with the SGA Secretary. Organizations that fail to take any action by the last day of class of the current academic year and will automatically begin their second year of dormancy.

The following actions will be taken during an organization's first year of dormancy:

*Sanctioned Organizations:* If an organization does not complete the On-Going Registration packet by mid-September of the current academic year, all spending will be put on hold (both budget and revenue) and will remain on hold until registration has been received by the SGA Secretary.

The organization forfeits its right to apply for funds through the contingency process. Use of campus facilities will be restricted. In the event an organization has previously reserved space, the reservation will either be cancelled or the organization will be subject to off-campus organization usage fees.

A list of dormant organizations will be distributed to other campus reservation offices as well, further restricting facilities use.

*Registered Organizations:* If an organization does not complete the On-Going Registration packet by mid-September of the current academic year, the organization forfeits its right to apply for funds through the contingency process.

Use of campus facilities will be restricted. In the event an organization has previously reserved space, the reservation will either be cancelled or the organization will be subject to off-campus organization usage fees.

A list of dormant organizations will be distributed to other campus reservation offices as well, further restricting facilities use.

### SECOND YEAR OF DORMANCY:

Failure to rectify dormancy status by the organization following the first year of dormancy will automatically result in an organization becoming dormant for a second year. If an organization falls into a second year of dormancy:

The organization will be removed from all SGA-maintained organization lists and websites.

Any open College of Charleston budget and revenue accounts will be closed.

Use of campus facilities will be subject to off-campus organization usage fees.

The organization will have to petition to re-organize as a new group and will be subject to a new SOR hearing and a 28-day waiting period prior to Senate approval.

## **FUNDING**

### **FUNDING PHILOSOPHY:**

It is the SGA's intent to enrich the College of Charleston student's education outside of the classroom and to provide social, cultural and recreational opportunities for the student body. **Semester operating and contingency funds are allocated to recognized student organizations to help meet that goal during the academic year.** Funding requests take the form of either semester operating funds or contingency funds for special events. The members of the Allocations Committee of SGA is aware that all students pay a student activity fee of \$65 per full-time student per semester (a portion of which is allocated to SGA for distribution to student organizations) and will attempt to meet the needs of any SGA recognized organization.

### **ELIGIBILITY FOR FUNDING:**

The SGA receives a limited amount of student activity fee funds to distribute for student organization use. The SOR Board decides the status of an organization, which determines the types of funding it may apply for or otherwise acquire. However, attaining a certain status does not guarantee receipt of funding, only an eligibility to apply. Once an organization's status is determined, the organization can apply for funds through SGA Allocations Committee. The SOR Board classifies organizations as **registered** or **sanctioned**, as outlined in the section titled "Types of Organizations." (See page 10)

Any infraction of the Compass guidelines will be cause for review by the Allocations Committee. Pending the outcome of the review, the committee may submit a Bill to the Senate authorizing the Treasurer to "hold" allocated funds for a period of up to but not more than one week. Additional penalties could be levied pending the outcome of the review.



The following forms relating to funding through the SGA Allocations Committee can be found through OrgSync:

- Event/Program Contingency Request Form
- Travel Contingency Request Form
- Change of Request Form
- Student Outreach Fund Form
- Semester Budget Request Form
- Appeal Form

#### **BASIC ALLOCATION CONSIDERATIONS:**

The SGA Allocations Committee:

- Will require fundraising efforts by organizations; inquire about how funds have been acquired and how they will be spent.
- Will require organizations to spend a portion of allocated funds on publicity.
- Will be reluctant to fund equipment, events, or programs that fall within the purview of a campus department.
- Organizations requesting funds cannot receive class credit for their event/travel.
- Will **NOT** pay for clothing such as uniforms, costumes, etc. This includes organization t- shirts that are used as a fundraiser.
- Will budget funds to be used to purchase t-shirts for organization members **ONLY**.
- No allocated funds can be used towards a fundraiser in order to create funds for the organization.
- **No outside bank accounts may exist for recognized student organizations.** If an outside account is found to exist, the Allocations Committee will place a “hold” on that organization’s campus funds pending review.

#### **STUDENT ORGANIZATIONS SUMMIT:**

**Failure to have student representation at the Student Organizations Summit (Saturday, September 12, 2015) will result in the following:**

- Nonattendance at the Budget, Risk Management and OrgSync Sessions will result in a 30% reduction of a budgeted sanctioned organization’s beginning budget.
- Budgeted and Non-budgeted sanctioned organizations will not have access to contingency funds for the appropriate semester.
- Registered organizations will not have access to contingency funds for the appropriate semester.
- Newly recognized sanctioned organizations must attend the Budget II session held in the beginning of the Spring 2015 semester.

### **ELIGIBILITY FOR SEMESTER BUDGET:**

To receive a Spring 2016 semester budget, an organization must be **sanctioned by SGA Senate no later than October 27, 2015**

To receive a budget Fall 2016 semester an organization must be **sanctioned by SGA Senate no later than March 1st, 2016.**

Registered clubs may request contingency funds but are not eligible for a semester budget.

The qualifications for obtaining sanctioned status are outlined in the section titled "Types of Organizations" (Page 10).

### **ONE-TIME "START-UP" BUDGET:**

New organizations that become sanctioned in the Fall/Spring semester after the budget process has been completed are eligible for a one-time "start-up" budget of \$250. This money is NOT automatically transferred. The Start-Up Budget Request form must be completed and submitted to the SGA Treasurer. The form is available in the SGA Forms section of OrgSync.

### **FUNDING PROCESS:**

Sanctioned organizations are eligible to apply for a Budget (operating funds) for the fall and spring semesters through the following process:

1. Attend a Budget Workshop  
Workshops for Spring 2016 funding will be held October 5-9, 2015  
Workshops for Fall 2016 funding will be held February 10-12, 2016  
Locations to be announced  
Any responsible organization member may attend. However, the President and/or Treasurer are encouraged to attend, as they will probably be the persons creating and submitting the budget request.  
Note: Failure to appear at one of the workshops will result in NO BUDGET for the semester.
2. Submit a Budget Request Form  
Spring 2016 Budget Requests due by 5pm, October 23, 2015  
Fall 2016 Budget Requests due by 5pm, February 26, 2016  
All budget requests must be submitted electronically via OrgSync.  
Note: All budget request received after the deadline will receive a 10% reduction at the discretion of the Allocations Committee.
3. Signup for and attend a Budget Hearing  
A knowledgeable representative (preferably the President and/or Treasurer) will meet with the Allocations Committee to present the budget request and answer any questions the committee may have about the proposal.

After deliberations by the Allocations Committee, the preliminary approved budget listing will be posted on OrgSync. Organizations must request a copy of the complete breakdown of their proposed funding from the SGA Treasurer.

The SGA Treasurer will submit the budget to the Senate one week prior to the Senate vote to allow time to review and ask questions regarding the organization budget totals. The Senate will approve and submit the budget to the Director of Student Life.

Funds must be spent in the semester for which it is issued. Funds not spent before the Dark Period begins cannot be carried forward to the next semester.

Please note that revenue funds (from fundraising activities or donations) will carry forward to the next semester.

**APPEAL TO SEMESTER FUNDING PROCESS:**

Organizations wishing to appeal their funding must submit a completed Appeal Form via OrgSync by the stated deadline. After the form is submitted, an appeal hearing will be held to reconsider the organization's budget request in its entirety.

**CHANGE OF REQUEST PROCESS:**

Changes to an organization's approved budget may be requested by submitting a completed Change of Request Form. Change of Request Form must be submitted to the SGA Treasurer electronically via OrgSync by 5pm on Monday. A knowledgeable organization representative must appear before the Allocations Committee to discuss the change. Request must be submitted in advance to allow the organization enough time to meet the three (3) week advance planning deadline.

**CONTINGENCY FUNDS:**

The Contingency Fund is available to assist recognized organizations whose needs were not foreseen, requested or approved during the budget process. Eligible, recognized organizations may submit a completed Event/Program Contingency Request Form or a Travel Contingency Request Form via OrgSync by 5pm Monday. Once submitted, the SGA Treasurer (or another member of the Allocations Committee) will notify the organization of their meeting time. Please note the following in regards to the contingency funds:

- Organizations cannot request Contingency Funds for an event/travel that was funded in their current budget. Contingency Funds may be requested for increases in Travel if there are extenuating circumstances (i.e. increase in hotel cost, registration fees, etc.)
- A knowledgeable member must meet with the Allocations Committee to discuss the specifics of the request.
- The Allocations Committee will consider contingency requests according to the organization's prior funding, activity, and intended use of the funds.

- The Allocations Committee will deliberate the request and alert the organization of its decision via email. If the Committee approves the request, a Bill will be written and present the request to Senate.
- A student representative of the organization is required to appear before Senate to support the request. Failure to appear before Senate will cause the Bill to be tabled for up to two weeks. After two weeks, the Bill “dies” and the request must be resubmitted.
- If Senate approves the Bill, the funds will be available to the organization through the Office of Student Life Business Manager. The Organization is responsible for contacting the Business Manager to initiate the process of accessing the funds.
- Organizations collaborating on the same event should appear before the Allocations Committee together to ensure that all aspects of the request are being considered.

**No money will be allocated to organizations that have not initiated fundraising efforts to support the activity or event brought before the Allocations Committee. Exceptions to this policy are at the sole discretion of the Allocations Committee.**

CONTINGENCY FUND RESTRICTIONS AND LIMITATIONS:

In general, no money will be allocated for events that charge admission to College of Charleston students. However, organization receiving contingency funds may charge admission to offset costs of the requested event with the approval of the Allocations Committee. No collection of admission fees can be used as fundraisers to the organization. Collected funds must be deposited

CONTINGENCY FUNDS FOR REGISTERED ORGANIZATIONS:

**Registered organizations** are eligible to apply for contingency funds in accordance with the following stipulations:

- Funds must be used to benefit the general student body, and the event must be held on the College of Charleston campus.
- Organizations **CANNOT** use funds for registration fees for conferences, conventions, or workshops for members.
- Organizations may receive no more than one allocation for travel per semester.
- Funds may be used for gas receipts or vehicles rented by the College. The Business Manager must approve all purchases and travel arrangements using contingency funds prior to the use of funds.

CONTINGENCY FUNDS FOR CRS SPORTS CLUBS:

Sports Clubs are clubs that fall under the supervision of the Campus Recreation Services Department. These **registered** organizations are eligible to apply for funds in accordance with the following stipulations:

- Funds can be requested upon consultation with the Director of CRS.
- Funds CANNOT be used for registration/membership/entry fees.
- CRS organizations may not receive more than one allocation for travel per semester.
- Funds can only be used for gas receipts and/or vehicle(s) rented by the College.
- Students CANNOT initiate travel arrangements and therefore must consult with the Business Manager and the Director of Campus Recreation Services.

#### **STUDENT OUTREACH PROGRAM:**

Note: This program is limited to a maximum of \$500 per individual per semester.

The Student Outreach Program provides support to undergraduate students at the College of Charleston in endeavors that provide opportunities for growth as global citizens and the ability to serve as representatives of the institution beyond the campus community. The primary goal of the Student Outreach Program is to assist individual students (**not connected to a recognized student organization nor a department sponsored program**) with costs associated with projects or programs that allow them to enhance their academic experience, develop a professional network and promote the quality programs and resources offered by the College to a broad and diverse audience. The Student Outreach request form, located on OrgSync, must be submitted by 5:00pm on Monday during the fall and spring semesters. Forms should be submitted at least four weeks prior to the commencement of the intended event.

In the case where two or more persons are seeking Student Outreach Funding for the same event, it is recommended that they submit their requests together for consideration by the Allocations Committee. Once funding is awarded to attend a specific event, subsequent requests for the same event may be subject to receive decreased funding or be ineligible for funding.

Examples of fundable requests include but not limited to:

- Registration fees for conference, conventions, workshops
- Travel expenses (airfare, gas receipts, lodging) associated with research, presentation of findings or receipt of an award
- Entry fees for contests/competitions
- Additional academic opportunity (not to be receiving class credit)

Examples of items that will **NOT** be funded include, but are not limited to:

- Tuition and fees
- Textbooks
- Personal travel

- Personal expenses associated with travel (meals, incidentals, etc.)
- Clothing
- Computer hardware/software

**Funds MUST be spent by the end of the semester in which they were allocated.**

The individual student must submit a Student Outreach Program Request via OrgSync by 5:00pm on Tuesday. A written rationale/justification must be included on the form. The rationale should include the purpose of the request, a timeline to use the funds, a line-itemized budget of expenses associated with the request and how the project/activity will benefit the individual and the College.

Letters of support from faculty members, academic advisors, etc. and must state that the project/activity is not for class credit should be included.

The applicant is required to present their request to the Allocations Committee. If the applicant fails to appear or is unprepared for the presentation, the hearing will be postponed and must be rescheduled by the applicant.

Requests should be reasonable and accurately reflect costs incurred in the project/activity.

Awards are up the discretion of the SGA Allocations Committee and SGA Senate.

**APPEAL OF CONTINGENCY / SGA STUDENT OUTREACH PROGRAM DECISION:**

The appeal process to the Allocations Committee is as follows:

- The individual/organization must request reconsideration from the committee through the Appeal Form found on OrgSync and submitted **by 5pm on Friday** following the original decision by stating the justification.
- Only one appeal per request will be considered by the Allocations Committee before presenting it to Senate.
- If the individual did not request reconsideration of the committee's original decision, but the Senate voted the committee's recommendation unfavorable to the individual, it may request that the President exercise his/her line-item veto power and reinstate the committee's original decision.
- The Presidential veto can be over-ridden by a two-thirds vote by the Senate.

**COLLEGE FUNDRAISING POLICIES:**

Organizations are encouraged to raise funds to support programs and services sponsored by the organization and supplement monies received through the budget process. Fundraising events/programs must be consistent with the mission of the organization as well as institutional policies and procedures. On-campus fundraising activities (bake sales, drawings, etc.) do not need to be approved.

Space and equipment needed for on-campus fundraising activities must be coordinated through the Office of Student Life in accordance with existing scheduling/reservations policies.

Organizations seeking off-campus and/or corporate sponsorship or donations must contact the Development Office (at 843-953-5568) before approaching individuals or business outside of the College of Charleston community.

Revenue made from fundraising can be carried over to the next academic year and/or semester.

**No allocated or contingency funds can be used for donations or collections for philanthropy, cash prize money or scholarships.** Raffles must be described as an “opportunity for a free drawing” for a suggested donation with the understanding that if a ticket is requested at no charge/donation, the organization must provide a ticket to the individual.

Collected funds must be deposited to the Office of Student Life Business Manager within two to three (2-3) business days after the event. NO ROLLED COINS or loose change that totals more than \$.99 will be accepted for deposit. All coins must be transferred to “paper” money before making a deposit with the Business Manager.

#### VENDORS:

Student Affairs and Business Affairs are responsible for all vendor sales on campus. Outside vendors are prohibited from selling on campus without prior permission from one of these departments. Recognized student organizations may engage in sponsored commercial activity on College controlled property (this excludes activities procured via the College of Charleston/ State procurement process) provided the Sponsored Commercial Activity Request Form Guidelines (a) have been met and completed and (b) the Commercial Vendor Agreement and Sponsored Commercial Activity Request forms have been submitted to the Office of Student Life at least ten (10) business days prior to the planned event. **This is especially important if your organization plans to include an off-campus vendor in a fundraising event that is planned to take place on-campus.**

Complete copies of the following documents are available online at [studentlife.cofc.edu](http://studentlife.cofc.edu):

- College of Charleston Business Practice Guidelines/Sponsored Commercial Activity on College Property.
- Sponsored Commercial Activity Request Form
- College of Charleston Commercial Vendor Agreement

**FUNDING LIMITATIONS:**

**No allocated funds can be used to purchase but not limited to:**

Alcohol  
Drugs (including over the counter medicine)  
Tobacco  
Gift cards  
Tips (gratuity)  
Monetary donations  
Scholarships  
Cash prizes  
Clothing  
Dues (membership for club/individual)  
Products for fundraising base  
In-kind donations  
Class projects

**ACCESSING FUNDS:**

At least three weeks advance notice is required for all purchases. Travel related expenses required at least four weeks advance notice. Please contact the Business Manager in the early stages of your planning to ensure that you obtain all information needed to proceed with your desired plans. She may be reached by emailing [greenll@cofc.edu](mailto:greenll@cofc.edu), phoning 843-953-5959 or visiting Stern Center, room 406.

**CATERING AND FOOD SERVICES:**

ARAMARK Food Services (<https://cofccatering.catertrax.com>) is the hospitality provider for the College. It operates all existing food-service operations on campus, as well as special catering needs. ARAMARK has a wide array of reception, meal and party foods, as well as beverages options.

ARAMARK has first right of refusal for all on-campus event. You may make your catering needs online by using their user-friendly website.

ARAMARK Food Services ([www.cofccatering.catertrax.com](http://www.cofccatering.catertrax.com)) is the hospitality provider for the College. It operates all existing food-service operations on campus, as well as special catering needs. ARAMARK has a wide array of reception, meal and party foods, as well as beverage options.

**PLEASE NOTE: ARAMARK has first right of refusal for catering for any on or off-campus event.**

**STEPS TO BOOK AN EVENT WITH COLLEGE OF CHARLESTON CATERING**

1. **WEBSITE:** Please visit our website at [cofccatering.catertrax.com](http://cofccatering.catertrax.com) to book your event.



2. **EXISTING ACCOUNT:** If you've booked an event before, there is already an account set-up for you and you should be able to sign in.
  - a. **Your username will be:** Your Last Name/Your Student Group (you need to include the "/" and your group name)
  - b. **Your password:** cougars (you can change the password after signing in)
3. **CREATE ACCOUNT:** If you haven't booked an event with us before, please click on "Need an Account?" under the Customer Login. Please make sure that in the "Last Name/Department" field you fill in your Last Name/Student Group you are affiliated with. This will be your username when signing in.
4. **MENU:** The next step is to choose your Menu. The Menu that is specially made for all student groups is the "Cougar Catering – Pick-Up Orders Only", please choose that menu for placing your order.
  - a. You can only choose items from either the Cougar Catering Menu OR the CofC Catering Menu. Both of these menus offer different types of service, and you can't mix and match.

Our Cougar Catering Guide is cheaper than our regular menu as it is geared towards students and student groups and offers limited catering service. All items on this menu are **pick-up only** at our Catering Kitchen or City Bistro (Pizza's only) and come in disposable trays and/or containers and table linens are **not** included.

Our College of Charleston Catering Menu is our full service catering menu where our professional service staff sets your event up with chaffing dishes, china trays, stainless flatware/server ware and table linens. Also included in our College of Charleston Catering Menu are table linens for all food and beverage tables and seating tables, as well as our professional service staff cleaning up after your event.

5. **CHOOSING MENU ITEMS:** Choose the menu items and quantities you would like, and then once your cart is all set, click the "Cart all set? Click here!" button.
6. **DATE OF EVENT:** You then will need to select the date for your event.
  - a. **GREEN MESSAGE:** If you click a date where we are able to accommodate your order, a message in green will pop-up that will say, "That's a great day for a catered event!". If this message appears, you are all set and can continue with booking your event.
  - b. **RED MESSAGE:** If you choose a date where we are extremely busy, a message in red will pop up that will say "Sounds like you're in a hurry! Let's speak live to confirm your details at (843) 953-5669". If this message

pops up, you can continue on with your order and someone from our catering department will contact you and let you know if we are able to accommodate your order.

7. **EVENT DETAILS:** Continue filling in all of your event details – Guest Count (you can estimate this), Pick-Up Time, etc.
8. **PAYMENT:** When you get to the payment page, please click “IDT” on the dropdown box and then in the “IDT#.” box, please just write in “TBA”. Once your order is confirmed, someone from the catering staff will send you a confirmation email with your order.
9. **IDT/ BACKUP:** Please forward this email to LaVerne Green and she will send the IDT to the catering department. When forwarding the catering invoice please also send back up documentation such as: flyer, poster, email to members or a list of attendees.

If you have any other questions while booking your event, please contact our Catering Department at [catering@cofc.edu](mailto:catering@cofc.edu) or 843-953-5669.

Organizations wishing to use an off campus vendor for an on-campus event must receive approval from ARAMARK prior to any catering arrangement is made. You may submit your written request to [catering@cofc.edu](mailto:catering@cofc.edu). In your request, you should include:

- Name of student organization
- Date, time, and location of event
- Name of off-campus vendor you wish to use
- Proposed menu
- Explanation of why off-campus vendor is being requested

Please note that the Business Manager cannot process payments for off-campus food vendors without permission from ARAMARK.

#### OFFICE SUPPLIES:

The Allocations Committee usually approves each organization up to \$35 per semester for office supplies. Office Max is the State contracted office supply vendor for the College. Please see the Business Manager to facilitate this order.

#### PRINTING AND PUBLICITY:

Printing and duplicating requests must be provided by the College’s Copy Center. Please see the Business Manager to request an Inter Departmental Transfer (IDT) form to facilitate this payment.

All promotional material must have the sponsoring student organization prominently displayed on the front of the material.

If the event/meeting you are hosting is open only to members of your student organization, the organization will be responsible for providing the Business Manager with the student organization membership roster. The most efficient way to provide this is for the student organization to update the "People" tab on its OrgSync page so that it includes current students, only. Note: The advisor may remain on the roster. Just be sure that he/she is listed as an administrator and an email address is included.

**If the event/meeting you are hosting is open to all students, simply include the following statement on all advertisements (print and online): "Open to all students".**

#### BOOKSTORE:

Organizations must obtain an Inter Departmental Transfer (IDT) form when making purchases from the College Bookstore. The organization will receive a 20% discount (on most items). The student organization representative making the purchase will be responsible for obtaining the itemized receipt and returning it to the Business Manager after the purchase has been made. Note: NO PETTY CASH reimbursements will be given for any College Bookstore purchase.

#### PHYSICAL PLANT:

Organizations may request the use of equipment (i.e. tables, chairs, etc.) from Physical Plant. These requests must be coordinated through the office of the Business Manager. And Inter Departmental Transfer (IDT) form must be submitted to initiate these orders.

#### OFF-CAMPUS PURCHASES:

Student organizations may make purchases from off-campus vendors. These purchases may be made via a purchase order (PO), a College of Charleston check, or with the State of South Carolina purchasing card. The student organization representative should talk with the Business Manager to determine the best method of payment for the purchase.

In order to facilitate a purchase, the organization must submit all information pertinent to the purchase (description, quantity, stock number, etc.) to the Business Manager for approval. Once approved, the PO and/or check request will be made to the Procurement and Controller's Offices for processing.

For online orders, please provide the Business Manager with the web address along with all information pertinent to the order (i.e. item name/number, description, quantity). The order will be delivered to the Stern Center for the organization to pick-up upon arrival.

Note: no tips/gratuities can be charged to the State Purchasing Card.

#### UNAUTHORIZED PURCHASES:

Unauthorized purchases are those expenditures made without prior approval of the Business Manager. Individuals will be held accountable for expenditures made without approval and especially those purchases over \$50.00.

REIMBURSEMENTS FOR PURCHASES \$50.00 AND UNDER (PETTY CASH):

There is a \$50.00 receipt limit for all reimbursements. All reimbursement forms must be filled out through the Business Manager. Other guidelines are as follows:

- **Only ITEMIZED RECEIPTS will be accepted.**
- Only the member requesting a reimbursement is allowed to pick up the petty cash request.
- Receipts more than 30 days old **WILL NOT** be accepted.
- Presenting separate receipts from the same vendor purchased the same day that total more than \$50.00 per event **WILL NOT** get reimbursed separately.
- Presenting separate receipts from different vendors to avoid the \$50.00 limit **WILL NOT** be accepted (i.e. Lowe's and Home Depot).
- No cash reimbursement for purchases from the College Bookstore (IDT forms must be used).
- No reimbursement for printing unless pre-approved by the Director of the Copy Center and/or Business Manager.
- No cash advances.
- Faculty/ Staff advisors are not eligible for petty cash reimbursement.
- **No reimbursements for tips (gratuity).**
- Reimbursements will be paid from a approved budget or revenue account.

SPEAKERS, PERFORMERS, FEES, DUES, DJS, TRAVEL:

Payment for registration fees, membership dues, speakers, DJs, travel and performers require invoice documentation from national organizations or agencies. Please see the Business Manager at least **THREE (3) to FOUR (4) WEEKS before payment is due.**

**PLEASE NOTE: No student or advisor can enter into an agreement/contract with a performer/speaker, verbally or written.** All contracts must be signed by the College's Chief Procurement Officer or his/her designee. Students and/or Advisors may be held personally responsible for costs associated with contracts or agreements signed on behalf of an organization.

FUNDING PARTISAN POLITICAL AND RELIGIOUS ACTIVITIES:

No allocated and/or contingency funds may be dispersed to support a particular political candidate or political party, including officially recognized and currently forming political parties, sponsors of a ballot initiative, or sponsors of lobbying.

No allocated and/or contingency funds may be used to establish a church or religious sect or to recruit members for an existing one.

#### CONTRACTS AND SERVICE AGREEMENTS:

**No student or representative of an organization may sign a contractual agreement that binds the Division of Student Affairs, Office of Student Life or the College of Charleston.** This includes contracts for speakers and performers as well as service and rental agreements.

No speaker who is a State of South Carolina employee may receive payment for a personal appearance at the College of Charleston, although reimbursement may be given for expenses such as costs for travel.

Regional, national, and international speaker fees will be evaluated on the merit of the program, the organization's purpose, and the speaker's appeal to the College community.

Direct expenditures for lecture fees (such as honorarium, travel, hotel, or meals) cannot be used for any political organization to monetarily enhance, endorse, or support a declared political candidate. This is not intended to restrict or interfere with freedom of expression.

#### TRAVEL:

Travel arrangements will be made according to the funding guidelines and College policy for organization travel. Travel costs include but not limited to the following:

- Transportation
- Lodging
- Gas
- Registration fee/entry fee
- Shuttle/taxi service

**Allocated funds may not be used for trips that provide opportunities to tour/apply to other schools or graduate programs, internships, auditions, jobs or to receive class credit.**

Allocated funds may be used for travel by a member of the organization that will either represent the College or in which the members will gain knowledge or experience beneficial to the student body and/or to the individual's organization. **Funding for travel for second-semester Seniors is at the discretion of the Allocations committee.** Other guidelines are as follows:

- Organization members must incur a portion of travel expenses.
- Personal vehicles will be reimbursed for gas receipts only.
- The Allocations Committee may fund up to 75% of any individual's plane travel.

- Airline requirements for checked baggage will be the sole expense of the traveler.
- A maximum of 75% a night may be allocated for lodging.
- Priority funding will be given to quad-room occupancy.
- SGA funding cannot be used to offset the cost of an Advisor's travel costs.

No funds will be allocated for food and must be the expense for the traveler. Any organization planning to travel using budget and/or contingency funds **MUST** make arrangements **AT LEAST FOUR (4) WEEKS IN ADVANCE** through the Business Manager. Failure to do so may result in the trip NOT being paid for by SGA funds. Those trips requiring air travel should make arrangements as far in advance as possible to obtain the least expensive airfare. Before asking for funds, the organization and/or individual(s) traveling should consider and be prepared to discuss:

- The most economical means of travel
- The most convenient and economical form of lodging
- Registration fees.
- The names and ID numbers of students traveling must be submitted with the Travel Waiver to the Business Manager **THREE (3) WEEKS prior to the organization leaving.**
- The name of the advisor or College of Charleston designee driving a rental vehicle. This individual must have received vehicle safety training prior to the trip.
- The Business Manager must approve all expenses for which reimbursement is expected prior to departure.
- All receipts must be turned in within one week after the trip.

*Vehicle Safety Training:* Student organization members who utilize College owned vehicles, rent a vehicle through the College on behalf of the organization or use their personal vehicle and are reimbursed by the College for travel expenses are required to complete Vehicle Safety Training prior to any travel.

Vehicle Safety Training sessions will be scheduled at the beginning of each semester. Visit [www.studentlife.cofc.edu](http://www.studentlife.cofc.edu) OR ORGSYNC for a complete schedule of session dates, times and locations. **If your organization is planning to travel (and use College owned vehicles, vehicles rented by the College on behalf of the organization or request reimbursement for travel from the College), Vehicle Safety Training must be completed at least three weeks prior to the scheduled trip/travel.** Students must bring their driver's license and DMV record with them to the training session.

The Office of Student Life will confirm the completion of Vehicle Safety Training by organization members before travel is scheduled or any travel arrangements are made. Funding will not be provided and/or reimbursements issued to organizations or

representative that have not completed Vehicle Safety Training prior to club travel that meets the conditions described.

*Use of Personal, College-Owned or Rental Vehicles:* In order to ensure that student organizations are in compliance with the Vehicle Use Policy for Conducting the Official Business of the College of Charleston, representatives and advisors from recognized organizations must be designated as Authorized Drivers. In order to receive this designation, individuals must:

- 1) complete an Authorized Driver form;
- 2) provide a photocopy of his or her driver's license;
- 3) provide an official, certified copy of current driving record from the Department of Motor Vehicles (an "Unofficial" online copy may be submitted with the form; however, an "Official" copy must be sent to Student Life once it is received in the mail.);
- 4) provide a copy of his or her Automobile Insurance Card that clearly states policy number and agent (if driving Personal Vehicle);
- 5) complete Driver Safety Training;
- 6) ascertain that satisfactory insurance coverage exists to cover the driver and passengers. Contact Business and Auxiliary Services at (843) 953.4821 if there are any questions regarding insurance; and,
- 7) receive approval as an Authorized Driver from the Office of Student Life and/or Environmental Health and Safety.
- 8) An organization may be responsible for insurance deductible if an accident should occur

*Local/In-state Travel:* The Liability and Release Waiver Form on OrgSync and at [studentlife.cofc.edu/forms-and-policies/](http://studentlife.cofc.edu/forms-and-policies/) must be completed by each participant who will be traveling on such trips that begin and end on the same day (Example: leave at 8am and return at 4pm the same day). The SGA Allocations will support day trips, but will only recommend funds for transportation (such as gas or rental vehicles).

*Out-of-State Travel:* The College of Charleston's Domestic Travel Waiver Form must be completed whenever students travel away from campus in conjunction with a College course, program or sponsored activity (other than sponsored athletic events). Examples of domestic travel include (but are not limited to) overnight retreats, conferences, workshops and seminars. A copy of the form is available online at [studentlife.cofc.edu/forms-and-policies](http://studentlife.cofc.edu/forms-and-policies/) and on OrgSync. **Each individual student must complete their own form.**

*International Travel:* If traveling outside of the United States, students must complete the International Travel Waiver Form at [studentlife.cofc.edu/forms-and-policies/](http://studentlife.cofc.edu/forms-and-policies/) and submit completed form to the Director of the Center for International Education (located at 207 Calhoun Street in the Multicultural Student Center) for review and

approval. As additional time is needed to process international travel waiver forms, the Center for International Education must be consulted prior to the scheduling of any international activity involving students and consult with the Director of the Center for International Education during the coordination of such activities.

## **EVENTS AND PROGRAMS**

### **EVENT MANAGEMENT/PREPARATION**

#### PLANNING:

When planning any event/ program, allowing plenty of time to fully implement ideas is essential to successful programming. New issues and planning for unforeseen concerns always arise no matter the size of an event. Allowing three to four weeks for event planning gives organizations the time needed to implement established ideas as well as new and unforeseen elements. The Event Planning Checklist provided by the Office of Student Life can be a helpful tool for any event. ([studentlife.cofc.edu/forms-and-policies/](http://studentlife.cofc.edu/forms-and-policies/))

#### VENUE AVAILABILITY:

One of the most important details to confirm early in the programming process is the location of your program. A variety of facilities and venues are available on campus for recognized student organizations to reserve for programs and events. A calendar showing the availability of facilities on campus can be found through the Student Life Reservations webpage ([studentlife.cofc.edu](http://studentlife.cofc.edu)). The Office of Institutional Events provides a comprehensive list of facilities and contact information for reserving campus venues at <http://president.cofc.edu/administration/inst-events/venue-rentals/index.php>

#### SPACE RESERVATIONS:

Student organizations may be charged a usage fee and/or damage deposit for use of on-campus venues. Organizations that fail to return facilities and/or venues to their pre-event condition (including the removal of decorations, proper disposal of trash, etc.) will forfeit their damage deposit. Additional charges may be assessed if cleaning or repair costs exceed the amount of the damage deposit. Excessive damage and/or failure to adhere to facility usage policies will result in the loss of the organization's ability to reserve campus facilities and venues in the future. Please check with the facilities manager early in the planning process to learn of any additional policies, procedures, or deposits.



## HOW TO RESERVE STUDENT LIFE FACILITIES

The Office of Student Life is responsible for room/space reservations for the following facilities on-campus:

- Theodore S. Stern Student Center
  - Including: Lobby, Room 201, Room 205, Room 206, Game Room (for special events), Room 321, Room 322, Room 409, Room 408, Ballroom
- Stern Center Garden
- Cougar Mall (non-amplified sound)
- Rivers Green (non-amplified sound)

Reserving meeting/event space is easy! Here's all you need to do:

1. Visit <http://sterncenter.cofc.edu>
2. Click on the Reservation Calendar link on the upper right hand corner of the page (under Quick Links). This will help determine whether a particular space/venue is even available for the date needed.
3. If the space/venue desired is available on the date needed, return to the Stern Center main page and click on the Reservation Request link (also under Quick Links). Select the Reservation Request Form (faculty/staff or students).
4. Complete all of the fields included on the form and click the Submit button at the bottom of the page to send your request to Student Life Reservations. Please note that reservations must be received at least five (5) business days in advance of the date requested and that requests are not processed on weekends. Events requiring extensive set-up must be submitted at least 10 business days prior to the proposed event.
5. ALL STUDENT REQUESTS REQUIRE AN ON-CAMPUS ADVISOR APPROVAL. Your reservation will not be processed until your on-campus advisor has sent an approval.
6. An electronic confirmation for the reservation will be returned if the venue is available on the date requested.

### PLEASE NOTE:

- Any reservations that do not include an advisor name and email address will be sent back for more information
- You MUST use your College of Charleston issued email address for your reservation request to be processed.
- When filling out the reservation form, please be sure to include ALL equipment requests, including AV, tables, chairs, laptop, etc. This is extremely important especially for any reservations for the Stern Center Ballroom.
- ALL catered food must be requested through Aramark.
- You MUST check in at the Stern Center Front Desk when arriving for a meeting or event.

- If reserving Physicians Auditorium or the Stern Center Garden, you will need to contact the Business Manager, LaVerne Green at [greenll@cofc.edu](mailto:greenll@cofc.edu) for AV and any chairs and tables (especially for the garden):

#### FUNDING AND EXPENSES:

Having funds available to produce an event/program is key to the success of the event planning process. It is also important to set a budget for each event so you do not exceed available funds. All recognized student organizations should consult with the Business Manager prior to committing any available funds to an event. Please refer to pages 18-28 for more information regarding organization spending procedures.

#### ADVERTISING:

The promotion of an event/program should start at least two weeks prior to the date of the event. Allowing two weeks for advertising will ensure that as many people as possible are aware of the event through as many outlets as possible. Advertising/marketing should not begin until all event details are confirmed. Please refer to the above mentioned Event Planning Check list regarding details that need confirmation.

#### RISK MANAGEMENT:

Many events inadvertently include some level of risk management, and it is the philosophy of the Office of Student Life to provide all recognized organizations with the tools and skills to reduce the level of any type of risk that might affect student organization events. It is the responsibility of every student organization to make sure their attendants have a safe and enjoyable experience.

#### AMPLIFIED SOUND POLICY:

In an effort to continue to develop Student Life at the College of Charleston and promote an increased sense of community on campus, the Division of Student Affairs has created the following policy for the use of amplified sound on-campus in connection with programs and events held on weekdays during business hours during the upcoming academic year:

Events requiring the use of amplified sound that are scheduled Monday – Friday between the hours of 8 a.m. and 9 p.m. will be held in the Stern Center Gardens.

Space reservations for the Stern Center Garden will be accepted on a first-come, first-serve basis through the Office of Student Life and must be approved in advance by the Director of Student Life.

The Office of Student Life and the Division of Student Affairs will provide information related to any special previously approved events requiring amplified sound in a timely manner to the Provost's Office so that advance notice of events can be distributed to faculty members and academic departments.

The use of amplified sound will not be permitted during the hours of 8 a.m. – 9 p.m. on weekdays in areas immediately adjacent to offices or classrooms facilities (i.e. Maybank Hall, the Cistern, etc.). As always, student organizations will be allowed to host informational tables and programs that do not require amplified sound at these locations.

Requests for exceptions to this policy must be submitted in writing to the Director of Student Life no less than two weeks (fourteen calendar days) prior to the proposed date of the event. A committee comprised of representatives from the student body, faculty and staff of the College of Charleston will convene to review the request and will notify the requestor in writing of the committee's decision. An Event Planning Form must be completed and all prior approvals for the proposed event (space reservation, Public Safety staffing, etc.) must be received before the proposed event is submitted to the committee for review.

Feel free to contact the Office of Student Life at (843) 953-2291 if you have any questions regarding this policy or campus programming. We look forward to an eventful and memorable year.

#### AUDIOVISUAL ASSISTANCE:

*Stern Student Center:* When requesting a space reservation in the Stern Student Center, please include in your request any audiovisual equipment that will be needed for your event. The Office of Student Life will setup all equipment requested on the Facility Reservation Request Form in the reserved space prior to your event. The Office of Student Life does not charge recognized organizations for audiovisual equipment requested for events occurring in the Stern Student Center. It is encouraged to hire a Media Technician for the Stern Center events that require a high level of technical support.

*Audio/Visual Event Support:* When reserving facilities other than the Stern Student Center, Audio/Visual Event Support can assist student organizations with audiovisual equipment needs. Audio/Visual Event Support must be contacted at least one week in advance and the student organization is responsible for personnel and equipment rental fees. The student organization must contact the Business Manager to make arrangements for an IDT to pay for these services. No audiovisual equipment can be taken off the College premises.

If a program requires more extensive equipment than what the College offers, it may have to be rented from a private business in the area. The Office of Student Life has names and phone numbers of audiovisual companies that have proved themselves capable and dependable. However, most off-campus rentals will cost significantly more than what the college provides.

#### WAIVERS:

Organizations planning an event that includes a physical activity (i.e. inflatable novelties or kick ball tournament) will need to provide a Student Liability Release and Waiver form for each attendant (see [studentlife.cofc.edu](http://studentlife.cofc.edu)). This form ensures that those who participate are aware and understand and risks involved with the event. Waiver forms can be obtained through the Office of Student Life or on OrgSync. Completed waiver forms should be kept on file by the hosting organization for a minimum of one year.

Organizations planning to transport students to an off-campus location will need to provide a "Student Liability Release and Waiver" form for each attendant (see [studentlife.cofc.edu](http://studentlife.cofc.edu)). This form ensures that those who participate are aware and understand and risks involved with the event. Waiver Forms can be obtained through the Office of Student Life. Completed waiver forms should be submitted to the Office of Student Life (SSC room 406).

#### CERTIFICATE OF INSURANCE:

Events that include the contracting of off-campus vendors to supply novelty entertainment (i.e. inflatable entertainment, mechanical bulls, or climbing walls) need to have on site a certificate of insurance, which the contracted vendor needs to supply. The College of Charleston and the State of South Carolina cannot insure off-campus contracted entities.

#### OFF-CAMPUS EVENTS:

If an on-campus venue is not available for a student organization event, recognized organizations are allowed to hold events off campus. Organizations need to be aware that although the event is held at an off-campus location, **organization members will still be held to the same policies and procedures as on campus and can face both on and off-campus sanctions for violations.** Payments for all off-campus vendors and locations need to be arranged with the Business Manager prior to any verbal or written agreement made with off campus entities.

#### AUDIOVISUAL PRODUCTION:

When using off-campus venues check to see if audiovisual services come with the rental agreement. Venues that provide the audiovisual services an organization needs, can help reduce costs. If the venue does not, the Office of Student Life has names and phone numbers of audiovisual companies that have proved themselves capable and dependable. Please note, most off-campus rentals can cost significantly more than what the college provides.

#### ORGANIZATION SPONSORED EVENTS WITH ALCOHOL:

Policies are designed to ensure that group functions are conducted in compliance with South Carolina state alcoholic beverage laws and College of Charleston regulations. The policies are also intended to discourage irresponsible use of alcoholic beverages and emphasize responsible drinking behavior, thereby minimizing the liabilities of the

College of Charleston and of the sponsoring group. This policy is written for all recognized student organizations and offices working with student organizations at the College of Charleston. When planning an event, make sure this policy is read in its entirety. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in *Risk Management Policy for Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at the College of Charleston*.

**ON-CAMPUS STUDENT ORGANIZATION SPONSORED EVENTS WITH ALCOHOL:**

Any recognized student organization and office working with student organizations sponsoring an off-campus event with alcohol must adhere to the following:

- No student organization sponsored event that includes alcohol shall exceed four (4) hours. **Under NO circumstances** are alcoholic beverages to be sold by the sponsoring organization.
- **This policy is for beer and wine only.** No distilled spirits are permitted at any College of Charleston function sponsored or co-sponsored by student organizations on the College of Charleston campus. **BEER-ALUMINUM CANS ONLY, NO BEER BOTTLES; WINE BOTTLES PERMITTED.**
- The event may be BYOB or the student organization may contract with a third-party vendor to serve and/or sell alcoholic beverages at approved functions and locations. If a third-party vendor is utilized, they will be restricted to the amount of alcohol to be purchased, the service method, the number of drinks per individual and the timeframe of the service. These determinations will be made on a case-by-case basis.
- At least one organization representative must attend the Student Organization Summit. A student organization may not have social functions involving alcohol unless a representative has attended the Summit.
- Responsibility for the proper conduct of all individuals attending functions rests primarily with the organization sponsoring the event. At least one event manager must be identified. Event manager must remain sober while carrying out their duties during the event.
- The event must be registered with the Director of Student Life at least TWO WEEKS (14 business days) in advance. The signature of the organization's advisor is required. **Event Planning and Notification Form** can be found online at [studentlife.cofc.edu](http://studentlife.cofc.edu) and on OrgSync.
- Greek lettered organizations must register their events with the Director of Fraternity and Sorority Life at least TWO WEEKS (14 business days) in advance.
- A method of identifying participants under the age of 21 must be in place during the event.
- If BYOB, the limitation is one six-pack of beer (cans only) or one liter of wine per participant.

- No personnel, including security is to be paid in cash for working the event. Policies have been established for payment of all personnel. See the Business Manager in the Dept. of Student Life to arrange for payment.
- Campus areas designated for consuming alcoholic beverages at a student-sponsored event are: Barnet Courtyard, Cistern Yard, Stern Center Garden, and P Parking Lot (located behind fraternity housing off Wentworth Street).
- Non-alcoholic beverages and unsalted food for fifty (50%) percent of anticipated guest attendance must be available at every function.

**OFF-CAMPUS STUDENT ORGANIZATION SPONSORED EVENTS WITH ALCOHOL:**

Any recognized student organization and office working with student organizations sponsoring an off-campus event with alcohol must adhere to the following:

- No student organization sponsored event that includes alcohol shall exceed four (4) hours.
- At least one organization representative must attend the Student Organization Summit. A student organization may not have social functions involving alcohol unless a representative has attended the Summit.
- Responsibility for the proper conduct of all individuals attending functions rests primarily with the organization sponsoring the event. At least one event manager must be identified. Event manager must remain sober while carrying out their duties during the event.
- The event must be registered with the Director of Student Life at least TWO WEEKS (14 business days) in advance. The signature of the organization's advisor will also be required. The **Event Planning and Notification Form** can be found at [studentlife.cofc.edu](http://studentlife.cofc.edu) and on OrgSync.
- A method of identifying participants under the age of 21 must be in place during the event.
- The event must be a BYOB or at a location with an approved liquor license. If BYOB, the limitation is one six-pack of beer or one liter of wine per participant.
- Arrangements for the presence of security officers (Public Safety, City of Charleston, or a private security company) must be made at least two weeks in advance. Security officers must be present at all times. The organization is responsible for all related costs.
- No personnel, including security is to be paid in cash for working the event. Policies have been established for payment of all personnel. See the Business Manager in the Office of Student Life to arrange for payment.
- Non-alcoholic beverages and unsalted food for fifty (50%) percent of anticipated guest attendance must be available at every function.

**ATTENDANCE, GUEST PROCEDURES, AND VIOLATIONS:**

The following attendance, guest and advertising guidelines and procedures shall be in effect and followed at all functions where alcoholic beverages will be consumed on and

off the College of Charleston campus. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in *Risk Management Policy for Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at the College of Charleston*.

*Attendance:* Every member, including alumni, in good standing of the sponsoring organization will be permitted to attend that sponsor's event. The number of participants allowed access to a function will be controlled by pre-established limits for the specific facility or locale.

*Guest Procedures:* Those attendees (age 21 and over) consuming alcohol must have their College I.D. and driver's license checked to confirm their age; must have their coolers, etc., inspected as the one six pack per person or one liter bottle wine limit is in effect if BYOB; and must have their hands stamped or marked or wristband applied designating that they are 21 or older.

No shuttling shall be permitted. Each person may bring one six-pack or one liter bottle of wine into the site one time if BYOB. Individuals shall not be permitted to leave and return to the function site with additional alcohol.

No intoxicated person(s) will be admitted to the function.

*Advertising:* Advertising of student organization-sponsored events where alcoholic beverages will be consumed must be consistent with the educational philosophy of the College of Charleston and follow these conditions:

- Advertisement for any event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages.
- The message conveyed in the event promotion must not encourage the use of alcohol.
- Publicity must not convey that consumption of alcohol is the purpose or reason for the event.
- Promotion must not refer to the amount/quantity of alcohol to be present
- Advertisements for events must not portray drinking as a solution to personal or academic problems or as necessary for social, sexual, or academic success.
- Alcoholic beverages must not be provided as awards, door prizes, or giveaways to individuals or campus organizations.

*Violations:* Any person who is a member of the College of Charleston community violating any procedures shall be subject to accountability under the alcohol policy penalty provisions found below. Non-College of Charleston guests violating these

procedures shall be removed from the premises and arrested. They will also be prosecuted as deemed necessary by the Public Safety officials.

No under-aged student should be wearing a wristband or hand stamp or be provided alcoholic beverages. Any failure to comply with this will be considered a violation of the alcohol policy, Honor System, and state law.

The first person detected being in violation of campus, local or state alcohol or drug ordinances will be ticketed and removed from the event. The second person in violation will be ticketed, removed from the event and cause the event to be shut down.

*Sanctions:* Violations of these policies on or off-campus will be subject to the following responses.

First Violation Sanctions may include, but not limited to:

- Group is on social/event suspension for minimum of one month. The exact time period is to be determined by the Director of Student Life or Director of Fraternity and Sorority Life.
- Social/event suspension remains in place until meeting and plan are completed.

Failure to comply with sanctions for the first offense may result in sanctioning as imposed under a second violation.

Second Violation Sanctions may include, but not limited to:

- Loss of campus privileges including access to the organization account for a minimum of three months, excluding summer months.
- Entire organization must attend a 6-hour alcohol risk reduction seminar (deadline to be set by the disciplinary administrator).
- Must pay a \$500.00 fine to the Office of Student Life or Director of Fraternity and Sorority Life or plan an alcohol-free social event for the entire student body on a weekend.
- Letter of notification to be sent to the national organization, sponsoring agency or academic department.

Failure to comply with sanctions for the second offense may result in sanctioning as imposed under a third violation.

Third Violation:

The sanction for a third violation is suspension of recognition by the College for a time period consistent with the level of infraction up to a permanent suspension from the College of Charleston campus. This will be determined by the Director of Student Life or Director of Fraternity and Sorority Life in conjunction with the Dean of Students and/or Executive Vice President for Student Affairs.



## **DARK PERIOD DATES**

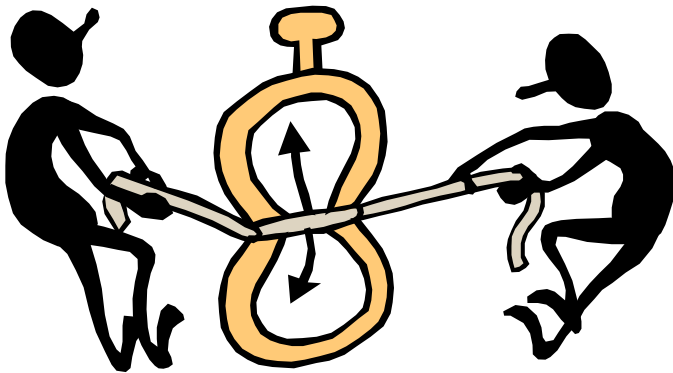
**NO programs, events or meetings can be held during these dates and times.**

### **Fall 2015**

Tuesday, December 8th, at 12:01 am through  
Wednesday, December 16th, 2015 at 10pm

### **Spring 2016**

Monday, April 21, at 12:01am, through  
Wednesday, April 29th, 2016 at 10pm



## **RECOGNIZED STUDENT ORGANIZATION BENEFITS & RESOURCES**

The benefit of all recognized organizations is the ability to utilize all the listed benefits and resources at a discounted rate or free of charge. Off-campus and non-recognized organizations are subject to additional charges and are restricted in the use of campus resources.

### **FACILITIES RESERVATIONS**

Registered organizations are eligible to reserve meeting and event space at a discounted rate or free of charge.

The Office of Student Life manages the following facilities:

- Stern Student Center
- Stern Center Garden
- Cougar Mall
- Rivers Green

This office also serves as a resource for information regarding other venues on campus. Reservation Requests Forms can be found at [studentlife.cofc.edu](http://studentlife.cofc.edu), forms should be submitted to [studlifereservations@cofc.edu](mailto:studlifereservations@cofc.edu)

A complete list of on-campus facilities can be found online through the Marketing and Communication website.

### **USE OF COLLEGE OF CHARLESTON NAME AND WORDMARK**

All recognized organizations should use the words **College of Charleston** on their fliers, posters and paraphernalia. The *suggested* format is: **<Organization's Name> at College of Charleston.**

Recognized organizations wishing to use the College's wordmark (the College's logo) should send a request to [marketing@cofc.edu](mailto:marketing@cofc.edu). The College of Charleston wordmark is the College's sole brand identifier, replacing all other logos, symbols and identifiers used in the past.

Recognized organizations can request the College of Charleston's wordmark with the addition of their organization's name by e-mailing [marketing@cofc.edu](mailto:marketing@cofc.edu). See example below:

Please refer to the College's Brand Manual for appropriate uses of the College of Charleston name and wordmark, including proper size and color:

<http://marketing.cofc.edu/brandmanual/index.php>

## **STUDENT GOVERNMENT ASSOCIATION STREET FAIRS**

All recognized organizations are allowed to participate in the SGA's bi-annual Student Organization Street Fairs. The Student Organization Street Fair is on August 29, 2015 from 2-4pm.

## **OFFICE OF STUDENT LIFE EMAILS**

An email highlighting upcoming events will be sent to the student body once a week. If a group would like its event(s) included in this advertisement, an event(s) summary must be submitted in writing to [studentactivities@cofc.edu](mailto:studentactivities@cofc.edu). The summary must include the time, place, date, and sponsoring group of the event. Please do not include images or reproduction of already produced advertisements. The final decision of inclusion of an event is left to the discretion of the Student Life staff.

## **STERN STUDENT CENTER (SSC) 4<sup>TH</sup> FLOOR**

### COPIES:

A member of the SSC staff can make basic copies per organization requests. **Seven cents (\$.07) a page (black/white) and fourteen (\$.14) a page (color) WILL be charged to the organization's account.** Colored paper must be supplied by the organization for their copies; however, the charge will remain the same.

### FAXES:

A member of the SSC staff can send faxes per organization requests. Returned fax information will be stored in the Graduate Assistant Cubicle (Cubicle 422) and can be pick-up during regular business hours. ***No personal faxes will be sent or received through the office fax. One dollar (\$1.00) per page will be charged to the individual (NOT the organization) if a personal fax has been received through the fax number.***

### ADVERTISING SUPPLIES:

The SSC Copy Center has available poster paints, easels, basic office supplies, and small signage stands for organizations which all can be used to help promote an organization or event. All items can be checked out through the SSC Copy Center. A valid CofC ID is needed to check out any materials. **No paints and/or banner paper is to be used for personal messages.**

### PAINT ROOM:

Located in Room 209 of the SSC, the paint room can be used by organizations needing to make large sheet or paper banners. A valid CofC ID is needed to gain access to the paint room. A member of the SSC staff will allow entry to the paint room via key access only. **Please respect the Paint Room space and others who might be using it at the same time.**

### TABLE RESERVATIONS:

Recognized organizations are eligible to reserve four foot tables for use in specified locations on campus (SSC Lobby, Cougar Mall) to promote their organization. A Facility

Reservation Request Form must be using the Student Life website: [studentlife.cofc.edu](http://studentlife.cofc.edu). Tables will only be provided to organizations with reservations and must be returned at the conclusion of the event.

CUBICLE SPACE:

Recognized organizations may apply for use of cubicle space on the 4<sup>th</sup> floor of the Stern Student Center on an annual basis. Cubicle application forms are available on the Student Life website and are available on a first come first serve basis ([studentlife.cofc.edu](http://studentlife.cofc.edu)).

MAIL SERVICES:

All recognized organizations can have organization mail delivered to the Stern Student Center. All mail will be delivered to the SSC Copy Center and will be sorted and stored in Graduate Assistant Office (SSC 405). It is encouraged that organizations check in weekly to see if mail has been delivered. Any mail not claimed at the end of each semester will be discarded.

All student organization mail should be addressed as follows:

Representative's Name (optional)	Representative's Name (optional)
Student Organization Name	Greek Organization Name
Stern Student Center	Office of Fraternity and Sorority Life
College of Charleston	College of Charleston
71 George Street	97 Wentworth Street
Charleston, SC 29424	Charleston, SC 29424

**EVENT/ORGANIZATION PROMOTION**

The College of Charleston is not responsible for libelous communication or actions of any organization or individual. Every organization represents the College; therefore, the College recommends that organizations design their promotional materials with appropriateness, veracity, and in good taste.

**\*\*\*All promotional material must have the sponsoring department or sponsoring recognized student organization prominently displayed on the front of the material.**

COPY CENTER – BELLSOUTH BUILDING

Large numbers of copies and color copying can be directed to the College's Copy Center. An IDT must accompany your group's order, please see Business Manager to obtain.

STERN STUDENT CENTER:

*Bulletin Boards:* All promotional materials must bear the Student Life Stamp. SSC Bulletin boards are the only acceptable locations to hang flyers inside the Stern Center. Flyers hung on brick or glass will be removed.

*Handbills:* Any loose flyers or handbills placed on the SSC information desk or in the SSC lobby literature holder need to be approved by the Office of Student Life. Materials not approved will be discarded.

*Digital Signage:* Organizations may advertise events via the digital signage screens found throughout the Stern Student Center. Organizations should submit digital signage [sternsignage@cofc.edu](mailto:sternsignage@cofc.edu) Files may be submitted as PowerPoint slides or as JPEG files that are oriented horizontally.

Questions regarding posting in the Stern Center, and materials needing approval should be directed to Susan Payment, Director of Student Life at [payments@cofc.edu](mailto:payments@cofc.edu) or 843-953-2291

### BANNERS

Sheet banners are permitted on campus in approved locations in the Cougar Mall and on the St. Phillip St. side of The Cistern Yard. The Office of Student Life strongly encourages the use of twin sheets only. Sheet Banners can be up for no more than two (2) weeks prior to the event. Banners may not be obscene or defamatory and may not violate, College, federal, State or local laws. Location is on a first come first serve basis. Please refrain from moving another organizations banner. ALL banners must have the sponsoring club, organization or department prominently displayed on the front of the banner.

Banners that are hung on the gate of the Cistern Yard **MUST** be horizontal and tied down in all four corners. The banner should not touch the sidewalk and the use to water bottles as weights is strictly prohibited.

### ON-CAMPUS GLASS CASES:

The Office of Student Life provides student organizations with glass cases across campus for the posting of upcoming events. These glass cases are located in the following areas:  
Residence Halls:

- Rivers
- McConnell
- Berry
- McAlister
- Maybank
- College Lodge
- Warren Place
- Kelly House
- Robert Scott Small Building

Guidelines for glass case posting are as follows:

- Questions regarding posting should be directed to the Assistant Director of Student Life.
- Organizations can submit up to seven (7) 8.5 x 11 posters to SSC Room 406 or SSC Room 407.
- Organization-sponsored events may be publicized in the glass cases up to one week prior to their event.
- All promotional material will be updated weekly as needed.
- Posters will be hung on a first come first serve basis due to space limitations.
- All promotional material must have the sponsoring department or sponsoring recognized student organization prominently displayed on the front of the material.

POSTING GUIDELINES FOR RESIDENCE HALLS:

- All publicity must be approved and stamped by Residence Life and Housing. This pertains only to publicity displayed in residence halls. Residence Life approval does not grant permission for other locations on campus.
- Copies can be brought to the individual residence hall desk assistants for posting in the residence life areas.
- There is no limit to the number of copies you can submit for posting, but all copies must be stamped prior to their posting.
- Residence Life will hang all approved advertisements.
- The Residence Life staff requires at least 48 hours' notice to hang materials.
- No publicity will be approved that promotes/advertises alcohol, does not follow the policies stated in the Guide to Residence Living, or could be considered offensive to others.
- All publicity that is not approved, stamped and displayed in the specified spaces will be taken down and discarded.
- These policies apply to the wall space on the outside of residence halls and historic houses.

Contact Residence Life at 953-5523 with questions. Residence Life is located at 40 Coming Street, Monday – Friday from 8:30am until 5:00pm.

### STUDENT MEDIA:

Cistern Yard Media is the College of Charleston's media outlet for all students. Cistern Yard Media provides three opportunities for student organizations to market and advertise their group and upcoming events as well as opportunities for co-sponsoring events.

Student organizations can get the word out about campus happenings by advertising in quarterly editions of The Yard, the official publication of CisternYard News. Additional advertising opportunities can be explored with the CisternYard Sales team. CisternYard Radio and CisternYard Video are available for interviews and marketing for events and programs on-campus.

For more information on each of the organizations and opportunities for advertising and publicity, contact the general manager or editor-in-chief of any of the media outlets or check out the Student Media website at [cisternyard.com](http://cisternyard.com).

#### **CisternYard News:**

Olivia Cohen

Editor in Chief

[cohenoa@g.cofc.edu](mailto:cohenoa@g.cofc.edu)

#### **CisternYard Video:**

Katie Kajfez

General Manager

[kajfezks@g.cofc.edu](mailto:kajfezks@g.cofc.edu)

#### **CisternYard Radio:**

Meredith Wohl

General Manager

[wohlma@g.cofc.edu](mailto:wohlma@g.cofc.edu)

#### **Miscellany:**

Laura Rashley

Editor-in-Chief

[rashleylc@g.cofc.edu](mailto:rashleylc@g.cofc.edu)

#### **CisternYard Media Public Relations Manager:**

Alexis Armour

[armourad@g.cofc.edu](mailto:armourad@g.cofc.edu)

#### **CisternYard Media Advertising Manager**

Alexa Smith

[smithar@g.cofc.edu](mailto:smithar@g.cofc.edu)

## POSTING POLICIES

### SNIPE SIGNAGE POLICY:

In August of 2006, the City of Charleston enacted the Snipe Signage initiative. The definition of snipe signage includes, “Leaflets, handbills, posters, flyers, announcement or other advertising and informational materials that are tacked, nailed, glued, pasted or otherwise attached to trees, poles, stakes, fences, buildings or other objects, and the advertising matter appearing thereon is not applicable to the present use of the premises where the snipe sign is located” (Snipe Sign Violations – Warning Notice letter, August 2006). **Snipe signage posted by departments, student organizations or individuals from the College of Charleston community will be removed and a ticket will be issued for the violation, requiring the responsible party to appear in Livability Court. Violations may result in a 30-day jail sentence and/or a fine of up to \$1,087.00 per item posted.**

Student organizations are responsible for familiarizing their members with this policy. A copy of the Snipe Signage Violations Warning Notice is included in the appendix of The Compass and is also available online at [studentlife.cofc.edu](http://studentlife.cofc.edu).

### Campus organizations are allowed to disseminate information to the College community by posting information at these locations:

- Outside Brick Surface of:
- Education Center
- Science Center
- Silcox Gym
- Office of Fraternity and Sorority Life
- Fences on Calhoun, St. Phillip and George Streets (**NO taping to the fence**)
- Balconies of Science Center, Maybank Hall and Robert Scott Small Building.
- Fliers in classrooms and bulletin board marked **Campus Events** around campus until date of event has passed.
- Chalkboard updates in small corner of boards in classrooms until date of event has passed.
- Residence Halls (as approved by Office of Residence Life).
- Stern Center Lobby on a first come, first serve basis (as approved by the Office of Student Life).

Please note that all kiosks and bulletin boards are cleared of all materials every Friday by CofC Physical Plant. It is recommended that groups post material after 3:30pm on Fridays.



Student organizations are requested to use non-adhesive materials to post flyers and banners at any of the locations listed above. Examples: zip ties, string and fishing line can be used.

**PROHIBITIONS:**

- The use of paints, stains, acids, tapes, chalk or any other substance that might damage or deface the building is prohibited. *\*\*Please note that blue painters tape is recommended to affix promotional materials to all surfaces.\*\**
- No person shall affix anything to the walls, doors, ceilings, or any painted or non-painted area inside buildings. Only the bulletin boards are to be used for the posting of materials.
- Promotional materials will be removed by CofC Physical Plant on Friday of each week.
- Campus organizations are responsible for removing their outdated postings. Organizations may lose posting privileges if outdated postings are not removed.
- Items may NOT be placed on SSC Food Court glass.
- **USE OF SIDEWALK CHALK IS NOT ALLOWED.**
- **DO NOT ATTACH PROMO TO CAMPUS BENCHES.**

Violations of Posting Policy will result in disciplinary action by the Office of Student Life.

**POLICY ON PEER-TO-PEER (P2P) FILE SHARING**

All members of the College of Charleston community are required to follow the College Policy on Peer-to-Peer File Sharing. This Policy covers all electronic means to transmit, disseminate or store copyrighted materials including e-mail, web pages, and peer-to-peer file sharing software. The Policy also applies to all computers and applications utilizing the College network. Please be sure that you have rights for any material you are making available or sharing on the College network.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to disciplinary action as well as civil and criminal liabilities. With regard to students, a detailed description of the College's policies concerning disciplinary actions for the unauthorized downloading and unauthorized distribution of copyrighted material is set forth in the Student Handbook. Students risk losing their computer access privileges due to multiple violations of the policy. With regard to faculty, a detailed description of the College's policies concerning disciplinary actions for the violating federal law is set forth in the Faculty and Administrative Manual (Section VII, B).

A summary of the current civil and criminal penalties for violation of federal copyright laws is as follows:

The infringer may be required to pay the actual dollar amount of damages in an amount equal to the profits gained from the infringement or, alternatively, pay what are termed “statutory damages”. Statutory damages can range from \$750.00 to \$30,000.00 for each work infringed, unless the court finds that the infringement was willful. In such cases, the maximum penalty is increased to \$150,000.00.

The court may also award attorneys’ fees and court costs, issue an injunction to stop the infringing acts and impound the illegal works.

The infringer can be sent to jail for up to 10 years.

Under the law, it is not necessary to establish that the infringer made a profit from the infringement in order to establish liability for the infringement. Therefore, liability can be imposed for common illegal peer to peer file sharing, for example the improper downloading of music and video files, even if the infringer has not gained a profit from the illegal activity. For Users who distribute any quantity of copyrighted materials, or advertise their services to Users even thou they receive no financial benefit, they may also be subject to criminal investigations and incarceration.

The link for the full text of Chapter 5 of the Copyright Law of the United States of America, “Copyright Infringement and Penalties” can be found at <http://www.copyright.gov/title17/92chap5.html>.