



2015-2016  
FMU Student Organization  
Resource Guide & Policy Handbook  
for Student Leaders and Faculty/Staff Advisers



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### Editor Note:

This publication is intended to provide all student groups with useful information regarding the University, the Division of Student Affairs, organizational privileges and responsibilities, and program planning. While this guide is intended to be a summary of certain matters of interest to student organizations, its readers should be aware that:

- 1) It is not a complete statement of all procedures, rules, and regulations of Francis Marion University;
- 2) The University reserves the right to change, without notice, any procedures, policies, and programs that appear in the Student Organization Manual; and
- 3) The various colleges, schools, and departments of the University may have their own procedures and policies that apply to student organizations.

*Clarification: As you read this document please note that the Student Affairs Office and the Dean of Students Office are located in the same suite in the Smith University Center, Room 205.*

(Additional information available online at [www.fmarion.edu/students](http://www.fmarion.edu/students))

**Division of Student Affairs | Smith University Center, Room 205**



# WELCOME!

August 29, 2015

## Dear Student Organization Leaders and Advisers:

This information packet has been developed to introduce you to the many services and resources available to registered student organizations at Francis Marion University, as well as policies that impact your organization. More detailed information is available at the Student Activities homepage [www.fmarion.edu/students](http://www.fmarion.edu/students) and we encourage you to review that site on a regular basis for policy updates and important announcements that may impact your organization. Please review the materials provided in this manual and pass this information on to the members of your organization. If you have any questions, call the Dean of Students Office at (843) 661-1182 or stop by the Smith University Center on the 2nd Floor Room 205. Best wishes for a successful year!

### Dean of Students Office Staff Members

*Stop by and introduce yourself. We look forward to meeting you!*

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Vice President for Student Affairs & Dean of Students



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Coordinator of Student Engagement

# GUIDELINES

The majority of officially recognized student organizations are considered to be “University Affiliated.” The University does not sponsor or endorse activities associated with these groups, however the use of the University’s name in the organization’s title is possible, (refer to your Student Handbook for the Guidelines for Student Organizations), so long as University sponsorship or endorsement is not implied or stated.

Organizations wishing to use the name and/or facilities of Francis Marion University must have formal approval by the University. Pending official approval, a proposed organization is permitted to meet on campus for the purpose of organizing only. A proposed organization shall not conduct any program or an activity until its charter is duly approved by the Dean of Students. The request for charter approval may be obtained from the Dean of Students Office.

## Guidelines for Student Organizations:

1. Each organization must file a list of its officers with the Dean of Students Office at least once a semester. An up-to-date copy of the constitution and bylaws of each approved organization should also be filed. It is the responsibility of each organization to ensure that changes are filed when they occur. Organizations wishing to change their constitutions or effect changes in affiliation must submit these changes to the Student Affairs Office.
2. University recognition or approval of events and activities of student organizations does not indicate endorsement. Each student organization is expected to conduct its activities in such a manner as to reflect credit on the University.
3. Each student organization is expected to conduct its activities in such a manner as to reflect credit on the University. Students not in good standing with the University are not eligible for leadership opportunities, some intake & induction procedures, and selected extracurricular activities.
4. An organization may utilize the University’s name in its title so long as University sponsorship or endorsement is not implied or stated. If used, only the titles Francis Marion University or FMU may be utilized. The use is limited to the following examples: The Francis Marion University Chapter of (Organization Name) or The (Organization Name) Club of Francis Marion University
5. Each organization is responsible to the Dean of Students for observance of all University rules and regulations.
6. The tax exempt status of the University does not extend to student organizations. To seek tax exempt status, organizations must follow local, state, and federal guidelines. Under no circumstances are organizations allowed to utilize the University’s federal tax identification number.
7. Subject to prior reservation, student organizations are eligible to use University facilities for meetings and other functions. Reservation forms may be obtained from the Office of Student Affairs. Only elected officers or members designated in writing by the President of the organization are eligible to reserve space for an organization.
8. Each student organization shall submit an application for registration to the Dean of Students Office by September 30 for the fall semester and January 31 for the spring semester. If the date falls on a weekend, it must be submitted the Monday immediately following the deadline. This application form is available in the Dean of Students Office and must be completed fully for the organization to continue as officially recognized by the University.
9. It is the responsibility of the chief officer of each student organization to file an updated student organization report with the Dean of Students office immediately after election of new officers, all of whom must have a minimum grade point average of 2.0.
10. Clubs and organizations are required to submit the names of one or two proposed advisers or advisee to the Dean of Students Office with the request for charter. All advisers must be full-time members of the university faculty or staff.
11. Names of proposed off-campus speakers are required on the space request form submitted to the Space Committee. Even though an organization has received blanket approval for space on a regular basis, any off-campus speaker’s name must be submitted two weeks in advance of the event on a separate request to the Dean of Students Office.
12. All meetings must be scheduled on the official University calendar, which is maintained in the Office of Financial Services in SAB 107. This calendar is necessary in order to ensure the efficient use of time and space, as well as to provide adequate publicity for activities and events. Forms for reserving time and space on the official University Calendar may be obtained in the Office of Financial Services and should be submitted in triplicate to the same office after approval by the appropriate official.
13. Student organizations may have events occurring within the same timeframe providing that the events are not considered large events, major fund-raisers or conflict with programs sponsored by the University Programming

Board, Student Government Association or any other official University program that requires University community participation. The Dean of Students Office will determine any exceptions.

14. Because Francis Marion University does not provide financial support for campus organizations, such organizations are expected to rely upon their own membership to meet budgetary requirements. Should an organization determine that a fund-raising project is necessary or desirable, the steps indicated below must be followed:
  - a. All fund-raising events must be approved by the Dean of Students Office if the event is being held on campus.
  - b. A description and adequate justification of the project should be included so that a decision can be made concerning its appropriateness as a campus activity.
  - c. All forms are available in the Dean of Students Office.
  - d. Forms must be submitted 10 business days before the event with a completed space request. Income reports must be returned within 10 business days after the event or future fund-raisers will not be approved.
15. Student Organizations hosting a Dance/Party on campus, must receive Dance/Party Guidelines from the Dean of Students office before the function will be approved. More information may be found in the Student Handbook.
16. Francis Marion University prohibits hazing of any students. Respect for the rights, dignity, and integrity of others is essential for the well-being of an academic community. South Carolina law states: It is unlawful for any person to intentionally or recklessly organize, promote, facilitate or engage in acts which cause or have a foreseeable potential for causing physical harm to any person for the purpose of initiation or admission into or affiliation with any student or fraternal organization. *See Hazing Policy in Rights & Responsibilities section.*
17. Student events designed or anticipated to include non-students must get prior approval from the Dean of Students and meet the University guidelines for facility use. All catering for the event must use FMU Dining Services unless otherwise indicated by the University.
18. Student organizations using FMU facilities must use FMU Dining Services for any catered events.

If these guidelines are not followed, organizations may be placed on probation with possible loss of charter. Additionally, student organizations are subject to the Code of Student Conduct and all other University policies and procedures.

## CHARTERING

### Chartering a New Organization

Chartering is a process for new organizations that have not previously existed at Francis Marion University. All new organizations must apply for a charter and be approved before proceeding as an organization.

#### **The following are the steps for chartering a new organization at FMU:**

1. A Student Organization Request for Approval of Charter 2015-2016 Form must be issued from the Dean of Students Office.
2. All information on the form must be submitted to the Dean of Students Office along with a list of at least 7 proposed members of the organization.
3. Each proposed member must provide their name, student ID number and their signature on the form provided. (Please note that student ID numbers are for internal use only and will not be shared information. The student ID is not the social security number.)
4. Upon approval, the student organization will receive an official notice from the Student Affairs Office and the organization may begin acting as a registered student organization with all privileges.
5. The new organization must complete a Student Organization Registration Packet for the 2015-2016 academic year and submit the completed form to the Student Activities Office.

# REGISTERING

## Registering an Organization

All returning student organizations must register for the academic year.

### The following information is required on the organization registration form:

1. Name of the organization
2. Statement of purpose and statement of contribution to the University community
3. List of officers, all of whom must have a minimum grade point average of 2.0.
4. Official email and contact information for all officers and your university adviser.
5. Indication of any affiliation outside of the University
6. Proposed adviser(s), who must be a full-time member of the Francis Marion University faculty or staff.
7. List of all student members.
8. Adviser commitment letter with signature.

Registration forms must be submitted by either September 30 for the fall semester or January 31 for the spring semester – NO EXCEPTIONS. If the date falls on a weekend, it must be submitted the Monday immediately following the deadline.

### Reasons to Register an Organization:

1. Ability to request space on the Francis Marion University campus.
2. Ability to post approved publicity for organization events or meetings.
3. Use of a campus mail box in the Smith University Center room 214.
4. Ability to request funding from the Student Government Association (SGA) to support organization events.
5. Inclusion of organization information in campus publications.
6. Eligibility to compete for awards and recognition at the Student Life Awards

## CRITERIA FOR REGISTRATION OF A STUDENT ORGANIZATION

### To register as a campus organization, campus organizations must:

1. Meet and follow membership and officer requirements
2. Follow all registration procedures
3. Follow conduct rules specified in this policy
4. Have a full-time FMU faculty member, academic professional, or staff member as an adviser to assist the organization in developing a constructive program within university policy.
- 5.

Details regarding registration are available at <http://www.fmarion.edu/students/studentorganizations>

### Hazing (see <http://www.fmarion.edu/students/handbook>)

Hazing is prohibited. Any solicitation to engage in hazing is prohibited. Aiding and abetting another person who is engaged in hazing is prohibited.

All students, faculty, and staff must take reasonable measures within the scope of their individual authority to prevent violations of this policy. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.

The university will take action against any club or organization which has committed an act of hazing as defined by the Student Code of Conduct. In addition, such organizations and their individual members face criminal prosecution under the laws of the state of South Carolina. Below is a description of the law under which such action may be taken.

According to South Carolina law: *“It is unlawful for any person to intentionally or recklessly engage in acts which have a foreseeable potential for causing physical harm to any person for the purpose of initiation or admission into or affiliation with any chartered student, fraternal, or sororal chartered organization. Fraternity, sorority, or other organization for the purposes of this section means those chartered fraternities, sororities, or other organizations operating in connection with a school, college, or University, but shall not include fraternal organizations with a minimum age limit of 21 that do not operate in connection with a school, college or University. This section does not include customary athletic events or similar contests or competitions, or military training whether state, federal, or educational.”*

It is also unlawful for any person to knowingly permit or assist any person in committing acts made unlawful by the above or to fail to report promptly any information within his/her knowledge of acts made unlawful by the above to the chief executive officer of the appropriate school, college, or University.

“Hazing” means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

1. the act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the university and
2. the act contributes to a substantial risk of potential physical injury, mental harm, or degradation, or causes physical injury, mental harm, or personal degradation.

“Student” means any person who is enrolled at the university, any person who has been promoted or accepted for enrollment at the university, or any person who intends to enroll at or be promoted to the university within the next 12 calendar months. A person who meets the definition of a student shall continue to be defined as a student, for the purposes of this policy, until the person graduates, transfers, is promoted, or withdraws from the university.

“Organization” means an athletic team, association, order, society, corps, cooperative, club, student organization, fraternity, sorority, or other similar group that is affiliated with the university and whose membership consists primarily of students enrolled at the university.

“Organization” includes a local chapter, unit, or other local division consisting primarily of students, regardless of the nature of the membership of the larger public or private organization.

## PLANNING EVENTS/PROGRAMS

### **Pre-event responsibilities and guidelines:**

Your organization adviser must approve any activity or meetings.

1. Make sure your event/meeting does not interfere with any major campus events already scheduled.
2. Request your organization adviser check the space/event schedule to ensure the space you wish to use is available before you fill out a space request form.
3. Remember no events can be scheduled on or after Reading Day towards the end of each semester! No exceptions!
4. Remember that your adviser must be present & remain at all major events. Campus Police will not allow your event to begin without the presence of an adviser.

### **Campus space use policy:**

Any use of University space by faculty and/or student organizations must be cleared with the University Space Committee. The representative of the group needing space at a particular time is asked to contact the Office of Financial Services, check the University Space Calendar, and, if the calendar indicates that acceptable space is available at the particular time, complete and submit a Facilities Reservation Request. In normal circumstances when the using organization has allowed reasonable “lead time” in making the request, the Space Committee will act upon the request usually within a period of two weeks. Events are not approved if they are not listed on the University Space Calendar in the Stokes Administration Building. Students and faculty organizations are asked to make every effort to provide a minimum of two weeks’ notice for the scheduling of routine meetings or events. Two weeks or more notice should be given for events involving special preparation for off-campus persons.

### **Event checklist:**

It is always best to have a checklist before planning your event. You are a busy student and don’t need the hassle of forgetting certain things. Please see the Appendix in this handbook for an Event Project Checklist.

### **Solicitation on Campus by Student Organizations:**

Solicitation by persons not affiliated with the University is prohibited for non-invites. If you are accosted by a solicitor, please contact the Campus Police so that they may be informed of the proper protocol and/or be escorted from the campus.

Both commercial and noncommercial solicitations are prohibited in the non-public areas of the University. Solicitation and sales in public areas of the University are restricted to invites and registered organizations, faculty, staff, and students of the



University and are subject to reasonable restrictions as to time, place, and manner.

As it pertains to student organizations, “solicitation” is defined as the seeking of funds or support by a registered student organization from sources other than its members, including the procurement of supplies and other forms of support, and the selling or distributing of items, materials or products and services. Student organizations, or companies sponsored by an organization, may not be involved in the solicitation of credit services, offers, or applications while on University property.

Registered student organizations may be authorized to solicit on campus as long as such solicitation is consistent with the aims of the organization and is not for the personal benefit of its members. In interpreting the aims or purposes of the registered student organization, the statement in its constitution will be followed.

Requests for approval of any form of solicitation must be made in writing to the Dean of Students Office no later than seven business days preceding the proposed date of the activity. Following content approval by the Dean of Students Office, the requesting organization must make appropriate arrangements and scheduling with the administrative office of the facility to be used. Content approval is not a guarantee of the availability of the space. A member of the Dean of Students staff will assist the organization in scheduling and coordinating outdoor space with Physical Plant. Ordinarily, academic buildings and the non-public areas of residential facilities will not be used for solicitation.

Although it is recognized that the faculty, the staff, and the student body of Francis Marion University share a mutual interest in rendering support to local churches, charitable organizations, and other worthy causes, it is also recognized that unrestrained solicitation among members of the University community may bring about an unfair burden to some who may prefer not to contribute or perhaps to make their contributions in a different way. Therefore, in the interest of maintaining the best working relationship, all University personnel and students will refrain from solicitation of any type (monies, goods, or service) while on the University campus unless the request to do so has the specific approval of the appropriate University official.

Francis Marion University’s approval of certain fund-raising projects will allow clubs and/or organizations to sell approved items at a designated place in Smith University Center. The area so designated may consist of a table and chairs staffed by three or fewer members of the club or organization at any given time. The student organization may not solicit out of the designated location or take items away from the location for sale. They may advertise at designated areas on campus, using approved advertising policy as stated in the Student Handbook and sell to any student, faculty, or staff who comes to the designated area to purchase the product. All items and procedures for sale must comply with South Carolina law.

Outside vendors may only come on campus if they have an approved campus sponsor. The organization sponsoring the vendor must complete all necessary paperwork and will be responsible for the actions of the vendor.

## LARGE EVENT GUIDELINES

### Guidelines for Dances/Large Events

The following guidelines must be adhered to by all clubs and organizations sponsoring an event in the Smith University Center and other areas of campus determined appropriate by the Dean of Students. All paperwork must be completed at least two (2) weeks prior to the event. Failure to complete and submit paperwork will result in the cancellation of the event. A Large Planning Event Packet, which includes the Facility Reservation Request, Campus Event Service Request, and Request for Police Officers forms, is available in the Dean of Students Office (Smith University Center 205) and should be used in planning dances, cookouts, parties, or other major events to be held on campus by student organizations.

1. Advertisement of the event will be limited to Francis Marion University campus only.
2. Students must present a valid Francis Marion University I.D. Card to enter the event.
3. Guests may be invited by personal invitation, must be 18 years of age or older and must present picture identification (driver’s license, University ID) prior to entry. Each FMU student will be allowed to sign-in three (3) guests. Event sponsors are responsible for the actions of all guests.
4. A sign-in sheet must be maintained by the sponsoring organization. All sign-in sheets must be turned into the Dean of Students Office at the conclusion of the event.
5. The maximum number of people allowed at an event in the University Center is 450. Other venues have different maximum numbers. Crowd control is the responsibility of the sponsoring organization. A detailed plan for crowd control must be submitted, along with the names of those students responsible for crowd control, with the Facilities



Reservation Request Form. The maximum number of people allowed in other campus venues varies and must be conformed with accordingly.

6. The organization president, adviser and crowd control designees should introduce themselves to the University Center or other facility employees and any police officers on duty prior to the start of the event.
7. Setup and cleanup of the University Center and obvious trash in the parking lot, which may be the result of the event, are the responsibility of the sponsoring organization.
8. Controlled substances such as alcoholic beverages and other drugs must not be served nor allowed into campus event locations or exterior spaces except in accordance with the FMU Alcohol Policy. Anyone violating South Carolina law will be dealt with in accordance with state law and University regulations.
9. During events held in the Smith University Center, guests are prohibited from being present on the second floor. Event coordinators and hosts may enter the second floor to prepare for the event.
10. The organization's faculty/staff adviser must be in attendance throughout the entire time of the event. The adviser must sign the Space Request and the Special Event/Request for Police Officer forms.
11. Security is required at all large events sponsored by student organizations in the University Center and other campus venues as deemed appropriate by the Dean of Students Office and FMU Campus Police. Campus Police, when checking the facility, must be able to identify the sponsor of the event and those providing security from the organization. Either name tags, t-shirts, etc. should be worn.
12. If an additional police presence is required, the sponsoring organization will coordinate through FMU Campus Police Office for use of off-duty certified police officers and pay for their services. The Special Event/Request for Police Officers form must be completed with the Space Request. The final determination of whether or not police presence is required for an event lies with the FMU Campus Police.
13. Any additional expense incurred by the University as a result of the event, such as employee wages, damages, additional cleaning costs, etc. will be the responsibility of the sponsoring organization, whether the cost is a result of a member or guest behavior.
14. Facility rental fees will be applied for fund raising events or events at which an admission fee is charged. In lieu of the normal rental fee, student organizations must donate \$100 to their scholarship fund within 10 days following the event to avoid regular rental charges.
15. Scheduling large events may be limited to meet the needs of the University and is subject to the availability of University facilities, the availability of personnel, and the facility schedule. Large events are typically not allowed on subsequent days in the same facility. Typically, large events may occur during the following hours:
16. Monday-Thursday 7 pm – 11:00 pm
17. Friday and Saturday 7 pm – 12:00 midnight
18. Failure to adhere to any of these guidelines will result in the offending organization(s) being subject to disciplinary action as appropriate.

Organization using events as fund-raisers must donate \$100 to their scholarship fund within 10 days following the event to avoid charges for facility usage.

Dances may occur during the following hours:

Monday – Thursday, 7:00 pm – 11:00 pm

Friday – Saturday, 7:00 pm – 12:00 midnight

## ADVERTISING

### Literature Distribution and Posting Policy

The publicizing of events or programs sponsored by the University, University departments, or officially recognized student organizations is a necessary part of insuring the success of these functions. The University has appropriate designated areas for the purpose of providing a place for appropriate departments, groups, organizations, and individuals to post or distribute their respective notices. The purpose of these procedures is to outline guidelines for the general posting and distribution of publicity material(s) as well as guidelines for the use of designated places on campus for the posting of said material(s). Requests for exceptions to any part of this policy must be made in writing to the Dean of Students Office. All materials must be submitted for approval prior to posting. Approval may be given by the Office of Student Affairs for general posting, or by the individual department for posting on departmental bulletin boards.

## Policy

1. Only recognized student organizations, University departments, academic units, faculty, staff, and students may post or distribute materials on campus. All commercial posting by off-campus businesses, organizations, entities, and individuals is prohibited unless sponsored by a recognized student organization, University department, or academic unit. Posted materials must clearly identify the sponsoring entity.
2. Posted materials must clearly promote the activity publicized and the sponsoring University organization as its primary message, rather than the commercial advancement of the non-University affiliated entity or product. If the name, logo, trademark, slogan, or similar identifier of a non-University affiliated entity or product appears on printed material, it must not appear as the dominant message. Materials may not advocate illegal activity, or any activity that is in conflict with the mission of the University. Materials posted or distributed must be in accordance to all University policies as well as local, state, and federal laws. Promotion of activities involving alcohol may not be the primary focus of any materials posted.
3. The expiration date on all printed materials for posting will be a maximum of two weeks from the date of approval for all flyers (11 inches x 17 inches or less) and one week from the date of approval for all banners (larger than 11 inches x 17 inches). It is the responsibility of the event sponsor or individual to remove the materials on or before the expiration date.
4. The University reserves the right to deny approval for materials that advertise events in conflict with previously scheduled University activities or with the mission of the University.
5. Flyers may be posted only on bulletin boards or other approved areas. It is prohibited for flyers, posters, banners or any other form of advertisement to be posted on vehicles, trash cans, sidewalks, support columns, lamp posts, buildings, trees, signs, signposts, or any other area which does not fall under one of the appropriate categories outlined in this policy. The use of chalk, paint, or other related substance for advertisement on these surfaces is strictly prohibited.
6. Flyers may be posted only on Bulletin Boards as designated below, upon receiving the proper approval:
  - Official University Notices – Only items sponsored by the University or an official University Department may be placed on bulletin boards or areas designated in this manner.
  - Student and Organization News – Only items sponsored by officially recognized and registered student organizations may be posted on bulletin boards or areas designated in this manner.
  - General Use – Items may be posted by individual members of the FMU community on bulletin boards or areas designated in this manner.
  - Department Bulletin Boards – Only items approved by the department responsible for the bulletin board may be posted on these boards.
  - Only tacks or staples may be used to attach flyers to bulletin boards. Flyers may not be adhered to any painted surfaces, door frames, doors, windows, or walls. Exceptions to this guideline may be made by the Dean of Students office or the University Official responsible for the space. Only one copy of each posting is allowed on an individual bulletin board.
7. The unauthorized removal, defacement, or posting over of any materials posted in accordance with this policy is prohibited.

### Guidelines for Posting in Designated Locations:

The following guidelines must be followed in regards to posting or distributing materials in the designated locations:

- Classrooms – Posting or distribution of materials is prohibited in classrooms.
- Academic Buildings – Most bulletin boards in academic buildings are for the use of academic departments for official notices. Academic buildings may have bulletin boards designated for other uses as indicated. Distribution of materials in the academic buildings is prohibited. Departmental approval is required to post materials on any departmentally sponsored bulletin boards.
- Student Residential Facilities – Distribution and posting of materials in the residential areas of campus is strictly prohibited. Bulletin boards inside residence halls are for the official use of the Housing and Residence Life staff only. All materials posted in the residence halls must be approved by the Director of Housing. In the Housing Office Complex, there may be bulletin boards designated for other uses as indicated.
- Ervin Dining Hall (EDH) – Flyers may be placed only on bulletin boards as designated in guideline #6. Generally, distribution of materials is prohibited in the Ervin Dining Hall unless promoting an official University activity. The Director of Dining Services may consider special requests.

- Rogers Library – Distribution and posting of materials in the Library is strictly prohibited. Bulletin boards inside the Library are for official use only. All materials posted in the Rogers Library must be approved by the Dean of the Library.
- Smith University Center (UC) – Distribution and posting of materials in UC is acceptable with published guidelines. Flyers may be placed only on bulletin boards as designated in guideline #6. There are bulletin boards and other areas specifically designated for larger banners. Banners (printed items larger than 11 inches x 17 inches) may be posted (using string or rope) ONLY in the designated areas of the Smith University Center under the direction of the building director. Distribution of materials in the Smith University Center may be done only if sponsored by a University department or officially recognized
- student organization, and appropriate procedures are followed regarding space reservation.
- Stokes Administration Building (SAB) – Most bulletin boards in SAB are for the use of University departments for official notices. Some bulletin boards may be designated for other uses as indicated. Distribution of materials in the SAB is prohibited. Departmental approval is required to post materials to any departmentally sponsored bulletin boards.
- Building Breezeways (between Cauthen Educational Media Center (CEMC), Founders Hall (FH), and Fine Arts Center (FAC)) – Flyers may be placed only on bulletin boards as designated in guideline #6. Otherwise, distribution and posting of materials must adhere to all published guidelines.
- Exterior areas of campus – Flyers are typically prohibited from being posted in exterior portions of campus. Special Bulletin boards may be available for student organization news or official University notices. Flyers may not be distributed in parking lots or on parked cars. Personal distribution of materials in exterior areas of campus may be approved on a limited basis and only with prior approval of appropriate University officials. Distribution of these materials must not interfere with the normal function of the University or disrupt the flow of traffic (pedestrian or vehicular).

Failure to adhere to this policy may result in (but is not limited to) the loss of posting/distribution privileges, student conduct action, or restriction from campus.

### **Banners:**

Banners may only be used in the UC and must be approved in UC 205.

### **Website Posting:**

It may be possible to post your organization event on the Student Affairs website by speaking with a member of the Student Affairs staff. Please call campus extension 1182 for more information.

### **Photography:**

The Office of Public Affairs provides photographic services for use in official University publications and for news releases as deemed appropriate by the Executive Director of Public Affairs.

### **Press Releases:**

If an event organized by a FMU student organization is open to the greater FMU community and the organization wishes to use external advertising, The Office of Public Affairs will advise and assist in this process. Contact the Administrative Assistant in the Office of Public Affairs in SAB 101 or at campus extension 1220.

### **Student Publications:**

Student organizations may submit information to the campus newspaper, *The Patriot*, to advertise their events. Information should be submitted at least two weeks prior to the event. Contact *The Patriot* in the UC, Room 201 or at campus extension 1350.

### **Electronic Media:**

#### **Production of Electronic Media**

Electronic media programs should be coordinated through the Office of Public Affairs in order to follow desirable uniform practices in planning, writing, producing and distributing electronic media programs to uniformly reflect the goals and image of Francis Marion University. This includes public service radio and television programs promoting the University as well as all recruiting and promotional radio and television products about the University, (excluding programs produced by student media). University events, (concerts, lectures, focus on FMU and other special events), as well as announcements can be seen on the local cable access channel 11.

### **Use of University Logo, Seal and Other Indicia:**

Use of the University logo must follow standard guidelines of the institutional identity program. Words, letters,

graphic devices and other indicia associated with Francis Marion University are protected against unauthorized use by means of usage, federal and state trade or service mark registration, and/or state statute. Questions regarding the use of Francis Marion indicia should be directed to the Office of Public Affairs.

Use of the University seal is restricted to more formal application. It is appropriate to use the seal on official and legal documents, diplomas, certificates, flags and official University ceremonial paraphernalia. The seal may never be distorted in any way and should never be used in such a manner that it gives the false impression that it is the seal of any division, department or entity within the University.

## SPACE AVAILABILITY

The following are a list of 5 different venues available for students to use for meetings, event, programs, and interest sessions. Please pay close attention to the steps to secure a meeting area and the hours of operation for each venue.

### Smith University Center (UC):

The University Center is available for reservation by student organizations for meetings, gatherings or dances. There are five meeting rooms, a commons area, and other spaces available on a first-come, first-serve basis. All reservations must be placed at least two weeks in advance to be considered. The following procedure is to be followed for reserving rooms:

1. Secure a Facilities Reservation Request form from the Office of Financial Services in Stokes Room 107.
2. Complete the form. Request assistance, if necessary. To check the availability of space, please contact the Business Affairs.
3. Complete a Campus Service Request form if service other than the normal setup is needed. These forms also should be completed two weeks in advance. If food is to be served, contact the Dining Services Director.
4. Confirmation of the room reservation will be made by the Director of University Center Services or the Chairperson of the Space Committee.
5. Direct any questions to the Student Affairs Office (661-1182) or the Director of University Center Services (661-1189).

### UC Hours of Operation

Please note that these hours are subject to change. Please call 661-1189 / 661-1180 for the most up-to-date information.

#### Building Hours (Fall & Spring)

Monday – Thursday, 8:00 am – 11:00 pm  
Friday, 8:00 am – 10:00 pm  
Saturday, 10:00 am – 9:00 pm  
Sunday, 1:00 pm – 9:00 pm

#### Information Desk, Gym, Fitness Room, Racquetball Courts

Monday – Thursday, 10:00 am – 10:00 pm  
Friday, 10:00 am – 9:00 pm  
Saturday, 10:00 am – 8:00 pm  
Sunday, 1:00 pm – 8:00 pm

#### Swimming Pool, Sauna

Monday – Friday, 1:00 pm – 5:00 pm  
Saturday – Sunday, 1:00 pm – 5:00 pm

### Chapman Auditorium:

To reserve this space, you must contact the Administrative Assistant in the Office of Financial Services, (SAB 107), or at campus extension 1110. For information regarding the venue, contact the Manager of Fine Arts & Mass Communication Program in HFAC 101, or campus extension 1385.



## **CEMC:**

To reserve this space, you must contact the Administrative Assistant in the Office of Financial Services, (SAB 107), or at campus extension 1110. For information regarding the venue, contact The Director of the Media Center in CEMC 101 or at campus extension 1253.

## **The Grille:**

To reserve this space, you must contact the Administrative Assistant in the Office of Financial Services, (SAB 107), or at campus extension 1110. For more information regarding the venue, contact Director of Dining Services.

1. 1. Student Organizations may reserve The Grille and/or outside areas in accordance with FMU space reservation procedures with approval from the Director of Dining Services and the Dean of Students Office.
2. 2. In addition to the student organization adviser, all events and activities utilizing The Grille facility should take place only when Dining Services staff member(s) are present.
3. 3. NOTE: All guidelines from the latest edition of the FMU Student Handbook including those regarding large student events (security, sign in sheets, etc.) apply. Other applicable University policies and guidelines will also be followed.
4. 4. Occupancy limit of 100 people in The Grille must be strictly observed.

## **Other Venues:**

You may reserve classrooms and some outdoor lawn areas. To reserve the space, you must contact the Administrative Assistant in the Office of Financial Services, (SAB 107), or at campus extension 1110.

The outdoor pool is available for a limited number of reservations each semester. To reserve the outdoor pool, you must contact The Director of Campus Recreation Services in UC 214 or at campus extension 1189. There may be a charge for this service.

## **Campus Mail:**

Your organization has access to student organization boxes in UC 214; your organization has access to sending mail to campus faculty/staff through the Dean of Students Office in UC 205.

# **POLICIES & PROCEDURES**

## **Alcohol & Drug Policy**

### **Introduction**

Francis Marion University prohibits the illegal and irresponsible use of alcohol and other drugs. The University will enforce federal, state, and local laws, as well as its own alcohol and drug policies. Procedures that support these laws and policies have been instituted and are strictly enforced. It is the responsibility of every member of the University community to know the risks associated with the use and abuse of alcohol and other drugs and to assist the University in creating an environment which promotes health-enhancing attitudes and activities. This document is intended to provide information about the University's Alcohol and Drug Policies and Sanctions; federal, state and local laws and penalties; procedures for the serving of alcohol and the registration of events; health risks associated with alcohol and other drug use; and resources for education and treatment. Additional information about alcohol and drug policies and procedures may be found in the FMU Student Handbook, the FMU Staff Handbook and the FMU Faculty Handbook.

The use of alcoholic beverages on campus is not encouraged and is prohibited with the following exceptions; (1) the private use of alcohol within university-owned apartments by students of legal drinking age (2) the provision of alcohol at certain events sponsored by a University department, contracted organization, or campus community organization upon approval by the appropriate University official (see herein). Events must meet all criteria contained herein. The use of alcoholic beverages within these two exceptions is permitted only for those of legal drinking age (21 years of age or older).

## University Alcohol Procedures

The following is a list of the nine (9) procedures that any student or registered student organization must take in order to promote or have an alcoholic event on campus.

1. The Provost or appropriate Vice President will be charged with screening applications for events at which alcohol might be served. The petitioning department or organization will complete an application addressing (a) the date, nature, and function of the event; (b) the location and estimated number to be in attendance; (c) the amount and type of alcohol to be served along with alternative beverages and (d) the control measure effected to assure adherence to the legal drinking age and the prevention of excessive drinking and DUI offenses.
  - Events may be approved by:
    - The Provost for events sponsored by academic departments or otherwise related to academic affairs;
    - The Vice President for Administration for events sponsored by administrative departments or otherwise related to staff issues;
    - The Dean of Students for events sponsored by student organizations or otherwise related to student affairs;
    - The Executive Director of Public Affairs for events sponsored by off-campus groups or organizations.
    - The Athletics Director for events sponsored by the Athletics Office.
2. Events that cater to multiple groups from different areas should receive the joint approval of the appropriate University officials listed above.
3. Specific event locations must be approved by the Provost or Appropriate Vice President or Dean of Students. All appropriate facilities and service requests must be completed.
  - Non-alcoholic Beverages and Food
    - Non-alcoholic beverages (soft drinks or other alternatives) must be available in the same location and be featured as prominently as the alcoholic beverages during the entire time alcoholic beverages are served. The numbers of servings of alternative beverages must be equal to the number or amount of approved alcohol servings.
    - When alcoholic beverages are served, adequate amounts of food and/or snacks must be prominently displayed and available for consumption during the entire event. The amount of food necessary to comply with this regulation will vary depending upon the time and type of event and must be approved by the Provost or appropriate Vice President.
4. Dispensing Alcohol
  - All alcohol at registered events must be dispensed by approved persons called “servers”. Servers must meet minimum standards outlined in this policy. Servers must be 21 years of age or older, must not use alcohol or drugs at least 4 hours prior to (or during) the event for which they serve, and must be approved by the Provost or appropriate Vice President.
  - All registered alcohol events must have a person identified as the “Event Manager” available at all times during the event. This person must review and acknowledge understanding of Francis Marion University policies, procedures and sanctions for alcohol and other drugs.
  - The University will assume the Event Manager is the person registering the event unless otherwise noted on the registration form.
  - Event Managers must be 21 years or older and abide by all aspects of the Alcohol Policy.
  - Liquor may be served only at private functions in the Wallace House, the Ervin Dining Hall, and other locations as approved by the University President.
5. Promotion
  - Alcohol may not be used as an inducement to participate in a campus event.
  - Promotional materials, including advertisement for any University event, shall not make reference to or include pictures of alcoholic beverages. Advertising materials must comply with the Solicitation and Advertising Guidelines in the Student Handbook. Neither events nor their advertisement should have as a major emphasis consumption of alcohol (e.g. “beer blasts”). Advertisement and/or holding of an alcohol event open to the public in individual apartment/room/suite is prohibited.
6. Security
  - Law enforcement personnel approved by the Campus Police are required at all events of 100 or more people. The sponsoring group is responsible for the costs of supplying FMU Campus Police or Florence County Sheriff's Deputies. One officer is required for the first 100 people (including members of the host organization), and an

additional officer is required for each additional 100 attendees. FMU Campus Police can provide additional information on scheduling and costs. Arrangements for these services must be made through the Office of Campus Police. The University Official responsible for approving the event and the Director of Campus Police may jointly make exceptions to this requirement. Forms for requesting officer support can be obtained from the Office of Campus Police and must be completed along with all other forms related to the event.

#### 7. Alcohol Event Registration Procedures

- Events where alcohol will be served must be registered and all appropriate facilities, service, alcohol, and security requests must be obtained per University guidelines. Events (see the definition of “alcohol event” in the Glossary of Terms) or parties with alcohol are never authorized in any student residential areas (resident halls and apartments) of the University.
- Events where alcohol is served must be registered with the Provost or appropriate Vice President no later than seven (7) days prior to the event.
- The Provost or appropriate Vice President can disapprove or revise any alcohol event for valid reason, including but not limited to, the following: inappropriate types/amounts of alcohol, inappropriate location/duration of event, numerous events have been scheduled; a sponsor has lost privileges for registering events; the registration deadline was not met, and previous violations of the University Policies by an individual, group or organization.

#### 8. The individual registering the event involving use or serving of alcohol, the Event Manager, and organization officers are responsible for the following:

- Ensuring compliance with all of the Francis Marion University ALCOHOL AND DRUG POLICY and the South Carolina ABC regulations by members and guests. The University reserves the right to enter events to investigate compliance.
- Ensuring that only individuals of legal age serve, possess, or consume alcohol and that intoxicated individuals are not served.
- Ensuring that the noise level does not disturb others. Event Managers must respond to request regarding noise levels.
- Preventing any damage that could occur as a result of the event.
- Ensuring that the area where the alcohol event was held, including yards, parking lots and hallways, is cleaned immediately following the event, or as determined appropriate by the approving official. Billing for cleaning and/or damages will be assessed to the individual or organization that registered the alcohol event.
- Controlling the size of the event and ensuring attendance does not exceed maximum safety occupancy.
- The Event Manager will be notified by telephone or in writing within two (2) business days of approval or non-approval of the use or service of alcohol by the Provost or appropriate Vice President.

#### 9. Requirements for Student Organizations and Students

- Individuals or organizations sponsoring an event must ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated. Everyone admitted to the event must possess an identification (with photograph) issued by a school or government agency. An appropriate method, approved by the Vice President of Student Affairs, must be used to determine if guests are of the legal drinking age. A guest list must be signed at the door by each participant prior to access into the event and presented to University authorities at their request. This list must include the type of identification used to verify the age of the participants.
- Events with alcohol sponsored by student organizations cannot be registered or held within the last seven (7) days prior to the first day of final examinations in the fall or spring semesters.
- Direct access to alcoholic beverages must be to a person(s) designated as the server(s). Servers must be 21 years of age, and servers who are of legal drinking age must not consume alcohol four hours before or during their shifts and must not be intoxicated.
- Consumption of alcoholic beverages is permitted only within the approved areas designated for the activity.
- Open containers of alcohol are allowed only inside of apartments or in areas designated and approved for alcoholic events. No open containers of alcohol are allowed in hallways, reception areas, or on the grounds (excluding pre-approved areas).
- Individual serving containers larger than 16 ounces may be used.
- No hard liquor (distilled spirits) is allowed at events sponsored by student organizations.
- No social event shall include any form of drinking game or theme in its activities or promotion.

- No sale or barter of alcohol will be allowed at any time except through the use of an approved third party vendor (see glossary of terms).
- No alcohol may be consumed from a glass container in any common area. If bottle alcohol is used it must be transferred by the served, prior to consumption, to a non-glass container (no larger than pint size).
- Alcoholic beverages are not permitted in and may not be consumed within the residence halls.
- Kegs are not allowed on campus unless properly registered and approved by the Dean of Students.
- Kegs of beer will not be registered for any organizations whose national organizations and/or insurance policies forbid the purchase of kegs and/or the group purchase of alcohol.
- Kegs are not allowed in apartments or residence halls.

## Auctions

Though the University encourages student organizations to engage in fund raising activities, a degree of decorum must be used when conducting auctions. Francis Marion University does not promote, nor will it tolerate the auctioning or the sale of any human being, whether in jest or as an attempt to acquire funds. This includes date auctions, servant auctions, slave-for-a-day auctions or any combination thereof. If an auction is the fund raiser of choice, only items or services that have been purchased or donated by commercial agencies or reputable vendors are permitted.

## Honor Code

There are occasions when behavior which violates the University Standards of Conduct also violates the civil law. In these cases students should understand that they may be held accountable to both authorities. Disciplinary action for violation of the Standards of Conduct will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

## Standards of Conduct:

Francis Marion University prohibits the conduct listed below regarding registered student organizations. For a full list of all university violations, please visit [www.fmarion.edu/students/handbook](http://www.fmarion.edu/students/handbook). Persons committing such acts are subject to disciplinary action from the University.

## Student Organizations:

Student groups and organizations may be charged with violations of this code. A student group or organization and its officers may be held collectively or individually responsible for violations of the Code. While student organizations and their umbrella groups (e.g. IFC, NPHC, NPC and NMGC organizations) may have internal disciplinary processes, the University reserves the right to take disciplinary action as needed. Activities which result in violations will be deemed to have involved a student group or organization when one or more of the following conditions are shown to exist, or to have existed:

1. A casual observer would associate the activity with the organization;
2. The activity involved an expenditure of organization funds;
3. A significant portion of the members of the organization was present;
4. The activity received tacit or overt consent or encouragement by the organization or its leaders, officers, and/or spokespersons;
5. Any officer or the adviser was aware of the event before it took place;
6. Individual members of the organization were responsible for the activity and the officers and/or adviser fail to identify them to appropriate University officials;
7. The event was publicized either in written form or by word of mouth as an organizational event;
8. The organization's adviser and/or executive officers were aware of the event before it took place and failed to prohibit it or take steps to ensure that the event was in compliance with the University Code of Conduct;
9. The activity took place on organization property, in space leased by the organization, or in a private residence known by the casual observer to be a location used for organizational activities.

The investigation of the alleged violations will be conducted by appropriate members of the Student Affairs staff. The Dean of Students and/or designee will determine whether a violation of policy has occurred or not. If it is determined a violation did occur, the organization will proceed through the conduct process as outlined in the student handbook.



## Outside Noise Policy & Gathering Requirements:

1. Creating or contributing to excessive noise in and around the residential facilities is prohibited.
2. Gatherings may be conducted in areas that are generally available to the public provided that such gatherings:
  - Are conducted in an orderly and peaceful manner;
  - Do not obstruct in any way pedestrian or vehicular traffic;
  - Do not interfere with classes, scheduled meetings, events, ceremonies, or with other essential processes of the University;
  - Persons who are not members of the University community, as well as those who are, may not engage in activities which disrupt, obstruct, or in any way interfere with the pursuits of teaching, learning, campus activities, or any other University process.

## Political Activity Policy

Francis Marion University recognizes and appreciates interest by students in the political process related to local, state and federal governments. Student participation in campus and governmental political campaigns is a natural and desirable result of participation in the University community and the enfranchisement of 18-year olds. Accordingly, it is the intent of the University to provide, within the constraints of University regulations and local, state and federal laws, a campus environment in which students may participate fully in appropriate political activity. Toward that end, the following guidelines shall apply to political activity of students on the Francis Marion University campus.

Registered student organizations may invite candidates for public office to speak on or in University property or facilities so long as the University is able to provide reasonably equal facilities to all other candidates for the same political office. Scheduling of politically related activities shall be handled in accordance with applicable University regulations.

## Guidelines for Messages on Front Entrance Sign

1. The electronic message marquee on the front lawn of the University campus serves to promote Francis Marion University. Messages posted will be for official FMU sponsored or related University functions only.
2. The Public Affairs Office has editorial control of the message board. The Public Affairs Office will use previously published calendars to enter messages such as key academic dates, cultural events or athletic functions, etc. If there is a change in calendar information or the event is canceled, the sponsoring department is responsible for notifying the Public Affairs Office immediately.
3. Messages must be of interest to a broad audience. Activities and events must be open to the public and not closed functions. Messages will be removed immediately following the event.
4. Routinely messages should be submitted in writing 10 days before event and be no more than 12 words in length. No messages will be accepted over the telephone or email.
5. The Public Affairs Office will determine the scheduling of messages. This office also reserves the right to edit and/or reject messages that are submitted. Messages will change daily.
6. The marquee will not be used for:
  - display of personal messages, such as birthday announcements, engagements, etc.
  - specific religious sectarian purposes for religious messages
  - social cause advocacy messages
  - political messages
  - commercial messages
7. Problems concerning the marquee message display and/or its message content should be immediately reported to the Public Affairs Office.
8. The following format should serve as a guide in submitting message information:
  - three lines with three to four words maximum per line
  - remember to answer who, what, when, where
9. For more information, contact the Public Affairs Office at 661-1220.

# STUDENT RISK MANAGEMENT

## PREFF Event Planning Guide

List potential risks/problem areas associated with each component of your activity and the action steps your organization will take to mitigate them. Answer the following questions for each identified risk to help in determining how mitigation is possible.

- **What can you do to mitigate this possible risk?**
- **How does this actually mitigate the risk?**
- **How can you put this strategy in place?**
- **What resources will you need to make this happen?**
- **Who will be responsible for making sure this is done?**

<p><b>Physical</b> Physical risks can include things such as food poisoning, injuries that may result from physical activities, injuries that may result from travel related accidents.</p>	
<p><b>Reputation</b> Reputational risks are those things that may result in negative publicity for your organization, FMU, your adviser and/or the venue where you are holding the event.</p>	
<p><b>Emotional</b> Emotional risks are those things that can cause a participant at your event to feel alienated, or negatively impact the feelings of a member or members of the FMU community.</p>	
<p><b>Financial</b> Financial risks are those things that negatively impact the fiscal stability of your organization and/or other organizations financially supporting your event.</p>	
<p><b>Facilities</b> Facilities risks are those things which may cause property damage, prevent your event from being held (bad weather, not enough space for the number of participants, lack of equipment or materials need for the event).</p>	

This form was adopted from Student Activities Risk Management at Texas A&M University.

The examples of risks given on this form are not intended to be all-inclusive, rather they are intended to act as a guide for students using the form when assessing risks associated with their activities.

# TRANSITION CHECKLIST

## FOR STUDENT ORGANIZATIONS

A smooth transition is the responsibility of both the outgoing and incoming members of an organization, working closely with the adviser. Successfully transitioning your club acts as a means to provide training for new officers, closure for outgoing leaders, and helps the organization maintain consistency from year to year.

Re-Register your student organization ANNUALLY!!

Materials are available at the UC (room 205) or on-line at <http://www.fmarion.edu/students/studentorganizations> beginning in April of each year to re-register your club for the next school year. Clubs registered early will continue to be listed on the FMU website, and can begin booking meeting rooms for next year. Your re-registration packet should also include the “close out” form which is also available on the website.

Complete a “Change of Officer Form” with the Student Affairs Office when you have selected new officers.

Forms are available at the Student Affairs Office (UC 205) or on-line at <http://www.fmarion.edu/students/studentorganizations>

Share files and create a binder related to your position and organization.

What? You don’t keep any files? Written information and computer copies of files are very helpful if the outgoing officer graduates or moves on to a different role on campus. Keep a binder in a central location that officers can access. Your adviser should have copies of all important files and an operations manual with important information about your club.

Make sure the incoming officer has a copy of the following items, which should be part of an Operations Manual for your student organization:

Operations Manual

- Copy of Constitution and By-laws
- Mission, philosophy, goals and purpose of group
- Position description of officers and members
- List of committees and their description
- Member & officer contact list
- Meeting minutes and agendas
- Contact information of important people/offices on campus
- Financial records and access to accounts
- List of basic annual procedures and/or calendar of annual events
- Web page and webmaster information. How do you maintain the site?
- Email logins and passwords. Who has access? How do you transition accounts?
- Any historical records of the organization

Set up a meeting and/or plan a retreat.

Don’t just drop off a binder and leave a note that says, “Good luck!” Make sure that the outgoing and incoming officers meet together and discuss all of these issues and answer questions.

Retreats are a fun way to train new officers. Topics to consider on a retreat include: goal setting, idea brainstorming, group development, and direction of the organization.

Review a calendar of the year.

Take out a calendar of this school year and review it together. What were the busy times? What kinds of things should the new officer anticipate? You may not remember everything you did, but looking at your calendar may jog your memory.

Review budgets and funding. Update Bank Accounts!

What is the financial status of the organization?

Where did the organization get money from this year?

Did the organization apply for FMU SGA funding and/or receive funding?

Which fundraisers worked – which didn’t?

If the club has a bank account, who has access? Can you transition prior to the old officers leaving? Is the adviser one of the person’s with access to the account? Does the adviser receive bank statements?

Review past and future organization events.

Which events were successful this year? Which should be continued?

When should the planning start?

Which events didn't go well? Should they be revamped and tried again or just dropped?

Were there any pitfalls or things that could have been improved?

Book Meeting Rooms and Dates.

Where were meetings held? What worked? What didn't?

Has a summer contact list been created for the organization?

Have you booked your meet rooms yet? Rooms book quickly and groups that are registered early and have planned ahead have the best opportunities.

Recruitment activities.

What recruitment activities were done? What worked? What didn't work?

Why did new members stick around? If they didn't – what made them leave?

A great way to recruit new members is at the annual Student Involvement Fair.

Make introductions to resources.

Schedule time to walk around campus together so the outgoing officer can make introductions to the important people who can serve as resources to the incoming officers. Make sure new officers meet with the organization adviser as well.

Next Steps – create a "To Do" list.

Work together to make a list of "things to do" for the incoming officer. Which items need their attention now? Make this list together so the outgoing officer can help with direction. Be sure to trade contact information so that the outgoing officer can be a resource in the year ahead.

Attend Student Organization training in the fall.

As a registered student organization at FMU, you are required to attend the fall training session on Friday, August 22, 2014 from 4 pm – 6 pm in Chapman Auditorium. You also have numerous benefits available to you on the student organizations website.

Bookmark and frequently check the FMU Student Affairs website.

The FMU Student Organization website has important information and resources to help your organization throughout the year. The site includes information about sign-ups for the fair, downloadable forms, FAQ's, policies, and much more! [www.fmarion.edu/students/studentorganizations](http://www.fmarion.edu/students/studentorganizations).

*The information in this document was adapted from the Arizona State University, SORC*



## APPENDIX

This appendix contains a sample of all of the forms available from the Student Affairs Office (UC 205) for student organization use. These forms are also available on our website at [www.fmarion.edu/students/studentorganizations](http://www.fmarion.edu/students/studentorganizations)

# Event Planning Checklist

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## Before the Event:

- Campus Facilities Request (Check activity calendar in Student Activities office, UC, Room 205. If approved, turn into Ms. Lynn Timmons in Stokes Administration Building, Room 107)
- Campus Service Request (Turn in to Physical Plant)
- Dining Services Request (Turn in to Dining Services)
- Fundraising Request Form/Post Form – 10 days prior to event
- Contact Campus Police (if needed) – Must have Campus Police if expecting 100 participants or more
- Contact Event Speaker
- Directions to campus

## Planning the Event:

- Accommodations for speaker, transportation to and from airport
- Dinner plans (taking them out/dining services cater)
- Campus Tour
- Meeting Executive committee of organization
- Decorations
- Judges
- Judges Sheets
- Auditor
- Table Clothes
- Bottled Water
- Dressing Room for Speaker
- Sound System, Microphones (Wireless, Handheld vs. Clip-on, etc.)
- Stage
- Lighting
- Music (Make sure words are clean!!)
- Entertainment
- Host/MC's
- Script Preparations
- Gift/Gifts for speaker/judges (something with FMU logo on it)
- Prizes/giveaways at the event
- Introductions

## After the Event:

- Cleanup Crew
- Thank you notes/cards for all parties involved
- Evaluations of event
- Think tank, what did we do right/wrong in planning for next year

*\*\*This is just an example of a checklist that the Office of Student Activities uses, you will need to make changes for the type of program you are doing.*



## Space Pre-Request Form

Please use this form to list all large events, fund-raisers, and special activities for approval. This form should be completed by a member of the Organization Executive Committee and submitted to the Division of Student Affairs for Approval.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Date of Submission

\_\_\_\_\_  
Time

Name of Event	Location	Time Range	First Date	Alternate Date 1	Alternate Date 2

\_\_\_\_\_  
Name of Requestor (Printed)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
E-mail

*By submitting and signing this form I agree that any of the three dates that I have selected will be acceptable for my event. The Assistant Dean will simply review the dates with the academic, university, and student life calendars in order to choose a date that best suits all parties involved. If date chosen has to be changed I understand that I must resubmit a new form to the Division of Student Affairs for approval.*

---

### Internal Use Only

- Date Checked on Master Calendar (Initials of Employee who Checked \_\_\_\_)
- Copy Made for Internal File
- Copy Sent to Requestor-- Date & Time of Copy Sent \_\_\_\_\_
- Filed
- Requestor Called
- Requestor Picked Up & Completed Campus Space Request
  
- Approved Event – Date Selected: \_\_\_\_\_
- Event Denied  
Reason Stated for Requestor: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student Affairs Staff



**CONTACT INFORMATION**  
 Campus Space Coordinator  
 Phone: 843-661-1133 • Fax: 843-661-1484  
 Email: spacecoord@fmarion.edu  
 Web: www.fmarion.edu/about/space

**FRANCIS MARION UNIVERSITY**  
**FACILITIES RESERVATION REQUEST**  
 Office of Financial Services  
 P.O. Box 100547  
 Florence, SC 29502-0547

**OFFICE USE ONLY**  
 Date Received FS \_\_\_\_\_  
 Building Director \_\_\_\_\_  
 Dining Services Director \_\_\_\_\_  
 Campus Copies Mailed \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

1. **FIRST** - Check the University Calendar by calling the Campus Space Coordinator at 843-661-1133.
2. **FORM** - Submit completed form to Office of Financial Services in Stokes Administration Building, Room 107 or mail to above address at least two weeks in advance for routine events and earlier for large events or those requiring special preparation.
3. **APPROVAL** - Space use is not approved until notification is received from the Campus Space Coordinator. Event activity is restricted as approved on the Facilities Reservation Request.
4. **CHARGES** - If facilities charges are assessed, payment in full is due within two (2) weeks of invoice date. A late charge will be applied for delinquent payments.
5. **CANCELLATIONS** - Give at least 48 hours notice if event is cancelled. Call 843-661-1133 or on weekends 843-661-1109. Failure to notify office of cancellation may result in a charge of up to \$50 or more.
6. **EMERGENCIES** - For a medical emergency, to report a fire, or to summon campus police, please dial 843-661-1109, or extension 1109 from a campus phone, or use one of the Emergency call boxes on campus.

*5-Part Form - Please Be Sure All Copies Are Legible*

DATE OF EVENT _____		LOCATION (BUILDING AND ROOM #) _____	
TIME OF EVENT	From _____ To _____ RESERVED TIME	From _____ To _____ ACTUAL TIME	
NAME OF EVENT _____		NO. OF PERSONS _____	
PURPOSE OF EVENT - REQUIRED _____		NAME OF OFF-CAMPUS SPEAKER(S) - Attach Biographical Sketch _____	
OPEN TO - FMU STUDENTS: ( ) FMU FACULTY/STAFF: ( ) GENERAL PUBLIC: ( ) OTHER: _____			

- SERVICES** – If services are requested, the appropriate form must be received prior to approval of the space reservation.
- **No ( ) Yes ( ) - Facility Set-up Services** or **No ( ) Yes ( ) - Audio Visual Services:** Complete the necessary Service Request form and return it to the Office of Financial Services or as required per the request instructions on the form. For more information on facility set-up services, call 843-661-1108 and for audio visual services, call 843-661-1250.
  - **No ( ) Yes ( ) - Dining Services:** Contact Catering at catering@fmarion.edu or call 843-661-1262 or email fmu.catertrax.com.
  - **Event Security:** For Event Security information, please call Campus Police at 843-661-1109.
- \*\* Checking neither box assumes no services are needed.\*\***

- RESPONSIBILITIES** – The individual, group or its representatives must assume the following responsibilities:
- Adherence to all FMU policies/procedures including those in the FMU Utilization of University Facilities and Campus Space policy which is available at [www.fmarion.edu/about/space](http://www.fmarion.edu/about/space) or from the Office of Financial Services.
  - Full responsibility and liability for any physical or personal damage sustained by a member of the group or organization and/or third party and for any damages to University facilities.

\_\_\_\_\_  
 Please Type or Print Name of Person Making Request

\_\_\_\_\_  
 Signature of Faculty or Staff Sponsor, if campus event [required for Student Organizations]

\_\_\_\_\_  
 Signature Relationship to Organization

\_\_\_\_\_  
 Dean/Department Head Signature, if department sponsored

\_\_\_\_\_  
 Sponsoring Organization

\_\_\_\_\_  
 Email Address - REQUIRED

\_\_\_\_\_  
 Street Address (or office if on campus)

<b>OFFICE USE ONLY</b>		APPROVED ( )	DISAPPROVED ( )
Signature of Space Committee Chair _____		Date _____	
Estimated Costs: Facilities Charge _____		Other _____	
Exact Cost determined after the event. DATE BILLED _____			

\_\_\_\_\_  
 City, State, Zip Phone - REQUIRED

White - Office Copy Yellow - Requestee

OBA 8.14.500

# FRANCIS MARION UNIVERSITY

## Campus Event Service Request

Date Submitted: \_\_\_\_\_

**Before** filling out this form, a Facilities Reservation Request must be completed and approved by the Office of Finances and Administrative Services.  
**Submit** this form to the Physical Plant Services Coordinator, **three (3) weeks** in advance for large events requiring special preparations, **two (2) weeks** in advance for other events.  
**Visit** the location where the event is to be held. Use the checklist below and your own knowledge of all special arrangements for the event and describe as completely as possible what you need and how you want it arranged.

Event: _____	Date(s) of Event: _____
Location: _____	Start Time(s) of Event: _____
Sponsor: _____	End Time(s) of Event: _____
Type of Event: _____	Date Setup Needed: _____
Artist or Speaker: _____	Time Setup Needed: _____

<p><b>Check if you want:</b></p> <p>Lectern: _____</p> <p>Podium <input type="checkbox"/></p> <p>Table Model <input type="checkbox"/></p> <p>P.A. System <input type="checkbox"/></p> <p>Portable Stage <input type="checkbox"/></p> <p>Regular Stage <input type="checkbox"/></p> <p style="padding-left: 20px;">Size: _____</p> <p>Table(s)</p> <p>Rectangle: <input type="checkbox"/></p> <p style="padding-left: 20px;">Qty: _____</p> <p>Round: <input type="checkbox"/></p> <p style="padding-left: 20px;">Qty: _____</p> <p>Picnic: <input type="checkbox"/></p> <p style="padding-left: 20px;">Qty: _____</p> <p>Rectangle: <input type="checkbox"/></p> <p style="padding-left: 20px;">Qty: _____</p> <p>Chair(s) <input type="checkbox"/></p> <p style="padding-left: 20px;">Qty: _____</p>	<p>Draw a diagram or describe how you would like the setup to be arranged. Attach drawing if additional space is needed. List other items needed not shown in the checklists.</p> <div style="border: 1px solid black; height: 200px; margin-top: 10px;"></div>	<p><b>Check if you want:</b></p> <p><b>Operable Walls:</b></p> <p>Opened <input type="checkbox"/></p> <p>Closed <input type="checkbox"/></p> <p><b>Visual Aid:</b></p> <p>Overhead Projector: <input type="checkbox"/></p> <p>Portable Screen: <input type="checkbox"/></p> <p>Television Monitor: <input type="checkbox"/></p> <p>VCR: <input type="checkbox"/></p> <p><b>Partition(s):</b></p> <p>Stanchions w/chains: <input type="checkbox"/></p> <p>Wood, Bi-fold: <input type="checkbox"/></p> <p><b>Peg Boards</b> <input type="checkbox"/></p> <p style="padding-left: 20px;">Qty: _____</p> <p><b>Sign Stands</b></p> <p>Interior: <input type="checkbox"/> Qty: _____</p> <p>Exterior: <input type="checkbox"/> Qty: _____</p> <p><b>Water Hoses</b> <input type="checkbox"/></p> <p style="padding-left: 20px;">Qty: _____</p> <p><b>Trash Can(s)</b> <input type="checkbox"/></p> <p style="padding-left: 20px;">Qty: _____</p>
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Name of Person making request (Please type or print) _____	Signature of Faculty or Staff Sponsor (If campus event) _____
Signature of Requestor _____	Dean/Department Head Signature (If department sponsored) _____
Where can you be reached by phone _____	Budget to charge _____

Many facilities are normally kept locked unless occupied by a responsible party. Coordinate directly with the director of the facility to obtain access. If the facility has no director, coordinate with the Director of Facilities Services at least 48 hours beforehand. Identify who will be present and responsible for the facility being opened. The individual initiating this request is responsible for safeguarding the equipment and facilities while in their use. The individual and/or groups is financially liable for any and all damages to University equipment, facilities, and grounds as duly determined by FMU.

Action:  Approved  As Modified  Disapproved      By: \_\_\_\_\_ Date: \_\_\_\_\_

1.14.1000



**FRANCIS MARION UNIVERSITY  
STUDENT ORGANIZATION  
FUND-RAISING REQUEST**

<b>OFFICE USE ONLY</b>	
Dare Received	___/___/___
Confirmation	___ Denial ___
Date	___/___/___
By:	_____

**THIS FORM MUST BE COMPLETED AND SUBMITTED AT LEAST 10 BUSINESS DAYS BEFORE THE EVENT TO STUDENT AFFAIRS, UC 205. IF THE EVENT IS TO BE HELD ON CAMPUS, A SPACE REQUEST MUST BE SUBMITTED WITH THIS FORM.**

Name of Organization: \_\_\_\_\_

**Date of Fund-Raiser:** \_\_\_\_\_ **Type of Fund-Raiser:** \_\_\_\_\_  
(Ex: car wash, bake sale, dance, etc.)

Fund-raiser will be held: [ ] On campus or [ ] Off campus

**LOCATION OF FUND-RAISER:** \_\_\_\_\_

**Purpose of fund-raiser:** *(Please specify how funds will be used. If the fund-raiser is to support a scholarship fund, please list its proper name.)*

\_\_\_\_\_

\_\_\_\_\_

Is this fund-raiser for a charitable organization? [ ] Yes or [ ] No If yes, who is it for: \_\_\_\_\_

\_\_\_\_\_

**The following signatures indicate knowledge of the event**

Adviser of the Organization	Signature	Telephone #
President of the Organization	Signature	Telephone #
Individual Making Request	Signature	Telephone #

\_\_\_\_\_

Email Address of Individual Making Request

**The following signature must be obtained for final approval. You will be notified by email.**

Approve [ ] Disapprove [ ] \_\_\_\_\_  
Dean of Students Staff Representative Date

Note (s): \_\_\_\_\_

**An organizational Fund Raising Income Report must be completed and submitted to the Student Affairs office within 10 business days of the fund raising event. Failure to report income received may result in disapproval of future Fund Raising Event Request.**

**Revised 08/14**

**FRANCIS MARION UNIVERSITY  
STUDENT ORGANIZATION  
FUND-RAISING INCOME REPORT**

This form is to be **completed** and **returned** to the Office of Student Affairs, University Center Room 205. After the event has ended **you have 10 days to complete this form** and **return it to Student Life**. ***This form must be on file in the Office of Student Activities before any further fund-raisers for the organization can be approved.***

Name of Organization: \_\_\_\_\_

Date(s) of Fund-raiser: \_\_\_\_\_ Date of Report: \_\_\_\_/\_\_\_\_/\_\_\_\_

Purpose of Fund-raiser: \_\_\_\_\_

Total Funds Received (*To the nearest dollar amount*): \$ \_\_\_\_\_

Total Expenses (*To the nearest dollar amount*): \$ \_\_\_\_\_

Net Income from Fund raiser: \$ \_\_\_\_\_

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**CHARITY VERIFICATION**

If the proceeds from this fund-raiser are to benefit a charity, a representative of the charitable organization must sign the statement below:

My organization, \_\_\_\_\_, has received funds in the amount of \$ \_\_\_\_\_ from the above-named Francis Marion University organization.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**STATEMENT OF EARNINGS**

An officer of the sponsoring FMU organization must sign below:

I attest that my organization completed the above fund-raiser in accordance with Francis Marion University guidelines and that the above earnings are true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Revised 8/14





**Francis Marion University**  
PO Box 100547 | Florence, SC 29502  
(843) 661-1182 | [www.fmarion.edu](http://www.fmarion.edu)