

Student Leadership & Involvement
Student Organization Resource Guide
2017-2018

Student Leadership & Involvement Mission

We are committed to the holistic development of students by providing meaningful opportunities for leadership development, social interaction, community building, and educational growth. We are guided by the College's commitment to develop future community leaders and enlightened citizens.

Statement of Community

Allegheny students and employees are committed to creating an inclusive, respectful and safe residential learning community that will actively confront and challenge racism, sexism, heterosexism, religious bigotry, and other forms of harassment and discrimination. We encourage individual growth by promoting a free exchange of ideas in a setting that values diversity, trust and equality. So that the right of all to participate in a shared learning experience is upheld, Allegheny affirms its commitment to the principles of freedom of speech and inquiry, while at the same time fostering responsibility and accountability in the exercise of these freedoms.

Office of Student Leadership & Involvement Contact Information

Location: Campus Center, Room 310

Phone: 814-332-2754

Fax: 814-724-6834

Hours: Business Hours: 8:00AM-5:00PM, M,T,TH,F
8:00AM-7:00PM, W

Staff Members

Gretchen Beck, Associate Dean and Director

Student Life, Leadership, Allegheny Student Government, Grounds for Change, Kaldron

Brittany Martin, Associate Director

Fraternity and Sorority Life, Panhellenic Council, Interfraternity Council, Gator Activities Programming Board

Tricha Young, Office Manager

Game Room, Campus Center Facilities, SLI Website

Gina Panzetta, Secretary (part-time: 8AM-1PM)

Campus Center Room Reservations, Building Policies, Break Transportation

Useful Contacts for Student Organizations

Allegheny Student Government	332-4364; asg@allegheny.edu
Campus Center Room 316	ASG Finance: finance@allegheny.edu
Audio Visual Requests	craig.pardee@allegheny.edu
The Campus Newspaper	332-5386
Campus Center Room 314	
Check Cashing (\$50 limit).....	Financial Services (Schultz Hall): 332-2360
Computer Assistance	Computer User Services:
http://webhelp.allegheny.edu/helpdesk/WebObjects/Helpdesk	
Counseling Center	332-4368
Fax Services	SLI (\$1 for 1-2 pages, \$2.50 for 3+ pages)
Food Service/Catering	Parkhurst: 332-2317
Game Room	332-2373
Campus Center 2 nd Floor	
Gator Activities Programming	332-2377; gap@allegheny.edu
Campus Center Room 315	
Gator License Classes	Public Safety: 332-3357
Housekeeping (St. Moritz)	332-4362
Lost and Found	Public Safety: 332-3357
Master Calendar of Events	http://mastercalendar.allegheny.edu/
Outdoor Games/Equipment to borrow	http://scheduler.allegheny.edu/ or 332-2754
Outdoor Set-Up Requests	Physical Plant: 332-5378
Post Office	332-2375
Reservations of Rooms & Facilities	http://scheduler.allegheny.edu
Recreational Equipment (sign out)	Athletics: 332-7529
Student Leadership & Involvement	332-2754; sli@allegheny.edu
Campus Center Room 310	
Transportation	Zip Car: www.zipcar.com/allegheny
	Motor Pool: http://scheduler.allegheny.edu/ or Public
	Safety: 332-3357
	ASG Van: asg@allegheny.edu
WARC 90.3 FM Student Radio	332-3376; warc@allegheny.edu
Campus Center 1 st Floor	

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Student Organization Responsibilities and Recognition

Student Conduct Policies related to Student Organizations

(Located in *The Compass* student handbook: *ARTICLE V: Organizational Conduct*)

A. Upon recognition by the College, student organizations become responsible for acting in accordance with College policies and all other applicable College regulations. The College may take action when the behavior of the members of a student organization violates College policy. Both individual and organizational disciplinary action may be pursued for the same conduct.

B. Student organizations may be held responsible for the acts of individual members when some of its members act together or when the members are acting on behalf of the organization. These acts include, but are not limited to, the following categories: When a member is in violation of College policy and other members are present, by failing to discourage such activity, tacitly condone the violation; when the violation is directly related to the organization's activities or an environment created by the organization.

C. Alleged violations will be adjudicated as outlined in Article IV of the judicial process.

D. The following sanctions may be imposed upon student organizations found to have violated College policy: The sanctions of Warning and Probation plus other Educational Sanctions as outlined in Article VI of the judicial process; Deactivation which entails loss of privileges, including College recognition and funding, for a specified period of time.

E. Fraternities and Sororities must follow all provisions of the *Allegheny College Greek Supplement* located on the Student Leadership & Involvement website. Any violation of these policies may be enforced under College Policy #14, prohibiting the violation of other published College policies.

Student Organization Directory

Student Leadership & Involvement maintains a current list of student organizations and contact information on the Student Organization Directory webpage. Groups are expected to submit information as changes occur.

Maintaining Student Leadership & Involvement Recognition

All student groups/organizations must register with Student Leadership & Involvement annually. This online registration form should be completed when:

1. A NEW CONTACT (i.e. president) person has been selected for the upcoming semester
2. A CHANGE in the CONTACT person has occurred mid semester OR
3. A CHANGE in ADVISOR has occurred

This form MUST be completed in order to reserve space on campus, use funding in a student organization ASG budget, and use SL&I resources (Resource Room, copy cards, equipment, etc). This online form is located on the Student Leadership & Involvement website under Student Organization Resources.

Maintaining ASG Recognition

ASG recognized organizations must elect their officers prior to the month of April, submit a budget packet during the appointed time (typically in March), and attend budget hearings in April to remain a current ASG organization. If not, organizations must reapply for recognition as a "new student organization." Please note: ASG notifies organizations about budget processes via the information in the Student Organization Directory. ASG is not responsible for organizations that do not maintain current information. (ASG organizations who miss budget hearings should review the ASG Financial Policies to obtain budgets.)

Advisors

In order to be a recognized student organization at Allegheny College, each group is required to have an advisor who is employed at least half time at the college. If you need assistance in finding an advisor and/or how to work with them contact a staff member. A *Helpful Tips Guide* is located on the Student Leadership & Involvement website.

Services for Student Organizations

Resource Room

Located in the Student Leadership & Involvement (Room 310) of the Campus Center, the Resource Room welcomes all students. The room is supplied with equipment to assist student organizations with publicity. Resources include colored paper, banner paper, Ellison die cuts, a button maker, laminator, three-hole punches and an array of other items. Most resources are free and others cost a nominal fee.

Equipment to Borrow

A variety of items are available to check out from the Student Leadership & Involvement. Most items can be reserved through *Scheduler*. These items include (but are not limited to) blenders, board games, cash boxes, corn hole, giant jenga, ladder golf, bocce, can jam, popcorn machine, portable screen, etc. If you need equipment/supplies for an upcoming event, email sli@allegheny to see if it is available for check-out before you purchase the item.

Printing Services (for large quantity copies)

For copying large quantities, or purchasing cardstock paper for promotions, tickets, etc, Printing Services is available to assist you and can directly bill your organization's account. For more information check out the Printing Services website.

Copy Cards (for small quantity copies)

Student organizations funded through ASG, or an alternate source, are eligible to use universal copy cards located at Pelletier Library's Circulation Desk and the Campus Center's Game Room for each building's public copier. The President of each eligible organization may designate up to two other members of their organization, in addition to themselves, for universal card privileges by completing the Student Organization Copy Card Access form. Names of authorized organization members will appear on a Google Doc accessible at each location. Students must present their Allegheny ID card to receive the universal copy card.

The universal copy card allows users a .04 per page charge for black and white copies and a nominal charge for color copies. The two public copiers are located in Pelletier Library and the Campus Center (third floor, outside of Student Leadership & Involvement).

Display Cases

Ten display cases are available for month-long, or semester-long reservations, depending on the number of requests received. If ten requests are received, the display case assignment will be for the entire semester. Assignments may be requested for an individual organization, or a cluster of organizations (ie. religious organizations, political organizations, etc). If your organization hosts events for a month, submit your request for that particular month. This is an excellent way to advertise your organization and to educate the community on an upcoming event. To apply, submit an application, available on the Student Leadership & Involvement website.

Storage Spaces

The Campus Center has an organization storage room located on the third floor, Room 309, for accessible storage. This space exists to provide storage and access to historical papers, current paperwork for the operation of organizations, and supplies related to their functions.

Application Process: Thirty-three organizations receive spaces varying in size. Storage space applications and assignment occurs in the Spring semester each year for the following academic year. Groups who receive space will be evaluated regularly as to how the space is being used and kept including cleanliness and usefulness of items stored. A link for the application is sent out during the spring semester to student organization presidents.

Transportation

Groups may be eligible to reserve motor pool cars/vans or the ASG van. To reserve a motor pool car/van, check out the guidelines on the Public Safety website:

<http://sites.allegheny.edu/publicsafety/>. For an ASG van, contact ASG at asg@allegheny.edu.

Event Planning Resources

Event Planning Guide

A comprehensive event planning guide is available on the Student Leadership & Involvement website.

Religious Holidays and Holy Days

When planning an event, be mindful of religious holidays and holy days. A list of these days and event guidelines can be found on the Spiritual and Religious Life website or the Student Leadership & Involvement website.

Space Reservations for Meetings/Events

All reservations are made through Allegheny's online scheduling system called *Scheduler*. Individuals can access this website from the *My Allegheny* homepage.

Outdoor Space Reservations

Groups may request use of outdoor space on *Scheduler* by searching for "Outdoor (Non-Athletic)" or "Robertson Field Complex" spaces. Once you have requested the space via *Scheduler*, you will be contacted by the appropriate department to have a brief, in-person meeting to review plans and subsequently approve the reservation.

Info Tables in the CC Lobby

Use *Scheduler* to reserve an info table in the Campus Center Lobby to promote your group, event, etc. Search under the "Campus Center" and you will find Tables 1-6 in the Campus Center Lobby, and two tables on Main Street. For the Lobby tables, tables 1-3 are located in front of the entrance doors, table 4 is on the left by the stairwell, and tables 5 and 6 face McKinleys. If you are making a banner for your table, please note the tables are 5-feet long and 29-inches high. For the convenience of student organizations, the Student Organization Storage (Room 309) has bins to store banners and tabling information for a short period of time. Organization members can drop off and pick up the information as needed.

PLEASE NOTE: Fundraisers or food give-aways including sales of donuts, cookies, candy, etc. may ONLY be held on the second floor of the Campus Center. The space can be reserved through *Scheduler* by selecting "Main Street." Include in the event description the number of tables and chairs needed as well as a description of items being sold. If

your group is interested in selling/giving away food items other than the above and your preference is to hold the sale in the Campus Center Lobby, please contact Bill Watts in Parkhurst Dining Services at 332-6252 for approval prior to submitting your request through Scheduler.

Contracts

Groups interested in bringing performers/services to campus may need to sign a contract. Contracts may only be signed by Linda Wetsell in Financial Services. Please work with the Director of Student Leadership & Involvement to facilitate the contract process. A comprehensive guide on executing contracts is available on the Student Leadership & Involvement (SLI) website.

Audio/Visual Requests

The majority of audio/visual requests are handled by the on-campus AV Technician, Craig Pardee, or a member of his student staff. If you need AV assistance please **e-mail Craig at least two weeks in advance of your event** with the following information: date, location, event time, the time you need the AV set-up, and equipment you or your contracted service has requested. Craig will let you know if he is able to complete your request and what additional assistance you might need. If Craig does not have the equipment you need, your organization is responsible for renting the equipment from outside companies, which Craig will coordinate for you.

Local T-shirt Vendors

If your group plans to purchase t-shirts, check out the local vendors located on the Student Leadership & Involvement website.

Posting Policies for Campus Center

All posted materials must be in good taste and respectful of the Allegheny College Statement of Community. Failure to do so could result in the removal of the posted material and/or suspension of posting privileges.

Posting in the Campus Center is reserved for campus events or those sponsored by and with the Allegheny Community. Outside vendors are only permitted to advertise on the "I Heart Meadville" display rails located in the entryways to the Campus Center lobby and balcony. Materials may not be taped or tacked on walls, doors, bathroom stalls, or windows. See below for additional policies.

Fliers/Posters

- Fliers must contain the following information: Name of sponsoring organization with a brief description if not recognizable, the date, time and location of the event as well as contact information for the organization or the responsible member. Fliers not adhering to this policy will be removed by Student Leadership & Involvement. When possible the organization will be contacted noting the specific posting violation.
- Posted materials must be contained to posting bars throughout the building. Damage done by improperly posted materials on surfaces will be billed to student organizations.
- Fliers **should not** overlap or conceal other items, and posting is on a first come, first served basis. Members in the community may post publicity no more than 10 days prior to the event and limit publicity to one flier per display rail (or set of two) out of respect for other upcoming events.
- Fliers **should not** mention alcohol or include alcoholic beverages unless permitted by Student Leadership & Involvement.

Banners

- Banners must contain the following information: Name of sponsoring organization with a brief description if not recognizable, the date, time and location of the event as well as contact information for the organization or the responsible member (this may be handwritten on the back of the banner). Banners not adhering to this policy will be removed by Student Leadership & Involvement. The organization's president will be notified and given one week to update the banner. Banners not updated within a week will be discarded.
- Banners **should not** mention alcohol or include alcoholic beverages unless permitted by Student Leadership & Involvement.
- Due to environmental and safety concerns, banners hung in the Campus Center Lobby can have a **maximum vertical length of 4-feet and a maximum horizontal length of 6-feet**. Banners up to 7-feet in vertical length may be hung from the third floor balcony of the Campus Center.
- To preserve the building and its materials, publicity hung in the main lobby or 3rd floor must be hung with plastic clips. If not found on balconies, these clips can be obtained from Student Leadership & Involvement. Banners are to be removed when events are completed.

Other Forms of Publicity

- Info Tables in CC Lobby: Use *Scheduler* to reserve an info table in the Campus Center Lobby to promote your group, event, etc.
- Chalking: Chalking is permitted on the Campus Center sidewalks that are exposed to the elements. Chalking is NOT permitted on walls, doors, or building exterior. Please remove chalk following events if rain or snow has not already done so.
- Table Tents: Table tents may be posted a week prior to an event. No more than two tents advertising separate events are to be placed on a table at a time.
- Campus Center Balcony Window: The front window of the Campus Center can be reserved for painted publicity. Reservations for "Balcony Windows" may be placed using *Scheduler*. Windows may be painted a week prior to the event and must be cleaned within 24-hours after the event to avoid being assessed a cleaning charge. Window paint is available in Student Leadership & Involvement. (Priority is given to events taking place in the Campus Center.)

Food Policies

Having Food at Meetings/Events

Allegheny has contractual agreements with companies including Parkhurst and Coca Cola. Parkhurst is the on-campus caterer. While outside food may be brought onto campus, there are some restrictions (see below for details). Events held in the Tippie Alumni Center and Schultz Banquet Hall may NOT have outside food brought in, rather all food must be catered by Parkhurst.

Coca Cola Products

Groups wishing to purchase drinks for their meetings or events from their ASG budgets are to purchase Coke products. Allegheny CANNOT knowingly purchase or reimburse events that serve anything but Coke.

Giving Away/Selling Food Items in the Campus Center

Fundraisers or food give-aways including sales of donuts, cookies, candy, etc. may ONLY be held on the second floor of the Campus Center. The space can be reserved through *Scheduler* by selecting "Main Street." Include in the event description the number of tables and chairs needed as well as a description of items being sold. If your group is interested in selling/giving away food items other than the above and your preference is to hold the sale in the Campus Center Lobby,

please contact Parkhurst Dining Services at 332-6252 for approval prior to submitting your request through Scheduler.

Food Safety and Handling

Small fundraisers/food giveaways* (Examples include bake sales, candy-grams, prepackaged food giveaways, etc.)

These events need to be registered with Student Leadership & Involvement at the time your group reserves their location. Indicate on *Scheduler* that you will be having a small fundraiser/food giveaway and the type of food you will be selling/giving away. Student Leadership & Involvement will follow up with the group if there are further questions. All groups are required to be familiar with the *Pennsylvania Department of Agriculture Temporary Food License requirements*, found on their website.

Large fundraisers/food giveaways* (Examples include dinners, breakfasts, picnics, etc. that are intended to reach a large audience including those in the greater Meadville community.)

These events need to be reserved as usual through *Scheduler* and also coordinated with Parkhurst Dining Services. Student groups may be required to purchase a temporary food license. Please visit the Pennsylvania Department of Agriculture's website for more assistance in obtaining a temporary food license. Groups are required to contact Parkhurst Dining Services, at 332-6252 for further assistance.

***Note** when hosting a fundraiser or food giveaway consider the following culinary and support needs: kitchen or serving location, chef attendant, food ordering support, recipe adaption; equipment, clean up, linen, servers, utensils, compostables, etc.

Catering

Dining services has an array of menus that organizations can utilize for their programming. Please call the Catering Manager (332-4387) during regular business hours to design an event that meets with your budgeting needs. Please note, all catering orders require confirmation (meaning final numbers or quantities) more than 48-hours prior to your event.

Fundraising

Reporting Profits

ASG recognized organizations conducting fundraisers must submit their earnings to the ASG treasurer.

Safe

For the safety of your members and profits, please utilize the Student Leadership & Involvement safe. Access to the drop safe is located outside the Student Leadership & Involvement Center in the Campus Center (Room 310) and works as a mail slot. Deposits can be made anytime. Money can be picked up during business hours. Place funds in an envelope with the names of: your organization, the fundraising event, and person depositing the funds.

Athletic Events

Organizations interested in holding raffles at Allegheny athletic events must contact Mandy Prusia, mandy.prusia@allegheny.edu (Athletic Department) to acquire a form and subsequent approval.

Movie Showing Policies

Want to show a movie? Know the law! A movie may be shown for free ONLY for educational purposes stated in a class syllabus that is held in a classroom setting or a separate place devoted to instruction where the attendance is limited to the instructors, students and guest lecturers.

Unlawful “public performance” consists of having a “movie night” in a residence hall lounge or public place without obtaining rights to the movie. THIS IS ILLEGAL, even for an educational program. Public performances can only be used for “systematic instructional activities.” One such clause states: “Companies, organizations and individuals who wish to publicly exhibit copyrighted motion pictures and audiovisual works must secure licenses to do so...Any willful infringement of this right ‘for purpose of commercial advantage or private financial gain’ is a Federal crime.”
(Copyright Law of the United States of America)

To obtain further information on copyright laws and movie rights, call Swank Motion Pictures, Inc. at 1-800-876-3344 to talk to the Allegheny College representative. Most movie rights run between \$300 & \$1000 and they send you the movie. If you do not obtain movie rights, you risk serious consequences with the law that may lead to jail or payment of up to \$25,000. (Fliers promoting your program can be grounds for charges.)

ASG Finance Guidelines and Policies

All student organizations are eligible to request money from ASG. For more information about the ASG Finance Guidelines and Policies, go to the ASG website:
<https://www.alleghenystudentgovernment.org/>.