

Student Organization Handbook

**Office of Student Activities
Christopher Newport University
David Student Union 330
2010-11**

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Table of Contents

Message from the Director of Student Activities	4
Office of Student Activities	5
Information for University student organizations	6
Recognized student organizations	7
Checklist for starting a new organization	8
Categories for student organizations	9
Sports clubs	9
Use of CNU name and logo	9
Social events and student activities	10
Alcohol at events	16
Hazing	17
Contracts	18
Event planning information	20
Banner posting policy in David Student Union	23
Plasma screen announcements	24
Campus wide email announcements	24
Policy for distribution of organizational mailings	25
Camp fire policy	27
Movie and television copyright policies	28
Video game copyright policy	29
Casino nights and gambling events	30
Student Organization and Conference Travel Policy	32
Statement on Date Auctions	35
Student organization resources	36
Office space	37
Special interest housing	39
Business services for student organizations	40
Campus accounts	
Deposits	
Donations	

Fund raisers	
Purchases	
Mail, phone, fax orders	
Contracting	
Purchase reimbursements	
Central store orders	
Bookstore transactions	
Campus catering	
Travel	
Small grant fund	46
Front end budgeted status	48
Statement on Greek organizations	50
Building a strong relationship with your advisor	53
Building a strong leadership	54
Three types of leaders	54
Role of the executive board	55
Planning a retreat for your organization	56
Robert's rules of order and Parliamentary Procedure	58
CNU contact information	62
Checklist of organization information	63
Student organization handbook references	64

**Policies listed in this handbook are subject to change. As changes occur, the Office of Student Activities will notify all recognized student organizations.*

A Message from the Director of Student Activities

Dear Student Organization:

As a CNU student you have the unique opportunity to become involved with a social, academic, recreation, or Greek organization on campus. Your involvement in campus activities provides you with an opportunity to learn leadership skills, make social connections, foster personal growth and most importantly, have fun!

This handbook, along with the *CNU Student Handbook* and the campus directory, has been established for the purpose of assisting student organization leaders with the guidelines, policies, procedures, roles and responsibilities of the University. One of the purposes of the Office of Student Activities is to help your organization meet its goals. There are now over 110 recognized organizations, all of which have been successful due to your dedication and commitment. Please share with us your feedback about this handbook as well as any other needs you may have. Good luck in the upcoming year!

Sincerely,

Kim Roeder
Director of Student Activities

Office of Student Activities

The Office of Student Activities is part of the CNU Division of Student Services whose mission is to foster students' success in their intellectual, ethical, personal, and career development. Our office is here to assist you. We want to make you aware of University policy and provide support for your organization. In addition to reference materials included in this handbook, listed below are a few additional ways we can support you:

- Resources on advising and group dynamics
- Funding for campus wide events
- Publicity for your group through yearly OSA events and publications
- Assistance with event planning
- Fraternity/Sorority Life advising
- Leadership development
- Conference information and grants for travel
- Budget paperwork and process explanations
- Presentations for groups on program planning, group dynamics, team management, conflict resolution, and risk management.

The Director of Student Activities acts as the liaison between student groups and the administration for any assistance that the organization may require. The Student Activities staff is available to:

- assist groups in resolving conflicts between the organization and the administration.
- assist organizations in the coordination of group activities, fundraising, budgeting, conflicts, public relations, community service projects and leadership.

Please contact us:

Office of Student Activities

David Student Union 330

594-7260

osa@cnu.edu

<http://www.cnu.edu/studentactivities>

Information for University Student Organizations

The *CNU Student Handbook* has a summary of matters of interest to CNU clubs and organizations. The *Student Handbook* contains information helpful to your organization and those groups trying to form and become recognized. With changes in membership from year to year, the *Student Handbook* serves as a valuable resource for your organization's leadership. Copies of this publication are available online at <http://www.cnu.edu/studentlife/clubsandorganizations.htm>.

The following information can be found in the *CNU Student Handbook*:

1. Code of student rights, responsibilities, and conduct (Section II)
2. Student group recognition, privileges, and guidelines (Section IV-I)
3. Use of University name (Section IV-II)
4. Social events and functions (Section IV-III)
5. Catering events (Section IV-IV)
6. Advertising (Section IV-V)
7. Alcoholic beverages and other controlled substances (Section IV-VI)
8. Demonstrations and picketing (Section IV-VII)
9. Harassment (Section IV-VIII)
10. Hazing (Section IV-IX)
11. Sexual misconduct (Section IV-X)
12. Wheeled transportation (Section IV-XI)
13. Opportunities for campus involvement (p. 50-52)

The following information can be found online at CNU Student Life website:

1. List of active clubs and organizations
2. Student organization deposit form
3. Student organization reimbursement form
4. Student organization registration form
5. Sample organization constitution

For more information about student organization campus accounts please contact Michelle Reed, Business Manager, in the Student Activities Suite. Please ensure that the officer responsible for club finances attends the training session at the start of the fall semester. Advisors and organization presidents are also strongly encouraged to attend this finance training session.

Student Organizations and Policies

Recognized student organizations

Christopher Newport University provides certain privileges to recognized student organizations in good standing. Those privileges include:

- Use of campus facilities at no cost or for a minimum cost
- Use of campus services and equipment
- Opportunities to apply for funding through the small grants or front end budgeting process
- Use of the name and logo of Christopher Newport University
- Opportunities for special interest housing and/or Greek housing
- Opportunities for office space or storage space
- The right to post on campus
- Banner privileges in the David Student Union
- Access to grade information for members and prospective members
- A student union mailbox
- A CNU email address
- Use of the Student Organization Resource Center (SORC)
- Access to advisors and personnel resources
- Ability to host events on campus
- Use of the CNU web site
- Ability to advertise on campus through various media
- Participation in campus wide events such as Club Fair, Spring and Fall fest
- Advising by a full-time faculty or professional staff
- Eligibility for leadership awards.

In order for a group to become a recognized student organization, you must complete a recognition request packet.

Information on starting a new student organization

Before beginning the process of creating a new student organization, OSA asks that you consider the following:

- Is there a current recognized CNU organization that shares a similar mission or goal? Can your organization work together with the existing student organization?
- Are there adequate university resources (space, funding, potential participants, etc) to support the group's activities?
- Have you made the effort to determine if any existing programs offering similar services?
- Are there significant safety risks associated with activities your organization will sponsor?
- Will CNU benefit significantly from the existence of your organization?
- Is your organization sustainable? Will it exist after you graduate?

If after reviewing all other options, you determine that creating a new student organization is needed, please review the information in the packet. The Office of Student Activities is available to assist as you have questions.

Requests for recognition are accepted twice a year – September 1 and February 1 (if dates fall on a weekend/holiday then the next business day applies). Upon receipt of the request for recognition form, you have thirty days to complete the packet and participate in the new student orientation program.

Check List for Starting a New Student Organization

- _____ Review the Student Handbook; section IV – Part I (available in this packet)
- _____ Fill out the request for recognition form (available in this packet)
- _____ Create your constitution
- _____ Establish your initial list of interested members, minimum of 10.
- _____ Enlist a faculty or staff member to serve as advisor.
- _____ Participate in the new student organization orientation program
- _____ Complete your recognition request packet* and return to the Office of Student Activities. Completed packets include:

Constitution and Bylaws (bylaws are optional)
National constitution and bylaws if applicable
Signed advisor contract

Request for recognition form
Initial list of interested members

*Packet must be completed in order to be considered. All items do not have to be turned in together. Requests are accepted on September 1 and February 1 (or the first business day following if dates fall on weekends/holidays). Students have thirty days from the deadline to complete requirements for recognition. Failure to complete the requirements during that time will result in removal from the recognition process. A student may reapply the following semester.

Sample constitutions, advisor contracts and recognition request forms are available online at <http://studentlife.cnu.edu/studentactivities.htm> or in the Office of Student Activities in DSU 330.

You may find additional information in the Student Handbook on Student Group Recognition, Privileges and Guidelines.

Categories of Student Organizations

Academic Honor Societies – organizations with a mandatory grade point average
Curriculum Clubs – organizations related to an area of study
Social Greek Letter Organizations – NIC, NPHC and NPC organizations
Leadership Clubs – clubs with a focus on developing leadership among the students
Policitical organizations – organizations with a focus on a particular political party
Programming – organizations with the purpose of providing social and educational events
Religious clubs – related to a religion or church
Service organizations – organizations with a purpose of providing community service
Social action or cultural organizations – organizations focused on social issues or education on a particular culture
Special Interest – miscellaneous
Sports and Recreational Clubs – competitive clubs affiliated with a sport
Student Government – a governing body
Campus Media – organizations with a journalism or creative expression

Sports Clubs

Sports clubs at CNU must meet the following criteria for representation within the Office of Recreational Services located in the Freeman Center.

1. New sport clubs may not duplicate existing sport clubs.
2. Sport clubs are competitive teams and must be able to show local competition.
3. Sport clubs are organized, managed and lead by student leaders with the aid of a Faculty Advisor and must have at least 10 paying members
4. Sport clubs must have a national governing body and be able to provide proof of that membership.
5. Sport clubs team must prove the ability to be financially stable without university support.

For more information on specific policies effecting sports clubs, please review the Sports Club Manual, which can be found on the Athletic Department web site.

Use of the CNU Name and Logo

No student organization may use the University's name without written authorization of the Director of Student Activities except to identify institutional affiliation. University approval or disapproval of any political or social issue may not be stated or implied by an organization. The official letterhead, stationery, logo or seal of the University may not be used in any publication, correspondence or other printed material prepared or distributed by the organization or its officers without prior submission of the material to and written permission from the Director of Student Activities. In the event that the name of the University is used in a letterhead on organizational stationery, it should appear below the

name of the organization and in smaller type or at the bottom of the page. Use of regular University letterhead by student organizations is prohibited.

Social Events and Functions (from the Student Handbook)

A. Activity Regulations

Social events or functions sponsored by recognized student organizations held on campus must be registered in accordance with the guidelines published in the *Student Activity Registration* form. These forms are available in the Scheduling Office located in the David Student Union.

Recognizing the interaction of the University and the community, no social events or functions shall create a public nuisance. Prior security arrangements will be made with the University Police to ensure adequate measures are taken.

The sponsoring organization(s) shall be responsible for the behavior of persons attending the function and for any illegal acts either engaged in or knowingly permitted by the organization.

The sponsoring organization shall be responsible for any damage to its assigned facility, area and any University equipment used during the event (ex: tents, sound equipment, staging, etc.).

Events that imply any type of contract (i.e. auctions of any kind) will not be permitted unless exception is granted through the Office of Student Activities. For an exception to be considered, a written proposal must be submitted and approved by the Director of Student Activities or designee.

Events requiring contracts for entertainment services or goods must be approved by the Office of Student Activities. Students and student organization cannot enter into any contractual obligation on behalf of the University or a recognized student organization.

Officers of the organization shall have primary responsibility for activities of the organization and for its compliance with University regulations. They shall ensure that a public nuisance does not occur as a result of a social event or function sponsored by the organization.

The sponsoring organization(s) may require presentation of valid ID cards for admission to an event.

Officers of organizations are responsible for informing their advisors in advance of all functions sponsored by the organization.

Alcoholic beverage policies are based on the State of Virginia Liquor codes. The serving or use of alcoholic beverages on campus is prohibited.

Commercial enterprises of any kind (solicitations, sales, distribution, etc.) by students or student organizations are permitted on campus or in University buildings only with the approval of the Office of Student Activities.

B. Major Activities

Major activities must be scheduled at least three (3) weeks prior to the event date. Hosting major events on campus comes with a great responsibility for the organization. Major activities include, but are not limited to, dances, concerts and large outdoor events. Final approval of any major activity sponsored by a student organization rests with the Director of Student Activities, or designee.

In order to ensure the success of the event, organization representatives are required to schedule and attend a meeting with the Director of Student Activities, or designee at least ten days prior to the event. At this meeting the following will be discussed:

- campus safety
- financial obligations and paperwork
- physical plant needs
- staffing
- set-up and clean-up
- catering or food service needs
- equipment needs (tables, chairs, etc.)
- advisor awareness and involvement

During certain times of year, CNU believes a student's full focus should be on one's studies. In order to encourage this focus, the Office of Student Activities has the ability to limit social activities and campus wide events after 5 pm on the last day of classes each semester.

Food Service for Events, Meetings and Group Functions

Priority for catering of events held on campus must be given to CNU Auxiliary Services. CNU Catering must cater *all events* held on campus. There is a limited amount of flexibility offered to student organizations. If your organization is serving simple snacks such as chips and soda, you may request a waiver from Catering or Dining Services (located in DSU 380). If you are hosting a cook-out or an event where food is being cooked and served on site, your organization must purchase a health permit from the Virginia State Health Department on J. Clyde Morris Blvd. There is a minimal cost for the health permit. You can get more information by calling 757-594-7305. A copy of the health permit must be submitted to Catering in order to receive a waiver for a cookout.

14 Steps to safe and Sanitary Food Service Events

Church suppers, street fairs, civic celebrations and other similar events call for food service outlets to be set up out-of-doors or in locations where keeping foods safe and sanitary become a real challenge. This 14-step guide will help you keep your temporary event free of the risk of food poisoning.

- 1 Permits.** Check with your local government agency about permits and code requirements. Be prepared to tell the department where you will hold the event, what you plan to serve, where the food will come from, how you will prepare and transport it, and the precautions you will use to prevent contamination.

**In the event of a food borne illness, it will help
if you can show you ran your event "by the book."*

- 2 Booth.** Design your booth with food safety in mind. The ideal booth will have an overhead covering, be entirely enclosed except for the serving window, and have only one door or flap for entry. Clear plastic or light colored screening on side walls will aid visibility. Only food workers may be permitted inside the food preparation area; animals must be excluded.

**The more your food is exposed to outsiders,
the greater the likelihood of contamination.*

- 3 Menu.** Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, potato salad, cut fruits and vegetables, etc.) to a minimum. Avoid using pre-cooked foods or leftovers. Cook to order, so as to avoid the potential for bacterial contamination. Use only foods from approved sources, avoiding foods that have been prepared at home.

- 4 Cooking.** Use a food thermometer to check on cooking and cold holding temperatures of potentially hazardous foods. Hamburgers and other ground beef

should be cooked to 155° Fahrenheit or until juices run clear; poultry parts, to 165°; pork and other meats to 145°.

**Most illnesses from temporary events can be traced back to lapses in temperature control.*

- 5 Re-heating.** Heat foods to above 165°F within 30 minutes. Do not attempt to heat foods in crock pots, steam tables or other hot holding devices, or over sterno.

**Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.*

- 6 Cooling and Cold Storage.** Foods that require refrigeration must be cooled to 40°F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches deep and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly.

**Allowing hazardous foods to remain unrefrigerated for too long has been the cause of many episodes of food poisoning.*

- 7 Transportation.** If food needs to be transported from one location to another, keep it well covered and provide adequate temperature controls. Use refrigerated trucks or insulated containers to keep hot foods hot (above 140°F) and cold foods cold (below 40°F).

**Neglecting transportation can undo all the good of your other measures to prevent contamination.*

- 8 Hand Washing.** Provision must be made for an adequate hand washing facility. In a pinch, a large urn full of water, a soap dispenser, a roll of paper towels and a bucket to collect waste water may do the trick.

**The use of disposable gloves can provide an additional barrier to contamination, but gloves are no substitute for hand washing. Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease.*

- 9 Health & Hygiene.** Only healthy workers should prepare and serve food. Any who show symptoms of a disease—cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.—or who have open sores or infected cuts on the hands should not be allowed in the food booth. Workers should wear clean outer garments and should not smoke in the booth.

**Ill or unclean personnel are the frequent cause of food borne diseases. Smoking, besides being unhealthful and aesthetically unappealing in food preparation, contributes to the contamination of workers' hands.*

10 Food Handling. Avoid hand contact with raw, ready-to-serve foods and food contact surfaces. Use disposable gloves, tongs, napkins, or other tools to handle food.

**Touching food with bare hands transfers germs to the food.*

11 Dish Washing. Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable ware. Wash equipment and utensils in a 4-step sanitizing process: washing in hot, soapy water; rinsing in hot water; chemical sanitizing; and air drying.

**Clean utensils provide protection against the transfer of harmful germs.*

12 Ice. Ice used to cool cans and bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice, never the hands.

**Ice can become contaminated with bacteria and viruses and cause food borne illness.*

13 Wiping cloths. Rinse and store your wiping cloths in a bucket of sanitizer (for example, 1 capful of bleach in 2 gallons of water). Change the solution every 2 hours.

**Well sanitized work surfaces prevent cross contamination and discourage flies.*

14 Insect Control & Wastes. Keep foods covered to protect them from insects. Store pesticides away from food. When you apply them, follow the label directions, avoiding contamination of food, equipment or other food contact surfaces. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of waste water in a sewer or public toilet.

**flies and other insects are carriers of food borne diseases. The chemicals used to kill them can be toxic to humans.*

The Top Six Causes of Food Poisoning

From past experience, the U.S. Centers for Disease Control and Prevention list these six circumstances as the ones most likely to lead to illnesses. Check through the list to make sure your event has covered these common causes of food borne disease:

- *Inadequate Cooling and Cold Holding-*
More than half of all food poisonings are due to keeping foods out at room temperature for more than 2-4 hours.
- *Preparing Food Too Far Ahead of Service-*
Food prepared 12 or more hours before service increases the risk of temperature abuse.
- *Poor Personal Hygiene and Infected Personnel-*
Poor hand washing habits and food handlers working while ill are implicated in 1 out of every 4 food poisonings.
- *Inadequate Reheating-*
When leftovers are not reheated to above 165°F, illness often results.
- *Inadequate Hot holding-*
Cooked foods not held at above 140°F until served can become highly contaminated.
- *Contaminated Raw Foods & Ingredients-*
Serving raw shellfish or raw milk that is contaminated, or using contaminated raw eggs in sauces and dressings, has often led to outbreaks of food borne disease. It is always safer to use pasteurized products.

***Remember: When in doubt, throw it out!**

Clean Hands for Clean Foods

Since the staff at temporary food service events may not be professional food workers, it is important that they be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:

- Use soap and water.
- Rub your hands vigorously as you wash them.
- Wash ALL surfaces, including:
 - Back of hands
 - Wrists
 - Between fingers
 - Under fingernails using a good brush

- Rinse your hands well.
- Dry hands with a paper towel.
- Turn off the water using paper towel instead of your bare hands.

Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of these activities:

- Using the toilet.
- Handling raw food.
- Coughing or sneezing.
- Touching hair, face, or body.
- Smoking.
- Handling soiled items.
- Scraping tableware.
- Disposing of garbage.

Alcohol at Events

Policy

Christopher Newport University fully complies with the alcohol regulations of the Commonwealth of Virginia. All state laws apply to CNU students, faculty and staff. These laws prohibit possession and consumption of all alcoholic beverages by persons less than 21 years of age on all University grounds and in all University buildings. CNU Dining Services maintains a liquor license in accordance with state ABC board regulations for the purposes of conducting catered events.

Regulations

In compliance with the laws of the Commonwealth and in response to the recommendations from the Attorney General's Task Force on Drinking by College Students, possession or consumption of alcoholic beverages on the CNU campus is limited in the following ways:

The sale or service of alcohol at events on campus will be governed by the following:

- Permission for alcohol sale or service at events sponsored by CNU faculty, staff or students will be granted by the appropriate dean or administrative vice president or by the university president.
- When alcohol is being served, food and sufficient non-alcoholic beverages must be offered.
- Catering Services, to include bar service, will be provided through CNU Catering.
- When the event is sponsored by a student organization, student leaders from the sponsoring organization will be required to attend or must have attended the risk management workshop sponsored by the Office of Student Activities. When the

event is sponsored by an academic or administrative department, the leadership of the sponsoring department must have attended the risk management training offered during Getting Started Week or must attend a risk management workshop.

- Appropriate safety and security staffing will be determined by the CNU Chief of Police in consultation with the appropriate dean, vice president or director. Costs will be charged to the sponsoring organization for services necessary which may include door security and personnel to check identification.
- On-campus alcohol consumption associated with and prior to or during athletic competitions (e.g. tailgating) will not be permitted.
- Alcohol is not permitted in University housing; this policy applies to all students regardless of age.
- Alcoholic beverages and alcoholic beverage container displays are prohibited.

Accountability

Members of the University community who decide to serve or to consume alcoholic beverages are reminded that they are personally responsible for their conduct under all circumstances. Intoxication or ignorance of the law does not release an individual from that responsibility. Violations of University policy occurring under such circumstances will be treated as any other violation. Violations of state law also may be referred to the University Police. All referrals are investigated by University Police. The investigation may result in the arrest of the student or the issuance of a criminal uniform summons and require the student to appear in criminal court. Any student found in violation of State law or University policy related to alcohol or alcohol consumption may be subject to parental notification.

Hazing

Hazing is a criminal offense in the Commonwealth of Virginia. Hazing is a serious violation of University policy and is prohibited in all forms. This policy is based upon the proposition that students are entitled to be treated with consideration and respect at all times. It applies to all student organizations and individuals. Concurrently, the NCAA North American Interfraternity Conference, the National Panhellenic Conference and the National Pan-Hellenic Council state unequivocally that hazing has no place in the collegiate organizations they govern. In determining whether a specific behavior violates the hazing policy, consideration will be given to the behavior's relationship to the University's mission and purpose.

Hazing is defined as any mental or physical requirement, request, or obligation placed upon any person which could cause discomfort, pain, fright, disgrace, injury, or which is personally degrading, or which violates any federal, state, local statute or University policy, the willingness of an individual to participate in such activity notwithstanding. Examples include, but are not limited to, tests of endurance, any brutality of a physical

nature, such as whipping, beating, branding, forced or encouraged calisthenics, exposure to the elements, forced or encouraged consumption of any food, liquor, drug, or other substance, exposure of members or prospective members to potentially dangerous or hazardous circumstances, activities that have a foreseeable potential for resulting in personal injury, such as drop-offs, or any activity which by its nature is so profound that it would have a potential to cause severe mental anxiety or distress, such as sleep deprivation, forced or encouraged exclusion from social contact, forced or encouraged conduct which could result in extreme embarrassment, panic, degradation, or any other forced or encouraged activity which could adversely affect the mental health or dignity of the student.

The officers, principally the president or chairperson of each organization, are responsible for informing members and prospective members of this hazing policy each semester. The Office of Student Activities and the Center for Honor Enrichment & Community Standards are excellent resources regarding hazing behavior and prevention. Violations of the hazing policy should be reported to the Director of the Center for Honor Enrichment & Community Standards.

Event and Program Planning

Goal setting and advance planning are keys to the effectiveness of an organization. Long range planning will help make the activities go smoothly and allow everyone to enjoy participating. Plans need to be made by the group, not just the leader. Plans made by committees or individuals should be reviewed by the whole group to increase the commitment of the members and to prevent misunderstandings.

All activities must be registered, regardless of location. Major activities must be scheduled at least three (3) weeks prior to the event date. Hosting a major event on campus comes with a great responsibility for the organization. Major events include, but are not limited to dances, concerts and large events held outside. Activity registration is completed through the Scheduling Office (594-7018).

For more information check the Scheduling Services website at <http://www.cnu.edu/admin/cnuaux/sched/index.html>.

Major events require adherence to the following guidelines:

- Attend a **TEN (10) DAY OUT MEETING** prior to the event with the Director of Student Activities. If a club does not meet with the Director of Student Activities 10 days prior to the event, the event/program may be cancelled.
- Assist with set-up and clean-up if so designated.
- Events will not be scheduled the week of finals.
- Events will not be scheduled at times or in locations which are disruptive to regularly scheduled classes.

- Events held outside must adhere to the outdoor event policy.

All advertising of events must adhere to the University Posting Policies. The University Posting Policy is available at the Student Activities web site and through the office in DSU 330. Failure to comply may result in the loss of posting privileges.

Additional obligations for holding events are outlined on the *Student Activity Registration Form*.

Event and Program Planning

1. Identify your purpose and goals:
 - a. What is the expected outcome? Who are the participants? What type of activity will help you achieve your intended outcomes?
2. Identify the financial arrangements necessary to host your event:
 - a. What will be the cost? Have you put together a budget? What can you get donated? When is the deadline to request funding from SGA?
 - b. Are you planning on bringing an artist or entertainment that will require a contract for their services? If so, contact the OSA immediately to begin negotiating on behalf of the organization.
3. Identify what arrangements may be necessary:
 - a. Identify possible dates, times and locations for your event.
 - b. Contact the Scheduling Office to reserve rooms and complete the Student Activity Request form.
 - c. Staff in the Office of Student Activities will advise you on what other details might need to be arranged for your event and will coordinate efforts with other areas on campus on the organization's behalf.
4. Arrange for publicity for the event:
 - a. Once authorization has been received by the OSA, the event may be publicized. Be sure to follow the posting policies provided in this handbook.
 - b. What kind of publicity will be used? Posters, newspaper ad, flyers, etc.
5. Review all event file details prior to the event to make sure you haven't missed anything.
6. Evaluate the activity after it is completed.
7. Follow-up:
 - a. Have all receipts been turned in and all bills paid?
 - b. Were participants and resource people thanked?
 - c. To ensure the future success of similar programs, keep any additional notes or paperwork in your organizational files.

Contracts

Students are not authorized to enter into contractual agreements with an outside party on behalf of a recognized student organization or the University. **All contracts must be reviewed and processed through the Office of Student Activities.** Students entering into contractual agreements without going through the Office of Student Activities are solely responsible any obligations and liabilities. Faculty/Staff advisors may not sign contracts for student organizations.

Contracts are legally binding agreements between two or more parties. In the case of CNU, a contract legally binds the University to a contractor. A contractor may be an agency, a service provider, the actual performer, or a business. Contracts can be a simple one page document with standard components or it can be a 20 page document filled with legal terms and extensive rider requests.

Components of a contract

Face of the contract – the who, what, when, where and how

Contract Rider – an attachment that provides more detail on the arrangements such as hospitality, travel, etc.

Addendum – an addendum can provide additional legal coverage for the University or contractor.

Contract Process

Department directors or designee negotiate terms of the contract through verbal agreement or a written offer**. Students may not legally bind the University to any financial commitment. Students who need to negotiate a contracted service or form of entertainment, should work with the director of student activities or his/her designee.

All contracts must have ORIGINAL signatures from the contractor. The business office does not accept faxed or electronic signatures.

Upon receipt of the contract, the director of student activities or his/her designee reviews the contract. It is the responsibility of the reviewer to address terms in the contract that do not follow state or university policy. In addition, it is the reviewer's responsibility to ensure that the terms of contract are in the best interest of the University. Typical concerns include:

- Accommodations
- Method of travel
- Hospitality or meals
- Special requests
- Event or technical requirements
- Cancellation clauses
- Payment/deposit terms
- Liability
- Insurance

- Contracts exceeding \$5,000
- Meal/hotel buyouts.

All contracts must be accompanied by a University addendum with an original signature.

All contracts must be reviewed by University Counsel. Receipt of review acknowledgment should be attached to the contract.

Contracts are to be signed by either the Dean of Students or the Vice President for Student Services.

A completed contract includes:

- A copy of the reviewed contract with original signatures by both the University and the contractor. All strike outs or add-ins must be initialed.
- A reviewed rider with original signatures (if rider is part of contract);
- A University addendum with original signatures by the University and the contractor;
- A copy of the approval by University counsel;
- A w-9 form (if one is not currently on file).

A copy of the completed contract should remain on file in the sponsoring department and a copy should be sent to the contractor.

The original contract must go to the Business Office for payment attached to appropriate payment authorization form such as a purchase order or eVA DO.

Methods of Payment

Depending on the contract or the account paying for the contract, it may take as much as 30 days to make payment.

Standard Performance Agreement states that contractor will be paid 30 days from date of service.

State account payments are paid net 30 days unless contract terms specify otherwise.

Local account payments require at least one week for payment to process.

Acceptable methods of payment include: University check or credit card. CASH PAYMENTS ARE NOT permissible in any instance. Some contracts request certified checks or cashier's checks. This is an item that should be marked out of the contract and replaced with the phrase "payment will be made in the form of a University check following the completion of performance/service." If the contractor accepts credit cards, the sponsoring department should make payment following the performance/contract with their department charge card.

Deposits

Deposits are possible with advanced preparation, but are not recommended. It is recommended that a check be made available the day of the performance/service or mailed the first working day following the performance/service.

A check should not be given to the contractor until the service or performance is completed.

Contract Exceeding \$5,000

If a contract is being paid full or partially from a state account (typically a 1 or a 2 account), you must go through a bidding procedure. Exceptions to the competitive bidding may be made under the following circumstances:

- If the purchase is under \$5,000, however, one quote must be obtained from an eVA registered and DMBE-certified small business and documented.
- Cash and carry items on your purchase card
- Purchases of the following up to and including \$50,000*
 - Honoraria, entertainment (speakers, lecturers, musician, performing artists)
 - Professional organization membership dues
 - Artists for original works of art
 - Photographers other than graduation and yearbook
 - Advertisements in newspapers, magazines, radio and television

*additional items are available through the CNU material management policy and procedures.

**Negotiating the contract

A written offer is the recommended method of negotiating the contract. This provides specific information, as well as documentation of the terms agreed to.

Be sure to discuss with the artist/agent the terms of the service/performance. Some items to consider:

- Date of performance
- Start time and length of performance/engagement
- Location/venue and requirements of the venue
- Fee and Payment procedure
- Travel
- Hospitality arrangements
- Hotel
- Technical needs
- Whenever possible, consider including meals, travel and hotel in a comprehensive fee.

All of these should be a part of the offer and/or negotiation. It is important to be knowledgeable of the required elements for the service/performer and the available resources of the venues on campus. Once you have processed the contract you are legally responsible for providing those resources.

Example:

You agree to provide sound for a band performance in the DSU Ballroom. The band requires six microphones. You agree to the terms and process the contract before making sure that the DSU sound equipment can accommodate the needs of the band. Since it can not, you are now obligated to make other arrangements for sound such as renting sound equipment (an additional expense).

Standard performance agreements or individual service contracts

If a service provider or performer does not have a standard contract, you may use the University's individual service contracts. Copies of that contract are available through the Student Activities Office. When using this contract, you do not need to include an addendum. But original signatures are still required. Standard net 30 day payment terms apply and are non-negotiable with this contract.

If you have additional questions, please ask the Office of Student Activities.

Banner Posting Policy for the David Student Union

- Only recognized Christopher Newport University organizations and University departments can post banners in the David Student Union. Off-campus organizations/businesses are not allowed to hang banners.
- Banners may be a maximum of 72 inches long by 48 inches tall. The actual banner must be made out of paper provided by the Student Activities Office. Professional vinyl banners are also acceptable.
- Banner content must meet the same policies set forth by the SGA Posting Policy.
- There can only be one banner per event at one time. Organizations holding multiple events in the same timeframe are encouraged to combine promotion on one banner.
- Banners are eligible for hanging **no more than 5 days prior to the event being advertised.**
- To hang a banner, organizations request space through the Scheduling Office. Space is given on a first come, first serve basis. Once approved, organizations will bring the banner to the Scheduling Office for hanging.
- Candidates for any type of elections may not hang banners. However, banners advertising the actual election (the event) will be allowed.
- Banners are to advertise events only, not regular weekly meetings.
- All letters must be "Ellison type-machine" cut-out letters on paper or light fabric. No lettering may be done in marker, crayon, color pencils, spray paint, etc.
- Student Organizations may not physically hang up or take down their own banners. This will be the responsibility of the Student Union staff.
- Banners are hung on the 2nd level on the rails nearest the student mailboxes.
- Banners are taken down within 24 hours of the completion of the advertised event or function. Organizations are not penalized if scheduling does not take down the banner in time.
- Paper banners are not returned.

- If an organization is found not in accordance with this policy, they may lose banner AND flyer posting privileges. These policies will be monitored by the SGA Posting Policy Committee and Student Union officials.

ALL REQUESTS FOR BANNER POSTING MUST BE SUBMITTED NO LATER THAN 2 WORKING DAYS BEFORE DESIRED DATE OF POSTING.

Forms can be found in the Scheduling Office, Office of Student Activities or on the Student Activities web site.

Plasma Television Announcements

Recognized student organizations and academic/administrative offices may request announcements on the plasma television screens located around campus. Forms are available on line at <http://studentlife.cnu.edu/organizationresources.htm>. Requests for announcements to be posted on the Plasma Screen system if it meets the following criteria:

- The event or service is approved by the Office of Student Activities;
- The event or service is open to the CNU community;
- The event is off campus, CNU sanctioned and does not promote the sale of alcohol by the organization or a third party;

The Office of Student Activities and the Plasma Screen Manager retain the right to refuse, edit or delete any postings for just cause.

Email Announcements

The CNU community can have relevant news and event announcements posted a campus wide email.

The Office of Communications and Public Relations, in cooperation with Information Technology Services, has developed Announcement Request Policies and specific procedures for making an announcement request. Please look for updates to these policies and procedures as they become available.

ALL announcements must adhere to these guidelines:

1. All announcements should be thoroughly proofread for grammar, spelling, punctuation and accuracy, especially for dates, times and places and contact information. Announcements will be released "**AS IS**". The integrity of the message is your responsibility. Changes to previously released announcements are limited to one.
2. All announcements should be as brief as possible: "**Just the facts.**"

NOTE: Attachments **cannot** be delivered through the portal channel or email. Your entire announcement must be included in the body of the message.

3. All announcements **must** include the following:
 - o Target Audience (staff, faculty, students or any combination of the three)
 - o Title (e.g., "The Lady Captains Win 3rd Championship!")
 - o Body of the message (Make sure to include an email address and/or phone number for questions/comments regarding your announcement information.)
 - o Date announcement is to be released (Announcements can be "scheduled" for release up to six months in advance.)
4. All announcements must pertain to **CNU business or CNU sponsored campus activities or events only**. Announcements for events not directly related to CNU (e.g., "ABC Middle School will be holding a car wash to raise money for books.") will not be released. Announcements of the "classified ad" nature (selling a book, promoting your favorite charity event) will not be released.
5. Clubs and/or organizations requesting an announcement must be an officially recognized club or organization by the Office of Student Activities.
6. ALL announcement requests should be made by email osa@cnu.edu. **PHONE CALL REQUESTS WILL NOT BE ACCEPTED.**
7. Please include a point of contact, including an email address, in the body of the message. This will be very helpful for users who may have a question regarding your announcement information or the publicized event.

Policy for Distribution of Organizational Mailings

The following guidelines and regulations have been designed in order to aid all recognized student organizations with mail distribution to their membership.

Approval of Mailings

All mailings must be submitted to the post office service window in the student union during normal operating hours. All preparations (folding, addressing, sealing, etc.) must be completed prior to submitting a mailing for sorting. Mailings must be addressed with the student's full name and box number and be in ascending box number order. All mailings must be submitted five working days prior to the day of an event to meet deadlines for delivery. Requests for labels must be processed through the Office of Student Activities.

Mailing Standards

Size Requirements

Minimum Size:	2 ½" x 5"
Maximum Size	4 ½" x 8 ½"
Full sheets must be:	
8 ½" x 11"	folded in thirds
8 ½" x 5 ½"	folded in half
8 ½" x 14"	folded in fourths

All mass mailings must be approved by the Office of Student Activities. Forms are available in the Office of Student Activities or on the web page. Any mailing over 50 pieces from one organization constitutes a "mass" mailing.

For mailings to be approved they must meet the following standards:

- The material must coincide with the organization's mission or purpose.
- It must comply with the overall mission of the University.
- It must meet University mail policies.
- Material may not be closed to inspection. A return address is required if envelopes are used.
- Mailings which request a written reply must have replies addressed to its organization mailbox, not a student mailbox.
- All material must conform to the size requirements and prominently bear the name of the sponsoring recognized student organization.

Solicitation or Endorsement Mailings

Campus organizations may use campus mail to publicize on-campus political forums, lectures and discussions that are open to the public. Mail service may not be used to endorse, promote, or raise money for a candidate for public office. Mail services cannot be used to promote a political person, cause, organization or lobby. As with political mailings, correspondence which promotes, either by advertisement, invitation, or any other form of solicitation, a non-University, off-campus organization or business enterprise may not be sent as campus mail.

Campus Wide Mass Mailings

Campus wide mass mailings are not typically permitted. Organizations are encouraged to use other methods of advertising events such as the plasma screens and the campus portal.

Exceptions to this, which must be requested in advance and in writing through the Office of Student Activities, may be granted only in those instances where the information is clearly of interest to the entire CNU community. A mailing sample must be provided with each form. Forms are available on line and at the Office of Student Activities. All such mailings must conform to the mailing standards described above. Forms and samples must be turned into the Office of Student Activities no later than five working days prior to drop date.

Invitational Mailings

A reasonable number of invitations may be submitted for on-campus registered social events. On the occasion of an off-campus event sponsored by a recognized student organization, permission to mail invitations through campus mail must be granted by the Director of Student Activities.

The following guidelines may apply to invitations to any events (on or off-campus):

- Events must be of interest to the broader university community.
- Notices must be in accordance with other University and mail policies.

Restrictions

Restrictions are imposed for reasons of liability and operational concerns:

- Materials which are patently obscene or which do not meet size and format specifications set by the aforementioned policy are prohibited and sponsoring organizations may be subject to disciplinary actions.
- Departments may not authorize or present student organizational mailing as a department mailing.
- Student publications may not be distributed through the campus mail system.
- Notices may not be attached to the outside of the mailboxes.
- Items of commercial value (ex: coupons, sale flyers, advertisements, etc.) are not permitted.
- Promotion of alcohol consumption is prohibited.
- Recognition of financial/material support by a business/individual is limited to name and address only. Telephone numbers, and any form of promotion of a supporter is prohibited.
- Direct solicitation letters.
- Enclosures such as glitter, confetti or other possible nuisance materials.
- Any mailing, including candygrams, larger than the actual mailbox.

Campfire Policy

Adopted August 11, 2006
Revised 3/2010

Bon Fires

Bon Fires create a significant safety risk participants and liability for the University. Therefore, students and student organizations are not allowed to sponsor bon fires on campus.

Campfires

A campfire is a contained fire in a fire pit, drum or grill. Campfires arranged directly on the ground are prohibited. Student organizations requesting a campfire must comply with the following:

- The request to the Scheduling Office (594-7018) must be made no less than 14 days prior to the date of event.
- Requestor must obtain the signature of the Director of Student Activities (594-7260) prior to going any further in the process.
- Requestor must obtain the signature of the Campus Safety Officer and any necessary state permits.
- Requestor must meet with the director of the Grounds Department (594-8700). The director must approve the site. Sites close to buildings, on certain lawns or near major streets may not be approved. Grounds will provide the firewood if requested.
- Requestor must have Campus Police (594-7053) sign the scheduling form.
- Fire must be extinguished completely, before the end of the event.

Movies and Television Copyright Policies

The purpose of this statement is to educate and outline options for CNU students and student organizations regarding the use of movies and television in programming events. Any showing of movies or television programs at CNU must abide by copyright laws and the following guidelines:

What is the law?

- The Federal Copyright Act (Title 17, U.S. Code) governs the use of copyrighted material, especially how that material is used publicly.
- It is illegal to *publicly* display movies and other copyrighted materials without permission (in the form of a license) from the copyright owners, who are usually the movie studios.

What is a “public performance”?

- To perform copyrighted materials publicly is “to perform or display it at a place open to the public or *at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.*” (1 Residence Life Cinema. *Film and Copyright Infringement: An RA’s Guide to Legal Movie Usage.* Swank Motion Pictures. St. Louis. 2005)

What is illegal according to copyright law?

- Playing a movie on DVD or VHS as part of a program, event or meeting, or playing it in a public place so that it fits the legal definition above, is illegal without a purchased license.
- This restriction also applies to programs recorded off of a television to be shown later.

What is NOT illegal according to copyright law?

- Programs that involve the viewing of television programs are fine.
- Other programs involving movies, so long as a license for public showing has been purchased by ORL or CNU.
- Showing the video in “face-to-face teaching activities” (section 110.1 of The Copyright Law) where the video is directly related to the class and an instructor is present.

Other Questions/Information

- **Can I watch DVDs and movies in my room?** Of course. Any movies owned by students (either purchased or recorded) are theirs for *private* viewing. It is perfectly acceptable to watch movies inside rooms/apartments alone or with friends. However, if a student or student organization have a large number of people, invite the entire membership of the club or promote the event on campus through any form of advertising it becomes a public performance.
- **Are the lounges in the residence halls “public” areas?** Yes, any movies shown in hall lobbies, floor study lounges, or areas like this are considered “public” areas. Even though many students still consider these areas part of their “home” while at CNU, only the individual rooms/apartments are considered “private” for the purposes of copyright law.

- **Is there an educational exception to copyright law?** Yes, but it is very narrow. In order to qualify for the exception, the material must be:
 - From a legitimate copy
 - Part of the course curriculum/syllabus
 - Shown by the instructor or the students
 - Shown in a classroom or place reserved for academic instruction
 - Shown at a non-profit institution
 - Shown only to teachers, students or relevant guestsALL of the conditions mentioned above must be met to claim this exception.

If I advertise the movies without using the movie titles, do I violate copyright law? How a movie program is advertised does not affect whether or not a showing is “public” or provide protection from copyright law. Advertising a program as, for example, “Tom Cruise Night,” does not provide protection from copyright laws.

How to Obtain a Public Performance License

You can obtain a license by contacting the Office of Student Activities. A license does require a fee and those fees vary based on the particular video and the nature of your event.

Video Game Copyrights

Video games are copyrighted material. Therefore, use of video games in public venues requires permission by the individual manufacturer. Student organizations hosting gaming tournaments or events in public venues must obtain permission from the manufacturer in order to use a particular game or must use a licensed third party vendor. Permission requests or a letter of agreement from a third party vendor must be attached to any scheduling request prior to receiving the signature of the Director of Student Activities or designee. Failure to provide requested documentation will result in the cancellation of the event.

Casino Nights and Other Gambling Events

Approved by Attorney General's office 2006

Virginia gaming statutes prohibit cash entry for play in any game of chance, including, but not limited to poker, card games, or other casino-style games. The only state permitted games of chance where cash entry may result in a redeemable prize are duck racing and raffles (where prize is less than \$25,000) or entry in the state run lottery.

If a student organization proposes gambling or gaming as part of their event(s) three options exist:

1. Casino Nights (3rd Party Hosts)

Student organizations are permitted to host a casino night when a **third party** operator is contracted to bring in gaming tables and state statutes governing operation by these businesses are followed. In addition, it is the responsibility of the student organization to verify that any contracted third-party vendors has the proper licensure to do business in the Commonwealth of Virginia.

2. Playing Games of Chance for Prizes

If a student organization would like to host an event where participation in a game of chance results in awarding of prizes for performance in the game, including prizes donated by merchants, no restrictions on entry into the game of chance are permitted. The host student organization may not charge admission, collect entry fees, or require an ante, stake, or buy-in.

All attendees must have an opportunity to participate in the game of chance without exchanging any form of consideration for the opportunity to participate.

3. Charging for or Restricting Admission

If a student organization charges admission, collects an entry fee, or requires an ante, stake, or buy-in to participate in a game of chance, no prizes of significant value (including cash) may be awarded based on individual performance in the game of chance.

Prizes may be awarded to attendees at random (i.e. through a drawing or raffle) but performance in the game of chance may have no bearing on the chance to win a prize.

If a participant loses all of his/her chips, they can receive additional chips as a courtesy, but are not allowed to purchase additional chips.

Student organizations may restrict participation in games of chance to dues paying members of the student organization; however, entry into games of chance must be one of multiple benefits of membership and membership dues must be collected a minimum of 48 hours prior to granting any member entry into a game of chance where prizes will be awarded.

Event Approval

- When games of chance are proposed for events to be held in University facilities, a representative of the registered student organization must meet with the Director of Student Activities or designee and obtain approval for any gaming events or tournament programs at least 2 weeks in advance of the event date. The student organization must present their event plan and clearly communicate which of the three gaming options have chosen.
- At the pre-event meeting, copies of promotional materials must be provided to the Director.
- When the events are “members-only” events, all promotional materials must indicate that the event is restricted to dues-paying members and the materials must clearly indicate the deadline for membership.
 - A list of members who have paid dues must be provided to the Office of Student Activities at least 48 hours in advance of the event start time.
 - Additional members may not be added after this deadline.

Student Organization and Conference Travel

Student Organization and Conference Travel

The Office of Student Activities recognizes that students and student organizations include activities that require travel off-campus in their normal business. Travel accidents, however, are one of the significant risks found in higher education. No institution can guarantee 100% safety for its students, but it can make students aware of the potential risks and provide information to help lessen the chance of accidents.

Therefore, the Office of Student Activities has instituted a policy on student travel that includes:

- Official student organization travel
- Private vehicle use for Student Organization and Conference travel
- Safe Driving practices
- Chartering/renting vehicles
- Funding of Student travel.

The Office of Student Activities endeavors to help all our students have a successful college experience and the ability to travel on behalf of your organization and University may be a large part of that time. We will do everything we can to help you have a meaningful and safe trip.

Student organization travel may include, but is not limited to:

- Retreats
- Conferences
- Social activities
- Recruitment activities
- Formals
- Competitions
- Missions trips
- Volunteer service.

Student Organization Travel

As of October 1, 2008 all recognized student organizations are required to register official student organization **travel beyond 25 miles** of Christopher Newport University or travel that requires an overnight stay off-campus. **The Travel Registration Form and supporting forms must be completed and turned into the Office of Student Activities no later than two weeks prior to the departure date of the trip.*** Depending upon the type of travel and the particular risks and distances associated, the Office of Student Activities may request a meeting with the president of the student organization or the trip coordinator. The form requires a list of all those who are traveling along with their student ID number, an emergency contact and that contact phone number. In most cases, you will also be required to have all participants sign an assumption of risk form.

*Exceptions to this timeline may be made at the discretion of the Director of Student Activities or his/her designee.

Use of Personal Vehicles for student organization or conference travel

When a student drives his/her own personal vehicle for official travel (conference or student organization activities), the driver assumes all liability for themselves and all passengers in case of an accident or injury. *In the case of an accident, the insurance of the driver is responsible for coverage.*

Trip coordinators and/or organization leaders are responsible for ensuring that all drivers have valid licenses and proper insurance and vehicles have updated state inspections. In addition, trip coordinators and/or organization leaders are responsible for submitting a completed Student Organization/Conference Travel Form and the signed assumption of risk forms from all participants.

Capacity of the vehicle

The driver/owner is responsible for ensuring that the number of passengers does not exceed the number of seat belts available in the vehicle. Passengers are not permitted to ride in rear of the pick up truck or cargo van. All passengers must be in a seat with a seatbelt.

Seatbelts

CNU recognizes that seat belts are effective in preventing injuries and fatalities. OSA cares about our students, faculty and staff and wants to reduce the risk, that in the event of an accident, a passenger is injured or killed. Therefore, all students and their advisors must wear seat belts when traveling on official student organization business or attending a conference.

Driving While Impaired

Drivers are not to drive when impaired by alcohol, illegal or prescriptive drugs. In addition, drivers are to be well-rested. In order to prevent fatigue, OSA recommends rotating drivers. It is the responsibility of the driver(s) to make sure that they take adequate breaks. OSA recommends that students should not drive more than five hours in a day.

Cell Phones and other electronic devices

Drivers are restricted from using any type of cell phones while driving for phone calls or texting. You are to pull over to the side of the road to do either. In addition, drivers are restricted from wearing earphones of any kind.

Emergencies

Once the trip is registered, drivers will receive an incident procedure card. This card contains contact phone numbers of those who can assist in the case of an accident or emergency during your trip. For personal vehicle maintenance, the driver's insurance or road side assistance program is your point of contact. Emergencies or accidents that require CNU notification include, but are not limited to:

- Serious injury to a student resulting in medical attention;
- Serious illness that results in emergency medical attention or hospitalization;
- Death;
- Criminal activity, which may include the arrest of your driver, theft of CNU property, assault of a CNU student.

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Lodging

If the lodging is paid completely or partially out of student activity fees or campus accounts, the sponsoring organization must adhere to the following:

Rooms must remain same sex at all times.

Rooms must be filled to the maximum capacity when possible.*

The University will not be responsible for any charges beyond the room rate and any local/state/federal taxes. Movies, phone calls, internet charges, or direct to room charges can not be paid from student activities fees**

The sponsoring student organization or student traveler is responsible for verifying that the hotel is a safe establishment and should take steps to ask for references, read reviews and do your homework on the hotel and its location.

Funding of Travel

The Office of Student Activities and the Student Activities Fee Appropriation Committee takes the responsibility of managing student money very seriously. It is our obligation to ensure that student activity fee money is spent responsibly and within the policies of the University and the state and federal laws.

Therefore, funding for student travel from student activities fees will be highly scrutinized. Standard CNU policies and procedures apply to all travel using student activity fees and campus accounts. Please review the travel policies at <http://businessoffice.cnu.edu/> and meet with the Student Activities Business Manager to determine how to best manage the financial requirements.

Conferences and workshops

The Conference fund is available to provide assistance to individuals attending or presenting at conferences and workshops. Information on the Conference fund is available in OSA (DSU 330) or by visiting <http://studentlife.cnu.edu/studentactivities.htm>.

Front End Budget Organizations and Student Media

In addition to following state guidelines, organizations receiving operating funds must comply with the following:

- Student Activity Fees will typically not be approved to send seniors to a conference or workshop after fall semester.
- Student Activity fees will typically not be approved to send someone who has previously attend the same conference.

Chartering Vehicles

From time to time, student organizations may need to charter or rent a vehicle. It is the obligation of the individual student or the student organization to make sure that they have selected a charter service or rental company that can provide the following:

Proof of state inspection

Proof of insurance.

In some instances, the Office of Student Activities may request these documents prior to approving travel.

*The hotel establishes maximum capacities based on fire safety numbers

**Food is the only exception. Meals must meet state per diem guidelines.

Safe Driving Recommendations

For long trips, OSA recommends that you have at least one registered back up driver for all trips to prevent the cancellation of a trip do to the primary driver not being able to drive.

Drivers should rotate every five hours and overall, you should not travel in a car more than eight hours per day. Adequate rest is essential.

Check the weather conditions for your route. If the weather is severe, consider delaying the trip or taking another route.

Be aware of any special medical conditions of any of your passengers.

Keep your emergency folder in your vehicle for the duration of the trip. Include in your folder, your own copy of your passengers' emergency contact information.

While we do not allow driver's to be on a cell phone while driving, it is important to have at least one working cell phone in the vehicle. This will provide a means to contacting emergency personnel if your vehicle breaks down or is in an accident

Enacted October 1, 2008
Approved by Virginia Attorney General 9/3/08
Updated 1/13/09

STATEMENT ON DATE AUCTIONS

The Office of Student Activities will not approve "Date Auctions" as a form of fundraising. We believe that there are three aspects to "date auctions" that make them in appropriate activities. It is the intent of this statement to promote awareness of these concerns and to point out the potential problems and liabilities.

Racial insensitivity: Date auctions tend to have the appearance of and the "trappings" of slave auctions. They devalued the dignity of human beings to the level of merchandise. Regardless of the intent of a date auction, it still involves one person "bidding" for the services of another person. Whether the services consist of work or time or something else, an auction of this type consists of one person paying a second person (or organization) for the services of a third person. The bidding process invariably involves a comparison of the relative "value" of each person being auctioned. The Office of Student Activities encourages our student organizations to embrace equality, openness and sensitivity to others; therefore it is our stand that any activity that suggests the auctioning of one human being's services to another is inappropriate.

Gender insensitivity: An extension of the issue above is the need for all of us to respect the rights of others and to know that a person cannot be bought. One of the dangerous attitudes that continue to exist between men and women is the concept of "whoever pays is entitled." Many date rapes result from the assumption on the part of the man or the woman or both that whoever pays for the "date" is entitled to more than the other person agreed to originally. Date auctions can tend to create an environment where those expectations may be used to the disadvantage of one or the other participants.

Personal safety: A date auction often involves a "well known" person spending time with a stranger on a "date" that he or she otherwise might not have chosen to spend time with at all. The organization sponsoring the auction has no way of knowing the motivations of the persons doing the bidding. A "fatal attraction" circumstance is possible, where the date auction becomes a very convenient means by which a person has the opportunity to "buy" some time with the person to whom he or she is attracted. Although the possibility of this scenario may seem extremely remote, it has considerable liability implications for the organization sponsoring the event.

Date auctions are almost always held to raise money for good causes. The organizations have very good intentions in sponsoring the activity. Given the above concerns, which expose the potential for persons and/or groups either to be offended or hurt, date auctions may be perceived to be an ill-conceived way to raise money. If an organization should want to hold an auction, we would encourage the auctioning of items, such as tickets to an event or dinners at a particular restaurant, rather than auctioning individuals. With the many positive and imaginative alternatives that organizations have for raising funds, the Office of Student Activities will not approve date auctions.

Adapted with permission from Texas A&M.

Student Organization Resources

Mailboxes

A recognized student organization may request a mailbox in the Student Organization Resource Center (SORC). Contact the Office of Student Activities to request a box at osa@cmu.edu.

Mailboxes are for club mail only. Mailing address is:

Club XXX

c/o Student Activities

DSU 330

1 University Place

Newport News, VA 23606

Fax

A fax machine is available in the SORC for official club business.

Copy Machine

A deluxe copy machine is available for any recognized student organization to use in the SORC. Organizations must have an on-campus account. At the end of each month, that account is billed

for copies made. Each copy is seven cents each. A variety of color paper is also available at no additional fee.

Stencil Machine

A stencil machine and the block letters are located in the SORC. This is the only acceptable lettering for banners in the Student Union.

Other resources available in the SORC include:

- A computer with design software and a printer
- Texas markers
- Banner paper
- Catalogs and resource magazines
- Basic office supplies (to be used in the SORC only)
- Helium tank (you must supply your own balloons and ribbon).

Office Space

Student Organization Office Space Allocation Process

Student Organizations may obtain the appropriate request forms through the Office of Student Activities or by visiting our web site at www.cnu.edu/studentlife.

Applications are due in the spring semester for the following year's allocation.

The applications are reviewed by the Student Union Board (SUB). Upon request by either the student organization or the Student Union Board, an organization may be asked to make a presentation to the Student Union Board about their request.

Allocation of space will be based upon, but not limited to:

- History of the organization and its relationship with the University
- Involvement of the organization in campus life
- The number of students the organization serves
- Past office history
- Whether other office space/storage space is available to the organization elsewhere
- The fiscal responsibility of the organization
- Whether office space is essential to carrying out the mission or purpose of the organization.

The Student Union Board will recommend office allocation to the Director of Student Activities. Written notification of allocations will be made within one month of the deadline for applications and mailed to the contact person. Appeals may be made to the Director of Student Activities within one week of notification.

All recognized and registered student organizations are eligible for office space. Current office space holders must reapply each year.

For more information, please contact the Office of Student Activities at osa@cnu.edu.

Guidelines for Student Organization Offices

- A student organization access information form must be submitted no later than the last day of classes in the spring semester. This form notes who is allowed access to the office.
- Student organization offices shall always be locked when unattended. Any unattended office found open will be locked.
- The Office of Student Activities is not responsible for any missing, stolen or damaged items in the student organization offices. Thefts from and damage to any student organization office must be reported to both University Police (594-7053) and the Office of Student Activities (594-7260).
- Dispose of trash in proper containers. Offices that regularly violate this rule may be charged a cleaning fee. Sweeping and trash disposal is provided by the Student Union staff.
- The hallways in the Student Union may not be used by any organization for storage space or activities of any kind. Hallways shall remain clear at all times.
- Smoking is not permitted in the student organization offices or University buildings.
- Electrical appliances are not permitted to be used in student organization offices (including space heaters, microwaves, refrigerators, etc.)
- Loud music is prohibited.
- Each office will be provided with a desk and storage space and chairs. If the organization wants to purchase additional equipment, they must notify the Business Manager in Student Affairs Suite before proceeding. The requesting organization is responsible for any and all expenses. Certain restrictions may apply to additional furniture.
- Student organization office assignments are non-transferable. Only student organizations which have been assigned a space may conduct business in its assigned space.
- Any damage to an office or the furniture supplied by the University may result in fines or loss of the privilege of having an office. An inventory of all furniture and the condition of the office will be conducted at the beginning of each year and at the end of the year.
- If an organization loses a key to the office, it may be assessed a fee for lock changes.
- Any activities conducted within a student organization office that violate federal, state, local laws or University policy may result in the organizations eviction from its office and/or judicial proceedings.
- Student organizations may not paint any part of the office.

- Open flames, including candles or incense, are not permitted at any time in the student organization offices or the student organization suite.
- Student offices must be vacated at the close of the building each night. Student organizations wishing to use offices beyond normal operating hours must obtain permission from the Office of Student Activities and may be subject to fees if staff is required to secure the building.
- The student organization must maintain regular office hours and usage of space. Any office space not being utilized on a regular basis may be revoked. This is to be determined by the Student Union Board and/or the Director of Student Activities.
- Student organizations may hang items on the wall using only approved strips. You should not hang items with any other form of adhesive. Students should not nail or drill holes into the walls, ceilings or doors. Exceptions can be made by the Office of Student Activities. Heavier items may require that Plant Operations hang the items. Damage done to any wall, door, ceiling tile or glass by a student or student organization may result in a fine or removal from office.
- Unauthorized duplication of office keys is prohibited. Such action will result in the loss of office space for the organization and students may face judicial and/or honor charges.
- The Student Activities administration or the Student Union Board may establish additional guidelines. All organizations will receive written notification.

Special Interest Houses

Applications are due to the Office of Residence Life, DSU Suite 3127, by 5:00pm February 15.
Decisions will be made before General Housing Lottery.

A limited number of Special Interest Houses are available for student groups or organizations who share common interests and whose stated goals and objectives can be enhanced through a shared living environment.

Special Interest Houses can accommodate 4-9 same gender students depending on the house. They are located on the periphery of the CNU campus neighboring private homes in the Newport News community. Living in a CNU Special Interest House is a great privilege that comes with even greater responsibility. Groups or organizations selected to occupy the houses represent Christopher Newport University as well as themselves and must maintain the highest level of courtesy and respect for the surrounding community. They must be models of appropriate student conduct and live in accordance with the CNU Student Code of Conduct and Honor Code.

With limited exception, houses are not granted in perpetuity or eligible for retention. This allows new and different groups or organizations to apply each year for the opportunity to experience Special Interest House living.

Houses that are not offered through the application process will be available for selection during General Housing Lottery.

**For more information, contact Jerry Roeder, Director of Residence Life, 594-7125 or jroeder@cnu.edu

Business Services for Student Organizations

IMPORTANT NOTE: Financial information will only be released to Officers listed on the Student Organization Recognition form. An updated recognition form must be submitted annually and as leadership changes.

Campus Accounts

Organizations recognized by the Office of Student Activities (OSA) are eligible to open and operate a campus account. Organizations have various means of generating revenue. A few sources of self-generated revenue are fund raising activities, donations and/or membership dues.

Another source of funding is available through the Small Grant Program. Small Grants are designed to assist student organizations with educational and social programming initiatives.

Each year, the Student Finance Committee receives a small portion of the comprehensive fees collected from all students during class registration. The portion of fees allocated to the Student Finance Committee is called Student Activity Fee (SAF) funding. SAF funds are allocated by the Student Finance Committee, to qualifying student organizations through an application process for educational and/or social programs to benefit and enrich the campus community.

Please see the Small Grant Application for details regarding the eligibility criteria.

To open an account, see the Student Activities (SA) Business Manager, currently Michelle Reed. The Business Manager office is located on the third floor of the Student Union in the Office of Student Activities suite 330.

If an organization has self-generated revenue and receives SAF funding, two campus accounts will be maintained. Self-generated revenue will flow through the "Profit" account and "SAF" funding and the related expenditures will flow through the "SAF" account.

All SAF funded transactions must flow through a campus account.

The following guidelines apply to all funds held in on-campus accounts:

Campus accounts are monitored and managed by the Student Activities (SA) Business Manager, in conjunction with each organization's Treasurer. The fiscal service provided by the OSA, in no way relieves the organization from maintaining detailed records. The goal of this service is guidance and instruction in addition to ensuring record keeping integrity. Accurate accounting records must be maintained at the club level so be sure to make copies of all financial documents for your club files.

Accounts with no activity for twenty-four months or longer will be classified as “inactive” and any funds remaining in the profit account will be transferred to a general fund and used for general campus programming.

Please read the following information carefully.

Under NO circumstances can cash be disbursed. All transactions originate in the OSA; however, final processing takes place in the University’s Business Office by way of Purchase Order, Reimbursement Request, or Travel Voucher. All payments are made via “check in the mail”. Please allow a minimum of 7-10 business days for processing.

Deposit Transactions

All checks should be made payable to CNU—not the individual organization. Checks must include the student ID number—checks missing this information will not be accepted. All monies earned by or collected by organizations must be deposited by the next business day following receipt. Student Organization Deposit forms are available online at the Student Activities website and in the Office of Student Activities (OSA). A deposit form must accompany each deposit and include detailed information regarding the source of revenue. For example, if a deposit is being made for membership dues, there should be a list of paying members attached to the deposit form or you may note this information in the space provided on the form.

Deposits are made directly to the student fiscal assistant or the Business Manager, Monday-Friday between the hours of 10 a.m.-12 p.m. and 2 p.m.-4 p.m. The deposit will be verified and a hand written receipt will be given for the organization’s records.

Donations/Corporate Sponsorships

Student organizations seeking donations or corporate “sponsorships” from area businesses MUST first consult with University Advancement @ 594-7179, before soliciting donations. The Advancement Office will generate gift acknowledgement letters for approved solicitations only. Please contact the Advancement Office for more detailed instructions.

Fund Raisers

Any organization charging a fee for an event or selling refreshments at an event must adhere to a number of guidelines. The organization should establish its admission price and clearly document it in their publicity and promotion for the event. Numbered tickets or some other accurate means of documenting the number in attendance should be used to reconcile sales to revenue. Attendance records and all event related collections are subject to audit by the Business Manager or the Director of Student Activities. Please see separate Cash handling policy for details.

Prizes and Gifts

Student Organization Award Receipt forms are available in the OSA and at the Student Activities web site. All purchases or reimbursements for prizes and/or gifts valued at \$49.99 or more must be documented on this form for IRS reporting purposes. Reimbursements will not be processed without this form.

Cash Prizes

IRS form W9 must be collected from all cash prize recipients. Cash prizes are paid via “check in the mail” and will not be issued until a signed W9 is forwarded to the Business Manager.

Food

All food purchased for small gatherings must be accompanied by a list of attendees. Only campus wide events, where attendance by name is not feasible, is exempt from this requirement.

Purchases

It is the organization’s responsibility to request a written quote from the supplier. Please have this information available when requesting a Purchase Order. If you received a Small Grant, please have a copy of the approved grant with you when requesting the Purchase Order.

Purchase Orders (PO) are available through the student fiscal assistant or Business Manager, and will only be issued to officers listed on the organization’s recognition form. PO’s will be issued Monday-Friday between 10 a.m.-12 p.m. & 2 p.m.-4 p.m. Other staff members are not authorized to issue Purchase Orders. Please do not ask them to do so. The PO authorizes the vendor to fill your order and serves as CNU’s promise to pay.

PO’s are required for all purchases to be paid directly by the University. Before a PO is issued, your account balance will be verified and you will be asked what you intend to purchase to determine if the item is on state contract—meaning it must be purchased from a specific vendor. Once your account balance is verified and you receive the “ok to purchase”, a PO will be issued.

Please keep in mind that only one PO will be issued at a time and no additional PO’s will be issued until all outstanding paperwork is returned to the OSA.

Failure to return paperwork to the OSA will result in suspension of purchasing privileges or closure of account.

State procurement laws stipulate that all purchases over \$4999.99 go out for public bid and must therefore be processed by University’s Purchasing Office. Failure to comply will result in loss of purchasing privileges in addition to personal liability.

CNU is TAX EXEMPT and should not be charged sales tax on any items purchased using a Purchase Order; however, this exemption does not apply to lodging, prepared meals, or purchases to be reimbursed. If a vendor needs a copy of our Exempt Certificate, please have the legal name and address of the vendor and notify the student fiscal assistant. A request will be submitted to the Business Office to mail a certificate.

Orders from local vendors

Once your account balance is verified you will be given a PO to complete. Much of the required information will be available in the PO Template Binder, however if we have not dealt with a vendor in the past, you will need to refer back to your quote to complete the PO.

Once you fill in the required information, the Business Manager or the Director of Student Activities will sign the PO. If a signer is not available, you will be called when the PO is signed and ready for pick-up.

Once the PO is issued, you will receive the white copy of the form for the vendor. You may use the OSA fax machine to send a copy to the vendor if the order is being shipped, or you can take the PO to the vendor if you plan to pick up order directly from the vendor—all other copies of the PO remain in the OSA. Some vendors will keep the white copy others will not—this will vary by vendor.

Once the purchase is completed, you will return the receipt or invoice to the student fiscal assistant. All original paperwork received from the vendor must be returned to the OSA for payment processing. Make copies of all documents for your club files.

If everything is filled out correctly, the process is complete.

Listed below are several local vendors that accept Purchase Orders.

Kmart	Papa John's	C&J Engraving
Farm Fresh	Pizza Hut	Trophy World
Food Lion	Big Top	Ben Franklin
PrintingWright	5 Star Pizza	Asian Grill

Shipped Orders

Once the order ships, the vendor will immediately mail an invoice requesting payment. All invoices should be mailed directly to the Business Manager to avoid payment delays. The “Bill To” address is noted on the PO form. The PO gives the Business Office authorization to pay the invoice that follows. At this point, the transaction is complete. In the event that an invoice is mailed to the organization, the invoice should be forwarded to the Business Manager as soon as possible as late payments can jeopardize vendor relations.

Information needed to issue a purchase order

The following areas need to be completed on all PO's

Date of order

EIN (Employer Identification Number sometimes called FID Federal Identification Number) or Social Security for sole proprietors

Name and address of vendor

INFORMATION NEEDED CONT.

Vendor contact

Phone and fax number

Any special instructions

Description of item and item number

Quantity of item ordered

Quoted Price

Total Amount

Purchase Reimbursements

In order to be reimbursed for an approved club purchase, a Student Organization Reimbursement form must be completed and the original receipts attached to the form. These forms are available online on the Student Activities web page under student resources and in the OSA. A club officer must sign the form before it can be submitted to the OSA. An officer cannot authorize a reimbursement to him or herself. A signature of a second club officer is required to process the reimbursement request.

Online Purchases

Online purchases are also an option for organizations. With this method, the purchase is made using a CNU credit card and is charged directly to your campus account. To do this, forward a shopping cart from a secure site, or a quote identifying the exact item(s), quantity, and supplier. This list can be sent via email from an official club contact of record or via hard copy as long as it includes a signature. You will be notified via email when the order is placed and when it is ready for pick up.

Contracting Services

When contracting needs arise, please meet with the appropriate OSA staff member or the OSA Business Manager to discuss contracting requirements, options and procedures.

At NO time may a student or student organization sign a contract for services when payment will be made by CNU on behalf of the organization. Contracting for services includes DJ's, speakers, bands, off campus catering, rentals, etc. All contracts must be processed through the Office of Student Activities. The Vice President of Student Services or designee will review the contract and sign on behalf of the organization. Any student who signs a contract on behalf of the University is accepting personal liability for payment.

Bookstore Transactions

You may also purchase items from the CNU Bookstore using a Bookstore Requisition form issued by the student fiscal assistant in the OSA office. Prior to receiving a Bookstore Requisition form, your account balance will be verified. Once the purchase is completed, the receipt or a copy of the receipt should be submitted to the student fiscal assistant.

Campus Catering/Dining

CNU's catering department must be given first consideration whenever food is served at a campus event. To utilize this campus service, meet with the appropriate food service personnel, determine the estimated cost of the food service, and bring the contract to the OSA Business Manager for signature. The catering department will only process your order after funds have been verified.

Travel

Travel requires a great deal of planning and most expenses are processed via reimbursement after travel is completed. Please meet with the appropriate OSA staff member or the OSA Business Manager at least FOUR WEEKS PRIOR to your planned travel date and/or payment due date to discuss your plans.

ALL STATE TRAVEL GUIDELINES AND LIMITS APPLY TO STUDENT TRAVEL.

In depth, travel requirements and policies are available at <http://businessoffice.cnu.edu/travelinfo.htm> and will be explained in detail, during your travel meeting. The information below is provided as a general overview to highlight the most basic requirements.

Original DETAILED receipts are required for all expenses and reimbursements. Receipt copies are not acceptable and expenses will not be reimbursed if copies are submitted

BANQUETS AND OFF CAMPUS CLUB MEALS ARE CLASSIFIED AS TRAVEL—ALL GUIDELINES BELOW APPLY. A list of members in attendance must be included.

The Student Organization/Conference Travel Form must be completed prior to travel and replaces the need for students to complete the Prior Approval to Travel form. Submission of this form starts the travel approval process.

The Business Office still requires a Prior Approval to Travel in most cases, however; the OSA staff will use information from the new form to complete the Prior Approval to Travel as needed. The new form addresses all the previously required information as well as additional safety concerns.

Certain travel expenses, such as meals and lodging, are capped by a “per diem” rate. This information varies by travel destination and will be explained when you meet to discuss your travel plans.

Travel Vouchers

Once the trip is approved and travel is complete, requests for reimbursements are made using a Travel Voucher. Original DETAILED receipts are required for reimbursement. Receipt copies are not acceptable and expenses will not be reimbursed if copies are submitted. Travel Vouchers are available in the OSA and on the OSA web site.

REQUIREMENT FOR USING A STATE/FLEET VEHICLE

This policy is currently being revised and pending approval. Please see separate policy.

Small Grant Fund

The large majority of student organizations at Christopher Newport University will be eligible for funds through the Small Grant Allocation process. FEBs are not eligible. To be eligible for Small Grant funding, the following criteria must be met:

- 1.) The club/organization must be a recognized group on campus and be in good standing with the university. This means they must have met all eligibility requirements as outlined by the Office of Student Activities.
- 2.) New clubs and organizations are eligible for programming funds after four continuous months' existence on campus. **At the discretion of the Small Grant Committee, clubs and organizations that are less than four months old may request start-up funding not to exceed \$100.** This funding must be used to help establish the organization so that it may operate on it's own until the four month period has been met.
- 3.) Any club or organization requesting funds must be able to demonstrate attendance at the Finance workshops offered by the Business Manager.
- 4.) A Student Activities Event Registration form must be completed.
- 5.) An accurate organizational budget must be kept. This budget must be submitted with small grant request.
- 6.) A post event form must be completed in order to receive reimbursements or to be eligible for future grants.

The Small Grant Fund is available to organizations that will make a significant contribution to the campus community as well as to the individual organization. Generally clubs will not be awarded small grant funding exceeding \$3000 per academic year. This amount is not guaranteed to any organization and is distributed on a first come, first served basis. Consideration for requests exceeding this amount will occur when events are co-sponsored by multiple organizations. Requests for funding must fall within one of these categories:

- 1.) Programming expenses: Expenses in this category pertain to activities and events that occur on campus and are open to the university community. Activities and events are defined as educational or social interactive programs. It does not include services unless the services are a part of a larger program. Examples include leadership seminars, guest lecturers/speakers, social activities, etc... Requests in this category should include expenses for the program, such as speaker fees, publicity, etc...as well as any revenues to be collected from the event. Funding preference will be given to those organizations offering programs on Thursday, Friday, or Saturday nights. Any contracts required for programming must be reviewed by the Director of Student Activities prior to commitment and execution. Programs should not be used as fundraisers for sponsoring organizations or its members. Funding will not fund services such as, but not limited to, giveaways, food, beverage or donations of items if not tied to an event as defined above.

- 2.) Professional development expenses: A very limited amount of funding may be included within the Small Grant Fund request that supports the professional development of the organization. This includes pursuing special trainings that will directly assist organizational leaders in the discharge of their duties. Funding will generally be in the form of on-campus video conferences, speaker's fees or resources. It does not cover off-campus conferences, workshops or trainings that require travel. Funding within this category carries with it the expectation that knowledge gained from the trainings will be shared with the campus community in a demonstrable way. **Typically, these funds should not cover seniors in their second semester/year or those who have previously attended the conference/workshop.** This may mean that attendees will be required to present their knowledge to Small Grant Fund Committee or other groups on campus.

Small Grants are awarded specifically for the betterment of the campus community, typically through campus wide programming events. As a result, Small Grants will not fund:

- 1.) Equipment purchases for the organization. Small Grants may fund equipment rental fees for an event.
- 2.) Donations.
- 3.) Fundraising activities specifically for the organization's gain. Funding may be available, at the discretion of the Small Grant Committee, for benefit events provided the funding granted is used for programming purposes.
- 4.) Contracts executed prior to receiving Small Grant funding.
- 5.) Events completed prior to receiving Small Grant funding.
- 6.) Events occurring off-campus unless for professional development reasons.
- 7.) Non-academic competitions that do not meet programming guidelines as articulated in this document.
- 8.) Any part of alcohol at an event to include bar fees or security required to host such an event.

Co-sponsorships between student organizations are encouraged. Requests must show the organizational contributions through funding and/or labor. Requesting organizations must demonstrate specific responsibilities in the co-sponsorship. The Small Grant committee may request a copy of a co-sponsorship agreement.

The Small Grant Allocation process requires student organizations to plan well in advance of their program date. **Given the large number of requests that can occur from the array of student clubs and organizations, the Small Grant Fund Committee requires Small Grant Fund requests to be made no less than four weeks for requests exceeding \$500 or no less than two weeks for requests for \$500 or less.** For more information regarding how to access these funds, please see the *Guide for Managing Campus Accounts Handbook*

Front End Budgeting (FEB) Status

A small number of student organizations will be considered for Front End Budgeted (FEB) status. FEBs are groups whose contributions to the university extend beyond any specific issue/interest and are deemed to have a significant impact on the campus community generally and the student community specifically. Groups with FEB status are expected to contribute to the intellectual and social environment of the campus through programming, representation of student views, and service on university wide committees.

To be eligible for FEB status, the following minimum criteria must be met:

- 1.) The organization must be open to all CNU students. Political, religious and gender-affiliated organizations will not be eligible.
- 2.) The mission of the organization must demonstrate a breadth of contributions to the betterment of the university community rather than a minimal subset of the community.
- 3.) The programs and activities offered by the organization are of a campus-wide nature. These events, which may differ in content and delivery from year to year, must reoccur on an annual basis.
- 4.) The organization must be institutionally supported at a significant level. This support may be demonstrated in funding, operational resources, or personnel whose professional duties include direct work with the organization.

Front End Budgeted organizations will generally number less than ten in any given year. Most years approximately five organizations will meet this status. Money will generally be dispersed to the FEB organizations on a semester basis, meaning one-half of the allocation will be dispersed in the Fall semester with the second half allocated during the Spring term.

Attaining FEB status requires organizations to undergo an annual review process to ensure their eligibility under the established criteria is still met. Groups who have not attained FEB status may apply on February 1 (or the first business day if such date is on a weekend) for such status through the Appropriations Committee. Any new group who achieves this status will be eligible for a percentage of funds in their first year of operation. These funds will generally not exceed 25% of projected expenditures in the second year of operation. The percentage-based funds that are allocated during the first year are done so in order to help the organization establish itself prior to a total commitment of funds from the institution.

FEBs are eligible for comprehensive funding to ensure their continued contributions to the CNU community. Comprehensive funding means that FEB organizations may request financial support in any or all of the following categories:

- 1.) Operational expenses: Operational expenses are for items necessary to conduct the day to day business of the organization. This may include office supplies, telephone expenses, office equipment rental/repair fees, postage, etc...

- 2.) Programming expenses: Expenses in this category pertain to activities and events that occur on campus and are open to the university community. Examples include leadership seminars, guest lecturers/speakers, social activities, etc... Requests in this category should include expenses for the program, such as speaker fees, publicity, etc...as well as any revenues to be collected from the event.
- 3.) Professional development expenses: A very limited amount of funding may be included within the overall budget request that supports the professional development of key members (such as executive officers) of the organization. This may include attendance at local, regional or national conferences as well as pursuing special trainings that will directly assist organizational leaders in the discharge of their duties. Typically, these funds should not cover seniors in their second semester/year or those who have previously attended the conference/workshop.
- 4.) Stipends: With the exception of organizations granted a previous exemption or those funding stipends through its own revenue, there will not be funding for new stipends. Any request for funding in this area must also demonstrate verification procedures to ensure stipends are being wisely allocated and earned. Students receiving stipends must meet accountability standards set by the governing body and/or the University.
- 5.) Miscellaneous Expenses: In cases where necessary expenses are incurred that ensure the success of the organization but do not fall within one of the other broadly defined categories, monies may be allocated into the miscellaneous category provided ample justification can be made that demonstrates the manner in which funding will be used to support the organization's efforts.

General Reserve Account

Any money not spent from any fund will be placed in the General Reserve Account (GRA), which is managed by the Student Affairs Business Manager. As is the case with the fees allocated, this reserve account will be separated into three sections. The first will hold any excess dollars from FEBs.

The second section of the GRA will be for the Small Grant Fund. Any excess dollars in this account at the end of the fiscal year will be placed in this section of the GRA. Any Small Grant dollars given to an organization but not spent by that organization will be placed in the GRA Small Grant section irrespective of the specific organization.

The final section of the GRA will be for excess money from the Conference Fund. Any allocated money not utilized during the fiscal year will be placed in this section of the GRA.

Money from these three sections of the GRA may be allocated through the Small Grant Committee*. However, money may only be utilized by the fund for which it was intended and only for one time only unanticipated expenses of a unique nature. Repeated appeals for the same request must be factored into the FEB's regular operational budget request in the spring semester. The Small Grant Fund of the GRA may be utilized when additional monies are needed because of a unique opportunity that will benefit the entire campus (e.g. a major speaker is available to come to campus during an unplanned time period). The Conference Fund GRA may

be utilized when significant requests for conference support have shown additional money is needed to support our students academic, professional and personal development.

*Small grant members who also serve as executive board members of an FEB organizations may not vote on GRA requests.

Greek Organization Relationship Statement

Christopher Newport University is committed to establishing and maintaining a thriving Greek community as a core component of our undergraduate experience. The following philosophy and policies serve as a foundation upon which Greek life on our campus will be built. Any questions regarding fraternity and sorority life at CNU should be directed to the Assistant Director of Student Activities for Greek Life.

Philosophy

The primary reason for students' matriculation at CNU is to obtain an undergraduate degree from the institution. As members of Greek letter organizations, academics must remain at the forefront of their individual and collective experiences.

We believe in national affiliation with local direction. The university will only recognize Greek letter organizations that are nationally based. National affiliation is seen through the lens of the CNU experience. Issues specific to CNU are of paramount importance and will be decided at the institutional level.

We seek high achieving students to participate in the CNU Greek experience. We expect these students to be viewed first as CNU undergraduates, second as members of a larger CNU Greek community and finally as members of a particular chapter of their choosing. As a result, the policies and practices of Christopher Newport University are of primary importance. Policies and practices of the overall Greek community and individual chapters that compliment the expectations of CNU will be supported. Any instance of one policy or practice being viewed as "stricter" than another it should be assumed that the most stringent policy or practice should be followed.

Policies

The student governing bodies for the North-American Interfraternity Conference (NIC), National Panhellenic Conference (NPC) and National Pan-Hellenic Council (NPHC) affiliated chapters will, in conjunction with the Assistant Director of Student Activities for Greek Life, be responsible for establishing the policies and guidelines specific to the needs of their respective organizations. In the absence of a governing body, the Assistant Director of Student Activities for Greek Life will establish the policies and guidelines. In conjunction with these governing body specific guidelines, the following policies apply to all Greek letter organizations:

Recruitment:

- Any undergraduate member of the CNU community wishing to pursue membership in a values-based fraternity or sorority must be enrolled as a full-time undergraduate and possess a 2.4 cumulative grade point average and have earned a minimum of 12 credit hours from an institution of higher education post completion of a high school degree.
- Any chapter wishing to offer membership to an eligible student must submit a signed “Potential Member Academic Release” to the Assistant Director of Student Activities for Greek Life at least three (3) days prior to the bid being offered. Chapters must receive confirmation from the Assistant Director of Student Activities for Greek Life to ensure that the student is, in fact, eligible for membership.
- Extending invitations to join any CNU chapter of a Greek organization may only occur during the Fall and Spring semesters when classes are in session.
- All recruitment events must be alcohol free.
- The formal recruitment process will not exceed two academic weeks. On-going recruitment hosted at the chapter level is supported and encouraged within the fall and spring semesters. No recruitment events may be held during finals weeks or academic breaks (winter break or summer break).
- Chapter recruitment schedules must be submitted to the Assistant Director of Student Activities for Greek Life at least ten (10) days prior to the first event.

New Member Education:

- Chapter new member education requirements (e.g. pledging) must be completed within ten (10) weeks of the acceptance of a membership offer and within the same semester that the offer has been extended. Any exceptions must be approved by the Assistant Director of Student Activities for Greek Life at the time of the bid being offered.
- Chapter new member education requirements must be completed one week prior to finals week each semester.
- Hazing is strictly prohibited. All students have a responsibility to report any alleged hazing incidents. The Assistant Director of Student Activities for Greek Life and/or the Director of the Center for Honor Enrichment and Community Standards should be informed of any alleged hazing incident. Individual students and chapters may be held responsible for violations of the University’s hazing policies as defined by the Student Handbook.

Chapter Recognition:

- All chapters must be recognized by their respective governing bodies as well as the Office of Student Activities.
- Chapters granted recognition through the Office of Student Activities may be extended the full rights and privileges available to any student club or organization.
- Chapters must be nationally affiliated in order to be eligible for governing body and university recognition. Loss of national affiliation will result in loss of university and governing body recognition.
- Any chapter that has lost its university recognition due to a decline in membership must regain its university recognition (recruit and initiate undergraduate CNU members) within three semesters. Failure to do so will result in the chapter being placed on inactive status with the University regardless of whether the national organization recognizes the chapter.

Any group placed on inactive status must go through the appropriate council expansion process in order to re-colonize and be recognized by the university.

- Any chapter that has lost its university recognition due to a judicial matter (behavioral, financial, etc.) cannot petition for re-colonization for a period of at least four years or until all previous members (initiated undergraduates) have left the university, whichever is greater.
- Any chapter that has lost its university recognition due to a judicial matter (behavioral, financial, etc.) yet continues to operate “underground” must cease operations and graduate all initiated members prior to petitioning for re-colonization regardless of recognition status from the national organization.

Chapter Standards:

- All chapters must maintain minimum membership standards as established by the Standards of Achievement for Greek Excellence (SAGE).
- Accurate membership rosters must be provided to the Assistant Director of Student Activities for Greek Life no later than September 1 during the fall semester and January 15 during the spring semester. Any changes to a chapter roster after those dates must be reported within 48 hours.
- Failure to accurately report information to the Office of Student Activities and/or the governing council may be viewed as an Honor Code violation and may be handled through either the university or the Greek Judicial Board.
- All chapters are expected to follow FIPG Risk Management Guidelines. These guidelines articulate expectations related to alcohol and drugs, hazing, sexual abuse and harassment, and fire, health, and safety. (See Appendix)
- Chapters will be held responsible for any activity by individual members that a reasonable person might consider to be an activity of the chapter. Formal or informal action regarding chapter or individual conduct may be taken through either the university or the Greek Judicial Board.

Role of Faculty/Staff Advisors of Fraternities and Sororities

At times, the role of a faculty/staff advisor of a fraternity or a sorority might feel more time consuming or demanding than what your peers may experience advising other types of student organizations. However, unlike other student organizations, fraternities and sororities are more likely to have a team of local volunteers available to assist.

A basic advisory team might include: chapter advisor, recruitment advisor, new member education advisor, financial advisor and faculty/staff advisor. Some chapters may ask the faculty/staff advisor to be hands-on, filling in for one of these other positions as well as being the campus liaison to their chapter. Another typical role for faculty/staff advisors is to aid the chapter with all efforts that are focused on academic success and retention. No matter what, the role of the faculty/staff advisor is not to just sign off on forms required by the university. These advisors play just as much a role in the chapter’s success as any of the other advisory board volunteers.

All members of the advisory team will come from different backgrounds. Some might be members of the organization, others might not. Some might be alumni from CNU, others might

not. Some might have served in a volunteer advisory role for many years, others might not. It is crucial for all members of the advisory team to discuss the skills and experiences they bring to the team in order to best aid the chapter. We encourage the faculty/staff advisor to meet with the rest of the advisory team each semester to discuss issues facing the chapter and to clarify the role and expectations in this position.

If at any point a faculty/staff advisor is having difficulty communicating with the rest of the advisory board or if additional advising resources are desired please contact the Assistant Director of Student Activities for Greek Life for assistance.

Building a Strong Relationship with your Advisor

Students are ultimately responsible for maintaining a close relationship with the advisor and knowing the policies and requirements of their respective organization. In order to meet that goal your organization is responsible for:

- Conducting all activities in compliance with university policies and procedures, the constitution and laws of the United States, the Commonwealth of Virginia, and the City of Newport News.
- Providing an orientation to new advisors about all activities related to the organization and an opportunity to meet as many members as possible.
- Inviting advisors to executive and organizational meetings.
- Conferring with their faculty advisor on a regular basis for an update on any proposed events/activities and the financial status of the organization.
- Maintaining records including the minutes of meetings as well as other materials.
- Keeping the advisor informed about the organization's progress, interests, goals, and problems.
- Being considerate of advisors' busy schedules by arranging meetings ahead of time when possible and giving advanced notice of special events.
- Being completely honest with the advisor.
- Showing your appreciation to your advisor throughout the year.

Building a Strong Leadership

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

-John Quincy Adams

A leader is the first servant of the organization. The worst thing that a new leader can do is to charge into a new position and take control over everything. When entering into a new position, come prepared. Come with an open mind that will listen to others that have preceded you. Come with questions on how things were done in the past and how can things be made better. This is valuable information and will add to the future success of the organization.

Student organization leaders play an important role in each organization. It is the officers that keep the organization on track, and insure goals and objectives are carried out as directed by the membership. Although leaders assume responsibility for the organization, it is the membership that directs those in charge. Being a leader in an organization puts one in a very precarious situation. The leadership always inherits the negative feedback when something goes wrong (and accepts the responsibility), but always includes the entire membership in the positive outcomes.

A leader of an organization requires self-sacrifice, hard work, commitment and constant learning. Understanding policies and procedures that affect an organization is the responsibility of the leaders and insures the execution of goals and projects are completed as smoothly as possible.

TOP TEN LIST

By joining an organization, I will...

- Make new friends.
- Explore careers.
- Gain a sense of belonging.
- Learn to work in groups.
- Learn to organize.
- Share common interests.
- Learn to manage my time.
- Develop new skills.
- Have lots of fun.
- Make CNU mv home away from home!

Three Types of Leaders

There seems to be three favored leadership types that most agree upon.

- **The authoritarian leader rules through sheer force.** This type of leader lays down the law and makes all the decisions for the group. It boils down to a dictatorship in which the only say in the organization is that of the president or chair. If an organization has an authoritarian leader, the membership of the organization is in peril and the organization will flounder.
- **The passive leader does the exact opposite.** The leader in reality is only a puppet to the organization. This type of leader is the escape goat for those in the organization who do not want to accept the responsibilities of being a leader. If an organization has a passive leader, the membership becomes disgusted with the organization and may either quit or cause serious problems for the group.
- **The democratic leader lets the membership decide on all issues.** This type is the most favorable within organizations. The democratic leader ensures that everything is discussed within the organization before any decisions are made. If an organization has a democratic leader, the organization may grow impatient with the long meetings and the length of time it takes to get things accomplished.

The best type of leader is to be a combination of all three. There are times when a leader must choose to be an authoritarian leader when things get out of hand. There are times when the passive leader takes a backseat to certain members to make a point. Being a democratic leader at the times when in-depth discussions need to be made can make the difference in the success of meeting goals and completing projects that are established by the organization.

Role of the Executive Board

A president is only as strong as its supporting officers on the Executive Board.

A **president** should:

- Preside at organization meetings and facilitate executive board meetings
- Be aware of all money matters
- Have the ability to plan and sense what the members want and help develop their ideas
- Exercise supervision over the organization and all of its activities and members
- Represent the organization to the institution and public
- Have the courage to overcome obstacles and take risks
- Produce and accept change
- Have the vision to see facts and ideas that others view as ordinary and rearrange them to become the extraordinary
- Be a good communicator and good listener
- Remain optimistic and provide motivation to the organization
- Make ethical decisions.

A **vice-president** should:

- Assume the duties of the president in case of absence or incapacity of the president
- Serve as a liaison to committees
- Perform other duties as directed by the president

A **secretary** should:

- Prepare an agenda for all meetings and calendar of events with the president
- Serve as the chief recording and corresponding officer of all records
- Maintain attendance at all meetings

A **treasurer** should:

- Be responsible for the collection, safekeeping and expenditure of all funds of the organization, and for keeping an accurate financial record
- Be a person of unquestioned integrity and have knowledge of how to keep financial accounts
- Collect and disburse funds only as directed by law, all applicable CNU policies, the membership or other authority provided for in the bylaws
- Not have power to borrow funds or write checks unless authorized to do so by the membership
- Report briefly on the finances of the organization at each meeting, answer any questions on financial matters and submit an annual report to the membership

A **committee chair** should:

- Organize volunteers to handle specific duties
- Report back to the Executive Board, Advisor and membership as progress is made

Planning a Retreat for your Organization

Planning a retreat for your entire organization or just the officers allows you to:

- set goals for the upcoming year
- build closer relationships with other group members
- brainstorm ideas for events
- assess the needs of the group

General areas of emphasis that are usually presented include:

- Organizational operation- such as decision making and problem solving
- Individual skills- such as facilitating meetings, delegating authority
- Communication skills- such as giving information, listening
- Human relations skills- such as awareness of personal/others' needs

Most student retreats take approximately one month to arrange and plan. If you are interested, make an appointment to discuss your ideas and expectations with the Director of Student Activities, Kim Roeder at 594-7260 or kroeder@cnu.edu.

Robert's Rules of Order: A Simplified Reference Summary

Robert's Rules of Order is the basic handbook of operation for most clubs, organizations and other groups. It is a time-tested method of conducting business at meetings and public gatherings and can be adapted to fit the needs of any organization.

Members get their say by making **motions**. A **motion** is a proposal that the assembly takes a stand or action on some issue. Members can:

1. **Present motions** (make a proposal)
 - a. Motions must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.
 - b. Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.
2. **Second motions** (express support for discussion of another member's motion)
 - a. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.
3. **Debate motions** (give opinions on the motion)
 - a. Parliamentary procedure guards the right to free and full debate on most motions. Some privileged and incidental motions are not debatable.
 - b. Some motions can be debated again and re-voted to give members a chance to change their minds. The move to reconsider must come from the winning side.
4. **Vote on motions** (make a decision)
 - a. Most require only a majority vote, but motions concerning the rights of assembly or its members need a 2/3 vote to be adopted.

There are four general types of motions.

- **Main motions.** Introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield privileged, subsidiary and incidental motions.
- **Subsidiary motions.** Change or affect how the main motion is handled. They are voted on before the main motion.
- **Privileged motions.** The most important motion concerning special or important matters not related to pending business.
- **Incidental motions.** Questions of procedure that arise out of other motions. They must be considered before the other motion.

Robert's Rules of Order: Committee Agenda or Order of Business

Adapted from: University of Washington

It is customary for every group to adopt a standard order of business for meetings. When no rule has been adopted, the following is the order:

1. Call to order
 - a. "Will the meeting please come to order"
2. Introduction of meeting attendees
3. Reading and approval of minutes
 - a. "Are there any corrections to the minutes?"
 - b. "There being no corrections, the minutes will stand approved as read." or "Are there any further corrections to the minutes?"
 - c. "There being no further corrections, the minutes will stand approved as corrected."
4. Reports of officers and standing committees
 - a. Officers, boards, standing committees or task forces should be called upon to report in the order which they are mentioned in the by-laws of the organization.
5. Reports of special committees
6. Unfinished business
 - a. "We come now to unfinished business. Is there any unfinished business to come before the meeting?"
7. New business
 - a. "Is there any new business to come before the meeting?"
8. Program
9. Adjournment
 - a. Unqualified: The proposer moves for adjournment; motion is seconded; the chairman calls for a vote; action depends on a majority vote. This motion cannot be discussed.
 - b. Qualified: The proposer moves for adjournment within a definite time or adjournment to meet again at a specific time; motion is seconded; chairman calls for discussion; a vote is taken; action depends upon majority vote.

Review of Parliamentary Procedure

Here are some motions you might make, how to make them and what to expect of the rules.

These motions are listed in order of precedence:

<i>To do this:</i>	<i>You say:</i>	<i>Interrupt the speaker?</i>	<i>Need a second?</i>	<i>Debatable?</i>	<i>Amended?</i>	<i>Vote needed</i>	<i>Recon- sidered</i>
<i>Adjourn meeting</i>	<i>“I move that we adjourn”</i>	<i>No</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>Majority</i>	<i>No</i>
<i>Call an intermission</i>	<i>“I move that we recess for...”</i>	<i>No</i>	<i>Yes</i>	<i>No</i>	<i>Yes</i>	<i>Majority</i>	<i>No</i>
<i>Make a complaint</i>	<i>“I rise to a question of privilege”</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No Vote</i>	<i>No</i>
<i>Temporarily suspend consideration of an issue</i>	<i>“I move to table the motion”</i>	<i>No</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>Majority</i>	<i>No</i>
<i>End debate and amendments</i>	<i>“I move the previous question”</i>	<i>No</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2/3</i>	<i>No</i>
<i>Postpone discussion for a certain time</i>	<i>“I move to postpone the discussion until...”</i>	<i>No</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Majority</i>	<i>Yes</i>
<i>Give closer study of something</i>	<i>“I move to refer the matter to committee”</i>	<i>No</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Majority</i>	<i>Yes</i>
<i>Amend a motion</i>	<i>“I move to amend the motion by...”</i>	<i>No</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Majority</i>	<i>Yes</i>
<i>Introduce business</i>	<i>“I move that...”</i>	<i>No</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Majority</i>	<i>Yes</i>

Review of Parliamentary Procedure

These motions do not have a specific order:

<i>To do this:</i>	<i>You say:</i>	<i>Interrupt the speaker?</i>	<i>Need a second?</i>	<i>Debatable?</i>	<i>Amended?</i>	<i>Vote needed</i>	<i>Reconsidered</i>
<i>Protest breach of rules or conduct</i>	<i>“I rise to a point of order.”</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No vote</i>	<i>No</i>
<i>Vote on a ruling of the chair</i>	<i>“I appeal from the chair’s decision”</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>Majority</i>	<i>Yes</i>
<i>Suspend rules temporarily</i>	<i>“I move to suspend the rules so that...”</i>	<i>No</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2/3</i>	<i>No</i>
<i>Avoid considering an improper manner</i>	<i>“I object to consideration of this motion”</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>2/3</i>	<i>–</i>
<i>Verify a voice vote by having members stand</i>	<i>“I call for a division” or “Division!”</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No vote</i>	<i>No</i>
<i>Request information</i>	<i>“Point of information”</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No vote</i>	<i>No</i>
<i>Take up a matter previously tabled</i>	<i>“I move to take from the table...”</i>	<i>No</i>		<i>No</i>	<i>No</i>	<i>Majority</i>	<i>No</i>
<i>Reconsider a hasty action</i>	<i>“I move to reconsider the vote on...”</i>	<i>Yes</i>	<i>Yes</i>	<i>–</i>	<i>No</i>	<i>Majority</i>	<i>No</i>

CNU Contact Information

For questions or concerns, please contact our office:

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David Student Union Information Desk
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CNU Police 594-7053

Office of Counseling and Career
Services
594-7047

University Health and Wellness Services
James River Hall 131
594-7661

Checklist of Organization Information

- Copy of the constitution and by-laws
- Contact information for officers
- Updated roster of the organization
- Calendar of events
- Meeting time and location
- Copies of meeting agenda and minutes
- Forms or documents pertaining to the organization
- Advisor contact information

Notes:

Student Organization Advisor Handbook References

Dunkel, N.W., and Schuh, J.H. *Advising Student Groups and Organizations*. San Francisco: Jossey-Bass, 1998.

Lake Superior College Student Organization Handbook 2004-2005.
<http://husky.lsc.mnscu.edu/clubs/clubindex.htm>.

Lynchburg College Student Organization Advisor Handbook 2004-2005.
<http://www.lynchburg.edu/studactv/resources.htm>.

Powers, David G. *Robert's Rules of Order: A Simplified Reference Summary*.
http://www.arga.org/mr_robrt.htm.

Radford University Club & Organization "How to" Kit 2003-2004. Office of Student Leader Resources. Department of Student Activities.