

DePauw University - Campus Activities

Student Organization Resource Guide 2013-14

Student Organization Responsibility *(from the Student Handbook)*

DePauw student organizations/groups are expected to adhere to the Code of Conduct and to other applicable policies. Failure to do so may result in University action being initiated against the group; consequently, policies, procedures and penalties set forth in this section apply to student organizations collectively as well as to individual students.

Officers of student organizations are responsible for assuring compliance with regulations and may be held accountable for failing to do so. They are also responsible for representation of their group when University proceedings are initiated. Group violations of DePauw's policies and procedures may occur when any one of the following situations exist:

Members of the group act in concert, or the organization provides the impetus for violation of University policies and procedures.

A violation arises out of a group-sponsored, financed or endorsed event.

A group leader(s) has knowledge of the act or incident before or while it occurs and fails to take corrective action.

The incident occurs on the premises owned or operated by the group.

The incident occurs at an off-campus facility leased/rented/used by the group for an off-campus event.

A pattern of individual violations is found to have existed without proper or appropriate group control, remedy or sanction.

Some DePauw student organizations belong to a governing council that adopts policies and procedures applicable to its organizations and their members. For example, fraternities and sororities have organized councils such as National Panhellenic Council (NPHC), Multicultural Greek Council (MGC), Interfraternity Council IFC, Panhellenic Council (Panhel). DePauw expects that council policies and procedures will be followed and enforced by the student organizations and councils.

New Organization Recognition/Organization Re-recognition

Any student organization may seek recognition/ re-recognition through DePauw Student Government (DSG). To qualify for application for recognition, a student organization must meet the following criteria:

1. The organization must have a DePauw faculty or full-time staff advisor.
2. The organization must have a written constitution reviewed by the Parliamentarian
3. The organization must fill a currently vacant niche on DePauw's campus.
4. Application requirements and deadlines will be available from the DSG Vice President of Student Life. The application/voting process will occur at various times throughout the academic year.

For more information about this process, contact DePauw Student Government at DSG_president@depauw.edu or visit their website: <http://www.depauw.edu/student/orgs/dsg/>

Event Planning

Inform Your Advisor

Work with your organization's advisor and the Campus Activities office to plan the details of your event. If there are changes with the executive board of your organization or you have a new advisor please inform Campus Activities immediately with the update at campusactivities@depauw.edu.

Finances

Do you have the money to put on the event? The DSG Allocations Board accepts formal requests for funding once each semester and also through Event by Event (Sundays). If you are bringing an outside artist that requires a contract, **it must be signed by Dorian Shager**, the Dean of Campus Life. Also, all contracts need to have a W-9 tax form filled out as well to be fully processed, to ensure that payment will be available on time. You can get this from Campus Activities in Union Building 210 or the Accounting Office in the Administration Building.

Philosophy of Student Activity Fee *(from the DePauw Student Government Constitution)*

The DePauw University Student Activity Fee should be used to create a campus climate, socially and intellectually, comfortable and advantageous to the entire DePauw community.

Priorities

The following prescribes the priorities, from greatest to least, for the use of the Student Activity Fee:

1. Events open to the entire campus community.
2. Events co-sponsored with a recognized student organized, university office, or academic department.

3. Events exclusive to members of the organization.
4. Events requiring full use of campus advertising.

General Operating Funds

These are defined as, but are not limited to budget requests for conferences, food, advertising, supplies, copies, maintenance issues, office expenses and shall be included for review during the allocations process.

Procedures

- B. All organizations requesting money shall submit budgets no later than the date set by the allocations board.
- C. The Allocations Board may personally question representatives from organizations requesting money as deemed necessary for further consultation.
- D. Organizations shall receive notification of allocations no later than the final week of classes of each semester.
- E. Budgets shall be considered, in no particular order, on the basis of:
 1. Priorities outlined in Article IV: Section 2 of these Bylaws.
 2. Adherence to Philosophy of Student Activity Fee.
 3. Necessity, novelty, and diversity of programming.
 4. Total amount of money available for funding each semester.
- F. Organizations requesting money must be voting Members of Congress.
 1. All members of Congress that are considered to be Living Units will be limited to Event By Event funding from the Allocations Board.

Components of a Budget Proposal

- G. Organizational budgets must contain the following criteria:
 1. Cover Sheet
 2. Programming and Operations funding requests.
 3. Itemized expenditure list from previous semester.
 4. List of activities and approximate attendance at each activity from the previous semester.

Event-By-Event Fund

- H. Event-By-Event funding shall exist to fund unforeseen organizational needs that may not have been present during the regular allocations process.
- I. All requests must be in the spirit of the Philosophy of the Student Activity Fee and are subject to the priorities outlined in Article IV: Section 2 of these Bylaws.
- J. The Allocations Board shall meet as necessary to hear these funding requests.
- K. All organizations shall present requests to the Allocations Board for individual review.

Once the money is allocated, The DSG Vice President of Finance transfers it to the accounts of the

organization. Once it is there, the organization's treasures can access it by filling out a voucher form and submitting it along with a contract, invoice, or receipt (in the case that you are reimbursing someone). This is where an advisor signature is needed. The expectation of advisors is that they are knowledgeable about the budget the organizations submits and only sign off on vouchers that are related to the programs that allocations has approved in the budget.

Sometimes organizations request money for events that, for a variety of good reasons, do not take place. In that case, contact the VP of Finance of any changes. You may be allowed to spend the allocation on another event that is in keeping with the spirit of the one you originally requested funding for. There are not a lot of specific rules regarding the activity fee. Purchasing alcohol or drugs with activity fee money is not allowed. Purchasing T-shirts with student allocations money is also prohibited by allocations. Every registered student organization on campus has a constitution. Give a copy to the advisor.

For more information about Allocations please visit the DePauw Student Government website: <http://www.depauw.edu/student/orgs/dsg/> or email DSG_president@depauw.edu.

Choose Event Date

Finding the right date for your event is crucial to ensure success. It is in your group's best interest to find a date that does not conflict with other events on campus. Though it is fine to have variety for students to choose from, it is senseless to program similar topics during the same slot. Look at the student government planning calendar or the University Calendar to see what dates are available. We also highly encourage you to collaborate with other student organizations.

Room Reservations

If you have access to e-services and the room reservation component then simply access e-services and reserve your room. Most rooms on campus can be reserved through e-services. If the room you want is not on e-services i.e. the Women's Center or AAAS House, then contact that department to reserve the room space. If you do not already have access through e-services, contact your advisor to reserve the room for you. Or you may contact Conference and Campus Events at ext. 6596 or ext. 4084 to set up a time for a tutorial on how to use the room reservation section in e-services and gain access to this option. Requesting a room is not the same as reserving the room. You must wait for a confirmation e-mail back from Conference and Campus Events to know if you have the room reserved.

Public Safety

Public Safety must be contacted prior to any event expecting large crowds. (i.e. dance parties, concerts). They reserve the right to cancel an event if they do not feel like they can appropriately patrol the event. Therefore, contact them early in the planning stages with a date, location and time. Public Safety can be reached at ext. 4261. Visit their website for more information: <http://www.depauw.edu/student/safety>.

Publicity

Finally, you will need to publicize your event. You have many options. Sheet signs, flyers, Facebook, WGRE, D3tv, DePauw Weekly, DePauw Weekender, University Calendar and The DePauw to name a few. Be creative! All sheet signs must be approved by Campus Activities.

Campus Publicity Policies

1. All posted advertising, promotional, or informational materials should include the recognized student organization, agency, department, or individual sponsoring the event/program or responsible for the message. Publicity materials that do not reflect this information will be removed.
2. All printed or painted materials designed for display on any surface are restricted to designated permanent bulletin boards or poster kiosks inside or outside University buildings unless there is prior approval from Campus Activities. Yard signs will not be permitted to be displayed without the prior approval of the Dean of Campus Life. Yard sign locations on the campus grounds must be approved by Facilities Management staff following the Dean's approval of the material.
3. Sponsors shall limit postings to one (1) copy of each flyer per bulletin board. Multiple postings will be immediately removed.
4. Flyers are not to be placed or affixed in any way to sidewalks, lampposts, trashcans, benches, or other surfaces.
5. Any publicity affixed to glass surfaces or doors and walls will be removed.
6. Sponsors are responsible for the removal of all flyers after the event.
7. All sidewalk chalking must be water-based white or colored chalk and on horizontal surfaces only. Chalking must be clear of any overhang or awning so that it can be washed away by rain. Violations may result in charges assessed by Physical Plant to the sponsor.
8. Tree banner/sheet signs at the academic quad, Hub, Bowman Park, or near residence halls should be legible and should not obstruct walkways. These signs should be taken down promptly after completion of the event. Sheet signs to be hung in the Union Building must be approved by a staff member in Campus Activities or Student Life (UB 210). The sheet sign must include name of the event, date, time, location. Sheet signs must be hung on the main stairwell to the Hub. They must not cover existing poster or sheet signs. If this happens, your sheet sign will be removed. Please take down your sheet sign following the event.
9. **For DePauw Residence Halls and University Owned Apartments and Houses:** All signs and flyers should be attached to the designated campus bulletin board on the main floor of the residence halls. Floor bulletin boards are for the use of each floor community and are under the supervision of the RAs and residents of the floor. No flyers of any kind should be distributed to student rooms. Postings are not to be affixed to glass, walls, doors, or bulletin boards not designated for postings. Additionally, postings should be affixed with thumbtacks or staples rather than tape.

Only organizations recognized by Campus Activities may post in the residence halls. All postings should include the name of the sponsoring organization. Sponsors shall limit postings to one copy of each flyer per bulletin board. Any item not adhering to these guidelines will be removed. Damage resulting from hanging posters, signs, etc., may result in charges being assessed to the group or organization that sponsored the advertising.

10. All signs, banners, or posters which are visible from the outside of University-owned living units must be approved by the Campus Living and Community Development Office prior to being displayed. All unapproved signs, banners, or posters will be removed.
11. Non-DePauw University sponsors may display publicity materials on the Community Board, located directly across from the Bookstore entrance in the Memorial Student Union Building. Posted materials must have sponsor information and expiration date clearly marked. Advertisements for alcoholic beverages will not be accepted. DePauw student organizations are asked not to post on this board.
12. The DePauw Weekly and DePauw Weekender are the e-mail venues by which events can be sent to students. Please fill out the form at the following web site to include your events:
<http://www.depauw.edu/student/depauweekly/>
Additional mass e-mail publicity to students is not provided.
13. In support of DePauw's sustainability initiative, the utilization of student mailboxes in the Memorial Student Union for publicizing events is no longer available.

Travel *(from the DePauw University Motor Vehicle Use Policy)*

The goals and objectives of DePauw University's transportation program are based upon, and supportive of, the academic, cultural and social events both on and off campus and designed to assist the offices and educational departments in the performance of their University responsibilities.

The University provides vehicles for OFFICIAL UNIVERSITY BUSINESS and/or CLASSROOM-RELATED ACTIVITIES to transport academic teams, athletic teams, student organizations, individual students and employees traveling to sanctioned events. The vehicles are not provided to anyone for personal trips of any type. ***Please see DEPAUW UNIVERSITY MOTOR VEHICLE USE POLICY for policies and more information***

Travel liability forms are available through Campus Activities. When filling out this form, please leave a copy with us and then keep a copy with a designated person on your trip.

Event Planning and Campus Noise Policy

Having a wide variety of educational, social, and cultural events on campus is an important part of the DePauw community.

The university and its recognized organizations have an obligation and a responsibility to themselves and the surrounding community to provide an atmosphere and environment that is conducive to the normal functioning of both. The right to express oneself is limited by its effect on the rights of others. All campus groups, as well as outside agencies that use our facilities, must accept the responsibility of good citizenship.

It is important to establish good mutual relations with residents of your neighborhood the year round. Canvas the neighbors immediately surrounding your living unit prior to any noise-making event. Enable the neighbors to call the living unit representatives directly with any noise concerns. Extend a personal message of apology and a written note to any neighbor complaining about noise following an

event.

It is university policy, suggested by students, to strongly discourage weekday events that will create noise issues. The following guidelines are issued to encourage responsible social functions and curb excess noise. These recommendations are solely for university policy. City and state laws also may apply.

Guidelines Regarding Events

All sponsoring groups shall follow the following guidelines:

1. It is expected that out-of-doors events that will create noise situations end at 9 p.m. on weekdays and 11 p.m. on Fridays and Saturdays. Set limits on the time span for all functions and adhere to them.
2. Events likely to create noise-causing situations are not permitted during class hours, except by permission through the Office of the Dean of Students. At other times, such events cannot begin earlier than 11 a.m.
3. At no time should speakers or sound systems be in windows or outside living units, unless permission is granted through the Office of the Dean of Students.
4. Living unit president(s) are expected to act promptly and responsibly on all complaints and concerns voiced by an outside agency (campus security, neighbors, Student Life, etc.). The president(s) of all living units participating in noise-creating functions share in the responsibility for any event. In all cases of disputed responsibility, the host living unit shall assume primary responsibility. It is suggested that to help alleviate problems of responsibility the host group allow only a designated person access to the volume controls. Predetermine acceptable levels of sound by checking with your immediate neighbors prior to any event. Then stay within those levels. Devise internal sanctions to discourage others from deviating.
5. Individuals or organizations sponsoring all campus events (such as concerts, music, or other open to all events) on campus may be required to pay for event security. Event security expectations are found on the DePauw Public Safety website at <http://www.depauw.edu/student/safety>. Event registration requirements are also listed on the Public Safety website.

Information Regarding City of Greencastle Requirements

The Greencastle Common Council meets the second Tuesday of each month at 7 p.m. Any request for street closings, exception to Noise Ordinance, etc., to be approved by the Greencastle Common Council must be submitted on the appropriate form (available in the Student Life Office in UB 210) to the Clerk-Treasurer, City Hall, 1 North Locust Street, Greencastle, IN 46135, at least 14 days prior to the meeting.

Permission must be granted by DePauw Public Safety prior to the request being submitted to the Clerk-Treasurer.

Please be sure to have a representative available for the meeting at which the request will be discussed to answer any questions the Council may have.

If you have any questions, please feel free to contact Greencastle Clerk-Treasurer at (765) 653-9211 between 8 a.m. and 5 p.m. or DePauw Public Safety at (765) 658-4261. Additional information is available on the Public Safety Web site at <http://www.depauw.edu/student/safety>.

Other Important Contacts

Facilities Management

Contact Facilities for things (e.g. chairs, tables, podiums).

To contact Facilities Management, fill out a work order request on e-Services.

facilitiesmanagement@depauw.edu

ext. 4233

Catering

Events held in the Union and the Den should purchase their food through Catering.

catering@depauw.edu

ext. 4323

Media Services

Contact Media Services for A/V equipment. (e.g. microphone, projector and screen).

mediastaff@depauw.edu

ext. 4790

Campus Activities
Memorial Student Union 210
campusactivities@depauw.edu
765-658-4270

