

# CAMPUS LIFE

## STUDENT ORGANIZATION RESOURCE GUIDE

---



---

# CAMPUS LIFE

Dear Student Leaders and Advisors,

Thank you for your continued involvement and contributions to the DePauw University community. In order support your organization and provide you with resources to continue your success on campus, this guide has been developed. Within the guidebook there are helpful resources to help you grow as a leader, coordinate, foster relationships, and successfully implement campus programs.

Sincerely,

DePauw Student Government VP Student Life & Campus Life Staff

## **Campus Life**

Memorial Student Union Building

Campus Life 002

408 S. Locust Street

Greencastle, Indiana 46135

**E:** [dsgvpstudentlife@depauw.edu](mailto:dsgvpstudentlife@depauw.edu)

**W:** <http://www.depauw.edu/studentlife/>

---

# 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 sanctions 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:

1. Members of the group act in concert, or the organization provides the impetus for violation of University policies and procedures.
2. A violation arises out of a group-sponsored, financed or endorsed event.
3. A group leader(s) has knowledge of the act or incident before or while it occurs and fails to take corrective action.
4. The incident occurs on the premises owned or operated by the group.
5. The incident occurs at an off-campus facility leased/rented/used by the group for an off-campus event.
6. 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 NPHC, IFC, MGC and Panhellenic. DePauw expects that council policies and procedures will be followed and enforced by the student organizations and councils.

---

# Eligibility for Campus

## **Activities Greek Letter Organizations**

(Adopted by the Faculty Committee on the Management of Academic Operations on March 13, 1978)

IFC, Panhel and NPHC fraternities and sororities: To be eligible for participation in a fraternity or sorority, the following requirements must be met:

- a. To be eligible for initiation into a fraternity or sorority, an individual must be a regularly enrolled undergraduate student in good standing at DePauw during the semester(s) that he or she participates in a new member education program.
- b. All active members of fraternities and sororities are required to be regularly enrolled undergraduate students of the University. If a fraternity or sorority initiates a new member/pledge into membership without obtaining the necessary authorization from the CLCD office, that fraternity or sorority may face University disciplinary action.

To be eligible to participate in student activities on campus, the following requirements must be met:

- a. The student must be enrolled as a regular undergraduate. A graduated student may petition to be declared eligible for certain activities but may not participate in intercollegiate sports (see the director of athletics and recreational sports for more information). A special or non-degree student is not eligible, except for students from foreign countries who are attending as audit or special students.
- b. The student must be enrolled and making timely progress toward earning a degree (see the Satisfactory Academic Progress standards).
- c. The student on disciplinary probation may be ineligible for some activities.
- d. Certain activities and organizations have additional requirements. The organization leadership is responsible for conducting and participating the appropriate educational training of its members.

---

# STUDENT ORGANIZATION RECOGNITION

## DePauw Student Government

*"The mission of DePauw Student Government is to act as the chief advocate for the students of DePauw University, to implement any and all things possible to improve the quality of the DePauw University experience, to affect positive change through encouraged involvement and communication with the student body, administration, and faculty." - DSG Constitution*

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/orgs/dsg/>.

## Allocations Budgets

*(From the DePauw Student Government Constitution)*

The DePauw University Allocations Board shall be responsible for the disbursement and oversight of the Student Activity Fee, while ensuring all funds are used to further a positive campus community in accordance with the Philosophy of the Student Activity Fee.

Membership of the Allocations Board shall consist of the following:

- A. Director of Allocations shall chair Allocations Board.
- B. Five (5) students elected by the student body for a year-long term.
- C. Two (2) students who have previously served on the Allocations Board shall be appointed by Director of Allocations for a year-long term. If these

---

two positions are not filled via returning Board members, then Assembly will elect students to fill these vacancies, which will be open to all students.

D. Two (2) students shall be elected by the Reps.

E. Dean of Campus Life shall serve as an ex-officio member.

1. No student shall vote on the Allocations Board for any organization requesting money from the Student Activity Fee if he or she serves as President, Vice-President, or Treasurer of that organization.

The DSG Allocations Board accepts formal requests for funding once each semester and also through Event-by-Event. The Event-By-Event form can be found online or questions can be answered by contacting [dsg\\_allocations@depauw.edu](mailto:dsg_allocations@depauw.edu) with any questions.

## **Philosophy of Student Activity Fee**

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.

### **Article IV: Allocation of Student Activity Fee**

#### **Section 1. Philosophy of Student Activity Fee**

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.

#### **Section 2. Priorities**

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

- A. Events open to the entire campus community.
- B. Events co-sponsored with a recognized student organized, university office, or academic department.
- C. Events exclusive to members of the organization.
- D. Events requiring full use of campus advertising.

---

### **Section 3. General Operating Funds**

The use of General Operating Funds will be explained thus:

A. General Operating Funds are defined as, but are not limited to:

1. Budget requests for conferences
2. Advertising
3. Supplies
4. Copies
5. Maintenance issues
6. Office expenses

B. General Operating Funds shall be included for review during the allocations process.

### **Section 4. Procedures**

The procedure for allocating the Student Activity Fee will be the following:

A. All organizations requesting money shall submit budgets no later than the date set by the Allocations Board.

B. The Allocations Board may personally question representatives from organizations requesting money as deemed necessary for further consultation.

C. Organizations shall receive notification of allocations no later than the final week of classes of each semester.

D. 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.
- E. Organizations requesting money must be recognized.

---

F. All Student Assembly Organizations that are considered to be Living Units will be limited to Event By Event funding from the Allocations Board.

G. All receipts must be presented at the Budget Proposal meeting from the prior semester.

## **Section 5. Components of a Budget Proposal**

Organizational budgets must contain the following criteria:

- A. Cover Sheet
- B. Programming and Operations funding requests.
- C. Itemized expenditure list from previous semester.
- D. List of activities and approximate attendance at each activity from the previous semester.
- E. All receipts from the prior semester.

## **Section 6. Event-By-Event Funding**

Event-by-event funding will be constituted by:

- A. Event-By-Event funding shall exist to fund unforeseen organizational needs that may not have been present during the regular allocations process.
- B. 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.
- C. The Allocations Board shall meet as necessary to hear these funding requests.
- D. All organizations shall present requests to the Allocations Board for individual review.

Specific rules regarding the activity fee are as follows:

1. Purchasing alcohol or drugs with activity fee money is not allowed.
2. Purchasing T-shirts with student allocations money is also prohibited by allocations.
3. Sometimes organizations request money for events that, for a variety of good reasons, do not take place. In that case, contact the Director of Allocations of any



---

changes. For more information about Allocations please visit the [DePauw Student Government website](#) or email [dsg\\_allocations@depauw.edu](mailto:dsg_allocations@depauw.edu).

## Organization Accounts & the Business Office

One of the most important aspects of this process involves the Business Office. Once the money is allocated, The DSG Vice President of Finance (Director of Allocations) transfers it to the Student Organization Accounts. Organizations should contact Campus Life if they do not have a Student Organization Account through the Business Office. Officers will need to e-mail Campus Life with the following information, at a minimum of two weeks prior to the allocations process:

- Organization Name
- Treasurer & President Names
- Type of organization (i.e. Dance, Religious, Athletics, etc.)

Once the allocations are transferred into the account, the organization's treasurer 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).

All students must complete a Signature Card at the Business Office, all Treasurers, Presidents and Advisors must complete that with the Business Office Staff in person.

Advisors are expected to be knowledgeable about the budget the organization submits and only sign off on vouchers that are related to the programs that allocations has approved in the budget. For online budget access via e-service an advisor needs to e-mail Karen Phillips in the Business Office.

The Student Organization President, Treasurer and Advisor can maintain their accounts and reference all expenses by logging onto E-services, on the Budget Activity Reports. Access can be granted by e-mailing Karen Phillips.

### **Collaborating with the Business Office**

1. Vouchers for reimbursements and vendor payments must be turned in no later than Tuesday at 3:00 p.m. for payment that following Friday.
2. Reimbursements must include all receipts and vendor payments must have an invoice or contract to show proof of expected payment. Receipts must be

---

itemized showing business purpose of the expense and must reflect as being paid when asking for reimbursement. Invoice reimbursements must also reflect the same individual's name as is being reimbursed when listed.

3. Reimbursement for travel is at the University approved rate of 42 cents per mile. Gasoline for personal vehicle use will not be reimbursed, this is only allowed for rental vehicles.
4. All vouchers must have the required signatures.
5. All DSG Recognized Student Organization contracts & vouchers for contracts must be signed by either Dorian Shager or JC Lopez to be approved for payment.
6. JC Lopez will be available Monday's & Tuesday's from 11:30 AM - 1:00 PM to discuss any contracts and vouchers. Please notify him if you have any requests, in order to avoid overlapping appointments/needs from student leaders.
7. Transfers require a completed voucher with the names and account numbers of both accounts involved, as well as the required signatures.
8. Any student or vendor we pay must have a W-9 form on file with the Business Office. The Business Office has blank copies of these and they can also be provided electronically or completed via e-services for students. Once this is completed, it does not have to be completed again unless an address or other information would change.
9. Signature cards must be completed at the beginning of every fall semester and for all organizations – and if any of the required information changes.
10. Please write your account number and appropriate object code on the voucher. Object codes are as follows:
  - a. 5000 – use for all transfers
  - b. 6456 – meals
  - c. 6950 – printing
  - d. 7990 – miscellaneous
  - i. An Example of Object Codes: 123456789.7990  
(account#.objectcode)
11. If this process is not properly followed, payment will be delayed until the necessary information is received by the Business Office. Payments are only processed on Fridays so plan accordingly.

- 
12. Cash Advances are no longer available for Student Organization Use.
  13. All reimbursements should be completed 2 weeks after the event. It is not guaranteed that reimbursements will be processed if they exceed a reasonable period of time. This is important especially during the Fall to Spring transition, as accounts are cleared in order to support new initiatives and programs.
  14. In the event your function has been canceled, you must return the funding/check. Under no circumstance should it be held and used for a further function.
  15. Transfers between student organization accounts should include a detailed description and purpose for the transfer.
  16. If you have any questions or concerns, contact Misty Endersby ([mistyendersby@depauw.edu](mailto:mistyendersby@depauw.edu)) or (765) 658-4121.

## Organization Accounts & the Business Office

With support of Student Academic Life and the Business Office, we recognize that Student Organization Leaders are asked to purchase items on personal budgets/accounts to be reimbursed. There are some times, when additional resources are needed, and in order to help students and organizations. Student Organization Credit Cards will be available to organizations who complete:

1. Student Organization Cards at the Business Office.
2. Have been Allocated a DSG Budget to cover the cost of the purchase/items.

## Student Organization Credit Card Procedures

This is a huge privilege and responsibility for DSG Recognized Student Organizations, and has been developed to assist you as a student leader and your organizations. If student groups fail to utilize this process, their privileges to this programming resource will be revoked for the academic year.

1. Acquire the card by going to the Student Academic Life office in Union Building 210.
2. Ms. Susan Chestnut will assist you with checking out & checking in the card. (If Susan is out of the office, Ms. Tracey Schmutte can assist).

- 
3. You may check out the card from 1:00 – 4:00 pm Monday – Thursday. (The card will not be check out on Friday due to the weekend.)
  4. Only the President or the Treasurer of the student organization may check out the card. Susan will verify you are listed as one of those offices from the Master DSG Student Org. List on Google Docs.
    - a. Please be certain your information is up-to-date. If you are not listed on this document, you are not eligible to check out the card.
    - b. You will have a document provided to you in order to update the information for Fall 2016.
  5. You must show Susan your student ID to check out the credit card.
  6. You must give Susan the following information at the time of check out:
    - a. The Student Organization Account that your purchase(s) is to be charged
    - b. A description of your purchase(s)
    - c. Where you will be making purchase(s)
    - d. Estimated amount of your purchase(s)
    - e. Purpose of the purchase(s)
  7. You will be allowed to keep the card overnight if your purchase merits that you have it for that amount of time. The quicker you can use the card and get it turned back in, the better.
  8. If you are making an online purchase with the credit card, you must bring your laptop with you to UB 210 and place the order from the office, print the receipt and turn the card back into Susan all in one transaction.
  9. If you have kept the card overnight, you may check the card back in the following morning between 8 AM - 11:30 AM.
    - a. The card must be returned by 11:30 AM. You must turn the card back in yourself. Never pass it along to someone else to turn it back in for you and NEVER give the card to another person or organization so they can charge to the card.
  10. You are required to submit an itemized receipt of your purchase(s) at the time you are returning the card and provide any further information that Susan will require when she reconciles the card at the end of the month.
  11. Susan will review the receipts while you are in the office and may ask you for more information.

- 
12. If you fail to supply the receipt or follow any of the procedures set forth in these instructions, your organization will not be allowed to check out the card until the process is made whole.
  13. When utilizing the Student Organization credit card, you should use Tax Exempt for "Education" at the place of purchase. For most places, you must state this before they begin the check-out process.
    - a. Walmart has a Tax Exempt Number: 713374 - DePauw University
  14. Use of the Student Org. credit card is a privilege. Therefore, if you fail to follow these instructions, you will obtain one (1) strike against you at which time you will be placed on "warning". If another time you do not follow these procedures (2<sup>nd</sup> strike), your use of the credit card will be terminated for the rest of the academic year.
  15. If you misuse or misrepresent use of the credit card in any manner, you could be held accountable for the balance charged to the card and could be a violation of the Student Handbook.
    - a. Refer to your Budget Request and Approval for appropriate use of funds.
  16. All contracts or payments for someone performing a service should be paid via a voucher as additional paperwork must be submitted. Contracts require the approval of JC Lopez or Dorian Shager.
    - a. This includes any shuttle and transportation, and catering, in order to not violate Business Office Tax Requirements.
  17. Any purchase over \$1000.00 should be discussed with JC or Dorian to determine the best method of payment.

## CAMPUS EVENT SERVICES & PROGRAMS

The Conferences & Campus Events staff consists of:

1. Coordinator of Campus Event Services, Angie Battin ([angiebattin@depauw.edu](mailto:angiebattin@depauw.edu))
2. Administrative Assistant, Jamie Sibbitt ([jmsibbitt@depauw.edu](mailto:jmsibbitt@depauw.edu)) or (765) 658-4084
  - a. Union Building Request
  - b. Hub Tables

## Questions to Consider

1. Who is the target audience?

- 
2. When is the most appropriate time to hold this event?
  3. Where is the most appropriate venue to have this event?
  4. What are the major expenses? What are the minor expenses?
  5. Who is helping plan? (securing venue, funds, advertising, content of event, etc.)
  6. What is the timeline from inception to execution?

## Choose Event Date & Audience

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. 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 in order to maximize your audience.

## Inform Your Advisor

Work with your organization's advisor and the Campus Event Services staff to plan the details of your event. This is important, especially when making room reservations for events and meetings.

# Event Planning and Reservations

All student organizations are able to work with Campus Event Services by attending the Event Planning Meeting at the start of the year or setting-up a tutorial on using the E-Service room request. Requesting a room is not the same as reserving the room. You must wait for a confirmation e-mail back from Campus Event Services to know if you have the room reserved.

Major campus events require a completed Event Planning Registration Form. This form will need the signatures of advisors, Greek Life Coordinator and Public Safety, **three weeks** prior to the event. An example can be found on the following pages. To start the process contact Campus Event Staff at (765) 658-4626.

All larger events must be reviewed by Campus Event Services prior to reservation entry on the Event Management system.

In planning events with large crowds (i.e. concerts and dance/parties), organizations need to work directly with Public Safety to implement event management protocols (765) 658-5555 or <http://www.depauw.edu/studentlife/campus-safety/>.

# Set-Up & Facilities Requests

---

All event-related set-ups can be submitted to Angie Battin ([abattin@depauw.edu](mailto:abattin@depauw.edu)) and Jamie Sibbitt ([jmsibbitt@depauw.edu](mailto:jmsibbitt@depauw.edu)). Set-up information must be received two weeks prior to the date of the event to guarantee set up staffing and inventory. Changes and/or additions must be communicated at least one week prior to the date of the event. Any changes after that point, may not be able to be honored. This includes:

1. Tables
2. Chairs
3. Stage
4. Electrical Needs
5. Room Set-Up

## Other On Campus Locations

### Campus Life & Student Organization Space

- Student Organization Leaders can have access to the space to host meetings and events. The reservation must be done on e-services and DSG Recognized Student Organizations will have priority.
  - Student Organization Leaders are responsible for returning the space back to its original configuration, or will lose their reservation opportunities for the Campus Life & Student Organization Space.
- Space Questions: JC Lopez ([jclopez@depauw.edu](mailto:jclopez@depauw.edu))
- Access will be done each semester for Student Leaders by completing the following form:
  - <http://www.depauw.edu/files/resources/student-organization-leader-2016-id-key-agreement.pdf>

### Inn At DePauw/Social Space

- Karen Weaver ([kweaver@depauw.edu](mailto:kweaver@depauw.edu)) or (765) 658-1000
- <http://www.innatdepauw.com/>

### Cultural Resource Center Spaces

- Intercultural Life Office Staff Members
- <http://www.depauw.edu/studentlife/diversity-on-campus/cultural-resource-centers/>
  - Association of African American Students (AAAS): 310 Hanna St.

### Women's Center Space

- Sarah Ryan ([sarahryan@depauw.edu](mailto:sarahryan@depauw.edu))
- Women's Center: 306 Hanna St.  
<http://www.depauw.edu/studentlife/diversity-on-campus/womens-center/>

---

## Janet Prindle Institute for Ethics

- Linda Clute ([lclute@depauw.edu](mailto:lclute@depauw.edu)) or (765) 658-4075
- <http://www.depauw.edu/academics/centers/prindle/>

## Campus Displays

- For other campus areas, building and lawn requests, please contact Campus Life, in order to work with our Facilities Management Staff on any concerns (construction, location, etc.). Any Student Organization Display(s), approved on campus (Bowman Park, Ubben Quad, etc.) can only be displayed from Monday - Thursday and must be removed over the weekend (Friday - Sunday) to avoid any vandalism to items. It is the student organization's responsibility to remove items immediately after their approved display.

## The Campus Publicity Policy

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 Life. 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, trash cans, 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 Life. The sheet sign must include name of the sponsor, event, date, time, location. Sheets signs must be hung in the designated areas and/or 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:
    - a. 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.
  10. Only organizations recognized by Campus Life 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.
  11. 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.
  12. Non-DePauw University sponsors may display publicity materials on the Community Board, located directly across from the Campus Life office 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.
  13. 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/>
  14. Additional mass e-mail publicity to students is NOT provided.
  15. In support of DePauw's sustainability initiative, the utilization of student mailboxes in the Memorial Student Union for publicizing events is no longer available.

## Noise Policy Information

---

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 observe 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. Courtesy hours are in effect during class hours. Students and organizations are expected to comply if any noise from an event or non-event has been determined to be disruptive to academic courses during this time period.
4. 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.
5. Living unit president (s) are expected to act promptly and responsibly on all complaints and concerns voiced by an outside agency (campus security, neighbor's, 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. To help alleviate problems of responsibility **it is strongly suggested that** the host group allow only a designated person access to the volume controls. Predetermined 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.

- 
6. 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 to approve any request for street closings, exception to Noise Ordinance, etc., to be approved by the Greencastle Common Council must be submitted 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) 658-5555.

Additional information is available on the Public Safety Web site at <http://www.depauw.edu/student/safety>.

## ADVISORS

### **Purpose of Advisors**

Student involvement in campus organizations/groups allows the student the opportunity to develop organizational and leadership skills. Students can complement their educational objectives through important out-of-class activities that allow them the chance to exercise basic freedoms, and learn about human behavior. In support of these objectives, it is important that persons with experience in organizations be available to assist students in their organizational endeavors. While the range of student activities and group purposes are diverse, advisors can be a valuable resource to the organization in terms of help with procedural matters, University regulations and policies, and financial concerns. Attaining an advisor that is committed to student learning through out-of-class activities is crucial.

### **Requirement:**

---

*Recognized Student Organizations are required to have an advisor who must be DePauw faculty member or staff member. This advisor should be active and must be contacted each semester to ensure that they will continue to serve in this capacity for the student organization. Students should not assume that you will carry over as their advisors each year. It is encouraged to discuss with student leaders your ability to serve as their advisor semesterly/yearly.*

## **Campus Security Authority Information & Requirements**

Student Organization Advisors are considered Campus Security Authorities and Reporters. Therefore, they should attend the Campus Life trainings and understand reportable information and the process of reporting to Public Safety.

From the Public Safety Website:

<http://www.depauw.edu/studentacademiclife/campus-safety/campus-security-authority-report-form/>

- If a serious crime is reported to you, that may cause an imminent or ongoing threat to the campus community, evaluate if you need urgent police assistance. If needed, immediately dial 911 to dispatch Public Safety Officers. Otherwise contact Public Safety at 765-658-5555. If there is any question about whether an ongoing threat exists, immediately contact Public Safety. Federal law requires universities to notify their communities via Timely Warnings or Emergency Notifications about any crimes that pose an ongoing threat to the community. Campus Security Authorities are obligated by law to report these crimes immediately.
- Please use this form to report criminal activity. This data will be included in DePauw University's Annual Security Report, as required by the federal Clery Act.
- CSAs are required to report to Public Safety for Clery Act compliance the following crimes: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and unlawful use or possession of weapons.

- 
- CSAs are also required to report bias-related (hate) crimes for the following offenses: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, vandalism, intimidation, simple assault, and damage/destruction/vandalism of property when the crime manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
  - CSAs are required to disclose only those offenses that occur on campus, in or on non-campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus.

### **General Student Organization Advisor Responsibilities**

1. It is important that advisors understand the responsibilities involved before making a commitment to a student organization. Those responsibilities include:
  - a. Assist officers in understanding their duties, administering programs and plans, organizing projects and making appropriate transitions.
  - b. See that continuity of the organization is preserved through a constitution, minutes, files, and traditions.
  - c. Encourage use of parliamentary procedures and that meetings are run in an orderly, efficient manner.
  - d. Encourage students to understand and apply democratic principles, including recognition of minority opinions and rights.
  - e. Attend as many organization meetings and events as possible.
  - f. Articulate campus policies and procedures and help cut through the red tape when necessary. Be aware of liability issues (i.e. hazing, alcohol, travel, etc.) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.
    - i. *Students should not attend conferences without an advisor or other University representative.*

- 
- g. Know the organization's budget and be aware of their expenditure. It is an advisor's responsibility, when co-signing a Student Organization Voucher form to know how the money is being used and to ensure that students comply with rules and the expectations of the student activity fee Allocation Committee.
  - h. Assist your organization in planning and requesting Activity Fee Allocations from the Allocations Committee.
  - i. *Students are authorized to negotiate contracts; however the Dean of Campus Life, Dorian Shager and Director of Campus Life, JC Lopez, are authorized to sign contracts over \$1,000.00.*
  - j. All contracts must have accompanying W-9 form. Please contact Campus Life if you would like a copy of this form.
  - k. Assist your organization in using e-services to reserve facilities for programs/events.
  - l. Be a sounding board, especially for officers, and be supportive of all members.
  - m. Be a facilitator both among officers and between officers and members.
  - n. Be familiar with national structure and services, if relevant.
  - o. Be a resource for the students especially in regard to understanding University policies, regulations and services.
  - p. Consult on programs.
  - q. Consult with individual students, when necessary.
  - r. Be generally available to assist the organization.
  - s. Understand their role as a Campus Authority Advisor/Mandatory Reporter.
  - t. Consult with other University departments when problems arise with the student organization.
    - i. *\*\* Note: Advisors are not allowed to hold office or vote.*

## **The Organization's Responsibility to the Advisor**

1. Notify the advisor of all meetings and events.
2. Consult him/her in the planning of projects and events.
3. Consult him/her before any changes in the structure of the organization, or in the policies of the organization are made, and before major projects are undertaken.

- 
4. Understand that although the advisor has no vote that he/she should have speaking privileges.
  5. Remember that the responsibility and/or the success or failure of an organization's event rest ultimately with the organization, not the advisor.
  6. Talk over any problems or concerns with the advisor.
  7. Acknowledge the advisor's time and energy is donated and express appreciation.
  8. Be clear and open about your expectations for your advisor's role.
  9. Periodically, evaluate your advisor and give appropriate feedback.

### **Suggestions for Effective Advising**

1. The maturity/skill of the organization and its leadership should dictate your style of advising. If the leaders have low skill levels, you may need to be more actively involved with the group members. As the leaders' skill level matures, you can then decrease the amount of direction you need to provide the group.
2. Express sincere enthusiasm and interest in the group and its activities.
3. Be open to feedback from the group members. Talk with them regarding your role as advisor. Be willing to admit mistakes.
4. Give the group and the leaders' feedback regarding their performance. Raise questions with them regarding their goals.
5. Be aware of University policies and procedures so that you can be a knowledgeable resource for the organization. The Campus Life Office is happy to assist you!
6. Get to know members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.
7. Meet with the officers before group meetings. Assist them in setting an agenda.
8. Following group meetings, discuss with officers any problems encountered during the meeting. Offer suggestions/feedback for how meetings can be improved.
9. Be careful of becoming too involved with the student organization, you are not a member. Advise, assist, facilitate; not lead, or do