OLD DOMINION UNIVERSITY
2012-2013
STUDENT ORGANIZATION
HANDBOOK

ODU

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Office of Student Activities and Leadership (OSAL)

The Office of Student Activities and Leadership (OSAL) provides experiences, services and opportunities that promote the advancement of social and intellectual development. By encouraging student involvement, OSAL promotes life-long learning, responsible citizenship and a commitment to the Monarch and surrounding communities.

We will accomplish this mission by:
- Fostering the development of independent, open-minded and ethical student leaders.
- Creating and implementing programs and events which complement the University mission to enrich the lives of our students.
- Enhancing students' educational experience by engaging them in meaningful service to the campus, local and global communities.
- Building community and encouraging pride and traditions.
- Fostering a vibrant Fraternity and Sorority community that promotes and preserves the values of scholarship, service, leadership and friendship.
- Ensuring the development, success and sustainability of all student organizations.

OSAL is primarily responsible for:
- **Advising** - OSAL directly advises many organizations on campus including SAC, WODU, and the Mace & Crown. We are also always here to help every student organization connect with resource and be successful on campus.
- **Community Service & Civic Engagement -** We provide volunteer opportunities for individual students and student organizations to become involved on campus and in the surrounding community.
- **Event Management** - We assist the community in planning, organizing and scheduling events in Webb Center, outdoor, and academic space.
- **Fraternity & Sorority Life** - The Greek community is comprised of 27 international fraternities and sororities and offers a wide range of social and culture enriching experiences while also emphasizing scholarship, leadership, service and personal development.
- **Leadership Development** - The Leadership Program provides a variety of developmental experiences that enable students to become aware of their potential and further develop their leadership abilities and their preparation to become active participants in the community.
- **PAW Programs** - PAW events are held on Thursday, Friday, or Saturday nights each week to provide students with on-campus activities and to encourage students to become more involved. PAW offers a diverse range of events including bus trips, comedy nights, tailgates and ODU After Darks.
- **Spirit, Pride and Tradition** - Homecoming, Spirit Fridays, Rivalry Week Activities, and the Monarch Maniacs are programs and events sponsored through OSAL to build Monarch pride and community. Become a part of the growing tradition at Old Dominion University!
- **Student Organizations** - OSAL is the hub for the student-run organizations on campus. Student organizations are recognized by the Student Government Association, but the OSAL staff helps the students build their leadership skills in the areas of communication, budget management, delegating, and managing logistical aspects of events.
- **Webb Information Desk** - The Info Desk provides students and the community with information regarding student organizations, activities, class offerings, and polices of Old Dominion University. The Info Desk also sells postage stamps, distributes event tickets, leases semester lockers, provides car assistance, and hosts the SGA's free DVD rental service.

Staff of the Office of Student Activities and Leadership:

Nicole Kiger — Director
Dionicia Mahler-Rogers — Associate Director, Leadership and Student Organizations
Christopher Jefferson — Associate Director, Fraternity & Sorority Life
Tami Park-Farinholt — Coordinator, Center for Service and Civic Engagement
Vacant — Coordinator, Student Organizations & Webb Info Desk Manager
Meghan Harr — Coordinator, Activities and Programs
Elyse Gambardella — Coordinator, Leadership
Sharoyn Baker — Financial Operations Manager
Keisha Monge — Financial Operations
Debbie Bousman — Office Manager
Barbara Aultman — Event Management

The office also has graduate assistants and programming assistants in the areas of Fraternity & Sorority Life, Programming, Leadership, and Service.

OSAL Support Programs for
Recognized Student Organizations

A. **Involvement Fairs** - "Main Street" (held in the fall) and the "Spring Organization Fair" (held in the spring) provide an opportunity to learn about the variety of student organizations at ODU plus recruit new members for your organization.

B. **Leadership Lecture Series** - This series gives student leaders the opportunity to build on current leadership skills. Topics focus on self-development and working with others. Additionally, when students attend three of the sessions offered during the semester, they can earn a leadership certificate and a medal to be worn at graduation.

C. **Leaders Listserv** - The ODU Leaders Listserv is designed for student organizations to share ideas and upcoming events. It's a great way to stay connected to other student leaders on campus. To join, sign up at http://list.odu.edu/listinfo/oduleaders.

D. **Leadership Training** - These trainings offer educational sessions pertinent to leadership. Open to all students, they are a great way to enhance leadership skills. Register for all leadership programs online.

E. **New Student Organization Orientation** – This session is for active members/officers of recognized student organizations. Whether your organization is new or you are new to the responsibilities of managing a student organization on the ODU campus, you will leave with the essentials from this one-hour workshop.

F. **Sponsorships for Programming** - Recognized student organizations can request Dining, Pepsi, and Bookstore sponsorships to support any free programs they offer that are open to the entire student body. Forms for this support are available from the OSAL Office in Webb 1071 and MUST BE SUBMITTED TWO WEEKS PRIOR TO THE EVENT.

G. **U-Center** – This is a student organization complex open to all student organizations that includes computer access, work space, a conference room and lounge area for all members to work and relax. Located in 1045 Webb Center.

H. **Volunteer Opportunities** – American Heart Walk, Hampton Roads AIDS Walk for Life, Red Cross blood drives, the ODU Volunteer fair, Relay for Life, fall and spring break trips are just a few of the service opportunities offered to students and student organizations.

Section 2

STUDENT ORGANIZATIONS

Old Dominion University supports the role student organizations play in enhancing the quality of campus life. Freedom of expression and freedom of association lead to a campus culture rich with diverse ideas. While the University encourages student organizations to develop services and programming that contribute to the achievement of the University Strategic Plan, students are encouraged to express themselves and associate with fellow students.

All student organizations must:

a.   register with the Office of Student Activities & Leadership each year.
b.   conform to University rules and regulations , applicable federal and state statutes, applicable local ordinances, and rules promulgated by University departments, programs, or other University entities.
c.   limit membership to full-time and part-time students of the University.
d.   have an ODU faculty/staff advisor.
e.   inform the University of all affiliations and associations with any organization outside the institution.

Benefits for all student organizations:

a.   Qualify for use of space (meeting rooms, programming space, etc) on campus
b.   May bring in outside (non-ODU) speakers/programs
c.   Qualify to apply for student organization office space and/or storage space
d.   May use the university electronic communication system including electronic storage, email account, and ODU domain
e.   May participate in recruitment fairs such as Main Street and other official university events
f.   Will have a mailbox in OSAL, 1071 Webb Center
g.   Qualify for advertising via university announcements, university calendar, chalking of university designated space, sign room resources, and other approved methods
h.   Have access to university U-Center facilities including computers, conference room, photocopier and printer
i.   May fundraise on campus
j.   May attend officer/member training, leadership consultation, workshops and other developmental resources

1.   **Recognized Student Organizations** are student organizations that do not limit membership on the basis of race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation or genetic information except where permitted by law. Membership requirements that restrict membership on the basis of gender must be in full compliance with current University, State, and Federal laws and regulations.

    a. **Recognized Student Organizations** qualify to request for annual and contingency funds from the Student Government Association.

2.   **Associated Organizations** are student organizations that limit membership on the basis of race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation or genetic information.

    a. **Associated Student Organizations** cannot receive annual funding from SGA but might qualify for contingency funds for specific events or programs that do not restrict participation on the basis of any of the protected classes listed above.

What is OrgSync?

OrgSync is a web application that allows students to join, organize, manage and communicate with campus organizations and their members. Once you get the hang of it, OrgSync may even resemble a "Facebook" atmosphere for campus organizations. Each student creates a personal portal containing critical information for the organizations to which they belong. It allows students and organizations to manage organizational records, store and share important documents, communicate with members, plan and publicize events, and track service hours and meeting attendance. Using OrgSync will save you time and effort!

OrgSync also means less paperwork. Forms commonly used by campus organizations will all be available online through OrgSync.

How Does OrgSync Benefit Our Students?
- **For Students** -- OrgSync encourages student involvement and awareness by making it easier to find registered campus organizations and communicate with their members.
- **For Campus Organizations** -- OrgSync house all necessary materials for campus organizations in one place. Because communication is key in handling day to day organization business, OrgSync helps to ease communication between organization members and increases efficiency. Within OrgSync, members of a campus organization may keep a log of past officers for reference purposes, post pictures, complete organization surveys, announce meeting schedules, post event information and more.

OrgSync Provides:
- **Improved Communication** through email, shared calendars, contact books, news, discussion boards, shared pictures and files, and Facebook connect.
- **Better Organization** through event and meeting tracking, distributed news and to-do lists, paperless forms, membership rosters, community service logs, and co-curricular transcripts.
- **Increased Efficiency** by streamlining the inner-workings of your organization with a "one stop shop" for organizational needs such as commonly used forms.

How Do I Get Started?
To login to OrgSync @ ODU, you will need your MIDAS ID and password. Then simply join the organizations you are a member of and/or request to join those that are interesting to you.

How can I learn more about OrgSync?
As part of our agreement with OrgSync, they offer support for all members of the Old Dominion University community. If you need help or support when using OrgSync, visit www.help.orgsync.com. Here you can send an email, use the live chat function, search FAQs or call and have your questions answers by the friendly client support technicians. Visit www.orgsync.com and check out some of the great tutorials and videos.

If you would like to meet with a member of the Office of Student Activities & Leadership team about OrgSync, please contact Program Assistant for Student Organizations Fred Tugas (fmtugas@odu.edu).

Advisor Information
The Student Activities & Leadership staff is trained to help student organizations operate in the most educationally effective way possible. We believe that with the right information, the advisor and the organization can develop a relationship that is rewarding to both parties. Your role as the advisor is critical to help each member reach his/her goals and achieve success. Please review the information below and contact the Student Activities & Leadership Office with any question.
For resources such as Advice to Advisors, What a Student Officer May Expect of an Advisor, and What an Advisor May Expect of a Student Officer, visit the OSAL website.

Advice to Advisors
1.   Define the nature of your role.
2.   Anticipate controversial situations. Realize that your role may include being a negotiator at times.
3.   Advocate for inclusion and diversity. Bring awareness of differences to your group. For example, help students understand that an event that excludes nontraditional students, even if unintentionally, is hurtful to the group and others. Do your best to encourage participation by all.
4.   Assess the liabilities of participation. The rewards of advising can be great. Understand that personal sacrifice (such as time) is essential to achieving those rewards.
5.   Do your homework. Advisors need a functional knowledge of the University's mission, drug/alcohol and hazing policies, code of conduct, political climate on campus, and local laws. A well-prepared advisor uses good common sense for the good of the group and the University. See the ODU Student Handbook and the Student Organization Handbook for policy information.
6.   Know the rules. Officers who have less than a 2.00 GPA will be asked to resign form their position.
7.   Be aware of deadlines. Student organizations must re-register at the beginning of the fall semester to maintain a mailbox, room reservation privileges, and Student Government funding. The deadline to apply for Student Government funding is scheduled for late February.
8.   Join the Leaders Listserv to get updates on student organizations and events.
9.   Be a motivator. Remember that praise does more good than criticism. Be generous with your praise. If a member does something right, tell the entire organization, and when a student slips up, help him/her privately. The following is a list of ideas to help motivate your students:
        Outstanding member/leader award
        Organization/theme t-shirts
        Birthday recognition
        Annual banquet with guest speakers, parents, administrators
        Holiday parties
        Member of the month award
        Attendance at annual conventions
        Helping students narrow and focus goals

What a Student Officer May Expect of an Advisor
The Advisor should:
   •   Assist the group in formulating long-range goals and in planning and initiating short-term projects.
   •   Serve as a resource person for alternative solutions to problems confronting the group.
   •   Give assistance with University's procedural matters.
   •   Make suggestions of ways by which the group meetings can be improved.
   •   Represent the group and its interests in staff and faculty meetings.
   •   Assist in evaluating group projects, performance and progress.
   •   Make suggestions that will permit the officers to improve leadership skills.

What an Advisor May Expect of a Student Officer
The student officer should:
   •   Keep advisor informed of all organizational activities, meeting times, locations, and agendas.
   •   Provide advisor with minutes of all meetings.
   •   Meet regularly with the advisor and use him/her as a sounding board for discussing plans and problems.

        All recognized student organization must have an ODU faculty or staff advisor. OSAL provides of listing of potential advisors for your student organization (PDF). If interested, please go to:
        http://studentaffairs.odu.edu/osal/studentorgs/orgresources.shtml

Directory and Classifications of Organizations
Student organizations are classified into different types of groups. The following are the classifications and descriptions:

Organizational Code Descriptions

E - Educational - Organizations whose activities are primarily educational and/or informative in nature.

CS - Club Sport - Organizations whose activities are primarily focused on a specific sport played for fun, not competitively.

GF - General Fraternity - Organizations whose activities are determined based on the values of their national headquarters and local governing council.

GS - General Sorority

H - Honorary - Organizations whose activities are designed to recognize exemplary achievements in scholarship, academia, etc.

PD - Professional/Dept Interest - Organizations whose activies are focused on promoting the professional and/or academic enrichment of the students interested in the respective profession/academia.

P - Programming - Organizations whose educational and social activities are primarily targeted toward the entire university.

REC - Recreational - Organizations whose activities are focused on recreational and leisure activities.

R - Religious - Organizations whose activities are targeted at a specific spiritual or religious interest.

SGB - Student Governing Board - Organizations whose purpose is to provide governance for selected recognized organizations on campus.

T - Teletechnet - Organizations that do not have a primary member base on the Norfolk campus of Old Dominion University.

For a full listing of all recognized student organizations, please go to: http://studentaffairs.odu.edu/osal/studentorgs/directory.shtml

Student Organization Registration Policy – Fall 2012

STUDENT ORGANIZATIONS

Old Dominion University's philosophy is that "knowledge should be productive." Freedom of expression and freedom of association lead to a campus culture rich with diverse ideas. Accordingly, the university values the role student organizations play in enhancing campus life and contributing to student success.   While the University encourages student organizations to develop services and programming that contribute to the achievement of the University Strategic Plan, it also encourages students to explore many options that are available on campus for the expression of student ideas and opinions. By affording appropriate opportunities for expression of all points of view, the University demonstrates its "value" for the uniqueness of the individual and diversity of its community.

All student organizations must:
- f.   register with the Office of Student Activities & Leadership each year. The registration of an organization implies neither University approval or disapproval of the aims, objectives and policies of an organization.

- g.   conform to University rules and regulations , applicable federal and state statutes, applicable local ordinances, and rules promulgated by University departments, programs, or other University entities,
- h.   establish purposes and functions that do not interfere with the achievement of the University's educational mission;
- i.   limit membership to full-time and part-time students of the University,
- j.   have an ODU faculty/staff advisor, and
- k.   inform the University of all affiliations and associations with any organization outside the institution.

Benefits for all student organizations:

- k.   Qualify for use of space (meeting rooms, programming space, etc) on campus
- l.   May bring in outside (non-ODU) speakers/programs
- m.   May use the university electronic communication system including electronic storage, email account, and ODU domain
- n.   May participate in recruitment fairs such as Main Street and other official university events
- o.   Will have a mailbox in OSAL, 1071 Webb Center
- p.   Qualify for advertising via university announcements, university calendar, chalking of university designated space, sign room resources, and other approved methods, in compliance with the University Student Organization Handbook and applicable University policy (Policy # 2201-Bulletin Boards and Posting of Materials).
- q.   Have access to university U-Center facilities including computers, conference room, photocopier and printer
- r.   May fundraise on campus, in compliance with the University Student Organization and applicable University policy (Policy #1600-Solicitation Policy). May attend officer/member training, leadership consultation, workshops and other developmental resources.

Student Organizations and University Recognition

Old Dominion University is committed to honoring the freedoms of expression and association, in a manner consistent with University policy (Policy #2201-Discrimination Complaint Policy and Procedures), as well as state and federal equal opportunity laws. Accordingly, a student organization must be open to all students without regard to race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation or genetic information, or gender, in order to be eligible for recognition by the University.

1. Recognized Student Organizations are student organizations that do not limit membership based on the statuses as described above.

   b. Recognition of an organization implies neither University approval nor disapproval of the aims, objectives and policies of an organization.

   c. Recognition does not preclude honorary and professional organizations from restricting their membership on the basis of clearly established and published criteria that have been approved as part of the recognition process, provided they do not deny membership on the basis of the statuses as described above.

   d. Recognized Student Organizations qualify to request for annual and contingency funds from the Student Government Association.

   e. Recognized Student Organizations qualify to apply for student organization office space and/or storage space

2. Associated Organizations meet the definition of a student organization because they are registered with University Student Activities and Leadership. They are not eligible for recognition by the University because they limit membership based on the statuses identified in the University policy, federal and/or state law equal opportunity laws.

   a. Associated Organizations are permitted to use University services, facilities and/or engage in activities on-campus, because they meet the other requirements as described above.

   b. Associated Student Organizations cannot receive annual funding from SGA but might qualify for contingency funds for specific events or programs that do not restrict participation on the basis of any of the equal opportunity related statuses listed above.

   c. Fraternities, sororities, honorary and professional organizations whose national organizations are exempt from Title IX in terms of gender-based membership, must furnish proof by letter from the National Office, in order to qualify for office space and/or storage space.

Travel for Student Organizations

Off-campus travel excursions can be both fun and a valuable learning experience for students. However, these trips must be planned and conducted in accordance with University guidelines and state liability standards.

All travel must be known by the Office of Student Activities and Leadership at least two weeks before the date of departure or the date that a financial or contractual commitment is due. In order to use student organizations funds to travel, you will need to submit the following information:
•   Permission to Travel Forms
•   List of students traveling with UINs
•   Advisor's contact and signature

Vehicle Travel
The University does not provide insurance for privately owned or leased vehicles. Alcohol is prohibited in any vehicle used for travel, regardless of whether the vehicle is a private or leased vehicle. Only ODU students, faculty, staff and authorized guests may participate in trips. Please use these guidelines for all vehicular travel:
1.   Minimum driving age must be 21.
2.   Weather conditions should be evaluated and travel should not occur when conditions are hazardous.
3.   Trailers are prohibited unless special permission is given. Towing is not allowed unless special permission is given.
4.   Roof mounted loads are prohibited, unless prior approval is granted.
5.   In case of an accident, driver must notify OSAL immediately.
6.   No more than 10 hours of continuous driving should be allowed in a given day.
7.   A driver must rest every 2 hours. Rest breaks should be a minimum of 15 minutes.
8.   No driver should drive more than 5 hours per day.
9.   Drivers should not drive between the hours of 10 PM and 6 AM without special permission.
10.   Drivers may not use cell phones, pagers, iPods, or similar devices while driving.
11.   All passengers must wear seat belts at all times.
12.   No alcohol or drugs may be consumed or transported in the vehicle.

Personal Vehicles
The University does not recommend the use of personal vehicles for organizational travel. If, in fact, personal vehicles are used, the drivers assume all liability for themselves and all passengers in case of an accident or injury.

Rental Vehicles
The University currently holds a contract with Enterprise rentals and offers special rates. Please visit the Office of Student Activities and Leadership for more information. Please use the guidelines above for all vehicular travel.

University Support of Student Organizations

Mission Statement: Out-of-class student activities complement the University primary educational mission while adding substantial value and breadth to a student's educational experience. As members of student organizations, students develop leadership skills, experientially learn about organizational dynamics, and contribute to the University and surrounding community through their programs and projects.

Student organizations that have been approved through the University's annual
recognition proces, are eligible to be considered for university financial support.

Regardless of whether they receive university financial support, student organizations are solely responsible for their financial obligations. The university will not be liable for debts or contracts made by them. Any obligation incurred by a student organization with a local merchant or others must be incurred in good faith and with the knowledge that the organization will be able to pay such obligation promptly. Under no circumstances may the organization use the name of the university in securing credit. The organization's sole responsibility for its obligations must be made clear to the creditor.

The president shall develop and publish specific guidelines and procedures for the provision of University financial support to student organizations in accordance with this policy.

Use of SGA Funds

In order to use the funds allocated to your organization by the Student Government Association, you need to submit a "Budget Processing Request Form" (commonly known as the "Green Sheet") to the Financial Operations Manager in the Office of Student Activities and Leadership. There are certain time constraints and other rules and restrictions regarding the use of funding allocated by the Student Government Association. At the beginning of the each school year, your organization's treasurer will be asked to meet with the fiscal technician to discuss what the rules and regulations are. For questions, contact the Office of Student Activities and Leadership.   Student organization spending must be completed by the last day of classes. No funding shall be allocated or approved for summer meetings or events without prior approval of the SGA.

Once a budget is developed, it should be followed closely.

The financial by-laws of the SGA are below. These must be followed to spend any funds allocated by the SGA.

Title I: Standards
        I.   This bill shall be known as the Student Organization Financial Bylaws.
        II.   The following bylaws will govern the Student Government Association and Finance Committee budget and contingency processes indefinitely until amended or abolished.

Title II: Legislation
        I.   Requirements
                A.   All organization who wish to receive a budget, must submit a budget request by the first Friday in March at 5:00pm.
                B.   Once the budget request is submitted, each organization must schedule a budget hearing with the Finance Committee.
                        1.   Up to two representatives from each organization must attend the scheduled budget hearing.
                        2.   Budget hearings can be scheduled however the finance chair would like. The method of scheduling must be advertised.
                        3.   Budget hearings must be held at least one month prior to exams
                C.   Organizations who wish to request a budget must be recognized by the Student Government Association and must follow all rules set by the Administrative Code.

        II.   Funding request
                A.   Apparel
                        1.   Apparel will be separated into two (2) separate categories
                                a.   Internal Apparel
                                b.   External or Distribution Apparel
                        2.   Any apparel requested may not exceed $1000
                        3.   Student organizations may request internal apparel funding once per semester

        4.   Student organizations may request external or distribution apparel twice per semester

        5.   Apparel funding requests are left up to the discretion of the finance director

B.   All requests are left up to the discretion of the Finance Director and the SGA Senate, if applicable.

Approved Request – The SGA will fund:

        1.   A. A musical DJ can be provided at the cost of the current WODU DJ prices.

        2.   All food requests must fall within the state perdium

            A.   The per diem rate can be found with the Office of Student Activities and Leadership fiscal technician.

        3.   Conference registration may not exceed $3000

            A.   Individual registration may not exceed $300

            B.   Organizations may request to attend multiple conferences, but conference registration is permitted one request per year.

            C.   Whether multiple conferences or one conference, registration may not exceed $3000

        4.   Airfare on a case by case basis

        5.   Mileage reimbursement will be made based on the IRS standard mileage rates.

            A.   The rates can be seen by contacting the Office of Student Activities and Leadership Fiscal Technician.

        6.   Up to $250 worth of advertising for events or organization publication materials

            A.   A maximum of 200 flyers per event

C.   Unapproved Request – The SGA will NOT fund:

        1.   Alcoholic beverages to any student organizations events or activities

        2.   Fundraisers (for organizational profit), Scholarships, and/or donations.

            A.   Including any product that will be sold for profit.

                •   Meaning we will not make a direct donation to a cause or scholarship from the budget.

        3.   Anything you can receive from the school for free

            A.   Including things such as sports or technical equipment that can be signed out.

            B.   Rooms on campus that charge no fee

            C.   Supplies for making signs. Utilize the sign room, brought to students by the Student Government Association.

        4.   Gift cards

        5.   No mailing costs for things being sent to alumni or for anything that can be emailed.

        6.   Organizations without on campus office locations cannot receive office funding.

D.   Philanthropy

        1.   Any philanthropy request will be evaluated on an individual basis by the Finance Committee.

            A.   We will fund events in which all profits made during the event go to a charity or charitable cause.

III.   Reallocation

A.   Each organization can reallocate up to $500 without the Finance Committee's permission, but must be submitted through the Office of Student Activities and Leadership fiscal technician.

B.   Any reallocations of more than $500 must be approved by the Finance Director, and then submitted through the Office of Student Activities and Leadership fiscal technician.

C.   All reallocation requested must be submitted 25 calendar days in advance by 5:00pm.

IV. Contingency Request
    A.   Only recognized or probationary student organizations can submit a contingency funding request.
    B.   Each organization can request two contingencies per semester.
        a.   In the Fall they may additionally request one Homecoming contingency
    C.   Contingency request should be submitted to the Finance Committee, will be judged on a case by case basis and voted on by the Senate.
    D.   Contingency request must be submitted 25 calendar days in advance by 5:00pm
    E.   If an organization is denied an event during the budget process they may chose to utilize their only semester contingency to have the event, but contingency requests will be judged on a case by case basis.

V. Co-Sponsorship
    A.   The Student Government Association will offer co-sponsorship for organizational events with the follow requirements:
        1.   Every SGA co-sponsored event must include the SGA name and/or brand on the event.
        2.   Must be submitted at least 3 weeks prior to the event.

VI. New Organizations
    A.   Organizations that have been on probationary status for more than two semesters will lose provisional status and must resubmit organizational paperwork to gain provisional status.
    B.   New organizations are any organizations that have been:
        1.   Organizations that have been recognized by the SGA for less than two consecutive semesters.
    C.   Funding
        1.   Get a maximum $500.00 for the first budget fiscal year.
        2.   Qualify for contingency request.

Title III: Stipends
    A.   Stipends will go under review every 3 years.
        1. The Finance committee is not required to alter stipends when they come up for review.
    B.   Student organizations cannot allocate money in their budget to fund a stipend for their group. Organizations may not decrease or increase their stipends.
    C.   Stipend students and their advisor will sign a contract each year that consists of their job description and the stipend guidelines. If there is failure to abide by job description and guidelines the stipend can and will be revoked. Stipends can be reviewed by the Student Body President, Student Body Vice-President, Office of Student Activities Director, Dean of Students and Associate Dean of Students.
    D.   Guidelines:
        1.   Student must maintain a minimum of four (4) office hours, if not specified in their job description.
        2.   Students receiving stipends are required to utilize the Student Affairs Time Clock for clocking hours.
            a. studentaffairs.odu.edu/timeclock
        3.   Stipend guidelines can be added each year by the Finance Committee and voted on by the Senate.

Title IV: Execution
    I.   This bill shall become effective, upon the signature of the Student Body President.

Section 3

Events and Programming

Many organizations find logistics to be the most difficult and frustrating part of programming. They have a great idea for a program, but they are unaware of the effort that is needed to make a program a success. Handling logistics doesn't have to be difficult.   To make it easier on yourself and your organization, make sure every step is planned and a schedule is kept. This section will help you do that.

Funding
Before an organization begins to develop a timeline for implementing a program, a budget should be drafted. If your organization does not have the capability of funding the program you are considering, there are a couple of options. You could propose to co-sponsor the event with another group on campus. Or you could submit a contingency request for additional funding from the Student Government Association. Once a budget is developed, it should be followed closely. The worst situation that could be encountered would be to run out of funding a few weeks before an event.

Use of Your Funds
In order to use the funds allocated to your organization by the Student Government, you need to submit a Budget Processing Request Form (commonly known as the "Green Sheet") to the Financial Operations Manager in the Office of Student Activities and Leadership (757-683-3446). There are certain time constraints and other rules and restrictions regarding the use of funding. At the beginning of each school year, your organization must attend the budget session at the Leadership Lab to learn these rules and regulations. For questions, contact the Office of Student Activities and Leadership.

Contracts
If a program requires a band, performer, vendor, etc. that needs a contract, then go to the Office of Student Activities and Leadership and request a Standard Contract. This contract must be used with all outside agencies being contracted for the program. Once the outside agency has signed the contract, it must be sent to Materiel Management at Old Dominion University to be approved. Therefore, all contracts should be submitted at least 3 weeks before the event to safeguard against processing delays.

Equipment
The Physical Plant (683-4269) can provide tables, chairs and other set-up equipment for your event. For all equipment reservations, the request must be received 14 days before the event. The Physical Plant does not have a standard form, but all requests must be made in writing from the Office of Student Activities and Leadership.

Food/Catering
All food requests must go through Aramark Dining Services (683-4691) in the Webb Center. They can also provide table cloths for your event.   Menus and catering request forms are available online at http://www.campusdish.com/en-Us/CSMA/OLDDOMINION.

Alcohol
In order to serve alcohol at an event, you need to fill out an Alcohol Beverage Registration Form. The form can be picked up from the Office of Student Activities and Leadership and must be submitted at least seven days prior to the event. See the Alcohol Policy for details.

Space Reservation
Once a budget is prepared, confirm that the space desired is available for the specific date of the program. For reservations in Webb Center, outside facilities, and academic spaces, call Event Scheduling (683-3436).

Media Request
Please submit the Webb Center Media Request Form: http://www.odu.edu/forms_admin/viewform.php?formid=5877. For audio and video equipment, this form must be submitted two weeks prior to the event date. Requests submitted less than two weeks may denied due to equipment and staff availability.

Event Planning Timeline
Here is a programming check list that can be used to make sure all aspects of your program have been taken care of. It is a good way to keep all the information organized, and it saves you from
wondering "Is there something I am forgetting?"

Three Months to One Month in Advance
•   Prepare budget/confirm funding
•   Set date and time for event
•   Reserve space and equipment
•   Complete all contracts
•   Submit all paperwork needed for event (space reservation forms, alcohol forms, catering request forms, etc.)
•   Develop publicity strategy and timeline (it is never too early to publicize)
•   If applicable, send out invitations

One Month to Two Weeks in Advance
•   Confirm all contracts
•   Confirm all room and equipment reservations
•   Submit catering request forms
•   Begin an initial publicity push
•   Request security for event if applicable (contact the Office Student Activities and
           Leadership)

Two Weeks in Advance
•   Begin heavy publicity push (flyers, banners, table tents, etc.)
•   Send a representative to other student organizations to publicize event

One Week in Advance
•   If applicable, request petty cash for change and miscellaneous expenses
•   Pick up payment for speakers, performers, etc.
•   Advertise more
•   Reconfirm everything

After Event
•   Evaluate program/event
•   Write thank-yous to each person or department who assisted you

Donation Drive Policy for Webb Center
- Only one type of drive is allowed during an allotted time period (i.e. two food drives can not occur at the same time) and a maximum of two drives total are allowed at the same time. Drives can be held for a maximum of three weeks.
- Only bins supplied by the Center for Service & Civic Engagement (CSCE) should be used (max. 2). Any other bins/boxes will be removed and thrown away by Housekeeping. CSCE bins may not be removed from the Webb Center.
- Bins shall be placed in the requested and approved locations. The requestor must supply flyers to post on the bins that list: their name, the name of the drive (if any), the items being collected, the start and end dates of the drive, and the agency receiving donations.
- Bins must be checked daily and be emptied of trash or debris that is not part of the drive. The bins can hold drive items (clothes, food, etc) for the duration of the drive as long as the bin is not overflowing.
- All donated items must be removed from the bins and the bins must be returned to the CSCE within 24 hours of the end of the drive. All items not collected within 48 hours will be donated to the charity of the CSCE's choosing.
- Failure to follow any of these policies will result in the sponsoring organization/department losing privileges to hold drives in the Webb Center for two academic years.
- These policies and this form apply only to donation drives held in the Webb Center. Approval to hold a drive in other areas of the campus (academic or residential buildings) must be obtained from the corresponding office.

ODU Identification Card
The ODU ID card is the official form of identification for the Old Dominion University community. Please carry with you at all times as well as to events hosted on campus. IDs may be verified at some events.

ODU Student Organization Gambling Policy
As stated in the Virginia Code 18.2-325: "Illegal gambling" means the making, placing or receipt, of any bet or wager in this Commonwealth of money or other thing of value, made in exchange for a chance to win a prize, stake or other consideration or thing of value, dependent upon the result of any game, contest or any other event the outcome of which is uncertain or a matter of chance, whether such game, contest or event, occurs or is to occur inside or outside the limits of this Commonwealth.
Nothing in this article shall apply to any bingo game, instant bingo, raffle, or duck race conducted solely by organizations as defined in § 18.2-340.16 which have received a permit as set forth in § 18.2-340.25, or which are exempt from the permit requirement under § 18.2-340.23.

Therefore,

1. Poker, Card Games, or other casino-type games that have a cash entry are illegal and not permitted to be conducted on campus. Casino nights can absolutely not be used as fundraisers.
2. Casino Nights, Poker, Card Games or other casino-type games can be played on campus and hosted by student organizations only if there is no money charged the player to buy-in, donate, stake, etc.
3. The only games of chance allowed to charge a fee of participants are raffles, bingo, and duck races (as long as proceeds are less than $25,000). A fundraising from must be filled out by the Student Organization and approved by the Office of Student Activities and Leadership.

Fundraising

1.   The Office of Student Activities and Leadership must approve all fundraising. Approval must be obtained by completing the Fundraising Approval Form at least one week in advance of the event (available in the Office of Student Activities & Leadership).
2.   Food may not be sold on campus under any circumstances. Contact Dining Services at 683-4691 for more information.
3.   The organizations must have their name on all advertising, including advertising at the site of the event, on the registration form and all raffle tickets.

EMERGENCY PROCEDURES

On-Campus Emergencies - When necessary, call the Old Dominion University Police for assistance with any emergency. Please follow the procedures listed below:

1.   Pick up a red emergency phone or call 3-4000 from any on-campus phone. When calling from an off-campus phone, dial 757-683-4000. (You may also dial 911 to reach an emergency dispatcher)
2.   Inform the police dispatcher of the building from which you are calling. To the best of your ability, explain the type of injury involved, and indicate if an ambulance is needed.
3.   Upon arrival, the Old Dominion University police officer will decide what to do with the injured participant. When necessary, the officer will transport the injured participant to the hospital.
4.   NOTE: All expenses incurred for treatment at the hospital and transportation to the hospital, are the responsibility of the injured participant.
5.   Notify the Office of Student Activities Leadership for all emergencies involving student organizations.

Off-Campus Emergencies - If an emergency occurs at an off-campus event or conference, you should follow the following procedures:

1.   Call 911 if necessary.
2.   If it is deemed necessary to have an injured participant seen and/or treated by a physician, they must be transported to the closest hospital Emergency Room by a qualified service (e.g. police or ambulance service.
3.   Rely upon the recommendation of the attending physician as to whether the injured Old Dominion University student should be transported back to campus, and what accommodations for travel should be used.
4.   NOTE: All expenses incurred for treatment, transportation to the hospital, etc. are the responsibility of the injured participant.
5.   Notify the Office of Student Activities and Leadership of all emergencies immediately.

Publicizing Events

The following is a list of suggestions and options available for publicizing your recognized student organization's events. It is by no means a complete list but may help spark your event planning process.

1. Flyers - academic buildings, Webb Center bulletin boards, student organization mailboxes, and residence halls. (All flyers and posters must conform to campus sign policies. For example, the Webb Center postings must first be stamped by the Webb Information Desk.) No materials shall be posted on trees, vehicles, windows, walls, doors or glass panels either inside or outside University buildings. Contact Housing and Residence Life for policies related to flyer distribution in the halls.
2. Radio - provide radio stations with information about upcoming events and public service announcements. Contact WODU (683-3441), Old Dominion University's campus radio station for details.
3. Mace & Crown - ODU's campus newspaper is published every Wednesday and can be a great way to reach all the students on campus. Their office is in the U-Center Room, 1051.
4. Posters - Use the Sign Room in the U-Center, Room 1069, to create posters for your event.
5. Announce the event in your classes. (Ask for your instructor's approval before announcing an event in class. Most instructors will be more than willing to allow you to do this.)
6. "Upcoming Events" in the Mace & Crown. This ad runs weekly and organizations can advertise their event for free. Contact the Office of Student Activities & Leadership for more information.
7. Table Tents - a "mini-calendar/advertisement" that can be placed on tables throughout Webb Center. Contact Event Scheduling (683-3436) to schedule placement of table tents in Webb Center.
8. Display Cases in Webb Center - Contact Event Scheduling in OSAL for a form (683-3436).
9. Axis TV Ads - To post a slide on Axis TV (aired in Webb Center), e-mail one PowerPoint slide to axistv@odu.edu. No white backgrounds please, and be sure to include all relevant information on the slide including a contact phone number or e-mail.
10. Chalking - Recognized student organizations may use chalk to advertise upcoming events by submitting a Chalking Request form to Event Scheduling in OSAL and must comply with the Chalking guidelines.
11. Student Announcements - Student organizations can submit announcements to be posted. Student announcements are posted for student organization events only (no meetings). Announcements can be submitted on-line at http://www.studentaffairs.odu.edu/osal/studentorgs/orgresources.shtml.

Bulletin Board Policy and Procedures

Bulletin boards are provided for the posting of signs, papers, posters, advertisements, etc. and are subject to the following regulations:

1. All postings in Webb Center must be approved at the Webb Information Desk.
2. All postings (including postings for student organizations and departments) must have a contact name and phone number/email.
3. There will be only one "For Sale" flyer authorized and it is to go on the For Sale board only. "For Rent" may be posted on the same board, however, you may post additional "For Rent" flyers on the other boards.
4. Organizations are limited to 4 flyers about events, job opportunities, and other information on the Webb Center bulletin boards. The maximum approval time is 14 days, or the day after the event, whichever comes first. Flyers for the bulletin boards should not exceed 11" x 17".
5. Signs may not exceed 6 feet in length and 3 feet in width for events. For non-events, signs may not exceed 3 feet in length and 3 feet in width. No organization may post more than two signs for each event in the North Cafeteria, and two signs in South Mall. Organizations are limited to 24 ft. of paper regardless of where signs are posted. Non-event announcements must be from an organization, not an individual.
6. Personal announcements (such as birthdays, congratulations, and other personal announcements) may be hung up for one day. All other panels in the North Cafeteria are restricted to student organizations for up to two weeks.

7.   Organizations may post professional made signs on the catwalk in the South Mall. Six banners per side are allowed. Banners are not to exceed 6 feet in length. Banners may be hung for no longer than two weeks. The organization/department is responsible for hanging and removing banners and a Webb Center Space Reservation Form must be filled out and submitted to Event Scheduling prior to the banner being hung.

8.   Advertisements can make no reference to alcohol beverages or their availability. Beverage prices cannot be included nor can the term "Happy Hour" be utilized. In compliance with the university alcohol guidelines, publicity for the event must list identification (i.e. driver's license, ODU ID, etc.) required to attend the function.

9.   Table tents for individual events may be placed on cafeteria tables for 1 day. The department/organization must remove them by the end of the day. A Webb Center Space Reservation Form must be filled out and submitted to Event Management prior to the table tents being placed.

*All individuals and organizations posting notices are expected to design and display their materials in a manner respectful of the diverse beliefs, opinions and attitudes that exist in an institution of higher learning. Posted items must be educational or informative in nature. Items advocating any infraction of the law, ordinance or official university regulation may not be displayed and are subject to removal by the Dean of Students, Vice President of SEES or his or her designee.

Chalking Policy

Recognized student organizations may use chalk to advertise upcoming events by submitting a Chalking Request form to the Event Management and must comply with the following guidelines:

•   Chalking may only be done in designated areas.
•   The chalk may only advertise an event sponsored by a student organization on campus (i.e. no personal announcements such as "Happy Birthday")
•   The advertisement must be approved by the Office of Student Activities and Leadership.
•   Events may only be advertised two days prior to the event.
•   Failure to follow the chalking guidelines will result in loss of chalking privileges.

The following locations are the only designated chalking areas. Locations not listed are considered off-limits.

•   Webb Center: front sidewalk and back brick area
•   Sidewalk in front of Batten Arts and Letters (BAL)
•   Sidewalk in front of the library
•   Sidewalk that follows the maglev track

Proscribed Behavior for Students and Student Organizations

A. It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. As such, these organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. Certain unproductive and hazardous customs sometimes associated with the process of initiation that are incongruous with this responsibility are prohibited. Students or organizations found to have engaged in these behaviors may be disciplined in accordance with the University's disciplinary procedures. For the purpose of this policy, a "student organization" whether or not the organization is recognized by the Student Government Association, is defined as an organization classified as departmental interest, general fraternity, general sorority, honorary, political, professional, religious, service, special governing board, special interest, athletic or any other organization with student membership.

B. Intentional, knowing or reckless acts taken toward any student, occurring either on or off campus, by students, or by a student organization or any of its members, or by any student perceived to be members of the organization, or by former members, which a reasonable person would perceive as humiliating, physically uncomfortable, or which results in bodily injury or public ridicule, are prohibited.

C. The Vice President for Student Engagement and Enrollment Services (SEES) is delegated the authority to discipline students and/or organizations which violate the provisions of paragraph B. The Vice President for SEES may delegate all or part of this authority to such other persons as deemed appropriate.

D. The discipline applied in violation of paragraph B may include summary dismissal from the University for serious or repeated breaches of the standards set forth in paragraph B above. The Vice President for SEES delegates the authority to determine appropriate discipline in every case.

E.Violations of paragraph B causing bodily injury shall be reported to the Commonwealth's Attorney of the appropriate jurisdiction.

Student Organization Interim Suspension Policy

POLICY STATEMENT

Student Organizations engage in purposeful activities that promote common interests among members and the development of interpersonally and intellectually engaged students. These organizations exist to serve the widely varied interests of students, provide educational experiences for members, and significantly add to the vibrancy of campus life. It is the responsibility of all student organizations to operate in accordance with applicable University policies and to avoid conduct sanctioned by the Code of Student Conduct.

The interim suspension policy is limited to addressing egregious conduct posing severe harm to an individual, organization and/or third-parties. An interim suspension shall be imposed as reasonably deemed necessary to ensure the health or safety of members of the University community or to University property. An interim suspension shall also be imposed where there is reasonable cause to conclude an organization's continued activities would substantially impede or obstruct the educational process. An organization receiving an interim suspension is no longer eligible to receive benefits normally afforded to student organizations including but not limited to the ability to utilize University facilities or funds to support any student organization related activity.

An interim suspension will not be invoked merely because a student organization has been accused of violating one or more University policies. In such cases, the University shall follow the procedures outlined in the Student Disciplinary Policies and Procedures for addressing alleged student organization misconduct. Furthermore, an interim suspension shall not be regarded as a necessary precursor to or a substitute for any inquiry or investigation that would otherwise follow allegations of misconduct on the part of the organization.

A student organization that violates any condition imposed via the interim suspension policy will be regarded as a separate and independent violation of the Code of Student Conduct, irrespective of the final outcome regarding the original facts underlying the imposition of an interim suspension.

PROCEDURE

In the judgment of the Vice President for Student Engagement, upon receipt of information that is sufficiently serious as to consider invoking this policy, the Dean will consider the following factors before determining the suitability of imposing an interim suspension:

- Whether the alleged misconduct can reasonably be associated with the organization;
- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence or activities of the student organization pose a substantial and immediate threat to the health or safety of the University or to the stability and continuance of normal University functions; and
- Whether lesser actions, short of placing the student organization on interim suspension, can sufficiently address the Dean's concerns regarding the organization's continued presence and/or activities.

If after consideration of these factors, the Dean determines an interim suspension is not appropriate, the Dean will impose any reasonable restrictions and/or refer the matter to Student Conduct and Academic Integrity (and/or any other responsible source) for final disposition.

If the Dean determines an interim suspension is warranted, the student organization will be placed on interim suspension. The interim suspension will remain in effect until the final disposition of the matter, through Student Conduct and Academic Integrity, and/or any other responsible source.

Any student organization suspended on an interim basis in accordance with this policy shall have the opportunity to appeal the interim suspension to the Vice President for Student Engagement & Enrollment Services, or designee. Any request for appeal must be received by the Vice President within five (5) business days of the interim suspension being imposed. The Vice President, or designee, may request to meet with the organization or may base his/her decision on a review of the record. The decision of the Vice President, or designee, is final.

Alcohol and Substance Abuse Policies and Procedures
Policy Governing Permissible Student Events at Which Alcohol Is Served

Student organizations that sponsor on-campus events where alcohol is served must be in compliance with the regulations of the Virginia Alcoholic Beverage Control Act (VABCA) and the regulations of the Virginia Alcoholic Beverage Control Board. Individuals must be at least 21 years of age to purchase, possess, or consume alcoholic beverages.

Drinking in public (other than at licensed, outdoor areas) and being intoxicated in public are violations of the Beverage Control Act.

A. Rules Governing the Permitted Use of Alcoholic Beverages

Student organizations sponsoring events where alcoholic beverages are present are responsible for complying with all University rules and regulations as well as state and federal law governing the use and/or possession of alcoholic beverages.

The term "student organizations" includes any officially-recognized student organization, recreation club sport, and any other group or entity that has student membership. An organization need not officially endorse an event for the event to be considered "sponsored" by the organization. The issue of sponsorship will be determined by examining the facts of each particular case and their relationship to the organization or entity in question using a reasonableness standard.

Additionally:

1. Alcoholic beverages may not be purchased by recognized student organizations with organizational funds or slush funds collected from organization members and/or guests.

2. Non-alcoholic beverages, including water, and food items must be available at the same place as the alcoholic beverages and readily accessible as long as the alcoholic beverages are available. These non-alcoholic beverages must be featured as prominently as the alcoholic beverages and must be available at no cost to members and guests.

3. At any activity involving the consumption of alcoholic beverages, all persons must have proof of age on their person at all times. Organizations sponsoring events with alcohol are responsible for ensuring all attendees possess or consume alcoholic beverages in compliance with University, local, state and federal guidelines.

4. The Vice President for SEES or his/her designee will determine if security guards will be required for an event.

5. Advertisements for functions at which alcoholic beverages are available may not mention alcoholic beverages or use terms or illustrations descriptive of alcoholic beverages. Exceptions may be granted by the Vice President of SEES or his/her designee. Alcohol will not be used as an inducement to participate in a campus event. (Note: Greek organizations covered by F.I.P.G. policies, or similar policies are not permitted to advertise any functions/events at which alcoholic beverages are available.)

6. Alcohol may not be served at open parties unless pre-approved by the Vice President of SEES or his/her designee. Open parties are defined as activities where the general community (University or otherwise) is invited and/or able to attend. This classification of a party, as well as approval for an event which is the exception to the categories listed in this document, will be determined by the Vice President of SEES or his/her designee.

7. No alcoholic beverages will be permitted at organizational membership recruitment functions, or any new member/pledge/novice member event.

8. No event shall include any form of alcohol abuse (such as drinking contests or use of "beer bongs" or funnels) in its activities or promotions.

9. Alcohol will not be permitted as awards to individuals, students, or campus organizations.

10. Consumption of alcoholic beverages in University facilities or on University property will be permitted only within the approved area designated for the event.

11. Any event on University property containing alcohol must be served and managed by Aramark Catering.

12. Members and guests who appear noticeably intoxicated will not be admitted into the function.

13. Each organization must have at least fifty percent (50%) of its total membership TIPS (Training for Intervention Procedures for Servers of Alcohol) trained monitoring each entrance and exit of the function.

14. Events must be cash sales only for all alcoholic beverages, collected by Aramark Catering, during the function.

15. Aramark Catering shall collect all remaining alcohol at the end of the function. No excess alcohol, opened or unopened, shall be given away or sold.

16. The sponsoring student organization must agree in writing, prior to the event, that no alcoholic beverages beyond those supplied by Aramark Catering will be brought to the event at any time.

B. Sanctions
Failure to comply with this policy may result in one or more of the following sanctions:
　　　　1. Immediate termination of the function,
　　　　2. Revocation of privileges to host future functions;
　　　　3. Immediate loss of student organization recognition, and /or
　　　　4. A referral to the Office of Student Conduct and Academic Integrity for alleged violations of the Code of Student Conduct.

C. Procedures
The following procedures should be followed when planning an event at which alcohol is to be served:
1. On-campus functions at which alcohol is available and which are sponsored by student organizations must be approved by the Vice President of SEES or his/her designee at least seven business days prior to the event.

2. Organizations seeking to host an on-campus event with alcohol should contact Aramark Catering and complete all necessary catering request form(s). A copy of the catering request form(s) must accompany the Alcohol Registration Form.

3. Alcohol Registration Forms should be secured from and submitted to the Office of Student Activities and Leadership (1071 Webb Center).

4. Any changes to the information submitted on the registration form should be reported to the Office of Student Activities and Leadership no later than three business days prior to the scheduled event.

Scheduling Space (Indoor and Outdoor)

For reservations for space in Webb Center, academic space, outside facilities or athletic facilities, call the Event Scheduling Office at 683-3436 or complete the room reservation forms found at http://www.studentaffairs.odu.edu/osal/eventmanage/index.shtml. Until you receive a confirmation, the reservation is pending. Email OSALScheduling@odu.edu for questions.

Following are guidelines and polices related to reserving space on campus.

Policy #3211 - WEBB UNIVERSITY CENTER SCHEDULING POLICIES AND PROCEDURES
Statement: Webb University Center facilities are available for reservations during the following times:

       Fall and Spring Semesters:
       Monday – Friday: 8 am - 10 pm
       Saturday and Sunday: 8 am - 10 pm
       Summer Semester:
       Monday – Friday: 8 am - 9 pm
       Saturday and Sunday: 8 am - 6 pm
       *Facilities are not available for programming by student organizations from the first day of finals through the last day of finals.

Exceptions to these hours will be considered on an individual basis. The following policies and procedures will be utilized by those organizations and individuals who wish to use Webb University Center facilities.

1. Written/online reservation forms should be submitted to Event Scheduling (OSAL), no less than 5 days prior to the scheduled event. All forms must designate a room arrangement, expected attendance and equipment needed, when possible. If this information is not available at the time the form is submitted, it must be submitted to Event Scheduling no later than 48 hours before the event. An appointment may be scheduled with Event Scheduling for assistance in planning the event.
2. All food and beverage items must be provided by Aramark Catering. Menu variations and special arrangements will require a consultation with the Catering Manager by calling 683-4961.
3. All space reservation forms must have the appropriate signatures:
    a. For student organizations and recognized campus groups: Only the persons whose names are supplied during the annual re-registration process will be authorized to sign for that organization. Faculty advisors are permitted to sign only if they are one of the listed authorized signatures.
    b. For academic/administrative offices: The signature of the department chair/director is required when the request is in the name of the department.
4. In case of co-sponsorship, the non-university organization(s) co-sponsoring the event must be listed on the Space Reservation Form, in addition to the university division or department, and must have the approval of the Vice President of SEES or designee. In any case of co-sponsorship between a university and non-university group, the recognized organization involved assumes full responsibility for compliance with the policies and procedures of accountability which it would normally assume if it were the sole sponsor of the event. The following guidelines must be adhered to for all co-sponsorships with non-University organizations:
    a. All paperwork must be submitted and signed by a sponsoring student organization or department.
    b. The non-university organization must also sign the Space Reservation Form.
    c. The student organization or department must be present at the event.
    d. All advertisements must list the sponsoring student organization or department.
    e. Final responsibility and accountability for the event rests with the student organization or department.
    f. The event must have relevance to the student organization or department and/or provide a benefit to students and the university.

6.	A space will not be assigned without a signed Space Reservation Request Form.
7.	A waiting list for those who wish to schedule space already reserved will be maintained and honored on a first-come, first-served basis. No more than 3 names will be kept on the waiting list for a particular date and space. Persons on the waiting list will be contacted should space become available.
8.	All events sponsored by student organizations must follow the "Guidelines for Use of University Facilities by Student and Student Organizations," contained in the Student Organization Handbook.
9.	Security personnel may be required at an event. This decision will be based upon the nature of the event, when it occurs, the number of participants anticipated and the food and beverages to be served. The organization and organizational representative signing the space reservation form agrees to this requirement and will be responsible for payment in full of all security costs.
10.	All student organization fundraising events must be approved by the Office of Student Activities and Leadership. A separate procedure has been established for this requirement. Information is available in the Office of Student Activities and Leadership. All such events must be approved at least 48 hours in advance and require the signature of the Director of Student Activities and Leadership or his/her designee. The total amount of revenue from each fund-raiser must be reported to the Student Activities and Leadership Office within two working days following the event.
11.	Event Scheduling reserves the right to determine which facilities are appropriate for an event and may deny request for a specific facility on the basis of suitability. Event Scheduling also reserves the right to alter the assignment for a confirmed reservation in the event of an emergency. Groups will be contacted by e-mail or phone if changes are made.
12.	After priority scheduling for student organizations is complete, space in Webb University Center will be open to other university departments and private events.
13.	All groups must provide at least 48 hours cancellation notice. A two-week cancellation notice requirement applies for large events that require the use of a large portion of Webb University Center (North and Center Cafeterias or six or more rooms). Failure to provide two weeks cancellation notice for large events will incur a penalty. Penalties may include restrictions on reserving space or a monetary fine and are determined at the discretion of the Director of Webb University Center and Student Activities and Leadership.

SCHEDULING KAUFMAN MALL
The following restrictions apply to all approved events:
a.	Sound amplification is restricted to Activity Hour (12:30-1:30 pm, Tuesdays and Thursdays) or after 4 pm on Fridays.
b.	The steps in front of Webb University Center may not be blocked.

ADVANCED SCHEDULING
**1.	Major Events/Programs**
Events include dances, banquets, workshops, educational series and conferences. Student organizations may submit requests for major events/programs up to two semesters in advance. Requests for events two semesters in advance will be accepted on the designated dates of October 15 (or the next business day) for the following fall semester and April 9 (or the next business day) for the spring semester. Following the priority scheduling date, student organizations may submit requests on a first-come, first-served basis.
**2.	Weekly Meetings and One-Time Events**
Requests may be made one semester in advance and will be accepted on the designated date of October 15 (or the next business day) and April 9 (or the next business day). Requests may be submitted any time after the priority scheduling dates on a first-come, first-served basis.

University Departments
University departments may submit requests for major events/programs up to two semesters in advance after advanced scheduling for student organizations. Requests for events two semesters in advance will be accepted on the designated dates of November 1 (or the next business day) for the following fall semester and May 1 (or the next business date) for the spring semester. Following the priority scheduling date, departments may submit requests on a first-come, first served basis.

Private Events
University events (student organizations and departments) take priority over private events. Individuals may submit requests for private events on December 1 (or the next business day) for the following fall semester and June 1 (or the next business day) for the spring semester. Following the priority scheduling date, individuals may submit requests on a first-come, first-served basis. A rental fee is charged for all private events.

Advanced Scheduling Dates
October 15 and April 9: Student organizations
November 1 and May 1: University departments
December 1 and June 1: Private events

University Events
Events included in this category are those programs considered essential to the function of the University and events that are official traditions at Old Dominion University. Because of the nature of such events and the need for sufficient planning time, these events may be booked up to 16 months in advance. These events include, but are not necessarily limited to:
> Admissions Open House/Preview
> Presidential Events / Board of Visitors Events
> Relay for Life
> Homecoming
> Commencement
> Main Street/Spring Organization Fair
> Senior Toast
> PAW Events
> Campus Chaos
> Cultural Months (e.g Black, Hispanic, Women's, Asian-American, Native-
> American & GLBT History Month)

FEE SCHEDULE FOR NON-UNIVERSITY GROUPS:
Room reservations are confirmed when 50% payment and the approved reservation forms are received. The remaining 50% is due 10 days prior to the event. Fees for use of meeting rooms, cafeterias and related clean-up/supplies fees are established annually by the Vice President for Administration and Finance, with the approval of the President.
Responsibility: Vice President for Administration and Finance, Vice President of SEES
Authorization: John R. Broderick, President
         Date: December 1, 1988; Revised September 2, 2008

3203 - OUTDOOR SPACE GUIDELINES
Statement: Outdoor spaces are major open spaces surrounding the outside of the University buildings and are available for holding various types of events. The outdoor spaces surrounding athletic buildings or other forms of natural open space areas used in conjunction with athletic events are not included as spaces that may be requested.

Outdoor facilities spaces consist of Bolling Square, Tonelson Gardens, Kaufman Mall, 49th Street Plaza, Whitehurst Beach, and the Williamsburg Lawn. These facilities are available for scheduling at the following times:

        Monday - Thursday 8:00 a.m. - 10:00 p.m.
        Friday and Saturday 8:00 a.m. - 11:00 p.m.
        Sunday 10:00 a.m. - 10:00 p.m.

Exceptions to these times will be considered on an individual basis. The following policies and procedures will govern the Outdoor Facilities Spaces:

1. Outdoor Space Reservation Forms should be submitted to Event Scheduling (OSAL), no less than ten (10) days prior to the scheduled event. All forms must designate the area requested. If set-up is required, it must be indicated on the form.
2. Any request for catering arrangements should be made with Aramark Catering.
3. Security personnel may be required at an event. This decision will be based upon the nature of the event, when it occurs, the number of participants anticipated, and the food and beverages to be served. The organization and organizational representative signing the Outdoor Space Reservation Form will be responsible for payment in full of all security costs.
4. The request for set-up and tear-down of tables and chairs and trash removal requiring overtime by Physical Plant personnel will be charged to the organization budget code requesting the service.
5. All Outdoor Space Reservation Forms must have the appropriate signatures as noted on the Student Organization Spokesperson List.
6. Special permission for use of Kaufman Mall must be obtained in advance from the Vice President of SEES or his/her designee. The following restrictions apply to all approved events:
    a. Sound amplification is restricted to Activity Hour (12:30 p.m. to 1:30 p.m. on Tuesdays and Thursdays) or after 4 p.m. on Fridays.
    b. The steps in front of Webb University Center may not be blocked.
7. Outdoor space will not be assigned without a signed confirmation form. Do not assume your reservation is confirmed until you have a copy of the signed confirmation form.
8. Users of outdoor space are required to collect all trash and litter and place it in plastic bags or litter cans. The space should be left litter-free. The organization using an outdoor space will be required to pay clean-up charges to the Physical Plant if the area is not left in a clean condition.
9. Fundraiser events must have approval from the Director of Student Activities or his/her designee no later than 48 hours prior to the event.

Event Scheduling reserves the right to determine which outdoor space is appropriate for an event and may deny a request for a specific outdoor space on the basis of suitability. Event Scheduling also reserves the right to alter the assignment for a confirmed reservation in the event of an emergency. The organizational representative will be contacted by phone or email if changes are made. Annual University events are those programs essential to the functioning of the University or events that are official traditions at the University. These events have reservation preference. Due to high demand for outdoor space, it is requested that cancellations be made at least 72 hours in advance of the event. This can be done by phone at x3436 followed by written notification to the Event Management Office.

Responsibility: Vice President of SEES
Authorization: John R. Broderick, President

Guidelines for Use of University Facilities by Students and Student Organizations
The use of a University facility, property, or University owned perimeter of such property or facility shall be consistent with the educational mission of the University and with the general nature of the facility. These guidelines govern the use of University facilities for events sponsored by students and student organizations. Facilities are available for students and student organization use and events during the school year and summer, except during the period of the first day of finals through the last day of finals. Events are categorized based on factors including, but not limited to, the type of event, location, and potential risk. The Director of Student Activities and Leadership, or a designated staff member, will assign an event category to a proposed event after consultation with event sponsors. Once the category has been determined, the event sponsor is responsible for proper planning and adherence to these guidelines and other applicable University policies. The decision regarding the category assigned to a particular event may be appealed to the Vice President of SEES, whose decision is final. The Director of Student Activities and Leadership and the Vice President of SEES may, in his or her sole discretion, require a greater number of police officers or security guards for a particular event than is stated below.

The sponsoring organization is responsible for all police officers and outside security expenses. If the event is held in a facility other than the Webb Center, the sponsoring organization will be responsible for payment of all other expenses related to the event, e.g., clean-up, electrician, tables, chairs.

Type of Event

Type A This type of event is free and open to all students and the general public. For all events under a 500 person capacity, police presence is not required. For events over a 500 person capacity, one police officer is required for the event. Level A events include but are not limited to speakers, cultural shows, movies, and comedy shows.

Type B This type of event requires payment of an admission charge and is open to all ODU students and the general public. For all events under a 500 person capacity, one police officer is required for the event. For events with an anticipated attendance of more than a 500 person capacity, two police officers are required. Type B events are planned as auditorium-style, seated events and include, but are not limited to, cultural shows, comedy shows, fashion shows, pageants, and talent shows.

Type C This type of event requires the payment of an admission charge and is open only to ODU students. The maximum capacity for all Type C events is 800 persons. One (1) officer per 100 attendees is required. For events of 800 capacity, an additional 12 outside security is required. Additional outside security may be required in the sole discretion of the Director of Student Activities and Leadership. These events are typically general admission with no seating. Type C events are limited to two per semester per student organization, including those co-sponsored with other student organizations. Type C events include, but are not limited to, dances, DJ battles, and concerts.

Type D This type of event requires the payment of an admission charge and is open only to ODU students. Attendance is limited to the capacity of the event venue. Groups sponsoring Type D events rent space on-campus and are responsible for all expenses related to the event. University staff will not assist with event planning or production. One (1) police officer per 100 attendees is required for capacity up to 500 persons. The security formula listed in the table below will be used for all events over a 500 person capacity. These events are typically general admission with no seating. Possible locations for these events are athletic space and Ted Constant Convocation Center. Type D events include, but are not limited to, dances, DJ battles, and concerts.

Type E Admission is charged and the event is open only to ODU students. Type E is not a rental and University staff will assist with event planning. Attendance is limited to the capacity of the event venue. All Type E event receipts or revenues will be deposited to a University account, and all expenses directly related to the event will be paid by the University from event revenues. Fifty per cent of any remaining event revenues will be deposited in the student activities program account. The other fifty percent goes to the organization. One (1) police officer per 100 attendees is required for capacity up to 500 persons. The security formula listed in the table below will be used for all events over a 500 person capacity. These events are typically general admission with no seating. Type E events are limited to two per semester per student organization including those co-sponsored with other student organizations. Possible locations for this event are Webb Center, athletic space, and Ted Constant Convocation Center. Type E events include, but are not limited to, dances, DJ battles, and concerts.

Type F Type F events are only open to the sponsoring organization's members and their guests. Type F events must have a ratio of one ODU student organization member for each guest. For all Type F events with an anticipated attendance of less than 500, one police officer is required. For those events with a projected attendance greater than 500, two police officers are required.

Table

Type of Event	Capacity	Police	Outside Security
A	< 500	n/a	n/a
A	> 500	1	n/a
B	< 500	1	n/a
B	> 500	2	n/a
C	< 700	1 per 100 capacity	n/a
C	701 - 800	1 per 100 capacity	12
D	up to 500	1 per 100 capacity	n/a
D	501 to 600	6	8
D	601-700	7	10
D	701-800	8	12
D	801-999	9	12
D	1000 +	10	20
E	up to 500	1 per 100 capacity	n/a
E	501 to 600	6	8
E	601-700	7	10
E	701-800	8	12
E	801-999	9	12
E	1000 +	10	20
F	< 500	1	n/a
F	> 500	2	n/a