

COLLEGE of
CHARLESTON
OFFICE OF STUDENT LIFE

THE COMPASS
A Guide for Student Organizations

2009 – 2010



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66 George Street
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843-953-2291
843-953-1423 (fax)

Website: studentlife.cofc.edu

The COMPASS

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STUDENT GOVERNMENT ASSOCIATION

Every undergraduate student enrolled at the College of Charleston is represented by the Student Government Association (SGA) and is encouraged to attend weekly Senate meetings of the SGA scheduled Tuesdays at 4:30pm. The undergraduate student body elects the Executive Council and Senators of the organization. It has traditionally provided a strong voice for student concerns and its officers have actively worked to improve student life at the College. SGA elections are held twice a year (September and March), and all undergraduate students are encouraged to run for office.

The SGA has four branches:

- **Executive Council** – President, Vice President, Secretary and Treasurer
- **Executive Board** – Executive Council, Committee Chairpersons and appointed staff officers
- **Legislative** – the Senate comprised of elected representatives of the student body
- **Judicial** – the Honor Council

The SGA committees designed to address specific student concerns are:

Constitutional Committees:

Academic Affairs	Public Relations
Allocations	Student Involvement
Community Outreach	Student Organization Review
Campus Diversity	

Ad Hoc Committees:

By-Laws & Constitutional Review and Revision
Student Organization Outreach

Student Government Association Officers 2009-2010

John Capelle	President	capellj@cofc.edu
Isaiah Nelson	Vice President	nelsoni@cofc.edu
Ross Kressel	Secretary	kresselr@cofc.edu
Elliot Dickerson	Treasurer	dickersone@cofc.edu

Contact Information

SGA Office: Stern Center, 4th Floor, Room 401
Telephone: 843-953-5722
Fax: 843-953-1423

Website: www.cofc.edu/sga

STUDENT LIFE
A MEMBER OF THE DIVISION OF STUDENT AFFAIRS
LIVE. LEARN. GROW.

STUDENT LIFE MISSION STATEMENT

The Office of Student Life enriches and supports the College of Charleston community by providing programs, services and facilities to promote the development of all students.

Our core values include:

- Co-Curricular Learning
- Integrity
- Accountability
- Responsibility
- Communication
- Respect for Individual Differences
- Fun !

The Office of Student Life designs, facilitates, and coordinates co-curricular education, practical experiences, and opportunities for involvement that complement the academic curriculum. As student affairs professionals and advocates, we are committed to empowering students and facilitating their development in the areas of independence, self-reliance, personal values, leadership skills, interdependence and group dynamics, and responsibility. Our primary goal is to challenge through experiential learning.

STUDENT LIFE STAFF

www.studentlife.cofc.edu

953-2291

Director of Student Life
Assistant Director of Student Life
Associate Director for Student Life Operations
Assistant Director for Student Media Organizations
Coordinator for Business Services
Maintenance Supervisor

Dr. Susan Payment
Bethany LaPlante
Ed Short
Mandi Copeland
Norma Luden
Joe Snecinski

STUDENT LIFE/ STERN STUDENT CENTER

953-5312

Dr. Susan Payment
Director of Student Life (payments@cofc.edu)
Advisor to SGA Executive Council, Executive Board and Senate
Manages the Stern Student Center
Department Head for Student Life
Stern Center 3rd floor, Room 310

STUDENT PROGRAMMING

953-8122

Bethany LaPlante (laplanteb@cofc.edu)
Assistant Director of Student Life
Advisor to Cougar Activities Board (C.A.B.)
Advisor to (SGA) Student Organization Review Board
Homecoming Coordinator
Stern Center, 4th floor, Room 407

C.A.B. is THE organization for great entertainment on the College of Charleston campus. Run *for* CofC students, *by* CofC students, C.A.B. provides free educational, informational and entertaining programs for the entire campus community. Offerings include: live bands, films, world-famous speakers and other exciting activities such as Casino Night, Cougarpalooza and The Price is Right. The board is comprised of the following five committees: Special Events, Community Issues, Films, Coffeehouse and Fun Fridays. By getting involved you have the opportunity to control what type of entertainment comes to campus!! Contact the C.A.B. office at 953-8120 or www.cofc.edu/cab.

The Student Organization Review Board (SOR) of the Student Government Association (SGA) is responsible for the recognition process for student organizations. There are more than 150 recognized organizations on campus representing just as many interests with new organizations forming each year.

The College of Charleston celebrates its Homecoming during the Spring semester in conjunction with the Cougar Basketball schedule. A student steering committee coordinates all the new and annual student related events that occur each year which include a banner contest, King and Queen Elections, a Pep Rally, Parade, Tailgate, and halftime show at the Basketball game. Additional alumni, athletic and service related events round out the week. Information regarding current and previous Homecoming Celebrations can be found at www.cofc.edu/homecoming.

COUGAR MEDIA NETWORK

953-5289

Mandi Copeland copelanda@cofc.edu
Assistant Director for Student Media Organizations
172 Calhoun Street (Calhoun Annex/CAAN)

Student Media Organizations at the College of Charleston are located on the second floor of the Calhoun Annex (next to Starbucks and the Treasurer's Office). These offices include The George Street Observer (the official newspaper of the College), CofC Radio, Miscellany, and Cougar Television. These offices are open to student members throughout the day and evening. The official office hours are Monday through Friday, 8:30am until 5pm.

The Cougar Media Network appoints editors and managers, reviews annual budget proposals and advises media leaders in all areas of business and production. The board is made up of area professionals, faculty members, student representatives and the executive editors and general managers of the four media organizations. The Director of Student Life, and the Assistant Director for Student Media Organizations serve as advisors to the Board. The Board meets at least four times a year.

OPERATIONS AND CAMPUS SCHEDULING

953-8113

Ed Short (shorte@cofc.edu)

Associate Director for Student Life Operations
Stern Center, 4th floor, Room 410

Reservations for Stern Student Center facilities, Physicians Auditorium (for non-academic events), Physicians Promenade, Cougar Mall and Rivers Green are coordinated through this office. In addition, the Office of Campus Scheduling assists with room set-ups, event planning, and facility services to ensure the success of your program or meeting.

BUSINESS SERVICES

953-5959

Norma Luden (ludenn@cofc.edu)

Coordinator for Business Services
Advisor to SGA Allocations Committee
Advisor to Senior Class
Family Weekend Coordinator
Stern Center, 4th floor, Room 406

The Coordinator for Business Services is responsible for oversight and administration of student organization budgets and allocations, expenditures, reimbursements, travel arrangements and financial advising.

STUDENT LIFE MAINTENANCE

953-8280

Joe Snecinski (snecinskij@cofc.edu)

Maintenance Supervisor for Student Life

Coordinates maintenance and upkeep of Student Life facilities and resources.
Supervises set-up of meeting and event spaces in the Stern Student Center.

ADDITIONAL OFFICES THAT SUPPORT STUDENT ORGANIZATIONS

Greek Life 953-6320

Kassie Kissinger (kissingerk@cofc.edu)

Director for Greek Life
Greek Organizations

Religious Life Counsel 953-3390

Evie Nadel (nadele@cofc.edu)

Associate Dean of Students
Religious Life Organizations

Campus Recreation Services (CRS) 953-5750

Kristin Kolb (kolbk@cofc.edu)

Assistant Director of Campus Recreation Services
Sports Clubs

STATEMENT OF PURPOSE

The COMPASS sets parameters by which recognized student organizations can effectively and efficiently, organize, function, and accomplish set goals and objectives. By becoming a recognized student organization at the College of Charleston, you have demonstrated an interest in being an active part of this community and a vital part of the educational process.

The Student Government Association acting as an agent under the auspices of the Office of Student Life, a member of the Division of Student Affairs, granted your organization the title of recognized student organization because your group met certain criteria and accepted the responsibilities of being an active member of the CofC Community. The College lends its name and support to a variety of student organizations in order to complement the academic curriculum of the College. Organizations must have a purpose consistent with the mission and values of the College. Recognition is a formal agreement for an organization to exist on campus.

Organizations are required to remain in good standing and adhere to all of *The COMPASS* policies and procedures. Affiliation grants organizations the use of the College's facilities, services, name and wordmark as outlined in this guide.

The College views student organizations as private affiliations and does not endorse the mission, goals, or purpose of an organization. The College of Charleston is committed to liberal arts principles of academic freedom and open inquiry. However, the institution expects all recognized student organizations to represent the College well and exercise professional and ethical standards of excellence. The College refrains from intervention except in matters which conflict with the mission and core values of the institution.

All policies and procedures contained within *The COMPASS* are consistent with the College of Charleston Student Handbook.

PETITION TO ORGANIZE

The Student Organization Review Board (SOR) is a standing committee of the SGA, responsible for reviewing all applications by groups requesting to become recognized student organizations, and for overseeing all recognized student organizations to determine if each is operating as an active part of the CofC community and a vital part of the educational process.

In addition to the responsibilities listed in the Statement of Purpose (see page 9) proposed student organizations must meet the following conditions:

- It must be understood that the College reserves the right to revoke any organization's charter and/or status should the organization violate College policies, procedures, practices, rules and regulations.
- The proposed organization shall not duplicate the mission or purpose of another currently recognized organization.

To start the recognition process at the College of Charleston, the following steps should be taken:

- Contact the SGA Secretary and request the registration packet. The SGA office is located on the fourth floor of the Stern Student Center (Room 401).
- Proposed student organizations must apply for either Registered or Sanctioned status (definitions of Registered and Sanctioned are listed on page 12).
- Organizations must also identify themselves as fitting one of the following categories:
 - Business
 - Educational
 - Honors
 - International
 - Multicultural
 - Political
 - Religious
 - Service and Leadership
 - Special Interest
- Secure a full-time, on-campus staff or faculty member to serve as the organization's advisor.
- Complete and return the registration packet to the SGA Secretary and schedule a tentative appointment to meet with the SOR Board.
- SOR presents the proposed organization to Senate for preliminary approval status to enter the 28-day waiting period. An SOR representative will be assigned as a contact for the proposed group to address questions and provide guidance throughout the 28-day period.
- During this 28-day waiting period the group:
 - MUST send a member of the proposed organization to schedule a meeting with Norma Luden, Coordinator for Business Services (SSC 406, 843-953-5959, and ludenn@cofc.edu) prior to final approval by Senate
 - May reserve campus facilities for the purpose of recruiting members only
 - May not apply for a budget or contingency funding
 - May not generate funds to include collecting of dues, fundraising, etc.
 - May not host and/or participate as a "club" on or off campus in activities until final approval has been given by the SGA

Failure to comply with any of the aforementioned steps will result in an extension of the 28-day waiting period or removal from consideration at the discretion of the SOR Board.

Upon completion of the 28-day waiting period, the SOR Board will present the proposed organization for final approval to Senate. A representative of the proposed organization must be present at the Senate meeting in order to be approved. The SOR Board will formally notify the proposed organization of the Senate's decision. Any organization denied recognition may petition again after meeting with the SGA Secretary.

After Senate approval, the organization will be granted recognized status, gaining all the rights, privileges and responsibilities associated with SGA recognition.

Newly registered organizations passed through Senate in the Fall semester must be heard by SOR by **October 29, 2009**, and heard by SOR by **March 18, 2010** in the Spring Semester, in order to be considered fully recognized.

Newly sanctioned organizations must be passed through the SGA Senate **by MARCH 2nd**. Although sanctioned organizations are eligible to apply for an annual budget, a budget is not guaranteed.

PLEASE NOTE THE FOLLOWING:

All inquiries in starting a sports club should be directed to Kristin Kolb, Assistant Direct of Campus Recreational Services at kolbk@cofc.edu or 953-5750.

All inquiries in starting a religious organization should be directed to Evie Nadel, Associate Dean of Students at nadele@cofc.edu or 953-3390.

All inquiries in starting a Social Greek Chapter should be directed to Kassie Kissinger, Director of Greek Life at kissingerk@cofc.edu or 953-6320.

Please direct all other correspondence concerning the recognition process to, Ross Kressel, the SGA Secretary at kresser@cofc.edu or 953-5722.

RECOGNIZED STUDENT ORGANIZATIONS

TYPES OF ORGANIZATIONS

REGISTERED ORGANIZATIONS: Organizations that would place restrictions (see examples listed below) on its membership are considered registered. No organization will be denied registered status based upon mission, religious or political affiliation. Registered organizations are not eligible for a budget given by SGA, but it may be eligible to apply for contingency funds and may generate other funds.

Examples of registered organizations:

Greek: Social Greek-lettered organizations recognized by the Office of Greek Life and organized under one of the chartered Greek Governing Councils.

Honor: Nationally recognized honor organizations, typically affiliated with a specific academic major, department or campus activity.

Examples of restricted membership requirements include but are not limited to the following:

- Closed membership
- Must be a member of a local, state or national affiliate
- Must be a specific declared major
- Must maintain a certain GPA (beyond the College's "in good standing" standard 2.0 GPA)
- Must pay dues to be a member

SANCTIONED ORGANIZATIONS: Organizations that are open to all students on campus. There are no membership requirements placed on these organizations. These organizations may apply for a budget and are also eligible to apply for contingency funds and generate their own funds.

Sanctioned Organizations must do the following as specified by the SOR Board:

- Require open membership
- Sponsor or co-sponsor programs and services that are open to all enrolled students at the College of Charleston.
- Members cannot be charged dues to join their organization.
- Require no membership for of a local, state or national affiliate.
- Have no requirements by any department to be a member of that specific organization.
- Have no financial accounts outside of the College of Charleston.
- Have a treasurer or financial officer who will be in charge of organization monies.
- Have the name, phone number and email address of the organization officers on file with the SGA Secretary and the Office of Student Life.

Regardless of which type of organization, all student members must be enrolled as a full or part-time student at the College of Charleston.

CHANGING ORGANIZATION STATUS: Registered student organizations are allowed to change their status from either registered to sanctioned or vice versa if the organization feels they meet all requirements of a status change. To change status, an organization must schedule a hearing with the SOR Board. This can be done by contacting the SGA Secretary. Upon recommendation of the SOR Board and approval of the Senate, status can be changed.

RECOGNIZED STUDENT ORGANIZATION ANNUAL REGISTRATION PROCESS

All recognized student organizations must file an On-Going Registration form found on the SGA website www.cofc.edu/sga on an annual basis. On-going registration ensures that up-to-date leadership/contact info is on file with the SGA and the Office of Student Life, and reflects an organization's active participation on campus. **On-going registration information must be submitted to the SGA office (Stern Student Center room 401) by 5:00 pm, Monday, September 14, 2009.**

In order to be considered a registered recognized organization must agree to the following:

- Submit a current copy of their organizations constitution at the beginning of **EACH** academic year.
- To elect a treasurer or the equivalent of an individual responsible for handling club monies.
- Adhere to all College, local, state and federal regulations and policies.
- Operate on a not-for-profit basis.
- Attend all mandatory workshops presented by the Office of Student Life and the SGA (i.e. Student Organizations Summit Series, Organization Budget Workshops, etc.).
- Must submit a membership roster of at least 10 full time College of Charleston students, including name and student ID# to the SGA office (Stern Student Center Room 401) by **September 14, 2009** (Fall semester) and **January 20, 2010** (Spring semester).
- To have funds deposited into College accounts, accessible through the Office of Student Life
- Attendance at the three mandatory Student Organization Summit Series sessions as well as attendance at two additional Summit Series sessions for an organization total of five out of the eight provided sessions offered. Detailed information can be found at the Student Life website.

DORMANCY POLICY

Failure to comply with the on-going registration process will result in an organization becoming dormant.

FIRST YEAR OF DORMANCY: A first year of dormancy will take effect after **September 14, 2009** and will last until an organization rectifies its status with the SGA Secretary. Organizations that fail to take any action by **April 26, 2010**, will automatically begin their second year of dormancy. The following actions will be taken during an organization's first year of dormancy:

Sanctioned Organizations:

- If an organization does not turn in the On-going Registration packet by September 14, 2009:
 - All spending will be put on hold (both budget and revenue) and will remain on hold until registration has been received by the SGA Secretary.
 - The organization forfeits its right to apply for funds through the contingency process.
 - Use of campus facilities will be restricted. In the event an organization has previously reserved space, the reservation will either be cancelled or the

organization will be subject to off-campus organization usage fees. A list of dormant organizations will be distributed to other campus reservation offices as well, further restricting facilities use.

- If an organization does not submit a membership roster at the beginning of each semester-**September 14, 2009** (Fall semester) and **January 20, 2010** (Spring semester):
 - a. All spending will be put on hold (both budget and revenue) and will remain on hold until registration has been received by the SGA Secretary.
 - b. The organization forfeits its right to apply for funds through the contingency process.
 - c. Use of campus facilities will be restricted. In the event an organization has previously reserved space, the reservation will either be cancelled or the organization will be subject to off-campus organization usage fees. A list of dormant organizations will be distributed to other campus reservation offices as well, further restricting facilities use.

- If an organization does not attend the mandatory Student Organizations Summit Series dates and the required Budget Workshops:
 - The actions taken are explained on (Pages 18 and 19)

- If an organization has not spent any of their allocated funds by the Fall Dark Period (Saturday, December 5, 2009):
 - Confirmation of the organization's status will be conducted by the SGA Treasurer at the beginning of the Spring Semester.
 - In the event that an organization does not plan on using their funds until the second semester, notification to the SGA Treasurer and/or the Coordinator of Business Services must be made by February 1, 2010 in order to apply for a budget for the Fall Semester of 2010.
 - Organizations that do not respond by February 1, 2010 will be considered dormant.
 - The organization's funds will be absorbed into contingency, and the organization will not be allowed to apply for a budget for the upcoming Fall semester.
 - Once considered inactive, the organization will then start its first year of dormancy, and MUST meet with the SGA Secretary to reconcile its dormant status.

Registered Organizations:

- If an organization does not turn in the On-Going Registration packet by September 14, 2009:
 - The organization forfeits its right to apply for funds through the contingency process.
 - Use of campus facilities will be restricted. In the event an organization has previously reserved space, the reservation will either be cancelled or the organization will be subject to off-campus organization usage fees. A list of dormant organizations will be distributed to other campus reservation offices as well, further restricting facilities use.

- If an Organization does not submit a membership roster at the beginning of each semester- September 14, 2009 (Fall semester) and January 20, 2010 (Spring semester):

- The organization forfeits its right to apply for funds through the contingency process.
 - Use of campus facilities will be restricted. In the event an organization has previously reserved space, the reservation will either be cancelled or the organization will be subject to off-campus organization usage fees. A list of dormant organizations will be distributed to other campus reservation offices as well, further restricting facilities use.
- If an organization does not attend the mandatory Student Organizations Summit Series dates:
 - Please see section: ***Student Organizations Summit Series and Funding*** (Page 18)

SECOND YEAR OF DORMANCY: Failure to rectify dormancy status by the organization following the first year of dormancy will automatically result in an organization becoming dormant for a second year. If an organization falls into a second year of dormancy:

- The organization will be removed from all SGA-maintained organization lists and websites.
- Any open College of Charleston budget and revenue accounts will be closed.
- Use of campus facilities will be subject to off-campus organization usage fees.
- The organization will have to petition to re-organize as a new group and will be subject to a new SOR hearing and a 28-day waiting period prior to Senate approval.

RECOGNIZED STUDENT ORGANIZATION LEADERSHIP

When members of any organization accept a titled leadership* position or office they must be a full-time student in good standing**, eligible to serve in accordance with the organization's constitution, and committed to fulfilling the responsibilities of the position.

*All titled positions are considered to be chief officers (President, Vice President, Secretary and Treasurer or the equivalent).

** ***Good standing*** refers to a minimum **cumulative 2.0** GPA or greater as defined by the organization's by-laws and no current penalty of disciplinary sanctions of any kind. **This information will be verified by the organization's advisor.**

Chief Officers are responsible to direct, supervise and evaluate the job/position performance of each elected or appointed organization member. The Office of Student Life recommends that every organization formulate an evaluation process to address job/position performance.

Officers in an organization can be removed from their position based on the following:

- Suspension of Term
 - Any officer who is charged by a member of the College community with a violation of the Honor Code must relinquish the office until after he/she has had a hearing. If the accused is found **not in violation** of the charge, the officer will be immediately reinstated to office. If the accused is found to be **in violation**, the officer will immediately step down from his/her position.
- Officer's GPA drops below 2.0
- Officer receives academic or disciplinary sanctions
- Graduation
 - If a student graduates (completes degree requirements and is no longer an enrolled student) while holding office in an organization, the office

automatically terminates at graduation, unless the student enrolls the subsequent semester.

- The Office of Student Life has the authority to rescind the position of any organization officer that is found to be ineligible to hold office.

STUDENT EMPLOYMENT: Paid and volunteer members of student organizations are considered to be employees of the College of Charleston. The basis for student employment is to assist in meeting the needs of the College, provide students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative job experience. The job duties and responsibilities of student employees vary greatly, and may or may not be related to their field of study. Specific information related to on-campus employment is available on the Career Center website at www.cofc.edu/~career/gbook_az.html.

CONFIDENTIALITY: Please note that as an employee of the College of Charleston, all information contained files and/or records or otherwise accessible by virtue of employment by the College (whether in a paid or volunteer position) is presumed to be confidential. The unauthorized release or removal of such information, whether to parties internal to the College or external, is strictly prohibited and may lead to termination of employment on the first offense. If in doubt about a request for information, it is the employee's responsibility to discuss the request with their supervisor or advisor before a decision to release the information is made.

STATEMENT ON HAZING: Hazing is defined as an act which endangers the mental or physical health or safety of a student, **whether the student approves or not to the hazing action**, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as condition of membership in a group or organization. Hazing is strictly forbidden by the College of Charleston.

FUNDING

FUNDING PHILOSOPHY: It is the SGA's intent to enrich the College of Charleston student's education outside of the classroom and to provide social, cultural and recreational opportunities for the student body. Annual operating and contingency funds are allocated to recognized student organizations to help meet that goal. Funding requests take the form of either annual operating funds or contingency funds for special events. The members of the Allocations Committee of SGA is aware that all students pay a student activity fee of \$55 per full-time student per semester (a portion of which is allocated to SGA for distribution to student organizations) and will attempt to meet the needs of any SGA recognized organization.

ELIGIBILITY FOR FUNDING: The SGA receives a limited amount of student activity fees to distribute for student organization use. The SOR Board decides the status of an organization, which determines the types of funding it may apply for or otherwise acquire. However, attaining a certain status does not guarantee receipt of funding, only an eligibility to apply. Once an organization's status is determined, the organization can apply for funds through SGA Allocations Committee. The SOR Board classifies organizations as **registered** or **sanctioned**, as outlined in the section titled "Types of Organizations." (See page 12)

BASIC ALLOCATION CONSIDERATIONS: The SGA Allocations Committee:

- Wants student activity funds to reach as many students as possible therefore, organizations that have events affecting and reaching larger portions of the student body will be recommended to receive a larger portion of the funds.
- Will look favorably upon fundraising efforts by organizations and will inquire about how funds that have already been acquired will be spent.
- Will take into consideration whether an organization was given an annual budget the previous year.
- Will require organizations to spend a portion of allocated funds on publicity in order to inform the student body of upcoming events.
- Will be reluctant to fund equipment, events, or programs that fall within the purview of a campus department.
- Organizations requesting funding cannot receive class credit for their proposed event (also see Travel and Travel Arrangements, Page 25)
- Will **NOT** pay for clothing of any nature. (i.e. t-shirts, uniforms, etc.)

STUDENT ORGANIZATIONS SUMMIT SERIES AND FUNDING:

- **Failure to have student representation at the three(3) mandatory Student Organizations Summit Series Sessions will result in the following:**
 - Non attendance at the Budget & Risk Management Session will result in a 30% reduction of a budgeted sanctioned organization's beginning budget
 - Budgeted and Non-budgeted sanctioned organizations will not have access to contingency funds for the appropriate semester;
 - Registered organizations will not have access to contingency funds for the appropriate semester.
 - Newly recognized sanctioned organizations must attend the Budget II session on January 20, 2010.
 - **In addition to the three mandated sessions, failure to attend the two additional sessions (for a total of 5 out of the 8 provided sessions) will result in the restrictions listed above effecting an orgs funding and status for the upcoming semester.**

ELIGIBILITY FOR SEMESTER BUDGET: To be considered eligible to apply for and receive a budget Fall 2010 semester, an organization must be **sanctioned by SGA Senate no later than March 2, 2010**. Registered clubs may request contingency funds but are not eligible for a budget. The qualifications for obtaining sanctioned status are outlined in the section titled "Types of Organizations"(Page 12).

New organizations that become sanctioned in the Fall/Spring semesters are eligible for contingency funds.

FUNDING PROCESS: All sanctioned organizations are eligible to apply for Operating Funds per semester through the following process:

- The SGA Treasurer will notify sanctioned organizations by the first week of October (for Spring Semester funding) and by the first of February (for Fall Semester funding) of the dates for the budget workshops. ***Failure to appear at one of the workshops will result in NO BUDGET for the semester.*** Budget forms will given at the workshops. This form will NOT be posted on the SGA website.
- The budget request form should be submitted to the Coordinator for Business Services by 5:00pm on **Friday, March 5, 2010**. ***All budget requests received after the advertised deadline are subject to reduction at the discretion of the Allocations Committee.***
- The organization must have a representative present their budget request during a scheduled budget hearing.
- The Allocations Committee will consider requests based on prior funding, activity, and intended use of funds.
- Approved budget requests will be posted after decisions have made by the Allocations Committee.
- The SGA Treasurer will submit the budget to the Senate one week prior to the Senate vote to allow time to review and ask questions regarding organization budget totals. The Senate will approve the submitted total budget request to be approved at the scheduled SGA meeting and then submit the budget to the Coordinator for Business Services, the Director of Student Life and the Executive Vice President for Student Affairs for final approval.
- Any allocated funds not spent by the beginning of the Dark Period in the Fall/Spring Semester **will NOT** be carried forward to the next semester.
- Revenue generated funds (from fundraising activities) **will** carry forward to the next semester.
- **Any purchase requiring the use of a State of South Carolina purchasing card must be completed by April 21, 2009 (applies to Spring semester only).**
- Any infraction of these policies will be cause for review by the Allocations Committee. Pending the outcome of the review, the committee may submit a Bill to the Senate authorizing the Treasurer to "hold" allocated funds for a period of up to, but not more than, 10 business days. Additional penalties could be levied pending the outcome of the review.
- Organizations receiving a budget cannot request Contingency Funds for an event, equipment, travel, food, etc. that was funded in their current budget.
- Organizations who have changed from registered to sanctioned status after March 2, 2010 CANNOT request a budget for the upcoming Fall semester, but they will become eligible for the Spring 2011 semester.

APPEAL TO SEMESTER FUNDING PROCESS: The appeal process for the Allocations Committee's determination of student organization budgets is as follows:

- The organization will complete the “Appeal of Semester Budget Decision” form after budgets are published. This form will be available in the SGA Office and must be completed in accordance with deadlines set by the Allocations committee as dictated on the form. (Form NOT available on-line.)
- After the form is completed, an appeal hearing will be held to reconsider the organization’s budget request in its entirety.

CONTINGENCY FUNDS: All recognized organizations are eligible to request money from the contingency fund, which is administered by the Allocations Committee. Fund are available to assist recognized organizations whose needs were not foreseen, requested or approved during the budget process. Contingency Forms are located on the SGA website or in the SGA office.

The SGA Treasurer will notify organizations of the meeting dates of the Allocations Committee. The process for a contingency request is as follows:

- The organization must submit a contingency request form to the SGA office by 5:00pm of the Tuesday before the next scheduled meeting of the Allocations Committee. Contingency Request Forms are available on the SGA website or in the SGA office. The Allocations Committee meets each Thursday at 4:30pm in the Stern Student Center, Room 409.
- The organization will have the opportunity to present their request. A knowledgeable representative of the organization must be present at the scheduled meeting. If the representative appears to be unfamiliar with their request or fails to appear, the hearing will be postponed and rescheduled by the organization.
- The Allocations Committee will consider contingency requests according to the organization’s prior funding, activity, and intended use of the funds.
- The Allocations Committee will determine appropriate funding and present the request to the Senate for approval. A representative is **required to appear** before Senate to support the request. If a representative is not present, the Bill will be tabled for up to two weeks.
- Upon Senate approval of the contingency funds, those funds will be available to the organization through the office of the Coordinator for Business Services. If Senate denies the request, the organization may re-submit to the Allocations Committee at the next scheduled Allocations Committee meeting.
- Organizations receiving a budget cannot request Contingency Funds for an event, equipment, travel, food, etc. that was funded in the current budget. Contingency funds could be granted for increases. For example, increase in travel costs, registration fees, etc.
- **No money will be allocated to organizations that have not initiated fundraising activities to support the activity or event brought before the Allocations Committee. Exceptions to this policy are at the sole discretion of the Allocations Committee.**

CONTINGENCY FUND RESTRICTIONS AND LIMITATIONS:

- Generally, no money will be allocated for events that charge admission to College of Charleston students. However, organizations receiving contingency funds may charge admission to off set costs of the requested event with the approval of the Allocations Committee. Collected funds must be deposited within two (2) business days of the event into their on-campus account via the Coordinator for Business Services. If funds are collected on a Friday or weekend, a deposit must be made the following Monday.

- No money will be allocated for an event or purchase after the fact.
- No money will be allocated for alcohol, tobacco or drugs.
- Money must be used to benefit the general student population.
- Organizations requesting funds for an event that will include alcohol must have all approvals completed first before requesting a meeting with the Allocations Committee.

CONTINGENCY FUNDS FOR REGISTERED ORGANIZATIONS: Registered organizations are eligible to apply for contingency funding in accordance with the following stipulations:

- The contingency funds must be used to benefit the general student body, and the event must be held on the College of Charleston campus unless specified and authorized to be held off campus by the Director of Student Life.
- Registered organizations **CANNOT** use contingency funds for registration fees for conferences, conventions, or workshops for members.
- Registered organizations may receive no more than one contingency allocation for travel expenses per semester.
- Contingency funds may be used for gas receipts or vehicles rented by the College for the organization's use. The same travel rules apply to registered organizations as to sanctioned organizations.
- The Coordinator for Business Services must approve all purchases and travel arrangements using contingency funds prior to the use of allocated funds.

CONTINGENCY FUNDS FOR SPORTS CLUBS: Sports Clubs are those organizations which fall under the supervision of the Campus Recreation Services department. These registered organizations are only eligible to apply for contingency funding in accordance with the following stipulations:

- Contingency funds can be requested once the organization has \$100 or less remaining between their budget and revenue accounts and have been reviewed by the Allocations Committee.
- Contingency funds CANNOT be used for registration fees for conferences, conventions, tournament fees, membership fees/dues.
- CRS organizations may receive no more than one contingency allocation for travel expenses per semester.
- Contingency funds can only be used for gas receipts and/or vehicle(s) rented by the College of Charleston.
- The same travel rules apply to CRS as to sanctioned organizations. (See Travel and Travel Arrangements section pages 25-26.)
- Travel arrangements must be made in conjunction with the Coordinator for Business Services and the Assistant Director for CRS organizations (also see Travel and Travel Arrangements, Pages 25-26).

APPEAL OF CONTINGENCY DECISION: The appeal process for the Allocations Committee determination of contingency funds, is as follows:

- The organization must request reconsideration from the committee **in writing by 5pm on Friday** following of the original decision by stating the justification for reconsideration and providing any new evidence or arguments for its request.
- Only one appeal per request will be considered by the Allocations Committee before presenting it to Senate for approval.

OR

- If the organization did not request reconsideration of the committee's original decision, but the Senate voted the committee's recommendation unfavorable to the organization, it may request that the President exercise his/her line-item veto power to reverse changes made by the Senate and reinstate the committee's original decision.
- The Presidential veto can be over-riden by a two-thirds vote by the Senate.

COLLEGE FUNDRAISING POLICIES: Organizations are encouraged to raise funds to support programs and services sponsored by the organization and supplement monies received through the budget process. Fundraising events/programs must be consistent with the mission of the organization as well as institutional policies and procedures. On-campus fundraising activities (bake sales, drawings, etc.) do not need to be approved. Space and equipment needed for on-campus fundraising activities must be coordinated through the Office of Student Life in accordance with existing scheduling/reservations policies. Organizations seeking off-campus and/or corporate sponsorship or donations must contact the Development Office (at 953-5568) before approaching individuals or business outside of the College of Charleston community.

- Money generated by fundraising may be used to supplement funds regularly budgeted by the Allocations Committee.
- Revenue made from fundraising can be carried over to the next academic year and/or semester.
- **No allocated or contingency funds can be used for donations or collections for philanthropy, cash prize money or scholarships.** Only revenue generated funds can be used to underwrite an approved program/event cost for a charitable organization (i.e. food, band, DJ etc.).
- NO ROLLED COINS or loose change that totals more than \$.99 will be accepted for deposit. All coins must be transferred to "paper" money before making a deposit with the Business Coordinator for Business Services.
- Raffles must be described as an "opportunity for a free drawing" for a suggested donation with the understanding that if a ticket is requested at no charge/donation, the organization must provide a ticket to the individual.

VENDORS: Student Affairs and Business Affairs are responsible for all vendor sales on campus. Outside vendors are prohibited from selling on campus without prior permission from one of these departments. Recognized student organizations may engage in sponsored commercial activity on College controlled property (this excludes activities procured via the College of Charleston/ State procurement process) provided the Sponsored Commercial Activity Request Form Guidelines* have been met, completed and the Commercial Vendor Agreement* and Sponsored Commercial Activity Request* forms have been submitted to the Office of Student Life at least ten (10) business days prior to the planned event. **This is especially important if your organization plans to include an off-campus vendor in a fundraising event that is planned to take place on-campus.**

Complete copies of the following documents are available online at www.studentlife.cofc.edu:

- *College of Charleston Business Practice Guidelines/Sponsored Commercial Activity on College Property.
- *College of Charleston Commercial Vendor Agreement
- *Sponsored Commercial Activity Request Form Guidelines
- *Sponsored Commercial Activity Request Form

FUNDING LIMITATIONS

DUES:

- No allocated monies will be used for local, state or national dues. Organization may pay such dues and charge them to their College account. However, an equal amount of revenue must be deposited in the account to cover this expenditure.
- All monies collected by a funded organization must be deposited in the organization's account immediately. Monies collected on a Friday evening or weekend must be deposited to the on campus account the following Monday.
- **No outside bank accounts may exist for sanctioned organizations.** If an outside account is found to exist for a sanctioned organization, the Allocations Committee will place a "hold" that organization's campus funds pending review.

ALCOHOL, TOBACCO AND DRUG PRODUCTS:

- No allocated or contingency funds will be used for the purchase of alcohol, tobacco or drug products.

PHILANTHROPY/CHARITY:

- No allocated or contingency funds can be used as monetary contributions to charitable organizations.
- Profits from fundraising or donations to the group from private or off-campus sources can be used to make monetary contributions to charitable organizations
- In-kind donations must be purchased from revenue funds only.

GIFT CARDS:

- No gift cards including cards from the CofC Bookstore may be purchased with organization funds (allocated or revenue).

FOOD:

- Expenditures for receptions and refreshments will be evaluated according to the individual program as itemized in the budget requests.
- Effective Fall, 2010, no more than \$25.00 will be allocated for food to be served at meetings for each semester. **Please Note: Food allocation must be in each semester budget request.**
- Justification for events catered through ARAMARK (such as advertisement, flyer, etc.) must accompany IDT request.
- ARAMARK catering must be an organization's first catering option (both for on and off campus events) Organizations wishing to use an off campus catering service must get approval from ARAMARK prior to any catering agreement is made.

CLASS PROJECTS: No event co-sponsored by a recognized student organization can receive funds if members are receiving class credit or the event is developed through class curriculum.

OFFICE SUPPLIES: The Allocations Committee gives each organization up to \$35 for office supplies per academic year. Please note that the recommended vendor for office supplies is Office Max and should be ordered through the Coordinator for Business Services.

PRINTING AND PUBLICITY: Printing and duplicating requests must go through regular College procedure. Permission must be granted from the College's Copy Center in order to have printing done off-campus. In that case, normal College procedures apply. Submit request to the Coordinator for Business Services. Publicity must focus on making the general College community aware of the student organization's event/program.

PARTISAN POLITICAL AND RELIGIOUS ACTIVITIES: No allocated and/or contingency funds may be dispersed to support a particular political candidate or political party, including officially recognized and currently forming political parties, sponsors of a ballot initiative, or sponsors of lobbying. No allocated and/or contingency funds may be used to establish a church or religious sect or to recruit members for an existing one.

CONTRACTUAL PROGRAMMING: No student or representative of an organization may sign a contractual agreement that binds the Division of Student Affairs, Office of Student Life or the College of Charleston.

No speaker who is a State of South Carolina employee may receive payment for a personal appearance at the College of Charleston, although reimbursement may be given for expenses such as costs for travel.

Regional, national, and international speaker fees will be evaluated on the merit of the program, the organization's purpose, and the speaker's appeal to the College community.

Direct expenditures for lecture fees (such as honorarium, travel, hotel, or meals) can not be used for any political organization to monetarily enhance, endorse, or support a declared political candidate. This is not intended to restrict or interfere with freedom of expression.

TRAVEL AND TRAVEL ARRANGEMENTS (DOMESTIC/INTERNATIONAL TRAVEL WAIVER: The College of Charleston's Domestic Travel Waiver Form must be completed whenever students travel away from campus in conjunction with a College course, program or sponsored activity (other than sponsored athletic events). Examples of domestic travel include (but are not limited to) overnight retreats, conferences, workshops and seminars. A copy of the form is available online at <http://studentlife.cofc.edu/forms.html>. Each individual student must complete their own form.

If traveling outside of the United States, students must complete the International Travel Waiver Form at <http://studentlife.cofc.edu/forms.html> and submit completed form to the Director of the Center for International Education (located at 207 Calhoun Street in the Multicultural Student Center) for review and approval. As additional time is needed to process international travel waiver forms, the Center for International Education must be consulted prior to the scheduling of any international activity involving students and consult with the Director of the Center for International Education during the coordination of such activities.

The Allocations Committee will not pay for trips that provide opportunities to tour or apply to other schools or graduate programs, internships, auditions or jobs.

The Allocations Committee will support day trips, but will only recommend funds for transportation (such as gas or rental vehicles). NOTE: Day trips are defined as a trip that is completed in a matter of hours, beginning and ending on the same day. (Example: leave at 8am and return at 4pm the same day)

Money may be allocated for travel in which a member of the organization will either represent the College or in which the members will gain knowledge or experience beneficial to the student body and/or to the individual's organization. This may or may not apply to second-semester Seniors.

- The Allocations Committee cannot fund every request. Therefore, the **members** must incur a portion of travel expenses.

- No funds for travel will be allocated/spent for second-semester seniors after the last Friday of September (Fall semester) and after the last Friday of February (Spring semester).
- Organizations choosing to use personal vehicles will be reimbursed for gas receipts only.
- The Allocations Committee may fund up to 75% of any individual's plane travel. Airline requirements for checked baggage will be the sole expense of the traveler.
- A maximum of 75% a night will be allocated for lodging expenditures.
- Payment for single rooms will not be approved. Priority funding will be given to quad-room occupancy.
- An advisor must travel with an organization when using a vehicle rented by the College when taken outside South Carolina. If the advisor cannot attend the event, a staff member of Student Life must approve his/her designee before the trip takes place.
- No funds will be allocated for food and must be the expense for the traveler.

Travel arrangements will be made according to the funding guidelines and College policy for organization travel. No trips may be funded if the member(s) on the trip are receiving class credit for the attendance.

Any organization planning to travel using budget and/or contingency funds **MUST** make arrangements **TWO (2) WEEKS IN ADVANCE** through the Coordinator for Business Services. Failure to do so may result in the trip NOT being paid for by SGA funds. Those trips requiring air travel should make arrangements as far in advance as possible to obtain the least expensive airfare. Before asking for funds, the organization and/or individual(s) traveling should consider and be prepared to discuss:

- The most economical means of travel
- The least expensive, yet most convenient form of lodging
- Registration fees (if a conference) and what amenities are included
- The names and ID numbers of students traveling must be submitted with the Travel Waiver to the Coordinator for Business Services **TWO (2) WEEKS prior to the organization leaving.**
- The name of the advisor or College of Charleston designee driving a rental vehicle. **NOTE: A staff or faculty member must accompany a group on all trips that go beyond the State of South Carolina.**
- The Coordinator for Business Services must approve all expenses for which reimbursement is expected prior to departure.
- All receipts must be turned in within one week after the trip.

EXPENDITURES AND REIMBURSEMENTS

PLEASE NOTE: TWO (2) WEEKS notice is required for **all** purchases. Contact Norma Luden, Coordinator for Business Services, by visiting the Stern Center, Room 406, calling 953-5959 or by emailing ludenn@cofc.edu.

ON-CAMPUS PURCHASES OR SERVICES: To receive an IDT form, an organization treasurer/officer must supply to the Coordinator for Business Services the specifics of the purchase/service, such as number of copies, catering costs, dates, etc. The organization must deliver the IDT to the appropriate office or department before a purchase/service can be made.

Organizations must obtain an IDT when using the College Bookstore. The organization will receive a 20% discount (on most items). **NOTE: NO PETTY CASH reimbursements will be given for any College Bookstore purchase.**

OFF-CAMPUS PURCHASES OVER \$50.00: A **purchase order (PO)** or State of South Carolina **procurement card (VISA)** must be used when the purchase exceeds \$50.00. The student organization will pick up supplies, receive services or equipment or have them delivered. **The student should ALWAYS obtain an ITEMIZED RECEIPT and return it to the Coordinator for Business Services.**

In order to obtain a PO, the organization must submit the description, quantity, stock number, etc. to the Coordinator for Business Services for approval. Once approved, the PO request will be made to the Procurement Office for processing.

Contact the Coordinator for Business Services about the use of State of South Carolina procurement card for purchases over \$50.00.

UNAUTHORIZED PURCHASES: Unauthorized purchases are those expenditures made without prior approval of the Coordinator for Business Services. Individuals will be held accountable for expenditures made without approval and especially those purchases over \$50.00. Tobacco, alcohol or drug products will not be purchased or reimbursed.

REIMBURSEMENTS FOR PURCHASES \$50.00 AND UNDER (PETTY CASH): **There is a \$50.00 receipt limit for all reimbursements. All reimbursement forms must be filled out through Norma Luden, the Coordinator for Business Services.**

- **Only ITEMIZED RECEIPTS will be accepted.**
- All Treasurers should be made aware of the petty cash request. Only the member requesting a reimbursement is allowed to pick up the petty cash.
- Receipts more than 30 days old **WILL NOT** be accepted.
- Presenting separate receipts from the same vendor purchased the same day that total more than \$50.00 per event **WILL NOT** get reimbursed separately.
- Presenting separate receipts from different vendors to avoid the \$50.00 limit **WILL NOT** be accepted. (i.e. Lowe's and Home Depot)
- No cash reimbursement for purchases from the College Bookstore (IDT forms must be used).
- No reimbursement for printing unless pre-approved by the Director of the Copy Center and/or Coordinator for Business Services.
- No cash advances.
- No reimbursements for tips (gratuity).

SPEAKERS, PERFORMERS, FEES, DUES, DJS, TRAVEL: Payment for registration fees, membership dues, speakers, DJs, travel and performers require invoice documentation from national organizations or agencies. This process must start with the Coordinator for Business Services at least **TWO (2) WEEKS before payment is due.**

PLEASE NOTE: No student or advisor can enter into an agreement/contract with a performer/speaker, verbally or written.

EVENTS AND PROGRAMS

EVENT MANAGEMENT/PREPARATION

PLANNING: When planning any event/ program, allowing plenty of time to fully implement ideas is essential to successful programming. New issues and planning for unforeseen concerns always arise no matter the size of an event. Allowing three to four weeks for event planning gives organizations the time needed to implement established ideas as well as new and unforeseen elements. The Event Planning Checklist provided by the Office of Student Life can be a helpful tool for any event.

(http://studentlife.cofc.edu/PDF/Event_Planning_Checklist.pdf)

VENUE AVAILABILITY: One of the most important details to confirm early in the programming process is the location of your program. A variety of facilities and venues are available on campus for recognized student organizations to reserve for programs and events. A calendar showing the availability of facilities on campus can be found through the Office of Student Life's Campus Scheduling page (<http://www.cofc.edu/~campusscheduling/>). The Office of Marketing and Communication also provides an additional list of facilities and contact information for reserving those spaces at

<http://www.cofc.edu/marketing/eventmarketing/venues.html>.

SPACE RESERVATIONS: Student organizations may be charged a usage fee and/or damage deposit for use of on-campus venues. Organizations that fail to return facilities and/or venues to their pre-event condition (including the removal of decorations, proper disposal of trash, etc.) will forfeit their damage deposit. Additional charges may be assessed if cleaning or repair costs exceed the amount of the damage deposit. Excessive damage and/or failure to adhere to facility usage policies will result in the loss of the organization's ability to reserve campus facilities and venues in the future. Please check with the facilities manager early in the planning process to learn of any additional policies, procedures, or deposits.

FUNDING AND EXPENSES: Having funds available to produce an event/ program is key to the success of the event planning process. It is also important to set a budget for each event so you do not exceed available funds. All recognized student organizations should consult with the Coordinator for Business Services prior to committing any available funds to an event. Please refer to pages 18-27 for more information regarding organization spending procedures.

ADVERTISING: The promotion of an event/ program should start at least two weeks prior to the date of the event. Allowing two weeks for advertising will ensure that as many people as possible are aware of the event through as many outlets as possible. Advertising/ marketing should not begin until all event details are confirmed. Please refer to the above mentioned Event Planning Check list regarding details that need confirmation.

RISK MANAGEMENT: Many events inadvertently include some level of risk management, and it is the philosophy of the Office of Student Life to provide all recognized organizations with the tools and skills to reduce the level of any type of risk that might affect student organization events. It is the responsibility of every student organization to make sure their attendants have a safe and enjoyable experience.

AMPLIFIED SOUND POLICY: In an effort to continue to develop Student Life at the College of Charleston and promote an increased sense of community on campus, the Division of Student Affairs has created the following policy for the use of amplified sound on-campus in connection

with programs and events held on weekdays during business hours during the upcoming academic year:

1. Events requiring the use of amplified sound that are scheduled Monday – Friday between the hours of 8 a.m. and 9 p.m. will be held in the Stern Center Gardens.
2. Space reservations for the Stern Center Garden will be accepted on a first-come, first-serve basis through the Office of Student Life and must be approved in advance by the Director of Student Life.
3. The Office of Student Life and the Division of Student Affairs will provide information related to any special previously approved events requiring amplified sound in a timely manner to the Provost's Office so that advance notice of events can be distributed to faculty members and academic departments.
4. The use of amplified sound will not be permitted during the hours of 8 a.m. – 9 p.m. on weekdays in areas immediately adjacent to offices or classrooms facilities (i.e. Maybank Hall, the Cistern, etc.). As always, student organizations will be allowed to host informational tables and programs that do not require amplified sound at these locations.
5. Requests for exceptions to this policy must be submitted in writing to the Director of Student Life no less than two weeks (fourteen calendar days) prior to the proposed date of the event. A committee comprised of representatives from the student body, faculty and staff of the College of Charleston will convene to review the request and will notify the requestor in writing of the committee's decision. An Event Planning Form must be completed and all prior approvals for the proposed event (space reservation, Public Safety staffing, etc.) must be received before the proposed event is submitted to the committee for review.

Feel free to contact the Office of Student Life at (843) 953-2291 if you have any questions regarding this policy or campus programming. We look forward to an eventful and memorable year.

CATERING AND FOOD SERVICES: ARAMARK Food Services (953-5616) is the hospitality provider for the College. It operates all existing food-service operations on campus, as well as special catering needs. ARAMARK has a wide array of reception, meal and party foods, as well as beverage options. The student organization must contact the Coordinator for Business Services to make arrangements for an IDT to pay for these services. **PLEASE NOTE: ARAMARK has first right of refusal for catering for any on-campus event.**

AUDIOVISUAL ASSISTANCE:

Stern Student Center: When requesting a space reservation in the Stern Student Center, please include in your request any audiovisual equipment that will be needed for your event. The Office of Student Life will setup all equipment requested on the Facility Reservation Request Form in the reserved space prior to your event. The Office of Student Life does not charge recognized organizations for audiovisual equipment requested for events occurring in the Stern Student Center.

Office of Events Support: When reserving facilities other than the Stern Student Center, the Office of College Relations and Media Communication can assist student organizations with audiovisual equipment needs. The Office of College Relations and Media Communication

must be contacted at least one week in advance and the student organization is responsible for personnel and equipment rental fees. The student organization must contact the Coordinator for Business Services to make arrangements for an IDT to pay for these services. No audiovisual equipment can be taken off the College premises.

If a program requires more extensive equipment than what the College offers, it may have to be rented from a private business in the area. The Office of Student Life has names and phone numbers of audiovisual companies that have proved themselves capable and dependable. However, most off-campus rentals will cost significantly more than what the college provides.

WAIVERS: Organizations planning an event that includes a physical activity (i.e. inflatable novelties or kick ball tournament) will need to provide a Student Liability Release and Waiver form for each attendant (found online at www.studentlife.cofc.edu/forms). This form ensures that those who participate are aware and understand and risks involved with the event. Waiver forms can be obtained through the Office of Student Life. Completed waiver forms should be kept on file by the hosting organization for a minimum of one year.

CERTIFICATE OF INSURANCE: Events that include the contracting of off-campus vendors to supply novelty entertainment (i.e. inflatable entertainment, mechanical bulls, or climbing walls) need to have on site a certificate of insurance, which the contracted vendor needs to supply. The College of Charleston and the State of South Carolina cannot insure off-campus contracted entities.

OFF-CAMPUS EVENTS

If an on-campus venue is not available for a student organization event, recognized organizations are allowed to hold events off campus. Organizations need to be aware that although the event is held at an off-campus location, **organization members will still be held to the same policies and procedures as on campus and can face both on and off-campus sanctions for violations.** Payments for all off-campus vendors and locations need to be arranged with the Coordinator of Business Services prior to any verbal or written agreement made with off campus entities.

WAIVERS: Organizations planning to transport students to an off-campus location will need to provide a “Student Liability Release and Waiver” form for each attendant (found online at www.studentlife.cofc.edu/forms). This form ensures that those who participate are aware and understand and risks involved with the event. Waiver Forms can be obtained through the Office of Student Life. Completed waiver forms should be submitted to the Office of Student Life (SSC room 405).

CATERING: Organizations are allowed to use off-campus catering/ hospitality services. It is encouraged that organizations select companies that operate in accordance with state and federal food safety laws. The Office of Student Life has names and phone numbers of catering/ hospitality companies that have proved themselves capable and dependable.

AUDIOVISUAL PRODUCTION: When using off-campus venues check to see if audiovisual services come with the rental agreement. Venues that provide the audiovisual services an organization needs, can help reduce costs. If the venue does not, the Office of Student Life has names and phone numbers of audiovisual companies that have proved themselves capable and dependable. Please note, most off-campus rentals can cost significantly more than what the college provides.

ORGANIZATION SPONSORED EVENTS WITH ALCOHOL

Policies are designed to ensure that group functions are conducted in compliance with South Carolina state alcoholic beverage laws and College of Charleston regulations. The policies are also intended to discourage irresponsible use of alcoholic beverages and emphasize responsible drinking behavior, thereby minimizing the liabilities of the College of Charleston and of the sponsoring group. This policy is written for all recognized student organizations and offices working with student organizations at the College of Charleston. When planning an event, make sure this policy is read in its entirety. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in *Risk Management Policy for Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at the College of Charleston*.

OFF-CAMPUS STUDENT ORGANIZATION SPONSORED EVENTS WITH ALCOHOL:

Any recognized student organization and offices working with student organizations sponsoring an off-campus event with alcohol must adhere to the following:

- **Under NO circumstances** are alcoholic beverages to be sold by the sponsoring organization.
- At least one organization representative must attend the Student Organization Summit Series session on responsible hosting/risk management. A student organization may not have social functions involving alcohol unless a representative has attended this session.
- Responsibility for the proper conduct of all individuals attending functions rests primarily with the organization sponsoring the event. At least one event manager must be identified. Event manager must remain sober while carrying out their duties during the event.
- The event must be registered with the Director of Student Life at least two weeks in advance. The signature of the organization's advisor will also be required. The Student Event Form can be found online at <http://studentlife.cofc.edu/forms.html>.
- Greek lettered organizations must register their events with the Director of Greek Life at least two weeks in advance.
- A method of identifying participants under the age of 21 must be in place during the event.
- The event must be a BYOB or at a location with an approved liquor license. If BYOB, the limitation is one six-pack of beer or one liter of wine per participant.
- Arrangements for the presence of security officers (Public Safety, City of Charleston, or a private security company) must be made at least two weeks in advance. Security officers must be present at all times. The organization is responsible for all related costs. The signature of a Public Safety official is required.
- No personnel, including security is to be paid in cash for working the event. Policies have been established for payment of all personnel. See the Coordinator for Business Services in the Dept. of Student Life to arrange for payment.
- Non-alcoholic beverages and unsalted food for fifty (50%) percent of anticipated guest attendance must be available at every function.

ON-CAMPUS STUDENT ORGANIZATION SPONSORED EVENTS WITH ALCOHOL:

Any recognized student organization and offices working with student organizations sponsoring an off-campus event with alcohol must adhere to the following:

- **Under NO circumstances** are alcoholic beverages to be sold by the sponsoring organization.

- **This policy is for beer and wine only.** No distilled spirits are permitted at any College of Charleston function sponsored or co-sponsored by student organizations on the College of Charleston campus.
- At least one organization representative must attend the Student Organization Summit Series session on risk management/responsible hosting. A student organization may not have social functions involving alcohol unless a representative has attended this session.
- Responsibility for the proper conduct of all individuals attending functions rests primarily with the organization sponsoring the event. At least one event manager must be identified. Event manager must remain sober while carrying out their duties during the event.
- The event must be registered with the Director of Student Life at least TWO WEEKS (14 business days) in advance. The signature of the organization's advisor is required. The Student Event Form can be found online at <http://studentlife.cofc.edu/forms.html>.
- Greek lettered organizations must register their events with the Director of Greek Life at least TWO WEEKS (14 business days) in advance.
- A method of identifying participants under the age of 21 must be in place during the event.
- The event may be a BYOB or the student organization may contract with a third-party vendor to serve and/or sell alcoholic beverages at approved functions and locations. The third party vendor will be restricted to the amount of alcohol to be purchased, the service method, the number of drinks per individual and the time frame of service. These determinations will be made on a case-by-case basis. If BYOB, the limitation is one six-pack of beer or one liter of wine per participant.
- Arrangements for the presence of security officers (Public Safety, City of Charleston, or a private security company) must be made at least TWO WEEKS (14 business days) in advance. Security officers must be present at all times. The organization is responsible for all related costs. The signature of a Public Safety official is required.
- No personnel, including security is to be paid in cash for working the event. Policies have been established for payment of all personnel. See the Coordinator for Business Services in the Dept. of Student Life to arrange for payment.
- No student organization-sponsored event that includes alcohol shall exceed four (4) hours.
- Campus areas designated for consuming alcoholic beverages at a student-sponsored event are: 58 George St (Sottile Garden), Cistern, Stern Center Garden, Stern Center Ballroom and P Parking Lot (located behind fraternity housing off Wentworth Street).
- Non-alcoholic beverages and unsalted food for fifty (50%) percent of anticipated guest attendance must be available at every function.

ATTENDANCE, GUEST PROCEDURES, AND VIOLATIONS:

The following attendance, guest and advertising guidelines and procedures shall be in effect and followed at all functions where alcoholic beverages will be consumed on and off the College of Charleston campus. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in *Risk Management Policy for Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at the College of Charleston*.

Attendance

- Every member, including alumni, in good standing of the sponsoring organization will be permitted to attend that sponsor's event.
- The number of participants allowed access to a function will be controlled by pre-established limits for the specific facility or locale.

Guest Procedures

- Those attendees (age 21 and over) consuming alcohol must have their College I.D. and driver's license checked to confirm their age; must have their coolers, etc., inspected as the one six pack per person or one liter bottle wine limit is in effect if BYOB; and must have their hands stamped or marked or wristband applied designating that they are 21 or older.
- No shuttling shall be permitted. Each person may bring one six-pack or one liter bottle of wine into the site one time if BYOB. Individuals shall not be permitted to leave and return to the function site with additional alcohol.
- No intoxicated person(s) will be admitted to the function.

Advertising

- Advertising of student organization-sponsored events where alcoholic beverages will be consumed must be consistent with the educational philosophy of the College of Charleston and follow these conditions:
- Advertisement for any event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages.
- The message conveyed in the event promotion must not encourage the use of alcohol.
- Publicity must not convey that consumption of alcohol is the purpose or reason for the event.
- Promotion must not refer to the amount/quantity of alcohol to be present
- Advertisements for events must not portray drinking as a solution to personal or academic problems or as necessary for social, sexual, or academic success.
- Alcoholic beverages must not be provided as awards, door prizes, or giveaways to individuals or campus organizations.

Violations

- Any person who is a member of the College of Charleston community violating any procedures shall be subject to accountability under the alcohol policy penalty provisions found below. Non-College of Charleston guests violating these procedures shall be removed from the premises and arrested. They will also be prosecuted as deemed necessary by the Public Safety officials.
- No under-aged student should be wearing a wristband or hand stamp or be provided alcoholic beverages. Any failure to comply with this will be considered a violation of the alcohol policy, Honor System, and state law.
- The first person detected being in violation of campus, local or state alcohol or drug ordinances will be ticketed and removed from the event. The second person in violation will be ticketed, removed from the event and cause the event to be shut down.

Sanctions

Violations of these policies on or off-campus will be subject to the following responses.

- First Violation Sanctions may include, but not limited to:
 - Group is on social/event suspension for minimum of one month. The exact time period is to be determined by the Director of Student Life or Director of Greek Life.

- Group executive board must schedule and attend a meeting with the Campus Substance Abuse Prevention Coordinator to develop a risk reduction plan.
- Social/event suspension remains in place until meeting and plan are completed.
- Failure to comply with sanctions for the first offense may result in sanctioning as imposed under a second violation.
- Second Violation Sanctions may include, but not limited to:
 - Loss of campus privileges including access to the organization account for a minimum of three months, excluding summer months.
 - Entire organization must attend a 6-hour alcohol risk reduction seminar (deadline to be set by the disciplinary administrator).
 - Must pay a \$500.00 fine to the Office of Student Life or Greek Life or plan an alcohol-free social event for the entire student body on a weekend.
 - Letter of notification to be sent to the national organization, sponsoring agency or academic department.
 - Failure to comply with sanctions for the second offense may result in sanctioning as imposed under a third violation.
- Third Violation
 - The sanction for a third violation is suspension of recognition by the College for a time period consistent with the level of infraction up to a permanent suspension from the College of Charleston campus. This will be determined by the Director of Student Life or Director of Greek Life in conjunction with the Dean of Students and/or Executive Vice President for Student Affairs.

Dark Period Dates

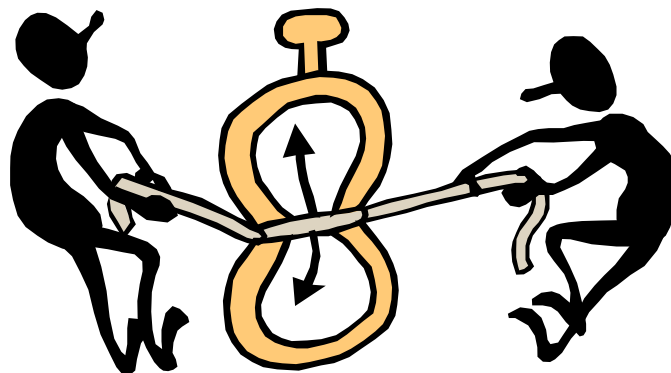
NO programs, events or meetings can be held during these dates and times.

Fall 2009

Saturday, December 5 at 12 midnight through
Wednesday, December 16, 2009

Spring 2010

Saturday, April 24 at 12 midnight through
Wednesday, May 5, 2010



RECOGNIZED STUDENT ORGANIZATION BENEFITS & RESOURCES

The benefit of all recognized organizations is the ability to utilize all the listed benefits and resources at a discounted rate or free of charge. Off-campus and non-recognized organizations are subject to additional charges and are restricted in the use of campus resources.

FACILITIES RESERVATIONS

- Registered organizations are eligible to reserve meeting and event space in Student Life facilities.
- The Office of Student Life- Campus Scheduling manages the following facilities:
 - Stern Student Center
 - Physicians Memorial Auditorium
 - Physicians Memorial Promenade
 - Cougar Plaza
 - Rivers Green
- This office also serves as a resource for information regarding other venues on campus. Reservation Requests Forms can be found at <http://www.cofc.edu/~campusscheduling/>. Forms should be returned to the SSC Copy Center or Graduate Assistant Office (SSC 405).
- A list of additional on campus facilities is located in the “Additional Resources” section of this guide.

USE OF COLLEGE OF CHARLESTON NAME AND WORDMARK

- All recognized organizations should use the words **College of Charleston** on their fliers, posters and paraphernalia. The *suggested* format is: **<Organization’s Name> at College of Charleston.**
- Recognized organizations wishing to use the College’s wordmark (the College’s logo) should send a request to marketing@cofc.edu. The College of Charleston wordmark is the College’s sole brand identifier, replacing all other logos, symbols and identifiers used in the past.

COLLEGE of
CHARLESTON

- Recognized organizations can request the College of Charleston’s wordmark with the addition of their organization’s name by e-mailing marketing@cofc.edu. See example below:

COLLEGE of
CHARLESTON
COUGAR ACTIVITIES
BOARD

- Please refer to the College's Brand Manual for appropriate uses of the College of Charleston name and wordmark, including proper size and color:
www.cofc.edu/brandmanual/wm_guidelines.html.

STUDENT GOVERNMENT ASSOCIATION

- All recognized organizations are allowed to participate in the SGA's bi-annual Student Organization Street Fairs. Street Fairs are typically held once a semester in September and January.
- Student Organization Budget Workshops typically held in mid Fall and Spring semesters

OFFICE OF STUDENT LIFE

- An email highlighting upcoming events will be sent to the student body three times a week. If a group would like its event(s) included in this advertisement, an event(s) summary must be submitted in writing to studentactivities@cofc.edu. The summary must include the time, place, date, and sponsoring group of the event. Please do not include images or reproduction of already produced advertisements. The final decision of inclusion of an event is left to the discretion of the Student Life staff.
- Assistance with the scheduling of activities, events, and fundraisers under the appropriate policies and procedures.
- Important and timely information will be mailed to the advisor and primary student contact on a consistent basis.
- Student Organization Summit Series with sessions held throughout the academic year

STERN STUDENT CENTER (SSC) 4TH FLOOR

- **COPIES:** A member of the SSC staff can make basic copies per organization requests. **Five cents (\$.05) a copy WILL be charged to the organization's account.** Colored paper must be supplied by the organization for their copies; however, the charge will remain the same.
- **FAXES:** A member of the SSC staff can send faxes per organization requests. Returned fax information will be stored in the Graduate Assistant Office (SSC room 405) and can be pick-up during regular business hours. ***No personal faxes will be sent or received through the office fax. One dollar (\$1.00) per page will be charged to the individual (NOT the organization) if a personal fax has been received through the fax number.***
- **POSTERS:** Full color posters can be printed at the SSC Copy Center. Poster work should be submitted to Ed Short, the Assistant Director of Stern Center Operations (shorte@cofc.edu, 835-953-8113) or Bethany LaPlante, the Assistant Director of Student Life (laplanteb@cofc.edu 843-953-8122). Artwork must be submitted on a disk or flash drive and acceptable formats include PDF and JPEG files. The poster machine can produce posters up to 24 X 36 in size, but can just as easily produce 11 X 17 prints. Each poster will cost \$5.00, and please allow at least one hour to print posters.
- **ADVERTISING SUPPLIES:** The SSC Copy Center has available poster paints, easels, basic office supplies, and small signage stands for organizations which all can be used to help promote an organization or event. All items can be checked out

through the SSC Copy Center. A valid CofC ID is needed to check out any materials. **No paints and/or banner paper is to be used for personal messages.**

- **PAINT ROOM:** Located in Room 209 of the SSC, the paint room can be used by organizations needing to make large sheet or paper banners. A valid CofC ID is needed to gain access to the paint room. A member of the SSC staff will allow entry to the paint room via key access only. **Please respect the Paint Room space and others who might be using it at the same time.**
- **TABLE RESERVATIONS:** Recognized organizations are eligible to reserve four foot tables for use in specified locations on campus (SSC Lobby, Cougar Plaza, & Physicians Promenade) to promote their organization. A Facility Reservation Request Form must be submitted to the SSC Copy Center or the Graduate Assistant Office (SSC 405). Tables will only be provided to organizations with reservations and must be returned at the conclusion of the event.
- **CUBICLE SPACE:** Recognized organizations may apply for use of cubicle space in the Stern Student Center on an annual basis. Cubicle application forms are available on the Student Life website and are available on a first come first serve basis (www.studentlife.cofc.edu).
- **MAIL SERVICES:** All recognized organizations can have organization mail delivered to the Stern Student Center. All mail will be delivered to the SSC Copy Center and will be sorted and stored in Graduate Assistant Office (SSC 405). It is encouraged that organizations check in weekly to see if mail has been delivered. Any mail not claimed at the end of each semester will be discarded.
 - All student organization mail should be addressed as follows:

Representative's Name (optional)
Student Organization Name
Stern Student Center
College of Charleston
71 George Street
Charleston, SC 29424

Representative's Name (optional)
Greek Organization Name
Greek Life
College of Charleston
97 Wentworth Street
Charleston, SC 29424

EVENT/ORGANIZATION PROMOTION

The College of Charleston is not responsible for libelous communication or actions of any organization or individual. Every organization represents the College; therefore, the College recommends that organizations design their promotional materials with appropriateness, veracity, and in good taste.

Copy Center – AT & T Building (formerly Bell South Building)

- (Printing and Publicity, see page 24 for more details)

Stern Student Center

- **Bulletin Boards:** All promotional materials must bear the Student Life Stamp. SSC Bulletin boards are the only acceptable locations to hang flyers inside the Stern Center. Flyers hung on brick or glass will be removed.
- **Handbills:** Any loose flyers or handbills placed on the SSC information desk or in the SSC lobby literature holder need to be approved by the Office of Student Life. Materials not approved will be discarded.

- Questions regarding posting in the Stern Center, and materials needing approval should be directed to Bethany LaPlante, the Assistant Director of Student Life (SSC 407, laplanteb@cofc.edu, 843-953-8122).

On-Campus Glass Cases

- The Office of Student Life provides student organizations with glass cases across campus for the posting of upcoming events.
- These glass cases are located in the following areas:
 - Physicians Auditorium (A-J)
 - Inside lobby of Rivers Residence Hall (K&L)
 - Outside entrance to Berry Residence Hall (M&N)
 - Inside lobby of College Lodge Residence Hall (O&P)
 - Outside front entrance to the Halsey Gallery of Simons Arts Center (Q&R)
 - On front porch of Maybank Hall (S-V)
 - On the front of the Robert Scott Small Building (W&X)
 - Outside the lobby of McConnell Residence Hall (Y&Z)
- Guidelines for glass case posting are as follows:
 - Questions regarding posting should be directed to the Assistant Director of Student Life.
 - Organizations can submit up to twenty-six (26) 8.5 x 11 posters to the SSC Copy Center Desk or the Graduate Assistant Office (SSC 406).
 - Organization-sponsored events may be publicized in the glass cases up to one week prior to their event.
 - All promotional material will be updated weekly as needed.
 - Posters will be hung on a first come first serve basis due to space limitations

Posting Guidelines for Residence Halls

- All publicity must be approved and stamped by Residence Life and Housing. This pertains only to publicity displayed in residence halls. Residence Life approval does not grant permission for other locations on campus.
- Copies can be brought to 107 Berry Hall (the office of the Coordinator for Residence Life Education) or the Berry Activity Room, Room 103.
- There is no limit to the number of copies you can submit for posting, but all copies must be stamped prior to their posting.
- Residence Life will hang all approved advertisements.
- The Residence Life staff requires at least 48 hours notice to hang materials.
- No publicity will be approved that promotes/advertises alcohol, does not follow the policies stated in the Guide to Residence Living, or could be considered offensive to others.
- All publicity that is not approved, stamped and displayed in the specified spaces will be taken down and discarded.
- These policies apply to the wall space on the outside of residence halls and historic houses.
- Contact Residence Life at 953-5523 with questions. Residence Life and Housing is located at 40 Coming Street, Monday – Friday from 8:30am until 5:00pm.

Student Media

- The Cougar Media Network (CMN) is the College of Charleston's media outlet for all students. CMN provides three opportunities for student organizations to market and advertise their group and upcoming events.
- Student organizations can use the GSO as an outlet to get the word out about campus happenings through articles prior to the events as well as advertising for the

event. Advertising includes everything from a full-page ad running all semester to a 1/8 ad for one edition. The radio station and tv station are also available for interviews and marketing for events and programs on campus or to “get the word out” on any student organization.

- For more information on each of the organizations and opportunities for advertising and publicity, contact the general manager or editor-in-chief of any of the media outlets or check out the Student Media website at <http://www.cofc.edu/studentmedia>.
 - George Street Observer: Katie Orlando, Editor in Chief – orlando@cougarmedianetwork.com
 - CougarTV: Katie Moore, General Manager – rathermoore@gmail.com
 - CofCRadio: Geoff Yost, General Manager – me@geoffyost.com

POSTING POLICIES

Snipe Signage Policy:

In August of 2006, the City of Charleston enacted the Snipe Signage initiative. The definition of snipe signage includes, “Leaflets, handbills, posters, flyers, announcement or other advertising and informational materials that are tacked, nailed, glued, pasted or otherwise attached to trees, poles, stakes, fences, buildings or other objects, and the advertising matter appearing thereon is not applicable to the present use of the premises where the snipe sign is located” (Snipe Sign Violations – **Warning Notice letter, August 2006**). **Snipe signage posted by departments, student organizations or individuals from the College of Charleston community will be removed and a ticket will be issued for the violation, requiring the responsible party to appear in Livability Court. Violations may result in a 30-day jail sentence and/or a fine of up to \$1,087.00 per item posted.**

Student organizations are responsible for familiarizing their members with this policy. A copy of the Snipe Signage Violations Warning Notice is included in the appendix of The Compass and is also available online at www.studentlife.cofc.edu.

Campus organizations are allowed to disseminate information to the College community by posting information at these locations:

- Outside Brick Surface of:
 - Education Center
 - Science Center
 - Silcox Gym
 - Greek Life Annex
- Fences on Calhoun, St. Phillip and George Streets (**NO taping to the fence.**)
- Balconies of Science Center, Maybank Hall and Robert Scott Small Building.
- Fliers in classrooms and bulletin board marked **Campus Events** around campus until date of event has passed.
- Chalkboard updates in small corner of boards in classrooms until date of event has passed.
- Residence Halls (as approved by Office of Residence Life).
- Stern Center Lobby on a first come, first serve basis (as approved by the Office of Student Life).
- Please note that all kiosks and bulletin boards are cleared of all materials every Friday by CofC Physical Plant. It is recommended that groups post material after 3:30pm on Fridays.

Student organizations are requested to use non-adhesive materials to post flyers and banners at any of the locations listed above. Examples: zip ties, string and fishing line can be used.

Prohibitions

- The use of paints, stains, acids, tapes, chalk or any other substance that might damage or deface the building is prohibited. **Please note that blue painters tape is recommended to affix promotional materials to all surfaces. **
- No person shall affix anything to the walls, doors, ceilings, or any painted or non-painted area inside buildings. Only the bulletin boards are to be used for the posting of materials.
- Promo materials will be removed by CofC Physical Plant on Friday of each week.
- Campus organizations are responsible for removing their outdated postings. Organizations may lose posting privileges if outdated postings are not removed.
- Items may NOT be placed on SSC Food Court glass.
- Sidewalk chalk is NOT allowed to be used.
- Violations of Posting Policy will result in disciplinary action by the Office of Student Life.
- DO NOT ATTACH PROMO TO CAMPUS BENCHES.

STUDENT ORGANIZATION WEBSITES

Recognized organizations are permitted to establish a website using the College's web server resources. Requests for a student organization website should be e-mailed to webmaster@cofc.edu. Please include the name and contact information for the organization's advisor and the person(s) responsible for maintaining the organization's website.

Student organization websites are part of the College of Charleston computing network and are subject to the policies governing the use of computing resources at the College. Appropriate use of College of Charleston web resources should always be legal, ethical, reflect academic honesty, and show restraint in the consumption of shared resources. Student organization websites must adhere to the policies established by Information Technology, the College of Charleston Student Handbook, the Family Educational Rights and Privacy Act (FERPA), and Copyright Law.

Inappropriate use of College of Charleston web resources will be considered in violation of established policies and subject the website in violation to removal from the College's systems. The organization may lose web publishing privileges and the person(s) responsible for the website may be reported to the College Honor Board for appropriate administrative action.