

Duquesne University
Center for Student Involvement

Registered Student Organization Handbook

Revised August 2017

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Duquesne University Mission Statement

Duquesne University of the Holy Spirit is a Catholic University, founded by members of the Congregation of the Holy Spirit, the Spiritans, and sustained through a partnership of laity and religious. Duquesne serves God by serving students – through commitment to excellence in liberal and professional education, through profound concern for moral and spiritual values, through the maintenance of an ecumenical atmosphere open to diversity, and through service to the Church, the community, the nation, and the world.

Duquesne University Expectations

1. Read, understand and live out the values contained in the Mission Statement.
2. Build on the values you have received from those who live you and strive to meet their expectations.
3. Be diligent and sincere in your education, open to learning and change and strive for academic excellence.
4. Be honest and have integrity in all that you do.
5. Recognize the importance of service to others and our community.
6. Grow spiritually, preparing for life, not just a career.
7. Appreciate diversity, be welcoming to others.
8. Respect your body and avoid addictions.
9. Develop a sense of self around your ethical and spiritual values.
10. Develop friendships and know the value of teamwork.
11. Be proud of Duquesne, show school spirit and support University activities.
12. Be at peace, love God, your neighbor and yourself.

Each year, the Center for Student Involvement prepares the Registered Student Organization Handbook, and outlines the policies and procedures that student groups, student leaders and advisors are expected to follow.

Failure to abide to these guidelines may result in the revocation of privileges, suspension, or termination organization's recognition status.

Recognition of University Student Organizations & Interest Groups

Residence Life Affiliated Groups

Groups seeking **Residence Life recognition** (e.g. Hall Councils, RA Floors, Learning Communities, Group Housing, etc.) are not subject to the provisions delineated under "Student Organization Recognition," however they still must abide by University policies. Such groups shall contact the Office of Residence Life for the applicable regulations and procedures.

School Classes

School classes (e.g. pharmacy, education, etc.), recognized by their respective school, are not subject to the provisions delineated under "Student Organization Recognition," however they still must adhere to University policies. Such groups shall contact their respective school for applicable regulations and procedures. Schools will submit a list of groups granted recognition to the Assistant Vice President for Student Involvement.

Social Greek-Lettered Organizations & City Chapters

Groups seeking only **Greek Life recognition** (e.g. City Chapters) are not subject to the provisions delineated under "Student Organization Recognition," however they still must abide by University policies. Such groups shall contact the Office of Greek Life for the applicable regulations and procedures.

Civic Organizations

Groups seeking only **civic recognition** (e.g. local affiliates) are not subject to the provisions delineated under "Student Organization Recognition," however they still must abide by University policies. Such groups shall contact the Director of Co-Curricular Community Engagement for the applicable regulations and procedures.

Student Organization Recognition

Student organizations are recognized in order to support the rights of students to freely form associations compatible with the Mission Statement, goals, and objectives of the University, while maintaining the right of the University to:

- choose those student organizations it recognizes;
- define the relationship between the University and student organizations;
- insure that the requirements for recognition, the privileges which accompany recognition, and the policies and procedures that govern students are upheld.

Notwithstanding approval by the Student Government Association, Duquesne University may deny recognition to any group.

Organizations may be established at Duquesne University for a legitimate purpose in accord with the Mission and Expectations of the University. Affiliation with an external organization shall not disqualify the branch/chapter from University privileges.

Active members in recognized organizations must maintain a minimum Quality Point Average of at least a 2.25 for membership. Student organizations must maintain a minimum active membership of at least ten students.

Interfraternity Council affiliated fraternities, Panhellenic Council affiliated sororities, Professional Greek-Lettered fraternal organizations, Honor and Recognition Greek-Lettered organizations, and Service Greek-Lettered fraternal organizations are administered by the Director of Greek Life. Only students who have earned a minimum of 12 credits and a 2.25 GPA are eligible for membership in a Greek-lettered organization.

All other organizations are administered by the Assistant Vice President of Student Involvement or Center for Student Involvement designee.

All organizations are required to provide a roster of members by early September and early January of each year (including newly inducted members, within one week of induction).

The Center for Student Involvement expects recognized student organizations to maintain an updated roster on Campus Link.

Temporary Recognition

Newly established groups may be granted temporary use of facilities and services (the right to hold meetings and social events on campus) by the Assistant Vice President for Student Involvement.

During temporary recognition, each new group shall:

- write a constitution in compliance with the established format,
- submit a statement of purpose,
- submit membership eligibility requirements and current number of members

All documents must be submitted to the Assistant Vice President for Student Involvement or Center for Student Involvement designee.

The temporary granting of privileges period may be extended at the discretion of the Assistant Vice President for Student Involvement.

Relevant documents may be found on the Center for Student Involvement's Campus Link page.

Groups which form for a specific short-term purpose, will only be given temporary recognition and will not be required to draft a constitution, as determined by the Assistant Vice President for Student Involvement.

Permanent Recognition

All groups requesting permanent recognition shall submit its constitution to the Assistant Vice President for Student Involvement, during that group's temporary recognition process. The Assistant Vice President (or designee) shall either:

- a. Accept the constitution in its entirety and forward it to the Student Government Association Oversight Committee for review;
- b. Approve the constitution in principle and forward it to the Student Government Association Oversight Committee with recommendations;
- c. Request revisions in the constitution and return it to the group. Once the necessary revisions have been made, the group may resubmit the constitution for approval.
- d. Reject the constitution if the purpose of the proposed organization is similar to a previously recognized student group, or if the purpose is not consistent with the University Mission.

Where there is external affiliation, the constitution and bylaws of the external affiliate must be filed with the Assistant Vice President for Student Involvement as soon as possible after receiving temporary privileges. Only after all appropriate documents are on file with the Assistant Vice President for Student Involvement, shall the constitution of the local chapter be submitted to the Student Government Association.

Should a group not be granted University recognition, it is encouraged and has the right to seek Student Government Association guidance and support.

When an organization is officially recognized, a representative of that group's executive board must meet with the Center for Student Involvement to complete the registration process on Campus Link, and review any necessary information pertinent to that organization.

For serious cause given, the Vice President for Student Life, the Assistant Vice President for Student Involvement or the Director of Greek Life may withdraw the recognition of a University recognized organization. Upon such withdrawal, all University support for such an organization will cease and the organization must cease to identify itself as an official organization of this University, including any use of the University's name.

Duquesne University believes auxiliary women's groups organized by men's fraternity chapters, commonly known as "little sisters," are inconsistent with the concept and philosophy of separate and equal women's fraternities or sororities and are, therefore, prohibited.

Duquesne University requires all national and local general and professional fraternal organizations to obtain general liability insurance, as approved by policy administered through the Office of Greek Life. Failure to possess general liability insurance will result in immediate suspension of University recognition.

Annual Registration

To remain officially recognized, organizations must complete an annual registration process with the Center for Student Involvement – this must be done during the first two weeks of the fall semester, and updated within three weeks of new officer elections. Relevant documents may be accessed through the Center for Student Involvement page on Campus Link.

All organizations are required to have an advisor from the ranks of full-time University faculty, administration and professional staff. If the advisor resigns, the organization has the responsibility to locate a new advisor within 30 calendar days.

All changes in officers and advisors (other than by election) must be filed with the Center for Student Involvement and/or the Office of Greek Life within one week after they occur on Campus Link.

Any changes and/or amendments to the name, constitution, or bylaws of a group shall be submitted to the Center for Student Involvement and the Student Government Association for approval. Greek-lettered organizations must submit constitutional/by-law changes to the Office of Greek Life.

Failure to comply with the above paragraphs will result in probation of the organization.

Termination of Registration

The Center for Student Involvement reserves the right to suspend the registered status of **ANY** student group that does not adhere to stated guidelines and responsibilities.

Any privileges will be revoked for a period of time equal to the length of time as deemed appropriate by the Center for Student Involvement.

Such probation may occur under the following circumstances:

- Failure to comply with registration requirements.
- Action of the Office of Student Conduct.
- Failure to comply with the organization's constitution.
- Failure to adhere to the Student Code.

Organization Registration Steps

All student organizations **MUST** complete the following steps to be considered a recognized student organization by Duquesne University:

1. Complete the online registration process on Campus Link.
2. Maintain an organization advisor that is a full-time member of University faculty, administrative or professional staff. Part-time University staff, Graduate Assistants and/or adjunct faculty are **NOT** eligible to serve as advisors.
3. Appoint an organization member to serve as a Room Requester. This member **MUST** complete 25Live Training as needed. Your advisor may **NOT** serve in this role.
4. Submit an updated organization roster on Campus Link (a minimum of 10 members is required). Rosters that include members no longer affiliated with the group or University will not be approved. Membership **MUST** be comprised of students currently enrolled full-time at Duquesne University.
5. Ensure that a current copy of your group's constitution is on file with the Center for Student Involvement and available on Campus Link.

Any group that fails to complete the above steps will **NOT** be considered a registered student organization. Recognition status for a group may be granted at the discretion of the Center for Student Involvement.

Registering a Club Sport

In addition to completing the organization registration process with the Center for Student Involvement:

1. All Club Spots are subject to renewal/non-renewal each year with the Recreation Department.
2. All Club Sports must have a coach, who is required to complete the necessary clearance process with Human Resources. Please note: a Coach and an Advisor may/may not be the same individual. If your coach IS **NOT** a full-time University employee, then your group is **REQUIRED** to have an Advisor.
3. At the onset of each academic year all, the Club Sports President and/or Club Sports membership must attend a meeting with the Director of Recreation.
4. Prior to any practice or competition, all Club Sports participants must have a physical. Additional paperwork must be completed (that will be discussed at the annual meeting).
5. All Club Sports Presidents must read the Club Sports Manual and complete any necessary forms/paperwork.

Responsibilities & Privileges

Organization Responsibilities

Registered student organizations, their officers, members and guests assume the following responsibilities:

- Informing the advisor(s) in advance of all functions sponsored by the group.
- Compliance of organization activities with the Mission Statement and University regulations.
- Compliance with federal, state and local laws, City of Pittsburgh code, and all laws for the Commonwealth of PA.
- The behavior of all persons attending an organization's function.
- Not engaging in ANY illegal acts.
- Notifying the Center for Student Involvement of changes in previously submitted registration information.

Organization Privileges

Student Organizations, officially registered with the Center for Student Involvement, are entitled to the following privileges:

- 25Live campus room/space requests for organization meetings, and/or events.
- Access to all of the student leadership development workshops offered through the Center for Student Involvement.
- Access to organization office space.
- Access to mailbox space in the Union Information Center.

- Professional advice relative to event planning, budgeting, fundraising, organizational operations, leadership and publicity.
- Assistance in selecting an advisor.
- Assistance in being officially registered.
- Use of Union audio-visual equipment.
- Sponsorship of on-campus fundraising events and/or efforts.
- Participation in the Duquesne EXPO (fall semester), and Spring Organization EXPO (spring semester).
- Access to the Student Organization Resource Center (SORC), located in Room 338 of the Union.
- Access to New Student Interest Survey results.
- Student Government Association conference funding.
- Duquesne Program Council event/program funding.

Any student organization **not** registered with the Center for Student Involvement **will not** be eligible for the following privileges:

- 25Live campus room or space requests for organization sponsored meetings, promotions and/or programming.
- Access to organization office space.
- Student Government Association conference funding.
- Duquesne Program Council event funding.

Special requests may be granted at the discretion of the Center for Student Involvement.

Guidelines for Duquesne Union Organization Office Space

There are more than 200 recognized student organizations at Duquesne University, and only limited office space available in the Duquesne Union for student groups to use. Therefore, it is understood that office space in the Duquesne Union is a privilege, and not something which is normally granted to a student organization.

Organizations which have assigned offices in the Duquesne Union may retain space from year to year if several guidelines are met:

1. The organization completes the Student Organization Registration process on Campus Link by the appointed date each year, and again when officer elections are held during the fall/spring semester.
2. A satisfactory membership level is maintained. Satisfactory membership levels will be determined by the Center for Student Involvement. A minimum of 10 members is required.
3. The assigned space is used on a regular basis. Audits will be conducted to ensure this guideline is being met.
4. The assigned space is used as an office and only business (of the assigned organization) is conducted in the office.
5. The organization respects Duquesne University regulations regarding postings, cleanliness, decorations, etc.
6. The organization respects Duquesne University regulations as stated in the Student Handbook and The Student Code of Rights, Responsibilities, and Conduct.

If any of the above guidelines have not been followed, the Center for Student Involvement staff may reassign the student organization office space as needed.

University Branding & Organization Promotions

Using the University Name

No student organization is permitted to use the University's name on promotional items without prior authorization. Also, University approval or dismissal of any political or social issue shall not be stated or implied by a student organization.

If an organization would like to use the University name on stationery, please contact Public Affairs at publicaffairs@duq.edu.

Using the University Logo

Duquesne's logo is made up of the Gothic "D" in a octagon shape, along with the words "Duquesne University" to the right. If your organization would like to use this logo for any printed materials, please contact Public Affairs at publicaffairs@duq.edu to complete a logo release form.

Using the University Seal

The University Seal may only be used by the Office of the President, on official documents, or with special approval from Public Affairs. Components of the seal should not be used as graphic elements in design layouts.

Using the Gothic "D"

To avoid any confusion with other brands that use a Gothic "D" (i.e., the Detroit Tigers), student organizations should use the full University logo.

Using Duquesne Athletics Logos

Use of any Duquesne Athletic logos is strictly prohibited for student organization designs and promotional materials, unless permission has been granted by the Athletics Department.

Duquesne Athletic logos may only be used for the purpose of promoting athletic teams and related initiatives.

Student Organization Logos

Any student organization that wants to create a logo for an event or their organization must have it approved by the Center for Student Involvement and the Office of Public Affairs.

Organizations may request the Office of Public Affairs to create a design or promotional materials for a fee (to be paid by the group).

Submit any printed material or design proofs to the Center for Student Involvement PRIOR to publication to obtain permission to duplicate and distribute.

For more information, please visit the Center for Student Involvement Campus Link page, and locate "Duquesne University Brand Guidelines" under the Documents Tab.

Duquesne Union Posting Policy

The Duquesne Union will post signs, flyers, notices, etc., which conform to the University Mission Statement, in designated areas for posting. Interpretations of this policy rest with the Vice President for Student Life or his designate(s).

Acceptable Materials for posting will include:

- Signs, flyers, notices, etc., of Duquesne University departments or recognized student organizations which conform to Catholic moral and spiritual values. No items deemed offensive may be posted. *Loose flyers may not be placed on second or third floors tables located in the Union.*
- Materials from non-University groups may be accepted for posting if they are considered to be beneficial to University students, faculty and staff.

All materials for posting in the Union must be approved and stamped by the Associate Director for Union Operations (third floor Information Center). In the absence of the Associate Director of Union Operations, a Union Information Center Student Manager may provide approval.

Service or availability of alcoholic beverages may not be included on any advertising or promotion. Off campus promotion stating the service of alcoholic beverages at Duquesne University sponsored events (on or off campus) is also prohibited.

Acceptable materials in approved posting areas in the Duquesne Union include:

- **Notices for University-sponsored events and activities** - Stairwell landing walls on sign rails only.
- **Large banners** for University sponsored events and activities – space MUST be reserved through 25Live.

Posting is PROHIBITED on any walls (except designated stairwell landings), including the following areas:

- Wooden surfaces on the second floor atrium or open staircase
- ANY glass surface including office doors, exterior doors, and windows
- Internal stairwell doors
- Interior/Exterior walls of the Union, other than designated areas in the stairwell, Starbucks, Commuter Lounge or The Incline.
- Pillars
- Elevators
- Restrooms

Visit the Office of Commuter Affairs (Room 115 Union) for approval to post materials in any Commuter Lounge designated areas.

Inquire with the respective manager of Starbucks and/or The Incline for approval to post materials in any Starbucks or Incline designated areas.

Union Posting Guidelines

- Posting in the stairwells is restricted to campus events and activities open to the University community.
- The Duquesne Union reserves the right to remove or relocate materials that do not conform to stated policies.
- All information must be posted using the sign rails on the stairwell walls.
- Because space is limited, please post one sign/flyer per event for each floor.
- Tape may not be used to affix information to the walls.
- Union staff will remove promotional materials considered out-of-date, or a violation of University policy.
- No one may remove current flyers/signs or post materials on top of another group's promotional materials.
- Multiple flyers/signs in any single posting area will be removed if necessary.
- Posters which fall off of the wall will be thrown away.
- Any flyers/signs that have not been approved or stamped will be removed.
- Promotional materials not associated with the University Community are prohibited from being posted.
- Damage to any property of the Duquesne Union will result in fines to your group.
- Unapproved materials by external groups will be removed, followed by a warning not to post on private property.
- Unapproved flyers/signs distributed on tables will be discarded.

Campus Posting Policies

Organizations may post signs in the following areas on campus:

- **Academic Buildings:** Permission is necessary from the Administrative Offices of each Academic Building. They will advise of appropriate posting areas.
- **Gumberg Library:** Permission is necessary from Assistant University Librarian (4th floor, administrative office). They will advise of appropriate posting areas.
- **Living-Learning Centers:** All signs must be approved by the Resident Director of each Living-Learning Center. Resident assistants are responsible for posting signs on their respective floors. *There is a limit of two signs per floor and three in the lobby area.*
- **Power Recreation Center:** Permission is necessary from the Recreation Dept. (2nd floor, Power Center). They will advise of appropriate posting areas.
- **Locust and Forbes Garages:** Signs may be placed outside of the elevators and on the stairwell walls.

Please Note: Posting or distribution of printed materials in or on University Buildings MUST be in accordance with the Mission of the University, and regulations established for each building. For more information, contact the administrative office for each building.

E-mails to Students

Throughout the year, the Center for Student Involvement distributes weekly e-mail blasts to University students. Recognized student organizations may submit events/programs to be included by completing an “E-Mail Blast Submission Form” available on the Center for Student Involvement Campus Link page.

If your organization would like to include information about an upcoming event, please note the following criteria:

- E-Mail Blasts will ONLY be sent for student organization related events.
- ONLY student organizations in good standing with the Center for Student Involvement may submit information.
- Off-campus events/advertisements for groups unaffiliated with Duquesne will not be included.
- Only one email per event may be sent. Multiple weekly messages and reminders cannot be included.
- E-mails about incorrect or updated event information will not be sent.
- Messages about organization meetings will not be sent.
- Messages about recruitment events will not be sent, UNLESS that event involves multiple organizations.
- At least one week advance notice must be given for information to be included.
- Same day/week requests will not be considered.

- Messages about student organization open positions or employment opportunities may not be included.
- The Center for Student Involvement reserves the right to make any necessary changes/edits to the message.
- The Center for Student Involvement will decide what events will/will not be used.
- Any event requested to be included MUST be posted on Campus Link.

Organization Copy Codes

Upon request, student organizations will be assigned a copy code that may be used on University printers and copy machines. Between July 1 and June 30, organizations will receive \$90.00, equal to 3,000 pages of free printing.

To receive a Username/Password for your organization, please contact the Assistant Director of Student Organization Services. Allow for two business days to process a new request for a Username/Password. Changes may only be made with the approval of the Assistant Director of Student Organization Services.

Reserving Rooms on Campus

Conference and Event Services reserves facilities for all non-academic activities on campus with the exception of:

- Athletic facilities (A.J. Palumbo Center, Rooney Field) which are scheduled by the Athletic department.
- Living-Learning Center Facilities, which are scheduled by the Resident Director of each Living/Learning Center.
- Recreation Center Facilities (2nd & 3rd Fl., Power Center, McCloskey Field, Deck Hockey/Basketball Court), which are scheduled by the Recreation department.

Registered student organizations, University departments and employees who wish to use space on campus for University related functions must make arrangements through Conference and Event Services.

Facilities that may be reserved for non-instructional activities include:

- Union facilities (except the Union NiteSpot).
Please Note: Student groups may sponsor an "Adopt a Night" program in the Union NiteSpot.
- Classroom and lecture hall facilities (when available).

Failure to comply with reservation policies may result in the loss of the privilege to reserve facilities.

Room Reservation Regulations

- The individual reserving facilities, and the organizations that they represent, assume responsibility for knowing and adhering to:
 - all University regulations;
 - the conduct of those in attendance;
 - any resulting losses, damages, or unusual expenses.

Failure to comply with these items may result in the loss of privileges.

- The return of a Confirmation Report indicates confirmation of suitable facilities. Alternate facilities may be assigned in the event the scheduling conditions warrant such action.
- Only authorized personnel may remain in University facilities after closing time.
- All food service must be provided by Parkhurst Dining.
- Additional charges may be billed.
- Alcoholic beverages are **NOT** permitted.
- To allow facilities to be utilized to the greatest extent and serve as many student groups as possible, cancellations must be reported immediately to Conference and Event Services.
- Audio-Visual (AV) requests should be made at least 3 weeks in advance. Please indicate your AV needs in the 25Live request. An AV Request Form may be required. For more information, visit: www.duq.edu/avrequest

Room Reservation Regulations (Continued)

- If an anticipated audience from outside of the Duquesne community is expected, or if your group is hosting a non-reoccurring event with a large attendance, an event planning form must be completed. An event planning form will be e-mailed with your space confirmation when necessary.
- The sponsoring department or student group will assume all security costs and **MUST** contact the Department of Public Safety to arrange for security coverage.
- The event planning form and all preparations with Public Safety for security **MUST** be made 3 weeks prior to the event date.

Reserving Facilities

25Live is the software used to reserve shared space on campus. In order to use the program, please follow the below criterion:

- Each recognized student organization must designate a Room Requester.
- Room Requesters **MUST** attend a training session available on Blackboard. Any additional 25Live questions may be directed to grossa@duq.edu.
- Only shared space may be reserved through 25Live. *Non-shared space includes: Living Learning Centers, Athletic and Recreation Center facilities.*
- Food service arrangements for major events should be finalized at least 10 business days prior to the event.

- Conference and Event Services will confirm all reservations as quickly as possible. *Please note that reservations are tentative until confirmed via e-mail.*
- If you cancel your event or meeting, please notify Conference and Event Services as soon as possible to allow the use of the facility by another group.

25Live Definitions

Room Access Time - The time your event will have access to the reserved space is designated by the “Doors Open” & “Doors Close” times listed on the confirmation report. Additional time may be accommodated if needed – please contact the Events Coordinator to request additional time.

Food, Beverage & Linens - All food, beverage and linen orders should be coordinated with the catering department a minimum of 10 business days in advance. All orders must be confirmed, and guarantees provided, 3 business days prior to your event. Only food served by the University contracted food service is permitted. The Catering Department can be reached at x6623.

Resources - The resources listed on the report are those that will be available to you at your event. Please communicate any additional resources you will need (that are not listed) to the Event Coordinator. Resources include any amenities, personnel, supplies or equipment needed for an event.

25 Live Definitions (Continued)

Event Coordinator - Your Event Coordinator is noted as the “University Scheduler” on the confirmation report. Details regarding room set-up should be communicated to your Event Coordinator a 10 days prior to your event.

Facilities Use Policies & Procedures

The following procedures maximize the use of campus facilities for University and external communities, and minimize any liability. All use of Duquesne University facilities must be related to the Mission, have a Duquesne University sponsor, or meet necessary approval.

Categories of Permissible Use: Below, please find descriptions of requests for permissible use of University facilities. Any uses outside of these categories require written permission of a University Vice President. All requests require compliance with procedural, scheduling and approval steps as further described in the Appendices.

A. University Sponsored Events

- a. University Events – Events organized and sanctioned by the University are subject to the following requirements:
 1. The University Department sponsor is responsible for the planning and execution of the event, including compliance with contracts, insurance and minors on campus policies.

2. The event contact must be a full-time University faculty or staff member.
3. The event contact must be present for the entirety of the event.
4. The University Department sponsor is financially responsible for any costs associated with the event. All costs are paid for through a University budget.

Policies and procedures for requesting the use of space for University Events may be found in Appendix B. Questions may be directed to:

Ron Gigliotti, Assistant Vice President
Conference and Event Services
(412) 396-5810 | Gigliottir300@duq.edu

Ilena Yurochko, Director
Conference and Event Services
(412) 396-6597 | yurochko@duq.edu

Karen White, Director
Operations and Scheduling
(412) 396-3516 | Whitek1@duq.edu

**Power Center Ballroom Events Only

- b. Student Events – Events organized and sanctioned by the University are subject to the following requirements:
 1. The sponsoring student organization must be in good standing with the Center for Student Involvement.
 2. The event contact must be a member of the student organization.
 3. The event contact AND the student organization Advisor must be present for the entirety of the event.

4. The sponsoring student organization is financially responsible for any costs associated with the event.
5. The sponsoring student organization is responsible for the planning and execution of the event.
6. The sponsoring student organization MUST complete approval paperwork from Public Safety, Dining Services and the Duquesne Program Council. **All paperwork MUST be turned in 3 weeks prior to the event date.**

Policies and procedures for requesting the use of space for Student Events may be found in Appendix A. Questions may be directed to:

Amy Ireland, Coordinator,
Conference and Event Services
(412) 396-6653 | grossa@duq.edu

B. External Events

Duquesne University encourages events that enhance the educational, spiritual and cultural experience of all members of the University community. Due to increasing demand for campus space, all persons or organizations seeking to plan an event, must contact the Office of Conference and Event Services (412-396-3561) for specific requirements.

Generally, only Co-Sponsored or Affiliate events are permitted to utilize campus venues.

- a. Co-Sponsored University Events –Events jointly planned and executed by an external organization and University Department,

Student Organization or Office are subject to the following:

1. The event supports the University Mission, and provides an educational or Mission-based value to students, faculty and/or staff.
 2. The University Department event co-sponsor is actively involved with the planning, compliance with contracts, insurance and minors on campus.
 3. A representative from the University department, student organization, or office co-sponsoring the event, must be present for the event.
 4. Unless granted an exception by a Vice President, the event is subject to all Duquesne University policies, including any cost/fee requirements.
 5. Duquesne University students should receive free admission (if charged).
 6. Duquesne University should be prominently displayed as a co-sponsor on all event literature.
- b. Affiliated Events –An affiliate is a person or organization who is a Duquesne University employee, business partner, or alumni. Affiliates are permitted to use University facilities for programs or events subject to the following requirements:
 1. The event supports the University Mission, and provides an educational or Mission-based value to students, faculty and/or staff.

2. The University Department event co-sponsor is actively involved with the planning, compliance with contracts, insurance and minors on campus.

Policies and procedures for requesting the use of space for External Events may be found in Appendix B. Questions may be directed to:

Megan Peterson, Conference Coordinator
Conference and Event Services
(412) 396-1175 | Calvinm@duq.edu

- c. Non-Affiliated Events – A Non-affiliate is a person who is not employed or an alumna of Duquesne University or an organizational event that is not co-sponsored by Duquesne University.

Non-Affiliates are not permitted to use Duquesne University facilities unless approved by the President or a Vice President.

Student Event Rules (Appendix A)

- Space must be requested with sufficient time to process. No event(s) may be requested less than 24 (working) hours notice.
- If the space requested is not available, a comparable space will be assigned.
- No rooms will be assigned for study groups or classes.
- Student Organizations must be currently registered with the Center for Student Involvement in order to reserve a room.
- A confirmation will be sent within 2-4 business days (depending upon the request). Confirmation is based on availability, priority, and the discretion of the Student Events Coordinator.
- Overtime may be needed for events. Charges will be assessed closer to the event date by Facilities Management. Please refer to the Student Events Coordinator for any questions.
- Supplemental paperwork may be required for an event. If additional approval is required, notification will be provided.
- Groups are NOT permitted to use glitter, water or open flames for any event. Please consult the Center for Student Involvement for decoration plans.
- Set-up requirements must be submitted no later than 1 week before the event. Failure to do so will result in the default set-up of choice.
- Classrooms are reserved through a third party and only reserved by semester.
- Failure to comply with state, local and federal laws, University codes and policies, Mission Statement and/or Center for Student Involvement guidelines will result in refusal of rooms, revoking of funds and/or suspension of status.
- If a large and/or off-campus attendance is anticipated, the required Event Planning Approval Form MUST be completed.

- The Event Planning Approval Form MUST be completed no later than 3 weeks prior to the event. **All necessary signatures must be obtained before this form is submitted.** Failure to complete this form in its entirety will result in the cancellation of the event. No exceptions will be accepted.
- Events may not be scheduled during times when the Union Information Center is closed.

The Union Information Center is open during the academic year at the following times:

Monday-Wednesday: 8:30am – Midnight
Thursday and Friday: 8:30am – Midnight
Saturday: 10:00am – Midnight
Sunday: 10:00am – Midnight

**Please Note: Hours of operation are subject to change. Be sure to visit the Union Information Center for a current schedule.*

Student Events Policy

All requests for student events with a large attendance MUST be received at least 1 month prior to the proposed event date in order to be considered.

A Duquesne University Faculty/Staff member of a sponsoring department or Faculty/Staff Advisor of a sponsoring student group **MUST be present at least one half hour before an event begins and remain until all participants have vacated the event at its conclusion.** The Event Planning Approval Form MUST be signed by the Faculty/Staff/Advisor and submitted to Conference and Event Services 3 weeks prior to the event or the reservation will be cancelled.

If the Faculty/Staff/Advisor signs the Event Planning Approval Form and 1) fails to be present at the event, or 2) does not provide a Faculty/Staff designee to be present, refusal of room reservations, revoking of funds and/or suspension of organization status will occur.

The Faculty/Staff member/Advisor is responsible for ensuring that the following guidelines are implemented:

- If guests from outside the Duquesne community (students, faculty, staff, parents/families of students, alumni) are anticipated, the sponsoring department or student organization MUST hire Public Safety officers to monitor the event.
- If an event is advertised or promoted in ANY way to outside guests (word of mouth, social media, flyers, etc.) the sponsoring department or student organization must contact Public Safety to arrange for security coverage at least three week before the event. *Please email Captain Michael Kopas at kopasm@duq.edu*
- If guests from outside the Duquesne community are not anticipated, the sponsoring organization MUST check for a proper Duquesne University I.D.
- The Duquesne University Faculty/Staff member or Advisor of the sponsoring department/student organization MUST identify himself/herself to the Public Safety officers upon arrival and specify any special instructions to the officers.

- Metal detectors may be required depending upon anticipated attendance. Public Safety will determine what events require metal detectors and will provide officers to attend to the equipment while it is in use. The sponsoring department or student organization will pay the required cost of the necessary Public Safety Officers.

Failure to comply with state, local and federal laws, University Code and policies, Mission Statement and/or Center for Student Involvement guidelines will result in refusal of rooms, revoking of funds and/or suspension of organization status.

If an organization is found to knowingly falsify any information or stated guidelines, they will have their status immediately revoked by the Center for Student Involvement and placed on suspension.

Power Center Event Policy

(Appendix B)

University Sponsored Events:

1. University sponsored reservation requests for events occurring Sunday through Friday will be accepted with the University Master Calendar process*. Saturday, and all dates during the month of December are not available.
2. Location assignments for reservation requests are at the discretion of Conference & Event Services. If a different space is deemed more suitable, it will be assigned.

3. Any event planned by a registered student organization should be scheduled in the Union if space is available. Any student organization event must be approved by the Vice President for Student Life for usage of the Power Center Ballroom.

** Reservation requests for Master Calendar are accepted on a rolling basis through 25Live.*

Procedures for submitting events are available at www.duq.edu/25Live. Scheduling Offices will determine and confirm location assignments in March for the following academic year.

Co-Sponsored University Event:

The event type may be requested at any time.

Affiliated Event:

The event type may be requested at any time.

Reserving Union Display Cases

Any recognized student organization or administrative office may use the display cases on the 3rd Floor of the Duquesne Union.

1. Reservations are made on a first-come, first-serve basis. Please refer to 25Live regulations to reserve this space.
2. The display case is available for general use by registered student organizations.
3. Displays may be shown for a maximum of two weeks. If the space is not used by the end of the second day of the period reserved, the reservation becomes invalid without notification. The sections will then be given to the first party requesting their use for the remaining part of the period.
4. Each organization is responsible for the installation and removal of its own display. If the display is not moved by the end of the last day of the reserved period, the Union may discard any remaining materials and accept no responsibility for them.
5. NO double-sided mounting tape, nails, tacks, staples, or other semi-permanent materials may be used in the display cases. ONLY masking tape and push pins are acceptable.
6. Organizations using display cases must leave them clean and in good order.
7. Displays MUST meet acceptable standards of good taste subject to the approval of the Center for Student Involvement.

Event Planning

Planning an event involves a great deal of preparation. While the process may seem overwhelming at first, remember to utilize the available resources at the University. Before you begin to coordinate your event, here are a few things to consider:

- **Plan Ahead.** Planning ahead helps to ensure that your event runs smoothly and remains within budget.
- **Student Involvement.** Involving more students (inside & outside of your group) in the planning process increases your chances of attracting a larger audience.
- **Show Your Appreciation.** Show your appreciation to those that assist you. This recognizes their efforts, and increases the likelihood of their support in the future.
- **Think Creatively.** Your organization is not limited to publicizing an event with just flyers/posters. Creative publicity often helps to generate an interest.
- **What's Interesting?** Consider the interests of the entire campus (not just the members of your group).
- **Train New Members.** Training new members during the planning process helps to save you time and allows you to improve your delegation skills.
- **Hidden Resources.** Connect with hidden resources on campus. University staff may help your group with programming fees and networking.

Programming Checklist

- 1. Selection of an event**
 - What type of event?
 - How does it meet our goal?
 - Will there be an interest?
 - Can we afford it?
 - Does it comply with the University Mission Statement?
- 2. Form an event planning committee**
- 3. Reserve appropriate University facilities**
- 4. Implement a publicity campaign**
 - Be sure to promote your event on Campus Link/CORQ
 - If using Public Affairs to create promotional materials, contact them at least 4 weeks before the event.
- 5. Obtain necessary signed contracts**
- 6. Complete any necessary paperwork for payment**
- 7. Food Services contacted**
- 8. Security arrangements made**
- 9. Set-up arrangements made**
- 10. Expenses paid in full**
- 11. Thank you notes sent**

Social Activity Regulations

1. For any event outside of normal classroom activity involving the use of University facilities, applications for space may be obtained from University Events & Conference Services. Consideration of applications shall be in accordance with the scheduling policy.
2. To requisition a Living Learning Center, athletic or recreation facility, the respective office must be contacted.
3. University facilities may be scheduled and used by registered organizations for regular business meetings, social events and events open to the public according to the following policies:
 - Approval of requests will be reviewed based upon timeliness; appropriateness of the venue; and assurance of proper maintenance and safety.
 - Reasonable charges may be imposed for the use of/and or damages to assigned facilities.
 - The organization requesting space must inform the University of a potential speaker or performer, and the general purpose of any event open to persons other than members.
- Speakers/performers sponsored by a registered organization may be denied appearance on campus. Reasons for denial include: disruption of campus activities; endangerment of the University's tax exempt status; inconsistency with the University Mission; and/or danger to life or property.
4. The sponsoring organization and its officers are responsible for:
 - Informing the advisor(s) in advance of all functions sponsored by the organization. All organization activities must receive the prior approval of the advisor.
 - The behavior of persons attending the function, including but not limited to, Student Code violations, and any illegal acts either engaged in or knowingly permitted by the organization.
 - Any damage to utilized facilities.
 - Activities of the organization and for its compliance with the Mission of the University and regulations.
5. The sponsoring organization(s) may require presentation of valid I.D. cards for admission activities held on campus.
6. Functions which are held in University facilities may end no later than the established closing hours of the facility concerned.
7. Date auctions, or any type of event in which people are auctioned, are not permitted on or off campus by any registered student organization or department.

8. Fundraising sales by student groups are permitted on campus with permission from the Center for Student Involvement.
9. No outside solicitation (of any type) is permitted on campus.
10. A student organization off-campus travel agreement must be completed and approved for conference, competitions, retreats, and/or overnight trips.
11. Outdoor amplifying systems are not allowed on campus for any purpose without approval from the Center for Student Involvement.

Planning Service Activities

The Duquesne University Volunteer (DUV) Office (Room 305, Union) is available to assist your group in planning and/or participating in local service projects, including:

- One-time service trips.
- Ongoing projects with a community agency.
- Organization service events and/or fundraisers.

Before your organization begins planning an event, please have your service coordinator contact the DUV Office. We can:

- Help with selecting and contacting an appropriate site or agency.
- Provide transportation - available on a first-come, first-served basis.
- Offer project planning assistance and evaluation.

After the project, be sure to complete a project evaluation form and include a roster of participants. These forms are available on Campus Link, and should be returned promptly following your event. *Please note: These materials are the only record of the service performed by your organization.*

Therapy Dogs on Campus

Risk Reduction Guidelines:

- Secure event location approval, preferably an outdoor location.
- Acquire proof of insurance documents from agency representatives.
- Ask the agency representative to sign a Duquesne Hold Harmless Agreement.
- Post proper signage near the event area.
- Remove dog hair from the event site following the program.

Political Activity for Students and/or Student Groups

The Internal Revenue Code Section 501(3) provides that “an educational institution qualifies for tax exemption provided that the institution “does not participate in, or intervene in (including the publishing and distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.”

In order to protect the tax-exempt status of Duquesne University and to comply with the above section of the Internal Revenue Code, students and student organizations must adhere to the following guidelines:

- Only educational, non-party biased political activities are permitted with the consent of the Assistant Vice President for Student Involvement.
- Sponsorship or participation in any form of partisan campaigning on Duquesne’s campus is not permitted.
- Political campaign posters or banners are not permitted on campus.
- Any form of campaigning for a particular candidate or party while walking around campus or directly approaching anyone is not permitted.
- Campaigning for a particular candidate or party via social media by student organizations is not permitted.
- Use of University funds and/or soliciting funds in support of particular candidate or party is not permitted.

- Duquesne University’s name, logo or seal may not be used on stationary, social media sites or other materials used for political purposes.

One Dimension of a Duquesne University education is Global Mindedness, which encourages our students to appreciate the importance of community in local and global contexts and to recognize an individual’s potential to effect change in organizations, environments and society at large. Students are strongly encouraged to fully participate in the political process in their own name and using their own resources. Initiating Voter Registration within the Duquesne community supports this effort. Voter Registration IS permitted on campus subject to the following:

- Voter Registration initiatives are to be coordinated only by the Student Government Association.
- Voter Registration is permitted only in designated areas approved by the Assistant Vice President for Student Involvement.
- Voter Registration tables must be staffed only by Duquesne University students.

PLEASE NOTE: Students and recognized student organizations must adhere to the above mentioned guidelines, as well as the policies set forth in Duquesne University’s The Administrative Policy – TAP 27. Failure to comply with these guidelines and policies may result in student conduct proceedings and/or loss of student organization privileges and recognition status.

Admission Charges & Donations

Admission charges or donations may be appropriate to cover expenses, especially for those organizations without a budget. Since the University is a tax exempt corporation, its facilities may not be used for commercial programs or personal gain. Organizations with a University budget may charge admission or request donations for a function but revenue collected from admission charges must revert directly to University accounts.

Any event with an admission charge may be subject to a five percent City of Pittsburgh amusement tax.

Events with a printed ticket must clearly indicate the amounts of both the “Established Price” and the “City of Pittsburgh Amusement Tax” (i.e. if your ticket prices is \$10, the ticket should indicate “Established Price=\$9.50- City of Pittsburgh Amusement Tax=\$.50).

If you are planning to charge admission, please be sure to stop in the Office of Union Operations in Room 335, Union, (adjacent to the Information Center) prior to the event to discuss specifics.

Failure to accurately report admission charges may result in a loss of privileges.

Alcoholic Beverage Policy

Alcoholic beverage policies are based on the Pennsylvania Liquor Code and other relevant statutes. The drinking age in the state of Pennsylvania is 21 years of age or older. No person under 21 years of age is permitted to consume, transport, possess, be in the presence of, or be supplied with any alcoholic beverage.

It is illegal in Pennsylvania for any individual to facilitate underage drinking of alcohol or provide an environment in which underage drinking takes place.

Alcoholic beverages may NOT be purchased with student organization funds. No member and/or guest may purchase alcohol on behalf of the student organization. *Special permission may be granted by the Vice President for Student Life or designee.*

Student organizations may not serve alcohol at any function at Duquesne University.

A social event registration form must be completed and approved for any off-campus event with alcohol present.

Obtaining Food Service

Due to Duquesne University's contract with Parkhurst Dining, all food and refreshments served at catered events must be provided by Parkhurst Dining. Exceptions to the policy may be granted. Please refer to TAP No. 51: Guidelines for the Safe Sale or Serving of Food and Beverages.

To place and order with Parkhurst Dining:

1. Obtain a student catering guide from Parkhurst Dining on Campus Link.
2. Select the menu items and consult with the Catering Manager to determine the feasibility and cost.
3. Place your order on Catertrax by visiting duquesnedining.catertrax.com.
4. All orders **MUST** be placed 3 weeks prior to the event date.

Requesting Campus Security

By advertising an event off campus (via print or social media), you increase the need to ensure proper safety. If you anticipate any guests from outside the University, your group **MUST** contact the Department of Public Safety to arrange for officers.

The cost of obtaining Public Safety officers is the duty of the student group or department hosting the event. Arrangements **MUST** be made three weeks before an event. In some cases, it is advisable to have security at events only for Duquesne students. This decision will be made by the Department of Public Safety.

Processing Contracts

After you select a date for an event, ask the artist/vendor to send you a contract. Once your advisor reviews the contract, forward it to the Center for Student Involvement. All contracts must be sent as a Word document.

A contract is official **ONLY** when reviewed and signed by the Vice President for Business and Management. Any contract signed by a student, faculty member, or administrator is **NOT VALID**.

Before a University check can be issued, a signed contract must be sent to the Accounts Payable Office with any necessary paperwork. A signed copy of the contract may also be sent to the artist/vendor as an official commitment by the University. ***This process may take several weeks, so be sure to plan ahead!***

Organization Finances

Planning a Budget

Student groups are governed by a variety of policies for obtaining funding. Some receive money from University departments and/or organizations, while others are self-sufficient. Due to this variety, only general guidelines for budgeting will be reviewed.

When determining your budget allocation, keep in mind the following expenses:

- **Office Supplies and Services:** paper, markers, tape, pens, and photocopies. *The Student Organization Resource Center (SORC), provides these supplies.*
- **Conventions and Conferences:** tolls, transportation, parking, lodging, and registration fees.
- **Operating Expenses:** dues, trophies, music, plaques, uniforms, and t-shirts.
- **Service Fees:** printing and graphics, Parkhurst Dining Services, and security.
- **Events, Contracts, and Fees:** speakers, films, artists, performers, comedians, decorations, tickets, and meals.

Remember that University funds allotted to each organization is provided by students.

Each time you utilize this funding, consider: Is this event beneficial to students? What will they get out of it?

Do not use your funding randomly and be sure to keep track of your expenses.

Organizational Funds

As of August 2017, all newly recognized or re-established student organizations and groups must keep funds on deposit with the University, and make use of the standard University payment process.

All organizations which receive University funding or use the University name in the solicitation of funds or the generation of revenue must keep such funds on deposit with the University and make use of the normal University disbursement process in the expenditure of these funds. For more information about starting a University account, contact duactivities@duq.edu.

Tax Exempt Status

In order to be exempt from paying sales tax, your organization must apply for tax exempt status from the Internal Revenue Service. Federal law requires that organizations apply each year for continued status. Organizations that do not reapply face fines and penalties. Contact the Center for Student Involvement for more information about this process. Please note that any department or office within the University is tax exempt by virtue of their University affiliation

Organization Funding

Student organizations registered with the Center for Student Involvement are eligible to receive funding from the Duquesne Program Council (DPC) and the Student Government Association (SGA).

Each organization will receive notification about procedures to submit budgeting proposals. *All requests will be heard, but funding is not guaranteed.*

Budgeting with the DPC: The DPC will fund campus-wide programs/events including:

- Speakers, Comedians & Performers
- Concerts/Bands
- Seminars/Workshops
- Dances
- Talent/Fashion Shows
- Movies/Films
- Programming Expenses (including honorariums, food, event promotion, equipment, security, decorations and travel).

The DPC allocates event funding to registered student organizations twice a year:

- Groups requesting funds for Fall events may submit a Program Proposal Form on the DPC Campus Link page in March. Those groups must meet with the DPC Budgeting Committee in early April during Spring Appropriations.

- Groups requesting funds for spring events may submit a Program Proposal Form on the DPC Campus Link page in October. Those groups must meet with the DPC Budgeting Committee in early November during Fall Appropriations.

Further information pertaining to DPC Spring and Fall Appropriations will be e-mailed to student organization presidents (on file with the Center for Student Involvement) when each process is scheduled to begin.

If an organization is unable to complete a Program Proposal Form during Spring or Fall Appropriations, the DPC also offers **Special Needs Funding** to assist with events. During the academic year, groups may submit a Special Needs Program Proposal Form on the Campus Link page. Those groups must meet with the DPC Budgeting Committee.

For more information about DPC funding, contact a member of the DPC at dpc@duq.edu.

Budgeting with the SGA: The SGA will fund administrative expenses including:

- Conferences
- Mailing Costs

While seeking conference funding from the SGA, an organization must also request funds from your School/Department, and proper documentation must be provided with the application.

Registered student organizations may request Conference funding twice a year during Conference Appropriations - once in the fall semester, and once in the spring semester.

An organization representative must complete the necessary SGA Conference Appropriations Forms available on the SGA Campus Link page, and meet with the SGA Finance Committee.

For more information about SGA funding, contact a member of the SGA at sga@duq.edu.

Student groups may also utilize the Student Organization Resource Center (SORC) for art & paper supplies, computers, color printing, Ellison machine and plenty of table space.

Access to the SORC is granted to two members of each registered student organization on an annual basis. Each member is required to complete a SORC Room Access Request Form, on the SGA Campus Link page.

DU Weekends Funding: Recognized student organizations, Commuter Assistants and Resident Assistants may apply to receive funding to host an on/off campus event.

Eligible programs must be held on Thursday or Friday after 9:00 p.m. or anytime during the day on Saturday or Sunday. All events must meet the following criteria:

- Events must be open to all students
- Fundraisers for a philanthropic organization will not be considered.
- Overnight travel will not be funded.
- Admission costs/tickets may be purchased at the discretion of the DPC Budgeting Committee.
- Funding is available to Commuter and Resident Assistants, only if minimum of 3 RAs or CAs collaborate on the event.

For more information about DU Weekends Funding and event requirements, please contact the Duquesne Program Council (DPC) at dpc@duq.edu.

Adopt a Night (Union NiteSpot): Any recognized student organization may apply to receive up to \$350 to host an event in the Union NiteSpot.

Eligible programs may be held Monday to Friday from 8:00 p.m. – Midnight, and all day Saturday and Sunday. Programs must meet the following criteria:

- Student-led & held in the Union NiteSpot
- Last between 1-3 hours in duration
- Free of charge and open to all Duquesne students
- Must have a “Duquesne Appropriate” activity/entertainment for students

For more information, visit the Center for Student Involvement Campus Link page, and select “Documents” for Rules and Regulations.

Please contact Mike Cecil, Assistant Director of Student Organization Services, at cecil@duq.edu or (412) 396-6638.

Spirit Crowdfunding: *Spirit* is Duquesne University's crowdfunding tool, which helps to financially ignite student projects that are inspired in the Spirit of Duquesne. The platform, similar to crowdfunding sites like KickStarter or GoFundMe, allows for these project advocates to tell their story and conveniently accept donations online. Learn more at www.duq.edu/spirit and apply at www.duq.edu/spiritapply.

IgniteCX: IgniteCX is an *online system* to help you raise money with ‘crowdfunding style’ campaigns, or to create quick ‘pop-up stores’ to sell special event t-shirts and/or promotional items. You may also use IgniteCX to design, print, and sell t-shirts, sweatshirts, hats, and more to group members at cost.

In 5 steps, you can create pages and stores to design/sell custom items, and raise money with or without donations. In addition, any official Duquesne University logos that you use are automatically approved. There are no up-front costs to design and sell items. All sales are completed online.

For more information, be sure to visit:

<http://www.ignitecx.com/university/bookstore/duquesnebookstore/video/>.

To get started, please visit:

<https://duquesnebookstore.ignitecx.com/Home>

Guidelines for Fundraising by Students or Student Groups

Student organizations frequently fundraise in an effort to support community causes. It is **required** that all student organizations obtain approval for any on/off campus fundraising through the Center for Student Involvement.

Before you begin planning your fundraising initiative, please review the following:

- For fundraising specifically donated to groups outside of Duquesne, student organizations **MUST** work with the DUV Office before undertaking a project.
- Any student group that has received funding from the Duquesne Program Council (DPC) for a fundraising event **MUST** follow all relevant DPC guidelines.
- Student Organizations fundraising to gain operating funds must follow all relevant student organization policies and procedures, as well as any policies that exist within the particular colleges or building where an activity is housed.
- Before solicitation of local/regional businesses may begin, students **MUST** contact the DUV Office. *In some cases, the Center for Student Involvement may work with the Office of Development to decide how a program can be implemented.*
- Students are **not** permitted to utilize campus directories or other personal contact information to solicit donations.

Leading Your Organization

Purpose, Goals, and Objectives

The very first task of your organization should be to decide on a clearly stated, realistic, general description of purpose that will easily be understood by all organization members.

Set Goals: Identify short, medium, and long-term goals to accomplish during the current academic year, and future objectives which will fulfill your organization's purpose. If you have an established organization that repeats the same goals annually, discuss which you would like to continue and change.

Organizations are composed of members who want to develop and gain something out of their involvement. What experiences do they want? Why did they join? Ask them. How can you make sure that members continue to have those experiences?

Financial Goals: How will the organization obtain funding for publicity, events, conferences, etc.? How much money is needed? Are there costs associated with reaching the goals that you've outlined? Add up the cost of each goal to determine your financial need. Do you have the funds to cover the costs? If not, investigate how to obtain them. Discuss dues and fundraising.

Implementing Goals and Objectives: Develop a timeline for each of your goals, and the steps which are necessary to accomplish them.

Objectives are the steps that are needed to reach each goal. Once goals are set for the group, outline the steps required to meet them. Discuss whether your plan is realistic and fulfills the purpose of the group. Assign tasks to individuals or committees and determine who is responsible for each task.

Writing Quality Agendas

You may find that your organization meetings will benefit from an agenda. Quality agendas can be an extremely effective communication tool. Here are a few tips to consider:

- Photocopy agendas and distribute them at the meeting.
- Three-hole punch each agenda and provide each member with a binder at the beginning of the year so they can store all agendas in one place.
- Distribute paper agendas ahead of time so participants can prepare their thoughts before the meeting.
- E-mail a rough draft of the agenda prior to the meeting. Give members a chance to offer feedback or items to be included.
- Post the agenda on a wipe-off board. For short meetings, this saves time and serves as a visual aid.
- Put names on each paper agenda before you pass them out. At the end of the meeting, if any get left behind, you'll know who forgot to take theirs!

Working With Your Advisor

All registered student organizations are required to have an advisor. Advisors are to be selected from the ranks of full-time University faculty and/or administrative and professional staff. By sharing their knowledge about the University and experiences, an advisor can assist your organization in the conduct of its activities.

Every advisor and organization will have a unique relationship that will vary from year to year, from individuals, and from organization to organization. However, the student-advisor relationship is crucial to the success of an organization.

The key to developing a strong and mutually beneficial working relationship is good communication. To facilitate this process, please consider the following suggestions:

- After the selection of new officers or a new advisor, the officers and advisor should meet to discuss personal and University expectations as well as goals and purpose of the organization.
- Following the initial meeting, the officers and advisor should develop procedures on how to keep the advisor informed and involved, what role he/she should play in the organization's planning process, and regularity of meetings.

The organization and its officers should be aware of the following responsibilities that they have toward the advisor:

- Notify the advisor of all meetings and events.
- Consult him/her in the planning of any major projects and events.
- Consult him/her before any changes in the structure of the group or in the policies of the organization are made.
- Even though the advisor has no vote, he/she should have speaking privileges.
- Remember that the responsibility for the success or failure of a project or event rests with the students, not the advisor.
- Talk over any problems or concerns with your advisor.
- Acknowledge that your advisor's time and energy are donated and express gratitude.
- Be clear about your organization's expectations for your advisor's role.

Organization Officer Transition

One of the most challenging things that may occur during the year is the transition of organization leadership. Ensuring that an incoming officer is prepared can help your group from starting all over. The following are some helpful hints to get you moving in the right direction.

Once elected/appointed, it is important for an incoming officer to obtain a copy of various items, including:

- Copy of Constitution and By-laws
- Position descriptions of officers and members
- List of committees and their description
- Member & officer contact list
- Contact information of important people and offices on campus
- List of basic annual procedures and/or calendar of annual events
- Web page and webmaster information. How do you maintain the site?
- Mission, philosophy, goals and/or purpose of your organization
- Financial records
- Evaluations of past and current projects
- Meeting minutes and agendas
- Historical records of the organization

Incoming officers can learn a great deal from their predecessors. Meeting with the outgoing officer provides continuity and growth for the organization, and allows you to discuss:

- Responsibilities of the position
- Timetable for completing duties

- Unfinished projects/items that need attention now
- Important resources and contact persons
- Mistakes that you made that could have been avoided
- Advice the outgoing officer wishes he/she had been told before assuming the office
- Any questions the new officer may have for the outgoing officer:
 - What are the current strengths and weaknesses of the group?
 - What is the best advice you can give?
 - What were there major challenges and accomplishments in your term?
- Updated contact information so the outgoing officer can be a resource in the year ahead.

Understanding the structure and operation of your group is essential to a seamless officer transition. Take time to review the following:

- Was the budget managed properly?
- Were meetings run effectively?
- Was meeting frequency appropriate?
- Do we have a committee structure? If so, is it working? If not, is it needed?
- Do we experience scheduling conflicts with other groups or activities?

Deciding upon a clearly stated and realistic purpose for the organization is an important task. Be sure to assess the group's goals from the previous year:

- What did we hope to accomplish?
- How well did we do on each goal?
- Which goals should be continued?
- Which goals should be altered?
- Which goals should be dropped?

Whether your organization has sponsored a speaker, concert, service or recreational event, evaluate the group's past activities:

- What activities and programs did the organization sponsor?
- How effective was each program?
- Did we have a good balance of different kinds of programs?
- Did we perform and community service?
- Were the programs and activities consistent with the group's goals?
- Which activities should be continued and which should be dropped?

To be a successful leader, it is important to know the constituents of your organization. Reviewing membership and recruitment policies will help to strengthen your group:

- Do we currently have enough, too few, or too many members?
- How effective were our recruitment efforts, if any?
- Were there adequate opportunities for members to get involved?

- Are members involved in the operation of the club (including decision making, planning, implementing and evaluating)?
- Are members enthusiastic about the activities and motivated to work towards the group goals?

Organizations that function effectively typically maintain a strong organizational structure and core group of leaders. As you examine your officers, answer the following:

- Do officers understand their roles and responsibilities within the organization?
- Did the officers operate as a team or could cooperation be improved?
- Is the amount of time/effort required of each officer equal, or are some expected to work harder than others?
- How would the general membership evaluate the effectiveness of the officers?
- How would the officers evaluate the effectiveness of other officers?

Eventually, your tenure as an organization officer will end, and one of your final duties is to ensure the continued existence of your group. Don't forget to complete these tasks:

- Organize all notebooks and files
- Finish all necessary correspondence (letters, e-mail, phone calls)
- Prepare year-end report and evaluation
- Develop an action plan and time-line for new officer transition.