Welcome/Introduction to the Leader Manual .................................................................................. 3
University Mission Statement ........................................................................................................ 3
The Xavier Student Commitment .................................................................................................. 3
University’s Academic Vision Statement ..................................................................................... 3
Office of Student Involvement, Gallagher Student Center and Commuter Services .................. 4
Important Dates ............................................................................................................................ 4

Student Organization Classifications & Categories
Leader Manual Disclaimer ............................................................................................................. 5
Student Organization Classifications and Categories ................................................................. 5
Defining Student Organization Classifications ........................................................................... 5
Defining Student Organization Categories .................................................................................... 6

Starting and Maintaining a Student Organization
Starting a Club .............................................................................................................................. 7
Student Organization Privileges & Responsibilities .................................................................. 9
Baseline Program for Clubs ......................................................................................................... 11
Loss of Privileges and Recognition ........................................................................................... 13
Annual Club Reactivation ............................................................................................................ 13
Advisor Replacement & Removal ............................................................................................... 14
Groups with Specific Registration Procedures ........................................................................ 14

Sponsoring Events
Reserving Space for Campus Events .......................................................................................... 16
Outdoor Event/Outdoor Space Reservation Policy ................................................................... 16
Fenwick Place Atrium Policy ....................................................................................................... 17
Event Planning Security Guidelines ............................................................................................ 18
Accident/Incident Procedures ................................................................................................... 19
Hosting Events with Alcohol ....................................................................................................... 20
Student Lobbying, Political and Campaign Activities Policy ................................................... 20
University Protocol for Campus Public Speakers and Events ................................................. 20
Gambling Events ........................................................................................................................ 21
Final Day for Campus Programming ........................................................................................ 21
Working with Contracts & Riders ............................................................................................... 21
Motion Picture Copyright Information ......................................................................................... 22
Student Domestic Travel Policy ................................................................................................. 23

Organizations Raising Money
Fundraising Policy ...................................................................................................................... 23
Friedlander Family Fund .............................................................................................................. 24
Student Organization Resource Fund (SORF) ........................................................................... 25
Club Allocation Recapture & Rollover Policy ............................................................................ 25

Organizations Spending Money
Using Financial Forms ............................................................................................................... 26
Authorized Signature Policy ...................................................................................................... 26
Tax Exemption Spending ............................................................................................................ 26
P-Card Use Policy ...................................................................................................................... 26
OrgSync Checkbook / Balance Feature ................................................................................... 27
Making Donations ........................................................................................................................ 27

Publicizing Events
Outdoor Posting Policy ................................................................................................................ 27
Digital Advertising ...................................................................................................................... 28
Campus Events Calendar ............................................................................................................ 28

Frequently Used Vendors
Apparel, Bus and Transportation Companies, Caterers ......................................................... 29
DJs, Equipment Rental Inflatables, Movie/Film Licensing, Novelties ......................................... 30
Off Campus Venues, Photography/Video, Security/Police ............................................................ 31
Welcome/Introduction to the Leader Manual

The Office of Student Involvement facilitates student learning and social integration by providing you with valuable learning experiences through student organizations. Student organizations offer you a wide range of possibilities to **discover** your passions, **develop** your strengths, and **lead** others through social, cultural, intellectual, athletic, artistic, political and service opportunities. The Student Involvement staff is committed to supporting you in these pursuits by providing you with advising support, access to campus resources, guidance on university policies and procedures, and the space to test to your leadership abilities.

This manual exists as a resource for you. Whether you are trying to start a new organization or continuing the legacy of an already-established group, it provides detailed information to help you and your organization achieve your goals. The manual includes information on student organization recognition and funding, fiscal responsibility, and event planning as well as commonly-used policies and forms. Our hope is that this manual puts the need to know information at your fingertips and helps you accomplish your goals.

We are here to support you and help your organization succeed. Consider stopping by for a visit or to meet our staff. We are always happy to help. Good luck in the upcoming year!

Sincerely,

[Signature]

Leah Busam Klenowski
Senior Director, Division of Student Affairs

University Mission Statement

Xavier is a Jesuit Catholic university rooted in the liberal arts tradition. Our mission is to educate each student intellectually, morally, and spiritually. We create learning opportunities through rigorous academic and professional programs integrated with co-curricular engagement. In an inclusive environment of open and free inquiry, we prepare students for a world that is increasingly diverse, complex and interdependent. Driven by our commitment to the common good and to the education of the whole person, the Xavier community challenges and supports students as they cultivate lives of reflection, compassion and informed action.

The Xavier Student Commitment

We are Xavier Musketeers. We are unique individuals who come together in the spirit of St. Ignatius, to learn together, to serve together and we will succeed in changing the world together. We act with integrity, justice and generosity. All for one and one for all.

University’s Academic Vision Statement

Xavier University, a comprehensive university in the Jesuit tradition, excels at educating students intellectually, morally and spiritually by challenging them to become men and women of integrity and compassion. We inspire one another to achieve our full potential and to engage in society as competent, thoughtful, and responsible global citizens. We value academic rigor, research, reflection, and the integration of knowledge and action that works toward the betterment of society.

Xavier is committed to:

**Academic Excellence** - A rigorous, analytical and reflective learning community led by accomplished faculty engaged in creative scholarly activity

**Ignatian tradition** - Education of the whole person intellectually, morally and spiritually through lives of solidarity and service, with sensitivity to issues of social and environmental justice

**Integrity** - A climate of academic freedom, professionalism, collegiality, and mutual respect throughout a diverse University community operating according to our principles of shared governance
Meet the Staff

**Leah Busam Klenowski**  
Senior Director for Student Affairs  
Contact: busamla@xavier.edu

**Dustin Thomas Lewis**  
Associate Director for Student Involvement  
Contact: lewisd6@xavier.edu

**Molly Dugan**  
Assistant Director, Orientation & Transition Programs  
Contact: duganm@xavier.edu

**Deb Ayoade**  
Assistant Director, Leadership & Activities  
Contact: ayoaded@xavier.edu

**Chris Marshall**  
Gallagher Student Center Director  
Contact: marshallc5@xavier.edu

**Jillian Finch**  
Administrative Assistant  
Contact: finchj1@xavier.edu

The Office of Student Involvement is located in the Gallagher Student Center, suite 210. Staff members are available Monday through Friday from 8:30am-5pm.

xuinvolve@xavier.edu  
513-745-3004

<table>
<thead>
<tr>
<th>Important Dates (2019-2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2019</strong></td>
</tr>
<tr>
<td>August 19 – First Day of Classes</td>
</tr>
<tr>
<td>August 18-27 – Week of Welcome (WoW)</td>
</tr>
<tr>
<td>August 28 – Club Day</td>
</tr>
<tr>
<td>August 19-September 23 – Club Activation Window</td>
</tr>
<tr>
<td>September 10 – Spirit Celebration</td>
</tr>
<tr>
<td>October 3-4 – Fall Break</td>
</tr>
<tr>
<td>October 18-20 – Family Weekend</td>
</tr>
<tr>
<td>November 4 – Mid Year Report Form Available</td>
</tr>
<tr>
<td>November 27-30 – Thanksgiving Break</td>
</tr>
<tr>
<td>December 6 (Midnight) – End of Programming</td>
</tr>
<tr>
<td>December 6 (5pm) – Mid Year Report Deadline</td>
</tr>
<tr>
<td>December 9-13 – Final Exams Week</td>
</tr>
<tr>
<td><strong>Spring 2020</strong></td>
</tr>
<tr>
<td>January 13 – First Day of Classes</td>
</tr>
<tr>
<td>January 13-18 – Winter Week of Welcome</td>
</tr>
<tr>
<td>January 20 – MLK Jr. Day – University Closed</td>
</tr>
<tr>
<td>January 22 – Winter Club Day</td>
</tr>
<tr>
<td>February 3 – UAO/Subordinate Body Budget Requests Due</td>
</tr>
<tr>
<td>March 6 – Club Budget Requests Due</td>
</tr>
<tr>
<td>March 9-13 – Spring Break</td>
</tr>
<tr>
<td>April 1 – Year End Report Form Available</td>
</tr>
<tr>
<td>April 25 – All Honors Day</td>
</tr>
<tr>
<td>May 1 – Year End Report/Reactivation Deadline</td>
</tr>
<tr>
<td>May 1 – (Midnight) – End of Programming</td>
</tr>
<tr>
<td>May 4-8 – Final Exams Week</td>
</tr>
</tbody>
</table>

**Professional Responsibilities**

- Student Travel, Alcohol & Other Policies  
- SGA Executives Advisor  
- Student Organizations  

- Student Organizations  
- Weeks of Welcome & Club Days  
- Fundraising, Travel & SORF Board Advisor  

- Manresa Orientation Program  
- Peer Mentor Program  
- Arrupe Leaders  

- Student Activities Council  
- Leadership Programs  
- Family Weekend  

- GSC Facility & Reservations  
- Campus Events  
- Commuter Services  

- Outdoor Space Reservations  
- Student Organization Resource Room  
- Fenwick Place Atrium Reservations
Leader Manual Disclaimer
All policies and procedures described in this manual are subject to change throughout the year, as prescribed by the Office of Student Involvement. For the most updated policy or procedure, please visit our website at www.xavier.edu/clubs. Not all policies and procedures related to student organizations are provided within this document and many listed are an abridged version. The manual is meant as a helpful, quick reference guide to student organization leaders.

Student Organization Classifications / Categories
All Student Organizations are classified, or grouped, based on several criteria:
- Their function for the student body
- Their accountability to a department or office
- Their recognition granted by the Student Government Association or a university office/department (dependent on the classification)
- Their relationship with a university staff or faculty advisor
- Their access to various university resources, including funding, space and promotions
- The level of risk posed from their activities to the university.

Each group is then assigned a category based on their mission statement and related activities. Within categories, groups often find great opportunities to collaborate with one another due to the similar nature or interests of other organizations in that category.

Defining Student Organization Classifications
Clubs: Defined as 8 or more current students who have joined together for a common social, educational, social justice, religious or cultural purpose and are formally given recognition by the Student Government Association. Examples of a club would be Physics Club or LGBTQ Alliance.

University-Affiliated Organization (UAO): An organization of students whose function began as a club but they now have a special, elevated relationship with a University Department or Office and are formally given this recognition by the Student Government Association. Examples of a UAO would be Alternative Breaks, Black Student Association and Student Activities Council.

Subordinate Bodies: A student organization that serves an official function on behalf of the student body by governing a select number of clubs or hall councils. Subordinate Bodies are formally given this authority by the Student Government Association. Examples of Subordinate Bodies would be Club Sports Council or National Pan-Hellenic Council (NPHC).

Club Sports: Club Sports are competitive team groups that provide structured competition for student members who are non-intercollegiate athletes and compete against other clubs and sometimes varsity teams from universities throughout the Midwest. Club Sports are granted this recognition through the Club Sports Council and receive resources and support from the Recreational Sports Department. Examples of Club Sports would be Dance Team, Club Swimming or Softball.

Student Working Groups: Student organizations that are formed by an office or department to fill a specific need or function on behalf of that department or office, such as executing programs and activities or serving in an advisory board capacity. Their recognition comes directly from an office or department and they are not affiliated with the SGA. Examples of Student Working Groups would be BRAVE Peer Educators, Student Alumni Association (SAA) or Mini Muskies.

Limited Affiliation Groups: An informal group of current students who have joined together for a common purpose, often social or recreational, who register as a group with limited privileges with the Office of Student Involvement in order to reserve space on campus, advertise their activities following university policies and procedures, but do not receive any other resources granted to a student organization. Examples of a Limited Affiliation Group would be Spikeball Group.
**Defining Student Organization Categories**

**Arts:** Arts organizations support creative interests from the student body either through visual art or performance. These organizations include groups like Acabellas, Don't Tell Anna and the International Animation Club.

**Business:** Business organizations support student interest in advancing their knowledge and experience in all areas of business. Many of these organizations represent various majors and areas of study, others draw in students from across disciplines who want to advance their experience with business. Business organizations include groups such as Xavier Women in Business, Delta Sigma Pi Professional Fraternity and the American Marketing Association at Xavier.

**Club Sports:** Club Sports organizations represent the competitive sports offered through the Club Sports Council and Department of Recreational Sports. These sports can be either co-ed or single gender, including Men's Club Rugby, Club Swimming, and Club Softball.

**Education:** Education organizations support student interest in advancing their knowledge and experience in all areas of education. Organizations may directly support classroom instruction experience, working with children/youth or networking in the education community. Examples of these organizations include Educators for Justice, Exceptional Student Association, and the National Association for Music Education.

**General Interest:** General Interest organizations give students with a shared interest the opportunity to engage with one another. These groups often draw students of various majors and areas of study together that share a common interest. Examples of general interest clubs include 4 Paws for Ability, Commuter Activities Board, and Outdoor Club.

**Health Professions:** Health Professions organizations support student interest in advancing their knowledge and experience in the various health professions. Organizations often help to network and connect students with professionals in the field and encourage collaboration across disciplines. Examples include Pre-Medical Student Association, Student Nurse Organization, Psi Chi Psychology Club, and Xavier Sports Medicine Club.

**Honors:** Honors organizations support student interest in academic excellence throughout their college career. These organizations include Honors Council, Mortar Board and Alpha Sigma Nu Jesuit Honor Society.

**Identity:** Identity-based organizations often unite underrepresented populations, students with similar ethnic background or a group of individuals identifying with a specific nationality or culture. Examples of Identity organization include Student Organization of Latinos, Muslim Student Association and Black Student Association.

**Language & Culture:** Language & Culture organizations support student interest in exploring the language and history of various cultures. Several of these organizations are supported by academic programs where language and culture are taught within a discipline. Examples of these organizations include Spanish Club, Italian Club, and Sign Language Club.

**History, Law & Politics:** History, Law & Politics organizations support student interest in advancing their knowledge across these interconnected disciplines. Many of these organizations are directly connected with an academic major. The organizations in this category include History Club, Pre-Law Society, Political Science Club and Criminal Justice Society.

**Publications & Media:** Publications & Media organizations work to produce media and publications for their fellow students at Xavier. These organizations include Xavier Newswire, Her Campus Xavier, The Clocktower Review and XU Television Association.

**Service & Social Justice:** Service & Social Justice organizations seek to offer students with opportunities to serve others, either through direct community service participation or philanthropic fundraising, or to support social justice causes by promoting a deeper understanding of an issue or igniting activism. Examples of these groups include Students for Life, Colleges Against Cancer, and Habitat for Humanity.
**Spirituality:** Spirituality based organizations engage members of a shared faith tradition with one another as well as members of multiple faith communities to celebrate their beliefs and to deepen their spiritual lives. Examples of spiritual clubs include Athletes in Action, Coalition for Christian Outreach, and Life After Sunday.

**STEM:** STEM organizations include those connected with the studies and promotion of Science, Technology, Engineering and Mathematics. These organizations include the advancement of experience and learning in this growing field (STEM). Examples of these organizations include Biology Club, Information Systems Club, and Physics Club.

**Student Governance:** Student Governance organizations serve to support the student body through oversight of organizations and advocacy for the student body. This category is limited to the Student Government Association.

**Wellness:** Wellness organizations serve to connect students with similar interests embodying wellness. Many of these organizations assist with bettering the student body through programming, advocacy and opportunities for educating others around health issues. These organizations include Yoga and Holistic Awareness Club, CHAARG and Empower XU.

**Starting and Maintaining a Student Organization**

**Starting a Club**

**Club Activation Window**
Potential new clubs are eligible to apply for activation only within the Club Activation Window each fall. This 6-week window opens on Labor Day each year. The purpose of the Club Activation Window is to encourage students to plan ahead with developing ideas for new organizations and to also spend time fully developing their ideas before proposing the organization for recognition. Outside of this window, potential new clubs are able to express their interest in forming but are not eligible to begin the process. Some groups may choose to temporarily apply for Limited Affiliation Group status in order to begin meeting, organizing and hosting events on campus until the activation window is open again. All groups attempting to form as a new club or subordinate body will work with the SGA Student Organizations Committee (SOC) to go through the activation (formation) process. Each spring, the focus of the SOC turns from Club Activation to Club Allocations, which is why the club activation window is only open in the fall semester.

**Getting Started**

**Step One: Evaluate Existing Clubs**
Before beginning the process, one of the first things that should be considered is whether or not the idea for a new club is significantly different from other clubs already existing at Xavier. The potential new club should begin by searching through the database of existing clubs on OrgSync, sorting by potential categories for the organization and searching for keywords in the database to compare existing groups to the potential new group.

**Steps to Club Activation**

**Step Two: Submit an Initial Proposal**
Students interested in forming a club should complete an [Initial Proposal Form](#) and submit it to Dustin Lewis, the Associate Director for Student Involvement. The form should include:
- Potential Club Name
- Contact information for new organization's president, vice president, treasurer and advisor (faculty/staff member) including email addresses and Banner ID numbers for students
- Purpose of the group (mission statement) and a statement on how your group's mission supports the Jesuit mission of Xavier University
- Statement indicating how this group would be unique and/or different from other similar, existing organizations or opportunities on campus (this statement should clearly demonstrate what needs this new organization would meet that are not currently being met by existing organizations, programs or university services)
- General membership description and/or criteria for membership as well as steps needed to join the organization
• If the organization is affiliated with a national organization, there must be proof provided that the national organization is permitting a local affiliated colony or chapter to form at Xavier
• Signed Advisor Agreement Form

After an initial review, the Associate Director will forward the proposal along with any comments or suggestions to the SOC for discussion.

Step Three: Respond to Follow-Up Questions from the SOC
Using the Initial Proposal Checklist, the SOC will evaluate the organization's proposal along with comments or suggestions from the Associate Director for Student Involvement. The SOC will then communicate with the organization any additional questions or concerns related to the organization's proposal. When questions are posed, potential clubs are asked to respond promptly to allow the SOC to finalize their decision. If the potential new club fits with the university mission and provides a substantially different level of programming or opportunities to the student body, the SOC will begin working with the organization to craft a Constitution or By-Laws to govern the organization.

If the SOC does not endorse the potential club, it will contact the group with an explanation as to why it does not meet SGA's requirements. The SOC may recommend a similar club to work with or give tips on redeveloping the proposal for the potential club to better meet SGA's requirements. The potential club may request to meet with the SOC to receive further explanation and details about why the group does not meet the requirements of a new club.

Step Four: Write a Constitution for the Club
The SOC will ask the potential new club to initiate writing a constitution or by-laws for the organization. Groups are encouraged not to begin working on this document until the SOC has approved the group to move to step four. A template of a constitution for a student organization can be found here.

Constitutions should be submitted to the chair of the Student Organizations Committee. Constitutions should include the following components:
• Official name of the proposed club
• Date of document creation and any revision dates for the document
• Mission Statement
• Explanation of Membership Requirements as well as expectations for members. Only student members of the Xavier University community are eligible to participate. Officers must be currently enrolled XU students. There must be a minimum of 10 members at any given time to maintain club status.
• Officer roles and associated duties/responsibilities
• Decision-making or voting procedures for the group
• Meetings (including types of meetings [committees, Exec board], frequency of meetings, who runs the meetings and requirements for attending the meetings)
• Finances (how funds are collected, maintained and disbursed)
• Amendments (process to amend or change the rules/constitution for the group)
• Faculty/Staff Advisor (process for selecting or replacing, expectations for relationship between club and advisor)

Step Five: Begin Conditional Status
Once the first four steps have been satisfactorily met, the organization can be granted Conditional status by a majority vote of the SGA Student Organizations Committee. When an organization has reached conditional status, the group is eligible for some of the rights and privileges granted to a student organization. Student Organizations must serve on a conditional status for 9 weeks from the time they have been approved by the SOC. This time period is to allow the organization to focus on recruiting members, developing their goals and to create a plan of action for how the organization will remain active and successful for future classes. Due to the number of organizations that are established and quickly dissolve, this 9-week time period is to ensure that there is a committed group of students that will successfully push the organization to meet its goals.

With a conditional status, the group is eligible for the following:
• Access to the Student Organization Resource Room resources and check-out equipment
Eligible to reserve space on campus (for meetings, events, recruitment activities/interest meetings)
Eligible to hold outdoor events and reserve outdoor space
Ability to submit events to the campus digital signage
Ability to submit events to the University Calendar
Access to Resource Staff for student organization assistance, advising and resourcing

Under conditional status, the group is NOT eligible for the following:

Access to an OrgSync Portal
Inclusion in the official List of Clubs & Organizations directory, as registered in OrgSync
Access to a Xavier Email Account for your organization
Access to a University-assigned Fund
Requesting an annual allocation from Student Government Association
Applying for SORF (Student Organization Resource Fund) Funding
Requesting storage space in the Student Organization Storage Room
Mailbox in the Student Organization Resource Room
Access to the Student Organization Resource Room resources and check-out equipment
Fundraising or any raising of funds and financial expenditures
Participation in Club Day and Winter Club Day

Conditional status clubs are ineligible for conducting any business on behalf of Xavier and may not travel, host activities off campus, fundraise, or acquire a university fund or email address. The group will become eligible for all of these resources if they are approved for full club status.

Step Six: Complete Conditional Status
Throughout the conditional status, the Student Organizations Committee will check-in with the organization and also may attend a general meeting to ensure progress in developing the organization and recruiting membership. At the conclusion of the 9-week conditional status, the SOC can propose for the SGA to approve the organization for full club status. If during the conditional status period, the organization does not work to continue its development and to grow and expand the group, the SOC may establish a list of requirements for the organization to complete to be eligible for club status or may recommend that the conditional club be disbanded.

Because club recognition is granted by the SGA, student senators have the opportunity to review each proposed organization and pose questions or offer concerns related to the group through the SOC. Senators will receive the club’s submitted documentation via email and will be expected to offer opinions and suggestions related to the conditional club. The purpose of this is to ensure that the Senate is making an informed decision in passing or approving any new clubs on campus. The SOC will gather questions and comments from the senators and meet with the conditional club’s leadership to address these topics.

Step Seven: Receive Recognition from Student Government Association
If the club is found to have completed all of the conditional requirements within nine weeks of starting their conditional status and the group has been approved by the SGA for full club status, the proposal and additional documentation will be submitted to the Associate Provost for Student Affairs for final approval.

Once approved, the Club is eligible for all of the privileges and responsibilities of a student organization at Xavier.

Student Organization Privileges & Responsibilities

Student Organization Privileges*

- Access to an OrgSync Portal
- Inclusion in the official List of Clubs & Organizations directory, as registered in OrgSync
- Access to a Xavier Email Account for your organization
- Access to a University-assigned fund (budget)
- Eligible to request an annual budget allocation from Student Government Association
- Eligible for Student Organization Resource Fund**
Eligible to request storage space in the Student Organization Storage Room
Mailbox in the Student Organization Resource Room
Access to the Student Organization Resource Room resources and check-out equipment
Eligible to reserve space on campus
Eligible to hold outdoor events and reserve outdoor space
Eligible to fundraise
Eligible to participate in Club Day and Winter Club Day
Ability to submit events to the campus digital signage
Ability to submit events to the University Calendar
Access to Resource Staff for student organization assistance, advising and resourcing

*These privileges do not apply to Student Working Groups and Limited Affiliation Groups. Limited Affiliation Groups are only eligible to reserve space on campus (including outdoors) and have access to promote events with the digital signage. Student Working Groups have access to privileges and resources provided by their respective department or office.

**Subordinate Bodies and University Affiliated Organizations are not eligible to apply for funding from the Student Organization Resource Fund (SORF).

Student Organization Responsibilities
As a student organization affiliated with Xavier University, your actions, events and standards of operating should best reflect the mission of the university, the mission of your organization, and the values and traditions of a Jesuit institution. In addition to this, a student organization should also accept the following responsibilities, including:

- Maintaining registration throughout the year by keeping organization officer information updated and current in OrgSync and by completing an annual registration/reactivation for the organization with the Office of Student Involvement/Student Government Association
- Following and complying with the policies and procedures outlined in the Student Handbook
- Observing all laws, regulations and policies governing the various activities of the group
- Presidents & Treasurers attending the annual Student Organization Academy***
- Receiving approval from the Office of Student Involvement for
  - Fundraising activities, including the design of any printed or sold merchandise as well as the collection of donated materials
  - Student domestic travel off-campus, such as to conferences or service trips
  - Posting signs/flags outdoors on campus
  - Reserving outdoor event spaces
  - Reserving space in the Fenwick Place Atrium (the lobby outside Hoff Dining)
  - Providing alcohol at a student event
- Utilizing appropriate risk release (Assumption of Risk) paperwork when the organization is participating in a higher risk activities, extended distances of travel or extended lengths of time away from campus (www.xavier.edu/insurance for more information)
- Maintaining an active advisor for the organization and an active relationship with the advisor
- Submitting completed and on time Mid-Year and Year End Reports to the Office of Student Involvement***
- Participating in student organization training opportunities provided by the Office of Student Involvement
- Fulfilling an obligation to maximize the use of funding allocated from the Student Activity Fee to best benefit the student body***
- Checking the organization's mailbox on a weekly basis***
- Observing the end of programming deadlines each semester on the Friday night at midnight preceding a Finals Week, where no events or activities can take place until Finals Week has concluded

***Student Working Groups and Limited Affiliation Groups are not necessarily responsible for these points, however, both are encouraged to attend trainings and opportunities to develop their leadership and their understanding of policies and practices from the university.
Baseline Program for Clubs – new in 2019

The following describes a new program rolling out for fall 2019 called Baseline. Student organizations are vital to campus life, culture and the overall experience that most students have while at Xavier. When clubs and organizations are active and thriving, the campus is vibrant with energy, activities and opportunities for students to engage with one another, creating both a sense of community and belonging. When clubs and organizations are inactive, students have a sense of there not being much to do here and that the campus community does not have enough opportunities. The purpose of this program is to set a minimum level of expectations (or baselines) by which student organizations should meet and exceed in order to remain active and funded at Xavier.

Participating Organizations

Clubs will be required to participate in the Baseline program. This does not apply to Subordinate Bodies, University-Affiliated Organizations, Student Working Groups, Limited Affiliation Groups or Club Sports.

Baseline Objectives

The following are a list of objectives for the Baseline program:

- Increase the amount of times that a club meets over the course of each semester
- Increase the amount of interaction that a club has with their faculty/staff advisor
- Increase the amount of both membership recruitment and retention that a club has throughout the year
- Increase the amount of programming and events that a club provides to the larger university community
- Increase the amount of service engagement that a club has with the larger community
- Increase the overall usage of the Student Activity Fee along with SORF and fundraising efforts
- Increase the amount of ongoing communication that a club has with the Office of Student Involvement, Gallagher Student Center and Commuter Services

Baseline Minimum Standards

Meeting Requirements: Clubs will be required to hold at least one meeting per month. This meeting should be a general membership meeting, not an officer meeting. The agenda for the meeting should be set by officers and sent, in advance, to the members of the group. The nature of the meeting should be focused on club business such as upcoming events/rehearsals, officer elections, discussion of opportunities to collaborate with other groups, etc. Based on the academic calendar, the club should meet at least 3 times in the fall (September, October, and November) and 4 times in the spring (January, February, March, and April). The club will be required to document meeting minutes (some details of the meeting business) and submit the agenda/minutes each month via OrgSync to Student Involvement for verification of this requirement.

Faculty/Staff Engagement: Club officers and/or general members should meet with faculty/staff advisors at least once per month. This meeting should be scheduled in advance with the advisor and can either be the officers meeting with the advisor or the advisor attending and participating in a general membership meeting – either will satisfy the requirement. Based on the academic calendar, these meetings should occur at least 7 times throughout the academic year (September, October, November, January, February, March, and April). The club will be required to document advisor meetings and submit the agenda/minutes each month via OrgSync to Student Involvement for verification of this requirement.

Membership Recruitment & Retention: Clubs will be required to create a recruitment and retention plan for the fall and spring semester, detailing the steps the group is taking to both recruit new and retain new and existing members within the organization. The template for this plan will be available online and should be uploaded via OrgSync to Student Involvement for verification of this requirement.
Programs & Events: Clubs will be required to hold at least 2 events per semester, outside of a regular club meeting. These events can include fundraisers or trips that have been approved via the Fundraising Permit Form or Student Domestic Travel Form. They can also involve events taking place on campus that are exclusively for the members of the group or open to the broader campus community. For example, Spanish Club could host a movie night for its members or could host a cultural celebration open to members as well as anyone on campus. But, for example, inviting a guest speaker to a club meeting does not satisfy this requirement. These events can be promoted and advertised through a variety of methods (email announcements, group chats, social media, printed flyers, professor announcements in class, etc.) The club will be required to report on these events during Mid Year and Year End Reporting to Student Involvement for verification of this requirement.

Service Engagement: Being integral to who we are as a Jesuit Catholic institution, Clubs will be required to participate in one service activity per year, as a club. This requirement can be satisfied if the group identifies their own site where service can be contributed or it can met by the membership of the club volunteering to participate in an already existing service opportunity (such as Community Action Day). The club should show effort to encourage their members to participate and should set a goal for 80% of the entire membership to engage in service. For this first year, service can also include a philanthropic fundraising event where the club hosts a fundraising activity to generate funds for a charitable organization beyond Xavier. The club will be required to report on these events during Mid Year and Year End Reporting to Student Involvement for verification of this requirement. Additional documentation from a service site may be needed for verification of this requirement.

Student Activity Fee Usage: Each year, clubs are evaluated by Student Government as to whether or not the organization has spent more than 85% of the funding allocated from SGA during the Club Budget Allocation process. Clubs will now be required to spend 85% or more of the funds allocated from SGA during the fiscal year toward club activities, events and approved travel. Groups are also encouraged to look to SORF or to fundraise as a way of bringing in additional funding to support programs and events. Any donations or dollars raised through fundraising are not evaluated as part of the 85% - that is solely based on what SGA has allocated for the club to spend during this fiscal year. This requirement is based on the activity fee being collected from current Xavier students with the intention that the current student body receive the benefits from their fee and not carry over money from year to year that goes unspent.

Baseline Compliance
Clubs will be evaluated at the end of each semester as outlined above. If a club does not meet a Baseline Minimum Standard, the club will be notified and will have their charter listed in a probationary status. The club will have until the end of the following semester to meet all requirements in order to return to a normal, active status. During probation, the club may be asked to meet with OSI-GSC-CS staff members to discuss their progress and to work toward meeting the minimums. The goal is to coach the group back into active status. However, if an organization does not meet the minimum requirements after two semesters, the organization will lose their club status and recognition from the university, forfeiting their ability to promote, reserve space, access to funding, email account, OrgSync page, etc.

Overview of Program
Baseline is not a punitive program. It is not intended to reduce the number of clubs or opportunities that exist for students. It is meant to enhance the offerings and the potential that all organizations have when it comes to engage students and creating dynamic, co-curricular experiences. Being a leader of a club is an obligation but also an opportunity. It allows a student to really affect and change another’s experience while at Xavier. The program is meant to make everyone have a better experience by setting a number of really attainable, baseline expectations – ones that many organizations are already meeting and exceeding. Think of Baseline as an opportunity for Magis in action – doing more, while also doing better.
**Appeals Process**
Clubs reserve the right to file an appeal of a probationary or inactive status decision. To appeal these statuses, please contact the Office of Student Involvement at (513) 745-3004 or xuinvolvement@xavier.edu.

**Loss of Privileges and Recognition**
The Office of Student Involvement has the authority to intervene with student organizations in order to promote or limit their operations as necessary. This intervention may include a loss of the aforementioned Student Organization Privileges and/or recognition at Xavier University. Relevant interventions include, but are not limited to, mandated trainings, revocation of reserved spaces, suspension of activities and/or operations, cancellation of programming, probationary periods for the organization or revoking of recognition. Additionally, the Student Government Association has the ability to revoke an organization’s charter (recognition) as recommended by the Student Organizations Committee to the Senate, as noted in the Student Government Association Constitution (Article 5, Section 5).

The decision to intervene with a student organization is at the discretion of the Office of Student Involvement, and may be the result of violation of university policies, failure to re-register/re-activate the organization within the specified window of time, failure to adhere to any of the aforementioned Student Organization Responsibilities. Should the need to intervene with a student organization arise, Student Involvement staff will meet with the student organization’s leaders to inform them of the decision and will help the students to navigate the impact and educational outcomes of any such decisions.

**Annual Club Reactivation**
Once a club has been approved and recognized by the Student Government Association, they are considered activated. Clubs are required to maintain an active membership of at least 10 members, hold meetings on a consistent basis, produce activities and events that are complementary to their mission statement, and comply with policies and procedures from the Office of Student Involvement. Throughout the academic year, there are various steps that are required to maintain the activation, culminating in a process each spring to formally reactivate the club for the next academic year. This includes the following:

1. Complete a Mid-Year Report at the end of the fall semester
2. Update your club’s OrgSync profile with newly elected officers and advisor(s)
3. Complete an Advisor Agreement Form each spring and when a new advisor joins the group
4. Complete a Year End Report at the end of the spring semester
5. *Submit a Budget Allocation Request for funding from SGA (optional)*

**OrgSync Club Profile Updates**
Throughout the year, if your primary club officers (President, Vice President or Treasurer) or your advisor changes, you should update your club’s OrgSync profile with the new information to reflect the most up-to-date contacts.

In the spring, every club will be contacted to formally reactivate for the next academic year and will be asked to review your club’s OrgSync profile and make any edits or updates to the group before the reactivation deadline. Administrators within your OrgSync group can make these updates by logging into the group’s profile and clicking the "Settings" tab on top right bar.

If you are a new officer for your club but do not have access as an Administrator for your group’s OrgSync profile, please contact the Office of Student Involvement to give you access.

**Mid Year & Year End Reports**
All clubs, University Affiliated Organizations, and Subordinate Bodies are required to complete a Mid Year Report (in December) and a Year End Report (in April) to be filed electronically through OrgSync with the Office of Student Involvement. These reports are built to capture information from student organizations related to their operations, progress on goals for the year, learning outcomes for club
leaders, and feedback for the Office of Student Involvement. The report includes several Excel templates to be completed and uploaded.

**Advisor Agreement Form**

Student organization advisors and presidents are required to complete an Advisor Agreement Form. This form exists as an agreement between the advisor and the organization but also between the advisor and the Office of Student Involvement.

These forms are annually renewed by existing advisors each spring as a part of the formal reactivation process; however, the form should also be resubmitted any time your group changes advisors. The form requires the signature of the current organization president and the advisor. This form can be found under the Advisor Resources section of the Clubs website (www.xavier.edu/clubs).

*Submission of a Budget Allocation Request is optional for clubs based on the group's financial need for the upcoming year. Some clubs may not require any funding or any additional funding beyond their existing rolled over funds from the previous year.*

**Advisor Replacement & Removal**

Serving as a club advisor is an at-will responsibility of a university employee. The student club members, along with the Office of Student Involvement, grant the authority for a university employee to serve as an advisor. There may be times when an advisor chooses to step down from their role or is asked by the club to step down from the responsibility. In the event of a vacancy, the club can work with the Office of Student Involvement to identify other individuals who would most appropriately fit the clubs’ unique needs and who may have a relationship to or interest in the nature of the organization. Once the club is satisfied with the new advisor and the employee has agreed to serve in the role, the organization needs to complete a new Advisor Agreement Form and also update the advisor of record in OrgSync under the group's profile.

There may be times when the Office of Student Involvement removes an advisor from their role. Student Involvement is responsible for the continued interest and operation of each organization and may find that an advisor is unwilling or unable to meet the expectations outlined in the Advisor Agreement Form, that the advisor is infringing on the autonomy of the organization, and/or the advisor is exhibiting inappropriate or questionable behavior in their role. This removal is often done in consultation with members of the organization and in coordination with the Division of Student Affairs and is never taken lightly. In most situations, it is imperative to work to develop the relationship between the advisor and the members of the organization, but there may be times when the best decision is to sever the relationship and work with the club to move forward with support from another advisor. The Office of Student Involvement has the right and the responsibility to make the decision to remove an advisor in any instance where an advisor’s relationship with the organization or its members infringes on the students’ ability to lead autonomously, make decisions democratically or to manage their own finances and business as a club.

**Groups with Specific Registration Procedures**

**Club Sports**

Club Sports are granted recognition through the Club Sports Council. Students interested in forming a club sport must complete the New Club Sport Application Form, found on the Recreational Sports website (https://www.xavier.edu/clubsports/frequently-asked-questions).

In order to be officially recognized as a Club Sport, the following criteria must be met:

- The organization's purpose and activity must be consistent with the philosophy and objectives of the Xavier Club Sports program.
- The organization must engage in a sporting activity.
- The organization must provide balance or add to the variety of sporting activity on campus.
- The number of students interested in participating in the proposed activity is either a minimum of ten (10), or the minimum number over ten needed to participate in the activity.
- Suitable facilities and equipment must be available such that the club can meet, practice, and hold competitions.
The organization must not create a demand for resources (i.e. staffing, facilities or monetary) greater than that which can be met by the Sport Club Office.

The organization must provide all required documentation to be considered.

The Club Sports Council, through a majority vote, recommends recognition to the Associate Provost for Student Affairs.

The process for a new club sport to receive recognition involves the following steps:

1) Complete the New Club Sport Application Form.
2) Gather your documentation
   - Write your club's constitution
   - Create a proposed budget
   - Create a risk management plan
   - Create a membership roster
3) Meet with the Assistant Director of Recreational Sports to submit the New Club Sport Application
4) Appear before the Club Sports Council for discussion
   - The Council considers the club’s compliance to the listed criteria.
   - A final vote will be made by all members of the Club Sports Council whether or not to recommend recognition to the Associate Provost for Student Affairs.
5) Document Review and Club Approval
   - The Associate Provost for Student Affairs reviews the Club Sports Council recommendation and confirms/denies official recognition of proposed Club. If confirmed, the Associate Provost’s office will send an official recognition letter to club outlining the club’s rights and responsibilities.
6) Receiving Funding
   - Clubs must fulfill the "active member" requirements and complete and submit the appropriate documents required for registration before the Club can be considered for funding. This information can be found in the Club Sports Handbook. The appropriate forms and the Club Sports Handbook are available on the Club Sports Forms and Resources webpage.

Once this process is completed and the club is officially recognized, the club will be eligible to receive funding. A budget proposal must be submitted, and a meeting will be setup with representation from the club and the Club Sports Council, to discuss the proposal and answer any questions. A decision will then be made on the amount of funding the club shall receive.

If you have further questions, please contact the Club Sports Coordinator (David Wiley) at wileyd@xavier.edu.

University-Affiliated Organizations

Clubs with an interest in applying for recognition as a University-Affiliated Organization (UAO) must first complete the UAO Recognition Packet, found online at https://www.xavier.edu/student-involvement/clubs/organization-classifications-club-categories.

To be considered for UAO classification from the Student Government Association, the club must meet the following criteria:

1. A campus office or department agrees to provide an elevated level of support to the organization, including the specified responsibility of advising this club in the advisor’s job description or duties.
2. The organization receives at least $10,000 in annual funding from the SGA for their initial budget.
3. The operations of the organization are unique and critical to the mission of a University department or the needs of the student body, as deemed by the Senate, that if they were to no longer exist, the loss of programs or services would create a significant negative impact on the campus community.

For more information about this process is available in the UAO Recognition Packet (link provided above).
Limited Affiliation Groups & Student Working Groups
The Office of Student Involvement requires Limited Affiliation Groups and Student Working Groups to formally register each year for the purpose of identification and to provide interested students with a complete list of involvement opportunities. This registration can be found in OrgSync or www.xavier.edu/clubs.

Sponsoring Events

Reserving Space for Campus Events
Student Organizations often need to reserve space on campus either for weekly meetings or for hosting an event sponsored by the group. Below are contacts on campus for reserving various space.

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Center (Surkamp Family, Basement)</td>
<td>Cindy Amshoff</td>
<td><a href="mailto:amshoff@xavier.edu">amshoff@xavier.edu</a></td>
<td>x3335</td>
</tr>
<tr>
<td>Bellarmine Chapel</td>
<td>Liz Keuffer</td>
<td><a href="mailto:keuffer@xavier.edu">keuffer@xavier.edu</a></td>
<td>x3398</td>
</tr>
<tr>
<td>Brockman Hall (Tucker's Lounge)</td>
<td>Morgan Gill</td>
<td><a href="mailto:gilim8@xavier.edu">gilim8@xavier.edu</a></td>
<td>x3323</td>
</tr>
<tr>
<td>Brueggeman Center</td>
<td>Cynthia Cummins</td>
<td><a href="mailto:brueggemancenter@xavier.edu">brueggemancenter@xavier.edu</a></td>
<td>x3922</td>
</tr>
<tr>
<td>Buenger Hall (Music or Meeting Rooms)</td>
<td>McKinley Estime</td>
<td><a href="mailto:estimem@xavier.edu">estimem@xavier.edu</a></td>
<td>x4217</td>
</tr>
<tr>
<td>Center for Faith &amp; Justice (Loyola Room)</td>
<td>Katie Minning</td>
<td><a href="mailto:minning@xavier.edu">minning@xavier.edu</a></td>
<td>x3567</td>
</tr>
<tr>
<td>Cintas Center (Arena &amp; Auxiliary Gym)</td>
<td>Grace Sweeney</td>
<td><a href="mailto:sweetneyq@xavier.edu">sweetneyq@xavier.edu</a></td>
<td>x3428</td>
</tr>
<tr>
<td>Cintas Center (Banquet &amp; Conference Rooms)</td>
<td>Grace Sweeney</td>
<td><a href="mailto:sweetneyq@xavier.edu">sweetneyq@xavier.edu</a></td>
<td>x3428</td>
</tr>
<tr>
<td>Classrooms &amp; Auditoriums</td>
<td>Michael Svihlik</td>
<td><a href="mailto:svihlikmc@xavier.edu">svihlikmc@xavier.edu</a></td>
<td>x3942</td>
</tr>
<tr>
<td>Commons Apartments (First Floor Lounge)</td>
<td>Ashley Holthaus</td>
<td><a href="mailto:holthausa1@xavier.edu">holthausa1@xavier.edu</a></td>
<td>x4998</td>
</tr>
<tr>
<td>Conaton Board Room</td>
<td>Mary Ballou</td>
<td><a href="mailto:balloum@xavier.edu">balloum@xavier.edu</a></td>
<td>x3202</td>
</tr>
<tr>
<td>Conaton Learning Commons (Technology Training Rooms, Terrace Space, Study Rooms)</td>
<td>Alison Morgan</td>
<td><a href="mailto:morgan@xavier.edu">morgan@xavier.edu</a></td>
<td>x3931</td>
</tr>
<tr>
<td>Edgecliff Hall Recital Hall</td>
<td>Linda Niehaus</td>
<td><a href="mailto:niehausl3@xavier.edu">niehausl3@xavier.edu</a></td>
<td>x3801</td>
</tr>
<tr>
<td>Fenwick Place (Lounges)</td>
<td>Anna Mosier</td>
<td><a href="mailto:mosiera@xavier.edu">mosiera@xavier.edu</a></td>
<td>x3543</td>
</tr>
<tr>
<td>Fenwick Place (Main Lobby)</td>
<td>Jill Finch</td>
<td><a href="mailto:finch1@xavier.edu">finch1@xavier.edu</a></td>
<td>x3004</td>
</tr>
<tr>
<td>Gallagher Student Center (Rooms &amp; Atriums)</td>
<td>Chris Marshall</td>
<td><a href="mailto:marshallc5@xavier.edu">marshallc5@xavier.edu</a></td>
<td>x3205</td>
</tr>
<tr>
<td>Gallagher Student Center (Theatre)</td>
<td>Stephen Skiles</td>
<td><a href="mailto:skiles1@xavier.edu">skiles1@xavier.edu</a></td>
<td>x3578</td>
</tr>
<tr>
<td>Husman Hall (Basement)</td>
<td>Joel Houlette</td>
<td><a href="mailto:houlletej@xavier.edu">houlletej@xavier.edu</a></td>
<td>x3367</td>
</tr>
<tr>
<td>Kuhlman Hall (First Floor Lounge)</td>
<td>Kirby Bell</td>
<td><a href="mailto:bellk16@xavier.edu">bellk16@xavier.edu</a></td>
<td>x3125</td>
</tr>
<tr>
<td>McDonald Library Garden Lounge</td>
<td>Alison Morgan</td>
<td><a href="mailto:morgan@xavier.edu">morgan@xavier.edu</a></td>
<td>x3931</td>
</tr>
<tr>
<td>Musketeer Mezzanine Conference Room</td>
<td>Ashley Hollingsworth</td>
<td><a href="mailto:hollingswortha1@xavier.edu">hollingswortha1@xavier.edu</a></td>
<td>x3203</td>
</tr>
<tr>
<td>O’Connor Sports Center</td>
<td>Lauren Rausch</td>
<td><a href="mailto:rauschl1@xavier.edu">rauschl1@xavier.edu</a></td>
<td>x3254</td>
</tr>
<tr>
<td>Outdoor Sports Facilities (Soccer Complex, Park Field, Hayden Field, Bball &amp; Vball Courts)</td>
<td>Glenn Arnold</td>
<td><a href="mailto:arnoldg2@xavier.edu">arnoldg2@xavier.edu</a></td>
<td>x3671</td>
</tr>
<tr>
<td>Schmidt Fieldhouse</td>
<td>Glenn Arnold</td>
<td><a href="mailto:arnoldg2@xavier.edu">arnoldg2@xavier.edu</a></td>
<td>x3671</td>
</tr>
<tr>
<td>Smith Hall Boardroom</td>
<td>Eileen Corder</td>
<td><a href="mailto:corder@xavier.edu">corder@xavier.edu</a></td>
<td>x3609</td>
</tr>
<tr>
<td>The Armory</td>
<td>Glenn Arnold</td>
<td><a href="mailto:arnoldg2@xavier.edu">arnoldg2@xavier.edu</a></td>
<td>x3671</td>
</tr>
<tr>
<td>Village Apartments (Multipurpose Room)</td>
<td>Ashley Holthaus</td>
<td><a href="mailto:holthausa1@xavier.edu">holthausa1@xavier.edu</a></td>
<td>x4998</td>
</tr>
</tbody>
</table>

Outdoor Event/Outdoor Space Reservation Policy
The following policy describes the parameters for reserving space and conducting events at Xavier outdoor venues. All other applicable Xavier University policies apply.

The following outdoor venues are administered by this policy:
- **Academic Mall**: Academic Mall includes the grassy area between Bellarmine Chapel and Herald Ave/Dana.
- **Xavier Yard**: Xavier Yard includes the North Yard (grassy area between Gallagher Student Center and Husman Hall), South Yard (grassy area in front of Hoff Dining Commons), and Upper Yard (Fenwick Place Rooftop). This policy also includes the newly created Gallagher Student Center Outdoor Amphitheater.
**Reservation Procedure**

The Office of Student Involvement manages reservations for the outdoor venues administered by this policy. Use of the space for events without a reservation will not be allowed. Reservation confirmations will be emailed following verification that the space is available. The Office of Student Involvement reserves the right to change and/or cancel a reservation at any time. For questions regarding this policy and the reservation procedure, contact the Office of Student Involvement at (513) 745-3004 or xuinvolvement@xavier.edu.

**Other Outdoor Venues**

The following is a list of outdoor campus venues not covered by this policy. For information about those venues, contact the representative listed on the next page.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Approval Representative</th>
<th>E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buenger Courtyard</td>
<td>McKinley Estime, Residence Life</td>
<td><a href="mailto:estimem@xavier.edu">estimem@xavier.edu</a></td>
<td>x4217</td>
</tr>
<tr>
<td>Cintas Center Sedler Plaza</td>
<td>Grace Sweeney, Cintas Center</td>
<td><a href="mailto:sweeneyg@xavier.edu">sweeneyg@xavier.edu</a></td>
<td>x3428</td>
</tr>
<tr>
<td>Commons Courtyard</td>
<td>Ashley Holthaus, Residence Life</td>
<td><a href="mailto:holthausa1@xavier.edu">holthausa1@xavier.edu</a></td>
<td>x4998</td>
</tr>
<tr>
<td>Gallagher Student Center Awning, Concourse, Patio</td>
<td>Chris Marshall, Gallagher Student Center</td>
<td><a href="mailto:marshallc5@xavier.edu">marshallc5@xavier.edu</a></td>
<td>x3205</td>
</tr>
<tr>
<td>Husman/Kuhlman Backyard</td>
<td>Joel Houlette, Residence Life</td>
<td><a href="mailto:houlettej@xavier.edu">houlettej@xavier.edu</a></td>
<td>x3367</td>
</tr>
<tr>
<td>Intramural Fields/Courts</td>
<td>Glenn Arnold, Recreational Sports</td>
<td><a href="mailto:arnoldg2@xavier.edu">arnoldg2@xavier.edu</a></td>
<td>x3671</td>
</tr>
<tr>
<td>O’Connor Parking Lot</td>
<td>Lauren Rausch, Recreational Sports</td>
<td><a href="mailto:rausch11@xavier.edu">rausch11@xavier.edu</a></td>
<td>x3254</td>
</tr>
<tr>
<td>O’Connor Sports Fields</td>
<td>Glenn Arnold, Recreational Sports</td>
<td><a href="mailto:arnoldg2@xavier.edu">arnoldg2@xavier.edu</a></td>
<td>x3671</td>
</tr>
<tr>
<td>Village Courtyard</td>
<td>Ashley Holthaus, Residence Life</td>
<td><a href="mailto:holthausa1@xavier.edu">holthausa1@xavier.edu</a></td>
<td>x4998</td>
</tr>
</tbody>
</table>

See the complete policy at [www.xavier.edu/involvement](http://www.xavier.edu/involvement) and click on the Policies & Forms tab.

**Fenwick Place Atrium Policy**

**Reservation Procedure**

The Office of Student Involvement manages reservations for the Fenwick Place Atrium. Xavier University offices, departments and recognized student organizations may reserve this space free of charge on a first come, first served basis using the online reservation form. Reservation approval confirmations will be emailed following verification of the request.

The following information regards to several, but not all, policies that must be followed when using the Fenwick Place Atrium Policy:

- If alcohol is to be served, it must abide by the University’s Alcohol and Other Drug Policy and be approved by the Senior Director for Student Affairs.
- The use of loud speakers, microphones, bullhorns or other noise making devices that interfere with activities in the building is strictly regulated.
- Given the proximity of the Fenwick Place Atrium to Hoff Dining Commons and Currito Burrito, events taking place in the atrium, other than student organization bake sales, must use either Currito Burrito or Xavier’s Dining Services for food and beverage service.
- In order to fundraise, permission must be obtained from the Office of Student Involvement via completion of the Fundraising Permit Form.
- External vendors are not permitted to utilize space in the Fenwick Place Atrium.

See the complete policy at [www.xavier.edu/involvement](http://www.xavier.edu/involvement) and click on the Policies & Forms tab.
### Event Planning Security Guidelines

#### Events For Less Than 200 Attendees

<table>
<thead>
<tr>
<th>NO Alcohol Served</th>
<th>Alcohol Served</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On Campus</strong></td>
<td>Two (2) Xavier Police Officers are required – if there are people invited who are not members of the Xavier community, <strong>one (1)</strong> additional Xavier Police Officer or contract security personnel will be required. Advisors are expected to be present throughout the event.</td>
</tr>
<tr>
<td><strong>Off Campus</strong></td>
<td>Three (3) Police Officers are required – if there are people invited who are not members of the Xavier community, <strong>one (1)</strong> additional Police Officers or contract security personnel will be required. Advisors are expected to be present throughout the event.</td>
</tr>
</tbody>
</table>

#### Events For More Than 200 Attendees

<table>
<thead>
<tr>
<th>NO Alcohol Served</th>
<th>Alcohol Served</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On Campus</strong></td>
<td>Two (2) Xavier Police Officers are required – if there are people invited who are not members of the Xavier community, <strong>one (1)</strong> additional Xavier Police Officer or contract security personnel will be required as well as <strong>one (1)</strong> additional Officer or contract security personnel for every additional 200 people in attendance. Advisors are expected to be present throughout the event.</td>
</tr>
<tr>
<td><strong>Off Campus</strong></td>
<td>Four (4) Police Officers are required – if there are people invited who are not members of the Xavier community, <strong>two (2)</strong> additional Police Officers or contract security personnel will be required as well as <strong>one (1)</strong> additional Officer or contract security personnel for every 100 people in attendance. Advisors are expected to be present throughout the event.</td>
</tr>
</tbody>
</table>

The University reserves the right to increase security at an event (at the expense of the University department/organization) when deemed appropriate and/or necessary. Such events include, but are not limited to, the following:

- Political events
- Potentially polarizing events
- Controversial speakers
- Concerts and dances

It is at the sole discretion of the Associate Provost for Student Affairs (or designee) to determine, in consultation with Xavier Police, if off-campus events held at establishments that provide a reasonable means to assure compliance with state law (ID check) and security must contract local Police or
contract security personnel for those events. If an organization/department requests additional event security for any reason, the request will be honored and supported.

**Accident/Incident Procedures**

**Incidents On Campus**

Call Xavier Police (513-745-1000) if you have any type of incident or emergency situation that involves an injured person, a vehicle accident, damage to a facility, or theft/robbery. Police officers will need to assess the injury or incident and document to ensure all information is collected properly.

**Incidents Off Campus**

**Injured Person**

Accidents and injuries unfortunately happen. While hosting a program or trip away from campus, if a member of the Xavier community is injured, please assess the situation and determine if emergency services are required (9-1-1). If traveling on a sanctioned trip, it is likely that the trip chaperone should have access to medical information for each student participant. Once the injury has been assessed, please notify Xavier Police (513-745-2000) and provide information about the injury and also details about the status of the injured person (are they at the hospital, with whom, which hospital, etc.).

**Sick Person / Illness**

Unfortunately illness (physical, mental/emotional) can often affect participants on a trip or during time away from campus. If a Xavier student is ill, please assess the situation and determine if emergency services are required (9-1-1 or a local urgent care medical facility). If traveling on a sanctioned trip, it is likely that the trip chaperone should have access to medical information for each student participant. Please notify McGrath Health & Wellness Center (513-745-3022) so that the illness can be documented or to prevent further spread of any physical illnesses. Be sure to provide details about the status of the person (are they at the hospital, with whom, which hospital, etc.).

**Vehicle Accident**

While traveling with your organization, if there is an auto accident, please call 9-1-1 as necessary to ensure that police and medical support can assess the situation. After making any other personal phone calls (family, friends, etc.) to immediately assist with the accident, please contact Xavier Police (513-745-2000) to notify the university about the incident during your student organization’s trip. Finally, if your advisor is not present, please notify your advisor to make sure they are aware of what happened.

**Theft/Burglary**

While away from campus on behalf of your student organization, if there is a theft or burglary to a Xavier student, please notify local police (9-1-1) and also communicate with Xavier Police so that the incident is documented. The federal Clery Act requires that the university document any crime that occurs (on or off campus) to a member of the Xavier community. Xavier Police will advise on any additional steps following their notification.

**Facility Damage**

While hosting an activity away from campus, if student organization members are involved in some kind of facility damage (fire, damages requiring repair at cost to the organization), please assess the situation and determine if emergency services are required (9-1-1) and then notify the Office of Student Involvement for further instructions (xuinvolvement@xavier.edu).

**Other Crimes and Incidents**

With any situation involving a crime or incident to a member of the Xavier community, please notify Xavier Police (513-745-2000) for further instructions. This includes any type of personal crime or harassment incidents. If an immediate response is required while off campus, please contact emergency services (9-1-1).
Hosting Events with Alcohol

Student Events
The Xavier University Alcohol and Other Drugs Policy covers authorization for alcohol at any events that are sponsored by Xavier University, both on and off-campus, either with University dollars or through the use of the Xavier University name.

Request Procedure
Request forms to host events with alcohol can be found on OrgSync. The decision to serve alcohol at a student event is at the sole discretion of the Associate Provost for Student Affairs (or designee). Confirmations will be emailed following verification that the event is approved.

Purpose of the Event
The consumption of alcoholic beverages may not be the focal point of any social gathering; the event must have other primary entertainment or educational functions.

Event Attendees
The majority of the anticipated attendees must be over the age of 21.

Advisor Responsibilities
The organization’s registered advisor must be present for the duration of the event. The organization’s designated advisor is responsible for ensuring that the organization and event attendees fully comply with this policy.

Security
Security is required. See the Event Security Planning Guide for details (page 14).

Event Timing
Events must take place between 12:00 p.m. and 1:00 a.m.

Food and Non-Alcoholic Beverage
Non-alcoholic beverages must be available free of charge. Some variety of free food must be available to limit the effects of over-consumption.

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

Student Lobbying, Political and Campaign Activities Policy
Xavier students and recognized student organizations have the opportunity to participate in certain kinds of lobbying or political campaign-related activities. Prior to participating in any such activities, students and/or recognized student organizations should contact the Office of Student Involvement to ensure their planned activities fall within these and other University policies and guidelines. Contact the Senior Director of Student Affairs (xuinvolvement@xavier.edu), who will consult with the Director of Government Relations, regarding student political activities. Students are encouraged to express their individual and collective political views provided they understand and make clear they are not speaking for or in the name of Xavier University.

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

University Protocol for Campus Public Speakers and Events
Student Organizations are permitted to host public speakers but are expected to follow notification procedures as outlined in the full policy. The speakers hosted or events held on campus present their own points of view and do not necessarily represent Xavier University. Illegally harassing speech or anything regarded as in violation of the law will not be tolerated or permitted.

Process
The notification process should start by submitting the Campus Public Speakers & Events Notification Form in OrgSync at least one month in advance with the following information:

- Name of speaker or entertainer or title of event
- Date, Time, Location (Early submissions are encouraged.)
- Description of the purpose of the program, presentation or demonstration
The appropriate advisor or administrator will notify the divisional vice president, the Provost, and the Office of University Communications for the following purposes:

- Publicity/public announcement
  - Potential impact on the surrounding neighborhood, i.e. traffic, noise
  - Safety and security
  - Ability to proactively prepare for controversy that may accompany the event

**Potential for Controversy**

The potential for controversy is never in itself an acceptable reason to deny a speaker or event. The Provost may inform appropriate university constituencies of their opportunities for a response. If an event is expected to attract or does attract negative attention, the Provost will work with the Director for Strategic Communications, and others as deemed necessary, to draft an appropriate response that will 1) educate the public concerning the nature and mission of the university and 2) emphasize that hosting a speaker or event does not mean that the speaker or event in question represents the university or its official commitments. The Provost, after consultation with the director for external relations and with representatives from the sponsoring organization and the faculty, will designate a spokesperson on behalf of the University.

See the complete policy at [www.xavier.edu/involvement](http://www.xavier.edu/involvement) and click on the Policies & Forms tab.

**Gambling Events**

No student or student organization shall engage in any form of gambling. Students and student organizations should consult with Associate Provost for Student Affairs, or designee prior to organizing or conducting fundraisers or other events that may simulate gambling (including but not limited to raffles, bingo, casino nights). Any student or organization found to have engaged in prohibited or illegal gambling activities may be subject to the Student Conduct Process from Xavier and/or legal action under state or federal law.

**Final Day for Campus Programming**

Campus programming ends at midnight the Friday prior to the week of final examinations. Exemptions may be granted for programs planned and implemented by university staff and faculty to support students’ academic success.

**Violations of Policy**

Violation of this policy may result in the following actions taken singularly or in combination:

- Immediate termination of the event
- Payment for any labor, repair, or replacement costs incurred because of the violation
- A fine levied against offices, organizations, faculty/staff, or students who violate this policy
- Conduct proceedings in accordance with an individual/group’s University classification
- Referral to other campus offices as deemed appropriate

See the complete policy at [www.xavier.edu/involvement](http://www.xavier.edu/involvement) and click on the Policies & Forms tab.

**Working with Contracts and Riders**

**Performer & Vendor Contracts**

The most important thing to know is that Xavier students cannot sign any agreement or contract on behalf of their organization or the university. All contracts and agreements must be signed only by designated University employees. To contract a non-student performer, the two preferred methods are using a Xavier Independent Contractor Form or a Xavier Performance Agreement. These documents include language to protect the university’s legal interests and also to protect the organization and campus from liability. Please note, your advisor may not be authorized to sign the agreement on the organization’s behalf and may require signature from Student Involvement, a division head or the Purchasing Office. For assistance with contracting performers and vendors, please contact the Associate Director for Student Involvement (Dustin Lewis) at lewisd6@xavier.edu.
**Performer Riders**
When working with a performer, in particular bands and musicians, a rider or technical rider may be incorporated into the agreement at the performer's request. A rider is a document that literally rides along with the agreement specifying additional technical needs (audio, visual, stage) or hospitality requests (stocking food, water in a dressing room) in addition to transportation, travel and hotel requests from the artist. For assistance with performer riders, please contact the Associate Director for Student Involvement (Dustin Lewis) at lewisd6@xavier.edu. Please note, some items requested by a performer will not be approved, such as alcohol, modification to facilities, etc.

**Motion Picture Copyright Information**

**What do I need to know about Motion Picture Copyright on a college campus?**
First off, it is very easy to violate copyright laws and unfortunately it often happens on college campuses. Every time a group of students rent a movie from a company (Redbox, etc.), buy a movie at the store, or stream a motion picture online (YouTube, Netflix, etc.) to an audience beyond those that live in the same household/apartment/suite, you may be violating copyright laws.

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials may be shown, publicly. Renting or purchasing a film does not carry the rights to show the film outside of your own home – thus the FBI warning at the beginning of every motion picture. The law offers an “Education Exemption,” but essentially this only applies to a course instructor who is using the film as material assisting with the course content and within the confines of the classroom where only the enrolled students are participants. Below is a brief explanation of how the Education Exemption works. If you do not meet all of the listed criteria, you are in violation of copyright law.

**Educators are only exempted from purchasing licensing for a feature film if the movie meets all of the following criteria:**

1. The film is an “integral part of a class session” and is of “material assistance to the teaching content.”
2. The film screening is supervised by a teacher in a classroom.
3. The film screening is attended only by students enrolled in a registered class of an accredited nonprofit educational institution.
4. The film must be lawfully made using a movie that has been legally produced and obtained through rental or purchase (ie. No streaming from YouTube, internet sites or bootleg copies).

**What happens when I violate copyright?**
Any of these groups who screen a film on campus may be contacted by university agents, such as the Office of Student Involvement, and asked to provide proof of licensing for an upcoming film screening. Failure to provide proof of legal licensing may result in a request to license the film through a college film licensing agency; failure to do so may result in the cancellation of the event. Repeated offenses and failure to comply may result in further actions, such as referral for individual students or student organizations to the university conduct process. Any offices or departments found in violation of copyright will be contacted directly to discuss the violation and the policy. Repeated offenses and failure to comply will result in notification sent to their respective department or college.

Organizations, departments and offices who are in violation of copyright and discovered through a copyright audit by a licensing agency or by the MPAA are subject to fines or litigation and the venue may be restricted from licensing films in the future.

The goal with enforcing copyright law, aside from abiding by a federal law, is to inform and educate the campus about the policies and rules surrounding motion picture copyright infringement.

**Frequently Used College Licensing Agencies:**
- **Swank Motion Pictures**
  - Website: [www.swank.com/college](http://www.swank.com/college)
  - Phone: 1-800-876-5577
- Xavier’s Campus Agent:
  - Gabbi McMahon (gmacmahon@swankmp.com)
Student Domestic Travel Policy
The Office of Student Involvement manages domestic trip and travel requests. Xavier University recognized student organizations are required to register any domestic travel to an event or activity that occurs beyond 20 miles from campus, includes an overnight stay, or is reasonably seen as a high risk activity by completing a Student Domestic Travel Itinerary at least 10 working days in advance. Organizations submitting an Itinerary should be prepared to provide the following:

- Departure times and locations for each leg of the trip starting with the departure from campus and ending with the return to campus.
- Airline and flight schedule and/or any other modes of transportation
- Each place of lodging, phone number, address and duration of stay
- List of all trip participants, including names, local addresses, phone numbers and emergency contacts
- Name and phone number for the responsible University employee(s) or chaperones who will be available to the students at all times during the travel and activity

The need for a chaperone will be determined for each trip based upon a review of the risk associated with that experience, using the Student Domestic Travel Risk Matrix. Some factors used to determine the need for a chaperone in the Matrix include distance from campus, duration of travel, number of participants, purpose of travel, type of activity taking place.

In most cases, any overnight trips and any day trips with high risk activities will require a chaperone that in most cases will be a full time employee of Xavier University.

Funding will not be authorized until a copy of the completed Student Domestic Travel Itinerary is given to the Associate Provost for Student Affairs or designee. Requests for Checks / Cash and Purchase Orders will not be processed without this.

University Waiver Forms
Xavier University requires all student clubs and organizations that are traveling, hosting, or participating in activities with unusual risk to complete appropriate waiver forms. Visit http://www.xavier.edu/insurance/ to locate the forms and complete instructions.

Exemptions
On rare occasions, an exemption can be granted to an organization for portions of this policy. Exemptions must be submitted in writing at least 10 working days prior to departure. Exemptions should be sent to the Associate Director for Student Involvement (Dustin Lewis) at lewisd6@xavier.edu.

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

Organizations Raising Money

Fundraising Policy
The Office of Student Involvement manages requests from organizations to host fundraisers. Requests can be made on OrgSync and approval confirmations will be emailed following verification of the request.

Types of Fundraisers
Fundraisers include sales or collection of funds of any kind including food or beverage, giveaway drawings, tickets, apparel, dues, discount cards and other products.

Apparel or product sales: If your fundraiser includes the sale or distribution of apparel or promotional products, you must attach copies of the final artwork design with your Fundraising
Permit Form. This includes the sale of apparel and products to members within your organization.

Donation boxes: If your fundraiser includes collection boxes for donated items, we recommend completion of the Fundraising Permit Form. Donation boxes should include the sponsoring organization’s name, dates of collection, and the place where items will be donated.

Letter writing campaigns: If your fundraiser includes a letter writing campaign to request support from individuals, businesses, or external organizations, you must submit a copy of your request letter plus a list of your intended campaign contacts with your Fundraising Permit Form.

Charitable collections: If your fundraiser is raising funds that will ultimately be donated to a charitable organization, all monies should be deposited into your Xavier fund. You can then issue a check from Xavier to the charity. Please do not issue cash or donated dollars directly to a charity – the institution wants to track deposits and payments made for auditing and verification purposes.

Reservation Procedure
The Office of Student Involvement manages the approval process for student organization fundraisers. Student organizations must have official University recognition and be in good standing. The fundraiser must have the approval of the student organization advisor. Approval confirmations will be emailed following verification by the Office of Student Involvement.

Brand
Promotional materials and apparel or product sales must be in compliance with the University brand standards. For questions about brand standards, refer to Our Brand Story. To submit an apparel or promotional item for review, please use the Promotional Material and Apparel Approval Form in OrgSync or contact the Office of Student Involvement at (513) 745-3004.

Political Activity
Funds or contributions for political candidates may not, under any circumstances, be solicited in the name of Xavier University or on Xavier’s campus, and University resources may not be used in soliciting such funds.

Promotions and Products
Fundraisers and affiliated promotional materials or products must be free of the following:
- Harassment or discrimination, including such action based on gender, race, ethnicity, color, religion, age, national origin, sexual orientation, gender identity and expression, disability or marital status;
- Pornography, profanity, violence, or vulgar and sexually suggestive language or images; and
- References to alcohol or other illegal substances.

Solicitation
Door-to-door solicitation is strictly prohibited. This includes the distribution of any materials, handbills, flyers or literature.

Violations of Policy
Violation of this policy may result in the following actions taken singularly or in combination:
- Immediate termination of the event
- Payment for any labor, repair, or replacement costs incurred because of the violation
- A fine levied against offices, organizations, faculty/staff, or students who violate this policy
- Referral to other campus offices as deemed appropriate

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

Friedlander Family Fund
The Friedlander Family Fund was created to reduce financial barriers for students who wish to be involved in collegiate engagement opportunities. Examples of involvement opportunities supported by this fund
include, but are not limited to, such experiences as retreats, campus programs, events, or conferences with participation costs/fees.

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

**Student Organization Resource Fund (SORF)**

**Purpose**
The Student Organization Resource Fund (SORF) allocates supplemental funding to clubs from the Student Activity Fee. Eligible submissions may be submitted for events, trips or equipment.

**Funding Eligibility**
Eligibility for SORF funding is determined based on the assigned classification each organization receives. Individual students (including student-led initiatives), as well as university offices and departments, are ineligible to apply for SORF funding as the fund is intended only to support student organizations.

Please refer to the complete SORF Operating Document at http://www.xavier.edu/student-involvement/clubs/SORF-Student-Organization-Resource-Fund.cfm to read more about funding policies, requests, applications, deadlines and appeals processes related to the funding board.

**Club Allocation Recapture & Rollover Policy**

**Recapturing Funds**
Each year, in an effort to ensure greater financial discipline, the Student Government Association reviews each club budget at the close of the fiscal year (June 30) to determine if the club has any remaining SGA funds to be recaptured. Club recapture is only considered when a club has failed to spend more than the original amount allocated by SGA. *Any funds that have been generated through donations, fundraisers, or collection of dues are not considered in this process and are not eligible for recapture by SGA.* The exact determination for recapturing any excess allocation, involves the following equation:

\[
\text{Total Allocation from SGA} - \text{Total Club Expenditures} = \text{Total Amount Recaptured}
\]

In the event that the ‘Total Amount Recaptured’ is a negative number, *no recapture will occur.* The Student Government Association has designed this policy to ensure that clubs/organizations maintain all funding which they have internally generated through fundraising or other sources. *SGA recaptures only the unspent SGA Allocation of each club/organization.*

**Rollover Funds**
Rollover is an amount of funds that is remaining in a club fund after SGA has recaptured any remaining SGA funds. Rollover is created when a club fundraises any monies that are not spent throughout the year. The money is called rollover because it rolls directly from one fiscal year into the next. If a club spends their entire SGA allocation, any remaining funds that are spent will reduce the amount of rollover that a club receives.

**Mock Example of Recapture & Rollover**
The Chemistry Club was allocated $2,000 from SGA last year. Throughout the year, the club generated $500 in fundraising and donations. Throughout the year, the club spent $1900 from their budget.

\[
\begin{align*}
\text{Total Allocation from SGA} & = 2000.00 \\
\text{Total Club Expenditures} & = 1900.00 \\
\text{Total Amount Recaptured} & = 100.00
\end{align*}
\]

In this example, the club would then rollover $500 to the next fiscal year because these funds were generated by the club and were not a part of the original SGA allocation.
Organizations Spending Money

Using Financial Forms
Xavier University provides a number of paper forms used to access and spend money from your student organization fund, available in writable PDF format on our webpage at https://www.xavier.edu/student-involvement/forms. These forms include:

- Check Request – Used to pay a vendor or to reimburse more than $300 to a Xavier student
- Student Cash Advance – Used to withdraw up to $300 of cash by a Xavier student
- Student Cash Return – Used to return any unused cash advance along with purchase receipts
- Interdepartmental Transfer Form – Used to transfer monies to and from funds and orgs
- Cash Receipt – Used to deposit funds

The Office of Student Involvement also provides an interactive, online training that is required for all President, Vice President and Treasurers of recognized student organizations. This training provides video tutorial walkthroughs on completing each of the available financial forms.

For more information, visit our Club Finance page.

Authorized Signature Policy
In an effort to manage spending within student organizations and to ensure ethical use of student activity fee funds, the Office of Student Involvement and the Controller’s Office require that all student organization fund transfers and expenditures be routed through the Office of Student Involvement staff for final signature and processing.

Student organization members should complete the appropriate financial form with the correct fund and account numbers and provide supporting documentation required to process the form to their advisor for a signature. Once the advisor has signed, the form should then be routed to the Office of Student Involvement for verification and signature. Forms can be dropped off in the “Drop Off” box at the front of the office (GSC 210). If a form is reimbursing or advancing cash, the student will then be notified when it is ready to pick-up from the “Pick Up” box to take to the Bursar. All other forms will be forwarded to the appropriate department for payment processing.

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

Tax Exemption Spending
Per the Ohio Department of Taxation, Xavier University is exempted from sales and use tax. When student organizations are traveling or spending funds with a vendor, they should carry copies of Xavier’s Tax Exempt Form, found online at http://www.xavier.edu/purchasing/documents/TaxExemptForm.pdf. This form, when presented to a business, should require the business to remove tax, saving your organization money. Many businesses may only require the university’s tax exemption number to be provided, 31-0537516.

Please note, this exemption does not apply to hotel rooms, which incur an occupancy tax. Also, student organization members that request reimbursement from a student organization will not be given reimbursement for sales taxes.

P-Card Use for Student Organizations Policy
The Office of Student Involvement staff permits student organizations to make purchases on certain transactions that cannot be paid by check or cash or when another p-card, issued to an advisor, is not available. Only transactions by phone or through the internet are permitted as students must complete these transactions in the office with the supervision of a staff member. Students are not permitted to take the p-card out of the office.

The p-card may be used for the following types of transactions:
- Conference Registration
- Lodging (pre-pay by authorization form or online only)
- Vehicle rental (from Enterprise Rent-A-Car)
Online Purchases (may require a call to customer service in order to remove sales tax)
Credit Card Only Purchases

See the complete policy at [www.xavier.edu/involvement](http://www.xavier.edu/involvement) and click on the Policies & Forms tab.

**OrgSync Checkbook/Balance Feature**
OrgSync, Xavier’s student organization management software, offers a feature called “Checkbook” where users with Administrator-level access for an organization portal can view the current balance that the organization has, according to the university’s Banner system. In order to access this feature, you must be setup as an Administrator for your organization. If you are not an Administrator, you can contact Dustin Lewis ([lewisd6@xavier.edu](mailto:lewisd6@xavier.edu)) in the Office of Student Involvement to get access. On your OrgSync portal, click “More” and select “Treasury,” followed by “Manage Checkbooks.” The “Banner Fund Checkbook (Read Only)” contains all of the transactions that have officially posted (or cleared) for your organization this fiscal year. It also indicates your fund balance.

A best practice would be for your treasurer to keep a separate record of all expenses and income that can be reconciled against the Checkbook, since many items may take 1-2 weeks to post based on processing time in Accounts Payable, Controller and Purchasing offices.

**Making Donations**
Student Organizations are only permitted to donate funds that have been raised for a charitable cause; allocations from SGA or SORF are not permitted to be donated. The funding from the activity fee supports activities and events, not charitable donations. Organizations are encouraged to use their annual allocation to host philanthropic events or fundraisers for charity (such as Dance Marathon, Relay for Life, 5k Puzzle Run, etc.) but the monies from the activity fee cannot be donated to an organization – they are meant to be invested in activities and events for the Xavier student body.

It is the responsibility of a student organization’s treasurer to track funds raised to be donated and to ensure that the organization is only donating raised funds. When making a donation, the organization should complete a Check Request form and will need to include a W-9 for the charitable organization along with a letter from the student organization to the receiving organization, outlining what the donation is for and how the funds were raised. All three items can then be turned in, along with advisor signature, to the Office of Student Involvement for signature and payment processing through Accounts Payable.

**Publicizing Events**

**Outdoor Posting Policy**
The Office of Student Involvement manages requests for outdoor sign/flag and chalk postings. Xavier University offices, departments, and recognized student organizations in good standing with the University may request to post signs/flags or to advertise using chalk on a first come, first served basis using the online reservation form. Postings must identify the sponsoring organization and include contact information. External groups are not permitted to request a sign, flag or chalk posting. Postings without an approved reservation will not be allowed and immediately removed from the campus grounds.

**Purpose of Posting**
Postings may be used to advertise a campus program or event, recruit membership for a campus organization, support a student election campaign, or raise awareness about a cause or issue. The content and intent of the posting must abide by the terms and conditions of the Xavier University Student Handbook. Messages should identify the sponsoring organization and may not contain references, either direct or indirect, to the use of alcohol or illegal substances; profanity or vulgar or sexually suggestive language or images; racial, ethnic, gender or religious insensitivity; or anything that violates the Xavier University Student Handbook. The Office of Student Involvement reserves the right to remove postings at any time without notice and is not responsible for any messaging that is damaged or defaced.
Types of Postings
Signs/Flags
Signs and flags can be placed on designated grass areas and in mulch beds. Signs may be of the wire wicket or sandwich board style only. Signs or flags having large wood stakes are not permitted. Sandwich board style signs should be placed on sidewalks or walkways.

Chalking
Chalked messages may only be placed on flat, horizontal, concrete surfaces. Chalking is prohibited on any brick paver surface and on campus buildings. Only washable chalk should be used. Sponsoring groups are expected to limit chalk advertising to no more than three of the designated areas at a time and to allow space for multiple messages at each designated location.

See the complete policy at www.xavier.edu/involvement and click on the Policies & Forms tab.

Digital Advertising
The Gallagher Student Center administers a digital signage system that includes four screens. The digital signs provide students the ability to promote campus events and are used by University administrators to display other important news. Before completing this submission form, please be aware of the following:

- Requests must be received at least 5 business days before the event date.
- All submissions are subject to review. Read the guidelines before making a request.
- Announcements are displayed for no more than seven days and will be taken down after seven days or after the event has taken place, whichever comes first.
- All announcements must be formatted using the template posted on the submission form.
- Digital sign messages are intended to promote events and programs for Xavier students.

Access the request form at http://www.xavier.edu/gsc and click on the "digital signage" tab.

Campus Events Calendar
Viewing the Campus Events Calendar
The Campus Events Calendar is now the central location for all student organization events and activities as well as major activities sponsored by Xavier departments and offices. Your organization is responsible for publishing your upcoming events as far in advance as possible. The calendar is a helpful tool for student organizations to browse and see what events may be happening throughout the year and it may assist you with better planning in creating your calendar of events. By using the calendar, you can share with others your major activities and avoid conflicting activities by planning around what else is happening on campus.

To view the Campus Events Calendar, simply visit http://www.xavier.edu/clubs and click "Campus Events Calendar."

Xavier students can also view this calendar on OrgSync to check out what’s happening on campus and to find events and activities they may be interested in attending.
Submitting Your Events to the Calendar:
Student Organizations, as well as Xavier Offices and Departments, can submit most of your events and activities to the Community-Wide Calendar in OrgSync.

The events you should be sure to submit are any major activities or large/annual events that your organization produces on campus. You should not submit weekly group meetings or events that do not pertain to the larger campus (such as a committee meeting or application deadline if it is not open to all students to apply).

To submit your events, follow these simple steps:
1. Log on to your OrgSync Portal and select your organization under “My Membership”
2. Click the “Events” tab on the top
3. To submit your event, click on the “Create an Event” button.
4. Fill in “Event Details” with the most updated, accurate information about your event. Don’t forget to add a photo or graphic to promote your event, and give any information related to cost or ticketing as well as ticket sales information, if applicable.
5. Under “Who Can See This?” be sure and check “Public + Website.”
6. The last step is to click the box under “Portal Sharing” that reads “Request inclusion on Student Involvement events list to reach more people.”
7. Click “Submit” to finish your submission.

Frequently Used Vendors

**Apparel**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meder Special-Tees, Ltd. (Cincinnati)</td>
<td>Jerry Meder&lt;br&gt;&lt;br&gt;www.medertees.com&lt;br&gt;<a href="mailto:jerry@medertees.com">jerry@medertees.com</a></td>
</tr>
<tr>
<td>AG Print Promo (Cleveland)</td>
<td>Anup Gupta&lt;br&gt;&lt;br&gt;www.theaggroup.com&lt;br&gt;<a href="mailto:service@theaggroup.com">service@theaggroup.com</a></td>
</tr>
</tbody>
</table>

**Bus and Transportation Companies**

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Student, Inc. (School Buses)</td>
<td>Shakeela Muhammad&lt;br&gt;&lt;br&gt;www.firstgroup.com&lt;br&gt;<a href="mailto:Shakeela.Muhammad@firstgroup.com">Shakeela.Muhammad@firstgroup.com</a></td>
</tr>
</tbody>
</table>

**Caterers**

<table>
<thead>
<tr>
<th>Caterer</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Taste of Class</td>
<td><a href="http://www.atasteofclass.com">www.atasteofclass.com</a>&lt;br&gt;513-481-3663</td>
</tr>
<tr>
<td>Cincinnati Cooks Catering</td>
<td>Teri Oddo&lt;br&gt;&lt;br&gt;www.cincinnaticookscatering.org&lt;br&gt;513-651-0700</td>
</tr>
<tr>
<td>Xceptional Catering (Xavier/Chartwells)</td>
<td>Christina Moore&lt;br&gt;&lt;br&gt;<a href="mailto:moorec17@xavier.edu">moorec17@xavier.edu</a></td>
</tr>
</tbody>
</table>
### DJs

<table>
<thead>
<tr>
<th>DJ Service</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>River City Entertainment</td>
<td>Wes Sims, <a href="http://www.rivercity-entertainment.com">www.rivercity-entertainment.com</a>, 513-604-3364</td>
</tr>
<tr>
<td>Queen City DJs</td>
<td>Brad Berry, <a href="http://www.queencitydjs.com/">http://www.queencitydjs.com/</a>, 513-659-9293</td>
</tr>
</tbody>
</table>

### Equipment Rental

<table>
<thead>
<tr>
<th>Equipment Rental Service</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Occasions Rental</td>
<td><a href="http://www.aorents.com">www.aorents.com</a>, 513.563.0600</td>
</tr>
<tr>
<td>Mobilcomm (Radios)</td>
<td><a href="http://www.mobilcomm.com">www.mobilcomm.com</a>, 513.595.5800</td>
</tr>
<tr>
<td>Main Awning and Tent</td>
<td><a href="http://www.tentsource.com">www.tentsource.com</a>, 513-621-6947</td>
</tr>
<tr>
<td>The Alleen Company</td>
<td>Jan Burch, <a href="http://www.alleencompany.com">www.alleencompany.com</a>, 513-769-0393</td>
</tr>
<tr>
<td>SpiritWorks / Balloon Works (Cincinnati)</td>
<td>Kathy and John Bunker, <a href="http://www.balloonworksinc.com">www.balloonworksinc.com</a>, <a href="mailto:balloonworks@fuse.net">balloonworks@fuse.net</a></td>
</tr>
</tbody>
</table>

### Inflatables

<table>
<thead>
<tr>
<th>Inflatables Service</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;S Play Zone (Cincinnati/Dayton)</td>
<td>Tammy Chapman, <a href="http://www.asplayzone.com">http://www.asplayzone.com</a>, 513-315-9110</td>
</tr>
</tbody>
</table>

### Movie/Film Licensing

<table>
<thead>
<tr>
<th>Movie/Film Licensing Service</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion Pictures USA (Illinois)</td>
<td>Brian Block, <a href="http://www.criterionpicusa.com">www.criterionpicusa.com</a>, 800-890-9494</td>
</tr>
<tr>
<td>Swank Motion Pictures</td>
<td>Gabbi McMahon, <a href="http://www.swank.com">www.swank.com</a>, 800-876-5577</td>
</tr>
</tbody>
</table>

### Novelties

<table>
<thead>
<tr>
<th>Novelties Service</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>About Faces</td>
<td><a href="http://www.aboutfacesentertainers.com">www.aboutfacesentertainers.com</a>, 800-923-8669</td>
</tr>
<tr>
<td>Anything Airbrushed Plus (Cincinnati)</td>
<td>Michael Daugherty, <a href="http://www.anythingairbrushed.com">www.anythingairbrushed.com</a>, 513-671-0758</td>
</tr>
<tr>
<td>Caricatures by Dennis (Dayton)</td>
<td>Dennis Porter, <a href="http://www.drawme.com">www.drawme.com</a>, 937-296-9757</td>
</tr>
<tr>
<td>Cincinnati Circus</td>
<td>Dave Willacker, <a href="http://www.amazingportablecircus.com">www.amazingportablecircus.com</a>, 513-400-3868</td>
</tr>
</tbody>
</table>

### Off Campus Meeting/Retreat Sites

<table>
<thead>
<tr>
<th>Off Campus Meeting/Retreat Sites</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson Center</td>
<td><a href="http://www.andersoncenterevents.org">www.andersoncenterevents.org</a>, 513-688-8400</td>
</tr>
<tr>
<td>Camp Joy</td>
<td><a href="http://www.camp-joy.org">www.camp-joy.org</a>, 937-289-2031</td>
</tr>
<tr>
<td>Camp Kern</td>
<td><a href="http://www.campkern.org">www.campkern.org</a>, 513-932-3756</td>
</tr>
<tr>
<td>Cedar Ridge Camp</td>
<td><a href="http://www.cedarridgecamp.com">www.cedarridgecamp.com</a>, 502-267-5848</td>
</tr>
<tr>
<td>Graiiville</td>
<td><a href="http://www.grailville.org">www.grailville.org</a>, 513-683-2340</td>
</tr>
<tr>
<td>Higher Ground Conference &amp; Retreat Center</td>
<td><a href="http://www.hgcrc.org">www.hgcrc.org</a>, 812-637-3777</td>
</tr>
</tbody>
</table>
# Newport on the Levee Conference Center
Tara Wilfert  
[www.newportonthelevee.com/info/community.aspx](http://www.newportonthelevee.com/info/community.aspx)  
859-815-1384

# Kennedy Heights Arts Center
Dominique Springs  
[www.kennedyarts.org](http://www.kennedyarts.org)  
513-631-4278

# Jesuit Spiritual Center at Milford
Dominique Springs  
[www.jesuitspiritualcenter.com](http://www.jesuitspiritualcenter.com)  
513-248-3500

# Northern Kentucky Convention Center
[www.nkycc.com](http://www.nkycc.com)  
859-261-4677

## Off Campus Venues and Halls

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>20th Century</strong>&lt;br&gt;Lindsey Johnson</td>
<td><a href="http://www.the20thcenturytheatre.com">www.the20thcenturytheatre.com</a></td>
<td>513-731-8000</td>
<td></td>
</tr>
<tr>
<td><strong>Aronoff Center for the Arts</strong>&lt;br&gt;cincinnatiarts.org/aronoff/rental</td>
<td><a href="http://www.cincinnatiarts.org">www.cincinnatiarts.org</a></td>
<td>513-721-3344</td>
<td></td>
</tr>
<tr>
<td><strong>BB Riverboats</strong>&lt;br&gt;Brandon Keller</td>
<td><a href="http://www.bbriverboats.com">www.bbriverboats.com</a></td>
<td>859-261-8500</td>
<td></td>
</tr>
<tr>
<td><strong>Cincinnati Art Museum</strong>&lt;br&gt;www.cincinnatiartmuseum.org</td>
<td>513-721-2787</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cincinnati Museum Center at Union Terminal</strong>&lt;br&gt;<a href="http://www.cincymuseum.org/specialevents">www.cincymuseum.org/specialevents</a></td>
<td>513-287-7000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cincinnati Playhouse in the Park</strong>&lt;br&gt;www.cincyley.com/Default.aspx</td>
<td>513-421-3888</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cincinnati Zoo &amp; Botanical Garden</strong>&lt;br&gt;www.cincizoo.org</td>
<td>513-281-4700</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contemporary Arts Center</strong>&lt;br&gt;www.contemporaryartscenter.org</td>
<td>513-345-8415</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Great American Ballpark</strong>&lt;br&gt;Cardell Carter</td>
<td><a href="http://www.mlb.mlb.com/cin/ballpark/private_events/513-381-REDS">www.mlb.mlb.com/cin/ballpark/private_events/513-381-REDS</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Music Hall</strong>&lt;br&gt;(closed until 2018)&lt;br&gt;<a href="http://cincinnatiarts.org/musicall/rental">http://cincinnatiarts.org/musicall/rental</a></td>
<td>513-744-3344</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Newport on the Levee</strong>&lt;br&gt;Tara Wilfert</td>
<td><a href="http://www.newportonthelevee.com">www.newportonthelevee.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Paul Brown Stadium</strong>&lt;br&gt;www.bengals.com/stadium/stadium-events/event-space.html</td>
<td>513-455-4800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Taft Museum of Art**<br>Kitty Paschall | [taftmuseum@taftmuseum.org](mailto:taftmuseum@taftmuseum.org)  
[www.tafttheatre.org](http://www.tafttheatre.org) | 513-232-6220 |

## Photography/Video

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Frame &amp; Save</strong>&lt;br&gt;<a href="http://www.framesandsavehydepark.com">www.framesandsavehydepark.com</a></td>
<td>513-531-9794</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Nation’s Photo Lab</strong>&lt;br&gt;<a href="http://www.nationsphotolab.com/">http://www.nationsphotolab.com/</a></td>
<td>800-315-0420</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Red Eye Photo Booths</strong>&lt;br&gt;Jill Faciana</td>
<td><a href="http://www.redeyebooths.com">www.redeyebooths.com</a></td>
<td>800-856-6098</td>
<td></td>
</tr>
<tr>
<td><strong>Photo Snatcher</strong>&lt;br&gt;Anne Schultz</td>
<td><a href="http://www.photosnatcherphotobooth.com">www.photosnatcherphotobooth.com</a></td>
<td>613-543-8055</td>
<td></td>
</tr>
</tbody>
</table>

## Security/Police

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact</th>
<th>Website</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Xavier Police</strong>&lt;br&gt;Sgt. Bob Young</td>
<td><a href="http://www.xavier.edu/police/">http://www.xavier.edu/police/</a></td>
<td><a href="mailto:youngbr@xavier.edu">youngbr@xavier.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Event Promotions, LLC</strong>&lt;br&gt;Tim Jordan</td>
<td><a href="http://www.nationsphotolab.com/">http://www.nationsphotolab.com/</a></td>
<td><a href="mailto:tim@eventpromotionsllc.com">tim@eventpromotionsllc.com</a></td>
<td></td>
</tr>
</tbody>
</table>