

Office of Campus Activities (OCA)

Policies and Procedures Manual 2013-2014

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INTRODUCTION AND FOUNDATION

"A leader is one who knows the way, goes the way, and shows the way" -John Maxwell



ACKNOWLEDGEMENTS

The Office of Campus Activities (OCA) developed this manual with assistance from campus partners as many policies that impact student organizations come from a variety of offices and departments.

Specifically, OCA wants to acknowledge the contributions of the <u>Event Services Office</u>, <u>Student Union Operations</u>, <u>Retail Management</u>, <u>Student Activity Fee Allocation Committee (SAFAC)</u>, and the Recreational Athletics Office.

INTRODUCTION

The purpose of this manual is to provide an overview of the policies and procedures associated with effectively running a recognized student organization. There are many Drexel University offices/departments with whom a student leader may interact, and we hope this document will answer many questions and serve as a one-stop, encompassing resource. Questions, concerns, and/or additions about this manual can be directed to the Office of Campus Activities at askOCA@drexel.edu.

OFFICE OF CAMPUS ACTIVITIES - MISSION STATEMENT

The Office of Campus Activities (OCA) provides opportunities for meaningful co-curricular engagement that develop self-awareness, interpersonal skills, and citizenship, that connect with and to academic, co-op, and professional experiences.

In our daily work, we:

- · Champion student interests
- Provide time to encourage, counsel, and advise
- Develop rapport to educate through challenge and support
- Articulate policy
- · Foster student learning and growth

RULES AND REGULATIONS

All rules of the Board of Trustees of Drexel University, City of Philadelphia, and State of Pennsylvania, including, but not limited to, the Pennsylvania State Penal Law, the Pennsylvania State Vehicle and Traffic Law, the Alcohol Beverage Control Laws, and applicable Federal laws apply on campus and thus, are considered part of the policies of the Office of Campus Activities. The Office of Campus Activities and the Division of Student Life and Administrative Services reserve the right to establish and modify policies for the orderly use of University services in accordance with applicable laws and other Drexel University policies (including the Student Handbook).

DISCLAIMER

The Office of Campus Activities and the Division of Student Life and Administrative Services reserve the right to improve, add, delete, or otherwise modify the contents of this policy manual, in whole or in part, at any time. In addition, the Office of Campus Activities will defer to other University offices and departments regarding any updates or changes to policies and procedures concerning the specific functions and responsibilities of those various and respective offices.

CLUB SPORTS

The Office of Campus Activities defers to the Office of Recreational Athletics and the Club Sports Policies Manual regarding any additional and specific policies and procedures for the events and activities of official club sports at Drexel University.

POLICY VIOLATIONS

Violations of Drexel University policies and/or Office of Campus Activities policies may result in removal of student organization recognition, freezing of organization funding, disciplinary action, and/or other appropriate action(s).

FREEDOM OF ASSOCIATION

Subject to compliance with University policies and regulations, students are free to organize and join associations to promote their common interests. The University believes it is appropriate to share its resources with associated groups in order to fulfill the University's overall educational function. Therefore, associated groups may apply to become recognized student organizations in order to access University resources and reap the benefits of recognition.

DREXEL UNIVERSITY ANTI-HAZING POLICY

Hazing activities in any form are prohibited. The University supports and will strictly enforce the Commonwealth of Pennsylvania's anti-hazing law, Act 175 of 1986. This law defines hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student or willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of or recognized as an organization by an institution of higher education."

Additionally, Drexel University defines hazing as: "any action taken or situation created involving new or returning organization/group members as a part of joining, maintaining membership or holding office in that organization regardless of the individual's willingness to participate, that meets any or all of the following: violates state or federal law, humiliates or degrades and individual or group, and/or intentionally or unintentionally endangers an individual – mentally, physically or emotionally."

Actions and situations that may constitute hazing include, but are not limited to, the following: Forced consumption of food, alcohol, or drugs, paddling, creation of unnecessary fatigue, outside of standard expectations associated with athletic competition, personal servitude, physical and/or psychological shocks, wearing apparel which is conspicuous and not normally in good taste, degrading or humiliating games and activities, sleep or food deprivation, unreasonable exposure to the weather or unsafe environments, kidnapping or abandonment, line-ups and/or berating, undue interference with academic pursuits, and/or expectation of participation in activities that are illegal, lewd or in violation of University policy. This list is not intended to be inclusive of all activities that could be considered hazing. This regulation applies to all members of the University community and behavior that occurs on or off Drexel University property. The implied or expressed consent of a student to hazing is not a defense under this policy. Retaliating in any manner against any individual who reports hazing or who participates in an investigation of a hazing report is prohibited.

In addition to this policy, NCAA student athletes shall follow the policies and guidelines set forth by the Athletic Department, NCAA, and Colonial Athletic Association (CAA), and fraternity and sorority members shall follow the policies and guidelines set forth by the Office of Fraternity & Sorority Life, their national umbrella organization, and national fraternity/sorority.

To read the full Drexel University Hazing Prevention Policy, view the document here: http://drexel.edu/~/media/Files/studentaffairs/FSLforms/Drexel%20University%20Hazing%20Prevention%20Policy.ashx

EQUAL OPPORTUNITY

In compliance with federal law including the provisions of Title IC of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Drexel University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs, or activities; its admissions policies, scholarships, and loans programs, athletic or other University-administered programs; or employment. In addition, the University does not discriminate on the basis of sexual orientation consistent with the University nondiscrimination policy.

EQUAL ACCESS

Drexel University is committed to providing equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA),

Drexel University does not exclude otherwise qualified persons with disabilities, solely by reason of the disability from participating in University programs and activities nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.

Students with disabilities who choose to participate in student organizations and programs on Drexel's campus have the right to nondiscrimination and confidentiality. Students with disabilities have the responsibility to request reasonable accommodations from student organizations, if necessary, in a timely manner.

STUDENT ORGANIZATION RECOGNITION AND MANAGEMENT

"Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort."

-Paul J. Meyer



STUDENT ORGANIZATION RECOGNITION

Recognition is the process through which a student organization receives active status from the University. The Office of Campus Activities, in collaboration with the Undergraduate Student Government Association (USGA), reviews all applications and determines recognition. Recognition is a privilege given to student organizations that comply with institutional policies and procedures. Organizations apply to be recognized annually beginning in the summer term.

OCA has clear expectations, guidelines, and instructions for recognition. All club leaders are expected to be knowledgeable of the following:

http://drexel.edu/studentaffairs/get involved/campus activities/student organizations/recognition/

DENYING RECOGNITION

According to the student handbook, Drexel University reserves the right to deny recognition to any group that prohibits membership, discriminates against protected classes, whose mission and purpose violates Drexel University risk management guidelines, and/or is counter to the educational mission of the institution.

Further, recognition may be denied if determined by the Office of Campus Activities and/or Student Affairs that an organization is not in the best interest of the institution, if the group duplicates the purpose and mission of an existing organization and/or entity, or if the group's purpose is not consistent with the educational mission of the University.

Recognition may be withdrawn by the organization itself, by the Office of Campus Activities, or through recommendation of the Office of Student Conduct and Community Standards. If student organization fiscal accounts are in debt, recognition status may be placed on hold or removed.

STUDENT ORGANIZATION YEAR - FISCAL YEAR

Recognition does expire and student organizations must apply for and receive recognition annually based on the **University's fiscal year, which begins July 1 and ends June 30.**

All University and student organization budgets are based according to the fiscal cycle (July 1-June 30). Student organizations are able to access and use funds if recognized as a student organization for that fiscal year cycle.

Further, student organizations that have not completed the recognition process for 2013-2014 **will be unable to reserve space and use funds** - *these groups will be unable to access their budgets until they have completed the recognition process for 2013-2014.* The deadline to complete recognition is November 8, 2013. Only student organizations that have fully completed recognition will be eligible for student organization benefits (including reserving space).

REQUIREMENTS IN THE STUDENT ORGANIZATION RECOGNITION PROCESS

The recognition process primarily consists of the following:

- Submit the online application via DragonLink
- Upload a constitution, containing inclusivity and anti-hazing statements via DragonLink
- The group's full-time faculty/staff advisor confirms his/her role via DragonLink
- The treasurer attends SAFAC Treasurer Training
- Complete Student Organization Orientation Trainings (SOOT)
 - The president, vice president (or second-in-command designee), and treasurer must fulfill this requirement

To help clarify the student organization recognition process, follow the steps and instructions on the following page:

http://drexel.edu/studentaffairs/get involved/campus activities/student organizations/recognition/steps/

Student organizations can track their progress via their group's DragonLink profile page.

STARTING A NEW STUDENT ORGANIZATION

This first step is to complete the online interest form via DragonLink. Next, students will meet with Office of Campus Activities staff. Each organization must have a unique mission and individuals seeking to start an organization cannot replicate an existing group. The Office of Campus Activities can help determine if an organization with the same mission already exists, however, students are encouraged to review the most up-to-date listing within DragonLink.

Students must prove student body interest in the mission and purpose of the group, sustainability, and identify a president, vice president, treasurer, and full-time faculty/staff advisor.

STARTING A NEW CLUB SPORTS TEAM

In order to start a new sports club, students must:

- Meet with the Assistant Director of Recreation in the Daskalakis Athletic Center to discuss student interest and review requirements including facility and equipment needs, operational needs, outlet for competition, instructional needs, feasibility at Drexel, etc.
- Hold an interest meeting and gather names, ID #'s of those interested
- Complete an online application via DragonLink for official consideration
- Application will include an inclusive constitution and other appropriate information
- Applications for a new sport club are due by established deadlines for proper consideration

Final approval of recognition is required from the Senior Associate Athletic Director, Club Sports Council, Director of Campus Activities, and Department of Risk Management.

RECOGNITION OF CLUB SPORTS

The Recreational Athletics Office (RAO) works in conjunction with the Office of Campus Activities (OCA) to provide official recognition to Drexel Club Sports. The RAO serves as the Club Sports Program administrator and is responsible for the development and implementation of policies for the program. OCA offers official Drexel University recognition, but the RAO must approve all clubs and serve as a main contact for Club Sports members.

CATEGORIES, TYPES, AND CLASSIFICATION OF STUDENT ORGANIZATIONS

When selecting your "Category", use the following to decide which best describes your group:

- Undergraduate Student Organizations Undergraduate student organizations are recognized by the Office of Campus Activities. Organizations are classified as "undergraduate" if leadership and membership consists only of full or part-time currently enrolled Drexel undergraduate students.
 - Undergraduate groups are eligible to apply for student activity fee funding from the Student Activity Fee Allocation Committee (SAFAC).
- Graduate Student Organizations Graduate student organizations are recognized by the Office
 of Campus Activities and the Office of Center City Student Affairs. These organizations are held
 to the same policies and procedures of undergraduate student organizations with the exception of
 finances. All members are to be enrolled in a graduate or professional program (not a full-time or
 part-time undergraduate student).
 - Graduate student organizations obtain funding from Graduate Student General Fees, distributed by the Graduate Student Association. Graduate student organizations must abide by the financial policies and procedures as established by the Graduate Student Association.
- Joint Student Organizations Joint student organizations are recognized by the Office of Campus Activities. Student organizations are classified as "joint" if membership includes both undergraduate and graduate students. These organizations are held to the same policies and procedures of undergraduate student organization with the exception of finances.
 - Joint student organizations are eligible to apply for student activity fee funding on a partial basis from the Student Activity Fee Allocation Committee (SAFAC) and on a partial basis from the Graduate Student Association.

When selecting "Classification", use the following to decide which best fits your group:

- **Open** Membership is not restricted based on any criteria (except undergraduate or graduate).
- Restricted Membership is based upon specific criteria. Examples include, but are not limited to, GPA (minimum GPA required to become a member), major (a specific major is required to become a member), sex (male, female, other), election or selection processes, etc.

When selecting "Type", use the following to decide which best fits your organization:

- Clubs Sports Sport clubs are voluntary student organizations formed, developed, governed and
 administered by the undergraduate students of that club. The Recreational Sports Office sets the
 governing policies and procedures to ensure participation is a positive part of the Drexel student
 experience. These groups are jointly recognized by the Office of Campus Activities and the
 Recreational Sports Office. Sports Clubs offer opportunities for learning a new sport, improving
 existing skills, practicing and playing for fun, and/or competing at various levels.
- Goodwin College of Professional Studies' Student Organizations Goodwin student
 organizations are recognized by of the Office of Campus Activities. These organizations are held
 to the same policies and procedures of undergraduate student organizations with the exception of
 finances. Goodwin student organizations may have opportunities to apply for funding from the
 Goodwin General Fees, distributed by the Goodwin Student Council, and must abide by the
 financial policies and procedures as established by Goodwin. Membership in Goodwin groups
 consists primarily of Goodwin students.
- **General Interest** These organizations do not fall into any of the other types mentioned. Overall, they promote general, various interests of the student body.
- **Academic** Generally affiliated with a specific major, department, college or school. The primary focus is to promote interest and discovery within a specific field of study.
- Honorary Student organizations affiliated with a regional or national association. Honorary
 groups have set criteria that students must meet in order to be eligible for membership and are
 usually affiliated with a specific field of study or interest.
- Media (technology/publications) These organizations bring together students who have a common interest and desire to learn about and execute the operation of a specific medium (newspaper, yearbook, literary magazine, radio station, etc.) or technology.
- **Cultural (international/multicultural) -** Organizations that have a common interest and desire to learn about and/or promote an understanding of a specific people or culture.
- **Spiritual & Religious -** These organizations bring together students who have a common interest and/or practice a specific faith and a desire to learn about and /or promote an understanding of a specified spirituality or religion.
- Political Students that have a common interest and/or subscribe to a specific political party, movement or hope to advance a specific agenda, as well as a desire to learn about and /or promote an understanding of a set of political values and/or beliefs.
- **Community Service/Social Action -** These organizations advocate for and promote community and/or social issues through programming, philanthropy, volunteerism, and/or community service.
- **Performing and Fine Arts** Bring together students who have a common interest and desire to explore, perform, and/or learn more about a variety of art form and music genres.

BASIC BENEFITS OF BEING A RECOGNIZED STUDENT ORGANIZATION

- Increased visibility and awareness of organization
- Access to available services and equipment on the University City and Center City campuses
- Permission is granted to use the University name and logo when identifying the organization in accordance with University guidelines and policies on the use of the University's name and logo
- Access to funds from student activity fees in accordance with established policies, procedures, and eligibility criteria
- Access to an organization mailbox in the Student Organization Resource Center (SORC), lower level of the Creese Student Center
- Leadership materials, educational resources, and mailings from the Office of Campus Activities
- Listing of organization information in DragonLink and all official publications
- Opportunity to participate in the Activities Unlimited student organization fair held during the fall and spring terms to promote and recruit
- Opportunity to acquire office/storage space on a yearly basis for student organization business and use large and small event planning assistance

BASIC RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATIONS

- Accept responsibility for the supervision and safe operation of all sponsored programs and events
- Accept responsibility for reimbursing Drexel University for damage to University-owned property or facilities, including items such as cleanup costs, damaged property, or other contingencies related to the utilization of University-owned property or facilities
- Assure that all promotion and advertisement of events involving the use of University property or facilities shall identify the group sponsoring the event
- Maintain active and up-to-date files in DragonLink and with the Office of Campus Activities (membership information, constitution, officer changes, etc.)
- Maintain the non-profit volunteer status of the student organization
- All officers are currently and actively enrolled full-time students in good academic standing
- Maintain membership which reflects funding source requirements
- Have president, vice president (or second-in-command designee), and treasurer attend the online Student Organization Orientation Training (SOOT) and complete the DragonLink quiz
- Comply with all University policies and regulations as defined in the Drexel University Student Handbook and the Office of Campus Activities Policies and Procedures Manual, as well as local, state, and national laws

LEADERSHIP POSITIONS IN STUDENT ORGANIZATIONS

Student organizations are permitted to create limits, parameters, and/or standards for leadership positions, while not discriminating against students who desire to become a member. For example, a cultural-based student organization may have its membership open to all students, but the organization may designate that leadership be from a particular culture. Parameters for leadership positions may differ among student organizations. Parameters for leadership positions may be approved or rejected by the Office of Campus Activities and Student Affairs.

The Office of Campus Activities and/or the Office of Student Affairs reserve the right to intervene and make officer changes when necessary.

CONSTITUTIONS

Student organization constitutions help the group function. Constitutions articulate the purpose and procedures to be followed. The constitution should be referred to when questions arise, reviewed annually, and utilized in the training of new officers. The needs of a group will change over time and it is important that the constitution is kept up-to-date to reflect the current state of affairs.

A constitution will clarify the organization's purpose, delineate basic structure, and provide the cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of what the organization is about and how it functions. Constitutions are submitted via DragonLink with the student organization recognition form.

OCA and the Undergraduate Student Government Association (USGA) will review the constitution and discuss any necessary constitution revisions. The organization will then be given the opportunity to revise, resubmit, and review their constitution as necessary during this process.

A constitution must contain inclusivity and anti-hazing clauses:

- Membership in this organization shall not discriminate against any individuals regardless of race, national origin, color, religion, sex, age, veteran status, sexual orientation, and/or ability.
- Membership should be a valuable and beneficial experience for all students. Leadership of this organization shall provide its new and current members with an experience that is positive, informative and consistent with federal, state, and local laws, and the policies and procedures of Drexel University. Activities which detract from the goal of fostering personal and intellectual development have no place in this organization. Hazing will not be tolerated by or of any member. It is the responsibility of the organization, its leadership and members to report hazing of any kind by members to the proper authority.

WRITING A CONSTITUTION

The Office of Campus Activities understands that writing a constitution may be challenging. A "skeleton constitution" can be downloaded from the OCA Website. Student organizations can also contact the Office of Campus Activities for examples from another recognized student organization.

STUDENT ORGANIZATION ORIENTATION TRAINING (SOOT)

Student Organization Orientation Training (SOOT) is an online workshop and accompanying quiz designed to train organization leaders to plan events, manage finances, and understand important policies and procedures. SOOT will provide information and contacts for Chestnut Street Caterers, Event Services, Public Safety, contracts, SAFAC, etc. The SOOT presentation is saved online for review and reference – student organizations are accountable for the information provided.

- **Participation in SOOT is required** to become a recognized student organization. Since clubs need to be re-recognized each academic year, SOOT is required each year.
- **Undergraduate or Joint student organizations** require the president, vice president (or second-in-command designee) and treasurer to submit.
- Graduate-only student organizations have different SOOT and recognition processes.
 Phi Nguyen, Director of Student Affairs, Center City Student Affairs: phing@drexel.edu
- Fraternities and sororities have different SOOT and recognition processes.
 Katie Zamulinsky, Assistant Dean of Students, Fraternity & Sorority Life: kep33@drexel.edu
- Club Sports teams have different SOOT and recognition processes.
 Dan Simmons, Senior Associate Athletic Director/Recreational Athletics, Department of Athletics: des26@drexel.edu

OFFICER TRANSITION

The Office of Campus Activities and the Office of Student Leadership Development & Traditions help student organizations effectively transition leadership of their group to other students. Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership.

Transitioning is important because it:

- Provides the new leader with significant organizational knowledge
- Minimizes confusion of the leadership change throughout the entire organization
- Facilitates a sense of accomplishment and closure for outgoing leaders
- Helps incoming leadership gain the special expertise of outgoing leaders
- Increases the knowledge and confidence of the new leadership
- Minimizes the loss of momentum and accomplishments of the organization
- Provides a sense of continuity among the membership

NEW OR CHANGE OF OFFICERS DURING THE YEAR

When new officers are elected or there is a change mid-year, organizations must update this information via their group's DragonLink page. The president (or any administrator of the organization's DragonLink site) can change any officer's status in DragonLink. Leaders can change officer positions by upgrading/downgrading member status. For new organizations, once the application and organization is approved, they will have the opportunity to list the new president/treasurer/officers/etc. Further, other positions can be added after the application has been approved.

If elected mid-year as an officer and your organization is already recognized, new leaders should view the <u>SOOT presentation</u> to learn important policies and procedures related to successfully running an organization, event planning, finances, and more. Should you have any questions or concerns, visit the Office of Campus Activities in Student Organization Resource Center (SORC, Lower Level, Creese Student Center) or e-mail askOCA@drexel.edu.

STUDENT ORGANIZATION ADVISORS

All recognized student organizations must have an advisor who is a full-time affiliated faculty, administrative or professional staff member of the University. The most important aspect of the advising

relationship is that of mutual agreement about your role. This agreement must be discussed and negotiated between you and the organization – you may choose to use this <u>checklist</u> from our <u>Advisor Manual</u> to assist [these resources will be updated over the course of the summer].

At a minimum, an advisor should:

- Have basic knowledge as to the history, structure, and purpose of the organization
- Be aware of the group's finances and budget
- Provide useful guidance to help the student organization identify and attain its goals
- Be knowledgeable of University <u>policies and resources</u> and civic ordinances, as well as state and federal laws that affect the activity of the organization
- Maintain ongoing contact with club officers

OCA strongly encourages advisors to use the <u>Student Organization Advisor's Resource Manual</u>. In addition, the <u>Advisor's Role Checklist</u> is a valuable resource to help advisors and student leaders determine "agreement levels" with a variety of potential advisor roles. Moreover, advisors are encouraged to contact the Office of Campus Activities at <u>askOCA@drexel.edu</u> or with questions or for further information.

EVENT PLANNING



"Leaders aren't born, they are made. And they are made just like anything else, through hard work. And that's the price we'll have to pay to achieve that goal, or any goal."

-Vince Lombardi

EVENT PLANNING

Planning a successful event can be a challenging, yet rewarding experience. Events promote the organization mission and initiatives, encourage others to join through active recruitment, and serve as a way to host a meeting for members. Whatever your organization is seeking to plan, it is extremely important that all policies and procedures are followed. These policies protect not only the University, but also the student organization and yourself from any potential risks or liabilities.

EVENT & CONFERENCE SERVICES OFFICE

The Event Services Office provides facility usage and planning advice to student organizations and works with University departments and outside vendors to ensure the success of all campus events. Event Services partner with the Office of Campus Activities to offer guidance and logistical assistance to all student organizations, and are willing and available to spend time with any student leader to create a successful event.

The Event Services Office will process room reservations, public safety arrangements, and coordinate set-up and clean-up of your event. In addition, Event Services is the primary point-of-contact for recognized student organizations with the following departments/services:

- Room & Space Reservations
- Unions and Custodial
- DUST
- Facilities
- Public Safety

Event Services can be reached at 215-895-2520 or through e-mail at reservations@drexel.edu.

RESERVING A ROOM/SPACE

To reserve a room or space for your student organization meeting or event, use the reservation form at http://drexel.edu/~/media/Files/dbs/PDF/general_reservation_request.ashx to submit a request.

General Reservation Policies

- Requests are on a "first-come, first-serve" basis
- Allow a minimum of 48 hours (2 business days) to respond to your room/space request
- Give Event Services two (2) weeks notice for room reservations, especially for larger events
- Reservation requests may not be fulfilled for any event within 48 hours of the start of the event
- Event planners from student organizations are expected to take ownership of events
- Organizations need to have regular communication with Event Services and OCA
- If Event Services does not have enough information about your event in sufficient time, your event may be cancelled
- An actual reservation has not been confirmed until a 5-digit reservation number has been sent via a confirmation e-mail
- Review confirmation details in the attachment provided once a request is confirmed
- Notify the Event Services Office of any changes or discrepancies

Cancellations

Should you need to cancel a meeting/event:

- Meeting with no service requirements two (2) business days in advance
- Events/Meeting in major program space seven (7) business days in advance

Failure to meet these deadlines will result in costs associated with the event/meeting.

MEETING FACILITIES

All University facilities are smoke-free. Moreover, the use of University facilities may be denied if the activities interfere with the philosophy, mission, or goals of Drexel University.

Partnership Locations - Additional Spaces Available for Student Organization Use

The following locations are reserved in partnership with other departments and are subject to their approval. Use of these spaces must first be approved by the office or department that oversees that space. It is recommended to contact these offices directly if you are interested in reserving these spaces.

Mandell Theatre
Contact Nan Gilbert, Theater Manager
215-895-2528 mandell@drexel.edu

Academic Bistro
Contact Timothy Flohr, Bistro Manager
215-895-5872 tmf49@drexel.edu

Haggerty Library: Meeting Rooms, Bookmark Café, etc. Contact Library Resource Coordinator 215-895-6786

Paul Peck Alumni Center Contact Christina Klassis, Alumni Relations Office 215-571-3836

EVENT SET-UP & UNIONS

Physical set-up, such as table and chair configurations for events are arranged through the Events Services Office. Each venue has a standard set-up and is available at no cost. Any set-up changes will incur labor costs based on set-up requirements.

Please note: in honor of the University's unionized labor contracts, facility users are not permitted to setup tables and chairs themselves. Student organizations and University offices are not allowed to bring and set-up their own personal tables and chairs for indoor or outdoor events on the University City campus. The Event Service staff will arrange for all necessary facilities management services.

Student organizations receive <u>special discounted rates</u> for set-up, takedown, and custodial clean-up services. The Event Services Office will communicate with student organizations about any and all costs. Costs for individual rooms and locations may vary due to time/day of the event, specific set-ups or condition of the room when the program is done.

For example, union workers are paid according to the following time schedule:

- Standard Time: 8:00am-5:00pm, Monday-Friday
- Overtime: 5:01pm-7:59am, Monday-Friday & Saturdays
- Double time: Sundays and Holidays

DREXEL UNIVERSITY STUDENT TECHNICIANS (DUST)

<u>DUST</u> supports the demand for audio/visual technical services for recognized student organizations for University City campus events, including **basic speaker systems that can be checked out for FREE.** The Event Services Office and the SAFAC Office have purchased **two (2) portable sound systems which can be used at no cost** to recognized student organizations. These sound systems will support approximately 80% of the events held by student organizations throughout the year.

Beyond the portable systems, rates for labor and equipment will be applied to all recognized student organization events using DUST. Recognized student organizations will receive a discounted rate of 25% from the current rates. Additionally, SAFAC has given \$3,000 towards a DUST grant for recognized student organizations to offset costs of using chargeable DUST services. This DUST grant is managed by the Office of Campus Activities and is available via DragonLink. Student groups must submit the DUST Grant application to request and receive this grant for their events.

DUST Request Form to be submitted to Event Services

DUST services for student organizations include the following:

- Microphones
- Projector/Screens
- Speakers/Sound
- Electricity/Power
- Spotlights

The types of events that DUST services can support include:

- Indoor/Outdoor Movies
- Lectures/Speakers
- Presentations
- · Open Mic Nights
- Parties/Social Events

General DUST policies for recognized student organizations

- Student organizations must provide DUST with at least a two (2) week notice of the event (late requests will receive a late fee).
- DUST has equipment in stock, but if a student organization wants additional equipment, the group will have to pay rental and delivery charges.
- For special event needs, a consultation with the Manager of Technical Operations will be needed and a cost estimate can be provided.
- DUST staff can also serve as consultants for outside vendors when seeking to bring outside performers or companies that need audio/visual assistance.
- Requests are accepted on a first-come, first-served basis as equipment and technicians are available.

Sound Systems

All student organizations must use a University sound/speaker system for on-campus events. This includes DUST and IMS equipment and built-in speaker systems, such as at Buckley Field.

The only exceptions include:

- 1. Your student organization receives a referral from DUST
- 2. Your student organization works with OCA/SAFAC to ensure that sound equipment coming to campus is supplied by an insured source that will add Drexel University to their insurance policy
- 3. If the amplifying devices are small enough to be individually connected to the musical instruments

For more information, visit DUST in the Event Services Office in the Creese Student Center, Lower Level Room 001, call 215-895-1330, or e-mail dusttech@drexel.edu.

ADDITIONAL AUDIO, VISUAL & TECHNICAL SERVICES AND POLICIES

There are several options, in addition to DUST, available for the University City Campus:

- <u>Instructional Media Services (IMS)</u> provides audio visual equipment to University departments and student organizations at no cost. All reserved equipment must be picked up in the IMS office, MacAlister Hall, 4th Floor. Contact IMS at 215-895-2925 or ims@drexel.edu. IMS offers no on-site support.
- <u>Information Resources & Technology office (IRT)</u> offers a variety of services designed to provide the latest video and data collaboration technology and support, such as video production and streaming, and video conferencing services.

PUBLIC SAFETY

When a student organization hosts an event in which <u>Public Safety</u> officers may be needed, the Event Services Office and Public Safety will make decisions on a case-by-case basis.

For FY'14, Public Safety officers cost \$25 per hour and are scheduled at a 4-hour minimum. Public Safety may be needed at student organization events when:

More than 100 people are expected

- Money is being exchanged/collected
- The building hosting the event is typically closed during event hours
- The history of the event warrants security

The number of required officers may vary depending on location, type of event, and number of participants. In addition, a minimum time span for service may apply based on location, type of event, and number of participants. For more information, contact Public Safety at 215-895-1550/2822.

DREXEL UNIVERSITY'S TRANSPORTATION

Facilities Management can provide shuttle buses for your event, with a charge to reserve these means of transportation. To reserve <u>transportation</u>, complete the <u>form</u> or call the Facilities Management office directly at 215-895-1700. The transportation request can also be faxed to 215-895-6754.

Student organizations are not obligated to use the University's transportation services. These services are merely an option. Student organizations are allowed to reserve yellow and charter bus services only from Drexel University preferred vendors. Yellow busses are permitted from Philly Transportation, while coach bus service is permitted from Academy, David Thomas Tours, and Stoudt's.

ISSUES/CONCERNS DURING YOUR EVENT

If your organization has any concerns or problems during your event in which you may need assistance from the University, contact the following departments as it relates to your specific concern.

- During Business Hours
 - Catering: 215-895-6934
 - Event Services: 215-895-2520
- After Business Hours & Weekends
 - Catering: 215-895-0291
 - Public Safety: 215-895-2222
 - Creese Student Center, MacAlister Hall, Ross Commons: 215-895-2515 (DSC Building Manager)

QUESTIONS TO CONSIDER FOR PLANNING A SUCCESSFUL EVENT

http://drexel.edu/studentaffairs/get_involved/campus_activities/student_organizations/student_org/plan_e vent/

Planning an event at Drexel University takes time, teamwork, and financial preparation. Events can range from dances, exhibits, readings, talent shows, fairs, productions, and performers.

We offer the following questions you and your team should consider as you conceptualize the event:

- What kind/type of event is it?
- What are the goals for the event?
- How will the event benefit Drexel University students?
- Will Drexel students be interested?
- Will the event be open to the general public?
- Is the event a duplication of another event? Has it been done in the past and if so, what were its strengths and weaknesses?
- Could the event incur liability? What are the risks involved? Is it dangerous?

If the proposed event will connect with Drexel students, effectively mitigate risk, and manage any external audience, planning can continue through considering the following:

- Set a date and time. Does it conflict with any other campus event (mid-terms, finals, other major student organization events, or a holiday)? If so, how will you or can you resolve the conflict?
- Have you reserved a space to hold your event?
- Are you aware of the policies regarding the use of campus facilities?
- Will the event location attract or inhibit student attendance?
- What is the estimated attendance?
- Will you be selling tickets?

- Will security be needed to staff the event?
- Will you be having food?
- Will you be requiring the services of an outside performer, band, speaker, dance troupe, etc?
- What are your sound requirements?
- How are you advertising?
- Does the organization have the volunteers to set-up, run the event, and clean-up?

Events require the appropriate finances. Consider the following questions:

- Has your organization developed a budget for the event?
- Does your organization have the funds in a 17 or 71-account to cover the costs?
- Will the event be co-sponsored by another student organization or University department?
- Will your organization be donating any proceeds to charity?
- Are you charging admission for the event?

For help with event planning, contact OCA at 215-895-2168 or askoca@drexel.edu or contact the Event Services Office at 215-895-2520 or reservations@drexel.edu. Both departments are located on the lower level of the Creese Student Center.

CONTRACTS

A legal contractual agreement is **required ANYTIME** a student organization is bringing any vendor, company, performer, or service to Drexel's property and campus who/that is not a member of the Drexel community.

STUDENTS CANNOT SIGN CONTRACTS. IF A STUDENT SIGNS A CONTRACT, HE/SHE BECOMES PERSONALLY LIABLE FOR FULFILLING THE CONTRACT, INCLUDING THE FINANCIAL PARAMETERS.

<u>Contracts</u> confirm the legal and risk management aspects that are necessary to protect the University, the student organization, and individual student leaders. In addition, contracts ensure that the non-Drexel performer or company provides what they promise through legal documentation and makes both parties aware of the expectations of the service to be provided, the terms of payment, and event details. OCA oversees the contract process and partners with all student organizations for events and services that require contracts and written agreements. In addition, OCA will work with student leaders to determine whether contracts are needed.

Speakers coming to campus who are not being paid will conduct a "confirmation e-mail" that outlines the specifics of the event and requires their response prior to their arrival. For the "confirmation e-mail" process to ensue, the organization must e-mail slcontracts@drexel.edu with the following:

Speaker/Panelist Name Sponsoring Student Organization Name of Event Location of Event & Room/Space Confirmation Number Day & Date of Event Start Time for Speaker/Panelist

Contracts are always required when paying the performer or vendor and are needed for the following types of services/performers, including, but not limited to:

- Lecturers, speakers, presenters
- Caterers
- DJ's
- Bands
- Carnival games and rides
- Blood and bone marrow drives
- Dance troupes
- Government officials
- Any performer (singer) or media group (radio station)
- Sponsorships

Request for Contract Form

To start this process, student organizations must complete a Request for Contract Form and submit to slcontracts@drexel.edu at least four (4) weeks prior to the event. Student leaders may also need to meet with OCA/SAFAC staff to review aspects of the contracting procedures.

The Request for Contract Form is not the actual contract. OCA will use the information provided to create a legal document which OCA will send to the vendor or performer. It is the responsibility of the student organization to work with OCA and the vendor/performer to ensure that all documentation and procedures are being completed.

Timeline

- All contract requests must be submitted at least four (4) weeks prior to the date of your organization's event.
- Any requests submitted less than 4 weeks in advance will be processed on a case-by-case basis, as there is no guarantee the request will be honored.
- If you need to process a contract within 4 weeks of your event, contact OCA via e-mail at slcontracts@drexel.edu immediately.

Payment of Contracts

It is the responsibility of the **student group to process payment for contracted services, unless specifically noted on the Request for Contract form.** Each performer/vendor is required to submit a W-9 form. On the Drexel University contract, it states that payment will be provided within 45 days after the event – student organizations need to ensure that vendors understand these parameters.

Certificate of Liability Insurance

Many times Drexel University requires a Certificate of Liability Insurance from the performer/vendor in addition to the signed contract. Some examples include food vendors, amusement companies, sound and lighting companies, and DJ's.

If a performer/vendor is required to provide a Certificate of Liability Insurance as part of the contract process, the Certificate needs to explicitly state the following, "Drexel University is Additionally Insured". This statement must be located in the Description of Operations section of the Certificate of Liability Insurance. The performer/vendor has the choice to add Drexel University to their Certificate of Liability Insurance for the event date or for the entirety of the yearly insurance policy. If performer/vendor wants to add Drexel only for the date of the event, that must be written explicitly on the Certificate.

OCA requires a copy (mail, e-mail, or fax) of the updated Certificate of Liability Insurance in order to complete the contract process. For companies that have added Drexel University to their yearly Certificate of Liability Insurance, the contract process is more efficient since the Certificate is on-file.

When and Why do Vendors Need Insurance?

Contracts require the proper insurance coverage in the event of an accident or negligence on the part of the performer/vendor providing the service.

Drexel University requires a minimum \$1 million insurance policy from any outside performer/vendor and a \$2 million policy for companies providing inflatable or amusement rides/games that involve physical activity. This policy protects the vendor and participants should there be an accident. Organizations must mindful of this information and make the company aware of these requirements.

Additional Guidelines for Contracts

- You may be required to schedule a meeting with OCA.
- Finances must be in the 17 or 71 student organization account four (4) weeks prior to the event.
- An Event Services confirmation number must be provided on the Request for Contract form proving that space is reserved prior to the contract being processed.
- If the student organization is using DUST, insurance requirements will most likely be waived.
- Before completing a food contract, the organization must work with Chestnut Street Caterers and be approved to use an external caterer through the <u>Catering Exception Form</u> (if the event is being held on campus).
- The contract is not official until both the performer/vendor and a Drexel University representative

sign the documentation – the event may not be promoted until this process is completed.

 Drexel University may also require a University contract be processed for certain performers/vendors, even if the event is being hosted off-campus. Because the event is sponsored by a Drexel University student organization, it must adhere to the University's risk management procedures.

Special Scenarios

- Open mic events: If a student organization is hosting an open mic event where the non-Drexel
 community may participate, OCA has a special form/waiver for every non-Drexel person to
 complete at before the performance. Contact OCA to receive copies of this waiver. After the
 event, all documentation must be submitted to OCA.
- **Selling on Drexel's campus:** If your student organization would like to host a company or vendor to sell merchandise on Drexel University's private property/campus, a contractual agreement must be completed before permission can be granted. Student organizations must submit the Request for Contract form with details about what will be sold and if any proceeds will be returned to the organization.
- Radio station hosting bands for in-house/on-air performances: If a band or singer will be
 performing in the WKDU radio station, OCA has a special form/waiver that every non-Drexel
 person must complete prior to the performance. These forms are kept in the WKDU radio
 station's records and can be reviewed at any time.

Students MUST NOT Sign Contracts

Students are not authorized to sign contracts for services on behalf of Drexel University. Drexel University must sign all contracts and agreements for services, for both on and off-campus events. Should students sign a contract, the student will be held personally liable for all contracted and financial agreements.

EVENT CO-SPONSORSHIP

A challenge in co-sponsoring events is determining which group will take responsibility for various aspects of planning, which also includes financial costs. Through an agreement, groups can determine the financial commitment of each organization, as well as delegate responsibilities including program coordination, financial management, facility arrangement, production, promotion, and hospitality.

OUTSIDE ON-CAMPUS EVENTS WITH NOISE

Any requests for bands, DJ's, or other loud sound/music outdoors must be approved by the Event Services Office on a case-by-case basis. Event Services will work with student organizations to determine what times during the day loud noises can be held – times may change each term, depending on class schedules of the surrounding buildings.

MOVIE RIGHTS

There are very specific policies regarding student organizations having the rights to show a film on behalf of their group. Complete the OCA Movie Form via DragonLink to start the process. In order to show any movie in a public setting, student organizations must obtain the proper copyright for that film and abide by federal copyright laws. Not obtaining the copyright is a federal violation. Movies and films purchased or rented are for home/private viewing only.

Frequently Asked Questions

- Q: Can our organization show a movie if someone owns a copy of the film?
- A: Movies personally owned or rented are for private/home use only and cannot be shown in a public setting as this would violate federal copyright law.
- Q: How can our organization obtain copyright permission to show a movie on-campus?
- A: First, contact the Office of Campus Activities. There are two companies that can obtain copyrights for the majority of movies and films:
 - Swank Motion Pictures 800-876-3344 www.swank.com

• Criterion Films – 800-890-9494 – www.criterionpicusa.com
Independent films and documentaries are generally not available through these film distributors.
Organizations must contact the film producer directly to inquire about public screenings/showings.

Q: Can our organization show a movie without copyrights if it does not charge an admission fee?A: No. Regardless of whether an admission fee is charged, proper copyright must be obtained.

Q: Does our organization need copyrights to show a movie even if it is a closed showing and only members of the student organization are attending?

A: Yes. Regardless of who is in attendance, you must obtain the copyrights of the film.

Q: How much do the copyrights for a movie cost?

A: Price varies based on the age of the movie. In general, \$250-\$500 for an older movie to \$1,000 for a new release. Copyrights for independent, educational and documentary films are often free.

Q: If the Campus Activities Board (CAB) or another student organization had a movie earlier in a term, can the movie be re-shown because the copyright has previously been paid?

A: No. The copyright was purchased for that specific date, time, and location.

Federal Copyright Act (from www.copyright.org)

- The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home. In some instances no license is required to view a videotape, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Examples of situations where a public performance license must be obtained include taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day care facilities, parks and recreation departments, churches, and non-classroom use at schools and universities. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.
- All other public performances of Movies are illegal unless they have been authorized by license.
 Even "movie showings in 'semipublic' places such as clubs, lodges, factories, summer camps and
 schools are 'public performances' subject to copyright control." (Senate Report No. 94-473, page
 60; House Report No. 94-1476, page 64). Both for-profit organizations and non-profit institutions
 must secure a license to show Movies, regardless of whether an admission fee is charged.
 (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62)
- Non-compliance with The Copyright Act is considered infringement and carries steep and significant penalties. Such exhibitions are federal crimes and subject to a \$150,000 penalty per exhibition (Section 506) (www.copyright.gov/title17/92chap5.html#506). In addition, even inadvertent infringers are subject to substantial civil damages (\$750 to \$30,000 for each illegal showing) and other penalties. (Sections 502-505) (www.copyright.gov/title17/92chap5.html#502)

NFL, OLYMPICS, SPORTS AND TELEVISION BROADCASTS/RIGHTS

Broadcasts of NFL games and commentary, including the Super Bowl, as well as the Olympics, are protected under the federal copyright law. If you are hosting a showing event of any major sports or television event, follow a common sense approach and these critical rules:

- Showings must be limited to TVs or screens smaller than 55"
- DO NOT charge admission
- Amplification must be minimized, including using no more than four (4) loud speakers in the room
- The term "Super Bowl" is trademarked student groups should brand this event as "the Big Game" or a comparable term

In order to host a bonfire or other event with open flames, contact the Department of Public Safety, Office Fire & Life Safety, at 215-895-1550 to discuss the details of your event. Fire & Life Safety will assist in planning the fire safely and facilitate the gaining city approval for your event.

Often, this request will require approval from the Philadelphia Fire Department. All requests for any open burning that requires Fire Department approval must also include a special operations permit from the Department of License and Inspections. The cost for this permit will be approximately \$75.00 in the form of a check made payable to the "City of Philadelphia". This special operations permit is applied for only after Fire Department approval for the event, and is non-refundable.

When Do I Need to Contact the Office of Fire and Life Safety?

Students must contact the Office of Fire and Life Safety at least two (2) weeks prior to an event where one or more of the following might be anticipated. The Event Services Office can also assist student organizations with contacting the Office of Fire and Life Safety.

- Open flames or bonfires
- Smoke or fog machines
- Tents
- Generators

CAR SMASH EVENT GUIDELINES

If a student organization is interested in hosting a Car Smash event, Drexel University has established a set of specific guidelines to be followed:

- 1. The vehicle will be dropped-off no earlier than 10:00am on the day of the event.
- 2. The vehicle will be delivered by a contracted towing company with all liquids (gasoline, oil, windshield wiper fluid, brake fluid, Freon, radiator fluid, transmission fluid) and glass (windshield, windows, mirrors, brake/tail lights, turn signal lights, etc.), plastic, gas tank, tires, battery, and air bags removed.
- 3. Absorbent material (two layers of plastic with a minimum thickness) must be placed under and around the vehicle (at least 10 feet around each side of the car). If there is any leakage, the event must be stopped immediately until a University official permits the event to continue. Health and Safety should be notified immediately to ensure proper cleanup of any fluids.
- 4. When the car is placed within the fenced area, the tires must not be on the vehicle and the wheels need to be choked.
- 5. There must be a fence around the vehicle (20 feet from the car on all sides).
- 6. The sponsoring organization will provide 5 volunteers: (1) member to serve as the sledgehammer handler/examiner, (1) member to monitor the entry/exit way to the fenced area, (1) member to ensure that participants are wearing the necessary safety equipment, (1) to collect money, and (1) member to be sure that each participant reads and signs the provided waiver.
- 7. Only ONE person may be in the fenced area when the smashing is taking place to avoid injuries.
- 8. Participants MUST wear impact approved safety goggles or full face shield, leather gloves, hard hats, protective clothing (such as long sleeve shirts and pants), and protective footwear. No open toed shoes, shorts, or short sleeved shirts allowed.
- 9. No participants are allowed on top of any portion of the vehicle at any time. All bashing must be performed with two feet on the ground within the approved area.
- 10. Only an aluminum bat or a sledgehammer can be used. The sledgehammer needs to be standard size. A representative of the group must inspect the sledgehammer between each use to ensure it is in proper working order. If a sledgehammer is damaged in should not be used again.
- 11. Impaired students (under the influence of alcohol, drugs, etc.) are not permitted to participate.
- 12. Every participant must read and sign the University approved waiver before they participate and the host organization must collect and provide original copies back to OCA.
- 13. All car smashing must cease before dark, and no later than 5:00pm, whichever occurs first.
- 14. At the end of the event, the vehicle and all debris will be picked-up by a contracted towing company (no later than 6:30pm).
- 15. The host organization will be responsible for all other clean-up after the vehicle is removed.

CASINO NIGHT

Student organizations must consult with the Office of Campus Activities prior to hosting a Casino Night.

Such activities may be approved on a case-by-case basis.

EATING CONTESTS

Student organizations are permitted to host eating contests, yet must reduce risk and have medical personnel on-site. Groups should use the Drexel Emergency Medical Services (Drexel EMS) student organization or hire an ambulance service to be present should something go wrong. Student organizations must work with OCA and the Office of Risk Management for a waiver, which all participants must sign prior to the event. For ambulance services, contact Event Services for a preferred vendor.

CANDLES/INCENSE

Candles may be used at catered events in the Creese Student Center only with prior approval from Student Union Operations. Approval should be sought at least five (5) business days in advance of the scheduled event and must be disclosed to Event Services when reserving the space.

- The use of candles is restricted to the following areas: Grand Hall, the Private Dining Area and the University Club. There is no candle usage in Ross Commons.
- When candles are being used, they must be placed on a non-flammable surface away from other combustibles, placed in a non-flammable container, and the flame must be contained.
- Burning candles should never be left unattended and may not be burned in any office space.
- To prevent damage from hot wax, event sponsors should cover the surface on which the candle is placed with a non-flammable material. A cleaning fee will be assessed for the removal of wax.

If your event seeks to use candles in other campus buildings, your organization will need to contact the Event Services Office to determine permissions. In addition, if your organization seeks to have an event outside with candles, the "Bonfire and Open Burning Policy" states that contact and approval is needed with the Department of Public Safety, Office of Fire & Life Safety. Contact this office at 215-895-1550.

DECORATIONS

Student organizations wishing to display decorations in public areas and reserved space must receive approval from Drexel Student Centers in Room 118, Creese Student Center or 215-895-2515.

Student organizations with office space can add personal decorations to their space with certain limitations. Decorations cannot interfere with the HVAC vents in the office. All items needing to be hung must be done through Drexel Student Centers and UNICCO. Painting of rooms can be done through a work order and consulting the approved color palette found with Student Union Operations. Any damage incurred while a student group resides in their assigned office will be billable, as well as any missing properties from the room. Chairs, tables, desks, etc. are property of Drexel University and must remain in the room.

BLOCK PARTY PERMITS

To host a block party within a residential area, the host must apply for a permit through the Philadelphia Streets Department. This application must include a petition and date(s) for the event. An individual petition must be submitted for each street to be closed. Early submission of applications enables the Streets Department to process forms and notify the Fire and Police Departments of all block party street closures in their districts. For more information, visit the Philadelphia Streets Department website.

OFF-CAMPUS EVENTS

Student organizations can host events off-campus when the event cannot physically be held on Drexel's campus. Depending on the type of event, SAFAC or the Graduate Student Association may decide to allocate/reimburse funds from student activity fees, which are intended to enhance campus life. If hosting an off-campus event, contracts must be processed through OCA for services as a student organization event (space reservation, DJ's, inflatable rides, payment for a speaker, etc.).

VEHICLE RENTAL

Fifteen (15) passenger vans are not permitted for use/reservation by any individual, organization, or unit of Drexel University. Drexel University does not provide insurance for personal or rental vehicles. It is the responsibility of the driver(s) to ensure that sufficient insurance is in place. In the event no insurance is purchased, is inadequate, or voided due to a breach of the rental agreement, driver(s) will be held personally liable for any resulting claims for damages or injuries. The only exception is when vehicles are being rented specifically for the Alternative Spring Break (ASB) program.

ALTERNATIVE SPRING BREAK (ASB)

Alternative Spring Break (ASB) places teams of Drexel students in communities to engage in service and experiential learning during spring break. Objectives are to involve students in community-based service projects – locally, domestically, and internationally – and to provide opportunities for engagement in activities that benefit the environment, the community, and those in need.

Serving as an ASB trip leader allows students to make a positive difference in the lives of their peers and the community being served. Student leaders help promote a week-long group, community living, alcohol and drug free, service experience. There are special policies and procedures for Alternative Spring Break trips. OCA manages the ASB program to ensure that all forms, waivers, applications, and vehicle policies are completed in proper fashion.

INTERNATIONAL TRAVEL

International travel is not permitted on behalf of a Drexel University student organization as an official organization activity. On rare occasions, an exception may be granted, but only with approval of the Associate Dean for Campus Engagement and the Offices of General Counsel and Risk Management.

UNIVERSITY ALCOHOL POLICY

Refer to the <u>Drexel University policy regarding alcohol</u>. All provisions of the Commonwealth of Pennsylvania and the State Liquor Authority apply to Drexel University.

ALCOHOL RELEASE FORM AND EVENTS ON CAMPUS

Student organizations are not eligible to host on-campus events with alcohol. Permission to serve alcoholic beverages at any on-campus event must be obtained from the Event Services Office. The only opportunity to have alcohol is through a Department sponsor and by completing the Request for Alcohol/Release form with the Event Services Office.

In this scenario, the department assumes all responsibility to ensure that all state, local, and University policies and procedures governing consumption of alcohol are adhered to. Additionally, the department must submit in writing a description of how they will maintain order and ensure no underage persons will consume alcoholic beverages. The Alcohol Release Form ensures that all departments are aware of state, local, and university policies regarding consumption of alcohol and have taken the appropriate steps towards compliance.

Some exceptions have been granted by Public Safety for graduate student events, however, the cosponsoring college must submit the Alcohol Release Form with a plan for distribution/carding. In these scenarios, most groups hire a bartender to check IDs through University catering services. For further information about the Alcohol Release Form, contact the Event Services Office. This office has authority to determine with Public Safety what events may be eligible. The sale of alcohol is not permitted as the University does not have a liquor license.

OFF-CAMPUS EVENTS AND ALCOHOL

If a student organization receives permission to host an off-campus event, the event is permitted to have alcohol because it is the responsibility of the "3rd party vendor" (the restaurant, hotel, etc.) to ensure that no underage persons consume alcoholic beverages. Student organizations are not permitted to sponsor

an off-campus event if located at an establishment that does not have insurance for distributing alcohol.

POSSESION AND USE OF WEAPONS POLICY

No student, faculty, staff, or visitor shall keep, use, possess, display or transport any rifles, shotguns, handguns, pellet or BB guns, dangerous knives, billy clubs, makeshift weapons, martial arts weapons or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the University, or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed.

The Senior Vice President for Student Life & Administrative Services and the Vice President of Public Safety have the authority to permit the use and possession of weapons on campus by recognized law enforcement officials.

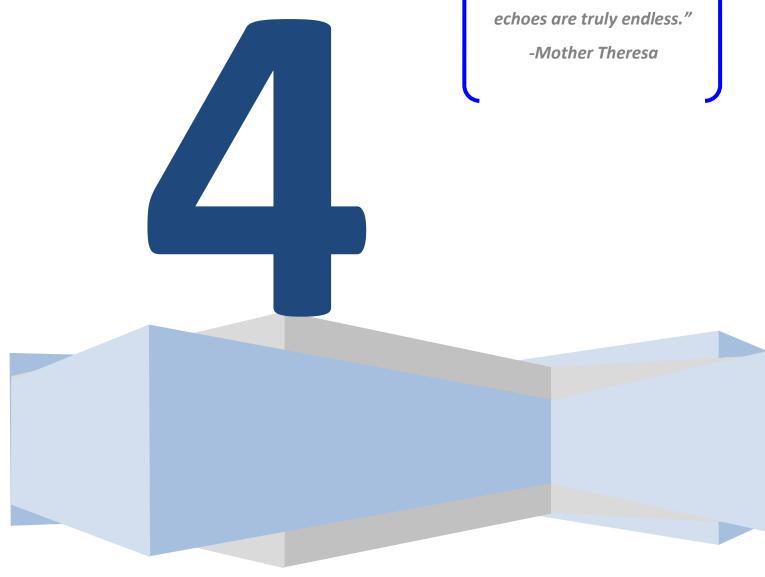
The Recreational Athletics Office works with the Department of Risk Management to approve or deny any requests for equipment related to the Club Sports program in relation to this policy.

OFF-SITE GUN/RIFLE RANGES

Student organizations are not permitted to host events that use an off-campus site for shooting guns or rifles. Individual students may patronize off-site rifle ranges, but said practice is not permitted on behalf of a student organization.

ORGANIZATION PUBLICITY

"Kind words can be short and easy to speak, but their echoes are truly endless." -Mother Theresa



POSTING FLIERS AND POSTERS

Students, faculty, and staff acting on behalf of a recognized student organization, campus governance, academic unit, campus department/office, or Drexel University committee are permitted to place promotional materials on bulletin boards in accordance with Drexel University's Posting Policy found in the Student Handbook.

Fliers and posters may be hung throughout campus on approved posting locations only.

- All materials for posting must be stamped prior to distribution.
- An "Approved for Posting" stamp is administered at the Creese Student Center Information Desk for general spaces and campus buildings and the Residential Living Office (RLO) in Towers Hall for the residence halls.

The below link provides an encompassing list of posting policies and procedures: http://drexel.edu/~/media/Files/dbs/PDF/POSTING%20POLICY%20MASTER.ashx

Athletic Center

To post fliers or posters in the Daskalakis Athletic Center (DAC), organizations must contact the Office of Recreational Athletics for specific information about policies and procedures.

POSTING IN RESIDENCE HALLS

Any student organization wishing to advertise in the residence halls must have posters and fliers approved by the Residential Living Office (RLO) located on the first floor of Towers Hall. Approved posters must comply with the University's posting policy.

- Advertising for parties or events may not refer to alcohol, tobacco, and/or other drugs.
- One poster may be displayed in the entrance area only.
- Floor bulletin boards are for posting residence hall and University events only. Residential Living must approve any exceptions.

Any posters not approved by Residential Living or any posters appearing in non-approved areas will be removed. University organizations not following this procedure will forfeit their right to post future events. Posters for the residence halls do not need to be stamped at the Creese Information Desk. For more information, contact Residential Living in Towers Hall at 215-895-6155.

CREESE STUDENT CENTER/ROSS COMMONS

Drexel Student Centers, located next to the Creese Information Desk, has designated areas throughout the Creese Student Center and Ross Commons for posting and distributing promotional materials (i.e. posters, notices, fliers, announcements) in accordance with Drexel University's Posting Policy found in the Student Handbook.

Any posting or distribution of promotional material which violates Drexel University's policy will be removed and disposed of immediately at the discretion of the Drexel Student Centers. All campus bulletin boards in the Creese Student Center and Ross Commons are cleared of outdated postings and non-approved posters on a daily basis.

Distributing Promotional Materials

Distribution by registered student organizations, campus governance, academic units, campus departments/offices, or Drexel University committees is permitted in designated areas of Creese Student Center and the Ross Commons provided that permission has been obtained from Drexel Student Centers. The blanket distribution of promotional materials on tables and chairs is prohibited. Distribution of literature and publications, such as bulletins and newsletters, by individuals and non-Drexel University-affiliated groups is strictly prohibited in the Creese Student Center and/or the Ross Commons.

Except for locations designated in Drexel University's Posting Policy, no promotional materials shall be affixed upon any surface (interior or exterior), including but not limited to doors, windows, interior walls, elevators, trash receptacles, cigarette receptacles, posts, pillars, or any other area of the Creese Student Center or Ross Commons. Campus groups who post in unapproved locations will be subject to

disciplinary action. Drexel Student Centers is not responsible for the disappearance of or damage to promotional materials posted in any facility.

Fasels

Easels may only be placed in two (2) approved locations in the Creese Student Center. One easel may be placed at the entrance to the Creese Student Center, near the Information Desk, and the second placement location is the entrance of MacAlister Hall near the Directory.

Student organizations interested in posting in these locations must secure a reservation through Event Services. Easel posting may only be approved for a maximum of two (2) days before the event. Bring your reservation confirmation and large poster to be stamped to the Creese Information Desk where you can pick-up the easel. Return easels to the Creese Information Desk at the end of your reservation. Any easels placed in unapproved locations or without a reservation may be removed and disposed of by Drexel Student Centers staff.

DISPLAY CASE

Student Union Operations is responsible for the display case on the first floor of Creese Student Center. Requests received from student organizations will be given priority. The display case can be used for promoting your organization, celebrating an anniversary or accomplishment, or advertising an event. Interested groups must make the proper arrangements through Drexel Student Centers by completing a request form found either at the Information Desk or by clicking here.

A-FRAMES

A-Frames are free standing sandwich board advertisements to promote organizations and events.

There are three (3) A-Frame locations available for recognized student organizations to reserve:

- 1. Bookstore lobby in MacAlister Hall
- 2. Creese Student Center lobby
- 3. Student Organization Resource Center (SORC)

Contact OCA one (1) week in advance of the time the poster is to be placed on the A-Frames. Please also follow the poster printer procedures below if it is to be printed.

- Your organization may have 1-2 weeks to display or until the space is needed and available to other groups.
- In addition, your organization may reserve more than one space at a time.

To reserve an A-Frame, contact the Office of Campus Activities at askoca@drexel.edu with the date you would like to reserve. The following information must be included: contact person's name, e-mail address, and telephone number, along with the name of the student organization. OCA will contact you to verify your reservation.

LARGE FULL COLOR POSTER MAKER

Large posters can be printed in the Student Organization Resource Center (SORC) from a PDF designed to size (24" x 36" is recommended). Each student organization receives one (1) free poster per term, subsequent posters are \$5. To print, e-mail the file to askOCA@drexel.edu. Posters must be submitted at least 3 business days in advance for printing. You will then pick-up your poster in the SORC.

SORC COPY MACHINE

Student organizations can visit the Student Organization Resource Center (SORC) and use the copy machine. All student organizations receive 50 free black-and-white copies per term. Additional copies cost \$.03 each. The copier is also capable of making color copies at \$.08 each. Charges are placed directly to the organization account. An ID# and password are provided to student organizations for copier use. See SORC staff for forgotten codes. If your group is making more than 50 copies, requires a higher-quality paper stock, or other premium options, we recommend utilizing the Drexel Copy Center.

THE TRIANGLE

<u>The Triangle</u> is Drexel's primary student-run newspaper. Student organizations are encouraged to send a press release prior to and following notable events. While sending a press release does not guarantee *The Triangle* will cover a particular event, it does greatly increase the chance. *The Triangle* also offers advertising space and classified listings. Some ad space may be free and other space can be secured at special rates and sizes for student organizations.

The best way to get information about advertising is via <u>The Triangle's website</u>. It contains information about placing display, online, insert and classified advertising, as well as a full publication calendar, Drexel community demographics, and contact information. In addition, *The Triangle* offers student organizations a \$100 per term advertising credit toward any advertising expenses.

Online Advertising

Student organizations can place online ads and pricing is determined based on 10,000 page views. There are "vertical", "box", and "banner" advertisements available, and student organizations should contact The Triangle for exact pixel sizes for each type. All online ads must be submitted in GIF or JPG formats, and may be sent to or brought to their office. Contact *The Triangle* at 215-895-2585 (main number) or 215-895-2689 (advertising department) or advertising@thetriangle.org for more information and the most upto-date rates for student organizations.

DREXEL INFORMATION NETWORK (InfoNET LCD SCREENS)

<u>Drexel InfoNET</u> is a campus-wide network of LCD screens that serve as a useful communication tool for student organizations and departments to announce programs and events. This service is free to all Drexel University student groups. To place an advertisement on Drexel InfoNET, create a JPEG at a resolution of 72 dpi. The image should be exactly 1360 pixels wide by 564 pixels high. Only include absolutely necessary information on your image. Students will be viewing ads for a few seconds from up-to 15 feet away – use text sparingly and when you do, make sure it's large.

Submit your ad and upload your image using the form on the <u>InfoNET website</u>. The following tips are offered to make the most effective ads. Remember, ads on InfoNET are only displayed briefly and therefore have limited ability to communicate information to viewers.

- Avoid using type smaller than 20 point.
- Avoid fonts that are too thin, scriptive, decorative, or unusual.
- Avoid too much text. People cannot read a page of information in 20 seconds.
- Keep ads simple. Use as little information as needed to get the point across. Cluttered and busy ads can overwhelm viewers.
- Avoid placing text over intricate or elaborate graphics, which make it hard to read.
- Keep the contrast high between font colors and background colors. Light green text on a light blue background is difficult to read.
- Leave "http://" off web addresses. URLs should be listed as www.drexel.edu or drexel.edu.
- Graphics and photos grab attention. Use them, but do not over-do it.
- If advertising an event, do not forget the important information: time, date, location, and costs.
- Avoid heavy-handed use of effects text or small text.
- If in doubt, always error on the side of simplicity.

DREXEL EVENTS CALENDAR AND DREXELNOW

The former *Drexel Digest* has been replaced by a <u>University Events Calendar</u>, which has a variety of easy-to-use features and provides University-wide exposure for events. The submission form can be found <u>here</u>. Student organizations should populate all events into the Events Calendar.

In addition, *DrexelNow*, an online publication, features real-time news and feature stories for the Drexel community, links to Drexel's social media outlets, arts and athletics schedules, and a feed from the Events Calendar. Once a week, students will receive an e-mail version of *DrexelNow* that features the best content from the site, as well as selected news, announcements, and events. For general questions about *DrexelNow* or the Events Calendar, contact now.editor@drexel.edu. For technical questions, e-mail websupport@drexel.edu.

E-NEWSLETTERS AND LISTSERVS

Newsletter to Student Organization Officers and Contacts

Have news to share with other student organizations and their members? OCA and the Office of Student Leadership Development & Traditions publish a newsletter with important information and announcements. This is e-mailed to all student organization presidents, vice presidents, treasurers, and advisors. E-mail your information to askoca@drexel.edu. Include who, what, where, when, why, how much, contact person with contact information, and other pertinent information. Your submission is subject to editing.

Commuter and Transfer Student Engagement Listserv

This weekly listserv is sent to approximately 12,000 Drexel students who do not live in the residence halls. To submit event information, e-mail commuters@drexel.edu. Please include the date, time, event name, place, sponsoring organization and a brief description of your organization's event. Events are not guaranteed to be posted, based upon the volume received in a given time.

Fraternity and Sorority Life Listserv

If you are interested in promoting news to the Fraternity and Sorority community, include who, what, where, when, why, how much, contact person with contact information, and other pertinent information. E-mail greeklife@drexel.edu to be submitted to the Fraternity and Sorority Life Listserv.

Academic Colleges and Departments

Many academic colleges and a variety of individual departments have listservs. OCA highly recommends reaching out to academic colleges to find out what opportunities may exist to publicize activities.

REQUESTING A LISTSERV

Student organization presidents can contact accounts@drexel.edu at IRT to request setting-up a listserv.

ORGANIZATION E-MAIL LISTS

Student organization presidents can contact <u>accounts@drexel.edu</u> at IRT to get passwords and access information for an e-mail account. Provide the name of your group and IRT will coordinate your e-mail account and listsery.

ORGANIZATION WEBSITE

Student organization presidents can contact accounts@drexel.edu at IRT to have organizational webspace. IRT will need to know the name of the organization. In addition, the student group TechServ has their own server and offer student organizations the ability to host their websites. Student organizations should contactTechServ directly.

ADDITIONAL ELECTRONIC METHODS

DrexelOne Campus Announcements

Highlights upcoming events that automatically appear when someone logs-in to their DrexelOne account.

DragonLink Calendar

The online student organization management tool, DragonLink, has a mechanism by which to post events, electronic fliers, and collect RSVPs. Within your group page, click "Events" from the left side menu. Upon doing so, click "create event" in the upper right side of the page and complete the form. DragonLink also has an online help desk with resources and information to answer your questions.

Facebook, LinkedIn, and other Social Networks

Successful student organizations effectively use a variety of social networking websites to promote activities and recruit new members.

CHALKING POLICY

Student organizations chalk the ground throughout campus to promote activities and events, governed by the policies and procedures set forth in the Student Handbook. Only washable chalk can be used – spray chalk is approved on a case-by-case basis. If spray chalk is approved, it must be removed immediately after the event or the student organization will be charged for removal. All other paints, markers, and other writing instruments are not permitted.

Because of labor and maintenance associated with chalk clean-up, chalking is not permitted on pavers (bricks), such as the Korman Quad, Ross Commons Patio, Rush Building Courtyard, North Hall Fountain area, Katherine Drexel Park, the Alumni Garden to the east of Creese Student Center, and the courtyard between CAT and LeBow Engineering Center.

At the Creese Student Center, groups may chalk sidewalk areas only, not on paved walks – chalking is not permitted on the ground area outside of MacAllister Hall between the Bookstore entrance, Mandell Theater entrance, and the Dining Hall atrium. At Ross Commons, groups may chalk on the outside sidewalk areas. Chalk messages must be on horizontal sidewalk surfaces. Chalking is also not permitted on any building, with the exception of the Nesbitt Hall Design Arts Annex.

Consistent with the University posting policy, advertising around campus may not refer to or promote alcohol, drug, or tobacco products. Any materials of an explicit sexual nature are prohibited, as well as demeaning or degrading material to a person or group of persons and vulgar language. Students chalking should be considerate and not chalk over another organization announcement.

The University will clean-up chalked areas once the event has occurred. The University also holds authority to clean-up any chalking that is not consistent with this policy. Any chalk message that requires more than a power washing to remove will be charged appropriately for removal.

USE OF THE UNIVERSITY LOGO

The <u>Drexel University logo</u> may be used by recognized student organizations on marketing materials, provided that the following procedures and rules are followed:

- Elements of the official Drexel University logo consist of a wordmark and dragon icon. The logo will always appear in the Minion and Univers fonts and is not to be replicated using other fonts.
- The University logo must not be rekeyed, redrawn, re-proportioned or modified in any form.
- Individuals should not deviate from the established visual standard by attempting to design their own logos. However, if designing secondary logos, the Office of Campus Activities has authority to approve or deny design and use of the Drexel dragon as an element of a secondary logo.
- Ink colors have been selected to complement the University's established institutional colors
 of blue and gold. The colors are Pantone Matching System (PMS) 281 blue, PMS 128 yellow
 (uncoated stock), and PMS 129 yellow (coated stock). These colors must be used with the
 official Drexel University logo when in color.

BUSINESS CARDS

Drexel University's official letterhead/business cards design may only be used by currently employed faculty and staff. Student organizations may design their own business cards, but are not to be an exact match of the University's official letterhead. Student organizations can contact Printing and Mailing Services for assistance with designing a Drexel business cards unique to your student organization.

COLLECTION BOXES

Student organizations are able to place boxes and/or containers for the collection of items throughout the Creese Student Center. Interested groups must complete a form with Drexel Student Centers to reserve the space. This office will not provide boxes nor be responsible for collecting items. Groups are responsible for emptying items and disposing of boxes/containers. Boxes/containers must be pleasant in appearance and may be removed at the discretion of Drexel Student Centers.

While there is no central policy for approvals and locations of collection boxes, student organizations are encouraged to reach out to departments and offices to determine whether they can have collection boxes at various locations, and whether there are any policies for those specific areas. For example, in the residence halls, visit the Residential Living Office (RLO) in Towers Hall. In addition, the Office of the Dean of Students, located in 215 Creese, may be able to assist with securing locations across campus.

MEDIA OUTLETS AND/OR GOVERNMENT OFFICIALS

The University requires that all contact with media, especially media sources and outlets not within Drexel University, to be arranged through the Office of University Communications. The Office of University Communications will work with your student group to properly and effectively attract and work with media.

Office of University Communications

Phone: 215-895-1530 Fax: 215-895-6157

E-mail: ucomm@drexel.edu

The University also requires student organizations to contact the Office of Government and Community Relations any time an event involves a government official. The Office of Government and Community Relations will work with your group to properly and effectively attract and work with government officials, especially as it pertains to campaign years and the University's non-profit educational status.

Office of Government and Community Relations 3141 Chestnut Street, Main Building, Suite 228 Philadelphia, PA 19104-2875

Office: 215-895-2109 Fax: 215-895-6356/0475

REACHING STUDENTS WITH SPECIFIC GPA's

If your student organization needs to communicate with students who have a certain minimum GPA, the Associate Dean for Campus Engagement may be able to send a message to students that fit the GPA criteria. Student Affairs is unable to provide a list of names and GPA's directly to a student organization.

ACTIVITIES UNLIMITED & WORD OF MOUTH

Activities Unlimited

Activities Unlimited is held the first week of fall and spring terms during Welcome Back Week. This student organization fair allows groups to share their mission and purpose with the greater campus population by distributing information, talking with prospective members, and displaying pictures and other organization artifacts. A DragonLink form is available to all recognized student organizations for reserving a table. Space is limited. We recommend student organizations to respond quickly when registration is available.

Word of Mouth

The most effective way to promote your organization is always word of mouth. The greater buzz you create about your organization or your event, the better, so talk it up! Speak positively to create interest so your friends tell their friends and so on. Remember, there was a reason why you joined your organization, so be sure to share the same appeal and excitement with others!

FINANCIAL RESOURCES AND MANAGEMENT

"A leader's role is to raise

people's aspirations for what

they can become and to

release their energies so they

will try to get there."

-David R. Gergen

GRADUATE STUDENT ASSOCIATION (GSA) AND GRADUATE STUDENT ORGANIZATIONS

The <u>Graduate Student Association (GSA)</u> advocates the interests and addresses concerns of graduate students at Drexel University; strives to enhance graduate student life at the University in all aspects, from academic to campus security; and provides a formal means of communication between graduate students and the University community.

Graduate student organizations apply through the Graduate Student Association (GSA) for funding from graduate student activity fees.

The Graduate Student Association works with the <u>Graduate Studies Office</u> and the <u>Office of Center City Student Affairs</u> to work with graduate student organizations regarding recognition, event planning, financial management, and advising. All graduate student organizations are encouraged to visit the GSA website and contact the GSA for timelines, deadlines, and policies regarding the usage of graduate student activity fees.

The following forms, applications, GSA policies and procedures are related to funding:

- Proposed Events and Budget Summary Form
- GSA Funding Application Form
- GSA Event Application Procedure
- GSA Funding Disbursement Policies
- Summary of Expenses During Previous Academic Year Form
- Application for Additional Funding
- Application to Appeal a Funding Allocation
- Check Request Form
- Graduate Student Organizations receive their account numbers from the Graduate Student Association and the Graduate Studies Office.

STUDENT ACTIVITY FEE ALLOCATION COMMITTEE (SAFAC)

The <u>Student Activity Fee Allocation Committee (SAFAC)</u> exists to support the initiatives, goals, and activities of recognized Drexel student organizations and Student Affairs by allocating student activity fees. SAFAC applies consistent unbiased funding decisions to represent the interest of the undergraduate students and enhances campus life by supporting the educational mission of Drexel University.

The committee consists of 14 full-time undergraduate students and the SAFAC Advisor, a professional staff member from the Office of Campus Activities. The committee exists to distribute student activity fees collected each year to recognized student organizations at Drexel University. The student portion of the committee consists of:

- 11 students chosen through an application process (9 Liaisons, 1 Chair and 1 Vice-Chair)
- 1 representative from the Undergraduate Student Government Association (USGA)
- 1 Club Sports Council liaison (chosen by the Club Sports Council)
- 1 Fraternity & Sorority Life liaison (chosen by the Office of Fraternity & Sorority Life)

The SAFAC Office oversees the following funding opportunities: Annual Allocations, Conference Funding, and The Good Idea Fund. Student organizations should familiarize themselves with SAFAC by reviewing all materials listed within the SAFAC website at www.drexel.edu/safac.

Undergraduate and Joint student organizations can apply for use of student activity fees.

The SAFAC Office is part of the Office of Campus Activities and is located in the Creese Student Center in the Student Organization Resource Center. SAFAC can be reached at 215-895-1328 or safac@drexel.edu. Please allow 24-48 business hours for a response to phone or e-mail messages.

SAFAC LIAISONS

Each recognized student organization will have a liaison who serves as their representative to the SAFAC

board and to provide assistance with any questions or concerns. Liaisons are expected to maintain contact with their respective student organizations throughout the fiscal year. Should you need to find a liaison information, please reference the SAFAC website.

SAFAC POLICIES AND PROCEDURES MANUAL

The complete <u>SAFAC Operational & Financial Policies and Procedures Manual</u> includes information about the policies that govern how SAFAC money can be used. Student organizations are strongly encouraged to review the SAFAC website and Manual and refer to the SAFAC Office for more information about effectively managing your organization's finances.

Examples of policies and procedures that the SAFAC Office can provide more detailed explanations than what may be provided in the manual include:

- How to access and use student activity fees
- How to access and use funding in student group's 71-accounts with self-generated funds
- Web Finance access
- Debt procedures
- Promotional products
- Account types and codes
- Gift receipts for donations
- Annual Allocations and Reserve Funding
- Direct billing within Drexel University for university services
- Signature authority for processing payments
- Access and usage of financial forms for processing payment
- Travel expenses
- Questions about sales tax
- Treasurer Trainings
- End of the Year financial reports
- 17- and 71-accounts
- Financial forms
- Student organization deposits

HIGHLIGHTED FINANCIAL POLICIES FROM THE SAFAC OFFICE

All undergraduate and joint student organizations must connect with the SAFAC Office for all financial policies. This partial list represents some of the most frequently asked questions about the use of SAFAC's student activity fees.

- Student activity fees cannot be used to purchase alcohol.
- Student activity fees cannot be used for contributions or donations to the campaign fund of any candidate or political or religious movement. This does not prohibit the payment of speaker fees to political or religious figures.
- Student activity fees cannot be used for contributions or donations to charitable organizations.
- Student activity fees cannot be used to pay honoraria, instruction or service fees to employees or students of Drexel University (including coaching fees).
- Student activity fees will not be allocated for miscellaneous, petty cash, or unknown activity items.
- Organizations can be funded for organizational membership in national or professional associations. *Personal or individual memberships will not be funded.*
- Expenditures for awards, promotional giveaways and gifts cannot be funded.

COST CENTERS/ACCOUNT TYPES

Undergraduate and joint organizations receive their account numbers (cost centers) through the SAFAC Office. Graduate student groups should connect with the Graduate Student Association (GSA) for account (cost center) numbers. Student organizations must be fully recognized in the fiscal year in which they wish to access funds. Any organization not fully recognized will be unable to access their account until recognition is complete.

Student organizations are not permitted to have off-campus bank accounts – finances of the organization must be located in a Drexel University account.

Each undergraduate and joint student organization will receive two (2) different cost centers. Each cost center will have a name, six digit fund number, and four digit org number:

Example:	Org Name	Fund#	Org#
	Art Club	170001	4199
	Art Club	710545	3526

17 - SAFAC Account

All transactions related to SAFAC funding will occur through an organization's 17-SAFAC account – this account holds student activity fees. At the end of the fiscal year, any unused money in an organization's 17-SAFAC account will roll back for redistribution.

Note: The SAFAC Advisor and Associate Dean for Campus Engagement reserve the right to deny any purchase request or reimbursement from this account which may violate SAFAC policies, Drexel institutional policies, state and/or federal laws.

71 - Rollover Account

This account holds fundraising, dues, donations and other money self-generated by the organization. Policies and procedures that guide use of the 17-SAFAC account do not apply to the 71-Rollover account. Student organizations can utilize money in this account to pay for any expense which does not violate Drexel institutional policies, state and/or federal laws.

Student organizations do not lose money in this account. At the close of the fiscal year, the ending balance of the 71-Rollover account will be the beginning balance in the next fiscal year.

Note: The SAFAC Advisor and Associate Dean for Campus Engagement reserve the right to deny any purchase request or reimbursement from this account which may violate Drexel institutional policies, state and/or federal laws.

ANNUAL ALLOCATIONS

One way SAFAC distributes student activity fees is called <u>Annual Allocations</u>. Annual Allocations is the process by which student organizations submit a fiscal year operational budget by the deadline to receive a portion of the available Student Activity Fee funds. Monies are used to support organizational operations and to fund events open to all students at Drexel University.

Student organizations will be required to have one member participate in an Annual Allocation Information Session in order to receive funding. The SAFAC Office will inform all student organizations about the opportunities and times of these information sessions. All student organizations that have existed in prior fiscal and academic years must go through this process if they want to receive funding.

TRAININGS FOR TREASURERS

Per the requirements of annual student organization recognition, undergraduate and joint organization treasurers must attend a Treasurer Training session to be educated on proper fiscal practices regarding their 17- or 71-accounts. For more information, visit www.drexel.edu/safac.

WEB FINANCE ACCESS

The SAFAC Office has worked with Student Affairs and Drexel IRT to grant access to Web-Finance for organizations which received a SAFAC allocation.

- To receive access to WebFinance, your organization must complete recognition for the fiscal year.
- The organization's WebFinance password can be reset via a form on DragonLink.
- This applies to both undergraduate and joint student organizations.
- Should you have any questions or concerns about gaining access, contact SAFAC

FINANCIAL FORMS

Student organizations utilize the same <u>financial forms</u> used by University staff and faculty. The SAFAC website provides forms used by student organizations for most every scenario. Student organizations must submit financial forms to SAFAC if paying from or using the 17- or 71-accounts.

1. Check Requests

- a. Used to pay for services which do not accept credit cards
- b. Used to reimburse students for money paid out-of-pocket over \$100
- c. Used to pay invoices and bills
- d. Time period: may take a few weeks or more

2. Cash Reimbursements

- a. Used to reimburse students for money paid out-of-pocket in cash up-to \$100
- b. Time period: may take a few days

3. Purchase Orders

- a. Used to have payments made for products/services using the SAFAC credit card
- b. Time period: may take a few days

4. Deposit Form

- a. Used to deposit money into either the 17- or 71-account
- b. All income/profit is deposited into the 71-account
- c. Reminder: Student organizations cannot have off-campus bank accounts

5. Funding Transfers

- a. Used to shift money from one account to another student organization account
- b. Time period: variable

Note: Clubs Sports must have all financial requests approved by the Office of Recreational Athletics prior to submitting to the Dean of Students Office.

Note: Fraternities & sororities must have all financial requests approved by the Assistant Dean for Fraternity and Sorority Life in the Dean of Students Suite prior to submitting to SAFAC.

TRAVEL/LODGING

Organizations can have hotel and travel accommodations placed on the university credit card, with the exception of rental vehicles. Students personally rent vehicles and are reimbursed after the event.

- Student organizations must make a half-hour appointment with the SAFAC Advisor to have any
 hotel and travel accommodations placed on the university credit card.
- Submit requests at least fourteen (14) business days in advance of departure date.
- Any request submitted for hotel and travel arrangements less than fourteen (14) business days in advance of departure cannot be guaranteed processing.
- Any student organization wishing to arrange lodging directly through an establishment may do so
 on their own and be reimbursed upon return (if approved for reimbursement).

REIMBURSEMENT POLICIES

Review all policies regarding reimbursements and other financial management procedures with the SAFAC Office via www.drexel.edu/SAFAC. Listed are highlights of reimbursement policies:

Non-Travel Reimbursement – Students wishing to receive a reimbursement for non-travel related expenses should submit their reimbursement within 90 days of the date of receipt. Repeated failure for not submitting reimbursements within 90 days may result in denial of the reimbursement.

Travel Reimbursement – In accordance with University policy, any student wishing to be reimbursed for travel, whether mileage or receipt-based (only with rental vehicles), must submit their reimbursement within 45 days of returning from the engagement. Failure to submit travel reimbursement within 45 days of returning may result in the inability of the SAFAC Office to process.

Students can have travel expenditures pre-paid from their organization account through the SAFAC Office for different types of travel <u>except</u> for van rentals. Vehicle rentals must be paid for by the student and be reimbursement.

Travel Reimbursement (Mileage) – Travel will be reimbursed through processing mileage for all transportation using personal vehicles. Mileage is reimbursed at the approved SAFAC or University rate. Supporting documentation required will be a map showing mileage from point "A" to point "B".

- This process will be used to reimburse gas and tolls when using personal vehicles. In some cases, the roundtrip mileage may be more than gas or tolls. If this occurs, the organization may choose to do a "Partial Mileage Reimbursement" for the total of the gas and toll receipts.
- Any travel using a rental vehicle will be reimbursed for all vehicle, gas, and toll expenses through receipt reimbursements, not mileage.
- All other travel reimbursements such as airfare and train fare will be reimbursed through receipt reimbursements, not mileage.

SALES TAX

Drexel University is authorized through the Commonwealth of Pennsylvania as a "Non-profit Education Institution" and as such, the University is exempt from state or local sales taxes. Therefore, Drexel University is not able to reimburse sales tax for any submitted receipts or invoices. If your student organization is working with a vendor or business that wants proof of the sales tax-exempt status, SAFAC can provide a copy of the Pennsylvania Exemption Certificate that details the University's status.

DIRECT BILLING WITHIN DREXEL UNIVERSITY

When student organizations use services provided through Drexel University that cost money, these charges will be directly billed to the cost center (account number) provided by the student organization. Examples of University services include: public safety, copy shop, Chestnut Street Caterers, union/facility charges, etc. It is the responsibility of the student organization to confirm their account was billed correctly and to contact the various University offices to rectify any disputed charges.

STUDENT ORGANIZATION SUPPLEMENTAL EVENT (S.O.S.E.) GRANT

The <u>S.O.S.E. Grant</u> was established by the Event & Conference Services Office in conjunction with the Commissions for Activities and Programs Fund (C.A.P.). These funds are completely separate from the funds provided by the Student Activity Fee Allocation Committee (S.A.F.A.C.) and serve as another avenue for student organizations to support campus events. The primary goal of the S.O.S.E. Grant is to support student organizations by providing monetary support for facilities fees on campus

Allocation Guidelines

Student organizations automatically receive up to \$250 toward campus facilities event expenses per event provided the following guidelines are satisfied:

- 1. The organization must be registered with the Office of Campus Activities and be in good financial standing with the University.
- 2. Funds must be for a future event; funding is never retroactive.
- 3. Events must be open to all students.
- 4. Event locations must be on campus.

Events that are co-sponsored by multiple groups are eligible for only one grant. The grant will cover up to (4) fundraising or information tables per organization per month.

Application Process

All eligible events will automatically receive up to \$250 toward Campus/Auxiliary facilities cost while funding is still available. The grant will be applied after the event, and no application is required.

DUST GRANT

The Student Activity Fee Allocation Committee (SAFAC) has allocated \$3,000 for 2013-2014 to be distributed to recognized student organizations by the Office of Campus Activities (OCA) to subsidize Drexel University Student Technicians (DUST) expenses.

To be eligible to receive a DUST Grant, the event must meet all the following criteria:

- 1. Your organization must be <u>fully recognized</u> by OCA to check your organization's status, review your group's DragonLink profile page
- 2. The event must be open to all students at Drexel University, University City campus
- 3. DUST expenses for the event are not being paid for or subsidized by administrative offices or college departments
- 4. The event did not qualify for the free check-out systems offered through DUST or Instructional Media Services (IMS)
- 5. Have a confirmed reservation number through the Event Services Office
- 6. Submit this completed application via DragonLink at least one (1) week prior to the event

DUST Grant Award Levels:

- D.U.S.T. Expenses \$0-\$199 = \$0 Grant eligible
- D.U.S.T. Expenses \$200-\$399 = up-to \$100 Grant eligible
- D.U.S.T. Expenses \$400-\$699 = up-to \$200 Grant eligible
- D.U.S.T. Expenses \$700+ = up-to \$300 Grant eligible

For questions, e-mail OCA at askOCA@drexel.edu. DUST Grants are awarded after the event.

ALUMNI GRANT

http://www.drexel.edu/ia/alumrel/grants_studentinfo.asp

The Drexel University Alumni Association evaluates funding proposals and provides financial support for activities hosted by recognized student organizations that increase the interaction between students and alumni, enhance the student experience, promote tradition, support academic excellence, reconnect alumni to the university, create a greater awareness of the Alumni Association, and promote the Association as a relevant and integral part of the university community.

The Grants Program Committee of the Drexel University Alumni Association Board of Governors reviews all funding proposals. Proposals must be submitted in writing according to the quarterly deadlines posted below and at least two (2) months in advance of the event or program. Exceptions may be made at the Committee's discretion provided that the proposal details the organization's plan to adequately market and advertise the event or program, and based on funding availability.

Organizations approved for grant funding must complete a Final Project Report within two (2) weeks after the conclusion of the program. Any future funding for the applicant group will be contingent upon accurate completion and timely submission of the report to the Alumni Association.

Should you have any questions, please contact John Bernat at 215-571-3823 or john.bernat@drexel.edu.

CAP FUNDING

Drexel University has an exclusive beverage and vending services partnership with Coca-Cola which provides approximately 150 vending machines located throughout all three campuses. The Coca-Cola contract and vending is centrally managed through the Office of Retail Management.

A portion of the commissions received from vending sales is made available to recognized student organizations and programs through grants issued by Commissions for Activities and Programs (CAP). To apply for CAP funding, submit a completed CAP Funding Request Form [PDF].

For more information, contact Jackie Eliassen in the Office of Retail Management at 215-895-6776.

DUES AND DONATIONS

Student organizations are permitted to charge dues from participating members as a requirement for membership in the student organization. Student organizations are also permitted to solicit departments and colleges for funding of specific events or for general support. Groups interested in soliciting outside

companies may do so, but must communicate with OCA prior to solicitation due to potential conflicts of interest with established University relationships.

FUNDRAISING

University facilities should not be used for commercial programs or for personal profit fundraising. Recognized student organizations are permitted to raise funds solely for organization activities and for charitable projects. The use of University facilities may be denied if activities interfere with the philosophy, missions, or goals of Drexel University.

FUNDRAISING RESOURCE GUIDE

OCA has prepared the Fundraising Manual (COMING SOON) to assist student organizations in raising additional monies for the group and events. The resource contains guidelines to follow when planning a fundraiser, as well as fundraising ideas.

ETHICS IN ADVERTISING/FUNDRAISING

If your group is advertising that money is being raised for a specific charity/philanthropy, 100% of the money raised must be donated to that charity/philanthropy. If your organization plans on using money raised to cover expenses, you MUST disclose that expectation. Advertise what percentage of the proceeds will be donated to charity and where the rest will be distributed.

RAFFLES FOR FUNDRAISING

The State of Pennsylvania has strict policies and procedures related to raffles. Student organizations may be permitted to sponsor a raffle, however <u>University approval will be required and granted on a case-by-case basis</u>. In general, organizations are encouraged to find alternative means to raise funds.

Pursuant to Pennsylvania's Local Option Small Games of Chance Act (10 P.S. § § 311-327), nonprofit organizations like Drexel University are permitted to conduct "small games of chance" (defined as drawings and raffles, among other things) provided the organization applies for a license and uses the funds raised for public interest purposes. In such games of chance, winners are determined by random selection of corresponding tickets – participant skills or abilities do not increase their odds of winning.

In Philadelphia, nonprofit organizations seeking to conduct raffles or drawings must apply to do so through the Department of Licenses and Inspections.

- If the prize value is \$500 or less, and if the organization wishes to conduct it no more than three (3) times in a given year, they may purchase a **Limited Occasion License** for \$10.
- If the prize value is \$500 or less, and the organization wants to conduct it more than three (3) times a year, a **Small Games of Chance License** is required.
- If the prize value exceeds \$500 (regardless of frequency), a **Small Games of Chance License** and a **Special Permit License** are required.

Two applications (city & state) must be submitted regardless of the type of license sought, and they can be found at the addresses below:

http://business.phila.gov/Documents/Licenses/GamesOfChanceLicenseFromCity.pdf http://business.phila.gov/Documents/Licenses/GamesOfChanceLicenseFromState.pdf

CONTESTS

Student organizations wishing to raise funds are permitted to do so (without a license) as long as a skill component is incorporated to increase a person's chances of winning. The University considers this practice a 'contest' rather than a raffle. Examples of approved activities include: guessing the correct number of jelly beans, scoring the most points in a game, or having the most audience votes.

PRIZES

In many cases, students winning prizes may incur tax obligations. Student organizations wishing to

purchase prizes, gift cards, or provide Dragon Dollars, must work and gain approval from OCA. Upon receiving such prizes, the winner will be required to provide personal information which may be reported to the IRS.

"GIFTS IN KIND" AND TAX CREDIT

Student organizations are permitted to receive donated gifts (separate from cash donations) from non-Drexel University organizations. Drexel University is a non-profit organization and can provide a tax-deductible receipt for tax credit of donated gifts. This is a great way to solicit companies or organizations to donate items to be raffled off, used as prizes, etc.

CREDIT CARDS

Drexel does not allow the selling or promotion of credit card companies.

UNIVERSITY BOOKSTORE

Student organizations cannot sell items that directly compete with the University Bookstore, including books, Drexel paraphernalia already being sold, etc. This does not include candy and other refreshments.

GIFT CARDS

Gift cards may be an option for student organization prizes and gifts, however, there are tax implications for the recipient. Upon receiving a gift card, the recipient will need to complete a form. If the recipient is a Drexel University employee (student or professional staff) the value of the gift card will be added to the individuals' W-2 earnings as compensation and taxed accordingly. If the recipient is a Non-Resident Alien, Drexel University is required to withhold 30% of the value of this gift card, which is then remitted to the IRS. The form can be obtained for OCA or SAFAC.

FOOD AND CATERING POLICIES

"Management is efficiency in climbing the ladder of success; leadership determines whether the ladder is leaning against the right wall"
-Stephen Covey



CHESTNUT STREET CATERERS

Chestnut Street Caterers is the exclusive on-campus caterer. In compliance with the University's food service management agreement, all catered functions that occur on campus must be provided by Chestnut Street Caterers. Visit this website for further information about Chestnut Street Caterers.

Contact Information

- Chestnut Street Caterers
- 215-895-6934
- ChestnutStreetCaterers@drexel.edu
- http://www.chestnutstreetcaterers.com/

Chestnut Street Caterers offers a variety of pre-designed and custom menus to suit all occasions. In addition, Chestnut Street Caterers can also provide linens, floral arrangements, and balloon centerpieces at the client's request.

Student Organization Catering Guide Request Policies

Chestnut Street Caterers provides quality food and service that fits your organization budget. Chestnut Street Caterers has created a <u>Student Catering Menu</u> designed specifically for recognized Drexel student organizations with specialty pricing and an array of food choices. Student Catering prices include delivery on the Drexel University City Campus. A \$50 delivery fee will be added for any events delivered outside of the University City Campus.

Student Catering prices will be granted if the following guidelines are met:

- Orders to be placed two (2) weeks prior to an event. Orders placed within 48 hours are not eligible for Student Catering prices.
- All requests must come from the Student Catering menu.
- Must have a room reservation number from Event Services.
- Additional charges will be added for linen and skirting requests.
- All events include paper and plastic service ware.

Additional policies and procedures:

- Go Green compostable products are available for an additional fee.
- Chestnut Street Caterers plans the staffing for your event based on number of guests, type of service, menu and location. Most staffing requires a minimum charge of four (4) hours.
- Special Orders: If the Student Catering menu does not fit your organization needs, Chestnut Street Caterers will work to accommodate your food and budget requirements.
 - Student groups may receive up-to a 20% discount on food when ordering from the
 - Catering by Design menu or when a custom menu has been created.
 - <u>National Brand Catering menu</u> features favorites from national brands including Currito, Chick-fil-A, Subway, and Starbucks.

How Do I Obtain Chestnut Street Caterers Service at My Event?

Student organizations must have a space/room reserved prior to contacting Chestnut Street Caterers at ChestnutStreetCaterers@drexel.edu or 215-895-6934.

- Student organizations should contact Catering a minimum of ten (10) business days prior to the event or there may be late fees assessed
- Please allow at least 48 hours (2 business days) for a response
- Be very specific when telling Catering what you want, including how many people you are feeding
- Requests submitted within 72 hours of the event may have extra charges

DREXEL POLICIES RELATED TO EXCEPTIONS FOR USING CHESTNUT STREET CATERERS

In compliance with University policy, all catered student organization events on-campus with perishable food, must be provided by Chestnut Street Caterers. There are a handful of exceptions, however:

1. USING AN OUTSIDE RESTAURANT OR FOOD VENDOR

Groups may request to bring food from an outside (non-Drexel) food vendor, such as outside

restaurants or catering vendors. Student organizations must complete and submit a <u>Catering Policy Exception</u> and include specific reasons for the request. Requests must be submitted a minimum of 20 business days prior to the event to the Retail Management Office located in MacAlister Hall, suite 1049.

Only if an exception is granted can a student organization begin the necessary contracting and insurance process for using an outside caterer with SAFAC. The Request for Contract form needs to be submitted to SAFAC at least four (4) weeks prior to the date of the event. Only after completing the contract process, can the student organization officially bring food from an outside restaurant or food vendor to their on-campus event.

Catering supplies and equipment will not be provided for events when Chestnut Caterers is not providing the food. Some examples of food that may be approved for an exception include: kosher and Halal food, ethnic foods, and donated food.

2. PIZZA FOR EVENTS

For orders under \$100, student organizations are permitted to order from select local pizza vendors. It is not needed to submit a Request for Catering Policy Exception or the Request for Contract.

- Organizations can order from the following locations because Drexel has an insurance relationship with them: Ed's Buffalo Wings and Pizza, Papa John's Pizza, Powelton Pizza, and Drexel Pizza.
- Students pay for the food on their own and submit paperwork to be reimbursed, or students can work with the SAFAC Office to coordinate payment.

For orders over \$100, student organizations should contact the Office of Retail Management to determine whether or not Chestnut Street Caterers can fulfill their pizza request.

• If student organizations purchase over 15 pizza pies, Chestnut Street Caterers cannot fulfill this order, and groups can work directly with preferred pizza restaurants.

3. STUDENT ORGANIZATION POTLUCK POLICY

A potluck is where food preparation is the responsibility of individuals. The number of persons is limited to 50 people and is only open to members and friends of the organization. A potluck is an event where participants bring a "dish to pass" and may be prepared in a personal kitchen.

Drexel University and the Office of Campus Activities do not inspect or issue permits for potlucks. However, we are concerned about the prevention of food borne illness. It is your responsibility to read, understand, and follow the below guidelines. By abiding by these terms, risk of illness being transmitted through food is minimized.

Potluck guidelines:

- Your event must be for no more than 50 people, limited to members of the organization and
- Drexel students, faculty, and staff. Food may not be offered to the general public.
- No cooking food on premise.
- Perishable food must be maintained at its required temperature. Hot food must be kept hot and cold food must be kept cold. No open flames are permitted with the exception of sterno.
- There can be no tampering with food items to cause harm (physical or emotional).
- No illegal substances may be added to any item.
- Notify the Event Services Office (<u>reservations@drexel.edu</u>) that you will be having a potluck when submitting your reservation. Your potluck should be reflected within the confirmation report from Event Services.
- You must clean-up and not leave unused food items at the end of your event. Failure to cleanup will result in charges billed to your student organization account.
- Persons providing food must do so at their own expense and are not eligible for SAFAC or student organization account reimbursement.
- Persons eating food will not be charged for doing so.
- Individuals preparing and/or serving the food must wash their hands and use safe food handling precautions.

Failure to adhere to these policies will result in loss of privileges to host future potluck events. Additionally, failure to comply with the above guidelines may result in disciplinary action to either the individual or the organization.

Food containing bacteria or viruses that can cause food borne illness do not smell or taste differently – it is imperative that members preparing and serving food follow safety precautions. Please visit www.foodsafety.gov for additional food safety information and resources.

4. BAKE SALES

A bake sale is when student organizations prepare and sell food as a fundraiser. Preparation of food is the responsibility of the organization and the amount of food prepared is limited to what can reasonably be sold during the course of the sale. The food may be prepared in a personal kitchen.

Drexel University and the Office of Campus Activities do not inspect or issue permits for bake sale items. However, we are concerned about prevention of food borne illness. It is your responsibility to read, understand, and follow the below guidelines. By abiding by these terms, the risk of illness being transmitted through food is minimized.

Bake sale guidelines:

- Only food items that can safely be maintained at room temperature may be sold.
- No illegal substances may be added to any item.
- There must be no tampering with items to cause harm (physical or emotional).
- On the reservation form, you must notify Event Services that you will be having a bake sale. Your bake sale must be reflected in the confirmation report from Event Services.
- You must clean-up and not leave unused food items at the end of your event. Failure to cleanup will result in charges billed to your student organization account.
- All bake sale items must be bundled into individual servings and sealed in either plastic wrap or zip-lock bags. Non-sealing sandwich bags and aluminum foil are not sufficient.
- Food should be tightly wrapped or sealed before and during transport to protect from dust, dirt, and insects.
- Those preparing/serving food must wash their hands and use safe food handling precautions.

Examples of items able to be sold include cookies, brownies, donuts, etc. Failure to adhere to these policies will result in loss of privileges to future host bake sales. Additionally, failure to comply with the above guidelines may result in disciplinary action to either the individual or the organization.

Food containing bacteria or viruses that can cause food borne illness do not smell or taste differently – it is imperative that members preparing and serving food follow safety precautions. Please visit www.foodsafety.gov for additional food safety information and resources.

5. OUTSIDE BARBECUES (for example, at Buckley Green)

Barbecue events held on campus for under 50 members will be considered and treated in the same manner as the Potluck policy. Organizations may purchase, bring, and cook food with an open flame from the BBQ pit/grill. Food cannot be sold.

Barbecues for over 50 people must use Chestnut Street Caterers.

- Pre-cooked food can be purchased, brought to the site/event and re-heated, or
- A chef from Chestnut Street Caterers can be hired to cook the food made to order (cooking the food from a raw/frozen state). An extra charge for the chef will be applied to your bill. A minimum of three (3) hours will be charged, which includes one (1) hour set-up, one (1) hour clean-up, and the actual event time.
- Chestnut Street Caterers recommends student groups opt for the rental of a gas grill. If student groups would like to use existing grills, charcoal and lighter fluid must be supplied.

6. PHILLY PRETZEL FACTORY AND RITA'S WATER ICE

Drexel University has made special insurance agreements with the Philly Pretzel Factory and Rita's Water Ice. Student organizations can purchase from these vendors and bring food to campus.

- Do not need to submit a Request for Catering Policy Exception or Request for Contract
- There is no monetary limit for what a student group can purchase

- Student organizations can purchase ONLY from the Suburban Station Concourse, 1500
 Market Street, Philadelphia, PA 19102
 - O Philly Pretzel Factory, Space 113, 215-564-1045
 - o Rita's Water Ice, Space 114, 215-231-9940

7. DONATED FOOD

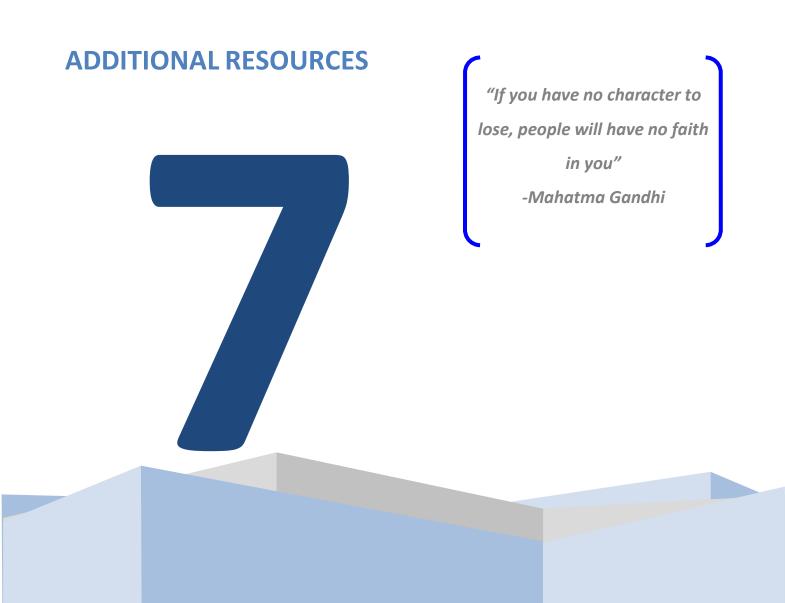
Student organizations that receive a donation of perishable food for on-campus events must complete and submit the <u>Catering Exception Form</u> to the Office of Retail Management. This form serves to inform Retail Management of what perishable food is coming to campus and the organization will work with SAFAC to ensure that contracts and/or proper Insurance Certificates are provided from the food vendor. Certificates of Liability Insurance will be required for any donations of perishable food.

8. COKE PRODUCTS

Drexel University has special agreements with Coca-Cola and campus events must use Coke products. Coke products can be purchased through Chestnut Street Caterers. If a student organization is able to have Coke products/beverages donated from an outside source, the organization must complete and submit a Request for Catering Exception form to the Office of Retail Management for approval. Additionally, if having a large-scale event on campus, groups can contact Retail Management to see if Coke will donate beverages. The list of approved Coke beverages can be found here: www.thecoca-colacompany.com/brands/brandlist.html

9. NON-PERISHABLE FOOD

Student organizations are permitted to buy and bring non-perishable food to campus. Some examples of non-perishable food include chips, crackers, hard pretzels, and Coca-Cola sodas.



CEO LEAD PROGRAM: Creating Experiential Opportunities for Leadership Education and Development

The Office of Student Leadership Development & Traditions (SLDT) coordinates the CEO LEAD Program, providing student leadership development opportunities based on the foundations of the Social Change Model for Leadership Development (SCM), which advances personal and professional development, builds group and team dynamic skills, and cultivates community engagement and responsibility through the values of the "7 C's". CEO LEAD offers numerous opportunities, through the Leadership Certificate Program (LCP), The Leadership Academy (TLA), the Read to Lead Book Club, the Reel Leadership Movie Series, Conferences, Retreats & Symposiums, and Star Awards, for all students to foster and enhance leadership skills. For more program details, visit http://www.drexel.edu/CEOLEAD.

Leadership Certificate Program (LCP)

Through the Leadership Certificate Program, students can attend a plethora of workshops throughout the year. Sessions are organized into three (3) separate tracks based on the Social Change Model: 1) Personal & Professional Development, 2) Group & Team Dynamics, and 3) Community Engagement & Responsibility. Students receive credit for attending workshops and can apply these credits toward earning any one of our four (4) leadership certificates by completing the minimum requirements. In order to earn certification in a specific track, students must attend six (6) workshops in that category. Students may also earn a Holistic Leadership Certificate by attending any six (6) workshops across all disciplines. For students seeking to hone skills in a particular interest, the program also offers specializations in eight (8) areas, including: 1) Student Organization Leadership and 2) Student Organization Management. To earn specialization, students must complete the requirements of a certificate track, as well as attend three (3) workshops coded in that specialization discipline. The LCP offers flexibility and creativity to learn, while exposing students to leadership topics that align with the Social Change Model and CEO LEAD.

The Leadership Academy (TLA)

The Leadership Academy offers a structured, tiered classroom curriculum and shared-experience. Through TLA, students can enroll in CEO LEAD 101, CEO LEAD 201, and CEO LEAD 301. CEO LEAD 101, designed for novice leaders, facilitates personal and professional development through self-assessments, values clarification, goal identification, and topical classroom workshops. Upon completion of 101, CEO LEAD 201 trains students in group formation, team roles, and conflict management. The experiences gained in courses 101 and 201 set the stage for CEO LEAD 301, a program that strengthens leaders' responsibilities to community through timely discussions, mentorship and role modeling opportunities, and peer education, while enhancing and embracing community engagement and responsibility. TLA courses are offered twice per year to accommodate students enrolled in co-op.

Read to Lead Book Club

"Read to Lead" is Drexel University's premier leadership book club on campus. Any student, especially student organization leaders, and Drexel faculty, staff and alumni, can join. We host monthly "CEO LEAD Certified" book club discussions throughout the academic year and continue the conversations on our blog site, where members can comment on and discuss the featured book selection, as well as provide any ideas they have to improve the club or suggestions for future readings. For more info, visit http://www.facebook.com/DrexelReadtoLead.

Reel Leadership Movie Series

The "Reel Leadership" Movie Series is a "CEO LEAD Certified" series of screenings and discussions centered around drawing themes of leadership out of cinema, developing an understanding for those themes, and helping the Drexel community integrate leadership qualities into their lives. Each month throughout the academic year, SLDT hosts a movie screening and discussion. Students are encouraged to participate and engage in a lively discussion!

Who is the CEO LEAD Program designed for?

- All students, including members and leaders of student organizations at Drexel University.
- Students who desire to hold positions of leadership in the Drexel community.
- Any student that wishes to learn leadership and organizational skills and strategies.

How will students benefit from the skills learned in the CEO LEAD Program?

Market your co-curricular experiences to potential employers and graduate schools.

- Improve your student organization's ability to identify and attain goals.
- Identify your personal strengths and areas for growth, and develop an action plan for personal and professional development.
- Develop skills and strategies critical for success in student organization, academic, and professional environments.
- Refine your leadership style and broaden your understanding of what it takes to excel and succeed in today's work environment.

CEO LEADership Weeks

"CEO LEADership Weeks" are held in the fall, winter and spring terms, open to the entire Drexel community, and feature a variety of campus-wide activities spanning the course of two weeks that support the personal and professional leadership development of our students, faculty, and staff. Events include speakers, student organization networking receptions, business plan competitions, social justice activities, leadership workshops and conferences, and much more.

Office of Student Leadership Development & Traditions Location and Office Hours

SLDT is located on the lower level of the Creese Student Center in the Student Organization Resource Center (SORC), Room 32F. Office hours are Monday through Friday from 8:00am to 5:00pm. For more information, contact us by phone at 215-895-6076, via email at leadership@drexel.edu, or visit us online at http://www.drexel.edu/SLDT.

LEADERSHIP ASSISTANTS

A Leadership Assistant (LA) is an experienced Drexel student who is a para-professional member of the Office of Student Leadership Development & Traditions staff. LAs work as a team to provide educational opportunities and leadership development resources for student leaders and members of student organizations, and support the CEO LEAD program to create meaningful opportunities for students to develop leadership skills and strategies that are critical for success in student organizational, academic, and professional environments. Contact the LA Team: LeadershipAssistant@drexel.edu.

STAR AWARDS FOR THE TERM

These quarterly awards recognize the leadership, service and achievements of our student leaders, student organizations, and professionals at Drexel University and highlight their dedication in reaching out to the campus community and their contributions in making a difference in the lives of fellow Drexel students! To learn more and complete a nomination, visit:

http://drexel.edu/studentaffairs/get_involved/leadership_development/student_leadership/stars.

STUDENT LEADER AND ADVISOR SURVEYS

OCA sends annual Student Leader and Advisor surveys in either the spring or summer terms. These surveys solicit feedback on a wide variety of areas about campus and your experience as a student leader. OCA not only uses this information to inform our own practices, decisions, and services, but we also share student feedback with a variety of offices and with the top administrators across the University.

VIRTUAL LEADERSHIP LIBRARY

If you're interested in improving your leadership skills but want to dip your toes before diving into the CEO LEAD program, check out the Virtual Leadership Library. Available on the SLDT website, the Virtual Leadership Library offers archived video webcasts, downloadable tip sheets, links to national leadership organizations, among a range of other options. Visit the Virtual Leadership Library here: http://drexel.edu/studentaffairs/get_involved/leadership_development/student_leadership/library.

STUDENT ORGANIZATION RESOURCE CENTER (SORC)

The Student Organization Resource Center (SORC), located on the lower level of the Creese Student Center, is the home to the Office of Campus Activities (OCA), the Student Activity Fee Allocation Committee (SAFAC), the Office of Student Leadership Development & Traditions, and the Office of

Commuter & Transfer Student Engagement. The Center is where recognized student organizations can use a variety of resources, including:

- Balloons
- Button Maker
- Banner & Construction Paper
- Cannon Printer/Scanner/Copi er/Fax Machine*
- Colored Pencils
- Computers
- Ellison Letter Die-Cut Machine
- Glue & Tape
- HeatSeal H435 Laminator

- Hole Puncher
- Large Helium Tank
- Markers & Glitter Pens
- Paint & Paint Brushes
- Paper Cutters
- Poster Printer*
- Rubber Bands
- Scissors
- Staplers
- String/Ribbon
- Thumb Tacks

The following items are located in the Student Organization Resource Center (SORC). They can be reserved through an Equipment Rental Form at the front desk.

- A-Frame
- Arrow Signs
- AV Cabinet Key
- Balloon Weights
- Button Maker
- Buzzers
- DVD Projector
- Easels
- Fondue Machine
- Karaoke Machine
- Leadership Library (Books)
- Money Box (with key)
- Nikon Digital Camera

- Pocket Projector
- Polaroid Camera
- Popcorn Machine
- Projector Screen
- Raffle Tickets
- Raffle Ticket Box/Holder
- Sidewalk Chalk
- Tinkerton
 Construction Play
 Set
- Xbox/Wii
- Wristbands

Please review the <u>Check It Out</u> presentation for an overview of the resources available. For more information about the SORC or to reserve these resources, contact Tashina Henry, Administrative Assistant, at 215-895-1328 or <u>tch33@drexel.edu</u>.

DRAGON CARD READER

Wired and wireless <u>DragonCard Activity Readers</u> that interface with the DragonCard System to accept Dragon Dollar payments and track activity at event(s) in real-time are available to recognized student organizations. Readers can be used to help track attendance, record keeping, and transfers of funding.

All eligible groups must complete a <u>DragonCard Reader Request Form</u> before the DragonCard Activity Readers will be issued. The organization will also be required to complete a DragonCard Property Checkout Form upon receipt of the device. DragonCard Activity Readers can be rented for **\$25 per DragonCard Activity Reader** by providing your University account number on the DragonCard Office Special Request Form. There is a 3% service fee charged to all Dragon Dollar transactions.

Please note the specific location where the device will be used on the DragonCard Reader Request Form. The maximum check-out time for a device is one (1) week. If the device is needed for a longer period of time, the DragonCard Office will do its best to accommodate. The maximum number of devices requested is two (2) per organization. There are a limited number of devices issued on a first-come, first-served basis.

^{*} Please note: fees and/or limits associated with these resources.

STUDENT ORGANIZATION OFFICES



"Be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what others think you are"

-John Wooden

<u>Drexel Student Centers</u> provide a limited number of offices in the Creese Student Center and MacAlister Hall designated solely for use by recognized student organizations. The following policies and procedures have been established for the allocation, occupancy, and use of office spaces.

OVERVIEW/GOAL FOR APPLYING FOR AND RECEIVING SPACE

The goal of the space allocation process is to provide recognized student organizations an equal opportunity to obtain space and to accommodate as many student organizations as possible in a fair, open, and objective manner. Drexel Student Centers chair the Space Allocation Committee which consists of both students and staff – including staff from the Office of Campus Activities. The space allocation process occurs annually in the spring term and all recognized student organizations are eligible to apply for both office and storage space.

ELIGIBILITY

Only recognized student organizations are eligible to apply for, receive assignment to, and occupy an office in the Creese Student Center or MacAlister Hall. The term "recognized student organization" shall mean a student organization that has complied with the formal requirements for recognition.

ALLOCATION PROCESS

Recognizing the limited offices in Creese Student Center and MacAlister Hall to accommodate the needs of all recognized student organizations, the following provisions have been established in order to support the goals of the allocation process:

- 1. The Space Allocation Committee (SAC) will consist of professional staff and undergraduate student representatives.
- 2. The allocation process will be conducted annually during the spring term to determine the assignment of offices for the subsequent academic year.
- 3. Information regarding the annual allocation process will be distributed to all recognized student organizations by the SAC.
- 4. Each recognized student organization that desires to participate in the annual space allocation process must submit a completed application by the established deadline.
- 5. Each student organization that currently occupies space is not guaranteed re-assignment.
- 6. Only recognized student organizations who participate in the annual allocation process will be considered for assignment of space.
- 7. Incomplete applications, inaccurate applications, or applications submitted after the established deadline will not be considered.
- 8. The Space Allocation Committee will review applications and make recommendations to the Executive Director of Business Services and the Associate Dean for Campus Engagement and make the final decision regarding assignment of office space.
- 9. When formulating recommendations, the Space Allocation Committee will consider the following:
 - i. The extent to which the student organization will make effective and efficient use of the office space in meeting its stated purpose and obligations;
 - ii. The number of students represented or served by the organization, directly or indirectly;
 - iii. The likely extent to which the student organization will actively and regularly contribute to the vitality of campus life through the sponsorship of programs and activities that promote learning and/or social interaction;
 - iv. The manner by which the student organization's goals and values will support the mission statement of the Greenawalt Student Development Center (GSDC) and enhance student organization collaboration and cooperation;
 - v. And any other reasonable expectations deemed by the Space Allocation Committee.
- 10. Each student organization assigned space will be required to sign and submit a "Term of Agreement" and schedule a review of the assigned space with the Operations Manager or Assistant Director of Drexel Student Centers. If the deadline is missed, the assignment is subject to forfeiture.
- 11. A waiting list of recognized student organizations that applied but did not receive space will be maintained for any space that may become available.

- 12. Any organization that did not apply or did not receive space in the initial application process, can apply for a potential wait list. Applications will be considered and reviewed by the Space Allocation Committee on a first-come, first-served basis.
- 13. A student organization whose application for re-assignment has been denied must vacate the space. Failure to schedule a move-out appointment with the Operations Manager or Assistant Director of Drexel Student Centers by established deadlines may result in moving and storage charges applied to the organization account.

OCCUPANCY PERIOD

A student organization allocated space will be permitted to occupy said space for a period of twelve (12) months beginning July 1 and extending until June 30 of the subsequent calendar year.

INITIAL OCCUPANCY/MOVING IN

A student organization may take occupancy of an assigned space beginning July 1st but no later than the end of the first week of August. A student organization that does not take occupancy of an assigned office space within the time frame specified will forfeit the space for reassignment.

- 1. Prior to taking occupancy of an assigned space, the organization will be responsible for:
 - i. Arranging a walk-through with the Operations Manager or Assistant Director of Drexel Student Centers (DSC), or designee, to assess the condition of the space.
 - ii. Submitting to DSC the check-in portion of the Office Condition Report.
 - iii. Signing and submitting to DSC, an Assigned Office Space Term of Agreement for the occupancy period. Three signatures must be present: the organization president, advisor, and one other office-holding member.
 - iv. Submitting a list of inventory items of value purchased with SAFAC or CAP funding.
 - v. Submitting a list of persons permitted to know the door key code.
- 2. Upon completing the above requirements, the student organization will be permitted to take occupancy of the assigned space and will be issued access in accordance with the policies and procedures listed in the Assigned Office Space Terms of Agreement.

CONTINUING OCCUPANCY/RENEWALS

A student organization granted continuing occupancy of space must comply with the following requirements no later than the second week of the fall term:

- 1. Arrange a walkthrough with the Operations Manager or Assistant Director of Drexel Student Centers (DSC), or designee, to assess the condition of the space and to complete the check-out portion of the Office Condition Report.
- 2. Complete and submit to DSC, the check-in portion of an Office Condition Report and list members permitted to know the key code.
- 3. Sign and submit to DSC, an Assigned Office Space Term of Agreement for the upcoming occupancy period. Three signatures must be present: the organization president, advisor, and one other office-holding member.

A student organization granted continuing occupancy of its assigned space that does not comply with the above requirements within the specified timeframe, will forfeit use of the space for reassignment.

VACATING AN OFFICE/MOVE-OUTS

An office must be vacated on or before June 30 or upon termination of the Assigned Office Space Term of Agreement, unless the office has been re-assigned to the current occupant.

- 1. When vacating an officer, the student organization will be responsible for the following:
 - i. Removal of all non-Drexel University property
 - ii. Leaving the office in a neat and clean condition
 - iii. Terminating network and/or telephone service and returning any leased equipment to the appropriate Drexel University office
 - iv. Returning to DSC all office keys issued
 - v. Arranging a final walkthrough with the Operations Manager or Assistant Director of DSC,

or designee, to assess the condition of the office and to complete the check-out portion of the Office Condition Report

- Any non-Drexel University property remaining in the office after the last date of occupancy will be discarded at the expense of the vacating student organization. DSC does not provide storage space for property unless said organization has been assigned space within the storage area. The storage of such property is the sole responsibility of the student organization.
- 3. The vacating student organization may be financially responsible for or may be subject to disciplinary action for any damage that exceeds normal wear and tear.
- 4. The vacating student organization will be financially responsible for the replacement of lost or stolen keys and for the changing of locks.

ACCEPTABLE USE

Each student organization assigned space must use that space only in a manner consistent with fulfilling the student organization's stated purpose and obligations. The use of space in a manner that violates local, state or federal law, the Code of Student Rights, Responsibilities and Conduct, or other published Drexel University policies is prohibited.

TERMINATING A TERM OF AGREEMENT

The Assigned Office Space Term of Agreement between a student organization and DSC may be terminated and use of space revoked should DSC determine that:

- The student organization is not properly recognized with Drexel University and OCA
- The student organization has ceased to meet stated purpose and obligations
- The student organization has submitted an inaccurate Student Organization Office Space Allocation Application
- The student organization is not in compliance with the policy on Student Organization Offices, the Code of Conduct, or other written Drexel University policies and procedures.

The procedure for termination of an Assigned Office Space Term of Agreement is:

- 1. The student organization president and advisor shall be notified in writing by Drexel Student Centers (DSC) of the proposed action to terminate the Assigned Office Space Term of Agreement and the reason(s) for such action.
- 2. The organization will be given five (5) class days to show reason why the Assigned Office Space Term of Agreement should not be terminated. The organization response to the reason(s) for the proposed termination of the Assigned Office Space Term of Agreement must be submitted, in writing, to the Operations Manager or Assistant Director of DSC.
- 3. If DSC determines that cause for terminating the Assigned Office Space Term of Agreement is appropriate, the student organization president and advisor will be notified, in writing, of the termination of the Assigned Office Space Term of Agreement, the reason for such action, and the effective date of the termination.
- 4. The decision of DSC to terminate an Assigned Office Space Term of Agreement may be appealed by the organization, in writing, to the Associate Dean of Campus Engagement within five (5) class days from the revised date of notification of the termination. The decision of the Associate Dean is final. Student organizations that wish to terminate their Assigned Office Space Term of Agreement with DSC may do so in writing to the Operations Manager or Assistant Director of DSC. Upon termination, the student organization must vacate the office within ten (10) class days in accordance with the requirements outlined in the procedures for "Vacating an Office".

OFFICE KEY CODES

Each office will have a confidential key code to unlock the office door. Key codes will be provided to each student organization at the time of check-in or renewal. If an approved member of your organization cannot access the office, they can visit the Creese Information Desk and retrieve the key code by showing their Dragon Card. Lists of permitted members to access each office are taken at check-in.

1. Office keys for desks and/or file cabinets are not provided to student organizations. In addition, the student organization may not secure the desk or file cabinet. Any student organization

- possessing an office desk or file cabinet key should return the key to the Operations Manager of DSC. Any student organization found in possession of an unauthorized office key may be subject to disciplinary action and termination of the Assigned Office Space Term of Agreement.
- 2. A student organization will be financially responsible for changing key codes or key cylinders during the lease period.
- 3. DSC will maintain a listing of all student organization members permitted access to each office. It is the responsibility of the student organization president to notify DSC of any changes.

ACCESS TO OFFICES

Access to student organization offices is available during the normal operating hours of the Creese Student Center and MacAlister Hall. These hours are posted on exterior doors and are subject to change during holidays, term breaks, and summer session. Requests by a student organization for access to its office outside of normal operating hours of Creese Student Center and/or MacAlister Hall will be considered on a case-by-case basis. Such requests must be submitted, in writing, at least five (5) business days in advance to the Assistant Director of Drexel Student Centers.

LIABILITY

DSC shall not be responsible for damage, loss, or theft of any items brought into the Creese Student Center and MacAlister Hall including, but not limited to student organization property and personal items. Cash should be deposited immediately through SAFAC. Student organizations assigned space in Creese Student Center and MacAlister Hall agree to indemnify and hold Drexel University harmless against all claims, losses, or liabilities arising from the use of said space.

OFFICE ENTRY AND INSPECTION

DSC reserves the right for Drexel University personnel to enter a student organization office under the following conditions:

- 1. As part of building closing procedures to determine that all persons have exited the building.
- To perform regular or requested custodial and maintenance services.
- 3. Periodically to inspect offices to determine compliance with health and safety regulations.
- 4. To halt activity that is disruptive, dangerous, or appears to be in violation of University policy.
- 5. To address emergency repairs, respond to an emergency situation, or maintain building security.

DAMAGE

Each student organization is financially responsible for any damage to its office, office fixtures, and office furnishings that exceed normal wear and tear. The baseline condition of a student organization office is established at the beginning of occupancy period by completing the check-in portion of an Office Condition Report. At the end of occupancy or upon termination of an Assigned Office Space Term of Agreement, a walkthrough of the space with the Operations Manager or Assistant Director of DSC, or designee, and a representative of the student organization must occur. During the walkthrough, the Operations Manager or Assistant Director of DSC, or designee, will identify damage not recorded at check-in and note the damage upon check-out. The student organization will be provided a copy of the Office Condition Report, including noted damage. Payment of the damage bill is due within thirty (30) calendar days of the billing date. Only masking tape, poster putty, and thumbtacks may be used to display posters, pictures, fliers, notices, etc. on office walls and office doors. If an item needs to be hung with nails, contact DSC to place a work order.

OFFICE ALTERATIONS

A student organization may not make any structural or electrical alterations to its office or install additional locks or security devices, including moving office furniture.

FURNISHINGS AND DECORATIONS

Generally, DSC provides one desk, one office chair, one guest chair, a file cabinet, and a trash can to

each student organization assigned office space. Each office receives one recycling can for use by all office occupants. Student organizations may furnish and decorate its office provided such activity is done in accordance with applicable health and safety regulations. Any extra furniture or equipment must be approved prior to installation by DSC. All areas in front of and leading to office exits must be kept clear to allow doors to be easily opened or closed in case of an emergency. Items may not be stored behind doors. Extension cords must not be run under rugs, through doorways, across thresholds, or across corridor floors. Overloading electrical circuits (the use of multiple outlet adapters or the use of extension cords as a permanent expansion of electrical service) is prohibited.

SUBLETTING OR SHARING OFFICES

Only the student organization assigned to a space may occupy or conduct business from that space. A student organization office may not be subletted or shared with any other student organization, including the storage of another organization's materials.

STORAGE

Property stored in a student organization office must be done so in accordance with applicable health and safety regulations. Overnight storage of perishable food is prohibited. Requests to store larger, bulkier items will be made on a case-by-case basis. All storage requests can be made through the DSC Operations Manager. Locks for storage lockers are the responsibility of the student organization. Property and locks of storage lockers must be removed at the end of the Assigned Office Space Term of Agreement. Locks not removed promptly at that time will be cut and property inside the locker will be removed. Fees associated with lock removal will be assessed to the student organization. No organization receiving office space will be eligible for additional space storage.

CLEANLINESS

Each student organization assigned space is responsible for maintaining a clean and orderly condition at all times in accordance with health and safety regulations. All areas in front of and leading to office exits must be kept clear to allow doors to be easily opened or closed in case of an emergency. Housekeeping will complete routine cleaning of office space.

COOKING

The storage of food and other perishable items, cooking, and the preparation of food in a student organization office is prohibited. Disposable food containers must be properly discarded in trash receptacles for removal by custodians.

RECYCLING

Drexel University mandates recycling of metals, glass, container plastics and most paper, corrugated cardboard (including pizza boxes), newspapers, and magazines. Student organizations are expected to deposit materials in centrally located recycling receptacles. Blue containers indicate paper recycling.

CUSTODIAL SERVICES

Drexel University will provide daily trash removal and paper recycling from each office, Monday through Friday, excluding holidays. Only trash and other garbage placed in the proper trash receptacle or items clearly labeled as trash, will be removed by custodians. Additional cleaning requests can be addressed to the DSC Operations Manager and may incur a fee.

MAINTENANCE SERVICES

Maintenance problems must be properly reported to DSC. Immediate and emergency-related problems can be reported directly to the Creese Information Desk. When maintenance problems are reported, a work order will be processed for scheduling and completion. A copy of the work order will be provided to the reporting student organization upon request. Questions regarding the status of a work order should

be directed to the Operations Manager in DSC.

TELEPHONES / NETWORK CONNECTIONS

Student organizations assigned an office that desire telephone services and/or network connection are responsible for making the proper arrangements for the installation through IRT. Any fees associated with installation, termination, or on-going use of services are the responsibility of the student organization. Telephone services in student organization offices are only eligible for local access. Long distance phone services will not be provided.

ALCOHOL AND OTHER DRUGS

The use, sale, or possession of alcohol and illegal drugs in a student organization office is prohibited.

SMOKING

Smoking is not permitted in any office or lounge space. Drexel University and all of its facilities are smoke-free environments.

COURTEOUSNESS

Courteousness is expected at all times from student organizations assigned office space in the Creese Student Center and MacAlister Hall. Noise should be kept at a minimum so as to not disturb neighboring student organizations, other building patrons or guests. Please be respectful and responsive to all Drexel University community members.