

Introduction

Starting a new organization at Oakwood University is really not as hard as it sounds. There are over 40 student organizations registered with the Office of Student Activities. These organizations also provide students, interest spiritual and social needs as well as enhance students academically. These organizations also provide students with leadership experience. If you do not find a group that meets your needs, why not think about forming your own student organization?

The following should be in place when seeking to begin a new organization:

- Be composed of student enrolled at Oakwood
- Be related to students like on campus
- Be controlled and directed by students
- Have at least three (3) student to serve as student leaders for the organization
- Enlist the support of faculty or staff member to be an advisor who is employed on a full time basis with the University's nondiscrimination policies
- Abide by the Universities nondiscriminatory polices
- Participation in community service activities
- Abide by all regulations specified in the student Organization Handbook

NOTE: to run for or hold any elected office in student organization a student must:

1. Have a record of good citizenship
2. Have a minimum cumulative grade point average (GPA) of 2.50

Once these requirements have been met, please fill out a registration form. The forms are available on the Oakwood Website under the Student Activities page. The form must be completed every year since officers usually change and sometimes advisers take up other responsibilities.

A constitution that outlines your organization name, purpose and governance/operating procedures needs to accompany the registration form

The Student Activities Committee will review your registration form and then I will notify you of the committee's decision regarding your proposed organization. Any time a student leader or adviser changes, please notify me as soon as possible.

In an effort to assist you and your organization, a handbook has been developed by the Student Activities office to provide you with resources to operate your organization more effectively. If you follow the procedures and the guidelines contained here, I trust it will save you time and provide a year filled with wonderful memories. Any questions, comments or suggestions are welcome as we continue to develop this handbook to better serve you and your organization.

Raymond King

Director of Student Activities

Office: Student Activities

Phone: 726 7384

Organizational Privileges

Organizations are entitled to:

1. Be recognized as an official organization of the University
2. Request use of the University facilities and services
3. Resources available in the Office of Student Activities
4. Be Eligible for additional funds from the United Student Activities (excluding the following groups: residence halls or student families)
5. Use adviser's knowledge to aid in student organization planning
6. Be included on the list of student organizations
7. Request permission to conduct fundraising activities on campus
8. Request to sponsor programs and activities
9. Be pictured in the student organization section of the "Acorn" yearbook

Please contact Raymond King, Director of Student Activities, with any questions about these privileges.

Membership Eligibility

Membership must be open to all students who meet the requirements for membership set forth in the constitution of the organization. Student organizations, in keeping with the University's commitment to nondiscrimination, may not exclude potential members on basis of race, sex, color, religion, ancestry, national origin, age, disability, or veteran status. Organizations that choose their membership on the basis of restrictive clauses dealing with race, religion, national origin, or those that would deny access to persons with disabilities are considered to be in conflict with university policy and are not permitted to function as a student organization at Oakwood University.

Membership is open only to students currently enrolled at Oakwood University.

Adviser Responsibilities

You might wonder why a student organization would want a faculty or staff adviser. After all, you were elected because you are a competent and capable leader, right. Right? But....

- Do you sometimes have trouble with administrative red tape?
- Do you sometimes wish your organization had more support from related academic or service departments?
- Could your organization benefit from some "connections" with university policy makers?
- Even though you are doing a super job now, will your organization have to start again from scratch next year?

A faculty or staff adviser could help alleviate these and other problems, WITHOUT TAKING OVER the leadership of your organization. The University expects the faculty to contribute to campus life, by sponsoring certain organizations or to be present at student and institutional functions.

The role of the adviser is to:

- Serve as a sounding board on which you can bounce new ideas
- Support your group
- Intervene in conflicts between group members and/or officers

- Be knowledgeable of policies that may impact your organization's decisions, programs, etc.
- Run "interference" with university departments
- Provide continuity and stability as student leadership changes
- Provide an "outside" point of view or perspective
- Help deal with organizational crises
- Give honest feedback to group members

Better still is the fact that the organization/adviser relationship benefits the adviser too. Being involved with a student organization offers the faculty or staff member:

- A unique opportunity to get to know and work with students outside of the classroom or office
- A opportunity to feel satisfaction and accomplishment through making a special contribution to a particular group
- The reward of watching students develop their individual skills and talents
- The chance to informally share his/her knowledge and expertise on relevant topics
- Advisers will also receive a copy of the Student Organizational Handbook.

The responsibilities of group members to the adviser are:

- Discuss your expectations of the adviser's role with your adviser—from the beginning
- Notify the adviser of all meetings
- Send the adviser a copy of all minutes
- The President/Committee Chair should meet regularly with the adviser to discuss organizational matters and to relay updated information
- Consult adviser before any changes in the structure or policies of the organization or committee are made, and before major projects are undertaken
- Understand that while the adviser has no vote, he/she should have speaking privileges
- The responsibility for the success or failure of a group project rests ultimately with the group, not the adviser
- Periodically, evaluate your adviser and give appropriate feedback to let them know how they may improve in order to advise you better

Now that you know how much your organization and its potential adviser can gain from one another, you probably want to know how to find this adviser. Please keep in mind that you determine who your organization will ask to advise them:

Faculty Advisers

Teaching faculty consists of employees who are salaried and whose primary responsibility is teaching in or administering one of the academic department or schools.

"The university expects faculty to contribute to campus life. They may be asked to sponsor certain student organizations or to be present at student or institutional functions. These activities should not interfere with faculty members' academic workload." (Employee Handbook)

Salaried Staff Advisers

Salaried staff employees are paid on a salaried basis. This group includes the president, vice-presidents, non-academic department directors and staff in administrative and support departments of the University. Advisers (excluding the President and Vice Presidents) chosen from this list should be approved by their supervisors.

Hourly Staff Advisers

Hourly staff employees maintain an hourly record of their work. Advising responsibilities may cause overtime so supervisors should include advising responsibilities in their job description and compensate the hourly staff employee for their time. An hourly employee must have approval from their supervisor to advise a student organization.

Adviser Selection Procedures

Poll your group members for the names of professors or staff members who they have found helpful and interested in student life. When you have identified an individual to serve as your adviser, your organization should develop a concise statement of your organization's purpose, activities, and goals. Prepare a clear statement of expectations of the adviser, both in terms of role and time commitment, as well as the benefits they will enjoy. With this information in hand, you will be ready to approach a potential adviser and discuss with them their interest and ability for advising your organization. Approach the potential adviser confidently and positively. The most suitable adviser is one who shares common interest with your organization. Advisers of student organizations are volunteers. This activity is not a condition of their employment at Oakwood.

Once your adviser begins to serve, keep them well informed, clarify expectations and roles when needed, and draw on their expertise. Remember that like you, your adviser has multiple demands placed on their time. Be sensitive to this fact. Occasional thank-you's and acknowledgments are a good idea—if you have organizational T-shirts, for example, make sure your staff adviser has one too! Enjoy what can be an extremely rewarding and mutually beneficial relationship.

Once you have chosen an adviser, they should do the following things:

1. Inform themselves of the policies and practices of the University as they relate to the Student Organization and the objectives of the Student Organization
2. Be responsible for the type of entertainment and programming planned by the organization's officers
3. Be an adviser to the organization regarding:
 - a. Planning spiritual and social events
 - b. Securing of Club and Department Convocation Speakers
 - c. Officers and club meetings
4. Assist with community service opportunities
5. Be present at social functions and all other activities of the organization

Fundraising

Fundraising and sales activities are limited to university-sponsored groups and must be specifically related to university purposes. Fundraising by student organizations including the student association, requires approval by the Student Activities Committee. All fundraising activities require approval by the Student Activities Committee. This includes solicitation of gifts or gifts-in-kind which will involve any type of participation or involvement with the university. This policy includes the Blake center area, Recreation areas, lawns and campus buildings. Private individuals are not permitted to hold flea markets or other such sales on university property. Acknowledgment and receipting of all gifts, solicited and unsolicited, will be made by the Advancement office.

Major Fundraiser Procedures (i.e. Youth Congress, Out of state/ county tours etc.)

1. A major fundraising project request must be submitted in a form of a proposal. Once the proposal is written, submit it to the Student Activities office. Proposed text for any brochures, letters pledge cards etc., which will be used in the campaign must also be submitted with the proposal to the Student Activities Office.

2. The Director of Student Activities will then coordinate the request through the University Advancement office. The Advancement office will review the proposal and campaign material giving guidance for modifications needed to comply with applicable regulations.
3. Approval or denial of the request by the Student Activities office will be communicated to the contact person in writing.
4. Any fundraising project/ campaign must have official approval before being announced or any solicitation begun.
5. Plan ahead and make requests early as the possible.

Minor Fundraiser Procedures (I.e. bake sales, sales of candy/ flowers, etc.)

1. Submit a proposal for the fundraising project to the Director of Student Activities using the proposal forms available on the Oakwood Website under the Student Activities page.
2. Indicate on the form the method of procuring the product for sale. If businesses are being asked to donate a product then other steps must be followed. See the Office of Student Activities for details.
3. The Directors of Student Activities will review the proposal and give guidance for modifications if needed.
4. Approval or denial of the request will be communicated in writing to the person submitting the fundraising proposal

Approval must be received before any fundraising activities begin. Only those organizations with current approval status may request permission to raise funds.

Creative Fundraising ideas

Dog Wash

Raise money for the local Humane Society with a Dog wash. Charge a few cents per pound for each dog you wash. Weigh the dogs on a regular bathroom scale and then carry them over to the wash crews. Soap, scrub and then rinse the dogs with a garden hose. Dry the dos with old rags and a blow dryer. Hold the Dog wash on the churches parking lot on a Sunday. Since the proceeds go toward a good cause, newspaper may help publicize the event. Some dog owners may be so pleased with the results that they promise additional donations to the human society. You'll need soap, water, a bathroom scale, a garden hose, blow dryers, old brushes and energetic crew.

Party Clowns

Do you have group members that like to clown around? Why not use their talent to raise funds? Entertaining as clowns at children's birthday parties offers excellent opportunities. Ask for volunteers to dress like clowns. Dig out old clothes for each clown's costume. Buy clown face make up kits at a local magic shop or drugstore. (Clown makeup sticks come in water or oil base. Oil base makeup is easier to put on; however, you'll have to remove it with baby oil or cooking oil) Gather props such as wigs, hats, colored handkerchiefs, brooms- anything to make your party clowns appear complete. Have the kids learn magic tricks and puppetry. Advertise at Spalding that your clowns are available for children parties, or visit local preschools and explain your clown ministry. Print flyers that detail your fee, hours and the entertainment you'll provide. Send four clown s and allow two hours for each party. The first hour includes general supervision, help with opening presents and clean up. Close with a face painting session for the children.

Parents Day Off

Raise funds and give parents a break by babysitting on Sunday. First, plan a strategy: games, soccer, softball, bike riding, coloring and craft projects, etc., all based on campus. Soup and sandwiches are the perfect lunch (especially with lots of peanut butter and jelly). Then publicize your services and establish a fee for each category: one child, all day (9 to 5), lunch included; one child, half day (9 to 1), lunch included; two or three children, half day, lunch included; four or five children, all day, lunch included; and four or five children, half day, lunch included. Parents drop off their kids at 9a.m. and pay when they pick them up. They love this service! Some parents clean the house, go on day trips, visit special friends, or just spend some time alone. Consider providing this service once a month or around special holidays (Mother's Day, Christmas shopping season, etc.).

Cookie Walk

If you're looking for a delicious way to raise funds, you might try a cookie walk. Bake a variety of cookies (the more the better) and raise money by selling cardboard "cookie boxes." The size of the box and price are up to you. During the Cookie Walk, those who've bought boxes walk around tables laden with dozens of cookies, choosing their own assortment. Because this differs from a regular bake sale, be sure to include a short description of what a Cookie Walk is all about when you announce the date and time of your event. Remember you can sell cookie boxes several days or even weeks before the actual event. In addition to giving you time to reach more people, selling boxes before the date of the Cookie Walk will give you an indication of how many cookies your group should bake.

Steps to Committee Success

Below is a list of items you may find useful when leading a committee:

1. The committee must have a purpose for meeting. Each member of the committee must know and understand the purpose. Don't forget to include the adviser.
2. Committee members must be selected with care. A diverse group of individuals should be represented to meet the needs of the members. Consider age, sex, and ethnic backgrounds as well as skills and potential.
3. Committee members should be informed about expectations, duties, and responsibilities. A strong team will be created when each of the members has an understanding of their responsibility for the organization's success.
4. A regular meeting time should be established. A designated time will enable members to include it in their regular schedule.
5. The meeting should always start on time. Starting on time shows respect for members who are on time. Those who are late will catch on.
6. Notify each member when special meetings are called. Communication is key in making each member feel a part of the team. Don't exclude them from the discussion.
7. An agenda should be planned for each meeting. The president needs to plan each meeting well in advance. There should be enough flexibility in the agenda to discuss last minute items.
8. Delegate responsibilities by assigning members specific tasks. Each member wants to feel needed and know that they are making a valuable contribution to the organization.
9. Keep in touch with the committee members at all times. Check with members between meetings to encourage them.
10. Give praise and/or constructive criticism to committee members on a regular basis. Members need to receive feedback.

COMMUNITY SERVICE COMPONENT

The University encourages Student organizations to be involved in some type of on-going community service throughout the school year. Community service, or service-learning, combines service to the community with student learning in a way that improves both the student and the greater Huntsville community. Collaboration with other student organizations is encouraged.

According to the national & Community Service Trust Act of 1993, service-learning:

- Is a method whereby students learn and develop through active participation in thoughtful organization service that is conducted in and meets the needs of communities
- Is coordinated with the institution of higher education and the community
- Helps foster civic responsibility
- Provides structured time for students to reflect on the service experience

Examples of service-learning projects that reach the greater Huntsville community include:

- Teaching younger children to read
- Preparing/delivering food for the homeless
- Developing urban community gardens
- Assisting elderly in yard/house maintenance
- Starting a recycling program
- Maintaining the Biology Trail
- Visiting and planning programs at a nursing home
- Getting involved with various Campus Ministries activities

Why is Community Service Important?

A national study of learn and serve America programs suggest that effective service- learning programs improve academic grades, increase attendance in school, and develop personal and social responsibility. Weather the goal is academic improvement, personal development, or both, students learn critical thinking, communication, teamwork, civic responsibility, mathematical reasoning, problem solving, Public speaking, vocational skills, computer skills, scientific method, research skills, and analysis.

Why Community Service?

This volunteer opportunity is a chance for your organization to work together toward a common goal. In the process, members will be exposed to the various problems affecting our community. Members will feel like they have contributed to solving the challenge that faces the greater Huntsville area.

University Expectations

The university encourages student organizations to be involved in some type of ongoing community service outside the university throughout the school year. A student organization is expected to seek opportunities where members can participate in community service at least once each semester (not including the Agape Day).

Forms are available outside the student services door to document community service. Please contact the director of student life & activities with any questions regarding this expectation.

The community service documentation form will be reviewed each semester and taken into consideration when your organization is applying for OU funding. Continuing organizations must have on file in OSA office a community service documentation form from the previous semester in order to be considered for OU funding. New organizations are exempt from community service the semester they form when applying for OU funding.

Miscellaneous Policies

Below you will find a listing of various policies and procedures that may apply to your organization and/or events you plan. Note that the University reserves the right to update, revise and disseminate these and other policies at any time.

Audio– visual Equipment request

Request for any audio-visual equipment may be made through the Audio Visual department is x 7253.

Bake confectionery food Sales for Fundraising

The sale of food items by any university-affiliated group for the intent of fundraising is ordinarily limited to bake/confectionery sales. Approval for this type of fundraising must be obtained from the Director of Student Activities.

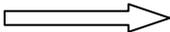
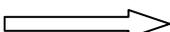
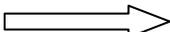
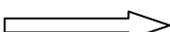
A bake/confectionery sale is defined as any item that will not spoil in the absence of refrigeration. These items usually include cookies, brownies, popcorn balls, cake with non-perishable icing, muffins, bread, rolls, pretzels, donuts, caramel or candy-covered apples, candy or fudge.

All items should be individually wrapped before being sold on campus. Persons wrapping items should take care that their hands are clean before handling food. Food may be placed in any wrapping that will permit the food to be seen and keep the food free from contamination. No food license is required to sell confectionery items on campus by a registered student organization. Badgering passers-by for sales in an overly aggressive manner is not permitted. Funds raised from the sales should be deposited into the organization's account in the university Cashiers office.

Bulletin Boards Announcements/Notices/Posters

All announcements/ notices/ posters MUST be approved and stamped by the Office of Student Activities prior to posting. Items in violation of this policy will be removed. Announcements/notices/posters are to be posted ONLY in campus buildings in the designated locations. They are NOT to be posted on windows, painted surfaces, department-themed bulletin boards, doors or any surface other than bulletin boards and Grip-a-Strip. Individuals who post notices on bulletin boards, etc. are responsible to remove the advertisement after the event has taken place.

After the Office of Student Activities approval, please contact the appropriate persons for their posting guidelines:

- | | | |
|---------------------|---|--|
| • Student Center |  | Student Activities |
| • Residence Halls |  | Residence Hall Deans or Office Manager |
| • Blake Center |  | Student Activities |
| • Various Buildings |  | Secretary for the Department/School |

Candles

Candles are NOT allowed on campus or to be used at any event. This applies to ALL buildings on campus even during the holidays. Do NOT consider your organization to be exempt from this policy. **Equipment Rental**

Local Rental Companies include:

- Party Plus Rentals – 256-534-1313
- All Needz Rental – 256-837-5322
- Mullins – 256-534-5701

Event Planning

The following requirements are for both on- and off-campus events:

All events including presenter, movies, musical presentations, and any form of entertainment must be planned and implemented in accordance with Oakwood Student Handbook and Academic Planner. All on- and off-campus events fall within the behavioral expectations and guidelines for Oakwood students.

Proper sponsorship must be provided for all Student Organizations’ events. An approved adviser must be present at each event. The group is expected to pay any transportation, admission, or other such expenses of the adviser.

Any student attending an event is encouraged to participate in the planned events, to remain within the designated limits of an outing and to remain with the group until the last planned event is completed.

Any student organization event should be held at a time not interfering with classes, Convocation, residence hall workshops or curfews, or any regularly scheduled event of the University.

For any overnight events, an Off-Campus Activity Petition form must be completed and returned to the Office of Student Activities two weeks prior to the event. Each residence hall student should follow proper procedures in signing out of the residence hall. Indicate the attending adviser.

Film and Video Copyrights

Films and videos shown on campus without permission of the copyright holder constitute potential infringement of U.S. Copyright laws. A copyright license is required for public performances of all name films and videos. Under Section 101 (Title 17) of the law:

“a public performance is one open to the public or where a substantial number of persons outside of the normal circle of family and its social acquaintances is gathered.”

Films and videos rented on a “home-rental” basis carry a warning notice limiting performance to only personal use (not a place open to the public). The “home-use” version of films, obtained from video stores, retailers, etc., are not cleared for public performance use by colleges, schools, etc. because proper licensing fees to the copyright owner have not been paid for use. Performances in school are considered “public performances” under the copyright law and subject to copyright control. Questions concerning this legal obligation should be directed to the Director of Student Activities.

Film Screening

All feature-length movies (DVD and video) must be approved in advance for showing on campus or at any school-related function by the Director of Student Activities.

Hazing and Other Irregular Activities

Hazing by organizations or individuals is forbidden. Any student who plans or engage in hazing or commits any act with intent to degrade, embarrass, or injure a fellow student will be subject to discipline, including dismissal.

High-Risk Activities

Some student organizations might plan activities that carry a higher-than-average likelihood of injury to participants. Activities might include but are not limited to: car rallies, foot races, white water rafting, skiing, boating, scuba diving, kayaking, rock climbing, wakeboarding, and bicycle races.

Planning for these events requires a clear idea how the event will be accomplished. In planning high-risk activities, greater attention needs to be placed on reducing and avoiding physical or psychological injuries or legal problems that could result from poor or insufficient planning.

No less than two (2) weeks prior to these high-risk activities, organizations are required to outline in writing:

- Name of student organization and contact person, including address and phone number in the event of any questions
- Event, date, time, location, attending adviser
- The potential hazards of the activity
- What steps the organization has taken to prevent or minimize any injury or harm resulting from this activity

The Director of Student Activities will provide these forms for the organization and notify the event coordinator the forms are ready for pick-up. Each participant must sign a Release and Indemnity Agreement Form (Appendix x) prior to departure. Completed forms should be returned to the Office of Student Activities one business day after the trip or event or put in intercampus mail to the OFFICE OF STUDENT ACTIVITIES.

Information Display Monitors (IDM)

Announcements for the information display monitors (IDM) are posted in OFFICE OF STUDENT ACTIVITIES. The Director of Student Activities makes a final decision whether to post an event, the length of time the announcement remains on the monitor, and the wording of the announcement. Events should be posted 2-3 days prior to the event.

Announcements should be sent by hard copy or by email to rsking@oakwood.edu one (1) week prior to the posting of the announcement.

To post Student Organization events the following information should be supplied:

- Name of Student Organization and contact person, including address and phone number in the event of any questions
- Event, date, time & location to be advised
- Description of event, cost, etc.
- Faculty/staff/adviser attending event

Please indicate the number of copies needed. The OFFICE OF STUDENT ACTIVITIES will send email notification when the forms are ready. These forms must be signed by each participant attending the event and returned to the OFFICE OF STUDENT ACTIVITIES on the next business day.

Receiving Gifts

A Student Organization may at times be the recipient of a gift of merchandise from a person or business not connected with the University. The gift might be given because the donor believes in the organization and wants to provide support.

The giver of any gift should provide the Student Organization with a letter indicating their intent to donate the gift to your organization. If the donor intends to declare the value of the gift as a tax deduction, the gift must be valued. It is the responsibility of the donor to attach that dollar value to the item or in gifts of significant value, to have the gift appraised. The dollar value should be included in the letter. A copy of the donor's letter must be provided to the OFFICE OF STUDENT ACTIVITIES, so that the gift may be acknowledged by the advancement office. The student Organization should also acknowledge the generosity of the donor.

Any gift that provides a tax deduction for the donor becomes the property of the university, not the student Organization, although the student organization may be the sole user. Any property belonging to the university may not be disposed of, sold given away, or traded by the student Organization, without prior written consent from the Advancement office and the OFFICE OF STUDENT ACTIVITIES.

Service Department (Service and Charges)

Below is a list of the items provided by the Physical Plant Department:

Chairs

Tables

Sidewalk chalking Policy

Typically, using chalk on university sidewalks for advertising purposes is not permitted. Exceptions to this policy may be discussed with Raymond King (x7384)

Sound and light Requests

Cost incurred for any sound or lights for an event planned for the organization are the sole responsibility of the student Organization.

Standard of behavior

Students are expected to establish a Christian lifestyle which fosters maximum spiritual, mental, physical and social growth. Such a lifestyle will include engaging in prayer, bible study, and Christian- service activities; practicing good study habits; selecting a balanced and nutritious diet and scheduling adequate periods of rest; participating in wholesome recreational and leisure-time activities; and relating responsibility and respectfully to other persons. Behaviors which do not promote such a lifestyle and are expressly forbidden include the use of alcoholic beverages, tobacco and illicit drugs; gambling dancing, improper sexual behavior, including homosexual behavior; and attendance at entertainments which are spiritually or morally destructive. It is inappropriate for students of the opposite gender, who are not married to each other, to spend the night together without university approved supervision. Students who engage in such behavior will be subject to discipline.

Student Activities Committee

The Function of this committee is to plan and arrange student entertainment programs for the university with specific attention to Saturday night activities. The committee also works to develop policies and guidelines for general student activities and recreation including the student association, student Center, and residence halls. The committee reports directly to the vice president for student Services and is chaired by the director of student life and activities.

The student Activities Committee also review each student reviews each Student Organization Registration Form and assess the eligibility of each student leader. After the committee has met, the director of student life and Activities will notify the student leader and adviser of the committee's decision regarding your proposed organization.

Termination of Registration

The registration of a student Organization may be terminated for any of the following reasons:

1. At the written request of the officers of the organization
2. When a constitutional provision dissolves the organization
3. When an organization fails to hold a meeting or any activity for an entire academic year
4. When an organization fails to file a student Organization Registration Form
5. For violation of university regulations or policies

A Student Organization that has its registration terminated shall cease to exist and no longer be accorded any benefits of privileges by the university. Termination may be for a specific period of time (suspension) or for an indefinite period of time (expulsion).

Transportation Services

Reservations for vehicles may be made by calling Public Safety for Transportation services (X 648x). Charges for the use of the vehicle will be assessed to the student Organization.

Use of University Identity

Use of University Logo

The icon and word mark were designed specifically for Oakwood University as its logo and should never be substituted by any other typeface or image. **The logo should never be re-proportioned, rearranged, embellished, or modified in any way.** It is registered with the U.S Patent and Trademark office.

Oakwood University is concerned with providing an environment on campus that allows for the social development of its students. At the same time the University must be concerned for the safety and well-being of the community and facilities. The following policies and procedures guidelines are to be used by student leaders as they plan activities that allow them to achieve their individual goals.

Policies

1. Social events will be defined as follows in this document: any event sponsored by a registered Student Organization as defined by this Student Organization Handbook; any form of entertainment that involves active participation by the attendees; any event with an anticipated attendance of 10 or more participants. Questions regarding the uncertainty of an event as being social should be directed to the Office of Student Life & Activities.
2. Oakwood University students with university identification may participate in the event.
3. All events whether on- or off-campus, must adhere to the alcohol and drug use policy stated in the Student handbook.
4. The organization's office advisor, a full-time faculty member or staff member must be present for the duration of the event. A designated substitute must be a member of the faculty or staff of the University.
5. Actions that interrupt the event or carry the potential for harm are not permitted and may result in event termination.

6. The attending adviser, facility manager, Student Services staff, and/ or Student Organization leadership will jointly determine whether an event must be cancelled/ terminated. One of the above-mentioned individuals will announce the decision if the event is terminated.
7. All events held in a campus facility must conclude prior to curfew. All attendees are expected to leave the facility at that time.
8. If the policies are not are not followed, the Student Organization will not be permitted to sponsor such events for the remainder of the academic semester in which the violation occurred.

Procedures

1. Student Organization may obtain assistance in planning an event by making an appointment with the Director of Student Activities to discuss the resources available.
2. Students should work with their adviser(s) and/or the Director of Student Activities to obtain the necessary assistance to execute the organization's social event.
3. Student leaders should consult the planning list provided in the handbook to plan their event.
4. If the adviser is not present at the beginning of the event, the designated Student Services staff member in consultation with the student leaders determines if the event may proceed.
5. Operating procedures will be the responsibility of the Office of Student Activities with approval of the Vice President of Student Services.
6. Any exceptions of these policies and procedures must be in writing to the Student Activities Committee one month prior to the proposed date of the event.
7. It will be the responsibility of the Student Activities Committee, in conjunction with the Student Organizations, to review these policies and procedures at least once a year and recommend changes to the Office of Student Activities.

Off-Campus Trips

General Guidelines

For this document, off-campus trips are defined as follows: overnight, weekend or international.

1. It is the responsibility of the organization's President and adviser(s) to submit a request for approval with the Director of Student Activities prior to scheduling a trip off-campus.
2. No trips are to be scheduled during the week of final exams. Extended trips should be scheduled, as much as possible, over weekends and breaks in the academic calendar in order to minimize the number of classes and labs students must miss.
3. It is the Student Organization's responsibility to pay all expenses (travel, lodging, etc.) of their attending adviser(s).
4. The request will be taken to the office of Student Activities.
5. Prior to departure, a detailed itinerary must be submitted to the OFFICE OF STUDENT ACTIVITIES for any off-campus trip, as well as a list of students and their emergency contact information. Phone numbers of lodging accommodations must also be submitted to the OFFICE OF STUDENT ACTIVITIES for emergency use.
6. It is the adviser's responsibility to notify the Associate VP for Academic Administration immediately after the trip if any of the students previously listed as participating did not actually attend the trip.

Budgeting for Off-Campus Trips

When submitting a request for an off-campus trip. You must include the following information in order for your proposal to be processed:

1. Total cost of the trip
2. Proposed income sources (Be specific. i.e. member payments, pledge letters, car washes, donations, etc.)
3. Proposed Expenses
 - Transportation/ Cost of Drivers
 - Lodging
 - Meals
 - Specify other expenses (adviser expenses, etc.)

Adviser Responsibilities for Off-Campus Trips

Below is a list of the various roles of an organization's adviser(s) regarding off-campus trips:

Planning Trip: Adviser(s) should be included in all planning stages of the off-campus trip. There is to be an adviser, not someone who plans the trip for the students.

Submit Request: Advisor(s) should sign off that they approve of the request for an off-campus trip prior to submitting it to the Office of Student Activities.

Adviser Expenses: It is the responsibility of the Student Organization to pay for the adviser(s) travel, lodging, etc. while sponsoring this off-campus trip.

Supervisor Notification: If the request has been approved, then it is the adviser's responsibility to notify their supervisor prior to the off-campus trip. This notification should be in writing and submitted to their supervisor.

Detailed Itinerary: Prior to departure, a detailed itinerary must be submitted to the OFFICE OF STUDENT ACTIVITIES for any off-campus trip. As well as a list of students and their emergency contact information. Phone numbers of lodging accommodations must also be submitted to the OFFICE OF STUDENT ACTIVITIES for emergency use.

Decisions During the Trip: Students should consult their advisers when making decisions either about the itinerary or any departure from the itinerary. The Advisor's goal is to be a mentor and to guide the student leaders in handling situations that might come up. The adviser(s) DOES have the final word in any decision.

Departing from Itinerary: Students are expected to stay with the group and follow the planned itinerary. Any exception must be cleared with the attending adviser(s). The adviser(s) is responsible for knowing where the students are at all times during the trip.

Overnight Accommodation: If a student is going to stay overnight somewhere (friends, relatives, etc.) other than listed on the itinerary, they must make arrangements with the adviser(s). Students must provide the adviser with the name and contact information of the location of where they would like to stay.

Standards of Behavior: On any Oakwood sponsored trip, the guidelines outlined in the Student Handbook DO APPLY since the group is representing the University. This includes, but is not limited to: the dress code, jewelry, music played, etc. The adviser(s) is encouraged to assist student leaders in upholding these standards if issues arise on the trip.

After the Trip: It is the adviser's personal responsibility to notify the Office of Student Activities immediately after the trip if any of the students previously listed as participating did not attend the trip.

Event Planning Checklist

I. Before the Event

A. Event Preparations

- 1) Check calendar conflicts
- 2) Contact Sponsor
- 3) Decide Theme
- 4) Reserve Campus location (room, building, outside)
- 5) Arrange with the department for buildings to be opened
- 6) Reserve special equipment
 - Audio-Visual
 - Sound
 - Lights
 - Projectors, overhead, VCR/DVD equipment
- 7) Coordinate physical set-up
 - Seating
 - Room arrangements (AC/Heat)
- 8) Arrange for security (x7371) if needed
- 9) Comply with the University's Policies and Regulations
 - Sales
 - Outside speakers
 - Posting notices

B. The Budget-Treasurer

- 1) Prepare proposed Budget
- 2) Make purchases
- 3) Review and pay invoices

C. Committee Assignments

- 1) Decorations
 - Design decorations
 - Buy materials
 - Construct decorations
- 2) Entertainment
 - Music must be screened
(contact Director of Student Activities)
- 3) Program
 - Design and print programs
 - Prepare script
 - Arrange for Emcee
- 4) Publicity
 - Prepare material for bulletin boards, or special display-information board
 - Design and print ads, posters, flyers, table tents, buttons, etc.

- 5) Refreshments
 - Arrange for food
(contact food service if needed)
- 6) Resource People
 - Select and invite special guest via letters, phone, or a personal meeting
 - Arrange clean-up crew
- 7) Arrange transportation if needed

II. Three days prior to the event

Rechecking Arrangements (double-check the following)

- 1) Facility
- 2) Technical Arrangements
- 3) Security
- 4) Food
- 5) Transportation
- 6) Advertisements
- 7) Decorations
- 8) Budget
- 9) Adviser attendance to event

III. Organization and Preparation on the Day of the Event

- 1) Facility-make sure facility is ready for the event
- 2) Technical-do necessary sound checks
- 3) Security-contact regarding facility access
- 4) Decorations-work with facility manager in case other events conflict
- 5) Volunteers-distribute any materials and directions they may need

IV. After the Event

- 1) Clean up event location
- 2) Return borrowed or rented equipment
- 3) Take down old publicity
- 4) Write “thank you” letters (for advisers, committee chairs, etc.)
- 5) Evaluate program with committee
 - a. Review the event
 - b. Audience response
- 6) Prepare report to put in file for subsequent officer use
- 7) Put into folder copy of flyer, notes, income/expense report, minutes

Available Resources

Director of Student Activities **x7387**

- Works with organizations regarding activities/events and provides event planning resources

Physical Plant Department **x7319**

- Arranges placement of equipment for events (chairs, tables, trash cans, etc.)

Transportation Services **x7371**

- Handles request for campus vehicle(s)

Director of Landscape Services **x7319**

- Authorizes use of campus areas for outdoor events

Director of Food Services **x7086**

- Consultant for any food or beverage requirements, and Dining Hall Room reservations

Director of Campus Safety **x7371**

- Advises groups on safety and security issues and authorizes facility access

Reservations of Facilities

Blake Center Mall Area	7406
Carter Hall Chapel	7750
Cooper Science Complex Auditorium	8355
Edwards Hall Chapel	7182
Ford Hall	7384
Green Hall	7340
Gym	7312
Holland Hall	7309
Mosley Complex	7357
Moran Hall Auditorium	7186
Multipurpose Room 4920 University Square	7484
Skating Rink	7384
Wade Hall Chapel	8206
West Oaks Clubhouse	8457