

# Duquesne University

## Recognized Student Organization Handbook

Provided through the Center for Student Involvement  
Union 305 | 412-396-5853 | [duactivities@duq.edu](mailto:duactivities@duq.edu)

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# TABLE OF CONTENTS

WELCOME LETTER-----	3
Duquesne University Mission Statement -----	4
Duquesne University Expectations-----	4
Recognition & Registration -----	4
Recognition of University Student Organizations & Interest-----	4
Residence Life Affiliated Groups-----	5
School Classes-----	5
Social Greek-Lettered Organizations & City Chapters -----	5
Civic Organizations-----	5
Student Organization Recognition -----	6
Annual Registration -----	7
Organization Re-Registration Steps-----	8
Starting a New Student Organization -----	8
New Organization Registration and Existing Student Organization Reactivation Process: -----	9
Registering a Club Sport-----	10
Termination of Registration -----	10
Responsibilities & Privileges -----	11
Organization Responsibilities-----	11
Organization Privileges -----	12
Guidelines for Duquesne Union Organization Office Space-----	13
Duquesne University Hazing Policy -----	13
Definitions -----	13
Amnesty for Student Drug or Alcohol Violations: -----	15
Title IX Sexual Harassment and Non-Title IX Sexual Misconduct-----	15
Reporting Incidents of Title IX Sexual Harassment or NonTitle IX Sexual Misconduct -----	16
Title IX of the Education Amendments of 1972-----	16
What conduct is prohibited by Title IX? -----	16
University Branding & Organization Promotions-----	17
Duquesne Union Posting Policy-----	19
Campus Posting Policies -----	20
Reserving Rooms on Campus -----	22

Event Approval Process and Room Reservations-----	22
Event Planning -----	27
Considerations When Event Planning: -----	29
Social Activity Regulations -----	32
Planning Service Activities -----	32
Political Activity for Students and/or Student Groups -----	33
Speaker Policy for Registered Student Organizations -----	38
Processing Contracts -----	39
Therapy Animals on Campus-----	40
Event Attendance Tracking with the Event Check-In App -----	40
Organization Finances -----	41
Planning a Budget-----	41
Managing Organization Finances in Campus Link-----	42
Initiating Budget Requests Through Campus Link -----	44
Budget Request Timing Guidelines-----	46
Procurement Cards (P-Card)-----	51
Reimbursements -----	52
Student Organization Resource Center (SORC)-----	53
Spirit Crowdfunding-----	53
Leading Your Organization -----	53
Organization Advisors -----	54
Organization Officer Transition-----	56
Campus Department/ Resources -----	58

# INTRODUCTION

## WELCOME LETTER

Dear Student Organization Leader(s),

Welcome to the 2025-2026 academic year! As we begin another exciting year on the Bluff, the [Center for Student Involvement](#) (CSI) eagerly awaits to support the diverse and dynamic range of 300+ student organizations at Duquesne University. We are dedicated to providing the resources, assistance, and necessary tools to ensure that your organization thrives.

This handbook contains essential policies, guidelines, how-to's, and more that are designed to help your organization operate smoothly and safely. As a student leader, it is critical that you read through this handbook to familiarize yourself with the expectations and resources available to recognized student organizations. Please take note that any violations of these policies may result in disciplinary action in accordance with the [Student Handbook](#).

Throughout the year, some policies and procedures may be updated. To stay informed, we strongly encourage you to regularly check the [CSI Campus Link page](#) and monitor your emails for the latest information from our office. It is your responsibility to relay all necessary information from this handbook to your executive boards, chair positions, directors, and any leadership within your organization.

If you have questions about the handbook or need assistance managing your organization, please do not hesitate to contact the CSI staff. We are here to support you and are deeply grateful for your leadership within your organization(s).

Best wishes for a successful and productive year filled with bigger goals!

Sincerely,

**Ashley Kane**

Director, Student Programming and First Year Experience

**DUQUESNE UNIVERSITY | Center for Student Involvement**

## Center for Student Involvement Contact Information

**Location:** 305 Duquesne Union

**Hours of Operation:** 8:30am-4:30pm

**Email:** [duactivities@duq.edu](mailto:duactivities@duq.edu)

**Phone:** 412-396-5853

**Campus Link:** [Campus Link- CSI](#)

**Instagram:** @du\_activities

**Website:** [duq.edu/student-involvement](http://duq.edu/student-involvement).

### Union Information Center:

**Monday-Friday:** 8:00am-Midnight

**Saturday-Sunday:** 10:00am-Midnight

\*\*PLEASE note: Hours of operation are subject to change. Please be sure to visit the Union information center for a current schedule

## **Duquesne University Mission Statement**

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

## **Duquesne University Expectations**

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

## **Recognition & Registration**

### **Recognition of University Student Organizations & Interest**

## Groups

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

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

Recognized student organizations are independent from the University, but in order to secure and maintain recognition, they need to abide by the policies and procedures in the handbook.

### Residence Life Affiliated Groups

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

### School Classes

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

### Social Greek-Lettered Organizations & City Chapters

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

### Civic Organizations

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

## Student Organization Recognition

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

1. Choose those student organizations it recognizes;
2. Define the relationship between the University and student organizations;
3. Ensure that the requirements for recognition, the privileges which accompany recognition, and the policies and procedures that govern students are upheld.

While student organizations may be approved by the Student Government Association (SGA), final recognition is granted by Duquesne University. The University reserves the right to deny recognition to any group, even if it has received SGA approval, to ensure alignment with institutional values and policies.

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

To be eligible for membership in a recognized student organization at Duquesne University:

1. Students **must** be currently registered and enrolled at Duquesne University,

Student organizations are required to maintain a minimum active membership of at least ten students.

Interfraternity Council affiliated fraternities, Panhellenic Council affiliated sororities, Professional Greek-Lettered fraternal organizations, Honor and Recognition Greek Lettered organizations, and Service Greek-Lettered fraternal organizations are administered by the Assistant Director of Greek Life. Only students who have earned a minimum of 12 credits and a 2.5 GPA are eligible for membership in a Greek-lettered organization.

All other organizations are administered by the Dean of Students or Center for Student Involvement designee.

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

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

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

Duquesne University requires all national and local general and professional fraternal organizations to obtain general liability insurance. This includes:

1. General liability with an A-rated carrier for each Greek organization with limits of 1,000,000 per occurrence/2,000,000 in the aggregate;
2. naming Duquesne as additional insured on this policy;
3. the insurance policy shall be primary ahead of any insurance carried by the University; and
4. each Greek Organization will yearly submit a certificate of liability (COI) evidencing such coverage.

Failure to possess general liability insurance will result in immediate suspension of university recognition.

## Annual Registration

To remain officially recognized, all organizations must complete an annual registration process with the Center for Student Involvement – this must be done **April 1- May 30, 2026**. Relevant documents may be found on the Center for Student Involvement page of Campus Link.

All organizations must have an advisor, they can be a full-time University faculty member, administration, or professional staff member. If the advisor resigns, the organization must locate a new advisor within 30 calendar days. ***Part-time University employees and/or Graduate Assistants are not eligible to serve as an organization advisor.***

By nature of their employment with Duquesne University, the advisement duties of many organization advisors are included in their job description. These individuals cannot be removed from their role by student organization members. For more information about the advisor's role and responsibilities, please consult your group's constitution, or contact the Center for Student Involvement.

All organization officer changes must be reflected on the roster on Campus Link within one week after they occur.

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

Failure to comply with the above paragraphs will result in your organization going inactive.

## Organization Re-Registration Steps

To maintain recognition and access to University privileges, **all student organizations must complete the following steps** during the annual re-registration period:

1. Complete the online re-registration form on Campus Link during the registration process- April 1- May 30, 2026. **This process should be completed by the incoming President.**
  - a (If your elections are held after the re-registration process, contact [duactivities@duq.edu](mailto:duactivities@duq.edu) for further instructions)
2. Ensure that a current copy of your group's constitution is available on your Campus Link page.
3. Answer all questions fully and completely, ensuring your roster is up-to-date, and make any changes you deem necessary to your Campus Link roster during this process.

If your organization receives a “**Denied**” email after submitting the re-registration form:

- Carefully review the instructions provided in the email to identify what needs to be corrected.
- Click the link in the email to return to your original submission.
- Make the necessary updates and corrections.
- **Re-submit the form** once all issues have been addressed.

### Important Note:

Organizations that **do not complete the full re-registration process** will **lose recognition status** and all associated privileges, including access to funding, event planning tools, and campus resources.

Final recognition is granted at the **discretion of the Center for Student Involvement** **and** may be withheld if requirements are not met or if the organization is not in good standing.

## Starting a New Student Organization

*Can't find a Student Organization you are interested in after checking out the 300+ Student Organizations on Campus Link? No problem! Look below for the process on How to Start a New Student Organization or Reactivate an Existing Organization.*

**2025-2026 Recognized Student Organization Registration dates to remember: September 15- October 15** for organizations to become active for the SPRING 2026 semester

**January 15- February 15** for organizations to become active for the FALL 2026 semester

### **New Organization Registration and Existing Student Organization Reactivation Process:**

During the designated period for organization activation, students may submit a Proposed New Student Organization form via Campus Link, accessible through the Center for Student Involvement page during the activation periods. Once the completed form is submitted during the designated time frame above, the Dean of Students will review the information regarding the proposed student organization and either approve or deny the form to move forward.

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

#### **If the Proposed New Student Organization form is approved by the Dean of Students:**

- 1) A member of the center for student involvement will reach out to you for a meeting to discuss the following: Name of organization, purpose/ summary of organization, full-time faculty or staff advisor information, how the organization will advance the Duquesne Mission statement. Additionally, you will need to provide an Excel sheet roster of at least 10 members (first/last name & duq.edu email address) who will maintain active status during the semester your organization will become recognized.
- 2) At this meeting's end, your organization will be given information to submit a New Student Organization Constitution on Campus Link. A completed constitution must be submitted on the form for the Student Government Association to review by the deadline of October 31<sup>st</sup> (for organizations requesting activation for the following spring semester) or February 28<sup>th</sup> (for the following fall semester). The Student Government Association will review all constitutions for approval the following month and contact the organization representative for any clarifications needed.
- 3) If the SGA approves your constitution, the Center for Student Involvement will notify you of this approval and schedule a meeting to finalize your registration, During this session, you'll discuss the privileges and responsibilities of being a recognized student organization as outlined in this handbook, receive helpful onboarding tools, and create your organizations Campus Link page.

Campus Advisors who are working with newly created student organizations will receive additional guidance and resources to help them navigate the advising process. This includes assistance with understanding event submission procedures, room

reservations, and Campus Link tools, as well as direct support from the Center for Student Involvement. Our goal is to ensure advisors feel confident and equipped to help their organizations succeed from the start.

## Registering a Club Sport

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

1. All Club Spots are subject to renewal/non-renewal each year with the Recreation Department.
2. All Club Sports must have a coach, who is required to complete the necessary clearance process with Human Resources  
<https://www.duq.edu/about/departments-and-offices/risk-management/volunteers.php>
3. Please note: a Coach and an Advisor may/may not be the same individual. If your coach IS NOT a full-time University employee, then your group is REQUIRED to have an Advisor.
4. At the onset of each academic year all, the Club Sports President and/or Club Sports membership must attend a meeting with the Director of Recreation.
5. Prior to any practice or competition, all Club Sports participants must have a physical. Additional forms must be completed (that will be discussed at the annual meeting).
6. All Club Sports Presidents must read the Club Sports Manual and complete any necessary forms. <https://duq.campuslabs.com/engage/organization/recreation/documents/view/2473066>

## Termination of Registration

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

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

Any privileges will be revoked for a period equal to the time as deemed appropriate by the Center for Student Involvement. Such probation may occur under the following circumstances:

- Failure to comply with registration requirements.
- Action of the Office of Student Conduct.

- Failure to comply with the organization's constitution.
- Failure to adhere to the Student Code.

## **Request to Return From Student Organizational Suspension Policy**

(This will be added to the Student Handbook, on page 36, H iii)

Student organizations, including fraternities, sororities, and all other recognized groups that have been suspended due to misconduct and seek to return to active status at Duquesne University must adhere to the procedures established by the Division of Student Life. The reactivation of any suspended organization is neither automatic nor guaranteed and is contingent upon the successful completion of the formal Request for Return process.

### **Eligibility to Submit a Request for Return**

An organization may submit a Request for Return Application no earlier than two months prior to the suspension end date. The organization must be in good standing with respect to any other outstanding University requirements, including but not limited to the completion of sanctions, trainings, or the resolution of financial obligations. Fraternities and sororities will need to follow the outlined expansion/extension process found in the Registered Student Organization Handbook.

*More information and an expanded Request for Return process can be found in the Student Handbook, page 36.*

## **Responsibilities & Privileges**

### **Organization Responsibilities**

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

1. Advisors must be informed in advance of all events and activities sponsored by the organization to ensure appropriate guidance and event approval support.
2. All organizational activities must reflect the values outlined in Duquesne University's Mission Statement and comply with university policies and procedures.
3. Compliance with federal, state and local laws, City of Pittsburgh code, and all laws for the Commonwealth of PA.
4. The behavior of all persons attending an organization's function.
5. Engagement in illegal activities is strictly prohibited and may result in disciplinary action or loss of recognition.

6. Any changes to previously submitted registration information—such as leadership updates, contact details, or constitutional revisions—must be promptly reported to the Center for Student Involvement.

## Organization Privileges

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

1. Eligible to use University facilities, equipment, and services according to University and Center for Student Involvement Policies.
2. Eligible to access the University Campus Link room/space reservation system as a student organization for the purpose of meetings and/or events.
3. Eligible to apply for various funding sources provided from the Duquesne Program Council (large-scale event appropriations, conference funding, and supplemental organizational needs), and the Center for Student Involvement (event funding for Nitespot events, Autumnfest, and other CSI initiatives.)
4. Eligible to receive consulting, guidance, support, trainings, workshops, and the like from the Center for Student Involvement and Division of Student Life.
5. Eligible to participate in the Duquesne EXPO, Autumnfest, and other campuswide University events.
6. Eligible to collect dues, host fundraising events, and solicit funds according to University Policy.
7. Eligible access to and free use of items located in the Student Organization Resource Center located in the Duquesne Student Union.
8. Eligible to receive assistance during the Annual Registration process of student organizations by the Center for Student Involvement.
9. Eligible to utilize the Center for Student Involvement Purchasing cards and tax-exempt accounts at various retail store/online merchants for purchasing.
10. Eligible to apply for a University financial account (agency account) and to use the services of the University business departments initiated through the Center for Student Involvement.
11. Eligible to receive discounted student organization-only pricing for Audio-visual equipment provided through Conference and Event Services.
12. Eligible for access information from the annual New Student Interest Survey for incoming students.
13. Eligible to request assistance from the University Division of Marketing and Communications for publications. Graphic design, marketing materials, and the like.
14. Eligible to post materials pertaining to meetings/events on official student organization social media accounts, Campus Link, and controlled University bulletin boards.
15. Eligible to apply for and/or maintain office space in the Duquesne Student Union.
16. Eligible to receive awards or honors presented to student organizations, members, and officers.

## Guidelines for Duquesne Union Organization Office Space

There are more than 270 recognized student organizations at Duquesne University, and limited space available in the Duquesne Union for student groups to use. Therefore, it is understood that office space in the Duquesne Union is a privilege, and not something normally granted to a student organization.

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

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

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

## Duquesne University Hazing Policy

In keeping with the Spiritan Tradition of justice, peace, and the integrity of all creation, Duquesne University does not condone hazing; or the associated activities with undermine the inherent dignity of members of our community.

No organization, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense.

Hazing activities are not limited to Greek-lettered organizations and may be committed by an NCAA sanctioned athletic organization, student group, club sport, or honor society at the University.

Hazing is a violation of Pennsylvania State law.

## Definitions

**Hazing** is defined as intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causing, coercing, or forcing a student to do any of the following:

1. Violate Federal or State Criminal Law;
2. Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the student to emotional or physical harm;
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements;
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
5. Endure brutality of a sexual nature; or
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

**Aggravated Hazing** is defined as any of the activities described in the definition of Hazing that result in serious bodily injury or death to the student, and the person doing the hazing acts with reckless indifference to the health and safety of the student or the person doing the hazing causes, coerces, or forces the consumption of an alcoholic liquid or drug by the student.

**Organizational Hazing** occurs when an organization intentionally, knowingly, or recklessly promotes or facilitates Hazing or Aggravated Hazing.

**Institutional Hazing** occurs when an institution intentionally, knowingly, or recklessly promotes or facilitates Hazing or Aggravated Hazing.

**Neither of the following is considered to be a defense in any of the forms is hazing listed herein: 1) the consent of the student was sought or obtained, or 2) the conduct was sanctioned or approval by the institution, secondary school, or organization.**

Appropriate penalties may include:

1. Withholding of diplomas or transcripts pending compliance with the rules or payment of fines'
2. Rescission of permission for the organization to operate on campus or school property to otherwise operate under the sanction of recognition of the institution; and/or
3. Imposition of probation, suspension, dismissal or expulsion'
4. Imposition of fines;
5. Educational Sanctions.

Pennsylvania law states that these penalties are in addition to, not in lieu of, any penalty set forth in other places in the law, any penalty imposed for violating the criminal laws of

the commonwealth, or any penalty imposed for violating any other institutional rule to which the violator may be subject.

### **Amnesty for Student Drug or Alcohol Violations:**

It is imperative that students and student organizations seek help in emergency situations and when medical assistance is needed. Students and student organizations that seek help for themselves or others when alcohol or drugs are involved will not be subject to University disciplinary action for drug or alcohol violations. Importantly, student organizations that fail to seek immediate assistance for members or guests in emergency situations or when medical assistance is needed will be charged with violations of the Student Code of Conduct and will face dissolution or termination as the outcome of such charges.

Students and/or organizations are expected to contact the Department of Public Safety at 412-396-2677 in emergency situations and when medical assistance is needed. The Department of Public Safety will assist the individuals by directing fire and ambulance emergency crews to the scene or by taking other protective measures. When offcampus, students and/or organizations are expected to call 9-1-1. Individuals who call for assistance are expected to remain with the individual(s) in need of assistance until help arrives.

The involved individuals may be required to complete alcohol/drug education, assessment, and/or treatment depending on the level of concern for student health and safety, and serious or repeated incidents will prompt a higher degree of concern. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns. Failure to complete follow-up will normally result in disciplinary action. Amnesty does not preclude or prevent action by police or other legal authorities pursuant to relevant state or federal criminal statutes.

Additionally, Duquesne considers the reporting of alleged violations of sexual harassment and misconduct to be of great importance to our campus community. To encourage reporting, students reporting alleged violations of [TAP 31](#) and [TAP 61](#) may be granted immunity from student conduct charges for possession or consumption of alcohol or drugs. See TAP 31 and TAP 61.

## **Title IX Sexual Harassment and Non-Title IX Sexual Misconduct**

Duquesne University is committed to fostering an atmosphere free from Title IX Sexual Harassment and non-Title IX Sexual Misconduct and creating an inclusive campus environment for all members of the University community. Any form of sexual harassment or sexual misconduct, whether physical, mental, or emotional, is destructive to such a climate and is not tolerated by members of a recognized student organization.

This includes any actions, activities or events, whether on university premises or an offsite location, that involve any form of sex discrimination, including but not limited to verbal harassment to sexual violence by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited. All recognized student organizations are expected to comply with TAP 31: Sexual Misconduct and Gender Discrimination and TAP 61: Interim Policy on Title IX Sexual Harassment

## **Reporting Incidents of Title IX Sexual Harassment or NonTitle IX Sexual Misconduct**

Anyone can file a report of conduct that could constitute sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). A nonconfidential report can be made in person, by mail, by telephone, or by electronic mail, to the Title IX Coordinator and Director of Sexual Misconduct Prevention and Response (at any time, including non-business hours), to a Deputy Title IX and Sexual Misconduct Prevention and Response Coordinator; to any University employee; to Public Safety; or anonymously by using the Anonymous Reporting Form on the Title IX website.

### **Contact Information:**

Alicia Simpson  
Title IX Coordinator and Director of Sexual Misconduct Prevention and Response  
[Simpsona8@duq.edu](mailto:Simpsona8@duq.edu)  
412.396.2560

## **Title IX of the Education Amendments of 1972**

Title IX of the Education Amendments of 1972 prohibits sex (including pregnancy, sexual orientation, and gender identity) discrimination in any education program or activity receiving federal financial assistance.

### **What conduct is prohibited by Title IX?**

- (b) *Specific prohibitions.* Except as provided in this subpart, in providing any aid, benefit, or service to a student, a recipient shall not, on the basis of sex:
  - (1) Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service.

- (2) Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner.
- (3) Deny any person any such aid, benefit, or service.
- (4) Subject any person to separate or different rules of behavior, sanctions, or other treatment.
- (5) Discriminate against any person in the application of any rules of appearance.
- (6) Apply any rule concerning the domicile or residence of a student or applicant, including eligibility for in-state fees and tuition.
- (7) Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- (8) Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity." 45 C.F.R. § 86.31

## University Branding & Organization Promotions

### Using the University Name

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

### Using the University Logo and Marks

Duquesne's logo is made up of the Gothic "D" in an octagon shape, along with the words "Duquesne University" to the right. If your group would like to use this logo for any printed materials/ promotional products, contact Marketing and Communications at [marcomm@duq.edu](mailto:marcomm@duq.edu) to fill out a logo release form.

### Using Duquesne Athletics Logos

Use of any Duquesne Athletic logos is strictly prohibited for student organization designs and promotional materials unless permission has been granted by the Athletics Department. Duquesne Athletic logos may only be used for the purpose of promoting athletic teams and related initiatives.

## **Student Organization Logos**

Any student organization that wants to create imagery or wordmarks for an event or their organization must have it approved by the Center for Student Involvement.

Student organizations must submit any printed material or design proofs to the Center for Student Involvement PRIOR to publications to obtain permission to duplicate and distribute.

## **Duquesne University Filming & Photography Policy**

Throughout the year, University faculty and staff receive external requests to film and/or take photos on campus. All external requests for non-news photography and videography on campus must be arranged through, and approved by, the Office of Marketing and Communications in writing in advance of any production. This includes – but is not limited to – requests from external production firms, photographers, filmmakers, documentary producers, videographers, digital media firms, and others.

Any individual, organization, or vendor interested in photographing or filming on campus (other than by Duquesne students for coursework and/or media projects, or for a university class) is first required to provide the following to the Office of Marketing and Communications for consideration:

1. A completed Campus Filming Inquiry Form detailing the proposed project (i.e. movie, TV show, interview for a documentary, etc.).
2. Proof of Insurance.

If a project is approved, a signed copy of the Duquesne University location agreement and additional documents (if necessary) must then be submitted to the Office of Marketing and Communications.

All requests that are reviewed by the Office of Marketing and Communications, and determined to be appropriate projects, will undergo a review by Risk Management and Legal Affairs, as well as other administrative units depending upon the nature of the request.

The review and approval process for filming and photography requests may take up to 30 days, depending upon the project scope. Approval is not guaranteed.

Requests to film or take photographs on campus for the purposes of creating advertisements, testimonials, or other marketing materials in order to sell a commercial product, service or entity, or in support of a political campaign or political viewpoints will not be granted.

For more information about film and photography requests, please contact the Office of Marketing and Communications at 412-396-6050.

## Duquesne Union Posting Policy

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

Acceptable Materials for posting will include:

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

All materials for posting in the Union must be approved and stamped by the Center for Student Involvement, 305 Student Union. **All materials must have a start and end date.**

If you chose to create your own flyers, you can send them to [duactivities@duq.edu](mailto:duactivities@duq.edu) and have the Center for Student Involvement print them. CSI will print **up to 50 flyers** for your event.

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

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

1. **Notices for University-sponsored events and activities** - Stairwell landing walls on sign rails only.
2. **Large banners** for University sponsored events and activities

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

Wooden surfaces on the second-floor atrium or open staircase, ANY glass surface including office doors, exterior doors, and windows, Internal stairwell doors, Interior/Exterior walls of the Union, other than designated areas in the

stairwell, Starbucks, Commuter Lounge or The Incline, Pillars, Elevators, Restrooms

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

## Union Posting Guidelines

1. Posting in the stairwells is restricted to campus events and activities open to the University community.
2. The Center for Student Involvement reserves the right to remove or relocate materials that do not conform to stated policies.
3. All information must be posted using the sign rails on the stairwell walls.
4. Because space is limited, please post one sign/flyer per event for each floor. 5. All flyers must include a start/end date and time of event
6. Tape may not be used to affix information to the walls.
7. Union staff will remove promotional materials considered out-of-date, or a violation of University policy.
8. No one may remove current flyers/signs or post materials on top of another group's promotional materials.
9. Multiple flyers/signs in any single posting area will be removed if necessary.
10. Posters which fall off the wall will be thrown away.
11. Any flyers/signs that have not been approved or stamped will be removed.
12. Promotional materials not associated with the University Community are prohibited from being posted.
13. Damage to any property of the Duquesne Union will result in fines to your group.
14. Unapproved materials by external groups will be removed, followed by a warning not to post on private property.
15. Unapproved flyers/signs distributed on tables will be discarded.

## Campus Posting Policies

Organizations may post signs in the following areas on campus:

**Academic Buildings:** Permission is necessary for each Academic Building. Below are the guidelines for each building.

Academic Buildings	Location of Approval	Allowed Number of Posters/Flyers
College of Medicine	Email Rita McCaffrey at <a href="mailto:McCaffreyr@duq.edu">McCaffreyr@duq.edu</a>	Up to 10
Fisher Hall	Deans' office	2-5 Posters
Rangos	Deans' office 3 <sup>rd</sup> floor	3 Posters

<b>Rockwell</b>	Email Jackie Ethiel at <a href="mailto:ethielj@duq.edu">ethielj@duq.edu</a>	1 Poster per Floor
<b>Mellon</b>	Deans office for approval	Depending on Approval
<b>School of Pharmacy</b>	Office 302. Dean will approve.	4 Posters
<b>Canevin Hall</b>	Deans office for Approval	6 Posters
<b>College Hall</b>	210 Deans office for stamp of approval.	10 Posters
<b>School of Law</b>	Main office on the 2 <sup>nd</sup> Floor.	2-5 Posters
<b>Mary Pappert</b>	n/a	10 Posters

**Gumberg Library:** Permission is necessary from Assistant University Librarian (4th floor, administrative office). Posters may be hung in the stairwell (one per floor) 5 posters total.

**Living-Learning Centers:** Posters may be dropped off to Assumption Hall to be approved and hung in each Living-Learning Center. Resident assistants are responsible for posting signs on their respective floors. *There is a limit of two signs per floor and three in the lobby area.*

**Power Recreation Center:** Permission is necessary 24 hours prior to placement through Dan, Amber, Mike, Grad Assistants, or building supervisors. There will always be one of them on duty in the Power Center during operational hours.

Limit fliers and posters in the recreation department to 8. The appropriate locations for these are limited to:

- a. 2- Lobby tables
- b. 2-bulletin board in 2nd floor lobby and 3rd floor hallway
- c. 3-1 per restroom on each floor (on tiled wall, not painted wall)
- d. 1-locker room changing area mirrors

Please remove print materials within 24 hours of the event where the posting appears.

**Locust and Forbes Garages:** Signs may be emailed to [Parking@duq.edu](mailto:Parking@duq.edu). Must be approved before placing outside of the elevators and on the stairwell walls.

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

## Reserving Rooms on Campus

The Office of Conference and Event Services (CES) manages reservations for all **nonacademic activities** held in shared campus spaces. All questions regarding location-specific needs should be directed to [25liveadmin@duq.edu](mailto:25liveadmin@duq.edu). Student organizations may request the use of the following facilities for events as outlined in the Duquesne University [TAP 65: Clean Facilities Use Policy](#):

- **Student Union spaces**
- **Classrooms and lecture halls** (when not in use for academic purposes)
- **Campus Grounds**
- **Power Center Ballroom** (with specific guidelines)

### Using the Power Center Ballroom

The Power Center Ballroom is available for student organization events **Sunday through Thursday** during the academic year. However, approval is granted **only when the nature and scale of the event are best suited for this space**—for example, large gatherings, formal programs, or events requiring a ballroom setup.

All requests to use the Power Center Ballroom must be reviewed and approved by the **Assistant Vice President of Conference and Event Services**.

### McCloskey Field Use

Student organizations interested in using **McCloskey Field** for outdoor activities should note that this space is managed by **Recreation Services**, not CES. Availability and approval for McCloskey Field must be coordinated directly through Recreation Services.

## Event Approval Process and Room Reservations

Beginning with the 2025-2026 academic year, all recognized student organizations are required to submit event and room reservation requests through [Campus Link](#) for all student organization activities, including meetings, tabling, on-campus events, off-campus events, online events, and similar activities. The University has officially transitioned away from using **25Live** for student organization event bookings.

To reserve campus spaces and receive approvals for university-related events, both on and off campus, student organizations must:

- Be recognized student organizations currently registered with the Center for Student Involvement (CSI).

- Have designated officers with appropriate access to manage the organization's page and submit requests in Campus Link.
- Agree to comply with all university policies and procedures, including those specifically outlined in the Student Organization Handbook, Student Handbook, TAP 51: Food and Beverages—Safe Sale or Serving, TAP 65: Clean Facilities Use Policy, and TAP 50: Protection of Minors.

Only organizations that meet these criteria are eligible to reserve spaces and host events on or off campus as representatives of their recognized student organization. Failure to comply with these requirements may jeopardize the organization's recognized status on campus or be referred to Student Conduct for violations of the Student Code of Conduct.

To begin the process, organization officers must:

- **Log in to Campus Link** and go to your organization's homepage.
- Click on "**Manage Organization**" and then select the "**Events**" tab.
- Click "**Create Event**" to open the Event Submission Form.
- Complete the form **in full**, providing all required information and a photo that represents your event.
- Once everything is filled out, click the blue "**SUBMIT**" button at the bottom of the form to officially submit your event request.

### Required Information for Event Requests

When submitting an event form in Campus Link, student organizations must include the following details:

- Event Name, Date/Time, and Room Reservation Request (or off-campus request)
- Event Description and Estimated Attendance
- Primary Contact Information for the student responsible for the event
- Planned Source of Funding (i.e. agency account, departmental funding, DPC funding, fundraising)
- Additional Details as requested by the Center for Student Involvement (CSI), Conference and Event Services (CES), and other campus departments depending on the nature of the event.
  - *Typical departments that CSI and CES may consult with during the event approval process are Public Safety, Facilities Management, Housekeeping,*

*Risk Management, Greek Life, Parkhurst Catering, and the Office of Community Engagement.*

*The Center for Student Involvement has created an [Event Creation and Room Reservation Guide](#) to assist both [student leaders](#) and [Campus Advisors](#).*

**Once your event form is submitted through Campus Link:**

- The Center for Student Involvement (CSI) and Conference & Event Services (CES) will review your request and may contact the listed student organizer for additional information via email or the Discussion section of the event submission
- Your campus advisor will automatically receive an email prompt from Campus Link to review and approve the event. It is the responsibility of student organization officers to keep their rosters up to date and ensure that campus advisors have accepted their request to be listed as an advisor.
- A confirmation email will be sent from Campus Link once the event has received all necessary approvals.
- **Events may not take place until full approval is granted.**

**Event Approval Reminders**

To avoid delays, be sure to submit a complete and detailed event request. Incomplete submissions may significantly slow down the approval process.

The Center for Student Involvement (CSI) reserves the right to deny or cancel event requests under the following circumstances:

- The event does not comply with university policies, including policies outlined in the Student Handbook
- The student organization's campus advisor does not approve the event submission request
- The student event organizer becomes unresponsive during the planning or approval process which would lead to CSI and CES not having enough information to approve the event.
- It is determined that there is insufficient time to secure the necessary approvals or resources based on the nature and scope of the event
- The event conflicts with other major university events or activities that impact space availability or essential services.

**Room Availability, Cancellations, and Support**

If a requested space does not appear as an option during the event submission process, it likely means the room is unavailable during your selected date and time or is not

eligible for student organization use. In these cases, your event request may be denied; however, an alternative location may be offered based on availability.

- Please note that all reservations are subject to change due to updates or conflicts with the University calendar.

## Event Cancellations

- If your organization decides to cancel an event before it has been approved, notify the Center for Student Involvement (CSI) as soon as possible via the Campus Link submission form so the space can be released and reassigned.
- If your organization cancels an event after it has been approved, you must cancel it through your organization's event management tools on Campus Link and inform CSI.

For questions about the Campus Link event submission process, contact [duactivities@duq.edu](mailto:duactivities@duq.edu).

For step-by-step instructions on how to submit an event request, please refer to the [Event Submission Instruction Guide](#).

## Non-shared spaces

There are a limited number of non-shared spaces on campus, available for student use, if shared spaces are unavailable. Non-shared space may not be reserved in Campus Link. Contact the appropriate representative listed below to use the space:

**Assumption Commons:** P: x5028 E: [orl@duq.edu](mailto:orl@duq.edu)

**Brittany Room (Des Places), Residence Life.** P: x6655 E: [langj8@duq.edu](mailto:langj8@duq.edu)

**Campus Ministry Center (Towers LLC).** P: x6020 E: [iaquiatak@duq.edu](mailto:iaquiatak@duq.edu)

**Genesis Theater**  
P: x3237 E: [zeman@duq.edu](mailto:zeman@duq.edu)

**McCloskey Field & Hockey Court, Recreation.**  
P: x5167 E: [cecil@duq.edu](mailto:cecil@duq.edu)

**PNC Recital Hall, Music School.**  
P: x1695 E: [haast@duq.edu](mailto:haast@duq.edu)

**Power Center (Floors 2, 3, & 4), Recreation.**

P: x5167 E: [cecil@duq.edu](mailto:cecil@duq.edu)

**Rockwell Hall**

P: x5701 E: [toriskyt@duq.edu](mailto:toriskyt@duq.edu) Rooney

**Feild:**

P: x6502 E: [hightowe@duq.edu](mailto:hightowe@duq.edu)

**Towers Multipurpose Room, Residence Life. P:**

x5089 E: [prokopchakn@duq.edu](mailto:prokopchakn@duq.edu)

**Towers Pool, Athletics**

P: x1866 E: [sheets@duq.edu](mailto:sheets@duq.edu)

## Conduct

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

### Student Event Rules:

1. Student event planners, and attendees, must adhere to instructions provided by a University staff member during an event.
2. Student groups must follow Student Union posting policies as prescribed by CSI. No signage may be affixed to any space in the Union using tape or adhesives.
3. Groups are not permitted to use glitter, confetti, balloons with confetti inside them, feathers, open flames, or any other decoration that requires additional housekeeping resources to return the event space to its pre-event state
  - o Decorations are subject to approval by Conference and Events Services.
  - o Consult with the Center for Student Involvement for decoration plans.
4. Student organizations must adhere to the Duquesne University TAP 65: Clean Facilities Use Policy.
5. Only authorized personnel may remain in University facilities after the scheduled building closure.

### Consequences:

1. Failure to comply with state, local, and federal laws, university mission statement, university codes and policies, as well as guidelines found in the Registered Student Organization Handbook, will result in refusal of rooms, cancellation of events, revoking of funds, or suspension of organizational status.

2. Failure to comply with reservation policies may result in the loss of the privilege to reserve event spaces and possible facilities fees (e.g., for additional cleaning or damages to the space).

## Event Planning

Planning an event involves a great deal of preparation. While the process may seem overwhelming at first, remember to utilize the available resources at the University.

- **Plan Ahead.** Planning ahead helps to ensure that your event runs smoothly and remains within budget
- **Student Involvement.** Involving more students (inside & outside of your group) in the planning process increases your chances of attracting a larger audience.
- **Think Creatively.** Your organization is not limited to publicizing an event with just flyers/posters. Creative publicity often helps to generate an interest.
- **What's Interesting?** Consider the interests of the entire campus (not just the members of your group).

## Types of Events

1. **Small Events and Meetings:** Events which only require a room and limited resources.
2. **Large Events:** Events that require custom set-ups and multiple resources.
3. **Signature Events:** Large annual events that occur in a Ballroom, on Mellon Patio, or on Academic Walk. ○ These events may be booked during the Master Calendar scheduling process (described below).
4. **Co-Sponsored Events:** Any event in which the student organization is sharing event planning responsibilities with an outside group including University departments, groups outside the campus community, and national and international chapters.
  - a. These events may require a contract.
5. **Affiliated Events:** Any event in which the student organization is sponsoring an outside organization, but is not involved in the planning of the event.
  - a. These events may require a contract.

## When to Schedule Events

Student organizations may begin scheduling events in campus spaces based on general availability timelines, which vary by location and are subject to change:

- Academic Buildings: Available to schedule for the current and upcoming semester after all class assignments have been confirmed by the University Registrar

- CES Controlled Spaces: The reservation calendar opens in February for the following academic year through the summer term. So, for example, in February 2026 groups may schedule events from Fall 2026 through July 2027.
- Master Calendar: This allows student groups the ability to guarantee a time and CES controlled space for their annual, signature events. Submissions will be open at the beginning of the spring semester. Once the submission closes, CES will review the requests and communicate to students what date and time was approved. More details will be communicated by CES before scheduling.

## Event Planning

Students are responsible for planning and executing student organization events. This includes filling out all required forms and coordinating with the various service providers needed for an event including but not limited to: The Center for Student Involvement, Catering, AV, Facilities Management, Public Safety, Parking, Government Relations, and Legal Affairs.

## Programming Checklist

<p><b>Selection of an event</b></p>	<p>What type of event?                      How does it meet our goal?                      Will there be interest?                      Can we afford it?                      Does it comply with the University Mission?</p>
<p><b>Form an event planning committee</b></p>	<p>Who in your organization can you recruit to help plan this event?                      What faculty could help to run this event?</p>
<p><b>Pick a date and reserve appropriate University facilities</b></p>	<p>Look on the Campus Link event form to see what spaces are available for the date of your event If you have questions, email <a href="mailto:duactivities@duq.edu">duactivities@duq.edu</a>.</p>

<b>Implement publicity campaign</b>	Use social media to promote event, and tag <b>@du_activities</b> so that it is reposted If you create your own flyers, you can send up to 50 flyers to <a href="mailto:duactivities@duq.edu">duactivities@duq.edu</a> and get them printed
<b>Food services contacted</b>	Contact <a href="mailto:catering@duq.edu">catering@duq.edu</a> at least 2 weeks prior to the event to order food for your event Catering menu: <a href="#">Student Ordering Form</a>
<b>Obtain necessary signed contracts</b>	Send any contracts to <a href="mailto:farrowl@duq.edu">farrowl@duq.edu</a> 4-6 weeks in advance and she will send them to get approval.
<b>Important Policies and Forms</b>	Below is a link that provides some of our frequently used policies/ forms that could be helpful during the event planning process:  <a href="#">Important Policies and Forms Document</a>  (ex. Speaker request, SORC room, minors program policy/ paperwork, food policies)
<b>Complete any necessary paperwork for payments</b>	Use agency accounts to pay all costs Send any invoices to <a href="mailto:farrowl@duq.edu">farrowl@duq.edu</a> and she will use the p-card to settle costs with your organization account
<b>Security arrangements made</b>	If your event has more than 100 people and are having non-duquesne attendees, reach out to <a href="mailto:publicsaftey@duq.edu">publicsaftey@duq.edu</a> to request security
<b>Set-up arrangements made</b>	Reach out to Mackenzie ( <a href="mailto:lefosterm@duq.edu">lefosterm@duq.edu</a> ) in Conference and Event services to coordinate any alternate event set up
<b>Thank you notes sent</b>	Always show your appreciation to vendors, faculty who assisted you, co-planners, etc. to build a good rapport with the community

### Considerations When Event Planning:

1. **Financial Responsibility:** Student groups are financially responsible for all associated costs of an event.
2. **Approvals:** Student groups may be required to seek approval before an event is confirmed based on the size, scope, and resources associated with the event.

**Funding:** If your event is using funding from the Duquesne Program Council (DPC), you must get approval from the Center for Student Involvement.

**Fundraisers:** If your event is a fundraiser, you must receive approval from the Office of Community Engagement.

**Vendor/Services Contracts:** Affiliated and co-sponsored events require contracts with Duquesne University. You must work with the Center for Student Involvement to process all event contracts.

**Guest Speakers:** All speakers must be approved by the Dean of Students via the [Speaker Request Form](#) on Campus Link.

If you plan to host a speaker (at ANY meeting or event), who is not a University staff member, you must complete and submit a Speaker Request Form to the Center for Student Involvement found in Campus Link.

Student groups must comply with the University TAP 27 – Speakers Policy.

If your event involves any type of political speaker (approved by the Center for Student Involvement), you must contact the Office of Government Relations.

**Off-Campus Attendees:**

If you are hosting an event with an expected attendance of 100 people or more, or if it includes attendees from off-campus, you must contact Public Safety for determination about whether campus police must be present.

Metal detectors may be needed depending upon your expected attendance. Public Safety will determine what events require metal detectors and will provide officers to operate the equipment. Student groups are responsible for all applicable Public Safety fees.

**Minors:** If minors will be present at an event, organizations must adhere to University TAP 50 – Minors Policy. Please contact Legal Affairs for assistance at [pwm@duq.edu](mailto:pwm@duq.edu).

**After Hours Events:** Events occurring outside of normal building hours are subject to the approval of Conference and Events Services. Requests may be denied if staffing is not available.

**Room Set-up:** Most Student Union spaces, the Power Center Ballroom, Mellon Patio, and Academic Walk offer multiple standard layouts to best serve events (e.g., rounds, classroom style, lecture style, etc.) Please refer to the layout descriptions on each location in the Campus Link event form to see what is available and best suits your needs. Any event requiring a custom room set-up must be stipulated in the event requests, and the specifics of the set up must be provided to the Assistant Director of CES no later than 2 weeks prior to the event.

1. Housekeeping overtime charges may be incurred due to quick turnaround of a large space. Also, if the room is damaged or needs out of the ordinary cleaning, charges will apply. Student groups are responsible for paying any fees as a result of their event
2. Facilities Management may be needed to assist in the set-up or preparation of your event. A TDX request must be submitted and will need FOAP (fund,

Organization, Account, Program) numbers. The Center for Student Involvement and the Assistant Director of CES may submit a TDX request to the appropriate department to ensure all facilities needs are met. Services that require a TDX include but are not limited to: hanging banners, supplying electricity, and providing water for events.

**Food/Linens:** Student organizations are required to use Parkhurst Dining for all catered events.

- a. The student organization must contact [catering@duq.edu](mailto:catering@duq.edu) at least two weeks in advance of the event.
- b. Students may serve food purchased from an outside vendor, if the below criteria are met:
  - i. Used for informal meetings.
  - ii. The total cost cannot exceed \$150.
  - iii. food is not required to be temperature controlled.
- c. Student Organizations are required to adhere to University TAP 51 – Food Policy, which may be found on the Center for Student Involvement Campus Link page.
- d. If an organization would like to use an outside caterer for a cultural or dietary reason, they must receive approval from [catering@duq.edu](mailto:catering@duq.edu)
- e. Alcohol is not permitted at student organization-sponsored events on campus.
- f. All available linens must be ordered through Parkhurst Dining.
- g. Food is not permitted in classrooms.
  - i. Arrangements can be made to have food placed on tables outside of the classroom. Please communicate this request to the Conference and Events Services Office during your event booking process.

**Audio-Visual:** Most event spaces are equipped with integrated audiovisual equipment, described in the Resources section of the event confirmation. **Taking**

**Payments at Events:** Student groups can accept payments if all payments adhere to the University policy.

- a. Venmo, Square, and other forms of digital currency are prohibited.
- b. Student organizations may request the use of a credit card reader, provided by the University. Please contact the Center for Student Involvement for more information.

Student groups **MUST** complete credit card reader training.

Student groups **MUST** have a University Bank Account.

**Pepsi CO:** Duquesne University is a strict Pepsi **ONLY** University. When making off campus purchases, please refer to the list of [approved products](#).

- a. The sale or serving of food and beverages of any kind, at functions, fundraisers, or programs by anyone other than the authorized, exclusive University vendors, Parkhurst Dining and Pepsi Bottling Company, is only permitted with written approval from the University's catering department located in Union 318.

## Social Activity Regulations

1. To request a Living Learning Center, athletic or recreation facility, the respective office must be contacted.
2. University facilities may be scheduled and used by registered organizations for regular meetings, social events and activities open to the public according to the following policies:
  - a. Approval of requests based upon timeliness; appropriateness of the venue; and assurance of proper maintenance and safety.
  - b. Reasonable charges may be imposed for the use of/and or damages to facilities.
  - c. The organization requesting space must inform the University of a guest speaker or performer, and the general purpose of any event open to outside members.
  - d. Speakers/performers sponsored by a registered organization may be denied appearance on campus. Reasons for denial include disruption of campus activities; inconsistency with the University Mission; endangerment of the University's tax-exempt status; and/or danger to life or property.
3. The sponsoring organization and its officers are responsible for:
  - a. Informing the advisor(s) in advance of all sponsored meetings and events. All organization activities must get the prior approval of the advisor.
  - b. The behavior of all persons attending the function, including but not limited to Student Code violations, and illegal acts either engaged in or knowingly permitted by the organization.
  - c. Any damage to utilized facilities.
  - d. Activities of the organization and for its compliance with the Mission of the University and regulations.
4. The sponsoring organization(s) may require presentation of valid I.D. cards for admission activities held on campus.
5. Functions held in University facilities may end no later than the established closing hours of the facility concerned.
6. Date auctions, or any type of event in which people are auctioned, are not permitted on or off campus by any registered student organization or department.
7. Fundraising sales by student groups are permitted on campus with permission from the Center for Student Involvement.
8. No outside solicitation (of any type) is permitted on campus.
9. A student organization off-campus travel agreement must be completed and approved for conferences, competitions, retreats, and/or overnight trips.
10. Outdoor amplifying systems are not allowed on campus for any purpose without approval from the Center for Student Involvement.

## Planning Service Activities

The Duquesne University Volunteer (DUV) Office (Murphy Building, 20 Chatham; across from the Power Center Barnes and Noble) is available to assist your group in planning and/or participating in local service projects, including:

- Education for organization members.
- On-going projects with community organizations.
- Individual community service opportunities.
- Organization-sponsored service events and/or fundraisers.

Before your organization begins planning an event, please have your service coordinator contact the DUV Office at 412-396-5893 or at CETR@duq.edu. We can:

- Provide education to support engagement efforts in the community.
- Help with selecting and contacting an appropriate site or agency.
- Provide transportation - available on a first-come, first-served basis. Offer project planning assistance and evaluation.

After the project, complete a project evaluation form and include a roster of participants. These forms are available on Campus Link and should be returned promptly following your event. Student organization records will be entered into the Collaboratory system for community engaged activities. These materials are the only record of your organization's service and will be used to support club reports, recognition, and award evaluations.

## Guidelines for Fundraising by Students or Student Groups

Student organizations frequently fundraise to support community causes. All student organizations must obtain approval for any on/off campus fundraising through the DUV Office in the Office of Community Engagement.

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

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

## Political Activity for Students and/or Student Groups

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

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

1. Only educational, non-party biased political activities are permitted with the consent of the Assistant Vice President for Student Involvement.
2. Sponsorship or participation in any form of partisan campaigning on Duquesne’s campus is not permitted.
3. Political campaign posters or banners are not permitted on campus.
4. Any form of campaigning for a particular candidate or party while walking around campus or directly approaching anyone is not permitted.
5. Campaigning for a particular candidate or party via social media by student organizations is not permitted.
6. Use of University funds and/or soliciting funds in support of a particular candidate or party is not permitted.
7. Duquesne University’s name, logo or seal may not be used on stationary, social media sites or other materials used for political purposes.

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

1. Voter Registration initiatives are to be coordinated only by the Student Government Association.
2. Voter Registration is permitted only in designated areas approved by the Dean of Students
3. Voter Registration tables must be staffed only by Duquesne University students.

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

Thinking about bringing an elected official, appointed official, or candidate to campus?

1. Complete the Government Affairs Special Guest Inquiry JotForm OR submit to [GOVAFFAIRS@duq.edu](mailto:GOVAFFAIRS@duq.edu). <https://form.jotform.com/240395036275053>
2. Wait for an email reply from the Government Affairs Department to proceed
3. Work with the Government Affairs Department to ensure success!

Helpful Political Activity and Government Relations Guidelines

1. University employees must contact the office of Government Relations prior to any written or verbal communications to elected or appointed officials relative to university-based interests for federal and state elected and appointed government officials.
2. Official invitations to officials must be approved in advance by the respective VP who will then inform the Office of Government Relations.
3. It is the policy that as a 501(c)(3) of the internal revenue code, certain education nonpartisan activities are permitted and encouraged. These would include voter education and registration. Contact [GOVAFFAIRS@duq.edu](mailto:GOVAFFAIRS@duq.edu) if interested.
4. **Please contact the Government Affairs Team: Bill Generett [generettw@duq.edu](mailto:generettw@duq.edu) or Janie Macklin (412)580-4065 [macklinj@duq.edu](mailto:macklinj@duq.edu)**
5. In certain instances, some activities may be subject to rental charges. Where called for by University's room or facility rental regulations.
6. Partisan political activity for any candidate for public office is **not prohibited** by any staff members or students where the university can be seen as supporting a candidate for office. The university's name, email, or logo cannot be used on any stationery, including soliciting funds for supporting a candidate for political office and/or conducting a political campaign. You can not infer that Duquesne University is behind any such activities.
7. Staff/ faculty and students **may as individuals** participate in partisan activities. Staff and faculty are allowed to make political contributions as long as they are **personal contributions** and not associated with Duquesne University in any way.
8. The Office of Government Relations is responsible for leading the University's governmental relations activities. The policies and procedures (**TAPS #27, TAPS #41**) are designed to help ensure adherence to regulated lobbying requirements, ensure proper communication and coordination within the University, and to maximize the effectiveness of all government relations activities and the University's overall government affairs strategy

Please refer to the following updated TAPS for any further clarification.

TAP #27 – Political Activity

- <https://www.duq.edu/tap-27>

TAP #35 – Marketing and Communications ○

- <https://www.duq.edu/tap-35>

TAP #37 – Soliciting, Petitioning, Distribution of Literature, Demonstrations and Picketing ○

- <https://www.duq.edu/tap-37>

TAP #41 – Government, Corporate and Foundation Relations ○

- <https://www.duq.edu/about/policies-and-initiatives/the-administrativepolicies/tap-41.php>

TAP #57 – Social Media ○

- <https://www.duq.edu/tap-57>

## Admission Charges & Donations

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

## Requesting Campus Security

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

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

## Requesting Audio/Visual

Please note that most event locations and all classrooms are equipped with integrated AV which includes a projector, screen, sound system, and built in PC. These can be easily accessed with your Multipass credentials.

Any AV needs beyond the basic integrated AV that the space can provide should be requested via your event submission and/or your event scheduler. Prices for enhanced AV setup and equipment can be found [here](#).

If you have any questions regarding AV for your event or are unsure of what equipment would be best for your event, please reach out to your CES scheduler.

## Obtaining Food Service

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

Safe Sale or Serving of Food and Beverages, available on the Center for Student Involvement Campus Link page.

To place and order with Parkhurst Dining:

1. Obtain a student catering guide from Parkhurst Dining: [Student Catering Guide](#)
2. Select the menu items and consult with the Catering Manager to determine the feasibility and cost.
3. Place your order on Catertrax by visiting [duquesnedining.catertrax.com](http://duquesnedining.catertrax.com) or email [catering@duq.edu](mailto:catering@duq.edu).
4. All orders MUST be placed 3 weeks prior to the event date.
5. Recognized student organizations with a limited budget may consult the “[Student Catering Guide](#)” prepared by Parkhurst Dining each year. As this guide was created to accommodate any financial needs, it eliminates paper & plastic supplies, as well as delivery & set-up. If your group is using the Student Catering Guide, please note the following:
  - a. All orders MUST be placed at least 1 week in advance of the event.
  - b. Pricing is only available to registered student organizations at Duquesne.
  - c. Delivery and event set-up is not available.
  - d. All orders must be picked-up at the Student Union Kitchen (doors behind Starbucks).
  - e. Supplies must be returned to the Kitchen promptly at the conclusion of your event.
  - f. Student groups must purchase necessary supplies (i.e. foil pans, wire chaffing kits, plates, plastic ware, linens, etc.)
    - a. The Center for Student Involvement can provide plates, plastic ware, and napkins to groups at no cost. Contact the office at least 1 week in advance of the event.
  - g. Cancellations must be made within 24 hrs. of the event.

## Alcoholic Beverage Policy

Alcoholic beverage policies are based on the Pennsylvania Liquor Code and other relevant statutes. The drinking age in the state of Pennsylvania is 21 years of age or older. No person under 21 years of age is permitted to consume, transport, possess, be in the presence of, or be supplied with any alcoholic beverage. It is illegal in Pennsylvania for any individual to facilitate underage drinking of alcohol or provide an environment in which underage drinking takes place.

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

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

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

## **Speaker Policy for Registered Student Organizations**

A Duquesne University education committed to diversity and global mindedness, and encourages students to demonstrate appreciation of diverse cultures, religions and persons; learn from diverse schools of thought and be open to new ideas and perspectives; appreciate community in local and global contexts; and recognize each individual's potential to effect change in organizations, environments, and society at large.

Accordingly, Duquesne University encourages its registered student organizations to sponsor guest speakers whose presentation will contribute to the role of the University as a forum for civil debate, intellectual discussion, educational investigation and/or artistic expression.

Speakers should contribute to the intellectual and/or cultural life of the University community, providing an opportunity for students to hear and respectfully discuss opposing viewpoints on a wide range of issues.

Providing a forum for an invited speaker in no way implies Duquesne University's approval or endorsement of the views expressed by the speaker. Additionally, guest speakers must be made aware of the fact that Duquesne University is a private institution and agree to be respectful of its Catholic Spiritan values and mission.

Registered student organizations seeking to invite a guest speaker must submit a request form to the Dean of Students for review/approval. Requests may be submitted 60 days prior to the proposed event date. Request forms are available through Campus Link on the Center for Student Involvement Page.

1. For events at which the audience comprises only members of the sponsoring student organization (a closed event), the decision on approval of the speaker by the Dean of Students is considered final.
2. For events that will be open to others beyond the membership of the sponsoring organization (a public event), the speaker approval decision by the Dean of Students is considered preliminary. All proposed guest speakers for public events will be submitted to the Public Honors and Events committee for review and final approval.
3. Additional steps will be necessary if the speaker being requested currently holds public office or is a retired official. Guidance will be provided by The Office of Government Relations.

The University reserves the right to reject, alter, cancel, reschedule, relocate, postpone or deny the appearance of a speaker and/or limit attendance to only members of the

campus community. This determination may be based upon any concern for public safety, violation of established University policies, or inconsistencies with the University mission and its Catholic values and tradition.

## Processing Contracts

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

When receiving contracts from companies, please review the following list of checkpoints that need to be included before forwarding it to the Center for Student Involvement:

1. Use Duquesne University for our name, not the specific department or school. Leave the name and title of the person signing blank (it will not be you.) You may be listed as a “contact person” but you cannot sign for the University
2. Duquesne has Insurance and vendors need to have it as well.
  - a. Must be willing to provide Duquesne with a COI (Certificate of Insurance) upon request. Duquesne will do as well (but you must make a note of it and let Linda Farrow know if the vendor wants ours as well.)
3. Duquesne will most likely have “edits” to the Agreement. Please inform the vendor to expect them and provide you with the name and email of the person(s) who can approve the “edits.”
4. Make sure everything you have talked about on the phone is included within the Agreement (take notes each time you call the vendor).
5. Please give us as much time as you can review the Agreement (start to finish- expect at least a 30-day turnaround on average). We can “RUSH” something, but we try not to.
6. Before you send the contract to the Center for Student Involvement, collect the W-9 from the vendor and be sure to have them send the contract in a WORD format.

If there are any questions regarding contracts, you can reach out to Harry Powell ([powellh1@duq.edu](mailto:powellh1@duq.edu)).

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

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

## Therapy Animals on Campus

A therapy animal is an animal brought on to campus for the purpose of providing comfort to the campus community. The university, in discretion, may from time to time permit trained therapy animals to be present on campus.

Students wishing to work with an outside agency to bring the therapy animal(s) onto campus must comply with the following:

1. The location for the event with the therapy animal(s) must be approved by Conference and Event Services. Outdoor location should be prioritized.
2. The outside agency must provide Certificates of Insurance and sign a University Hold Harmless Agreement. This can be obtained by contacting the Office of Risk Management [riskforms@duq.edu](mailto:riskforms@duq.edu)
3. Proper signage must be posted near the event area to enable individuals with allergies and other concerns to avoid the area
4. Animal hair must be cleaned and removed from the event location after the event.

For more information about animals on campus please refer to ([TAP No. 59: Animals on Campus \(duq.edu\)](#)) or contact the Office of Risk Management.

## Event Attendance Tracking with the Event Check-In App

To streamline attendance tracking and enhance event reporting, student organizations are encouraged to use the Event Check-In App for all types of activities. This includes all event submissions on Campus Link such as tabling, meetings, on- and off-campus events, and more.

### How It Works

The Event Check-In App allows event organizers to efficiently record attendance by scanning each attendee's Event Pass (a unique digital QR code assigned to every student). This pass can be accessed through the Campus Link website, the CORQ App, or saved directly to a mobile wallet for quick access.

At the event, designated event managers will use the Check-In App to scan each student's Event Pass. This process captures student attendee's full name, university email address, and exact time of check-in.

In depth tutorials for using the Check-In App & Event Pass can be found [here](#).

### Data Integration and Access

The Check-In App is fully integrated with Campus Link, ensuring that attendance data is automatically synced and stored securely. After the event, student organizations can easily retrieve attendance records through their Campus Link portal for reporting, reflection, or future outreach.

### Availability vs. Requirement

While the Event Check-In App is available and encouraged for all student organization events and activities, its use is currently required only for events receiving funding through the Center for Student Involvement and Duquesne Program Council. This helps ensure accountability and supports data-driven decision-making for funded programming.

### Post-Event Data and Feedback

One of the key benefits of using the Event Check-In App is the ability to access **real-time attendance data**. As attendees are scanned in, organizers can immediately view who is present, along with their name, university email, and check-in time—making it easy to track engagement and follow up.

### Collecting Feedback

During the event submission process on Campus Link, student organizations can choose to include **post-event questions**. If enabled, these questions can be **automatically emailed to attendees** after the event concludes, allowing organizations to gather feedback quickly and efficiently.

This feature is especially useful for:

- Evaluating event impact
- Gathering suggestions for future programming
- Reporting outcomes to advisors or funding sources

All feedback and attendance data are stored securely in Campus Link and can be accessed through the organization's event management dashboard.

**Reminder:** Use of the Event Check-In App is mandatory for all Center for Student Involvement and Duquesne Program Council funded events. Failure to take attendance at these types of events may impact your organization's eligibility for future funding.

## Organization Finances

### Planning a Budget

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

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

1. **Office Supplies and Services:** paper, markers, tape, pens, and photocopies. *[The Student Organization Resource Center \(SORC\)](#) provides some of these supplies.*

2. **Conventions and Conferences:** tolls, transportation, parking, lodging, and registration fees.
3. **Operating Expenses:** dues, trophies, music, plaques, uniforms, and T-shirts.
4. **Service Fees:** printing and graphics, Parkhurst Dining Services, and security.
5. **Events, Contracts, and Fees:** speakers, films, artists, performers, comedians, decorations, tickets, and meals.

It is advised to keep a detailed spreadsheet of your organization's spending habits and records of your budget information.

## Managing Organization Finances in Campus Link

Effective Fall 2025, all recognized student organizations will have access to an active Finance tab within their Campus Link page. This feature is part of a phased rollout designed to enhance financial transparency, streamline budgeting processes, and support responsible financial management across all student organizations.

### Access and Permissions

Only the President and Treasurer of each organization will have the ability to submit budget requests and manage financial transactions through Campus Link. These roles are responsible for ensuring that all financial activity is accurate, timely, and compliant with University policies.

However, all other officers and Campus Advisors will have view-only access to the Finance tab. This allows executive board members and advisors to monitor financial activity, review budget request submissions, and stay informed about the organization's financial status without making changes.

**Tip:** Presidents and Treasurers should regularly communicate with their full executive board and Campus Advisor to ensure transparency and collaboration in financial decision-making.

### Understanding Finance Tab Functionality Based on Account Type

The functionality available within the Finance tab will vary based on the organization's account status:

- **Agency Accounts:** Organizations with an active Agency Account managed by the Center for Student Involvement (CSI) will see their available funds reflected as a credit within the Finance tab. This data will be pre-populated only for accounts directly overseen by CSI.
- **Account Setup Requests:** If your organization maintains an Agency Account that is not yet reflected in Campus Link, you may request integration by **submitting written approval from your designated staff/faculty financial manager to the Assistant Director of Student Involvement.** This request must also include the current account balance. Once received, the Center for Student Involvement will initiate the setup process.

Student organizations are encouraged to review their financial status and consult with their Duquesne University staff/faculty financial managers to ensure accurate and timely integration. For questions or support, please contact the Center for Student Involvement.

### **Using the Finance Tab for Transaction Tracking**

The Finance tab within the Organization Management section in Campus Link provides student organizations with tools to monitor and manage their financial activity. These tools function similarly to a checkbook ledger, allowing organizations to maintain accurate and up-to-date financial records.

Through the Finance tab, organizations will be able to:

- **Track Deposits:** Record when funds are deposited or allocated into the organization's account.
- **Track Expenditures:** Record when funds are spent from the organization's account.

All financial transactions will continue to be processed through the **Center for Student Involvement (CSI)** using the designated requests available in the Finance tab.

**Please Note:** Some Finance requests may not be available at the start of the Fall 2025 semester. These requests will be introduced gradually throughout the 2025-2026 academic year. Updates regarding finance request availability will be posted on the Campus Link Finance tab and shared during both President and Treasurers Meetings. Student organizations are encouraged to regularly check Campus Link and attend Presidents Meetings (and Treasurers Meetings if applicable) to stay informed about updates and new features.

### **Accessing and Understanding Your Organization's Finance Tab**

To begin using the Finance tab in Campus Link, organization officers should follow these steps:

1. **Log in** to Campus Link and navigate to your organization's homepage.
2. Click on "**Manage Organization.**"
3. Select the **Finance** tab.
4. Click on **Accounts** to view available account information.

### **Account Types Displayed**

- **Agency Account:**  
If your organization has an Agency Account, your current balance will be displayed here. Only agency accounts managed by the Center for Student Involvement (CSI) are pre-populated with a balance.
- **Funding Account:**  
This account reflects funds allocated to your organization through any CSI or DPC Budget Request Processes. These funds are program-specific and must

be used within the designated timeframe allocated in the budget request process.

### **Organizations Without an Agency Account**

If your organization does **not** have an Agency Account but plans to request funding through the **CSI or DPC Budget Request Processes**, your approved deposits will appear in the Finance tab under:

#### **Accounts -> Funding Account**

As funds are spent, the balance will decrease accordingly. Any unused funds at the end of the program or funding cycle will be returned to the CSI or DPC funding account.

**Unused funds cannot be carried over** for future use.

### **Benefits of Using the Finance Tab in Campus Link**

The Finance tab in Campus Link is a powerful tool designed to help student organizations manage their financial activity with transparency and accuracy. By using this feature consistently, organization officers can streamline their budgeting processes and maintain clear records throughout the academic year.

Key Benefits Include:

- **Real-Time Account Visibility:** View up-to-date account balances, including deposits and expenditures, to understand your organization's financial standing at any time.
- **Streamlined Budgeting and Planning:** Use the Finance tab to organize expenses, set budget goals, and track spending against approved funding. This helps ensure your organization stays on track and within budget.
- **Spending Oversight:** Quickly assess whether your spending aligns with your original budget request and funding guidelines, reducing the risk of overspending or misallocation.
- **Transparent Transactions:** All financial activity processed through the Center for Student Involvement is recorded in the Finance tab, providing a clear and auditable trail of transactions.
- **Program-Specific Recordkeeping:** Maintain detailed records for each event or initiative, making it easier to report outcomes, prepare future requests, and transition leadership.

**Tip:** Regularly reviewing your Finance tab can help you catch errors early, prepare for presentations to budgeting committees, and ensure compliance with University policies.

### **Initiating Budget Requests Through Campus Link**

Once student organization officers are familiar with the Finance tab and its role in tracking financial activity, they can begin the process of requesting funding (budgets) for

events, programs, and initiatives. Campus Link serves as the central platform for submitting budget requests, and each funding process has its own set of guidelines, timelines, and requirements.

## Budget Request Processes

### Overview

Budget requests provide student organizations with a structured method to request funding for events, programs, organizational development, emergency needs and initiatives. This process ensures that all requests are detailed, transparent, mission-aligned and compliant with University policies and procedures.

### Submitting a Budget Request

To submit a budget request, begin by logging into Campus Link and navigating to your organization's homepage. Click "Manage Organization," then select the Finance tab. From the "Create New Request" drop-down menu, choose "Create Budget Request."

### Understanding Budget Request Options

When submitting a budget request, it's important to choose the funding stream that best matches your organization's needs. Below are the most common options available through the Duquesne Program Council (DPC) and the Center for Student Involvement (CSI):

- **DPC Conference Funding**  
For travel and registration costs related to conferences.  
*Limit: Up to \$1,000 per organization, per academic year. Some restrictions apply.*
- **DPC Large-Scale Appropriations**  
For large campus events that benefit a wide range of students. These must be planned and requested the semester prior to utilization.  
*Limit: Up to \$2,500 per organization, per semester between (2) events.*
- **DPC Rolling Funding**  
For smaller or mid-sized events, urgent needs, or general organizational expenses. Requests are accepted throughout the semester. Funds must be used within 30 days or the by the last day of classes, whichever comes first.  
*Limit: Up to \$500 per organization, per semester.*
- **NiteSpot Event Funding**  
For events held in the NiteSpot (1st Floor Union) during the week. All events must be free of charge and open to all Duquesne students.  
*Limit: Up to \$200 per event, hosted Sunday–Thursday at 9 PM. No limit on the number of events an organization can host.*
- **CSI Event Funding**  
For participation in campus-wide traditions and initiatives organized by the Center for Student Involvement.  
*Examples include **AutumnFest**, **Festival on the Bluff**, and other major campus events. Amount of funding varies per event.*

Complete all required fields thoroughly and accurately. Include detailed line items for each expense category and provide clear descriptions and justifications for each budget item. Once all information is reviewed for accuracy, click Submit and save a copy of your submission for your records.

**Note:** After submission, all budget requests will undergo a review and approval process with appropriate student leaders from the Duquesne Program Council and CSI staff, as necessary per budget request process. All student organization leaders that submit budget requests will be notified of the status of your request once the process is complete.

## Budget Request Timing Guidelines

To ensure timely review and approval of funding requests, student organizations should plan ahead and follow the general timing guidelines outlined below. Specific dates for each funding cycle will be announced by the Center for Student Involvement and the Duquesne Program Council (DPC) and shared via Campus Link and Presidents Meetings.

### DPC Conference Funding

As of Fall 2025, Conference Funding is now administered through the Duquesne Program Council (DPC) and follows a rolling submission process. This funding supports student organizations attending conferences that contribute to leadership development, academic enrichment, or organizational growth.

#### Key Guidelines:

- **Rolling Submissions:** Requests may be submitted at any time during the academic year.
- **Presentation Requirement:** Organizations must present their request to the DPC Budgeting Committee as part of the review process.
- **Annual Limit:** Funding is capped at \$1,000 per organization, per academic year.

Organizations are encouraged to plan ahead and submit requests well in advance of their intended travel dates. Specific instructions and presentation scheduling details will be shared via Campus Link and during Presidents Meetings.

### DPC Rolling Funding

DPC Rolling Funding is designed to support **smaller or mid-sized events**, **organizational needs**, and **time-sensitive opportunities**. This funding stream is flexible and available throughout the semester, making it ideal for events that arise outside of the traditional planning cycle.

#### General Guidelines:

- **Rolling Submissions:** Requests may be submitted **at any time during the semester**.
- **Funding Limit:** Up to **\$500 per organization, per semester**. *Approved funds must be used within 30 days of approval or by the last day of classes in the semester in which the funds were allocated—whichever occurs first.*
- **Presentation Requirement:** Organizations are not required to present to the DPC Budgeting Committee for Rolling Funding Budget Requests.

This funding stream is especially useful for events with shorter planning timelines, unexpected needs, or general organizational development supplies. Organizations should still allow adequate time for review and approval.

### **DPC Large-Scale Appropriations (Event Funding – Fall & Spring)**

DPC Large-Scale Appropriations are designed to support **major campus events** hosted by student organizations that aim to engage a broad segment of the student body. These events often require significant planning, collaboration, and resources, and must align with the mission and values of the University.

#### **Funding Overview:**

- Organizations may request up to **\$2,500 per semester**.
- Funding is intended for events that are open to the campus community and demonstrate meaningful impact.
- Examples include cultural festivals, speaker series, awareness campaigns, and large-scale social events.

#### **Submission Timeline:**

- **Spring Semester Events:**  
Submit your funding request during the **fall semester**.  
Presentations to the DPC Funding Committee typically occur in **late fall**.
- **Fall Semester Events:**  
Submit your funding request during the **spring semester**.  
Presentations to the DPC Funding Committee typically occur in **late spring**.

Exact submission windows and committee meeting dates will be announced via **Campus Link** and during **Presidents Meetings**. Organizations are strongly encouraged to begin planning early and consult with the Center for Student Involvement for support throughout the process.

- **Presentation Requirement:**  
All applicants must present their event proposal to the DPC Budgeting Committee. Presentations should include a clear event overview, budget breakdown, anticipated outcomes, and alignment with Duquesne University mission and

Division of Student Life goals to help *all* Dukes **Engage, Belong, Learn and Thrive**.

### **CSI Event Funding Budget Requests**

**For general budgeting requests submitted through the Center for Student Involvement (CSI)**, organizations should allow 2–3 weeks for processing and approval. These requests may support a variety of needs, including event support, program enhancements, or participation in campus-wide initiatives.

Early submission is strongly encouraged to ensure adequate time for review, approval, and fund distribution prior to the event or activity date.

**Note:** Exact submission windows and meeting dates will be communicated through Campus Link and during Presidents Meetings. Organizations are responsible for monitoring these updates and submitting requests accordingly.

Organizations can monitor the status of their request and track approved funds using the Finance tab in Campus Link. This tool provides real-time visibility into account balances, deposits, and expenditures, helping organizations stay organized and financially accountable.

### **Tips for Successful Budget Requests**

Submitting a budget request is an important part of managing your organization's finances and planning impactful events. Below are key tips to help ensure your request is complete, accurate, and well-prepared for review.

#### **Before You Submit**

Start by consulting with your **organization advisor** to confirm your event aligns with your group's mission and goals. Review all **University policies and procedures** related to student organization funding to ensure compliance. If your request involves purchases, especially from external vendors, gather **quotes from multiple sources** to support your budget estimates and demonstrate cost-conscious planning.

#### **Writing a Strong Request**

When completing your budget request, be **specific and detailed**. Clearly describe each item or service you're requesting, and explain **why it's necessary** for your event or initiative. Include **realistic cost estimates** and justify each expense. Strong requests also show how the event will **benefit the broader campus community**, whether through engagement, education, or inclusion.

#### **After Submission**

Once your request is submitted, **monitor its status** regularly through Campus Link. Respond promptly to any follow-up questions from the budgeting committee or CSI staff. Be prepared to **present your request** if required—this is your opportunity to explain your vision and answer questions. Keep **detailed records** of all communications and approvals for future reference and accountability.

**Reminder:** You can track your organization's funding, spending, and account balances using the **Finance tab in Campus Link**. This tool helps you stay organized and ensures transparency throughout the budgeting process.

### **Budget Request Line-Item Categories**

When preparing a budget request, it is important to organize your anticipated expenses into clear and appropriate categories. This helps reviewers understand the purpose of each item and ensures your request aligns with funding guidelines.

Below are commonly used line item categories for student organization budget submissions:

- **Administrative Expenses:** Includes office supplies, printing, postage, and communication tools necessary for organizational operations.
- **Event Programming:** Covers costs related to speakers, performers, entertainment, decorations, and promotional materials for events.
- **Food and Catering:** All food-related expenses over \$150 or that fall under Duquesne University TAP 51 policy must be coordinated through Parkhurst Dining, the University's approved vendor.
- **Transportation:** Includes travel costs for conferences, off-campus events, or transportation services required for program execution.
- **Equipment and Supplies:** Encompasses technology needs, uniforms, awards, and other tangible items required for events or organizational functions.
- **Security and Safety:** May include costs for public safety officers, insurance requirements, or other safety-related services.
- **Marketing and Promotion:** Covers flyers, banners, digital advertising, and other promotional materials used to publicize events or initiatives.

Depending on the funding source, additional documentation or justification may be required for certain categories and/or will be listed as line items on the budget request process. Be sure to review the specific guidelines for each budget request process.

### **Compliance Requirements for Budget Requests**

All student organization budget requests must adhere to University standards and funding source guidelines. These requirements ensure that all allocated funds are used responsibly, ethically, and in alignment with the mission of Duquesne University.

**General Compliance Expectations:** All budget requests must:

- Align with the **University Mission Statement** and uphold **Catholic values**.

- Comply with all **University policies and procedures**, including those related to student conduct, event planning, and financial management.
- Follow applicable **state and federal regulations**, particularly those governing nonprofit and educational institutions.
- Include only **allowable expenses** as defined by the specific funding source (e.g., DPC, CSI, SGA).

**Prohibited Expenses:** The following types of expenses are **not eligible for funding** under any student organization budget request:

- **Alcoholic beverages** of any kind.
- **Personal expenses** or reimbursements for personal items.
- **Commercial activities** intended for personal profit or gain.
- **Political campaign materials** or support for partisan political activities.
- Any expenses that **violate University policies** or conflict with the values of Duquesne University.

**Important Note:** Depending on the specific budget request process, there may be additional conditions or restrictions on allowable expenses. Organizations are responsible for reviewing the guidelines associated with each funding source prior to submitting a request.

*For questions about expense eligibility or funding guidelines, student leaders are encouraged to consult with the Center for Student Involvement or the DPC Budgeting Committee.*

### **Contact Information**

For questions or assistance related to budget, budget requests, or using the Finance tools in Campus Link, student organization officers are encouraged to reach out to the appropriate contacts listed below:

### **General Budgeting and Finance Questions**

For help navigating Campus Link's Finance tab, understanding financial procedures, or general budgeting support, contact the **Center for Student Involvement** at:

[duactivities@duq.edu](mailto:duactivities@duq.edu)

### **Agency Accounts and Organization Accounting**

For questions related to Agency Account setup, account balances, or financial tracking, contact the **Assistant Director of Student Involvement**. This staff member can assist with account integration and financial oversight for student organizations.

### **CSI Event Funding**

For inquiries about funding opportunities related to campus-wide initiatives such as

AutumnFest, Festival on the Bluff, or other CSI-sponsored events, contact the **Director of Student Programming and First Year Experience**.

**DPC Budget Requests**

For all funding requests submitted through the Duquesne Program Council—including **Conference Funding, Rolling Funding, and Large-Scale Appropriations**—contact the DPC directly at:

[dpc@duq.edu](mailto:dpc@duq.edu)

**Note:** Specific staff contact names and meeting availability may be shared during Presidents Meetings or posted on Campus Link. Organizations are encouraged to reach out early in the planning process to ensure timely support.

**Methods of Payment**

There are multiple ways that student organizations can use their funds or departmental funding. Below are some of the most common examples of expenditures by student organizations, and the methods of payment.

<b>Purchasing Type</b>	<b>P-Card</b>	<b>Reimbursement</b>	<b>I-Pad Online Purchases</b>	<b>Examples</b>
<b>Organization Programing Supplies</b>	x	x	x	Nite-Spot Programing
<b>Gift Cards</b>	Not Permitted	Not Permitted		Seek CSI for more information
<b>Outside Food Orders</b>	x	x		Pizza Milano's
<b>Clothing</b>	x	x		Shirt orders for members
<b>Outside Vendors</b>	x			

**Procurement Cards (P-Card)**

Student organizations that are recognized by Duquesne University must adhere by these rules to use the CSI P-Cards

1. Students must request at least 1 week prior to needing it.

2. If going off campus with the P-Card, you must return the P-Card before business day at 4:30pm.
3. Alcohol is Not permitted to be purchased under any circumstances.
4. Itemized receipts must be given to the Administrative Assistant in the Center for Student Involvement at the time of returning the P-Card.
  - a. If you do not have the receipt, it is your job to retrieve a new receipt and email [duactivities@duq.edu](mailto:duactivities@duq.edu) as soon as possible.

5. No personal purchases are allowed under any circumstance  
If you need to have the P-Card longer than one business day, please reach out 1 week prior for approval.

All P-Card requests can be made through the CSI Campus Link Form "P-Card Sign Out Request." Students will be invited to a calendar invite for the requested time for P-Card pick up.

## Reimbursements

### ***How do I get reimbursed for my personal money used on club programming?***

Students may submit on the Center for Student Involvement campus link page, the [personal reimbursement form](#). All the information on the form must be included to seek approval. Once the form has been approved by Ashley Kane, Linda Farrow and Erin Zdrojowy, your reimbursement process will proceed. Please allow 2-3 weeks for your reimbursement to be finalized.

## Organizational Funds/ Agency Accounts

As of August 2017, all newly recognized or re-established student organizations and groups must keep funds or deposits with the University and make use of the University's Agency Fund's for Student Organizations.

All organizations which receive University funding or use the University name in the solicitation of funds for the generation of revenue must keep such funds or deposits in their agency accounts. Purchases, reimbursements and bills/ invoices can be made or paid with the monies in their accounts through the Center for Student Involvement or their Account Managers. For more information about starting a University Agency Account, or how to use your agency account, contact [duactivities@duq.edu](mailto:duactivities@duq.edu).

## Deposits

Students may come to the CSI office Union 305 to deposit cash, check or money orders to your student organization bank account. Checks must be made out to Duquesne University. If your financial advisor is in another department, please check with them to

see how they want to have deposits made for your organization. You can reach out to your financial manager to see your account balance.

## **Tax Exempt Status**

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

## **Student Organization Resource Center (SORC)**

Student groups may use the Student Organization Resource Center (SORC) for art & paper supplies, meeting room, miscellaneous organizational needs, and a variety of event planning supplies, and plenty of table space.

If you need access to the SORC room and/or would like to request any free items from the item inventory, please contact the Center for Student Involvement at 412-396-5853 or email [duactivities@duq.edu](mailto:duactivities@duq.edu) or fill out the SORC room item reservation form on the CSI Campus Link page.

## **Organization Fundraising**

### **Spirit Crowdfunding**

*Spirit* is the University's crowdfunding tool, which helps to assist projects inspired by the Spirit of Duquesne. The platform, similar to crowdfunding sites like KickStarter or GoFundMe, allows for these project advocates to tell their story and conveniently accept donations online. Learn more at [www.duq.edu/spirit](http://www.duq.edu/spirit) and apply at <https://www.spirit.duq.edu/submit-application>.

## **Leading Your Organization**

### **Purpose, Goals, and Objectives**

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

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

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

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

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

## Writing Quality Agendas

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

1. Give out agendas for all meetings via binders, a shared google doc, a shared OneNote, etc., at the beginning of the year so they can store all agendas in one place, and everyone can prepare ahead of time.
2. E-mail a rough draft of the agenda prior to the meeting. Give members a chance to offer feedback or items to be included.
3. Send out meeting notes to all members of the organization to recap what was discussed and to help the students who couldn't make it to the meeting.

## Organization Advisors

Duquesne University requires that all registered student organizations have a faculty or staff advisor. Advisors play a vital role in supporting the mission and operations of

student organizations by offering guidance, continuity, and institutional knowledge. Their involvement helps ensure that organizations operate in alignment with University policies and values.

Advisors serve as mentors and resources, assisting student leaders in areas such as event planning, leadership development, conflict resolution, and organizational sustainability. They also provide oversight and accountability, particularly in matters related to financial management, risk mitigation, and compliance.

Importantly, advisors must approve all social activities and events hosted by the organization. This includes on-campus events, fundraisers, off-campus gatherings, and any event involving external guests or vendors. Advisor approval helps ensure that activities are safe and consistent with university standards.

Advisors are encouraged to:

- Attend regular meetings and major events when possible.
- Maintain open and consistent communication with student leaders.
- Help interpret University policies and procedures.
- Support the organization's mission while fostering student autonomy and leadership.

The advisor-student relationship should be collaborative, respectful, and clearly defined. Organizations are encouraged to meet with their advisor at the beginning of each academic year to establish expectations, communication protocols, and shared goals.

### **Selecting an Advisor:**

Advisors are to be selected from the ranks of full-time University faculty and/or administrative and professional staff at Duquesne University. When selecting an advisor, you may want to find someone who can easily take a personal interest in your group and whom you feel you can work well with the organization. If your group is focused around a particular interest or discipline, try asking a faculty member in that department. Be sure to have a conversation with your advisor to establish expectations of the advisor's role within your organization.

### **Working with your advisor:**

Every advisor and organization will have a unique relationship that will vary from year to year and from organization to organization. However, the student-advisor relationship is crucial to the success of an organization. The key to developing a strong and mutually beneficial working relationship is good communication. To facilitate this process, please consider the following suggestions:

- After the selection of new officers or a new advisor, the officers and advisor should meet to discuss personal and University expectations as well as goals and purpose of the organization.

- Following the initial meeting, the officers and advisor should set procedures on how to keep the advisor informed/ involved, what role they should play in the planning process, and regularity of meetings.
- All social activities planned by the organization must be approved by the advisor in advance. This ensures alignment with University policies, promotes safety and inclusivity, and helps maintain the integrity of the organization's mission.

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

1. Notify the advisor of all meetings and events.
2. Consult him/her in the planning of any major projects and events.
3. Consult him/her before any changes in the structure of the group or in the policies of the organization are made.
4. Even though the advisor has no vote, he/she should have speaking privileges.
5. Remember that the responsibility for the success or failure of a project or event rests with the students, not the advisor.
6. Inform organization members of who the advisor is and make them known as a resource if needed.
7. Acknowledge that your advisor's time and energy are donated and express gratitude.
8. Be clear about your organization's expectations for your advisor's role.

## Organization Officer Transition

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

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

1. Copy of Constitution and By-laws
2. Position descriptions of officers and members
3. Contact list of members, officers, and important people/ offices on campus
4. List of basic annual procedures and/or calendar of annual events
5. Web page and webmaster information. How do you maintain the site?
6. Mission, philosophy, goals and/or purpose of your organization
7. Financial records
8. Evaluations of past and current projects
9. Meeting minutes and agendas
10. Historical records of the organization
11. All necessary passwords and logins

During the organization officer transition, it is important to discuss and review the organization's structure with the previous officers on how the organization can be improved in the following years based on how everything went in the past year. Some things to consider during your discussion:

<b>Assess the continuity and growth of the organization:</b>	Unfinished projects/ items the need attention now Important resources and contact persons Mistakes that could have been avoided Any questions the new officer may have for outgoing officer
<b>Review the structure and operation of the organization:</b>	Was the budget managed properly? Were the meetings run effectively and frequently? Do we have a committee structure? If so, is it working? If not, is it needed? Do we experience scheduling conflicts with other groups or activities?
<b>Assess the organizations goals from the previous year:</b>	What did we hope to accomplish? Was it accomplished? What did we do well on each goal? Which goals should be continued? Which goals should be altered or dropped?
<b>Evaluate the organizations past activities:</b>	What activities did the program sponsor? How effective was it? Did we have a good balance of different kinds of programs? Were the programs and activities consistent with the group's goals? Which activities should be continued, and which should be dropped?
<b>Review membership and recruitment policies that will help to strengthen the organization:</b>	Do we currently have enough, too few, or too many members? Were there adequate opportunities for members to get involved? Are there members involved in the club's operation (including decision making, planning, implementing and evaluating)? Are members enthusiastic about the activities and motived to work towards the group's goals? Is there an incentive for members to stay?
<b>Evaluate the organizational structure and core group of leaders:</b>	Do officers understand their roles and responsibilities within the organization? Did the officers operate as a team, or could cooperation be improved? How would officers evaluate the effectiveness if the other officers? How would the general membership evaluate the effectiveness of the officers?

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

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

Any information contained in the Registered Student Organization Handbook may be subject to change without notice. The Center for Student Involvement will notify student organization presidents and advisors of important updates.

## Campus Department/ Resources

### **Center for Student Involvement**

305 Duquesne Union  
412-396-5853  
[duactivities@duq.edu](mailto:duactivities@duq.edu)

### **Ashley Kane**

Director – Student Programming and First  
Year Experience  
309 Duquesne Union  
412.396.6657  
[Geesea@duq.edu](mailto:Geesea@duq.edu)

### **Linda Farrow**

Assistant Director – Student Involvement  
And Union Operations  
412-396-6638  
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### **Erin Zdrojowy**

Administrative Assistant  
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412-396-5853  
[Zdrojowye@duq.edu](mailto:Zdrojowye@duq.edu)

### **Alaina Baker**

Graduate Assistant  
305 Duquesne Union  
412-396-1325  
[Bakera11@duq.edu](mailto:Bakera11@duq.edu)

### **Conference and Event Services**

335 Duquesne Union  
412-396-6653  
[Lefosterm@duq.edu](mailto:Lefosterm@duq.edu)

### **Office of Disability Services**

305 Duquesne Union  
412-396-6668  
[Disabilityservices@duq.edu](mailto:Disabilityservices@duq.edu)

### **Office of Greek Life**

315 Duquesne Union  
412-396-6651  
[Greeklife@duq.edu](mailto:Greeklife@duq.edu)

### **Student Government Association**

106 Duquesne Union  
412-396-6617  
[Sga@duq.edu](mailto:Sga@duq.edu)

### **The Center**

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412-396-1117  
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**Riley Turner**

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**Duquesne Catering (Parkhurst)**

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**Duquesne Program Council**

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