

Duquesne University
Center for Student Involvement

Registered Student Organization Handbook

Revised August 2019

Table of Contents

Duquesne University Mission Statement & Expectations	4
Recognition & Registration	5
Recognition of University Student Organizations & Interest Groups	5
Residence Life Affiliated Groups	5
School Classes	5
Social Greek-Lettered Organizations & City Chapters	5
Civic Organizations	5
Student Organization Recognition	5
Temporary Recognition	6
Permanent Recognition	7
Annual Registration	8
Termination of Registration	8
Organization Registration Steps	9
Registering a Club Sport	9
Responsibilities & Privileges	10
Organization Responsibilities	10
Organization Privileges	10
Guidelines for Duquesne Union Organization Office Space	11
Duquesne University Hazing Policy	12
Timothy J. Piazza Anti-Hazing Law	12
Definitions and Penalties	12
University Anti-Hazing Policy	13
Institutional Reports	14
Safe Harbor	15
Sexual Violence and Harassment	16
University Branding & Organization Promotions	17
Using the University Name	17
Using the University Logo	17
Using the University Seal	17
Using the Gothic “D”	17
Using Duquesne Athletic Logos	17
Student Organization Logos	17
Duquesne University Filming & Photography Policy	18
Duquesne Union Posting Policy	19
Union Posting Guidelines	20

Campus Posting Policies	20
E-Mails to Students	21
Reserving Rooms on Campus	22
Types of Events	22
When to Schedule Events	23
Booking Events in 25Live	23
Event Information Required for 25Live Requests	24
Planning	24
A. Take Time to Plan Your Event	24
B. Considerations When Event Planning	24
Conduct	27
A. Student Event Rules	27
B. Consequences	27
Event Planning	29
Programming Checklist	29
Social Activity Regulations	30
Planning Service Activities	31
Guidelines for Fundraising by Students or Student Groups	31
Political Activity for Students and/or Student Groups	32
Admission Charges & Donations	33
Requesting Campus Security	33
Requesting Audio/Visual	33
Obtaining Food Service	34
Alcoholic Beverage Policy	34
Speaker Policy for Registered Student Organizations	35
Processing Contracts	36
Therapy Dogs on Campus	36
Organization Finances	37
Planning a Budget	37
Organizational Funds	37
Tax Exempt Status	37
Organization Funding	38
Budgeting with the Duquesne Program Council (DPC)	38
Budgeting with the Student Government Association (SGA)	39
Adopt a Night (Union NiteSpot)	39
Spirit Crowdfunding	40
IgniteCX	40

Table of Contents (continued)

Leading Your Organization	41
Purpose, Goals, and Objectives	41
Writing Quality Agendas	41
Working With Your Advisor	42
Organization Officer Transition	43

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.

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

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

Recognition of University Student Organizations & Interest Groups

Residence Life Affiliated Groups

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

School Classes

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

Social Greek-Lettered Organizations & City Chapters

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

Civic Organizations

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

Student Organization Recognition

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

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

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

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

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

- students **must** be currently registered and enrolled at Duquesne University,
- students **must** maintain a minimum Quality Point Average of at least a 2.25. QPA is determined by the Duquesne University Registrar's Office.

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 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 Assistant Vice President of Student Involvement or Center for Student Involvement designee.

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

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

Temporary Recognition

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

During temporary recognition, each new group shall:

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

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

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

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

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

Permanent Recognition

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

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

All relevant forms regarding student organization approval (i.e. the Proposed Student Organization Approval Form, Student Organization Constitution Amendment, Student Organization Constitution)

may be accessed through the Center for Student Involvement Campus Link page.

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

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

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

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

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

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

Annual Registration

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

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

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

Any changes and/or amendments to the name, constitution, or bylaws of a group shall be submitted to the Center for Student Involvement and the Student Government Association for approval 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 probation of the organization.

Termination of Registration

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

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

Such probation may occur under the following circumstances:

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

Organization Registration Steps

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

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

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

Registering a Club Sport

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

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

Responsibilities & Privileges

Organization Responsibilities

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

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

Organization Privileges

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

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

planning, budgeting, fundraising, organizational operations, leadership and publicity.

- Assistance in selecting an advisor.
- Assistance in being officially registered.
- Use of Union audio-visual equipment.
- Sponsorship of on-campus fundraising events and/or efforts.
- Participation in the Duquesne EXPO (fall semester), and Spring Organization EXPO (spring semester).
- Access to the Student Organization Resource Center (SORC), located in Room 338, Union.
- Access to any information obtained from the New Student Interest Survey.
- Student Government Association conference funding.
- Duquesne Program Council event/program funding.
- "Adopt a Night" funding for late night events in the Union NiteSpot.

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

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

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

Guidelines for Duquesne Union Organization Office Space

There are more than 230 recognized student organizations at Duquesne University, and only limited office space available in the Duquesne Union for student groups to use. Therefore, it is understood that office space in the Duquesne Union is a privilege, and not something which is normally granted to a student organization.

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

1. The organization completes the Student Organization Registration process on Campus Link by the appointed date each year, and again when officer elections are held during the fall/spring semester.
2. A satisfactory membership level is sustained. Membership levels will be determined by the Center for Student Involvement. A minimum of 10 members is required.
3. The assigned space is used on a regular basis. Audits will be conducted to ensure this guideline is being met.
4. The assigned space is used as an office and only business (of the assigned organization) is conducted in the office.
5. The organization respects Duquesne University regulations regarding postings, cleanliness, decorations, etc.
6. The organization respects Duquesne University regulations as stated in the Student Handbook and The Student Code of Rights, Responsibilities, and Conduct.
7. The Organization complies with state, local, and federal law regarding drugs and alcohol, and does not facilitate underage drinking or drug use, or provide an environment where such activities may occur. Student groups are NOT permitted to store drugs or alcohol in their office space.

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

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 defined as: "Any action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of Duquesne University; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, ritual or policy or the regulations and policies of the educational institution, or applicable state law."

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.

Timothy J. Piazza Anti-Hazing Law

The Timothy J. Piazza Anti-Hazing Law amends Titles 18 (Crimes and Offenses) and 42 (Judiciary and Judicial Procedure) of the Pennsylvania

Consolidated Statutes. More specifically, the law amends Title 18 by adding a chapter call "Anti-Hazing," which requires secondary schools and post-secondary schools to enact anti-hazing and reporting policies, strengthens penalties for hazing, and adds a felony charge for "aggravated hazing" if a hazing incident results in serious injury or death.

Definitions and Penalties

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:

- Violate Federal or State Criminal Law;
- Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the student to a risk of emotional or physical harm;
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements;
- 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;
- Endure brutality of a sexual nature; or
- Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Anywhere the law refers to a “student.” It also refers to a “minor” in the context of secondary schools.

Hazing is considered a summary offense, but shall be considered a misdemeanor of the third degree if it results in or creates a reasonable likelihood of bodily injury to the minor or 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.

Aggravated Hazing is a felony of the third degree.

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

Organizations are subject to the following penalties:
1) a fine of up to \$5,000 for each “Hazing” incident,
2) a fine of up to \$15,000 for each “Aggravated Hazing” incident, and 3) any other relief as a court deems equitable.

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

Neither of the following is considered a defense to any of the forms of hazing listed herein:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the institution, secondary school, or organization.

Institutions are subject to the following penalties:
1) a fine of up to \$5,000 for each “Hazing” incident, and 2) a fine of up to \$15,000 for each “Aggravated Hazing” incident.

University Anti-Hazing Policy

The law requires the adoption of a written policy against hazing. Pursuant to that policy, the institution must adopt rules that prohibit students or individuals associated with an organization that are sanctioned by the institution or recognized as an official institutional organization from engaging in any act of hazing described herein. The policy must apply to each act conducted on or off campus if the acts are deemed to constitute any act of hazing described herein. Institutions must provide a copy of the policy, including institution rules, penalties, and programs of enforcement, to each organization within the institution. The policy must also be posted on the institution’s publicly accessible website.

In addition to writing and distributing the policy, each institution must also develop a program for the enforcement of the policy and must adopt appropriate penalties for violations of the policy. Such penalties should be administered by the individual (“or agency”) at the institution that is responsible for sanctioning or recognizing organizations covered by the policy.

Under the law, appropriate penalties include:

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

The 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 institutional rules to which the violator may be subject.

Institutional Reports

Institutions must maintain a report of violations of:

1. The institution's anti-hazing policy
2. Federal or State laws related to hazing that are reported to the institution, and beginning in the 2018-2019 academic year, institutions must develop and publish an Institutional Report regarding the same.

The following requirements apply:

- The initial Institutional Report must be published on the institution's publicly accessible website no later than January 15, 2019, and include information concerning violations that have been reported to the institution for the prior five years ("to the extent the institution has retained information concerning the violations").
- The Institutional Report must be updated biannually on January 1 and August 1, and the updated reports must be posted on the institution's publicly accessible website.
- Reports must be maintained for five years.
- The Institutional Report must include:
 - The name of the subject of the report;
 - The date when the subject was charged with a violation of the institution's anti-hazing policy or federal or state laws relating to hazing;
 - A general description of the violation, any investigation and findings by the institution and, if applicable, penalties;
 - The date the matter was resolved.
- The report must not include the personal identifying information of an individual.

Safe Harbor

Finally, it is important to note that, under the law, an individual will not be prosecuted for a violation if the individual can establish all of the following:

- A law enforcement officer first became aware of the violation because the individual placed a 911 call or contacted campus security, police, or emergency services based on a reasonable belief that another individual was in need of immediate medical attention to prevent death or serious bodily injury.
- The individual reasonably believed that he or she was the first individual to make a 911 call or to contact campus security, police, or emergency services and report an individual needed immediate medical attention to prevent death or serious bodily injury.
- The individual provided his or her own name to the 911 operator or equivalent campus security officer, police, or emergency services personnel.
- The individual remained with the individual needing medical assistance until a campus security officer, police, or emergency services personnel arrived and the need for the individual's presence had ended.

Note that the individual needing medical attention ("Individual One") is immune from prosecution relating to an offense under this anti-hazing law or Pennsylvania criminal law relating to the purchase, consumption, possession, or transportation of malt, liquor, or brewed beverages, but only if another individual ("Individual Two") acts, with respect to Individual One in a way that qualifies Individual

Two for safe Harbor. This is known as "Derivative Immunity."

Sexual Violence and Harassment

Recognized student organizations will not tolerate or condone any form of sexual harassment or sexual violence on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on University premises or an off-site location which are demeaning to women or men, ranging from 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.

University Branding & Organization Promotions

Using the University Name

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

If an organization would like to use the University name on stationery, please contact Marketing and Communications at marcomm@duq.edu.

Using the University Logo

Duquesne's logo is made up of the Gothic "D" in a octagon shape, along with the words "Duquesne University" to the right. If your group would like to use this logo for any printed materials or promotional products, please contact Marketing and Communications at marcomm@duq.edu to complete a logo release form.

Using the University Seal

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

Using the Gothic "D"

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

Using Duquesne Athletics Logos

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

Student Organization Logos

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

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

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

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

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, for a University class, and/or media projects done by Duquesne students) is first required to provide the following to the Office of Marketing and Communications for consideration:

- A completed Campus Filming Inquiry Form detailing the proposed project (i.e. movie, TV show, interview for a documentary, etc.).
- 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 request 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 Vice President for Student Life or his designate(s).

Acceptable Materials for posting will include:

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

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

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

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

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

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

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

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

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

Union Posting Guidelines

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

Campus Posting Policies

Organizations may post signs in the following areas on campus:

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

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

E-mails to Students

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

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

- E-Mail Blasts will ONLY be sent for student organization related events.
 - ONLY student organizations in good standing with the Center for Student Involvement may submit information.
 - Off-campus events/advertisements for groups unaffiliated with Duquesne will not be included.
 - Only one email per event may be sent. Multiple weekly messages and reminders cannot be included.
 - E-mails about incorrect or updated event information will not be sent.
 - Messages about organization meetings will not be sent.
 - Messages about recruitment events will not be sent, UNLESS that event involves multiple organizations.
 - At least one week advance notice must be given for information to be included.
 - Same day/week requests will not be considered.
- Messages about student organization open positions or employment opportunities may not be included.
 - The Center for Student Involvement reserves the right to make any necessary changes/edits to the message.
 - The Center for Student Involvement will decide what events will/will not be used.
 - Any event requested to be included MUST be posted on Campus Link.

Reserving Rooms on Campus

Conference and Event Services reserves facilities for all non-academic activities on campus in shared spaces. Facilities that may be reserved for non-instructional activities include:

- Union Facilities
- Classroom and Lecture Hall Facilities (when available)
- Campus Grounds
- Power Center
 - The Power Center is available for student organization use for large events, Sunday-Thursday throughout the academic year. Events are subject to approval by the Conference and Event Services staff.
 - Any student organization event must be approved by the Assistant Vice-President for Conference and Event Services, for use of the Power Center Ballroom.

The NiteSpot, located on the first floor of the Student Union, is a student recreational space that may be used for events open to all Duquesne students.

- Student organizations may sponsor an Adopt-a-Night program each evening at 9:00pm, by contacting the Center for Student Involvement.
- Student organizations may hold informal, ad-hoc meetings in the NiteSpot. Meeting space cannot be reserved in 25Live, and the NiteSpot will remain open to students during this time.

There are a limited number of non-shared spaces on campus, which may be available for student use, if shared spaces are unavailable. Non-shared space may not be reserved in 25Live. Please contact the appropriate representative listed below to use the space:

- Brittany Room (Des Places), Residence Life.
P: x2475 E: buszkob@duq.edu
- Campus Ministry Center (Towers LLC).
P: x6020 E: ianellij@duq.edu
- Genesius Theater.
P: x3237 E: sines908@duq.edu
- Living Learning Center space, Residence Life.
P: x6655 E: johnson@duq.edu
- McCloskey Field & Hockey Court, Recreation.
P: x4812 E: mccarthyd@duq.edu
- PNC Recital Hall, Music School.
P: x1695 E: haast@duq.edu
- Power Center (Floors 2, 3, & 4), Recreation.
P: x4812 E: mccarthyd@duq.edu
- Rockwell Hall, Business School.
P: x5701 E: toriskyt@duq.edu
- Towers Multipurpose Room, Residence Life.
P: x6655 E: johnson@duq.edu
- Towers Pool, Athletics
P: x1866 E: sheets@duq.edu

Types of Events

1. **Small Events and Meetings:** Events which only requires 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.
 - 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.
 - These events may require a contract.

When to Schedule Events

1. **Academic Buildings:** Available to schedule for the current and upcoming semester after all class assignments have been confirmed by the University Registrar.
2. **Shared Spaces outside Academic Buildings:** The reservation calendar opens in February for the following academic year, through the summer term.
 - Example: In February 2020, the calendar will open for scheduling events from the Fall 2020 semester through July 2021.
3. **Master Calendar:** The calendar for shared spaces outside of academic buildings will be available to student groups two weeks prior to the opening of the calendar in February. Organizations hosting annual signature events can guarantee their locations for the upcoming school year.
 - This process is coordinated by the office

of Conference and Event Services. Details are distributed in advance of scheduling.

Booking Events in 25Live

Student organizations that wish to use space on campus for University related functions must book their events in 25Live, the software used to reserve shared space on campus.

1. Student Organizations must be currently registered with the Center for Student Involvement in order to reserve a room.
2. Each recognized student organization must designate a Room Requester.
 - a. Room Requesters MUST attend a 25Live training session available on Blackboard. Additional 25Live questions may be directed to 25Live@duq.edu.
3. If your event planner is not the 25Live Room Requester, you must provide a name, phone number, and e-mail for the person responsible for coordinating the event.
4. Rooms may be reserved no later than 48 hours in advance of an event.
5. Large events must be booked no less than 4 weeks prior to the event.
6. Conference and Event Services will confirm all reservations as quickly as possible.
 - a. The confirmation report will list the room assignment, resources, and event requirements.
 - b. Please note that reservations are tentative until confirmed via e-mail.
7. If the requested space is unavailable, the student group may be assigned a comparable location.

8. All reservations are subject to change based on the University calendar.
9. If the event is canceled please notify the office of Conference and Event Services as soon as possible to allow the facility to be used by another group.

Event Information Required for 25Live Requests

- Detailed Event Name.
- Advisor - any event requested without an advisor listed will not be processed.
- Event Type – this allows all events to be processed correctly.
 - Event – Duquesne Union
 - Event – University (All Other Locations)
 - i. Classrooms / Educational Buildings
 - ii. Outdoor Locations
 - Computer Lab (3 Types)
- Primary Contact if different from the scheduler.
- List any coordinating organizations or speakers for the event.
- Select all categories that apply to the event.
- Actual Start and End time. These are the times that the actual event will start and end,
- Pre-Event & Post-Event.
 - Pre-event is the time the group needs access to the space before the event.
 - Post-event is any time needed after the event for the group to remove materials.
- Detailed Event Description: what is the purpose of the event, who will be attending, what activities will occur during the event

- Please read the terms and conditions thoroughly and confirm before submitting the request.

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.

A. Take Time to Plan Your Event:

1. What kind of event are you planning?
2. How much prep time do you need for your event?
3. Consider your audience.
4. What activities will you have at your event?
5. Will there be food?
6. Will you need funding?
7. What space works for your event? Do you have back-up times and locations?
8. When do you need the space? Do you need to rehearse prior to the event?

B. Considerations When Event Planning:

1. **Advisor:** All student organizations are required to have a full-time, on-campus University employee serve in this role. The advisor must be listed on all event requests in 25Live, and MUST attend all large events.
2. **Financial Responsibility:** Student groups are financially responsible for all associated costs of an event.

3. **Approvals:** Student groups may be required to seek approval based on the size, scope, and resources associated with the event.
- a. Student Event Details Form. Large events that require custom set-ups and multiple resources, must submit the Student Event Details Form to the Student Event Specialist in the Conference and Event Services Office.
 - b. Funding. If your event will be using funding from the Duquesne Program Council (DPC), you must get approval from the Director of Programs and Leadership in the Center for Student Involvement.
 - c. Fundraisers. If your event is a fundraiser you must receive approval from the Director for Student Life Assessment in the Center for Student Involvement.
 - d. Events Requiring a Contract with Duquesne University. Affiliated and co-sponsored events require contracts with Duquesne University. You must work with the Director of Conference Services to process all event contracts.
 - e. Guest Speakers. All speakers must be approved by the Center for Student Involvement.
 - i. If you are planning to have a speaker at your event (including group meetings in classrooms), who is not a member of the University staff, you must complete a Speaker Request Form and submit it to the Center for Student Involvement for approval.
 - ii. Student Organizations must follow the University TAP 27 – Speakers Policy.
 - iii. If your event will involve any type of political speaker (approved by the Center for Student Involvement), you must contact the Office of Government Relations.
 - f. Off-Campus Attendees.
 - i. 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 to determine if campus police will need to be present.
 - ii. Metal detectors may be required depending upon expected attendance. Public Safety will determine what events require metal detectors, and will provide officers to operate the equipment.
 - iii. Student organizations are responsible for all applicable Public Safety fees.
 - g. Minors. If there will be minors present at an event, the student group must adhere to University TAP 50 – Minors Policy. Please contact Legal Affairs for assistance at pwm@duq.edu.
 - h. Vendors and Vendor Contracts. If you are working with a vendor that involves a contract, you must receive approval from the Director for Programs & Leadership in the Center for Student Involvement.
 - i. After Hours Events. Any events that occur outside of normal building hours are subject to the approval of Conference and Events Services. Event requests may be denied if it is determined that staffing is not able to support the event.

4. **Room Set-up:** Most Student Union spaces, the Power Center Ballroom, Mellon Patio, and Academic Walk support a number of layouts to best serve events. Please refer to the descriptions available on 25Live.
 - a. Any event requiring a custom room set-up must be stipulated in the 25Live event request.
 - i. Room set-ups must be provided to the Student Event Specialists no later than 2 weeks prior to the event.
 - b. Housekeeping overtime charges may be incurred due to quick turnaround of a large event space. Student organizations are responsible for paying overtime fees as a result of their event.
 - c. FAMIS Requests. Facilities Management may be required to assist in the set-up or preparation of your event.
 - i. The Center for Student Involvement may submit FAMIS requests to the appropriate department to ensure all facilities need are met.
 - ii. Services that require a FAMIS include, but not limited to: hanging banners, supplying electricity to locations without an outlet, providing water for an event set-up, and laying tarps.
 5. **Food/Linens:** Student organizations are required to use Parkhurst Dining for all catered events.
 - a. The student organization must contact catering@duq.edu at least two weeks in advance of the event.
 - b. Students may serve food purchased from an outside vendor, if:
 - i. It is used for informal meetings.
 - ii. The total cost does not exceed \$150.
 - iii. It 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 dining@duq.edu.
 - e. Alcohol is not permitted at student 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.
6. **Audio-Visual:** Most event spaces are equipped with integrated audiovisual equipment, described on the Resources section of the event confirmation.
 - a. If a student organization requires audiovisual equipment other than the available integrated resources, or is hosting an event in an outdoor location, and AV Request Form must be submitted at www.duq.edu/avrequest.
7. **Taking Payments at Events.** Student groups are permitted to accept payments, provided that all payments adhere to the University policy for payments.
 - a. Venmo, Square readers, 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.

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.

A. Student Event Rules:

1. Student event planners, and all attendees, must comply with instructions provided by a University staff member during the event.
2. Student groups must follow the Student Union posting policy. No decorations or signage may be affixed to any space in the Union using tape or other adhesives
3. Groups are not permitted to use glitter, confetti, feathers, water, paint, or any other decoration that requires additional housekeeping resources to return the event space to its pre-event state.
 - a. Decorations are subject to approval by Conference and Events Services.
 - b. Please consult the Center for Student Involvement for decoration plans.
4. No open flames are permitted at any event.
5. Student organizations must adhere to the

Conference and Event Services Facilities Use Policy.

6. Only authorized personnel may remain in University facilities after the scheduled building closure.

B. Consequences:

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.

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

Reserving Union Display Cases

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

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

Union Information Center Times

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

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

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

Event Planning

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

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

Programming Checklist

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

Social Activity Regulations

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

Planning Service Activities

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

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

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

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

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

Guidelines for Fundraising by Students or Student Groups

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

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

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

Political Activity for Students and/or Student Groups

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

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

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

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

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

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

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

Admission Charges & Donations

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

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

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

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

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

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 computer with Windows OS. These can be easily accessed with your Multipass credentials.

Any AV needs beyond the basic integrated AV, or needs for outdoor event spaces, require you to fill out the AV Request form 4 weeks prior to your event.

Event locations that do not have integrated AV include: Union 607, Union Atrium & Concourse, NiteSpot, Union Gallery, Lobbies, and Bayer Rotunda

You must fill out the AV Request form online at: <http://duq.edu/avrequest>

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 on Campus Link.
2. Select the menu items and consult with the Catering Manager to determine the feasibility and cost.
3. Place your order on Catertrax by visiting duquesnedining.catertrax.com.
4. All orders MUST be placed 3 weeks prior to the event date.

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:

- All orders MUST be placed at least 1 week in advance of the event.
- Pricing is only available to registered student organizations at Duquesne.
- Delivery and event set-up is not available.
- All orders must be picked-up at the Student Union Kitchen (doors behind Starbucks).

- Supplies must be returned to the Kitchen promptly at the conclusion of your event.
- Student groups must purchase necessary supplies (i.e. foil pans, wire chaffing kits, plates, plastic ware, linens, etc.)
 - 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.
- 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 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 Assistant Vice President for Student Involvement

for review/approval. Requests must be submitted at least 60 days prior to the proposed event date. Request forms are available on the Center for Student Involvement Campus Link page.

- 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 Assistant Vice President for Student Involvement is considered final.
- For events that will be open to others beyond the membership of the sponsoring organization (a public event), the speaker approval decision by the Assistant Vice President for Student Involvement is considered preliminary. All proposed guest speakers for public events will be submitted by the Assistant Vice President for Student Involvement to the Public Honors and Events committee for review and final approval.

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.

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 Dogs on Campus

Risk Reduction Guidelines:

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

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:

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

Remember that University funding allotted to each organization is provided by students. Each time you utilize this funding, consider: Is this event beneficial to students? What will they get out of it?

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

Organizational Funds

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

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

Tax Exempt Status

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

Organization Funding

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

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

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

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

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

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

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

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

If an organization is unable to complete a Program Proposal Form for Fall or Spring Appropriations, the DPC also provides alternate sources of funding:

- **Special Needs Funding:** Ongoing funding available to registered organization that did not participate in Appropriations for event funding. Groups may request no more than \$500 for their event.
- **Organizational Development:** Ongoing funding available to registered student organizations for group-related needs, such as induction ceremonies, networking events, organization speakers, t-shirts, etc. Groups may request no more than \$350.
- **Club Sports:** Ongoing funding available to registered Club Sport organizations for team-related expenses. Groups may request no more than \$400.
- **DUWeekends Funding:** Available to student organizations, Commuter Assistants, and Resident Assistants hosting a weekend event on or off campus. Groups may request no more than \$500 for their event.

- Events must occur on Thursday or Friday after 8:00 p.m., or anytime during the day on Saturday or Sunday.
- Events must be open to all students
- Overnight travel will not be funded.
- Admission costs and tickets may be purchased at the discretion of the DPC Budgeting Committee.
- Funding is available to Commuter and Resident Assistants, only if minimum of 2 RAs or CAs collaborate on the event.

For more information about DPC Funding and/or event requirements, please contact the Duquesne Program Council at dpc@duq.edu.

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

- Conferences
- Mailing Costs

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

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

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

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

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

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

Adopt a Night (Union NiteSpot): Any recognized student organization may apply to receive up to \$300 to host an event in the Union NiteSpot.

Eligible programs may be held Monday to Friday from 9:00 p.m. – Midnight, Sunday - Thursday.

Programs must meet the following criteria:

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

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

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

Spirit Crowdfunding: *Spirit* is Duquesne

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

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

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

To get started, please visit:

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

Leading Your Organization

Purpose, Goals, and Objectives

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

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

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

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

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

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

Writing Quality Agendas

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

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

Working With Your Advisor

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

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

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

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

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

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

Organization Officer Transition

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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