




Widener University



RECOGNIZED STUDENT ORGANIZATION HANDBOOK

OFFICE OF STUDENT ENGAGEMENT



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DISCLAIMER: Some of the policies, procedures, expectations, and other information outlined in this manual might change throughout the year. Student organization leaders, members and advisors are responsible for all updated information that is communicated by the University.

LAST UPDATE: APRIL 2020

INTRODUCTION

This policy manual is designed to be a resource for all student organizations at Widener University and includes helpful information on University policies and procedures related to student groups and organizations. A **recognized student organization** is defined as any student club, group, or organization recognized by the Office of Student Engagement (OSE), which will act in an official capacity on behalf of the University. In some circumstances, policies and procedures will apply to student groups that are not recognized by the Office of Student Engagement. The information contained herein supersedes all previously published manuals and is subject to change at the discretion of the University.

University policies, practices, guidelines, and procedures, which may be updated and approved subsequent to the publication of this manual will supersede the contents of this manual. Any violation of stated University policy may be adjudicated through the Office of Student Engagement or Office of Student Conduct.

The purpose of the student club and organizations program is to provide all undergraduate students with an opportunity to participate in a co-curricular experience. Research has proven that involvement in a student organization results in the development of a students' interpersonal, leadership, communication, teamwork, critical thinking, and many other professional skills needed for life after college.

We encourage you to take time to familiarize yourself with the information provided in this manual to answer questions and clarify expectations. Additionally, many student organization resources and processes can be found on the RSO Resource Center located online. Please visit <https://my.widener.edu> and search "student organization". We encourage all students and organization advisors to access and review the entire RSO Resource Center site. This site is kept up to date with all vital information needed to manage your student organization successfully.

For a current listing of all student organizations, please visit the online RSO Resource Center located on <https://my.widener.edu> with keyword "student organization".

OFFICE OF STUDENT ENGAGEMENT

ABOUT THE OFFICE OF STUDENT ENGAGEMENT

The Office of Student Engagement seeks to **empower** and **develop** students through innovative learning opportunities, programs, and services designed to prepare students to lead, serve, and achieve their educational goals and reach their potential.

The office oversees 10 functional areas of the University which include: New Student Orientation, Student Organizations, Student Government Association, Leadership Programs, Fraternity and Sorority Life, Pride Activities Council, Alternative Spring Break, Commuter Student Association, Senior Class Committee, and Late Night and Weekend Programming.

The office is located on the lower level of the University Center and is open Monday through Friday, 9:00 am - 5:00 pm (during regular semester operations). During business hours, an Administrative Secretary and Student Office Assistants manage the front office.

To schedule an appointment with the professional team, please contact our Administrative Secretary by calling 610-499-4411 or emailing studentengagement@widener.edu.

STUDENT ORGANIZATION SERVICES

The Office of Student Engagement provides a number of services for recognized student organizations to promote effective management and group sustainability.

Below is a list of some of the services we offer to enhance group success:

- Administrative Management
- General Counsel on Event Planning and Promotion
- University Policies and Procedural Guidance
- Finances and Account Management
- Leadership and Training Opportunities
- Team and Group Conflict Management
- Networking and Collaboration Opportunities
- Promotional Flyers and Fundraising Proposal Approval
- Student Organization Mailboxes

STARTING AND MAINTAINING A STUDENT ORGANIZATION



WHAT IS STUDENT ORGANIZATION RECOGNITION?

Student organization recognition applies to all main campus undergraduate groups proposing or maintaining recognition through the Office of Student Engagement. In order to follow University regulations and procedures, all student run groups should be recognized through the Office of Student Engagement. In addition, groups who intend on receiving funding from the Student Government Association must be recognized.

MAINTAINING RECOGNITION

Groups wishing to maintain their recognition with the Office of Student Engagement must adhere to several expectations and standards each semester that are grounded in the values of Widener University – leadership, civic engagement, career preparation, and multiculturalism. Recognized student organizations that meet all of the expectations and abide by all policies outlined in this manual will be granted an active status and enjoy the privileges and rights granted to student organizations at Widener University.

Groups that fail to fulfill all semester expectations will be placed on inactive status and have their benefits and privileges revoked. A final list of student organizations is shared with all administrative departments related to space reservations, funding, etc. If an organization is inactive, space requests will be cancelled, and funding distributions will be revoked.

The status of all student organizations is subject to review by the Assistant Dean of Students for Student Engagement. The University reserves the right to cease the operation of and remove any student organization when deemed appropriate and necessary.

RECOGNIZED STUDENT ORGANIZATION BENEFITS AND PRIVILEGES

Serving as a recognized student organization at Widener University is a privilege that includes hard work, responsibility, and personal rewards. All student organizations that maintain an active status with the Office of Student Engagement will enjoy the following privileges.

The ability to request funding through a grant request or a budget allocation from the Student Government Association

The ability to reserve space on campus through the University Center Administration within the University Center, as well as select spaces on campus

A student organization university account used to track organization expenses, revenue, and budget allocations.

The ability to host fundraising events on campus (consistent with the fundraising policy)

Participation in the Student Leadership Awards and Student Leadership Conferences

Access to a student organization mailbox in the Office of Student Engagement

Recruitment of new members throughout the academic year at University sponsored events (i.e. Involvement Fair, Welcome Back Bash, Homecoming, Orientation Events, Widener Days, etc)

The ability to advertise programs and events; including but not limited to announcements, campus flyers, chalking, and more (consistent with the public posting policy)

Additional risk management & University policy guidance from the Office of Student Engagement and University Center staff

SEMESTER EXPECTATIONS & RESPONSIBILITIES

In order to maintain recognition as a recognized student organization at Widener University, student groups must adhere to the following expectations and guidelines:

- ❑ Complete the online semester recognition form **EACH fall semester** and provide updates to the Office of Student Engagement on changes in organization leadership
- ❑ Maintain an active membership of at least five (5) members
- ❑ Maintain an active full-time University employee to serve as Organization Advisor
- ❑ Host or co-host at least three (3) programs consistent with the organization's mission
- ❑ Report ALL programs using the online event reporting form
- ❑ Attend one (1) Student Organization Training Workshop – President and Vice President must attend; attendance is optional for all other Executive Board members.
- ❑ Comply with all federal, state, and University anti-hazing laws by completing the online hazing policy acknowledgment form
- ❑ Complete the Student Leader Character Clause

To receive funding from the Student Government Association, a student group must adhere to and complete the following expectations per semester:

- ❑ Maintain recognition with the Office of Student Engagement (see expectations above)
- ❑ Appoint an SGA representative to serve on the Council of Representatives – representatives are responsible for attending all monthly Town Hall meetings and relaying information back to their organization membership
- ❑ Fulfill all Community Service Hour Requirements (see 'Community Service' section)

All requirements will be tracked by the Office of Student Engagement and posted online through the RSO Resource Center. Updates will be made on a weekly basis.

If a student organization fails to complete the recognition expectation outlined above, then the organization will be placed on an inactive status and all organization privileges will be revoked. The organization will need to go through a reinstatement process with the Office of Student Engagement to become active again. An organization that has been inactive for two or more consecutive semesters must follow the New Organization Recognition Process.

All fraternities and sororities must adhere to additional policies and expectations mandated by the Office of Student Engagement, their respective councils, and their National Headquarters.

Club Sports Organizations must adhere to the expectations and policies of the Office of Student Engagement and the Pride Recreation Center.

NEW ORGANIZATION RECOGNITION PROCESS

The new student organization recognition process for new student organizations applies to all main campus day undergraduate groups proposing recognition through the Office of Student Engagement. The primary intent is to permit students the opportunity to join together to meet specific interests and needs. Self-determination, both in governance and program development, is a very important factor. While affiliation with national associations is encouraged where appropriate, student organizations are intended to serve the needs of Widener University students first and foremost.

Students may propose a new organization with the Office of Student Engagement two times in an academic year (March for Fall recognition and October for Spring recognition). An organization that has been inactive for two (2) or more consecutive semesters must go through the new student organization recognition process. New organizations will be granted a Pending status until all expectations are met and approved by the Office of Student Engagement.

Organizations must be unique and therefore may not duplicate the name, mission, purpose, activities, or programs of any other active recognized student organization. Organizations must be consistent with the mission, goals, and policies of Widener University and additionally must maintain the quality of student life on campus through its membership, activities, and services.

General Greek-lettered organizations should consult with the Office of Student Engagement before beginning any steps as they must refer to the Fraternity and Sorority Life expansion policy found in the "Fraternity and Sorority Life" section.

Competitive or contact sports groups should consult with the Office of Student Engagement before beginning any steps as they must additionally work with the Pride Recreation Center during the recognition process.

STEPS TO PROPOSE A NEW STUDENT ORGANIZATION

1. Read and comprehend the RSO Policies and Procedures Manual in its entirety, especially the expectations and responsibilities of recognized student organizations.
2. Confirm that the proposed organization does not replicate another active group by checking the list of active RSO's on the RSO Site.
3. Secure at least one (1) full-time Widener University faculty or staff advisor who will advise the organization for at least two (2) academic years.
4. Complete the New Organization Recognition Application and submit all necessary documents and materials. All materials are found on the RSO Resource Center site.

Once a group has submitted all materials, they will remain pending while being reviewed by the Director of Student Organizations and a student committee, which may take up to three weeks.

Once a decision has been made, the group will receive an email of approval or denial. The University takes many factors into consideration regarding the creation and promotion of new student organizations, of which the most important aspect is how the mission and purpose of the proposed student organization will align with and enhance the current mission of Widener University. Further, the University aims to ensure that the mission and purpose of a proposed organization does not duplicate the purpose of an existing organization.

If Approved: The organization will be recognized and receive an active status for the following semester. It will be held accountable for operating consistent with the approved Constitution and must adhere to all Recognized Student Organization policies and procedures. The organization must begin meeting all expectations for the following semester and will be eligible for some benefits and privileges. Recognition does not imply that the University endorses the views of the organization as a group or of its individual members.

If Denied: The organization will receive a rationale as to why the request for recognition was denied and encouraged to submit another application in the future.

ORGANIZATION RECOGNITION REINSTATEMENT PROCESS

The organization recognition reinstatement process applies to all inactive main campus day undergraduate groups proposing recognition reinstatement through the Office of Student Engagement. Groups that were placed on inactive status for failing to fulfill semester expectations may apply for reinstatement through the Office of Student Engagement in March (for Fall recognition) and October (for Spring recognition). Organization benefits and privileges will remain revoked until the group is reinstated by the Office of Student Engagement. An organization that has been inactive for two (2) or more consecutive semesters must follow the New Organization Recognition Process.

General Greek-lettered organizations and Club Sports should consult the Office of Student Engagement before beginning any steps.

A student organization wishing to be reinstated as an active student organization may be requested to have the president, vice president, and faculty/staff advisor meet with the Director of Student Organizations or the Assistant Dean of Students for Student Engagement.

Once a group has submitted all materials, they will remain pending while being reviewed by the Director of Student Organizations and a student committee, which may take up to three weeks. Once a decision has been made, the group will receive an email of approval or denial.

If Approved: The organization will be reinstated and receive an active status. The group will once again, be held accountable for operating consistent with the approved Constitution and must adhere to all Recognized Student Organization policies and procedures. The organization must begin meeting all expectations the following semester but will be eligible for most benefits and privileges. Reinstatement does not imply that the University endorses the views of the organization as a group or of its individual members.

If Denied: The organization will receive a rationale as to why the request for recognition was denied and encouraged to submit another application in the future.

STUDENT ORGANIZATION CATEGORIES



STUDENT ORGANIZATION CATEGORIES

STUDENT ORGANIZATION CATEGORY DESCRIPTIONS

Our recognized student organizations are arranged into several broad categories based on the organization's main function and role:

CIVIC ENGAGEMENT

A student organization that seeks to empower students by advocating or spreading awareness to support a social issue, cause, or political party.

MEDIA

A student organization that provides opportunities for members to gain hands on experience through various means, including TV, radio, and print.

ACADEMIC

A student organization with the stated objective of providing an opportunity for individuals to discuss and share information related to a specific academic discipline.

GOVERNING BODY

A student organization that provides support for other recognized student organizations or areas on campus while defining the procedures and expectations for those groups.

HONORARY SOCIETY

A student organization that recognizes superior academic achievement and/or leadership qualities. These organizations are usually based on professions and/or academic programs. Members of these student organizations are accepted by invitation only.

RELIGIOUS / SPIRITUAL

A student organization that serves to enhance a student's spiritual life while providing fellowship & outreach opportunities. These organizations receive additional support from the Office of Multicultural Student Affairs.

PERFORMING ARTS

A student organization that provides opportunities for involvement and exposure to the performing arts (music, dance, theater).

PROGRAMMING

A student organization that plans and provides free events for the whole student population or specific student populations.

SERVICE

A student organization that provides opportunities in direct service to the campus and surrounding community through civic engagement activities or efforts.

SPECIAL INTEREST

A student organization with the purpose of providing students with an opportunity to enjoy special interests & hobbies.

FRATERNITY AND SORORITY LIFE

A student organization that provides a national or international lifetime affiliation through shared rituals and creeds and promotes bonds of friendship, academic excellence, service, and leadership. These groups must follow the guidelines of the Fraternity & Sorority Life Expansion policy prior to approval from the Office of Student Engagement. Additionally, these groups must adhere to the Points of Pride Standards and Accreditation Program each semester.

CLUB SPORTS

A student organization with the purpose of non-NCAA competitive performance against other colleges and universities. Clubs must also abide by the rules and regulations of their club sports' governing body, league, or union. These groups receive additional support from the Pride Recreation Center professional staff.

MULTICULTURAL

A student organization that seeks to raise awareness about various cultures and to establish a sense of community among members of the organization who share a cultural heritage or interest. These organizations receive additional support from the Office of Multicultural Student Affairs.

FRATERNITY AND SORORITY LIFE

The general Greek-lettered organizations at Widener University are supported through various types of professional staff and volunteers; the Director of Fraternity and Sorority Life, on-campus faculty/staff advisors, on-campus executive councils, volunteer chapter advisors and alumni boards, graduate chapters, regional directors and consultants, and Inter/National Headquarters. Each support system works in different aspects for the individual chapter.

The fraternities and sororities at Widener University have a proud history of community and university service, school spirit, and academic achievement. Our fraternities and sororities pride themselves on providing their members with opportunities to meet new people and share common beliefs such as honor, service to others, and dedication to their organization, members, and community.

Joining a fraternity or sorority provides many students with a support system and core value through which they learn more about university programs and service, have the opportunity to network with alumni, and obtain valuable leadership experience through service as a member of their organization's executive board or as a chairperson of a committee. Widener is proud to

offer students multiple national fraternities and sororities affiliated with the North-American Interfraternity Conference (NIC), National Panhellenic Conference (NPC), the National Pan-Hellenic Council (NPHC), and a multicultural gender inclusive society. We sincerely hope that all students will take time to learn about all aspects of the fraternity and sorority community at Widener University and take full advantage of the benefits membership provides.

The fraternity and sorority life community at Widener University is governed by the Interfraternity Council (IFC), the College Panhellenic Council (CPC), and the Intercultural Greek Council (IGC) but is subject to the directives provided by the Office of Student Engagement.

INTERCULTURAL GREEK COUNCIL (IGC)

The Intercultural Greek Council is made up of “Divine Nine” National Pan-Hellenic Council (NPHC) historically African-American groups, of which Widener University hosts three and a multicultural gender inclusive society. The council strives for unanimity of thought and action in the conduct of its chapters and their members. They also pursue the mutual interests of its member organizations.

ALPHA KAPPA ALPHA (AKA)

DELTA SIGMA THETA (ΔΣΘ)

ZETA PHI BETA (ΖΦΒ)

INTERFRATERNITY COUNCIL (IFC)

The Interfraternity Council governs five men’s fraternity groups. The council seeks to provide community, support, and direction in relation to recruitment, philanthropy, community service, leadership, and academics for the chapters it oversees. This council is considered to be the governing body for the fraternities within the National Interfraternity Conference (NIC) and those no longer affiliated with the group.

ALPHA TAU OMEGA (ΑΤΩ)

KAPPA SIGMA (ΚΣ)

PHI DELTA THETA (ΦΔΘ)

THETA CHI (ΘΧ)

TAU KAPPA EPSILON (ΤΚΕ)

COLLEGE PANHELLENIC COUNCIL (CPC)

The College Panhellenic Council is home to three of the twenty-six member organizations of the National Panhellenic Conference (NPC). The women of the CPC work closely together to plan initiatives and programs that include all member sororities on campus. This organization not only governs the groups but also works to foster inter- fraternal relations to achieve the highest scholastic, ethical, and social standards.

DELTA PHI EPSILON ($\Delta\Phi\epsilon$)

PHI SIGMA SIGMA ($\Phi\Sigma\Sigma$)

SIGMA SIGMA SIGMA ($\Sigma\Sigma\Sigma$)

REQUIREMENTS TO JOIN A GENERAL GREEK-LETTERED ORGANIZATION

Prior to students going through the recruitment or intake process of the fraternal community, there are a few requirements that they must adhere to. They are listed below. For more information, please email FSL@widener.edu.

Widener University students should only be affiliating with chapters and colonies which are on the campus and approved by the Office of Student Engagement. Students who choose to associate and/or affiliate themselves with a chapter at another campus, through a graduate/alumni chapter, or other means do so at their own risk and are not considered a part of our campus' fraternity & sorority community. Students who assume this affiliation risk may be in violation of another institution or an organizational policy. This institution and its employees will not condone or assist students with the process for a non-Widener general Greek-lettered organization. Widener University and the Office of Student Engagement are not responsible for students who join organizations not chartered on our campus.

JOINING A COLLEGE PANHELLENIC COUNCIL (CPC) WOMEN'S SORORITY

The Panhellenic Council Formal Recruitment Process takes place each Spring Semester in February. Outside of the Formal Recruitment Process, during the Fall semester (known as Informal Recruitment), 1-2 sororities usually host recruitment events in early September and October if they are under campus chapter total.

JOINING AN INTERCULTURAL GREEK COUNCIL (IGC) CULTURALLY BASED GROUP

The Intake process for our multicultural groups in the Intercultural Greek Council have different expectations and processes from each other. Intake usually occurs in the Spring semester but can take place in the Fall. Most groups encourage men and women to observe current members and educate themselves on the history and philosophies of each group. There will be many

programs throughout the academic year sponsored by the organization in which you should attend to get to know the group and find out more information. If interested in a specific group, you should attend a social or interest meeting advertised by the individual organization.

JOINING AN INTERFRATERNITY COUNCIL (IFC) MEN'S FRATERNITY

Each Interfraternity chapter holds its own recruitment events during both the Fall and Spring semester each year over a few scheduled weeks at the beginning of the semester. Interested men should look for flyers and upcoming recruitment events for more information.

FRATERNITY AND SORORITY LIFE EXPANSION POLICY

The Fraternity and Sorority Life policy on fraternal expansion outlines the procedures and expectations set forth for all national or international general Greek-lettered fraternal groups interested in seeking recognition at Widener University under one of the recognized governing councils. To continue the enhancement of fraternity and sorority life at Widener University, consideration and recognition will only be granted to national or international organizations that meet the criteria set forth by the University. Please email fsl@widener.edu for more information regarding the expansion process.

POINTS OF PRIDE CHAPTER DEVELOPMENT PROGRAM

The Points of Pride Chapter Development Program aids chapters in their efforts to remain accountable for their responsibilities in the continuation of the principles on which these organizations were founded and fosters growth within the fraternal community. These expectations help chart a course for the continued development of each chapter and its members; and serve as the University's semester assessment of the FSL Community.

The goals of the Points of Pride Chapter Development Program include:

1. To set basic chapter operation expectations between Widener University and its recognized fraternity and sorority chapters
2. To aid the chapters in their efforts to improve in the areas of Academic Excellence, Chapter Operations & Management, Leadership Development, Community & Civic Engagement, Campus & Council Involvement, and Health & Safety
3. To monitor, evaluate, provide feedback, and recognize these efforts
4. To identify chapters that may need additional support and guidance
5. To establish measurable outcomes on the progress of sororities and fraternities at Widener University and ensure future viability

CLUB SPORTS

Through the university's club sport program, all full-time undergraduate students can organize a sports team for competitive play outside of collegiate athletics. Each club exists only through student participation and involvement.

Clubs must also abide by the rules and regulations of their sport's governing body, league, or union. In addition, these clubs must follow all policies and procedures set forth by the Pride Recreation Staff and the Office of Student Engagement.

JOINING A CLUB SPORT

Only full-time, day, undergraduate, main campus students are eligible to participate in Widener University's club sport programs. All club sport participants must maintain a minimum overall GPA of 2.0. Additional information can be obtained by emailing priderecreation@widener.edu.

EXECUTIVE OFFICER ELIGIBILITY

To hold elected or appointed offices in campus organizations, students must be matriculated and must have a total cumulative GPA of 2.5 or higher, which is the university's required grade point average for graduation. Organizations may elect to set higher standards. A student whose grade point average at the end of the first semester of any year that falls below 2.5 will be ineligible during the second semester to hold an elected or appointed office in a campus organization. If deemed necessary, the Office of Student Engagement will notify the affected students of their ineligibility.

Any person holding office must meet the minimum academic expectations of the university (2.5 or higher overall GPA), may not be on academic, disciplinary, or social probation, and must be currently enrolled as a full-time, undergraduate student, on the main campus. All student participants in a student organization, whether recognized or not, are expected to abide by the expectations set in the Character Clause.

Student organization leaders or general members found in violation of the Character Clause are subject to removal from organization membership or dismissal from a specific role with the organization. Students who do not meet these minimum expectations or may be in violation of the Character Clause will be notified of their ineligibility to hold office by the Office of Student Engagement. The advisor may also be notified, and the group will follow the procedures outlined in their constitution to determine a replacement.

STUDENT ORGANIZATION FORMS



STUDENT ORGANIZATION FORMS

A variety of forms, resources, and processes have been made available to all recognized student organizations on the Student Organization Resource Center site managed by the Office of Student Engagement. The following list includes many important forms you may need to complete and submit in order for your student organization to properly follow University policies and procedures. To access the site, please visit <https://sites.widener.edu/rso>. Most of the forms can be found under *Forms and Resources* or *Semester Requirements*.

ADVERTISING FORMS

CAMPUS CHALKING POLICY FORM

All students, faculty, staff, and guests must request permission from the Office of Student Engagement to chalk on sidewalks on campus using this form. Any unauthorized chalking found will be immediately removed and groups may be sanctioned. The review and approval process will take approximately 48 hours from the time of submission.

DUPLICATING CENTER REQUEST FORM

Recognized student organizations should use this form to request in advance, any Widener University duplicating center needs from copies, to enlargement printing, to finishing.

PUBLIC POSTING POLICY FORM

All students, faculty, staff, and guests must request permission from the Office of Student Engagement to post on campus using this form. Any flyers (including handing out flyers) or signs found improperly posted will be immediately removed and groups may be sanctioned. All advertisements require 24 hours for review and approval.

EVENT MANAGEMENT AND PROGRAMMING FORMS

EVENT REPORTING FORM

In order to accurately track the success of our student clubs and organizations at Widener University, the Office of Student Engagement requires all recognized student organizations to submit this form for every organization sponsored event or program (with the exception of general & executive member meetings). The Office of Student Engagement and the Student Government Association use this information to determine funding eligibility, awards eligibility, and assessment needs. All events should be submitted no later than 5 business days after the event has occurred. This form closes on the last day of finals week each semester.

FUNDRAISING PROPOSAL FORM

Anytime money or goods are being collected by a student group, a fundraising proposal form is required to be submitted to the Office of Student Engagement. The form must be submitted no later than seven (7) business days prior to the date of the fundraiser for approval. Groups will need several signatures prior to submitting it for approval.

STUDENT ORGANIZATION LIABILITY RELEASE FORM

Recognized student organization can use this liability release as a standard waiver that can be adapted for an organization's use by describing the high-risk activity or event in the Indemnity Clause. This form is required for all high-risk activities and events that require participants to travel 50 or more miles for the University.

LARGE SOCIAL EVENT PLANNING & MANAGEMENT AGREEMENT

This document is a contract between the student organization, their Organization Advisor, and the University managed through the Office of Student Engagement. The agreement is needed for ALL large social events held at the University that will attract a large group of students or non-Widener guests. Student organizations leaders are required to meet with the Director of Student Organizations at least one semester in advance to request an event of this magnitude. To determine if an event needs the Social & Large Event Planning & Management Agreement, groups should contact the Director of Student Organizations for further consultation.

GRILL PERMIT

A grill permit must be filed at least 2 weeks before an event through the University Center Administration office for any proposed events that require using a grill.

FINANCE FORMS

ADVISOR CONFIDENTIALITY AGREEMENT

This form is an information systems confidentiality agreement. The agreement ensures that recognized student organization faculty/staff advisors understand the individual and institutional rights to privacy through the handling of sensitive information from the University's Datatel system in which financial and other confidential information is kept. The agreement must be completed for a faculty/staff advisor to have access to view an organization's budget.

ACCOUNT REQUEST FORM

This form is used to request on-campus accounts for recognized student organizations as groups are not automatically given an account.

BUDGET ALLOCATION FORM

Recognized student organizations who are eligible to receive funding can use this form to request funding for the upcoming academic year. See the “Budget Allocation” section for more information. This process is managed by the Student Government Association.

CHANGE IN USE OF FUNDS FORM

Recognized student organizations who receive budget allocations can use this form to request a change in the use of designated funds during the academic year. This process is managed by the Student Government Association.

CHECK PAYMENT REQUEST FORM

The Check Payment Request Form is used when requesting a payment directly to the vendor when there is an invoice available for the expense to be incurred. The check payment request form is submitted to the Student Government Association forms box located on the outside of their office. Payment request vouchers are processed and reviewed by the SGA Treasurer and Assistant Dean of Students. If approved, the voucher will be sent to the Accounts Payable Office and a check will be generated. All required documentation must be submitted properly before processing will occur. A request should be submitted at least 3 weeks before payment is needed.

NEW VENDOR INFORMATION FORM

If a company or vendor has yet to be authorized by the University’s accounting department, they are required to fill out this form prior to any check payment request submissions. All required documentation must be submitted properly before processing will occur. A form should be submitted at least one month before payment is needed.

STUDENT ORGANIZATION REIMBURSEMENT FORM

Recognized student organizations may request funds out of their on-campus accounts to directly reimbursement members or their on-campus faculty/staff advisor for out- of-pocket expenses related to the programs or activities of the organization. Forms are processed and reviewed by the SGA Treasurer and Assistant Dean of Students. If approved, the form will be sent to the Accounts Payable Office and a check will be generated. All required documentation must be submitted properly before processing will occur. Payments can take up to 3 weeks.

GRANT REQUEST FORM

Recognized student organizations who are eligible to receive grants can use this form to request funds for upcoming programs and conferences. See the “Grant Request” section in the Finance Manual for more information.

MISCELLANEOUS FORMS

CHARACTER CLAUSE FORM

All elected leaders of recognized student organizations must fill out this form at the beginning of their term. The Character Clause form holds student leaders to high standards of ethical behavior and ensures that they adhere to all university policies. Any violations of Widener University or the Office of Student Engagement's policies may result in the removal of that student's leadership position.

STUDENT ORGANIZATION OFFICER UPDATE FORM

This form is used during the semester when any changes of major officers or a faculty/ staff advisor occurs prior to the submission of the semester recognition form. This form is not used for the change of SGA representative.

SGA CHANGE OF REPRESENTATIVE FORM

The form is used by recognized student organizations to officially change organization representatives that are assigned to attend the SGA Town Hall meetings on behalf of their organization. Multiple changes per semester are not permitted.

SEMESTER RECOGNITION FORM

Every semester recognized student organizations must complete this form by the designated deadline at the end of each semester (whether there are changes or not) to ensure that the Office of Student Engagement has all accurate and updated information. Due dates for organizations to complete the form will be marketed in various forms through My Widener. If an organization does not complete the semester recognition form by the due date, it will be placed on inactive status and have all benefits revoked.

SPECIAL EVENT REGISTRATION FORMS

From time to time, special events such as the Student Involvement Fair, Homecoming, Widener Day, and Accepted Students Day will occur. Each of these events require students or groups to register to participate. Students will be notified using the Recognized Student Organization email listing when registration for particular events is open. Groups must follow all directives outlined in the forms and or emailed communications about the impending event.

ADVISOR AGREEMENT

A full-time main campus University employee who signs the agreement understands and agrees to the responsibilities associated with advising and will advise the organization for at least two (2) academic years. Part-time employees may be considered on a case by case basis.

STUDENT ORGANIZATION FINANCE MANUAL



STUDENT ORGANIZATION FINANCE MANUAL

PURPOSE OF THE STUDENT ORGANIZATION FINANCE MANUAL

The Student Organization Finance Manual is designed to educate all student organization leaders and advisors on all applicable guidelines, policies, and procedures governing student activities fees. This manual will help to further explain the following topics and procedures:

- Purpose of the Student Activities Fee (SAF)
- Student Organization Recognition Requirements
- Funding Eligibility for Student Organizations and Clubs
- Types of Funding Offered by the Student Government Association
- Specifics of the Grant Request and Budget Allocation Processes
- Guidelines on How Student Activities Fees Can and Cannot Be Used
- How to Access Your Organization's Online Account
- How to Spend the Funds Your Organization is Allocated
- Examples of the Important Financial Forms

STUDENT ACTIVITIES FEE GUIDELINES OVERVIEW AND PURPOSE

The Student Government Association of Widener University adheres to the Student Activities Fee Guidelines established by the University. The Student Activities Fee Guidelines are designed to (1) provide guidance and clarification in the formation of operational procedures and directives, (2) define a transparent operating practice that governs the distribution, use and expenditure of the Student Activities Fee to ensure the accountability of funds, and (3) to endorse student involvement and engagement at Widener University.

The Student Activities Fee (SAF) was created in 2005 by a Student Government referendum with the intent to create an activities fee of a \$100 per semester for all main-campus traditional undergraduate students that would be allocated by students for students. During spring 2005 Student Government Election, the student body approved the referendum with a majority support (51%+) of the participating voters. The University Board of Trustees then approved the fee, and the fee was introduced in fall 2006.

The fee is collected at the beginning of each academic year and is pooled into a University Fund where it awaits allocation by the Office of Finance and Administration; the Student Government Association oversees a portion of the total Student Activities Fee.

The current Student Activities Fee is \$330 per academic year or \$165 per semester.

PURPOSE OF THE STUDENT ACTIVITIES FEE

The specific purpose of the student activities fee is to provide funds to improve the co-curricular and extracurricular environment for undergraduate main campus students. As part of this action, the University has agreed to the following guiding principles:

- A. Any fees collected will remain at the campus in which they are generated and will be kept separate from any student fees collected at other satellite campuses
- B. Fees collected will not replace current operating funds intended for student activities and programs
- C. Revenue generated by the activities fee will be used to support student activities and programs
- D. The student activities fee will not be folded into general tuition funds
- E. A portion of the student activities fee will be allocated to the Division of Student Affairs and will be distributed through the Dean of Student's Office and the Student Government Association
- F. Usage of student activity fee funds will be made public to all students
- G. The funds generated through the Student Activities Fee will be applied to areas that will:
 - a. Improve the overall quality of the campus experience including enhancing student life and the overall student experience from the student's perspective
 - b. Increase opportunities for student involvement and engagement in the educational process, particularly focusing on the out-of-class experience
 - c. Enhance the appropriate out-of-class services and programs on the main campus based on identified student needs and feedback
 - d. Improve the educational climate by maximizing opportunities for academic success supported by out-of-class student program, initiatives, and experiences

PRIMARY GOALS OF THE STUDENT ACTIVITIES FEE

The primary goals and usage of the Student Activities Fee shall include:

- a. Working with the campus strategic planning process to enhance the campus environment and improve main campus co-curricular activities and programs
- b. Implementing or improving new and existing student activities and programs designated to increase student satisfaction and retention, and enrich the out-of-classroom environment
- c. Assisting in providing specialized services or programs for a diverse population of students based on identified student needs and feedback
- d. Enriching the campus environment and encouraging the involvement of students, thereby promoting academic achievement and the development of student potential

STUDENT ACTIVITIES FEE OVERSIGHT AND GOVERNANCE

- A. The Division of Student Affairs shall have the responsibility for the oversight and allocation of a portion the funds generated by the Student Activities Fee
- B. The Dean of Students will divide the allocated portion of the student activities fee between the Student Government Association and a multitude of other divisional priorities, programs, and services that will directly benefit the Widener University student community
- C. The Student Government is an entity of the Office of Student Engagement and shall be advised and overseen by the Assistant Dean of Students as outlined in their professional responsibilities
- D. The Student Government Association, under the advisement of the Assistant Dean of Students will fairly and equitably distribute funding to student organizations, clubs, and other campus initiatives directly benefitting students in accordance with Student Activities Fee guidelines
- E. The Vice President for Finance shall develop the Student Government Association budget (including allocation and expenditure) in consultation with the Executive Board and Advisor(s).
- F. The Executive Board must review and endorse by majority vote the proposed budget and then present the budget to the Senate of the Student Government Association for approval
- G. The approved budget will be presented to the Council of Representatives (COR) for approval during the second Town Hall meeting in the fall semester each year
- H. The Finance Committee of the Student Government Association shall administer the budget allocation process and vote on funding allocations for recognized student organizations and clubs.

FUNDING ELIGIBILITY

Student clubs and organizations seeking student activity fee funding from the Student Government Association must adhere to the following guidelines implemented by the Student Government Association:

- 1. Meet all recognition requirements as defined by the Office of Student Engagement
- 2. Appoint an organization member to serve on the Council of Representatives (COR) for the Student Government Association and attend all monthly Town Hall meetings.
 - a. Appointed representatives shall have the following responsibilities:
 - 1) Represent only one student organization at a time during Town Hall meetings
 - 2) Attend the entire meeting and sign-in at the conclusion of the meeting.

- Representatives are permitted to miss only one meeting per semester
- 3) Relay important information learned during the Town Hall meeting back to the general membership of the organization the individual is representing
 - 4) Provide important organization updates to the Council of Representatives
3. Fulfill all community service hours expectation (please refer to the “Community Service Event Hours Expectation and Calculation” section in this manual for more information)

METHODS OF FUNDING FOR STUDENT ORGANIZATIONS

Recognized student organizations that are active and in good standing with the Office of Student Engagement each semester are able to receive funding from the Student Government Association (SGA) and have an on-campus account. There are two avenues for recognized student organizations to receive funding through the Student Government Association; either through the budget allocation process or a grant request.

GRANT REQUEST PROCESS

Process Description: The Grant Request Process is used when a recognized student club or organization requests funding for a specific one-time programming need or attendance at a conference directly related to the mission of the student club or organization.

The Grant Request Process is governed by the following rules and guidelines:

- Grant requests must be submitted online using the Grant Request Form located on the RSO Site. All fields on the form must be completed. The quality of the information submitted is a critical factor in the process
- Grant requests must be completed and submitted at least 30 days prior to the date of the activity. All grant requests will be reviewed on a rolling basis
- Only one request can be submitted per student organization per academic year
- Faculty and staff members are not permitted to submit grant requests. Student leaders must have the approval of their Organization Advisor for each request made
- Grant requests must be used within the fiscal year they are approved, or any approved funds will be returned to SGA. The fiscal year starts on July 1 and ends on June 30.
- Grant requests cannot be submitted after April 30 or before the first day of classes. The summer months are not recognized as a semester period.
- Grant requests submitted for conference travel and registration fees will not be approved for an amount greater than \$1,000. Requests for conference funding must include supplemental information explaining all necessary fees and how conference participation will benefit the student experience. Conference expenses will not be funded during the budget allocation process.

- All grant request and budget allocation processes must adhere to the list of student activities fee limitations used to determine how funding will be allocated.
- If the grant request is approved, then the Finance Committee Chairperson will send an email correspondence to the requestor and the organization's Advisor.
- After the program or conference, the organization is required to submit a report describing what was accomplished and how the funds were spent to the SGA Finance Committee.

BUDGET ALLOCATION PROCESS

Process Description: The Budget Allocation Process is an annual process that occurs in the spring semester each year and gives a recognized student club or organization the opportunity to request funding for a series of programs and initiatives for the following academic year.

The Budget Allocation Process is governed by the following rules and guidelines:

- All recognized student clubs or organizations will have the opportunity to submit a budget allocation proposal in the spring semester of each academic year. The Finance Committee of the Student Government Association will review all budget allocation proposals.
- The Student Government Association will recognize a separate budget allocation process for the Club Sports Organization Program, which will follow all established budget allocation process rules. The Club Sport Organization budget allocation process will occur in the spring semester each year and will include the professional staff of the Pride Recreation Center.
- The Student Government Association will fund programs, lectures, special guests or speakers, supplies, and other operational expenditures that are deemed beneficial to the organization and the undergraduate student community at Widener University.
- All requests for budget allocation funding requests are required to be documented on the Budget Allocation Proposal template. All fields on the form must be thoroughly completed. The quality of the information submitted is a critical factor in the review and approval process.
- Budget Allocation Proposals must include a detailed description of each event or activity, a financial breakdown of all expenses and costs, and the number of students who will benefit. Figures must be clearly shown and as accurate as possible. Quotes, estimates or other documentation is helpful to the process.
- Student organization leaders should be prepared to document any past fundraising activities held or future fundraising activities that will be planned. The intent of the organization to fundraise will be factored into the budget allocation review and approval process.
- Student organization leaders should be prepared to respond to a request from the SGA

Finance Committee to appear and speak on behalf of the organization to clarify any questions that arise from the review and approval process.

- A preliminary budget allocation decision will be communicated by the end of the spring semester. Final budget allocation funding will be disbursed by the first week in October of the fall semester.
- Financial commitments should not be made until your budget allocation has been reviewed and the organization receives a preliminary funding decision from the Finance Committee.
- All decisions made and approved by the SGA are final and cannot be appealed.

STUDENT ACTIVITIES FEE FUNDING LIMITATIONS

The disbursement of the Student Activities Fee (SAF) is subject to the following limitations:

- SAF funds cannot be used as contributions to organizations or activities which discriminate on the basis of race, color, creed, sex, age, religion, sexual orientation, disability or national origin; or any other event or activity that limit participation by Widener University students.
- SAF funds cannot be used to pay debts incurred by an individual, organization, or organization accounts that have fallen below zero. Any organization in debt at the time of a given grant request or budget allocation process is ineligible for funding.
- SAF funds cannot be used as a financial support for personal non-contractual gain of any student, faculty, staff member, or other person.
- SAF funds cannot be used to fund events, programs and services with the intended purpose of making a profit; if an event were to charge for admission, the funds would only be able to go toward paying off the costs for that event.
- SAF funds cannot be used to purchase alcohol or illegal drugs. Exceptions can be made for approved and sanctioned University events with the permission of the Vice President for Administration and Finance and the Dean of Students Office.
- SAF funds cannot be used for donations for charities, philanthropic events, or any other similar entities or causes. However, funds can be used to sponsor events that are held to raise funds for charities or similar entities.
- SAF funds cannot be used in the hiring of legal services or providing bail bond funds.
- SAF funds cannot fund scholarships or other university-sponsored development activities.
- SAF funds cannot be used to fund political campaigns, publicly declared candidates, or groups that are found to have a partisan agenda.
- SAF funds cannot be used to pay for membership dues or fees associated nationally affiliated organizations of entities
- SAF funds cannot be used to purchase any property or supplies that can be obtained from the University at no charge or any items that are deemed unnecessary to the

organization; equipment, furniture, and electronics expenditures will be reviewed on a case by case basis.

- SAF funds cannot be used for the purchase or rental of firearms or ammunition.
- SAF funds cannot be used to fund employee salaries unless a designated security or facilities official is required to be present during an event due to University policy.
- Allocated monies cannot be transferred to an external account at a banking institution.
- Expenses for conference registration, travel, and lodging will not be funded during the Budget Allocation Process; conference expenses can be funded through the Grant Request Process.
- Shirts, uniforms, jackets, and other forms of individual apparel will not be funded through the Budget Allocation Process due to the limited impact to benefit the student body.
- SAF funds cannot be used to purchase food for closed meetings or events that are limited strictly to an organization's membership or elected officers.

Limited funds for the fundraising efforts of recognized student organizations may be granted with the expectation that any funding issued must be replaced at the conclusion of the fundraising activity. The organization must provide documentation of the deposit showing a replacement of the funds that were originally granted for the fundraising activity.

REQUESTING A STUDENT ORGANIZATION ACCOUNT

Recognized student organizations do not automatically receive campus accounts; they must be requested through the Office of Student Engagement and the Accounting Department through an approval process.

A recognized student organization's faculty/staff advisor should email a completed "Account Request Form" and "Advisor Confidentiality Agreement" (if not already on file) to studentengagement@widener.edu. Processing timelines could range from 1 – 2 weeks. Once all documents are received and processed, the Organization Advisor will gain access to view the organization's ledger online.

VIEWING YOUR STUDENT ORGANIZATION BUDGET LEDGER

The Organization Advisor can access the budget information by following the steps below:

1. Login to myWidener and search for myBudget Selection
2. You will see the screen below that requires you to enter your account number
3. Please ensure that you have selected the current fiscal year
4. Please enter "1" in the Fund field
5. Please enter your four-digit account number in the Acct field
6. Please enter 19902 in the Dept field
7. Select the "all accounts" box and select the submit
8. Click the hyperlinked amount under the Actual column to view transactions

DEPOSITING STUDENT ORGANIZATION FUNDS

Recognized student organization members, leaders, or faculty/staff advisors are required to deposit checks or cash from membership dues or fundraising activities into their student organization account. Deposits can be made by visiting Business Service Center in Lipka Hall. A deposit memo must be submitted with your deposit and should include the account name and account number. Organizations must deposit funds into their account prior to submitting any requests for payment and are required to have enough funds within the account to cover the expense incurred.

PAYMENT METHODS FOR STUDENT ORGANIZATIONS

Widener University provides two methods for student organizations to pay for items or services related to organization meetings, events, and programs:

1. Payment Request Voucher (used to pay the vendor directly)
2. Student Organization Reimbursement Form (used to reimburse individual members)

PAYMENT REQUEST VOUCHER PROCESS

HOW TO PAY COMPANIES OR VENDORS FOR SERVICES

Student organizations can use the “Payment Request Voucher Form” to directly pay companies and vendors for services out of their on-campus organization account. A request should be submitted at least three weeks before the payment is needed. Please adhere to the following steps to complete the form:

1. Request an invoice or bill from the company or vendor that is providing the services.

(If the company or vendor has yet to be authorized by the University Purchasing Department, then they are required to fill out a “New Vendor Form” before a check payment will be processed. The New Vendor Form should be submitted at least three weeks prior to a payment is required.)

2. Complete the “Payment Request Voucher Form” and attach the original invoice to the form. Detailed instructions on how to complete this form are found in the Appendix.
3. The organization member submitting the form should print and sign their name in the “requestor” field and the form will be approved the Assistant Dean of Students.
4. Submit the completed form with original invoice or bill attached to the Student Government Association FORMS BOX located outside of the SGA Office. Please do not hand financial paperwork directly to another student or the Office of Student Engagement.

SUBMISSION DEADLINE: All payment request vouchers are due by 5:00 p.m. on Thursdays. Forms will be reviewed by the Assistant Dean of Students and approved each week on Fridays. Checks will be available for pickup in the Accounts Payable Office each week on Wednesdays.

RETURNED FORMS: Occasionally, forms will be returned from the Accounts Payable Office with a request for more information. If a request for more information is made, the Vice President of Finance will contact the requestor via email to resolve the issue. If more information or documentation is needed, then it is possible that a processing delay will occur.

GENERAL DEADLINES: All payment request vouchers are required to be submitted within the fiscal year the expense is incurred and must be approved by the last day of classes each semester. Forms will not be processed during the weeks of Fall Break, Thanksgiving Break, Winter Break, and Spring Break.

STUDENT ORGANIZATION REIMBURSEMENT FORM

HOW TO BE REIMBURSED FOR OUT-OF-POCKET EXPENSES

Recognized student organizations can use the “Student Organization Reimbursement Form” to directly reimburse members or their on-campus faculty/staff advisor for out-of-pocket expenses.

Please adhere to the following steps to complete the form:

1. An organization member or advisor must make purchases prior to completing the form.
2. Complete the “Student Organization Reimbursement Form.” Detailed instructions on how to complete this form can be found in the Appendix section of this manual.
3. Attach all original itemized receipts.
4. The member or advisor who made the purchases should sign as the requester and leave the approver signature blank. All Student Organization Reimbursement Forms will be reviewed and approved by the Assistant Dean of Students.
5. Submit the completed form with original invoice or bill attached to the Student Government Association FORMS BOX located outside of the SGA Office. Please do not hand financial paperwork directly to another student or anyone else.

SUBMISSION DEADLINE: All Student Organization Reimbursement Forms are due by 5:00 p.m. on Thursdays. Forms will be reviewed by the Assistant Dean of Students and approved each week on Fridays. Checks will be available for pickup in the Accounts Payable Office each week on Wednesdays.

RETURNED FORMS: Occasionally, forms will be returned from the Accounts Payable Office with a request for more information. If a request for more information is made, the Vice President of Finance will contact the requestor via email to resolve the issue. If more information or documentation is needed, then it is possible that a processing delay will occur.

GENERAL DEADLINES: All student organization reimbursement forms are required to be submitted within the fiscal year the expense is incurred and must be approved by the last day of classes each semester. Forms will not be processed during the weeks of Fall Break, Thanksgiving Break, Winter Break, and Spring Break.

STUDENT ORGANIZATION AUDIT PROCESS

PURPOSE: Student Organizations are allocated a portion of the Student Activities Fee through the Student Government budget allocation process and grant request process. The Student Government Association has a responsibility to distribute all funds in a manner, which supports the mission of the Division of Student Affairs and endures that funds are being used for the intended purposes reported. The Student Organization Audit Process will not only confirm that funds are used appropriately but will ensure that funds are reclaimed and reissued to student organization program and initiatives. The following timelines will be implemented each year.

FALL SEMESTER AUDIT: In the fall semester during the month of December (prior to finals week), the Vice President of Finance, Treasurer, and the Finance Committee will audit all clubs with 50 members or more. An email notification will be sent to the Executive Team and Advisor for each selected organization notifying them of the upcoming audit in December.

SPRING SEMESTER AUDIT: Five recognized student organization will be chosen at random in the beginning of during the first Town Hall meeting in the spring semester. Members of the Council of Representatives (COR) will help full select the organization name out of a hat. The Vice President of Finance, Treasurer, and the Finance Committee will conduct the audit. An email notification will be sent to the Executive Team and Advisor for each selected organization notifying them of the upcoming audit later in the spring semester. Student organization that were selected in the fall semester audit are still subject to random selection in the spring semester audit to prevent groups from being exempt from the audit process.

AUDIT PROCESS:

- SGA will gather the budget presentations from the organizations that received funding for the academic year(s) in the audit.
- The Office of Student Engagement will provide the Finance Committee with copies of the organization's most current budget ledger and access to programming forms submitted by each organization.
- SGA will compare the allocated funds letter and budget proposal presentations to actual spending. Discrepancies will be matched against the Change in Use of Funds Form.
- All items of concern will be documented, and the organization will be assigned one of two scenarios; (1) No money has been spent to date; or (2) Significant discrepancies exist between allocated funds and actual spending.
- Any money that is not spent to date and significant discrepancies between allocated funds and actual spend will result in the loss of 50% of the funds after the Fall Audit.
- Any money that is not spent to date and significant discrepancies between allocated funds and actual spend will result in the loss of 100% of the funds after the Spring Audit.
- Funds may be removed from the current budget or upcoming allocation at the discretion

of SGA depending on the reasoning of the misuse of the allocated funds. SGA will reallocate any funding reclaimed from the audit process to other organization events or student initiatives.

- Any funds removed from a student organization with approval of the Assistant Dean of Students will be transferred to the SGA Reserve Fund.

FUNDRAISING

Fundraising for recognized student organizations is essential as it helps our organizations at Widener University raise awareness for certain social causes and provides a source of funding to help meet the group's goals. Recognized student organizations on campus may engage in fundraising activities within university policies and local, state, and federal laws. All recognized student organizations that wish to hold fundraisers on campus are required to submit a "Fundraising Proposal Form" no later than seven (7) business days prior to the date of the fundraiser.

A "Fundraising Proposal Form" must be completed with the Office of Student Engagement prior to initiating the collection of any funds. Please note that all signatures for fundraising approvals will need at least three business days to process before approval is granted. The fundraiser may not occur until the Office of Student Engagement has granted final approval. All funds raised on-campus (including electronic payments) must be deposited into a RSO's on-campus account. Fundraising events that require a fee for admissions must follow the "Fundraising and Ticket Sales Policy", refer to that section for more information.

FUNDRAISING AND TICKET SALES POLICY

Purpose: This policy covers the purchase of a ticket for admission to student organization and student-sponsored events. This policy does not address events for which no fee is charged, even if there is an admission "price" (e.g., donated item). For events requiring an admission price (excluding monetary costs), please refer to the fund-raising policy.

Advance Ticket Sales: All events planned more than three weeks in advance of the event date (and selling tickets) must be coordinated through the Widener University Office of Student Engagement or the Bursar's Office in order to setup an online ticket sales module. Organizations are strongly encouraged to utilize an online method to sell advance tickets.

Day-of-Event Ticket Sales: If the organization wishes to sell tickets at the door on the day of the event, the organization must complete the "Day-of Ticket Sales Form" and return it to the Office of Student Engagement no later than one week prior to the event. Day-of ticket sales are strongly discouraged. The following guidelines exist for ticket sales at the door:

- At least one Campus Safety officer and two student organization representatives must be present for the duration of ticket sales.
- Student organizations are NOT PERMITTED to retain their collected money at the end of the event. Widener University staff will count the money in the presence of two student organization representatives and a Campus Safety officer. A receipt for the money will be issued to the student organization by Widener University staff. A copy of the receipt will be kept by Campus Safety. The Campus Safety officer will be responsible for securing the money until the next business day. The student organization must deposit the money into their Widener University account on the first business day following their event. The faculty/staff advisor (or an appropriate designated advisor substitute) of the organization must serve as the Widener University staff member during the duration of the event. Only Widener University employees may serve as appropriate substitutes. If a RSO's faculty/staff advisor or an appropriate substitute is unable to be present, the event must be cancelled.
- Money collected during the event cannot be used to reimburse the student organization for personal expenditures or to pay the DJ and/or other service contractors on the date of the event. Services contracted by the student organization must be paid through the University payment voucher request system. All payments must follow established Widener University fiscal guidelines.

Exceptions: Exceptions to this policy will be granted on a case by-case basis only. Exceptions will not be granted for last-minute requests or requests arising from poor planning.

TALEN ENERGY STADIUM

The Office of Student Engagement and Widener University have created a partnership with Talen Energy Stadium to provide groups with fundraising opportunities at stadium events. The Office of Student Engagement manages all contracts and check processing on behalf of Widener groups for a streamlined and compliant process.

Groups who wish to participate in Talen Energy stadium fundraising opportunities must meet all policies and training expectations agreed upon by the University and Talen Energy stadium representatives. Trainings are provided for groups on campus by Talen Energy stadium representatives in collaboration with the Office of Student Engagement. Student groups who participate in fundraising opportunities at Talen Energy Stadium must adhere to the Widener University Student Code of Conduct. Any student found in violation may face disciplinary action.

INSURANCE AND TAX ID INFORMATION

If a student organization is using the Widener University name to fundraise, it must use the Widener University insurance and Tax ID information. Groups who decide to use their own Tax ID numbers, may not use the University insurance.

The University Director of Purchasing will need to be contacted for questions regarding governmental or non-profit documents (W9, tax ID number, 501c3, etc.). The Director of Purchasing will send all required documentation directly to the requested vendor. In your request, please include the following information:

- Name(s) of the Document(s) or Item(s) Needed
- The Reason for the Request
- Name of the Vendor/Company
- Vendor/Company Contact Name
- Vendor/Company Contact Email
- Vendor/Company Contact Phone Number
- Name of Student Organization or Group
- Fundraising Event Name
- Date of Fundraising Event
- Student Organization's Student Contact Name
- Student Organization's Student Contact Email
- Student Organization's Faculty/Staff Advisor Name

STUDENT ORGANIZATION COMMUNITY SERVICE



COMMUNITY SERVICE REQUIREMENTS

Widener University strongly values civic engagement that engages our student leaders and helps them to understand their potential contribution to the vitality and the well-being of the communities we serve. Community service is a great example of a civic engagement activity and is broadly defined as a non-paying activity that is performed by an individual or a group of people for the benefit of the public or its institutions.

Performing community service is not the same as volunteering, since it is not always performed on a voluntary basis. It may be performed for a variety of reasons.

The following community service event descriptions will help your student organization better define and plan your service events each semester. Service definitions provided by the Office of Civic Engagement may differ slightly.

COMMUNITY SERVICE DEFINITIONS

Direct Community Service Event: A hands-on activity in which an individual has direct interaction with the community, with the goal of providing, generating, and sustaining help for individuals and groups who have unmet human needs. (Examples include, but are not limited to, volunteering at a senior living development or children's hospital, adopt-a-block programs in the Chester community, serving food at a shelter, walking dogs at a rescue, etc.)

Indirect Community Service Event: Activities where individuals do not have direct interaction with the community. (Examples include, but are not limited to, participating in a charitable walk or 5K run, athletic tournament for a charitable cause, hosting a collections drive, or volunteering to do advocacy work, etc.)

Philanthropy Event: An activity that is organized with the intention of raising funds or goods for a charitable cause. (Examples include, but are not limited to, hosting a talent show or pageant, Relay for Life, dance-a-thons, organizing a car wash, or selling items in which profits go directly to a charitable organization).

COMMUNITY SERVICE HOURS, EXPECTATIONS, AND CALCULATIONS

All recognized student organizations that are seeking any funding from the Student Government Association must complete the amount of service hours indicated below based on the number of active or general members participating in the student organization. Service hours must be completed in both Fall and Spring semesters.

- Organizations with 15 and fewer members are required to complete 10 hours of service.
- Organizations with 16 to 22 members are required to complete 15 hours of service.
- Organizations with 23 to 29 members are required to complete 20 hours of service.
- Organizations with 30 to 44 members are required to complete 30 hours of service.
- Organizations with 45 and more members are required to complete 40 hours of service.

At least 50% of all service hours must be DIRECT service to the City of Chester to further enhance Widener University's mission of civic engagement.

All organization service hours will be counted on a 1:1 basis. Specifically, this means that each group will earn 1 hour of service for each member present. The total number of hours for the group will be calculated by multiplying the number of members present by the number of hours worked as a group. For example, if three members worked on site for two hours, then the organization will report 6 hours of service.

COMMUNITY SERVICE EVENT REPORTING

All recognized student organizations are required to report all events to the Office of Student Engagement by using the online "Events Reporting Form" found on the Office of Student Engagement office, Student Organizations Leader committee, or Student Government Association club pages on My Widener.

Student groups are required to maintain an event sign-in sheet and take photos to document the event. All documentation should be uploaded with each event submission via the online form.

EVENT MANAGEMENT AND OTHER UNIVERSITY POLICIES



EVENT MANAGEMENT POLICIES

Recognized student organizations are encouraged to host or co-host programs and events that contribute to the out-of-the-classroom engagement. Organizations should consult with their faculty/staff advisor regarding the planning and implementation of all events, especially social or large-scale events.

SOCIAL AND LARGE-SCALE EVENTS

All social or large-scale events must follow the agreements in the Social & Large Event Planning & Management Agreement. Additionally, the faculty/staff advisor (or a designated substitute) must be present for the entirety of the event. When possible, events should be open to all members of the university community. In certain circumstances, a valid campus ID and appropriate proof of age may be required for admission.

Major events must obtain approval from the Assistant Dean of Students. For most small-scale programs, a student organization does not need to receive official approval. However, the Assistant Dean of Students, Director of Student Organizations, and the Director of University Center Administration reserve the right to require that certain events adhere to guidelines for advertising, security, supervision, and participation by non-Widener guests.

Organization members, especially their elected or appointed leadership, are ultimately responsible for running their event and are required to pay particular attention to maintaining appropriate control and order.

EVENTS INVOLVING ALCOHOL

For events involving alcohol, please refer to the Alcoholic Beverages and Controlled Substances Policy located in the Widener University Student Handbook for additional details.

CONTRACTS AND AGREEMENTS

Student organizations and faculty/staff advisors are not permitted to enter legally binding contractual agreements on behalf of the university. Groups must submit all contracts, technical riders, and detailed third-party service agreements to the Office of Student Engagement for proper redirection to the appropriate university department for approval.

SPEAKERS AND PERFORMERS

A speaker or performer can only be invited to events that are sponsored by recognized student organizations and administrative or academic departments. Depending upon the nature of the speaker or performer, the university may require additional procedures be followed to provide for a safe and successful program. For more information please contact the Assistant Dean of Students in the Office of Student Engagement.

CAMPUS FILM PUBLIC VIEWING POLICY

Any showing of a movie on campus must adhere to guidelines established by the Federal Copyright Act (Title 17 of the United States Code). Movies shown in any campus facility (with the exception of an individual's residence hall room) are subject to the "public showing" provisions of this act. If you wish to show a movie, you must obtain and purchase public performance rights prior to viewing. Public performance rights may be purchased through various movie licensing agencies. Students, faculty, or staff members will not be permitted to show a movie on campus in an open public space without the movie license. Per the Federal Copyright Act, there are two exceptions to this expectation outlined in the Student Manual.

The burden of ensuring that public film viewings are approved belongs to the student organization and their advisor. Below are two vendors that provide general viewing rights or a public viewing licenses: (1) www.swank.com and (2) www.criterion.com

UNIVERSITY POLICY ON CAMPUS POLITICAL ACTIVITY

Recognizing our commitment to produce active citizens engaged in a full civic life, Widener seeks to reverse the trend towards civic apathy among American youth by encouraging participation in the political life of the community and exposing the campus to people whose call to public service creates a better world for us all.

At the same time, as a non-profit, private institution of higher education whose activities are regulated in part by Section 501C3 of the Internal Revenue Code, Widener University is prohibited from participating or intervening in any political campaign of a candidate for public office. For those reasons, political activities on campus must be conducted in a neutral and nonpartisan manner, and in furtherance of Widener's legitimate exempt function as an institution of higher education.

Political activity on campus must essentially support an educational purpose and not be used primarily as a call to action for a particular candidate. A single instance of a particular activity that is inconsequential in nature may not amount to a violation of the Internal Revenue Code.

However, if activities in combination appear to support one candidate or suggest measurable institutional involvement in a campaign, then a violation of the tax code is likely to be found.

Presentations: An appearance by a candidate for public office on campus must be for an educational or informational talk to the university community and must be sponsored by a recognized student organization. Appearances must be coordinated with the Office of the President to ensure that opportunities to appear on campus are extended to all viable candidates running for a particular office. The event should not be conducted as a campaign rally, and the moderator should make it clear that Widener University does not support or oppose the candidate.

Fundraising: Funds or contributions for political candidates or campaigns may not under any circumstances be solicited in the name of Widener University or on campus, and university resources may not be used in soliciting such funds. If Widener University students, faculty, or staff make political contributions, they must do so as individuals and not on behalf of Widener University. For more information on the University's campus political activity policy, see the University Relations department.

ADVERTISING AND MARKETING POLICY

FLYERS AND PUBLIC POSTING

The policy for posting advertisements on public area bulletin boards and social media is in effect at all times at Widener University. All students, faculty, staff, and guests must adhere to the policy guidelines on the form. All advertising materials of any nature posted on campus (including "flyering" and handing out advertisements) by any student club or organization must have written approval of the Office of Student Engagement. Any signs found improperly posted will be immediately removed.

The use of sidewalk chalk at Widener University by recognized student organizations and campus departments is considered an acceptable way to promote campus events, make announcements, and to share messages on campus. All recognized student organizations and campus departments must have an approved "Campus Chalking Policy Form" on file prior to the application of chalking to any University-owned surface.

Event advertisements should not be circulated prior to approval from the Office of Student Engagement. Please note that an approval of a flyer or advertisement is not an approval for the event date, event content, or agreement that all policies and other required forms have been submitted and approved.

SOCIAL MEDIA ADVERTISEMENTS AND POSTING

Student Organizations must adhere to the University's Social Media Policy when advertising for programs and events. Additionally, organizations should follow all appropriate University policies when hosting content on any social media or other websites, as they are affiliated with the University.

USING THE UNIVERSITY NAME, LOGO, SEAL, OR SHIELD

The University name, logo, seal, and shield is owned by Widener University and in such, all usage must be in compliance with the Graphic Standards Manual found on the University website. The manual serves as a definitive guide to how the brand may be applied. All questions and concerns about these standards should be addressed to the University graphic designer.

EXTERNAL PRESS

Students may not contact external news media (newspapers, television, radio) regarding their activities. Instead, they must contact the Director of Public Relations in the University Relations office who can place press releases in local media announcing public events and can solicit press coverage of noteworthy activities.

FACILITY RESERVATIONS



FACILITY RESERVATIONS

All reservations must be done via the 25Live online reservation system found on My Widener through the University Center Administration office. Facility reservations are on a first come, first served basis, with the exception of high priority campus events. Groups are responsible for the condition of the facility during their usage and will be charged for any damage that occurs.

Most programming space reservations are managed by the Office of the University Center Administration. To request a space for an event, follow the steps below:

Login to My Widener, click @Widener, click All Offices, click University Center Administration, and then click the link to 25Live. Students or advisors must login to 25Live using their Widener credentials in the upper right corner of the site before making any space requests. Once logged in, select the Event wizard tab in the upper left page and follow the prompts for the request.

Users will be required to type in or 'search' several functions such as locations and resources. Be sure to complete the following steps to ensure a successful program:

- Fill in the setup description for the event once a location has been requested. The box pops up in the lower right side of the page.
- Select 'Experience Widener' as a resource.

Due to the great demand for meeting rooms, groups should call or email the respective reservationists if an event is postponed or canceled. If it is a major event (Dance Party, Large Annual Fundraiser, etc.) the group must notify the Office of Student Engagement via email.

Groups should remember to book all food, maintenance, and multimedia services separately by contacting those departments with their needs.

FACILITY DECORATING GUIDELINES

The University Center Administration office must approve all special decorations, banners, or signs (indoors or outdoors) of all facilities in which they manage. Before decorating for your event, please consider the following guidelines:

- Standard directional signage, room placards, room pocket signs, or other identifying information may not be obstructed or covered.
- All exit doors, emergency lights, fire sprinkler heads, fire alarm pulls, and fire extinguishers must be free of obstacles or decorative materials.
- Decorations, signs, banners, or other materials may not be stapled, taped, tacked, nailed, or fastened to ceilings, windows, walls, doors, columns, or painted surfaces.
- Groups are responsible for removing all decorations and building signage immediately following their event. Costs incurred by University Center Administration for decoration removal will be passed on to the event host.
- The University Center Administration office is not responsible for the loss of any materials, displays, gifts, favors, or other items left in the event space.
- Windows may not be covered for any reason.
- The following is a list of prohibited decorative items:
 - Special effects equipment, like smoke machines
 - Glitter, confetti, rice (including items covered in these materials)
 - Paint (liquid or spray)
 - Candles or exposed flames, incense (except for pre-approved purposes)
 - Sand, excessive amounts of water

FOOD SERVICES REQUESTS

If a group is interested in University catering for an event, they should visit <https://widener.catertrax.com>. It is particularly important to contact the catering manager if you are planning to have food service at a program that coincides with a major university event such as; Widener Day, Homecoming, or Commencement or in those rare instances when an event is scheduled with less than the customary two-week lead-time.

ROOM SETUP ARRANGEMENTS

Room setup arrangements for University Center Administration areas can be submitted using the 25live online reservation system. A Room Set-up Diagrams and Capacities guide is available on the University Center Administration website in the My Widener portal. Groups should consult with the appropriate reservationist to ensure the facility can accommodate the setup for locations not managed by the University Center Administration.

Groups should submit a work order to maintenance regarding room setup arrangements for all areas except those within the University Center (excluding Wyman Room).

AUDIOVISUAL (A.V.) ARRANGEMENTS

Groups who need to reserve audiovisual equipment for events should email Teaching and Learning Technologies at tltooffice@widener.edu with their request. Audiovisual equipment for Alumni Auditorium (excluding a laptop) and a technician should be reserved through the University Center Administration office. If a technician in Alumni Auditorium is required, you should contact the University Center Administration office with at least one week's notice.

CAMPUS SAFETY OFFICERS FOR EVENTS

If Campus Safety officers are needed for any event, a faculty/staff advisor should contact Campus Safety at least two weeks in advance. Advisors should indicate how many officers will be needed for the program and the exact hours and location of the event. Officers are paid an hourly rate for their services during events. More information regarding the required presence of Campus Safety officers at events can be found in the Social & Large Event Planning & Management Agreement available through the University Center Administration office.

VAN RENTALS & ATHLETIC SPACES

All van rentals and athletic spaces can be requested by contacting athletics. University athletic vans must be driven by a full-time Widener University employee.

RISK MANAGAEEMENT FOR STUDENT ORGANIZATIONS



RISK MANAGEMENT POLICIES

Student groups, organizations, and their members should not partake in any activities or behaviors that are contrary to the mission of Widener University and the Office of Student Engagement, or that violate the laws of the Commonwealth of Pennsylvania. The following information is provided to all recognized student organizations and should be shared with the membership regarding appropriate conduct.

STUDENT CODE OF CONDUCT

The Student Code of Conduct at Widener University is direct and simple: Widener students are expected to be honest, mature, and responsible and to respect the rights and property of others. The purpose of the Student Code is to promote, preserve, protect the educational mission of the university, and help all students understand the University's expectation for their behavior.

A violation of any policy, rule, regulation, or standard of the university constitutes a violation of the Student Code. Students are responsible for familiarizing themselves thoroughly with all policies, rules, regulations, and standards of the university, including those relating specifically to residential students as set forth in this handbook. The Student Code of Conduct is located online at <https://www.widener.edu/academics/academic-catalogs>

STUDENT LEADER CHARACTER CLAUSE

All appointed or elected student leaders of our recognized student organizations at Widener University are bound by the Student Leader Character Clause. Adherence to the Student Leader Character Clause means agreement with the following statements:

Trustworthiness Be honest, reliable and do not deceive your fellow student leaders, faculty, and administrators. Follow protocol and always do what you say you are going to do when you say you are going to do it

Respect Be tolerant of differences, treat everyone in high regard and as they want to be treated, and deal with disagreements in a civil manner. Respect all matters of confidentiality

Responsibility Think before you act, and always remain accountable for your actions and choices. Always understanding that we all answer to a greater authority

Fairness Exhibit the quality of making judgments that are free from discrimination and dishonesty. Students leaders will conform to established set of rules and will be careful not to blame or accuse other carelessly.

Caring Students leaders will exhibit kindness or compassion towards others, express gratitude, and give credit when its due to others.

Citizenship Student leaders will establish a sense of community within the organization and protect the organization’s reputation. Student leaders will refrain from actions that will tarnish the credibility of the group or university and will respect the authority of the organization's leadership in all actions whether written or verbal.

Wisdom Student leaders will synthesize resources to construct knowledge, and use gained knowledge to benefit the community by sharing ideas and opportunities.

Any questions or concerns regarding the Character Clause should be directed to the Assistant Dean of Students in the Office of Student Engagement. Violations of the Student Code of Conduct, or other applicable laws, are not subject to the same adjudication process.

ANTI-HAZING STATEMENT

Widener University prohibits all acts of hazing and adheres to the Timothy J. Piazza Antihazing Law, which defines hazing to include Hazing, Aggravated Hazing, and Organizational Hazing as defined in this policy.

HAZING. A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student’s membership or status in an organization, causes, coerces or forces a minor or student to do or participate in any of the following behaviors or actions: (1) Violate Federal or State criminal law; (2) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm; (3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements; (4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment; (5) Endure brutality of a sexual nature; or (6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student. Hazing also includes any action or situation that requires or encourages violation of University policy.

AGGRAVATED HAZING. A person commits the offense of aggravated hazing if the person commits a violation of Hazing that results in serious bodily injury or death to the minor or student; and (1) The person acts with reckless indifference to the health and safety of the minor or student; or (2) The person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the minor or student.

ORGANIZATIONAL HAZING. An organization commits the offense of organizational hazing if the organization intentionally, knowingly, or recklessly promotes or facilitates a violation of Hazing or Aggravated Hazing.

Any student, student group, student organization (recognized or not), team, or other persons associated with a student group or organization found responsible of Hazing, Aggravated Hazing, or Organizational Hazing under this Policy, whether occurring on or off campus, may face disciplinary action from the University, and may also face criminal charges under state law or federal law, including The Timothy J. Piazza Antihazing Law, 18 Pa. C.S. § 2801, et seq. It is not a defense that the consent of the minor or student was sought or obtained, or that an instance of hazing was sanctioned or approved by the organization.

REPORTING VIOLATIONS OF THIS POLICY. Any violation of this Policy shall be deemed a violation of the Widener University *Student Code of Conduct* and may also constitute a violation of the Widener University Equal Opportunity, Harassment and Nondiscrimination Policy. Widener University encourages all members of the campus community who believe that they have witnessed, experienced, or are aware of conduct that constitutes Hazing, Aggravated Hazing, or Organizational Hazing in violation of this Policy to report the violation to the Office of Student Conduct. All reports will be promptly investigated.

STUDENT ORGANIZATION TRAVEL POLICY

GENERAL TRAVEL INFORMATION

The opportunity to represent Widener University throughout the state, the country, and the world is one of the many benefits of participating in a recognized student organization. Widener University has established a general travel event registration process to promote the health and welfare of students while participating in activities that require travel.

Student travel places the responsibility for ensuring compliance on the organization sponsoring the trip, so it is imperative that groups are familiar with and follow proper safety procedures. An Organization Advisor should consult the Associate Vice President for Compliance and Risk Management prior to planning any trip in which a student group **will travel 50 miles or more away from the University**, and the following conditions apply to the event in question:

- The event is funded by the University,
- The travel is undertaken using a vehicle owned or leased by the University,
- The activity or event is required by a recognized student organization, or
- The travel activity undertaken is under the direction of college personnel, an administrative department, academic course, study abroad program, recognized student organization, and any other entity associated with or employed by Widener University.

Student Organization Advisors are required to attend university-sponsored events that require travel of 50 or miles away from the University.

Student organization trips and excursions that are located 50 miles or less from the University do not require should also follow basic risk management procedures.

While traveling as a part of a Widener University event, students and employees are expected to remain free from the influence of drugs and alcohol at all times.

An undergraduate or graduate student who participates in travel event related to an academic course requirement (e.g. field trips), or their assigned duties as a University employee, (e.g. research data collection) is encouraged to consult with their professor or employer for further guidance.

For international travel, recognized student organization leaders must make an appointment with the Assistant Vice President of the Center for Civic and Global Engagement to discuss the trip request and the necessary steps required prior to trip departure, including travel notification and training.

TRAVEL ACTIVITY REQUEST PROCEDURES

Complete a Liability Release Waiver Form

Each traveling participant should sign a *Student Organization Liability Release Form*. An electronic version of the form is located on the Student Organization Resource Center website.

Recognized student organizations should modify the form for the event by adding information about the specific travel activities in the Indemnity Clause section. The release form will also need to be signed by the parent or legal guardian of any participants traveling who are under the age of 18.

Complete a Travel Event Information Form

Groups **must** complete and submit a *Travel Information Form* to the Campus Safety Department **at least two weeks** before their group departs. Information submitted on this form shall include the full names, student ID numbers, and emergency contact information for all participants. The online Travel Event Information Form is located on the Student Organization Resource Center website. This information will be used by the Campus Safety Department, the On-Call Emergency Response Team, and other University personnel to assist student participants in case of an emergency. It is imperative that the University has a correct and up-to-date list of participants and travel plans throughout the duration of the trip.

ADVISING A STUDENT ORGANIZATION



ADVISING A STUDENT ORGANIZATION

The Office of Student Engagement recognizes that the faculty/staff position of advisor is vital to the growth and development of not only an organization but its members as well. As an advisor to one or more of recognized student organizations, faculty/staff advisors serve as a main resource to the groups. Advisors assist with student development, budgeting, event planning, organization and other areas that support the mission of the student group.

While the success of the organization is the responsibility of the students, not the advisor. The role of the advisor is to be a mentor and resource to students, providing feedback and advice in order for students to develop leadership skills and to reflect on what they are learning through their activities. While different advisors have different approaches; all faculty/staff advisors of recognized student organization are expected to:

- Take an active role in advising the student organization and its' members by offering guidance to the organization on goal setting, organization management, program planning, problem solving, and group evaluation;
- Know the general purpose of the organization and be familiar with the organization's constitution and bylaws;
- Have an understanding and ensure organization compliance of all policies and procedure related to students and student organizations;
- Meet with the organization's president on a regular basis (at least once per month);
- Attend organization meetings when possible (attendance during officer elections and officer transition meetings is preferred);
- Remain informed of all activities sponsored and conducted by the student organization and attend events as feasible (some large social and fundraising events require an advisor or appropriate substitute to be present);
- Serve as the first professional staff contact for the student organization;
- Monitor the organization's budget on My Widener to ensure that funds are being used appropriately and ensure no deficits accrue;
- Travel with (or find an appropriate substitute for) some student organization trips (may be requested by organization to drive University vehicles);
- Ensure the organization's constitution and bylaws are updated as needed and that the organization adheres to their governing documents in their operations and management;
- Report to the Director of Student Organizations any activities which may or will violate University policies;
- Assist in purchasing items for the organization and their events using a personal or University-issued credit card, if applicable;

ADVISING ELIGIBILITY

Those wishing to serve as faculty/staff advisors must be full-time Widener University faculty or staff employees. There are times in which the Office of Student Engagement will allow a part-time employee to serve as an advisor when their job duties are specific for the group. All faculty/staff advisor(s) will have to sign the "Advisor Agreement Form" acknowledging that they understand the responsibilities associated with advising and will advise the organization for at least two (2) academic years.

ADVISING TIME COMMITMENT

The time commitment varies per advisor and student organization but is ultimately up to an advisor's discretion. The Office of Student Engagement strongly suggest having an expectations conversation with your organization's student leaders prior to committing to the group. These expectations and standards should be clearly communicated. If you choose to attend all meetings and events, the time commitment could be 1 - 4 hours per week. If you choose to meet with the group's officers and attend occasional events, it could be as little as 1 - 4 hours per month. You may choose to allow students to drop by your office at any time or may ask them to schedule appointments.

However, faculty/staff advisors of recognized student organizations are expected to be available to assist student groups when emergencies occur, to serve as a professional in-person contact during a groups' social or large-scale events, and meet at least once a month with the organization's leadership to review organization concerns, upcoming events, and university policies and procedures.

LIABILITY CONCERNS

Recognized student organizations at Widener University are self-governed. Their actions, activities, and interests are determined by the membership of the organization within the purview of their inter/national and local governing documents. The student organization advisor is mainly responsible for providing advising and guidance for the organization. They should intervene only to prevent the violation of University policies and procedures, the Student Code of Conduct, and the Office of Student Engagement's Character Clause.

Additionally, faculty/staff advisors are responsible for the health and well-being of their students. While an advisor is not held responsible for an organization's mistakes; they are there to help the organization make sound decisions. As long as a faculty/ staff advisor provides sound advice and guidance to the group, they are insured by the university in the role of an advisor.

BENEFITS OF SERVING AS AN ORGANIZATION ADVISOR

Recognized student organizations continue to be one of the focal points of campus life and provide excellent co-curricular opportunities for our students to gain marketable skills. Research has proven that students who are involved outside of the classroom are more likely to graduate, find employment within 6 months of graduation, and be active alumni.

Advising a student organization is a rewarding experience that offers wonderful insight into our Widener University student population. Faculty/staff advisors will have the opportunity to interact closely with a group of students, often in a capacity very different from their regular job. In addition, many advisors find the position rewarding because they have the potential to make a positive impact on the lives of their students. For more information on faculty/staff RSO advising contact the Office of Student Engagement at studentengagement@widener.edu.

APPENDIX



APPENDIX

APPENDIX A-1: PAYMENT REQUEST VOUCHER INSTRUCTIONS

1. First obtain an official copy of the invoice from the vendor or company.
2. In the upper left section labeled "PAY TO" insert the full business name and address of the vendor or company as listed on the official invoice provided. (If this information is not on the invoice, then ask the vendor for a new invoice with the address listed.)
3. In the section labeled "ACCOUNT TITLE" insert the name(s) of the organization(s) paying for the product / services provided. You can add multiple accounts to the same document if different amounts will be drawn from different accounts for the same vendor payment.
4. Insert the organization(s) account number and the amount the organization will pay the vendor. *(Please Note: Formulas has been embedded in the electronic version of this form, and the upper right corner with automatically display the total amount.)*
5. The "Vendor #" section can be left blank, if the information is not known.
6. In the explanation section, please provide a description of why the services or products are needed. Be as clear as possible, providing too much information is not a bad idea.
7. In the section, "Special Instructions to Accounts Payable" please write any special instructions that should be carried out once the check is available.
8. In the section, "1099 Tax Reporting Information" insert the information from the W-9 supplied by the vendor. This information is required for vendors that have never worked for Widener University. However, this section can be left blank if the organization has already submitted the New Vendor Form prior to submitting the payment request voucher form.
9. In the section "Requested By", please have the organization's President or Treasurer print and sign their names. The Organization Advisor should initial the form to acknowledge their awareness of the expense submitted for payment. The Assistant Dean of Students will review and complete the "approver" section.
10. Submit the completed form and attached documentation to the SGA forms box located outside the Student Government Association by 5:00 p.m. on Thursday each week.
11. All forms must be typed. Handwritten forms will be returned to the requestor.

APPENDIX A-2: SAMPLE PAYMENT REQUEST VOUCHER

WIDENER UNIVERSITY

PAYMENT REQUEST VOUCHER

\$500.00

04/03/19
(DATE)

PAY TO: Catharsis Productions, Inc.

 2523 Broadway Street

 New Castle, Delaware 19720

Vendor #: _____
 (if known)

| Account Title | Account Number | Amount |
|--------------------------------|----------------|----------|
| Superhero Art Club | 1-3XXX-19902 | \$150.00 |
| Student Government Association | 1-3XXX-19902 | \$350.00 |
| | | |
| | | |
| | | |

Explanation:

Payment for vendor services and supplies for Japanese Anime Night Program

Special instructions to Accounts Payable:

Please call the Office of Student Life at ext. 4411 when ready for pickup

1099 Tax Reporting Information for Accounts Payable (if applicable)

Name: _____

SS#: _____ or EIN #: _____

Other info: _____

| Requested by: | Approved by: |
|---------------------------------|---------------------------------|
| <i>Student Leader Signature</i> | <i>Assistant Dean Signature</i> |

| Signature of Requester | | Signature of Approver | |
|-------------------------|--------|------------------------|------|
| Student Leader Name | Cell # | AUSTIN L. DUCKETT | 4412 |
| Print Name of Requester | ext. | Print Name of Approver | ext. |

APPENDIX B-1: ORGANIZATION REIMBURSEMENT INSTRUCTIONS

1. Insert the name of the individual being reimbursed and provide the individual's student or employee ID number. If multiple individuals are being reimbursed, then please complete a reimbursement form for each individual seeking reimbursement for expenses.
2. Insert the name of the Student Organization in "Name of Student Organization" field
3. For each receipt, insert the month, day, and year listed on the receipt, provide the place (name of store or vendor), and purpose (reason for the purchase). Example: 12/4/19 | Walmart (Event Supplies)
4. Enter the amount of the receipt in Sections 1 – 10 accordingly based on the type of expense. (Note: the form will automatically total all amounts in all rows and columns on the form).
5. If you inserted amounts in Sections 4 or 10, then please complete Section A and give a more detailed explanation of the expenses. Example: "Balloon string was purchased for the involvement fair; which occurred on 12/4/19 in the University Center Atrium."
6. If you inserted amounts in Sections 6, 7, 8 and/or 9, then please complete Section B.
7. In the section titled "Cash Expense Summary," please total amount the receipt amounts for each corresponding column, record the total amount, and add the account number to be charged.
8. Student Organization President or Treasurer will print their name and sign the "requestor" section. The Assistant Dean of Students will review and complete the "approver" section.
9. Submit the completed form and attached documentation to the SGA forms box located outside the Student Government Association by 5:00 p.m. on Thursday each week.
10. All forms must be typed. Handwritten forms will be returned to the requestor.



Charlie Smith 15232355 Employees or Student ID Number

Student Government Association 610-499-4444

Table with columns: DATE, PLACE & PURPOSE, TRANSPORTATION, LODGING, MEALS, ENTERTAINMENT, MISC., TOTALS. Includes rows for Mileage, Conference Transportation, Lodging, Meals, and Entertainment.

CASH EXPENSE SUMMARY

Summary table with columns: Description, Column, Amount, Account Number. Totals: Total Expense \$556.90, Balance Due WIDENER 0.00, Balance Due EMPLOYEE 556.90.

Table for (A) Please provide explanations for column 4 and column 10 (required). Includes rows for Programming supplies and Paper goods and supplies.

Table for (B) Define the business purpose: Please provide explanations for columns 6, 7, 8 and 9 (required). Includes columns for Name & Location, Business Purpose, and Amount.

Signature and approval section. Includes fields for Student Leader Signature, Requester's Name, Ext #, Approver's Name, Ext #, and Date.

Approval of this form certifies that the transactions being reimbursed above have been reviewed and are approved by you, contain the appropriate receipts, documentation, definition of business purpose, are reasonable and meet university policies.