

Student Organization Manual



GET INVOLVED
OFFICE OF STUDENT DEVELOPMENT

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WELCOME

Dear Stockton Student Leader,

Congratulations on your decision to be a part of campus life at Stockton University. Your role as a student leader will enhance campus life, help build enthusiasm around campus activities, and promote involvement in a campus organization.

This *Student Organizations Manual* will be one of many tools that will assist you. It is designed to provide all the necessary information for a student organization to operate efficiently at Stockton. We ask that you follow these procedures since they will ensure the success of your student organization. Please consult the manual since it should answer most of your questions about running your organization, planning events, and seeking funding. In addition, it will also explain travel procedures, the role of an advisor and other important information.

This manual is only one of the many tools afforded to you as a student leader. The Office of Student Development located in Campus Center, Suite 240 will be another resource for you. Our office provides group advisement, a student organization resource room with supplies, and training to student leaders. Again, your group will benefit if you utilize these additional supports.

It is the goal of Student Development to enhance your co-curricular life at Stockton University. The members of the Student Development team look forward to working with each of you and having a successful and fun year.

Sincerely,

Office of Student Development Staff
Campus Center Suite 240
609-652-4205

STUDENT ORGANIZATIONS MANUAL

Every effort has been made to provide the most current information in this publication of the Office of Student Development. The policies contained herein apply to all students. This edition of the Student Organizations Manual supersedes all previous editions. Changes to local, state or federal regulations may require Stockton University policy changes that are not included herein. Stockton University reserves the right to make revisions at any time without prior notice. The most current edition of the Student Organizations Manual can be found online at www.stockton.edu/studentdevelopment.

OFFICE OF STUDENT DEVELOPMENT OVERVIEW

The mission of the Office of Student Development is to provide opportunities that are purposeful and holistic. It is through involvement in leadership programs, community service initiatives, organizations, and major campus events that student learning and development are enhanced.

The Office of Student Development provides a variety of opportunities for students to get involved at Stockton University. The office oversees more than 120 student organizations and 26 fraternities and sororities, each of which offer a range of leadership opportunities for their members, and plan a variety of social and educational events open to all Stockton students. The Office of Student Development also offers workshops and conferences around leadership education, and coordinates community service events to increase our involvement with the local community.

The Office of Student Development is responsible for the recognition, classification, supervision, and evaluation of organizations identified with Stockton University. Every co-curricular organization that seeks official recognition and/or funds from Stockton University must comply with the procedures in this manual.

The Office of Student Development has a central responsibility for Stockton University organizations and their activities. Listed below are the functions of the Office of Student Development that relate to student organizations. The term “Stockton University organization” refers to those groups of students, faculty, and staff who comply with the procedures outlined in the manual for both recognition and operation.

- Maintenance of a Stockton University -wide plan for the overall development of Stockton University organizations and determination of the nature of the relationship of organizations to Stockton University.
- Assistance to the Student Senate in the disbursement of their portion of the Stockton University General Fee.
- Ongoing evaluation of Stockton University organizations to determine whether or not their “recognized” status should be continued. A listing of recognized Stockton University organizations shall be maintained and shall be published at least annually.
- Financial procedures and records shall be maintained and provided for all Stockton University - sponsored organizations by the Office of Student Development.
- Assistance to student organizations in the development of a balanced, co-curricular calendar designed to benefit the Stockton University community.
- Promotion and development of effective student leadership through formal and informal training programs.
- Coordination and maintenance of a comprehensive schedule of programs and activities and subsequent marketing of it.
- Act as a liaison with the Office of Event Services and Campus Center Operations regarding appropriate space reservation and co-curricular program planning.
- Coordination of facility support for Stockton University organization activities scheduled at Stockton University including, audio-visual equipment needs, room set ups, security, publicity, and food service.

STUDENT ORGANIZATION MEMBERSHIP & STRUCTURE

STUDENT CLUBS & ORGANIZATIONS

A complete listing of all recognized student organizations at Stockton can be found online at

www.stockton.edu/studentdevelopment. Three facts must be emphasized:

- 1) Stockton University will regulate any organization using the name of Stockton University or claiming an association with Stockton University.
- 2) Those organizations that come into being primarily because Stockton University exists and which draw their membership primarily from members of the Stockton University community will not be supported if they espouse or pursue goals that conflict with those of Stockton University.

Although interaction with members of the local community is encouraged, it should be emphasized that organizations at Stockton should be primarily composed of members of Stockton University. Any organization with more than ten percent of its members not affiliated with Stockton University, must receive special authorization in order to obtain recognition.

Currently the recognition categories and process for new groups is being reviewed by the office of Student Development. All new organizations will follow current process and be recognized without categorization. All current and new organizations will follow the guidelines for their current category, until the new categories are defined and all organizations are given the opportunity to be reclassified.

Previously used Organization types:

- Sponsored Organization
- Independent Organization
- Off Campus/Non Stockton Organization
- Non Profit Corporations

Club Registration

All clubs and organizations must register each year with the Office of Student Development. The club must provide the Office of Student Development with an updated membership list within the first three weeks of each semester. If the file is not completed by the deadline, the club will be placed on the inactive list and all privileges will be lost. Non-compliance for two consecutive semesters will result in the club's loss of recognition. The Director of Student Development will then notify the Dean of Students, the club advisors, and the club president about the loss of the club's recognition.

The following information will be required for registration:

- An updated membership roster, including a faculty/staff advisor
- An updated constitution (if applicable)
- An updated inventory of equipment (if applicable)
- Weekly Office Hours (if organization is assigned an office)

The registration information will be kept by the Office of Student Development. It is the responsibility of the organization to update its file during the semester if any significant changes occur, such as a change in leadership, constitutional amendments, or the addition of new members. Only those students listed on the current membership list will be entitled to the benefits of the organization.

ESTABLISHING A NEW ORGANIZATION

The Office of Student Development will be responsible for groups seeking recognition as a Stockton University organization. These groups must meet with the Director of Student Development to review the policies and procedures that need to be followed to establish a new group on campus. After meeting with the director, the organization representative should proceed with the following steps:

- Submit a copy of the constitution, activities and programs the organization would like to hold, and an updated membership roster with at least 10 members. The membership roster should also identify the individuals serving on the executive board (President, Vice President, Secretary, and Treasurer).
- Provide opportunities for membership without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability
- Secure a full time faculty/staff advisor (outside of the Office of Student Development) for the organization.
- Adhere to Stockton University regulations, as well as state and federal statutes.
- Upon approval, be placed on probation for two semesters. At the end of the probationary period, barring any problems, the Office of Student Development will formally recognize the organization, making it eligible for funding.

HOW TO WRITE A CONSTITUTION AND BYLAWS

Each organization must have procedures that clearly define its methods of conducting business. A constitution and bylaws are an effective means of establishing those procedures. The constitution states the principles creating the organization. The bylaws contain a more detailed explanation of how the organization is governed. A model constitution is available on the Student Development website along with guidelines for required inclusion.

ACADEMIC POLICY FOR EXECUTIVE BOARD MEMBERS OF STUDENT ORGANIZATIONS

Involvement and leadership in student organizations can be a rich and rewarding experience that aids in personal development. While these experiences add to students' overall education, academics must always remain first priority. It is required that officers of student organizations maintain a minimum cumulative Grade Point Average of 2.5 and be in good academic and judicial standing. Organization advisors will be encouraged to help student organization officers in developing strategies should their cumulative GPA drop below a 2.5 during his or her term of service.

ANNUAL REVIEW OF ACTIVE STUDENT ORGANIZATIONS

An organization's status as a sponsored or independent body recognized by Stockton University will be reviewed on an annual basis. Decisions as to the continuance or decertification of an organization will be based upon the following criteria:

- Have funds been expended according to the budget approved by the Dean of Students?
- Is a copy of the organization's registration on file in the Office of Student Development?
- Does a list of all equipment owned by the organization exist in the Office of Student Development? Has it been properly identified and/or marked with a Stockton inventory tag?
- Has the organization met all deadlines established by the Office of Student Development for both program and financial audits?
- Does the organization meet on a regular basis?
- Is the organization "active" in the sense that evidence of its existence is available to Stockton University community and does it provide programs that reflect its purpose?
- Has the past performance of the organization, including its leadership, been consistent?

STUDENTS JOINING AN UNRECOGNIZED STUDENT GROUP

Students are expected to know and abide by the regulations governing recognized student groups. Students who join, accept membership or affiliate in any way with a student group whose recognition has been withdrawn are thereby in violation of Stockton University regulations and are subjected to judicial referral to the Campus Hearing Board, which may result in disciplinary action. Students who assist in perpetuating these organizations are subject to the same disciplinary action.

STOCKTON UNIVERSITY OF NEW JERSEY HAZING POLICY

Stockton University's Hazing Policy, as outlined in the Student Handbook, states the following:

Stockton University recognizes that student organizations are an integral part of Stockton University. They provide an alternative lifestyle contributing to the academic and social experience of students. This relationship carries with it certain rights of Stockton University to protect and preserve an appropriate environment in which student organizations may operate.

HAZING DEFINED: The following act was passed by the New Jersey Legislature in 1980 with regard to hazing and aggravated hazing under the New Jersey Criminal Codes:

- A. A person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a fraternal organization, he/she knowingly or recklessly organizes, promotes, facilitates or engages in any conduct other than competitive athletic events, which places or may place another person in danger of bodily injury.
- B. A person is guilty of aggravated hazing, a crime of the fourth degree, if he/ she commits an act prohibited in subsection "A" that results in serious bodily injury to another person.
- C. Consent shall not be available as a defense to disciplinary action and/or prosecution for committing acts of

hazing.

NEW MEMBER BILL OF RIGHTS: A new member shall have the right to be free of all activities that may constitute hazing while attempting to become a member of a student organization. Student organizations and their members are prohibited from engaging in or encouraging others to engage in activities that are defined as hazing. (See also N.J.S.A. 18A:3-24 et seq.)

ROLE OF CLUB ADVISORS

Registered Student Organizations are required to have two advisors: one advisor from the Office of Student Development will be assigned upon registering and one advisor is a full time faculty or staff member of your choice who has agreed to work with your organization. All advisors should be Stockton faculty or staff members.

The general responsibilities of a faculty/staff advisor include:

- Assist officers in understanding their duties, administering programs and plans, organizing projects and making appropriate transitions.
- See that continuity of the organization is preserved through a constitution, minutes, files and traditions.
- Encourage use of parliamentary procedures and that meetings are run in an orderly, efficient manner.
- Encourage students to understand and apply democratic principles, including recognition of minority opinions and rights.
- Attend as many organization meetings and events as possible.
- Articulate campus policies and procedures and help cut through red tape when necessary.
- Be a sounding board, especially for officers, and be supportive of all members.
- Maintain the ability to deal with the same issues each year, and remain fresh and enthusiastic.
- Be a facilitator both among officers and between officers and members.
- Be familiar with national structure and services, if relevant.
- Be a resource for the students in regard to understanding Stockton University policies, regulations and services.
- Consult on programs.
- Consult with individual students, when necessary.
- Be generally available to assist the organization.
- Consult with other Stockton University divisions when problems arise with the student organization.
- Sign all appropriate forms, i.e., check requisitions and space requests.

An advisor plays a vital role in the productivity of a student organization. It is important for the members of a club/organization to understand advisors are Stockton University employees who volunteer their time to work with the organization because they want to and feel they can make a contribution to the organization's success. An effective advisor/organization relationship contributes to the success of an organization. It is the responsibility of both parties to keep each other informed of issues, policies, problems, and successes. It is important that the organization take the initiative to communicate with the advisor.

Tips for Working with Your Advisor:

- Sit down with the advisor and share expectations of the advisor's role, arriving at a mutual understanding of his/her involvement. Be clear and open about your expectations.
- Keep the advisor informed of the organization's meetings, events, problems, and successes.
- Make use of the advisor's background and experiences.

- Work out tentative solutions to problems before going to the advisor.
- Observe lines of responsibility; don't go "over the advisor's head" or by-pass him/her entirely.
- Take the initiative in arranging for regular executive committee meetings with the advisor.
- Invite the advisor and his/her family to all events, don't take his/her attendance for granted, and be understanding of possible prior commitments.
- Make the advisor feel like a part of the organization.
- Extend appropriate courtesy to the advisor and his/her guests at special functions such as classes, banquets, and meetings that involve important speakers.
- Consult him/her before any changes in the structure of the group or in the policies of the organization are made, and before major projects are undertaken.
- Understand that although the advisor has no vote he/she should have speaking privileges.
- Remember that the responsibility for the success or failure of the group project rests ultimately with the group, not the advisor.
- Acknowledge the advisor's time and energy is donated and express appreciation.

STUDENT ORGANIZATION OFFICES AND LOCKERS

STUDENT ORGANIZATION OFFICE ALLOCATION

Available office space is provided to recognized student organizations in good standing that have completed a club/organization roster, attended all required meetings and training programs, and completed all necessary paperwork. It should be understood that the number of offices is limited and not all qualified student clubs/organizations will receive one. For qualified offices not receiving office space a storage locker will be assigned.

Student Senate, Stockton Entertainment Team, and Greek Council will be assigned permanent offices given the goals of these organizations and their oversight of student life. If for some reason these organizations cease operations, the office will be reassigned to another organization.

Priority of office assignments will be based on:

1. Activity and involvement through programs, workshops and meetings
2. Number of active and involved members. Priority will be given to those organizations that have at least 15 active members or more.
3. Positive contributions to Stockton University and outside communities
4. Should Office Space applications outnumber the number of available offices, space will be assigned in order by date/time of the application.
5. Once all available space is allocated, student organizations will be placed on a waitlist.

STUDENT ORGANIZATION OFFICE USE POLICY

Student organizations with allocated office space must adhere to the following policies. Failure to adhere to these policies and all Stockton University policies may result in a loss of office space.

- The space may only be used to conduct business related to the mission and purpose of the organization.
- Each organization must have a minimum of 10 office hours per week. These times must be posted at all times and held when the Office of Student Development is open.

- The space is allocated for a one year period and must be renewed annually by the established deadline. The Office of Student Development will conduct an assessment of club activities and involvement as part of this renewal process.
- Windows must be free of any postings or any other objects.
- Windows must be closed when the office is not in use, or in the evening prior to closing.
- Music or excessive noise is prohibited.
- Postings must be limited to the door bulletin board. Wall hangings using anything other than painter's tape are prohibited.
- Offices must be kept neat.
- Offices must be secured when not in use.
- Each office is equipped with a local call restricted telephone. The Office of Student Development will review all phone bills. Any abuse or unauthorized use will result in the loss of the telephone.
- Each office is equipped with furniture that must remain in the student organization office. Relocating and/or borrowing furniture from other offices or lounge space is prohibited.
- Students and organizations utilizing an office must follow all Stockton University and State policies in accordance with the Stockton Student Handbook.
- Recommendations for continued office usage will be reviewed at the conclusion of each semester.

CLUB LOCKERS

- Lockers are leased for a one year period. Renewal applications are due April 1st.
- Student organizations who were assigned an office will not be assigned a locker (unless approval is received by the Director of Student Development).
- The use of lockers are made available to organizations in good standing (completed roster is on file for the Fall and Spring(current) semesters, attends all required meetings, meet with their Student Development advisor on a regular basis, and other requirements to be an active organization)
- Priority is given to those organizations with at least 15 or more members (a waitlist will be formed once all lockers have been assigned)
- Keys for lockers will be kept with Student Development and will only be accessible during Student Development office hours.
- The fee for a lost locker key/combo lock is \$75.00. Student club or responsible student will be billed this amount should the key/lock not be available for club to access locker or returned by May 1st.
- Lockers will be inspected twice during the year (both Fall and Spring). Student organizations are responsible keeping the lockers clean and maintaining them.
- All lockers must be clear of any magnets, stickers, postings or flyers.

STUDENT ORGANIZATION FUNDING

FUNDING ELIGIBILITY

The following organizations, groups, units, or offices are eligible to apply to the Student Senate for funds from the Stockton University activity fee:

- A. Sponsored organizations.
- B. Non-profit corporations, which provide a service to the Stockton University community on a contract basis.
- C. OTHER CONSTITUENCIES OF STOCKTON UNIVERSITY, WHICH PROPOSE AND/OR OFFER PROGRAMS CONSIDERED OF BENEFIT TO THE STOCKTON UNIVERSITY COMMUNITY.

FUNDING PROCEDURES

All organizations that require funds to achieve their stated objectives must prepare a complete financial statement delineating both projected sources of revenue and projected expenses. All budgets should be prepared for the entire school year. Supplemental budget requests are also encouraged if Stockton University activity fee accounts permit.

REQUESTING AN ANNUAL BUDGET

All budgets must be submitted on a budget request form obtained from the Office of Student Development. The Student Senate shall review budgets for the next school year during the spring term.

The Office of Student Development stands ready to assist organizations in preparing appropriate budgetary statements. Once this statement has been completed, one copy should be delivered to the Office of Student Development. The office will review the budget and make a recommendation to the Student Senate. The Student Senate will review the proposed budget and make recommendations to the Dean of Students or his/her designee.

Each organization is encouraged to keep an accurate record of its finances separate from any accounting done by the Office of Student Development. This record should serve as an aid to groups in planning their activities. Information on how to set up financial accounts is available through the Office of Student Development.

STUDENT SENATE SUPPLEMENTAL BUDGET REQUESTS

Clubs who are new, on a probation period, or in need of more funds to augment their budget can request a supplemental. Supplemental requests are a way for clubs and organizations who do not have enough funds to host desired programs and/or attend conferences.

The clubs must:

1. Meet with the Executive Cabinet of the club and figure out the supplemental request amount.
2. Obtain a supplemental form from the Office of the Student Senate, Resource Room, or Office of Student Development.
3. Include dates and times for the program, club contribution, and personal contribution (if any), and supplemental amount.

4. Meet with student development advisor **at least** one week or more (please refer to Student Development and/or Senate website for supplemental due date schedule) before meeting with the Finance Committee. Bring all supporting documentation for supplemental.
5. The Student Senate Finance Chair will verify the Student Development advisor's signature before the meeting. A signature must be obtained before club can meet with the Finance Committee.
6. Attend Finance Committee meeting. The Finance Committee will ask questions in a content neutral manner and recommend a funding amount or recommend not to fund the request.
7. Attend Student Senate meeting to give a brief overview of the program, trip, or conference for which the club is seeking funds.
8. Club officers should be prepared to answer questions from the Student Senate.

EVALUATION OF ANNUAL BUDGET PROPOSALS

The Student Senate has set up guidelines for the distribution of funds to several basic categories of Stockton organizations. They are the following:

Special Interest Organizations: Groups that pursue programs with a limited focus, primarily of interest to the club members only.

Service Organizations: Groups that provide such services as referral centers, community health needs, and environmental concerns.

Non-profit Corporations: *Argo*, the student newspaper.

Supplemental Requests: This category exists to meet the needs of new organizations and augment the budgets of existing organizations.

Proposals for funding will be evaluated with the following interests in mind:

- Programs and activities that contribute to a balanced co-curricular calendar for Stockton University will receive primary consideration. So that proposals may be fully evaluated, organizations should clearly explain their plans for using funds requested that includes identifying tentative dates for planned programs as well as projected revenues.
- Organizations that have provided activities and services in the past that meet the needs of the Stockton University community will receive primary consideration. Those that have established a good "track record" by conscientiously following through on their proposals will have an advantage in the competition for funds.
- Organizations that have demonstrated effective leadership will also receive special consideration.

Organizations can supplement Stockton University -appropriated funds by their own efforts. All such additional funds must be fully recorded as revenues, fully accounted for as expenditures, and fully reflected in the accounts of the organizations. If materials, etc., use the name of Stockton, the plans for raising funds must be approved by the Office of Student Development.

DEPOSITING REVENUE IN AN ORGANIZATION'S ACCOUNT

All fund raised money or revenue must be deposited into your organization's account. To deposit revenue, complete a Student Organization Revenue Report (deposit form) along with the revenue to the Office of Student Development. The Office of Student Development will then record and deposit the money into the club's revenue account, and will provide a copy of the deposit form.

FUNDING EVALUATIONS OF ORGANIZATIONS

At the conclusion of each academic year, the Office of Student Development and Student Senate will evaluate the merits of budget proposals for the ensuing year.

The Office of Student Development and Student Senate Finance Committee will evaluate each organization based on a financial audit of each organization receiving activity fee funds. The audit report will establish the extent to which an organization has met the fiscal control standards of Stockton University and the requirements of its own spending plan.

An organization's association with, recognition by, and financial assistance from Stockton University are matters of trust and privilege. Thus organizations are subject to loss of these privileges for failure to maintain proper financial records. Specifically, a recipient is subject to disciplinary action if any of the following situations occur:

- A. Funds are used for purposes other than those for which they were originally budgeted and approved by Student Senate, the Office of Student Development and the Dean of Students. Changes cannot be made to support activities specifically denied by the Student Senate, Office of Student Development and the Dean of Students.
- B. There is evidence that funds and/or equipment have been stolen by or in collusion with the recipients.
- C. Stockton University regulations or policies have been violated.
- D. Organization members have violated civil ordinances and/or state laws carrying out organization activities.

Any report of discrepancies and/or violations should be submitted to the Office of Student Development, which will evaluate the report and present its findings to the Student Senate for its review. Written complaints may also be received from other sources at the discretion of the Student Senate. The Student Senate will hear such complaints as a whole or by a committee of the Student Senate specifically charged to review such complaints. The Senate will consider these complaints, call appropriate witnesses, and recommend a course of action to the Dean of Students, who will impose sanctions as appropriate. All appeals from such sanctions must be submitted in writing to the Dean of Students within two weeks from the date of notification of the sanction.

The Student Senate or office of Student Development may recommend and the Dean of Students may approve the following sanctions singularly or in combinations:

- A. Written reprimand to the violator
- B. Probation for a specified time or until specified conditions are met

- C. Reduction or suspension of allocated funds
- D. Suspension of the right to apply for funds
- E. Removal of recognized status of an organization
- F. Initiation of an official complaint charging violation of the Campus Code of Conduct

FUNDING LIMITATIONS

The following organizations, groups, items, or individuals are not eligible for use of funds from the Stockton University activity fee:

1. Independent, off-campus/non-Stockton University organizations, organizations that are not Stockton-based organizations are not eligible for funds
2. Organizations and activities that discriminate in regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability
3. Academic equipment or supplies, which should be purchased with monies allocated to academic affairs or the library
4. Academic programs (any program where credit is received)
5. Items that are not essential to the operations of the organization
6. Loans to students, faculty, staff or any person
7. Payment of personal membership dues, assessments, or other costs of an off-campus organization that could be transferred off campus
8. Rental of non-Stockton University facilities or payment of consultants without prior approval of the Office of Student Development
9. Social welfare donations. Only profit from a fund-raiser (revenue minus Stockton University activity fee used to fund the program) may be donated to the charity, bail bond, and similar activities that meets individual social goals and/or obligations
10. Closed social gatherings
11. Gifts. Any gift must be approved by the Office of Student Development. Gifts are defined as expendable supplies used by individuals for personal gain or benefits. Gifts cannot be given to any employee of the university or outside vendor. Money to pay a gift must come from revenue or from the members, not from the student activity fee. Gift guidelines are as follows:

- a. The value of the gift should be limited to \$50.
 - b. Gift may not be in the form of cash or bank issued gift cards.
 - c. A record of the identity of the recipients must be filed with Accounts Payable (Prize Receipt).
- 12. Equipment with such narrow and specific uses that it cannot be easily “recycled” back into the campus community.
- 13. Alcoholic beverages or support of a program where alcohol is present.
- 14. Sponsored organizations may not co-sponsor an event with an independent organization, off-campus/non-Stockton University organization or non-profit corporation where the Stockton University activity fee is used to support the event
- 15. Gifts for advisors or members, with the exception of awards/plaques

Using Your Club Budget

OBTAINING A CHECK FROM THE OFFICE OF STUDENT DEVELOPMENT

- A. Making or arranging for the purpose of the desired item(s), and securing a quote, should always be done in advance of delivery of the item(s). A letter of agreement/contract will serve this purpose for a performance, lecture, etc. The Office of Student Development cannot process a check requisition without the proper documentation, i.e., quote, contract, or letter of agreement.
- B. Submit a completed Student Activity Fund Expenditure Requisition Form (check requisition) to the Office of Student Development for approval.
- C. The Office of Accounts Payable will mail the check to the vendor once backup documentation is provided by the Office of Student Development.

NOTE: Only the two authorized representatives of each sponsored organization may sign organization check requisitions. These names are kept on file in the Office of Student Development. Also, a person may not sign a requisition asking for a check to be made payable to him or herself or to have a check picked up when that vendor is set up with Net 30 terms.

PROCESS FOR PURCHASING SUPPLIES FROM OUTSIDE VENDORS OR AGENTS

- A. Student initiates expenditure and meets with the Office of Student Development advisor for permission to complete purchase.
- B. Determine whether the vendor is registered with Stockton University. If not, work with vendor and the Office of Student Development to obtain a W9 form for vendor registration.
- C. After receiving a quote from the vendor, the Student Development staff enters a requisition in Banner for approval.
- D. The Office of Purchasing converts requisition to a purchase order and sends it to the vendor.
- E. Vendor receives the purchase order and then ships the goods.
- F. Receiving Department delivers items to the Office of Student Development.
- G. Student Development staff does electronic receiving in Banner.
- H. Accounts Payable processes payment once the invoice is received, and then mails the check to the vendor.

BIDDING GUIDELINES FOR PURCHASING SUPPLIES FROM OUTSIDE VENDORS OR AGENTS

- A. For all items less than \$4,999.99, competitive quotes are not required.
- B. All items in the range of \$5,000.00 - \$32,099.99 must receive prior approval of the Office of Student Development, and three telephone or written quotations must be obtained. All three quotes must be maintained and attached to the check requisition form.
- C. More than \$32,100.00, formal advertised bid will be coordinated through the Purchasing Department or a bid waiver will be required.
- D. For all entertainment and performers less than \$32,099, no bidding is required. A bid waiver is required for bids in excess of \$32,100.
- E. Any purchases or contracts over \$4,815, the vendor/artist/performer must produce a New Jersey Business Registration Certificate and be a registered Stockton University vendor and registered with the State of New Jersey Division of Revenue.
- F. For services where the vendor will be on Stockton University property a certificate of insurance is required, as deemed appropriate by the Office of Risk Management.
- G. Leasing of rental equipment is not permitted without original vendor quote and certificate of insurance as deemed necessary by Risk Management.

All Stockton University purchasing must be done in accordance with appropriate State laws, regulations, policies and procedures, which include laws related to Small, Women, and Minority Businesses, and New Jersey Business Registration.

PROCESS FOR HIRING A DISC JOCKEY

- A. Student initiates expenditure and meets with the Office of Student Development advisor for permission to host an event.
- B. Determine whether the DJ is registered with Stockton University. If not, work with the DJ and the Office of Student Development to obtain a W9 form for vendor registration.
- C. All DJs in which Stockton University procures services over the amount of \$4,815 either directly or through other organizations are required to provide proof that they have a New Jersey Business Registration. Information regarding the Business Registration is located in the State of New Jersey Department of Revenue website.
- D. Selected DJs may need to have proof of comprehensive general liability insurance of \$1/\$3M, automobile liability and workers compensation insurance. Approved DJs should also be able to provide sufficient proof that they have addressed anti-piracy laws regarding copyrights, royalties, etc. through licensing agreements and/or insurance.

- E. After receiving a quote from the DJ, secure a contract from him/her, inclusive of rider/performance requirements and payment invoice. The Office of Student Development will then submit a contract request to the Office of Staff Counsel for a designated contract number. Stockton University will use that contract number to draft up its own contract. Stockton University's contract overrides the DJ's contract. Also, the DJ's contract will be reviewed by Stockton University's Staff Counsel Office and Risk Management staff. Once it has been reviewed, it must be returned to the DJ for signature. He/She will return it to Stockton University for final signature by the Director of Student Development and/or the Vice President of Administration and Finance. A copy of the fully executed contract will then be sent to the DJ by the Office of Student Development. If he/she does not supply a contract, Stockton University's authorized contract will solely be used. All DJs must sign a contract (even if they are not receiving compensation) prior to performing on campus. **Only staff designated by Stockton University are permitted to sign contracts on behalf of Stockton University.**
- F. The DJ must have a signed contract in place prior to the event indicating that he/she will be responsible for indemnifying and holding harmless Stockton University from all risks, losses or claims arising out of their performance of the contract. Stockton University is not permitted to indemnify any of the DJs, and these provisions will be removed during review.
- G. The DJ should provide his/her own equipment and check in with the campus police before transporting his/her equipment on campus.
- H. It is suggested that any groups procuring a DJ plan ahead and allow at least 30 business days prior to the event to ensure that the contract process is completed correctly and all documents are signed by Stockton University's authorized contracting person.
- I. After the performance Student Development staff will enter a Direct Pay request in Banner for approval.
- J. Accounts Payable processes payment and mails the check to the vendor once backup documentation is provided by the Office of Student Development.

PROCESS FOR REQUESTING THE USE OF AN EXTERNAL FOOD VENDOR

- A. Student initiates expenditure and meets with the Office of Student Development advisor for permission to host an event. Written permission must be received from Chartwells to use external food vendor.
- B. Determine whether the vendor is registered with Stockton University. If not, work with vendor and the Office of Student Development to obtain a W9 form for vendor registration. If the amount exceeds \$4,815, they must also be registered with the State of New Jersey Division of Revenue.
- C. Student organizations must present the following information to the Office of Student Development when requesting the use of an external food vendor:
 - 1. A copy of the vendor's current insurance, which would cover product liability for the coverage of the delivery of food off premises for this event.
 - 2. A copy of a current certificate covering the vendor's status as approved by the State and County Health Department.

- 3. A legal waiver absolving the organization's students association and Stockton University of all legal responsibility in reference to the preparation and the service of the food for this event.
- D. After receiving a quote from the vendor, an ARE Form will be submitted by the Office of Student Development and must be approved by Administration and Finance.
- E. Presentation of a contract that must be reviewed by Stockton University's administration and the Attorney General's Office for appropriate legal advice.
- F. After the event Student Development staff will enter the Direct Pay request in Banner for approval.
- G. Accounts Payable processes payment and mails the check to the vendor once backup documentation is provided by the Office of Student Development.

PROCESS FOR USING INTERNAL FOOD SERVICES TO CATER AN EVENT

- A. Student initiates expenditure and meets with the Office of Student Development advisor for permission to host an event.
- B. A student from the organization meets with the Director of Chartwells' Food Services or his/her representative to develop a tentative menu with a corresponding price list for a specific event.
- C. The student must bring that Catering Request Form to his/her advisor for approval.
- D. The advisor reviews the form and determines if it is appropriate and if funds are available. The Office of Student Development will submit the ARE Request for approval of the catering expenses.
- E. If approved, the advisor will sign the Chartwells contract and have it returned to food services. The advisor's signature on the contract guarantees payment of food services for that amount. Food services must receive this signed contract at least seven days prior to the scheduled event.
- F. A final bill from food services will be issued for payment following the event. All bills from food services for student organizations events should be sent directly to the Office of Student Development.
- G. If changes are made at a later date, payment cannot be guaranteed for any extra amount unless the advisor approves it.
- H. Make arrangements with the Office of Event Services Campus Center if food serving tables or a special setup is necessary.
- J. After the event invoice has been received, the Student Development staff will return it to Accounts Payable with the organization's budget information.
- K. Accounts Payable processes payment against the organization's budget.

FUNDRAISERS/VENDORS

The following procedures have been put in place to allow equal access and opportunities to all clubs and organizations and to ensure collection and accountability of funds while complying with Stockton University health and safety policies.

- A. A club/organization is permitted two fundraisers per month in the gallery. Three consecutive days will be considered one fundraiser.
- B. Table location is limited to Lower D, Lower I-J Galleries, Campus Center Coffeehouse and Campus Center Food Court. An organization is limited to a maximum of two tables each day and may not bring in additional tables. Stockton University reserves the right to limit the number and type of auxiliary displays.
- C. Organizations/vendors may solicit between the hours of 9:30 a.m. and 6:00 p.m., Monday through Friday. Exceptions to locations, days, and times may be made at the discretion of the Director of Student Development.
- D. The same item or product may not be sponsored by more than one club/organization on the same day. A schedule of vendors and products will be kept for reference in the Event Services and Campus Center Operations Office.
- E. Clubs/organizations will not be given permission to sell items that are sold by Stockton University contracted vendors, i.e., food service, bookstore, or vending machines.
- F. The Request for Gallery Table form must be approved by your Student Development advisor, at least two business days before the event to verify date availability. The Event Services and Campus Center Operations will give final authorization of the project and notify the club/organization representative.
- G. The cost for external vendor space is \$45 per day for a maximum of two tables. An introductory fee of \$25 per day may be offered for first-time vendors once each year. The vendor is responsible for paying the fee at the Event Services Campus Center before setting up for the day. A permit to solicit will be issued to the vendor after payment is made. The vendor must display this permit while selling. Students are not to accept payments from vendors.
- H. The Event Services and Campus Center Operations will collect fees and make deposits directly to the appropriate club/organization account.

PRIZES AT EVENTS

We know that student funded organizations like to provide incentives, such as prizes, at events. The following policy is to be followed for all funded student organizations:

1. The amount/value of the prize shall be limited to \$50 (unless approval is given by the Director of Student Development)

2. If utilizing gift cards as a prize, they must be purchased from a registered business vendor at least two weeks in advance
3. Prizes may not be in the form of cash or bank issued gift cards
4. Only current registered Stockton students are allowed to win prizes
5. Members of the sponsoring organization are prohibited from winning prizes at their events
6. Sponsoring organization must have all individuals who win a prize complete a prize receipt and return to the Office of Student Development along with a copy of the event flyer.

REQUESTS FOR EXPENDITURES

Requests for expenditures by organizations against their allocated funds will be made on a Student Activity Fund Expenditure Requisition Form (check requisition) to the Office of Student Development. This office will review the expenditure request to ascertain that it is within the purpose approved in the budget and that it conforms to the spending plan. No requisition will be processed that is not accompanied by proper original supporting documents, i.e., contract or quote. If the office believes that the expenditure request is inaccurate, it will so advise the requesting organization.

All bills, payments, or contracts sent to the Office of Student Development must be addressed to the organization in care of the Office of Student Development. The office will facilitate the billing of the appropriate organizational account. Mail for organizations will be placed in mailboxes provided in the Campus Center.

THE OFFICE OF STUDENT DEVELOPMENT WILL NOT TAKE RESPONSIBILITY FOR ANY PURCHASE MADE WITHOUT THE PRIOR APPROVAL OF THE DIRECTOR OF STUDENT DEVELOPMENT OR HIS/HER DESIGNEE.

The Office of Student Development maintains an accounting record, which distinguishes the accounts of each organization. This office shall process promptly (normally within 30 days) the requisition for an expenditure forwarded by the requesting organization. This procedure shall provide an appropriate record for the organization.

PROCESS FOR SECURING PERFORMER'S/PRESENTER'S CONTRACT

- A. Student initiates expenditure request and meets with the Office of Student Development advisor for permission to host an event.
- B. Determine whether the vendor is registered with Stockton University. If not, work with vendor and the Office of Student Development to obtain a W9 form for vendor registration. If the amount is over \$4,815, the vendor must also be registered with the State of New Jersey Division of Revenue.
- C. Secure preliminary information about the performance, e.g., approximate costs, possible dates, and possible site.
- D. Submit and receive approval for necessary Stockton University space and resources for anticipated dates, i.e., space, equipment and setup needs.

- E. Secure a proposal from the performer/presenter, inclusive of rider/performance requirements and payment invoice. The Office of Student Development will then submit a contract request to the Office of Staff Counsel for a designated contract number. Stockton University will use that contract number to draft up its own contract. Stockton University's contract overrides the performer's contract. Also, the performer/presenter's contract will be reviewed by Stockton University's Staff Counsel Office and Risk Management staff. Once it has been reviewed, both Stockton University's and the performer's contract will be returned to the performer/presenter for signature. The performer/presenter must return it to Stockton University for final signature by the Director of Student Development and/or the Vice President of Administration and Finance. A copy of the fully executed contract will then be sent to the performer/presenter by the Office of Student Development. All performers/presenters must sign a contract (even if they are not receiving compensation) prior to coming to campus. **Only staff designated by Stockton University are permitted to sign contracts.**
- F. After the performance Student Development staff will enter a Direct Pay request in Banner for approval.
- G. Accounts Payable processes payment and mails the check to the vendor once backup documentation is provided by the Office of Student Development.

EVENT PLANNING 101

CAMPUS CENTER TICKETING SERVICES

The Office of Event Services & Campus Center Operations provides a centralized student event ticketing service for use by student organizations and administrative offices affiliated with Stockton University. Ticketing services are handled thru the Information & Operations Desk located on the main level in the Grand Hall of the Campus Center.

Ticketing services are available Monday thru Saturday from 8:00 a.m. to 11:30 p.m. and Sunday from 10:00 a.m. thru 11:30 p.m. These times may be altered during holidays and official Stockton University breaks.

Cash, Checks, and Osprey Cash are accepted for transactions at the operations center, currently no credit or debit cards may be used to purchase tickets. Tickets must be purchased in person and are not available for Internet or phone orders.

Sponsored organizations may not deposit any funds in any account other than that set up for Stockton University activity fee. Independent organizations may contact the Office of Student Development to set up an account.

Sponsored organizations are required to account for their estimated revenue in the budget request that they submit each year. The Student Senate and the Office of Student Development will review the plan for this revenue and make recommendations on it. Each organization is required to spend its income in accordance with an approved plan. **Any revenue that exceeds the total amount of funds allocated by the Student Senate, including supplemental requests, may be carried forward to the next academic year. Exceptions to this must be approved by the Director of Student Development.**

CAMPUS CENTER AUDIO/VISUAL SUPPORT SERVICES

The Office of Event Services & Campus Center Operations maintains and provides a limited supply of audio/visual support for student organization events at Stockton University. Request for sound equipment should be indicated on the Request for Use of Stockton University Facilities Form along with a description of the equipment requested and its intended function.

For more information on the audio/visual capabilities and services offered by the Campus Center, please contact the Office of Event Services & Campus Center Operations at 609-652-4878.

TIMELINE FOR SCHEDULING FACILITIES FOR EVENTS

All paperwork should be completed at least three weeks prior to the date of the event so that appropriate arrangements may be made. Large scale events may require additional time to complete the facility / resource review and scheduling process. For events which are new, or determined to be high risk by Stockton University, space reservations will be listed as tentative until the leadership of the sponsoring organization completes all planning and information gathering meetings as requested by Stockton University. The Office of Student Development may decide to execute a "lottery" for events requesting historically popular dates, i.e., dances.

SCHEDULING ACTIVITIES AND FACILITIES

The facilities of Stockton University are regarded as institutional resources and they are to be utilized for the maximum benefit of the Stockton University community. Time, space and resource management is carefully pursued to ensure Stockton University's programs are delivered in the most efficient manner. It is the general policy of Stockton University to assign space and time to activities on the basis of their importance to the academic mission of Stockton University and how effectively they support what Stockton University is doing. The assignment priorities are in the following order:

- A. Provision of essential services.
- B. Academic Scheduling specified in the "master schedule of academic classes" and through non-specific-modules courses and programming offered by graduate and continuing studies.
- C. Institutional programs that complement the academic and co- curricular activities.
- D. Student sponsored programs.

It is important to remember that space includes all Stockton University property, not just rooms in buildings. Thus, organized activities that require plazas, galleries, classrooms, athletic facilities, etc., must also be requested through the above procedures with the Office of Student Development.

The Office of Student Development will assist clubs in selecting dates and times for activities, which will promote a balanced program. Clubs planning performances or special campus events must check with the Office of Student Development so that their programs will not conflict with previously scheduled activities, conferences on campus, special test dates, etc.

Understanding that Stockton University's resources are limited, requests will be scheduled in the most reasonable and efficient manner. All requests for facilities and resources to support events will be evaluated against:

- A. The established [Annual Programming Calendar](#)
- B. Facility and availability of resources, labor and equipment
- C. Appropriateness of the requested venue
- D. Risk Management Assessment

Approval of space for all on-campus co-curricular functions by recognized student organizations at Stockton University is requested through the Office of Student Development. Student organizations must have signed permission by their advisor before requesting space from the Office of Event Services and Campus Center Operations, Campus Center Suite 241.

The Office of Events Services and Campus Center Operations schedules space for all on-campus co-curricular functions at Stockton University. In order to request space for a function, a [Request for Use of Stockton University Facilities Form](#) must be filled out containing all information pertinent to the planned event such as date, time, expected attendance, specific room request, etc. Only signed forms will be reviewed.

When space is reserved, arrangements can be made for audio-visual services, security, food services, and room set ups. Prior to scheduling space for the use of any purpose, the individual, group, club or organization desiring to use Stockton University facilities must agree to assume full responsibility for damages to property and to pay for damages incurred. Additionally, Stockton University expressly disclaims any liability for any personal injuries incurred while using a Stockton University facility. The Office of Event Services will assist with arranging support services.

RAFFLES & GAMES OF CHANCE

**Policy adopted from Rutgers University*

Games of chance, limited to raffles and bingo, are lawful activities in the State of New Jersey when, and only when, the sponsoring organization is registered with the state and licensed with the local township in which the drawing takes place and the prizes are awarded. The initial procedure to register a sponsoring organization and license their activity is as follows. Additional guidelines from the New Jersey Legalized Games of Chance Control Commission may apply once a sponsoring organization becomes registered.

The sponsoring organization must first submit an Initial Affidavit and Application for Biennial Registration (found at: <http://www.state.nj.us/lps/ca/lgccc> at the bottom of the page, click Applications), along with the organization's constitution and bylaws, to the New Jersey Legalized Games of Chance Control Commission. Political clubs and organizations are not eligible to apply for registration.

There is a fee for the registration certificate (\$100, nonrefundable) and it is a biennial (2-year) registration for the requesting organizations. Checks must be made payable to the "Legalized Games of Chance Control Commission." If approved, the registration certificate will be mailed to the requesting organization along with a copy of the legalized games of chance laws for the State of New Jersey, which usually takes up to 90 days if the application is filled out completely and satisfactory. For additional information, contact:

New Jersey Legalized Games of Chance Control Commission
P.O. Box 46000
Newark, NJ 07101
(973) 273-8000
<http://www.state.nj.us/lps/lgccc/>

Activities covered under this law, and therefore require a state registration include:

- **Raffles:** raising money by selling numbered tickets, one or some of which are subsequently drawn at random, the holder or holders of such tickets winning a prize

- 50/50: a raffle lottery in which the prize is one half the value of all tickets sold during the event. A ticket stub with a serial number corresponding to a sold ticket is placed in a container for the purpose of a draw
- Bingo: bingo itself may be played as long as there are no financial transactions taking place to play

Activities not covered under this state law, and are allowed without state registration includes:

- Door prizes: all attendees have equal chance of winning an item based on each attendee receiving the same amount of tickets at entry
- Silent auctions: attendees bid on an item and highest bidder purchases the item

PUBLIC VIEWING OF MOVIES/FILMS

When you buy, rent, or borrow a DVD or videotape of a movie (or any other audiovisual work) made by someone else, you are certainly free to watch the movie yourself, but beyond that, your rights are quite limited by law. In particular you do not have the right to show the movie to “the public”. In most cases, doing that requires a separate “public performance” license from the copyright owner.

Stockton students often want to show movies or videos in classrooms and other public spaces for their clubs, organizations, or just for fun. Unless you acquire the films with public performance rights you will be breaking the copyright law. In order to be legal you have to get the film from a vendor that provides you the movie with public performance rights.

Stockton University student organizations are required to follow a number of guidelines regarding movie showings in the Campus Center and in other venues on campus.

What is a Public Performance?

Section 101 of the copyright law says that a performance is public if it is in a public place or if it is in any place if "a substantial number of persons outside of a normal circle of a family and its acquaintances" is gathered there. Virtually every auditorium, classroom, meeting room, and residence hall lounge on the campus is to be considered a public place, so screening a video there is considered a public performance.

The showing of a movie will be considered to be a “public performance” if either of the following is true:

- You will be showing the movie to people other than members of your family or a small group of your friends.
- You will be showing the movie in a place that is open to people other than members of your family or a small group of your friends (for example, a classroom, auditorium, or theatre, whether or not any such people attend).

Is there an applicable exception to the license requirement?

Even if your proposed showing will constitute a “public performance”, you still will not need to obtain a license if any of the following is true:

- You will be showing the movie in the course of “face-to-face teaching activities” that will take place in a classroom or similar place devoted to instruction (that is, not in an auditorium or other public venue, unless it is being used for, and restricted to participants in, the teaching activities), the movie performance is noted in an official course syllabus, and you have a legitimate copy of the movie (which, in general, does not include one that you have videotaped yourself from a broadcast).
- Your copy of the movie came with an express license authorizing the particular manner of showing. For example, some educational movies, such as those purchased directly from California Newsreel at the “institutional” price, come with licenses to show the movies for certain noncommercial institutional purposes.
- The movie you wish to show is in the “public domain”. Determining whether a particular movie is in the public domain can be quite difficult, and even movies that are quite old can still be protected by copyright. The Public Domain Movie Database publishes a list of movies it believes to be in the public domain, but it is neither complete nor authoritative.

Note, however, that there is no general “educational”, “nonprofit”, or “free of charge” exception. Even a showing that is all three of those things will require a license if it constitutes a “public performance” and does not fall within one of the exceptions listed above. Thus, most showings outside of the class context will require licenses.

If you do need a “public performance” license, you can obtain on in either of the following ways:

- A. By renting the movie directly from a distributor that is recognized to grant such licenses, such as Swank Motion Pictures, Inc., rather than from a video store. The Office of Student Development can assist student organizations in selecting and obtaining a film.
- B. Owning a copy of the movie that comes with public performance rights.
- C. Getting written public performance rights from the copyright holder. (We will accept a letter from the company, filmmaker, producer, or director of the film.)

In most cases, you will be eligible for a “non-theatrical” public performance license, which is considerably cheaper than what a commercial cinema must pay. Still, the cost is likely to be at least several hundred dollars, especially for the most recent movies. That may seem unreasonable, but keep in mind that inability or unwillingness to pay is not a valid defense to a copyright infringement lawsuit.

What about Netflix and other on-demand internet streaming media services?

According to the terms of use and privacy statements of Netflix and other on-demand internet steaming media services, any content viewed through their service is for an individual’s personal and non-commercial use only. During an individual’s Netflix membership, they grant you a limited, non-exclusive, non-transferable, license to access the Netflix service and view movies and TV shows through the service on a streaming-only basis for that purpose. Except for the foregoing limited license, no right, title or interest shall be transferred to you.

When you agree to use the Netflix service including all features and functionalities associated with the service you also agree to use them in accordance with all applicable laws, rules and regulations, including public performance limitations or other restrictions on use of the service or content therein.

BARBEQUE/CAMPFIRE PERMIT

Under the supervision of the Chief of Police, and in cooperation with the State Fire Marshall and Forestry Service, requests for a Fire Permit for a barbeque or campfire on campus can be submitted through an [online request](#) via the Campus Police website. Any sponsoring organization or individual is required to apply for a Fire Permit at least one week before the scheduled event. No accelerants (lighter fluid, propane, gasoline, etc.) may be stored in residence halls or Stockton University offices.

PUBLICIZING AN EVENT

All publicity efforts must be approved by your Student Development advisor and should clearly indicate the sponsor of the posting.

POSTING GUIDELINES

- A. Advertisement for club/organization events must be approved for posting by the Office of Student Development prior to being delivered to Event Services for posting on the gallery kiosks.
- B. Student Development will perform a content neutral review of all information on the posting, but any posting that would be deemed illegal or speech not protected by the first amendment will be denied. This may include but will not be limited to true threats, inciting lawlessness, fighting words, obscenity, and libelous/defamatory content.
- C. Clubs/Organizations wishing to have advertisements posted on the gallery kiosks should have 18 approved copies delivered to the Office of Event Services and Campus Center Operations located in Campus Center Suite 241. Kiosk postings will be limited to two weeks. The Office of Event Services will post the flyers. Requests should be received a minimum of one week prior to the event.
- D. Clubs/Organizations wishing to have advertisements posted in the campus housing facilities should deliver 90 approved copies to the Residential Life Office located in A-100 of the Housing II Complex. Residential Life will distribute 50 copies to the Residence Halls and Townsend Residential Life Center and 40 copies to the Apartments, Lakeside Center and Housing IV and V. Requests should be received a minimum of one week prior to the event.
- E. Clubs/Organizations wishing to have advertisements posted on the gallery walls should submit an advisor approved Request for Wall Posting form. The form, plus the approved copies, should then be delivered to the Office of Event Services. Club/Organization members are welcome to assist Event Services staff with this process. Requests should be received a minimum of one week prior to the event.
- F. Advertisements may not be placed on windows, doors, poles or any unapproved wall space. Clubs/Organizations found in violation of this policy may face disciplinary action.
- G. Table tent advertisements can be used on a limited basis. Clubs/Organizations wishing to place

table tents in the N-Wing or Campus Center cafeterias must have approval from the Chartwells Dining Facility Manager. Once approved, the following numbers table tents should be delivered to Event Services for distribution: 50 for N-Wing Student Cafeteria; 80 for Campus Center Food Court. Table tents will be removed at the end of the day.

- H. Sponsored vendors, independent groups and clubs/organizations approved for table space in the I/J gallery may post only on the walls directly behind their assigned tables. Blue painter's tape is the only approved method for posting materials on the walls.

USING THE PRINT SHOP

- A. Communicate your printing needs with your Student Development Advisor and provide them with the file(s) of the documents you wish to print.
- B. All publications of student organizations, at the minimum, must contain a statement, prominently displayed, which clearly identifies the relationship of the student organizations to Stockton University, i.e., similar to the one the *Argo* is using. For example, the statement should be as the following:

The (name of publication) is not an official publication of Stockton University, but is published by (name of organization), a student organization funded from the University's activity fee. The views expressed do not necessarily reflect the opinions of Stockton University.
- C. The Print Shop request form will be completed electronically by your Student Development Advisor
- D. When the work is completed, you will need to visit the Print Shop in Lower E-Wing to pick up your order.
- E. When the printing request form has been returned, the Accounting Office will deduct the cost of the request directly from the organization's account.

The *Argo* has a different relationship, and should continue displaying the information contained in the masthead of the February 21, 1988 issue. *Argo* stationery should clearly display the same information to avoid any possible misunderstanding of their relationship to Stockton University .

ELECTRONIC PUBLICATION GUIDELINES

The Stockton University website (www.stockton.edu) is an official publication of Stockton University. The websites of recognized student organizations of Stockton University may be listed as links on Stockton University's official Web site. However, the linked pages of student organizations of Stockton University are not official publications of Stockton University and should have a statement to that affect prominently posted on their website. An organization that has a formal relationship with Stockton University and supports the legitimate educational, administrative and mission-centered programs of the institution, such as, for example, a vendor providing contracted services on campus, may be listed as a link on an official Stockton University website.

EVENT MANAGEMENT POLICIES

Student Organization Program Planning Checklist

PRE-PLANNING

- ___ Identify a purpose and determine content/format of your event.
- ___ Ensure there is adequate time to plan and implement your program.
- ___ Discuss potential risk management concerns with your advisor(s).
- ___ Develop a budget for your event and determine if you will need to seek additional funding. If extra funding is needed, consider reaching out to other clubs or departments who might be interested in collaborating with your club. Your organization can also complete a Supplemental Budget Request with Student Senate. See advisor(s) for details.
- ___ Determine an ideal date/time/location for your program and alternate dates/locations. Check R-25 Event Calendar to see if space is available. Also, be sure to check whether your program will conflict with any other major events.
- ___ Refer to the Student Organization Manual for detailed information about applicable policies.
- ___ Speak with all of your advisor(s) about the proposed event early in the planning process.
- ___ Remember to utilize the staff and supplies in the Student Development Resource Room while planning your event!

PLANNING CHECKLIST

- ___ Reserve space for your event by completing a Request for the Use of College Facilities Form. Include diagram of the desired room layout and specify audio/visual needs. You will receive a confirmation from Event Services in your club mailbox or from your advisor once the request is confirmed.
- ___ Follow up with Production Services regarding specific technical needs.
- ___ If event is ticketed, arrange for tickets to be sold from Campus Center Information Desk by completing online form.
- ___ Complete Guest Speaker Contract for any non-Stockton speaker. This requires the speaker's name, mailing address, email address, event date/time/location, presentation topic, amount paid (if applicable), and completed W-9 Form if speaker is being paid. An invoice should also be requested if payment is involved.
- ___ Complete Standard Services Contract. This requires vendor quote/contract and rider (if applicable), event date/time/location, amount paid, W-9 form, and completed Business Registration Form (if vendor is not yet registered. An invoice should also be requested if payment is involved.
- ___ Submit Fire Permit if grills are being used at event.
- ___ Contact catering@stockton.edu to request food contract. Your Student Development advisor will sign off on the final order.
- ___ Request quotes from vendors for promotional items.
- ___ Submit Check Request Forms at least two weeks before your event for any items, materials, or prizes needed. Please attach quote from vendor, if applicable.
- ___ Complete ULTRA form if applicable.
- ___ Coordinate volunteers for day of event.

MARKETING CHECKLIST

- ___ Provide flyers to your Student Development advisor to be posted around campus by Event Services.
- ___ Complete TV/LED Request.
- ___ Contact *The ARGO*, SSTV and WLFR with event information .
- ___ Create Facebook Event.
- ___ Post ad on Stockton Student Development Facebook page, Stockton University Facebook page, Organization Facebook pages, and the personal profiles of members.
- ___ Tweet @StocktonStuDev, @Stockton_edu, and @RSCCampusCenter.
- ___ Announce at Student Senate meeting and other club meetings.
- ___ Reserve Gallery Table to promote your event.
- ___ Place flyers in club mailboxes.
- ___ Lastly, remember the importance of word of mouth!

DAY-BEFORE/ DAY-OF CHECKLIST

- ___ Confirm details with speaker/presenter/bands.
- ___ Check with your Student Development advisor to ensure all contracts have been fully executed.
- ___ Review room confirmation details.
- ___ Post a Facebook reminder and complete any other last minute publicity for your event.
- ___ Arrive early for set-up.
- ___ Pick up food from Chartwells (if applicable).
- ___ Begin your program on time.
- ___ Collect attendance numbers. Utilize ULTRA Attendance Sheet, if applicable.
- ___ Introduce speaker/presenter.
- ___ Collect Prize Receipt Form(s) (if applicable).
- ___ Collect evaluations and feedback from participants.
- ___ Clean Up.

FOLLOW UP

- ___ Turn in Prize Receipt Form(s), along with a copy of event flyer to Office of Student Development.
- ___ Submit ULTRA Attendance Sheet to the Office of Student Development, if applicable.
- ___ If revenue is generated at event, return money to the Office of Student Development with completed deposit slip the next business day.
- ___ Return any borrowed equipment.
- ___ Review feedback from participants and planning committee.
- ___ Send thank you to presenters and planning committee.
- ___ Submit attendance numbers and event assessment to your advisor(s).

MITIGATING RISK

In order to ensure the safest event possible for students, staff, alumni, guests and vendors, certain risk indicators and the likelihood of their potential effect on the event will be evaluated. This evaluation will be completed by the Offices of Student Development, Campus Police, Event Services and the facility manager as appropriate. Proper health, safety and security procedures will be arranged according to the level of risk assessed for the event. These risk indicators include admission procedures, advertising, presence of alcohol and/or food, artist/lecturer/activity, cash management, concurrent events, construction, environmental impact, potential/expected attendees, sponsorship, venue, event history, nature of the event, scheduled time, number of attendees, parking, and other possible risk indicators. Events involving significant guests, door tickets sales and/or cash transactions and requiring two admissions points as described below, will require representatives to meet with the facility manager and complete a Responsibility and Procedure Checklist. Minimally, this should occur one week prior to the scheduled event date. Sponsoring organizations may be responsible for the cost of security measures and staffing.

Event Insurance

In consultation with University Risk Management, certain events and activities may require event insurance to protect the participants and the university from loss. These high risk activities will be restricted to current students only and care must be given by the organizer to ensure the safety of all participants and the completion of any required waiver. Typical events that may require the sponsoring organization to obtain insurance include; open ocean swimming, ingestion of things not commonly understood to be food, interacting with wild or domesticated animals, impact sports, and fire or fireworks larger than a BBQ.

STUDENT SPONSORED SOCIAL EVENTS

All events of this type (concerts, band competitions, pageants, lectures, games, formal dances, etc.) will be reviewed by appropriate offices for risk, facility impact resource requirements. Based on this review, appropriate safety and security measures and staffing requirements will be implemented. Risk factors as listed in the section on Mitigating Risk will have significant impact on what measures are implemented. Safety and security requirements beyond what Stockton University can supply may be the financial responsibility of the sponsoring group (i.e. metal detectors, event insurance, security guards).

STUDENT ORGANIZATION SPONSORED DANCE PARTY PROCEDURES

Note: The procedures for dance parties have been adopted as the result of Task Force recommendations made and submitted during the spring 2013 semester. The Task Force consisted of students representing Greek Life, Student Senate and various clubs and organizations, along with administrators from Athletics, Campus Police, Dean of Students, Equal Opportunity Fund, Event Services and Campus Center Operations, Risk Management, and Student Development.

Definition: A Dance Party is a large-scale event/activity containing most or all of the criteria below:

1. Set-up consisting of most, or all, of the following: empty room, or almost empty room, minimal seating, minimal lighting
2. Attendance, or anticipated attendance is more than 50
3. A band or DJ provides the entertainment
4. Event is publicized to the public

5. Any part of the event is described by the sponsoring organization as a dance or party or a title descriptive of a similar event

Designated Facilities and Capacities for Dance Parties

I-Wing Gymnasium; capacity 350

Campus Center Event Room: capacity 300

Eligibility for Sponsorship

Recognized student organizations in good standing with the Office of Student Development may hold on-campus dance parties for social or fundraising purposes provided:

- One or more of the student leaders from each sponsoring organization has completed the required Dance Party Protocol Training.
- The sponsoring organization must have a minimum of eight (8) active members or must co-sponsor with an organization in order to meet this minimum number. As many as three (3) non-Stockton tri-chapter members will be permitted to work dance parties.
- The sponsoring student organization adheres to all guidelines articulated in this policy.

The ability to host any event on campus is dependent on the availability of the facilities and staff. As much advance scheduling as possible is always desired.

Approval, Scheduling and Registration Processes:

The sponsoring student organization(s) must be registered with and recognized by the Office of Student Development in order to schedule and publicize an event on campus and utilize campus facilities. All events must be officially registered and approved by both the Office of Student Development and the Office of Event Services prior to being advertised. A student organization may not advertise an event until official registration approval has been received from the Office of Event Services and Campus Center Operations.

At this time, requests for dances are taken on a first come, first served basis, as space is available. Final registration approval will depend on facility and resource availability. Organizations will assume financial responsibility for any damage, abuse, or loss of property that occurs as a result of their event. Payment for any facility damages will be taken directly from event revenues.

A representative from each sponsoring organization must meet the designated Student Development Advisor at least two weeks prior to the scheduled event to complete an "Event Responsibility Checklist" (to be revised upon acceptance of this policy). These individuals are responsible to share information regarding the sponsoring organizations roles with all members in a timely manner. Failure to do so may result in cancellation of the event.

Publicity Requirements

All advertisements/invitations/social media postings for dances and parties must include the following and must be approved by the Office of Student Development prior to being posted:

- Minimum age of 18 years
- I.D. requirements
- Event start and end time
- No ticket sales after 10:30 p.m.
- No admittance after 11:00 p.m.

- Cost of ticket
- Name of sponsoring organization(s)
- Metal detectors will be in use

Safety and Security

A major priority is the safety and security of students, faculty, staff and guests. Dance parties have inherent risks such as outside guests, late night scheduling, low lighting, open floor setup and young energetic attendees. To maintain a safe environment, a collaborative working relationship must be present between the sponsoring organizations, Campus Police, Student Development and facility managers. Below are the procedures designed to develop a collaborative, student-centered, working relationship and the safest environment possible.

The sponsoring organization representative(s) will meet with the Student Development advisor and a representative of Campus Police approximately two weeks prior to the event to complete a Dance Party Checklist, which outlines the sponsoring organization(s) responsibilities.

A pre-event walkthrough of the facility will be conducted approximately 30 minutes prior to the advertised start time of the event. Present for this walkthrough will be the eight (8) representatives from the sponsoring organizations, Campus Police, Student Development advisor, facility manager. The purpose of the walkthrough is to identify/define responsibilities for the event and build a collaborative working relationship.

Walkthrough and/or hand held metal detectors, operated by Campus Police, will be used at the event entrance unless determined otherwise prior to the event. Campus Police staffing patterns will be as follows:

- 2 officers for dances with 200 or less attendees
- 3 officers if attendance is between 200-300
- 4 officers if attendance is over 300 (capacity in any venue is 350 or less)

Note: In situations where Stockton University becomes aware of additional risks, staffing patterns may be increased and additional safety/security measures may be implemented. In such cases the sponsoring organization(s) will be informed as soon as possible. Campus Police has the authority to shut down the event if deemed necessary.

Attendance and Identification Requirements

- Stockton students will be required to show their Stockton I.D. when purchasing a ticket or when making original entry to the event. Students will not be permitted into the event without proper I.D.
- Stockton students are eligible to bring three Stockton student guests and must sign for their guest(s) at the event entry point. Guests must show their current Stockton University I.D. and some valid form of government issued I.D. Typically this would be a driver's license, military or county issued I.D. Guests will not be permitted entry to the event without proper I.D. and being signed in by their Stockton student host.
- The student signing in a guest will be held responsible for their guest's actions as outlined by Stockton's Code of Conduct.
- A maximum of 10 additional "VIP" guests will be permitted per event. These guests must have a ticket. They may be Stockton or non-Stockton individuals and must be identified on a "VIP" guest list submitted to the Office of Student Development a minimum of one day prior to the event. Individuals on this list will be required to bring some form of valid government picture I.D.

Event Ticketing and Financial Procedures

Sponsoring organizations must create a Stockton “pass-through” account by submitting a W-9 to the Office of Student Development and following all necessary instructions to create the account. Tickets for the event will be available exclusively through the Campus Center ticketing service with the following options:

- Sponsoring organizations may request to sell as many as 1/3 of the event tickets on their own prior to the event. Unsold tickets must be returned by 12 noon at least one business day prior to the event. Any unsold tickets not returned will be deducted from the available tickets for the event.
- Sponsoring organizations may request all available tickets be purchased at the Campus Center Information Desk.
- Sponsoring organizations will determine ticket pricing and configurations with their Student Development advisor and Campus Center staff during the ticketing contract completion process.

Note: Students will have the ability to purchase their ticket and their guest ticket(s) simultaneously or separately. Guests will not be able to purchase a ticket without their Stockton host being present. Ticket sales will not be available until the event has been confirmed by the Office of Events Services and Campus Center Operations and the required agreements have been signed.

Revenue from tickets sold through the Campus Center will be deposited into the organization’s Stockton account within two business days after the event. Organizations can access their funds by request to the Office of Student Development. Revenue from tickets sold by the organization will be the responsibility of the organization.

Students and guests must be in-line by 10:30 p.m. to purchase tickets the night of the event. Staff from Student Development and/or Campus Police and a representative from the sponsoring organization will enforce the 10:30 p.m. cut off time. No exceptions.

Non-sponsored student organizations may be subject to rental and/or staffing fees, but historically Stockton has not imposed any charges. Should any fees be imposed upon a non-sponsored group, such information would be disclosed prior to official confirmation of the event. Such charges would be paid from the event proceeds prior to release of any funds to the sponsoring organization(s).

Entry and Re-Entry

- Staff from the Office of Student Development will staff and manage the event entry point(s) with assistance from the sponsoring organization(s).
- Entry will only be permitted only through the established entry point(s).
- Stockton students and guests will be required show their I.D.(s) at the entry point(s), and print and sign their name on the attendance sheet provided by Student Development.
- The “VIP” guest list will be available at the entry point(s). Only those individuals listed will be permitted access without a Stockton student serving as their host.
- Stockton students and guests will be wrist banded after signing in prior to entry.
- No initial entry after 11:00 p.m. This means those who have purchased tickets must be wrist-banded at the entry point prior to 11:00 p.m. If a line of ticket holders is present, those in line at 11:00 p.m. will be permitted access. Staff from Student Development and/or Campus Police and a representative from the sponsoring organization will enforce this procedure.
- Reentering the event will be through the original entry point and wristbands must be shown.
- Exterior doors to facilities lock at midnight. Anyone exiting the facility after this time will not be able to return to the facility.

Sponsoring Organization(s) Responsibilities

1. The organization(s) is responsible for selecting at least eight student members who will be responsible for the assisting Student Development staff for the duration of the event.
2. These eight individuals must arrive 45 minutes prior to the advertised event start time
3. These eight individuals must wear an I.D. lanyard provided by the Office of Student Development.
4. Their responsibilities will be as follows :
 - a. Participate in a facility walkthrough prior to the event with staff from the Office of Student Development and Campus Police.
 - b. Assist staff from the Office of Student Development with checking I.D.'s, signing in students/guests, wrist-banding attendees.
 - c. Monitor access and egress points to prevent unticketed individuals from entering the event.
 - d. Monitor behavior of attendees and reporting any conduct violations or inappropriate behavior to Campus Police.
 - e. Inform the DJ that the last dance must be announced no later than 15 minutes prior to the official ending time of the event.
 - f. Assist staff from the Offices of Student Development and Campus Police in clearing the event venue in a timely manner.
 - g. Ensure that the DJ or band providing services at the event vacate the venue within 45 minutes after the conclusion of the event.

Note: Doors will not open until all eight designated members have arrived and been briefed on their responsibilities. Failure to meet the above responsibilities may jeopardize the ability to sponsor future dance parties.

Office of Student Development Responsibilities

1. Assure an advisor is present to assist in managing the event.
2. Check I.D.'s, sign in students/guests and wristband attendees prior to entry with assistance from the sponsoring organization(s).
3. Prohibit attendees without proper I.D. from obtaining a wristband or entering the event with assistance from the sponsoring organization(s).
4. Assist Campus Police in operating and managing the metal detector process.
5. Be responsible for reporting any conduct violations or inappropriate behavior to Campus Police.
6. Assist the sponsoring organization(s) and Campus Police in clearing the event venue in a timely manner.

Campus Police Responsibilities

1. Manage the operation of the metal detector with assistance from staff from the Office of Student Development.
2. Monitor behavior at the event.
3. Respond to behavior in violation of the Campus Conduct Code and/or matters that present health and/or safety concerns.
4. Assist the sponsoring organization(s) and staff from the Office of Student Development in clearing the facility in a timely manner.

Duration of Events and Ending Times

1. Events must end no later than 1:00 a.m. The sponsoring group will ask the DJ or band to announce a last dance/last selection no later than 15 minutes prior to the official ending time of the event.
2. Attendees will be expected to vacate the facilities no later than 15 minutes after the official ending time of the event.

3. DJ's, bands and sponsoring group members working the event are expected to vacate the facility no later than 45 minutes after the official ending time of the event.
4. Requests to go beyond these established time frames must be submitted in writing with good cause at the time of the original request.

Note: Established time limitations take into consideration the employees who work these events, including students, professional staff and time and personnel limitations of Campus Police.

EVENT CANCELATIONS

Student organizations needing to cancel an event must do so by contacting the Office of Student Development no less than 48 hours in advance of the scheduled event. Student Development will immediately notify the Office of Event Services and Campus Center Operations of the cancellation of the facility and support services. The Office of Student Development will also assist with canceling any contracted services (catering, DJ, speaker, etc). Organizations not adhering to this cancellation procedure may incur administrative and labor costs relative to the event. Additionally, services requested for an event, which are not utilized during the event, may also receive charges to cover the costs associated with the service.

TICKET SALES POLICIES & PROCEDURES

Stockton University recognized student organizations are encouraged to sell tickets through Campus Center Ticketing Services located at the Campus Center Information & Operations Desk. Administrative offices may also sell tickets which are intended for students and held in venues other than the Performing Arts Center.

Sponsor/Student Organization Responsibilities: A Ticket Sales Contract must be filled out and submitted to the Office of Event Services & Campus Center Operations at least two weeks in advance of the sales start date. Contracts submitted less than two weeks in advance may not be able to be honored. All requests for multiple ticket categories or complimentary tickets must be made at time of agreement signing. Tickets will not be released from the Operations Center. If tickets are sold "at the door" it is recommended that guests be instructed to visit the Information & Operations Desk to pick up their tickets. No Ticket Sales agreement will be considered approved until all necessary signatures are obtained. Please do not advertise that tickets will be on sale until you have a signed contract and are contacted by the Office of Event Services and Campus Center Operations.

Event Services & Campus Center Operations Responsibilities: Campus Center Ticketing Services will contact the sponsor to confirm their requests for tickets. Tickets will go on sale at the Information & Operations Desk on the start date and be removed on the stop date as outlined on this agreement. Campus Center Ticketing Services will verify sales and calculate the proceeds from the event. All proceeds will be transferred to the organization's account by internal transfer. No cash will change hands between Campus Center Ticketing Services and the client. The Office for Event Services & Campus Center Operations will be responsible for the accuracy of cash and Osprey Cash sales only, any check's collected that are determined to have insufficient funds will be deducted from the revenue total prior to transferring revenue to sponsor. Campus Center staff will check for student /staff ID prior to sale of tickets unless otherwise instructed on the contract. If sales are based off of an organization roster, or guest list, that list should be provided at time of agreement submission.

A majority of off campus travel requires liability waivers; Campus Center staff will obtain signed waivers from attendees who purchase these types of tickets. If deemed necessary The Office of Event Services & Campus Center Operations reserves the right to reject requests for ticket sales or stop selling tickets for a particular event.

As of January 1st 2012, this is a free service available to all student organizations and administrative offices. All costs and fees associated with the printing and issuing of tickets will be absorbed by the Office of Event Services and Campus Center Operations. Any questions should be directed to the Assistant Director of Campus Center Operations and Programs at 609-626-3410 or by email at campuscenter@stockton.edu.

ALCOHOL POLICY

Alcohol is not permitted at any student organization sponsored event unless approved through proper administrative procedures. Requests for alcohol must be indicated on the Request for Use of Stockton University Facilities and accompanied by a letter of justification for the request. Should a request for alcohol be approved, it must be understood that it cannot be paid for with funds from the Stockton University activity fee.

USE OF ACADEMIC COMPUTING FACILITIES/RESOURCES

A Student Development or Faculty Advisor is responsible for accessing electronic equipment in classrooms and/or reserving portable laptop/projectors. The advisor must be present and must ensure that its use is in compliance with Stockton University's defined [Acceptable Use Standards](#). Training is required for the use of the electronic equipment in the classrooms. Training sessions are offered at and before the beginning of the fall and spring semesters. In the event of a scheduling conflict, alternate training solutions are available. Keys to access the electronic lectern equipment are issued at the training sessions offered by the Department of Computer and Telecommunications Services. Equipment will not be opened for use by a student group without a student development or faculty advisor present. In certain cases, the Office of Event Services and Campus Center Operations may request a venue manager or technician to assist with this function in the absence of an advisor.

FACILITY & SUPPORT SERVICE FEES

Student sponsored events are valued as part of the mission of Stockton University. Facility rental fees generally will not apply for use of Stockton University facilities by student organizations, **however, in certain cases, it may be necessary to charge fees for the use of services**, equipment/or labor to organizations not funded by the Stockton University activity fee. Each case will be decided on its own merits. The factors taken into account will include clean up, security, furniture moving, and audio-visual equipment. Every effort will be made to avoid special fees for Stockton University organizations and activities; however, all space users not funded by the Stockton University activity fee must be prepared to pay for special services.

STOCKTON UNIVERSITY EMERGENCY MEDICAL SERVICES, STOCKTON EMS

Stockton University Emergency Medical Services is a student run organization that provides emergency medical care to the students, faculty, and guests of Stockton University. Stockton EMS is a 100% student group and operate as a branch of Stockton Police Department. The squad is overseen by a police department appointed program Director, Assistant Director, and advisory staff, while day-to-day operations are handled by student

appointed officers. Stockton EMS can be requested by an organization to standby at a program, or may be assigned to an event by the Office of Student Development, Event Services and Campus Center Operations, or Campus Police.

Requests for EMS services can be completed by marking off the designated area on the Request for Use of Stockton University Facilities Form.

TRAVEL POLICIES AND PROCEDURES

If your organization is interested in traveling off campus, speak with your Student Development advisor and pick up a Student Travel Packet from the Office of Student Development in Campus Center Suite 240.

TRAVEL REGISTRATION

- A. Allow 6-8 weeks to process travel request.
- B. Obtain and complete a **Club/Organization Travel Packet** from the Office of Student Development which includes:
 - ✓ **Club/Organization Travel Proposal** – will be reviewed prior to travel
 - ✓ **Travel Funds Worksheet** – record and submit all travel expenses
 - ✓ **Waiver for Participation** – to be completed and signed by all participants
 - ✓ **Extra Curricular Travel Form** – will contain a list of emergency contacts for each participant
 - ✓ **Travel Reimbursement Agreement** – to be signed by participants (*if applicable*)
 - ✓ **Vehicle Reservation Form**

A completed Travel Packet must be submitted before travel requests can be processed.

- C. A faculty/staff advisor is required for travel and must be in place prior to approval of the event.
- D. Students who are not yet 18 years of age must have a parent/guardian sign a waiver **prior** to participating in activities that require a waiver.
- E. Stockton vehicles are **only** allowed to be driven by paid Stockton University employees who must follow all university travel guidelines.
- F. All drivers of 15-passenger vans will be required to take an online defensive driving course that will be arranged for them, and paid for by Risk Management and Environment/Health/Safety
- G. Hotel rooms will be assigned by gender identity, unless other circumstances are requested and approved prior to the trip by the Director of Student Development. Please work with your student development advisor in this process as early as possible to ensure all student needs are met.

Trip Coordinator Expectations

The Trip Coordinator may be a club member or a faculty/staff advisor. However, if the Trip Coordinator is a student, a faculty/staff member may also be required to attend.

- A. Meet with the club/organization's Student Development Advisor to discuss details of the trip and to determine his/her responsibilities in planning and implementing the travel plans.
- B. Meet with members participating in the trip to explain details and that all persons traveling will be subject to the policies of Stockton University and are to conduct themselves in accordance with the Campus Code of Conduct.

- C. Review the **Off Campus Travel Emergency Guide** and follow guidelines to address emergencies, including reporting processes. This guide should be kept with you during the duration of the trip.
- D. Ensure that all participants have completed and signed the **Waiver for Participation**.
- E. Ensure that all participants have signed the **Travel Reimbursement Agreement** (*if applicable*).
- F. Maintain and keep a copy of the **Extra Curricular Travel Form** which contains a list of emergency contacts for each participant.
- G. Attend the trip to coordinate trip details.
- H. Retain all receipts for expenses occurred during travel and submit them to Student Development immediately upon return.

