

# Student Handbook

Academic Year  
2007/2008

**Office of Student Activities & Leadership**

2122 Webb Center

757-683-3446

<http://studentaffairs.odu.edu/OSAL>

Campus Police

757-683-4000

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Dear Monarch:

It is my pleasure to welcome you to another exciting school year at Old Dominion University.

Students join organizations for a variety of reasons: friendship, leadership opportunities, special interest, involvement in the campus, resume building and academic success in college. No matter what your reason for joining, we want you to be successful. We want you to be active on campus.

The Office of Student Activities & Leadership staff are trained to help students and student organizations operate in the most educationally effective way possible. This calendar has been prepared by the Office of Student Activities & Leadership for students. We believe that with the right information and strong leadership, all of our student organizations can be successful.

In an effort to provide support to students and close to 200 student organizations, we have put together this calendar. The information contained in this manual should assist you in exploring involvement on campus. The 2007-2008 year is sure to be an exciting one, and I am positive you will help to make the quality of student life the best it can be at ODU.

Please feel free to contact me or any member of the Office of Student Activities & Leadership staff if we can be of any assistance to you.

Best wishes for a great year.

Be an active Monarch!

Don Stansberry, Associate Dean  
Office of Student Activities & Leadership

### **Office of Student Activities & Leadership**

The Office of Student Activities & Leadership (OSAL) is committed to sponsoring programs which complement academic excellence, offering a supportive environment, engaging students in various learning experiences, and providing students with opportunities to interact with diverse groups and individuals.

In support of the University's mission and the Monarch Creed, OSAL serves close to 200 student organizations by training student leaders and teaching interpersonal skills; assisting in the development of coherent values and ethical standards; offering guidance on event management and Student Government Association funding procedures; supporting the creation and maintenance of student organizations; building supportive and inclusive communities; providing general information and resources for off-campus housing options; hosting celebrations that facilitate faculty and student interaction; and providing opportunities for collaboration, community service, collective decision-making, and structured group experiences. OSAL is primarily responsible for:

#### **LEADERSHIP DEVELOPMENT**

The Old Dominion University Leadership Development Program provides a variety of programs, services and experiences that assist students in the exploration and refinement of their leadership abilities and their preparation to become active participants in the community.

#### **STUDENT ORGANIZATIONS**

The benefits and rewards of joining one or more student organizations on campus vary depending on YOU! Some of the best reasons for getting involved are making new friends, exploring careers and gaining that Monarch pride!

#### **SERVICES FOR OFF-CAMPUS STUDENTS**

The Office of Student Activities & Leadership extends quality service to thousands of students annually and responds to the needs of the commuter's life-style by providing , off-campus housing, Good Morning Monarchs, car assistance, and legal referral.

#### **GREEK LIFE**

The Greek community at Old Dominion University is composed of 22 national/inter national fraternities and sororities. The Greek community offers a wide range of social and culturally enriching experiences while also emphasizing scholarship, leadership, service and personal development.

#### **VOLUNTEER OPPORTUNITIES**

We strive to provide avenues for students, faculty and staff to address the needs in the Hampton Roads community through extracurricular activities that enrich the educational experience. Volunteer opportunities throughout the year include monthly American Red Cross blood drives, the annual American Cancer Society Relay for Life, Alternative Breaks, and other various projects.

#### **SPECIAL EVENTS PROGRAMMING/ PLANNING**

Our office sponsors many special events and traditions throughout the school year. In addition, we serve as a resource to help student organizations plan and implement events on campus.

### **Programs All Weekend (PAW)**

PAW are held on Friday and Saturday nights each weekend and encourage students to stay on campus and become more involved. PAW programs offer diverse events, including Cultural Explosion, soccer pre-game party and game, Women's Comedy Night, basketball tailgates, etiquette dinners, and ODU After Dark.

### **Campus Information Center**

The Campus Information Center (CIC), located in 1104 Webb University Center, provides students and the community with information about organizations and activities, class offerings and policies of Old Dominion University.

### **Event Management Office**

The Event Management Office assists the University community in planning and organizing events using the Webb University Center facilities, outdoor, athletic and academic space. Customers are informed of their responsibilities to ensure the events run safely and that University policies are followed. We are committed to supporting the University community and beyond in developing programs that foster the exchange of ideas and the pursuit of leadership roles and responsibilities. The Event Management Office provides scheduling and catering support to all University departments and coordinates related services.

### **Student Activities & Leadership Staff**

Don Stansberry, Director

Nicole Kiger, Associate Director

Dionicia Mahler-Rogers, Assistant Director

Denisse Thillet Castillo, Assistant Director

Nellie Hermanson, Community Service & Outreach

Nicole Zelazny- Coordinator for Activities & Programs, CIC Manager

Vamsi Manne- Coordinator for Activities & Programs

Sharoyn Baker, Fiscal Technician

Debbie Bousman, Office Manager

Barbara Aultman, Scheduling

Tanisha Brennan-Assistant Fiscal Technician

The office also has graduate assistants and programming assistants in the areas of Greek Life, Programming, Student Government, Leadership & Student Organizations, School Spirit and Class Councils.

### **How Student Activities & Leadership Can Help Your Organization**

The goal of the Office of Student Activities & Leadership is to personalize and broaden the educational experience of Old Dominion University's students. Through the participation in co-curricular activities, students obtain opportunities to develop and enhance their leadership and interpersonal skills and increase their career-related learning.

There are many different services that the Office of Student Activities & Leadership provides students and student organizations. Some of these services include:

- Officer training for all recognized student organizations
- Leadership seminars and workshops designed to help further develop all student leaders
- A resource for students and student organizations wishing to volunteer in the community.
- A clearinghouse of information about recognized student organizations and resources available to those organizations at Old Dominion University.

**The following codes represent the classification of the organizations:**

PD	Professional/Departmental Interest	GF	General Fraternity
GS	General Sorority	H	Honorary
P	Programming	Rec	Recreational
R	Religious	SGB	Student Governing Board
T	Teletechnet	E	Educational

**Support Programs for Organizations:**

**Main Street Organizational Fair**

Main Street provides a chance to find out about all the student organizations at ODU. Student organizations set up tables, offer information on their group, and recruit new members. It's a chance for new students to meet student leaders and join organizations!

**Spring Organizational Fair**

This is another opportunity to check out all the student organizations on campus. It is usually held in January during the second week of class in Webb Center.

**U-Center**

This is the student organization complex open to all student organizations located on the second floor of Webb Center. There is computer access, work space, conference table and a lounge area for organization members to work and relax.

**Leadership Training**

Leadership Training are daylong conferences that offer educational sessions pertaining to leadership. Open to all students, they are a great way to enhance your leadership and communication skills. The Fall Big Leadership Training will be on Saturday, Nov. 10-Sunday Nov. 11, 2007. On-line registration is required.

**Leadership Lecture Series**

Leadership Lecture Series gives student leaders the opportunity to build on current leadership skills. Topics range from leadership style and time management to conflict management. Additionally, when students attend three of the sessions offered during the semester, they can earn a leadership certificate.

**Leadership Listserv**

The ODU Leaders List is designed for student organizations to share ideas and upcoming events. It's a great way to stay connected to other student leaders on campus. To join, sign up at <http://list.odu.edu/listinfo/oduleaders>.

### **Volunteer Opportunities**

Many student organizations at Old Dominion University partake in volunteer programming. The scope and magnitude of such volunteering varies, but the results are that they inevitably help to enrich the participants' educational experience.

#### **How to Find the Right Volunteer Opportunity Near You:**

**<http://studentaffairs.odu.edu/osal/community/wecare.shtml>**

During the course of the year student organizations volunteer their time to activities such as the American Heart Walk, Hampton Roads AIDS Walk for Life, Red Cross blood drives, the ODU Volunteer Fair, and National Volunteer Week.

If your organization is interested in volunteering time or enhancing an existing volunteer program, a list of local volunteer agencies can be acquired from the Office of Student Activities & Leadership, Community Service Center at 683-3065. In order to use campus facilities for a volunteer event, your organization must go through the reservation process of applying for campus space. Once the facilities are reserved, your group can conduct the program/event. Most large volunteer agencies will help your organization with the planning of the event, but marketing and volunteer hours will be the responsibility of your organization's members.

You may also volunteer as an individual. Visit <http://studentservices.odu.edu/care> and register as a volunteer in our WE C.A.R.E (Community Action Reaches Everyone) database. There are over 100 agencies currently looking for volunteers. Find one that's right for you-sign up today or call 683-4513 for more information.

#### **On-campus opportunities:**

C.A.R.E. (Community Action Reaches Everyone) Days—This is a great way to volunteer if your schedule is hectic. Drop by our table once a month and work on a quick service project that will be donated to local organizations. Activities include making Valentine's Day decorations for Lake Taylor Hospital, putting together and designing dog and cat treat bags for the SPCA, making kites to donate to a local agency, stamping postcards, adopt-a-building and more. Random Acts of Kindness day/week— A fun way to let people know you are thinking of them. Activities include designing a postcard for a friend, family member or professor to bring a smile to his/her face, and other activities.

## **Events & Programming**

### **Logistics: Nightmare or Smooth Sailing?**

Many organizations find logistics to be the most difficult and frustrating part of programming. They have a great idea for a program, but they are unaware of the effort that is needed to make a program a success. Handling logistics doesn't have to be difficult. To make it easier on yourself and your organization, make sure every step is planned and a schedule is kept. This section will help you do that.

### **Advance Scheduling:**

#### **Major Events and Programs**

Events include: dances, banquets, workshops, education series and conferences. Student organizations may submit requests for major events/programs up to two semesters in advance. Requests for events two semesters in advance will be accepted on the designated dates of October 15 (or the next business day) for the following fall and April 9 (or the next business day) for the spring semester. After the priority scheduling date student organizations may submit requests on an on-going basis on a first come/first serve basis.

#### **Weekly Meetings and One-Time Events**

Requests may be made one semester in advance and will be accepted on the designated date of October 15 (or the next business date) and April 9 (or the next business date). Requests may be submitted anytime after the priority scheduling dates on an on-going basis on a first come/first serve basis.

#### **Fund-Raising Procedures**

- The Office of Student Activities & Leadership must approve all fund raising. Approval must be obtained by completing the Fund raising Approval Form at least one week in advance of the event.
- Fund-raisers may not be in competition with items sold in the University Bookstore or vending machines.
- Food may not be sold in Webb Center under any circumstances, and sales anywhere else on campus must be in accordance with the University vending contract and the City Health Board regulations. Food sold must be prepackaged. Call Aramark (Dining Services) for information on what is permissible.
- The organizations must have their name on all advertising, including advertising at the site of the event, on the registration form, and all raffle tickets.

#### **Funding**

Before an organization begins to develop a time line for implementing a program, a budget should be drafted. If your organization does not have the capability of funding the program you are considering, there are a couple of options. You could propose to co-sponsor the event with another group on campus. You could also submit a request for additional funding from the Student Government Association. Once a budget is developed, it should be followed closely. The worst situation that could be encountered would be to run out of funding a few weeks before an event.

**Use of Your Funds**

In order to use the funds allocated to your organization by the Student Government Association, you need to submit a "Budget Processor for Student Activities Form" (commonly known as the "Green Sheet") to the fiscal technician in the Office of Student Activities & Leadership (683-3446). There are certain time constraints and other rules and restrictions regarding the use of funding allocated by the Student Government Association. At the beginning of each school year, your organization's treasurer will be asked to meet with the fiscal technician to discuss what these rules and regulations are. For questions, contact the Office of Student Activities & Leadership.

**Contracts**

If a program requires a band, performer, vendor, etc. that needs a contract, then go to the Office of Student Activities & Leadership, 2122 Webb Center, and request a Standard Contract. This contract must be used with all outside agencies being contracted for the program. Once the outside agency has signed the contract, it must be sent to Material Management at Old Dominion University to be approved. Therefore, all contracts should be submitted very early in case there is a delay.

**Equipment**

There are many different forms of equipment available for use by student organizations for events. Media Services (683-3167) provides audio and video equipment, microphones, etc. The Physical Plant can provide staging and other setup equipment for your event outside of Webb Center. For all equipment reservations, the request must be received seven days before the event. The Physical Plant does not have a standard form, but all requests must be made in writing from the Event Management Office at least two weeks in advance.

**Food**

All food requests must go through Aramark Catering Services (683-4691). You can obtain from them both a menu of what they offer and the catering forms needed to request food or beverages. They can also provide tablecloths for your event.

**Alcohol**

In order to serve alcohol at an event, you need to fill out an "Alcohol Beverage Registration Form". The form can be picked up from the Office of Student Activities & Leadership (683-3446) and must be submitted at least three days prior to the event. Contact the Office of Student Activities & Leadership (683-3446) for details.

**Space Reservation**

Once a budget is prepared, confirm that the space desired is available for the specific date of the program. For reservations in Webb Center, academic space, outside facilities or athletic facilities, call the Event Management Office or complete the room reservation form found on-line at <http://www.studentaffairs.odu.edu/osal/eventmanage/index.shtml>

## **Posting of Signs and Advertisements**

### **Posting**

All materials must state clearly the name of the organization, contact information, and all of its affiliations on all the literature it distributes. All written material distributed by student organizations must list all affiliations and associations a student organization has with any organization outside the institution. Advertisements, regardless of the media used, must clearly state the student organization's affiliations as presented in its original application for recognition or as researched by the University.

No materials shall be posted on trees, windows, walls, doors, or glass panels either inside or outside University buildings. The only exceptions are (1) materials relating to fire, health or safety (such materials must be approved for posting by the Director of Public Safety) and (2) materials posted on bulletin boards.

### **Bulletin Boards**

Bulletin boards are provided for the posting of signs, papers, posters, advertisements, etc., and are subject to the following regulations:

#### **1. Assigned Bulletin Boards**

- a. Bulletin boards are assigned by the Vice President for Administration and Finance for the exclusive use of academic departments.
- b. Assigned bulletin boards are labeled and are the responsibility of the department to which they are assigned.
- c. No materials may be posted on assigned bulletin boards without authorization of the department.
- d. The department is responsible for removal of unauthorized material and for keeping posted materials updated.

#### **2. General Bulletin Boards**

- a. General bulletin boards are posted in various campus locations and are available for the use and benefit of the campus community.
- b. Material posted on general bulletin boards is subject to approval by the Executive Director of Student Affairs or an authorized representative.

Areas designated for the posting of materials are designed to provide a means to advertise campus events, publicize services for students, and inform students, faculty and staff of interesting off-campus activities. All individuals and organizations posting notices are expected to design and display their materials in an inoffensive manner. Posted items must be educational or informative in nature. Items advocating an infraction of any law, ordinance, or official University regulation may not be displayed and are subject to removal by the Vice President for Student Services or an authorized representative.

**3. Student Announcements:** Student announcements are posted for student organization events only. Announcements can be submitted on-line at the Student Activities web-site, student organization resources section: <http://www.studentaffairs.odu.edu/osal/studentorgs/orgresources.shtml>.

### **Webb University Center Scheduling Policy and Procedures**

Webb Center facilities are available for reservations during the following times:

Spring and Fall Semesters:	Summer Semester:
Monday-Thursday 8 a.m. until midnight	Monday-Thursday 8 a.m. - 9 p.m.
Friday 8 a.m. until 10 p.m.	Friday 8 a.m. - p.m.
Saturday 9 a.m. until 10 p.m.	Saturday & Sunday - Closed
Sunday 10 a.m. until midnight	

*Hours are subject to change*

Exceptions to these will be considered on an individual basis. The following policies and procedures will be utilized by those organizations and individuals who wish to use Webb University Center facilities:

1. Written/Web reservation forms should be submitted to the Event Management Office not less than 5 days prior to the event. All forms must designate a room arrangement, attendance and all equipment needed, when possible. If this information is not available at the time the form is submitted, it must be turned in no later than 48 hours before the event. If you need assistance in planning an event, you may schedule an appointment with the Event Management Office (683-3270) to assist you with your event.

2. All food and beverage items must be provided by Webb Center Catering. Menu variations and special arrangements will require a consultation with the Catering Manager by calling 683-4691.

3. All space reservation forms must have the appropriate signatures:

a. For student organizations and recognized campus groups: only the persons whose names are supplied during the annual re-registration process will be authorized to sign for that organization. Faculty advisors are permitted to sign only if they are one of the listed signatures.

b. For academic/administrative offices: the signature of the department chair/Director is required when the request is in the name of the department.

4. In case of co-sponsorship, the non-University organization co-sponsoring the event must be listed on the space reservation form in addition to the University division or department and must have the approval of the appropriate dean or member of the President's staff.

5. A space will not be assigned without a signed space reservation request form.

6. A waiting list for those who wish to schedule space already reserved will be maintained and honored on a first-come/first-serve basis. No more than three names will be kept on the waiting list for a particular date and space. Persons on the waiting list will be contacted should be space become available.

7. Security personnel may be required at an event. This decision will be based upon the nature of the event, when it occurs, the number of participants anticipated, and the food and beverages to be served. The organizational representative signing the space reservation form will be responsible for payment in full of all security costs.

8. All student organization fund-raising events must be approved by the Office of Student Activities & Leadership. A separate procedure has been established for this requirement. Information is available in the Office of Student Activities & Leadership. All such events must be approved 48 hours in advance and requires the signature of the director of Student Activities & Leadership. The total amount of revenue from each fund-raiser must be reported to the Student Activities & Leadership Office within two working days following the event.

9. The Event Management Office reserves the right to determine which facilities are appropriate for an event and may deny a request for a specific facility on the basis of suitability. The Event Management Office also reserves the right to alter the assignment for a confirmed reservation in the event of emergencies. Groups will be contacted by e-mail or phone if changes are made.

#### **Scheduling the Kaufman Mall**

Special permission for use of the Kaufman Mall must be obtained, in advance, from the Vice President of Student Services or his or her designee (see Board of Visitors "Use of Facilities: Policies and Procedures: Sections 1, 4, and 13). The following restrictions apply to all approved events:

1. Sound amplification is normally restricted to Activity Hour (12:30—1:30 p.m.) Tuesdays and Thursdays or after 4 p.m. on Friday.
2. The steps in front of Webb Center may not be blocked.

#### **Priority Scheduling— Student Organizations**

Major Event Programs:

Events include: dances, banquets, workshops, education series and conferences. Departments may submit requests for major events/programs up to 12 months in advance. Requests are submitted on an ongoing basis.

Student organizations may submit requests for major events/programs up to two semesters in advance. Requests for events two semesters in advance will be accepted on the designated dates of October 15 (or the next business date) for the following fall and March 15 (or the next business date) for the spring semester. After the priority scheduling date, student organizations may submit requests on an ongoing basis on a first-come/first-serve basis.

### **Chalking Policy**

Recognized student organizations may use chalk to advertise upcoming events by submitting a Chalking Request form to the Events Management Office, and must comply with the following guidelines:

- Chalking may only be done in designated areas.
- The chalk may only advertise an event sponsored by a student organization on campus (i.e. no personal announcements such as "Happy Birthday")
- The advertisement must be approved by the Vice President of Student Services, or his or her designee.
- Events may only be advertised two days prior to the event.
- Failure to follow the chalking guidelines will result in loss of chalking privileges.

The following locations are the only designated chalking areas. Locations not listed are considered off-limits.

- Webb Center: front sidewalk and back brick area.
- Sidewalk in front of Batten Arts and Letters (BAL).
- Sidewalk in front of the practice gym.
- Sidewalk in front of the library.
- Sidewalk in front of the Education and Kaufman buildings.
- Sidewalk that follows the maglev track.

## **Alcohol and Substance Abuse Policies and Procedures**

### **Policy Governing Permissible Student Events at Which Alcohol Is Served**

The use of alcoholic beverages on campus or at activities sponsored by or primarily for students must be in compliance with the regulations of the Virginia Alcoholic Beverage Control Act (VABCA) and the regulations of the Virginia Alcohol Beverage Control Board. Individuals must be at least 21 years of age to purchase, possess or consume alcoholic beverages.

Drinking in public (other than at licensed, outdoor areas) and being intoxicated in public are violations of the Beverage Control Act.

#### **A. Rules Governing the Permitted Use of Alcoholic Beverages**

Student organizations sponsoring events where alcoholic beverages are present are responsible for complying with all University rules and regulations and state and federal law. Additionally,

1. Alcoholic beverages may not be purchased by recognized student organizations with organization funds or slush funds collected from organization members and/or guests.
2. Non-alcoholic beverages, excluding water, and food items must be available at the same place as the alcoholic beverages and readily accessible as long as alcoholic beverages are available. These non-alcoholic beverages must be featured as prominently as the alcoholic beverages and must be available at no cost to members and guests.
3. At any activity involving the consumption of alcoholic beverages, all persons must have proof of age on their person.
4. At any event where alcoholic beverages are available, the sponsoring organization will implement precautionary measures to ensure that alcoholic beverages are not available or served to persons under the legal drinking age or to those who appear to be intoxicated.
5. The Executive Director of Student Affairs or his/her designee will determine if security guards will be required for an event.
6. Advertisements for functions at which alcoholic beverages are available may not mention alcoholic beverages or use terms or illustrations descriptive of alcoholic refreshments. Exceptions may be granted by the Executive Director of Student Affairs or his/her designee. Alcohol will not be used as an inducement to participate in a campus event. (Note: Greek organizations covered by F.I.P.G. policies, or similar policies, are not permitted to advertise any functions/events at which alcoholic beverages are available)
7. Alcohol may not be served at open parties. Open parties are defined as activities where the general community (University or otherwise) is invited

and/or able to attend. The classification of a party as well as approval for an event which is the exception to the categories listed in this document will be determined by the Executive Director of Student Affairs or his/her designee.

8. No alcoholic beverages will be permitted at organizational memberships recruitment functions, or any new member/pledge/novice member event.
9. No event shall include any form of alcohol abuse (such as drinking contests or use of "beer bongs" or funnels) in its activities or promotions.
10. Alcohol will not be permitted as awards to individuals, students, or campus organizations.

#### **B. Rules for Events with Alcoholic Beverages**

1. On-campus functions at which alcohol is available and which are sponsored by student organizations must be approved by the Executive Director of Student Affairs or his/her designee at least three working days prior to the event.
2. At any on-campus event where alcoholic beverages are available, the sponsoring organization must ensure that alcoholic beverages may only be consumed in a designated drinking area with access limited to persons of legal drinking age.
3. Consumption of alcoholic beverages in University facilities or on University property will be permitted only within the approved area designated for the event. Direct access to the serving area will be limited to persons of the legal drinking age.
4. Off-campus functions at which alcohol is available and which are sponsored by recognized student organizations or sports teams/clubs must be registered with the Executive Director of Student Affairs or his/her designee at least three working days prior to the event. The burden of responsibility for compliance with the VABCA and University regulations rests solely with the sponsoring organizations.
5. Must use a third party vendor (establishment that is licensed to serve alcoholic beverages).
6. The maximum number of alcohol beverages a person of legal drinking age can consume at an event lasting at least four hours, is three alcoholic beverages during the event. An alcoholic beverage is considered a 1 oz. shot that is no greater than 86% proof, 12 oz. beer, 4 oz. wine. The maximum number of alcohol beverages that may be consumed at events shorter than four hours will be pro-rated on the approved Alcohol Beverage Registration form.
7. Members and guests who appear noticeably intoxicated will not be admitted into the function.

8. Each organization must have at least two TIPS (Training for Intervention Procedures for Servers of Alcohol) trained members monitoring each entrance and exit of the function.
9. Fifty percent of the membership of any organization wishing to serve alcohol in accordance with these rules must attend an alcohol education program during that semester.
10. Alumni members cannot be included when calculating the necessary percentage above.

### **C. Rules for Events Using a Third Party Vendor**

1. Functions at which alcohol is available through a third party vendor and which are sponsored by recognized student organizations must be registered with the Vice President for Student Services or his/her designee at least four working days prior to the event.
2. The vendor must be properly licensed by the appropriate local and state authority. A copy of the license must be attached to the Alcohol Registration Form at the time of submission.
3. The vendor must agree, in writing, to cash sales only for all alcoholic beverages, collected by the vendor, during the function. A copy of this agreement must be attached to the Alcohol Registration Form at the time of submission.
4. The vendor shall collect all remaining alcohol at the end of the function. No excess alcohol, opened or unopened, shall be given away or sold. A copy of this agreement must be attached to the Alcohol Registration Form at the time of submission.
5. The sponsoring student organization agrees, in writing, prior to the event, that no alcoholic beverages be taken onto the premises of the third party vendor prior to or during their event.

### **D. Sanctions**

Failure to comply with this policy may result in one or more of the following sanctions:

- (A) Immediate termination of the function.
- (B) Revocation of privileges to host future functions.
- (C) University disciplinary and/or legal action as noted in the Code of Student Conduct.

### **E. Procedures**

The following procedures should be followed when planning a party at which alcohol is to be served:

1. Allow a **minimum of three working days prior to the event** to process the registration form. Registration forms should be secured from and

submitted to the Office of Student Activities & Leadership (2122 Webb Center).

2. Any changes to the information submitted on the registration form should be reported to the Office of Student Activities & Leadership **no later than one working day prior to the scheduled event.**
3. Groups are encouraged to use Webb Center for functions.
4. For any event at which alcoholic beverages are available sponsored by a student organization held at a location in a residential area, the sponsoring organization must provide written **notification to all neighbors within a one-block area of the event, at least 24 hours prior to the event.**
5. At any event at which alcoholic beverages are available and which is held in University facilities, on University grounds or sponsored by University organizations, the sponsoring organization must provide non-drinking members who will:
  - a. act as designated drivers
  - b. act as bartenders
  - c. check IDs, invitations and guest lists
  - d. keep general order
  - e. make sure intoxicated persons do not leave unattended.
6. Student organizations hosting an event with alcohol should have members who have been trained in the TIPS (Training for Intervention Procedures for Servers of Alcohol) Program. Contact the Office of Student Activities & Leadership (683-3446).

For more information, contact the Office of Student Activities & Leadership, which is located at 2122 Webb Center, at 683-3446.

### **Travel Policy**

Off-campus travel excursions can be both fun and valuable learning experiences for students. However, these trips must be planned and conducted in accordance with University guidelines and state liability standards.

All student travel shall be in accordance with all state motor vehicle laws. All travel must be registered with and approved by the Office of Student Activities & Leadership at least two weeks before the date of departure or the date that a financial or contractual commitment is due. To register, you must submit the following items:

1. Student Organization Travel Form
2. Anticipated trip itinerary.

Organizations must prepare detailed information sheets for all trip participants before any commitment on their part, especially concerning financial commitment. These sheets should include:

1. Full travel itinerary
2. Full cost of participation
3. Rendezvous location for departure
4. Name of trip chaperone (if applicable)
5. Name and address of overnight accommodations.

Prior to departure, the sponsoring organization must submit a complete list of all trip participants and the original signed travel waiver form from each participant to the Student Activities & Leadership Office.

Only students, faculty, staff and authorized guests may participate in trips. Alcohol is prohibited on any vehicles used for travel.

### **Rental Vehicles**

Vehicles may be rented from outside agencies for off-campus travel. The University currently holds a contract with Enterprise rentals, however, any company may be patronized by student organizations.

### **Personal Vehicles**

The University does not recommend the use of personal vehicles for organizational travel. If, in fact, personal vehicles are used, the drivers assume all liability for themselves and all passengers in case of an accident or injury. The University will approve the use of personal vehicles under the following conditions:

The trip involves less than 20 students.

The travel is 50 miles or less from the University.

All drivers are licensed and insured (numbers included on Off- Campus Travel Form).

All vehicles are properly registered and inspected.

### **Overnight Travel**

The Office of Student Activities & Leadership must approve all overnight trips. Additionally, any services such as tickets, car rental or lodging must be booked through CI Travel agency.

## **Guidelines for Use of University Facilities by Students and Student Organizations**

The use of a University facility, property, or University owned perimeter of such property or facility shall be consistent with the educational mission of the University and with the general nature of the facility. These guidelines govern the use of University facilities for events sponsored by students and student organizations. Facilities are available for students and student organization use and events during the school year and summer, except during the period of the first day of finals through the last day of finals. Events are categorized based on factors including, but not limited to, the type of event, location, and potential risk. The Director of Student Activities and Leadership, or a designated staff member, will assign an event category to a proposed event after consultation with event sponsors. Once the category has been determined, the event sponsor is responsible for proper planning and adherence to these guidelines and other applicable University policy. The decision regarding the category assigned to a particular event may be appealed to the Dean of Students/ Dean of Student Life, whose decision is final. The Director of Student Activities and Leadership and the Dean of Students/ Dean of Student Life may, in his or her sole discretion, require a greater number of police officers or security guards for a particular event than is stated below.

The Office of Student Activities and Leadership will pay for the first two police officers for all events other than Type D events. For Type D events, the sponsoring organization is responsible for all police officers and outside security expenses. For all other types of events, the sponsoring organization is responsible for paying for any security in excess of two (2) police officers. If the event is held in a facility other than the Webb Center, the sponsoring organization will be responsible for payment of all other expenses related to the event, e.g., clean-up, electrician, tables, chairs.

### **Type of Event**

**Type A** This type of event is free and open to all students and the general public. For all events under a 500 person capacity, police presence is not required. For events over a 500 person capacity, one police officer is required for the event. Level A events include but are not limited to speakers, cultural shows, movies, and comedy shows.

**Type B** This type of event requires payment of an admission charge and is open to all ODU students and the general public. For all events under a 500 person capacity, one police officer is required for the event. For events with an anticipated attendance of more than a 500 person capacity, two police officers are required. Type B events are planned as auditorium-style, seated events and include, but

are not limited to, cultural shows, comedy shows, fashion shows, pageants, and talent shows.

- Type C** This type of event requires the payment of an admission charge and is open only to ODU students. The maximum capacity for all Type C events is 800 persons. One (1) officer per 100 attendees is required. For events of 800 capacity, an additional 12 outside security is required. Additional outside security may be required in the sole discretion of the Director of Student Activities and Leadership. These events are typically general admission with no seating. Type C events are limited to two per semester per student organization, including those co-sponsored with other student organizations. Type C events include, but are not limited to, dances, DJ battles, and concerts.
- Type D** This type of event requires the payment of an admission charge and is open only to ODU students. Attendance is limited to the capacity of the event venue. Groups sponsoring Type D events rent space on-campus and are responsible for all expenses related to the event. University staff will not assist with event planning or production. One (1) police officer per 100 attendees is required for capacity up to 500 persons. The security formula listed in the table below will be used for all events over a 500 person capacity. These events are typically general admission with no seating. Possible locations for these events are athletic space and Ted Constant Convocation Center. Type D events include, but are not limited to, dances, DJ battles, and concerts.
- Type E** Admission is charged and the event is open only to ODU students. Type E is not a rental and University staff will assist with event planning. Attendance is limited to the capacity of the event venue. All Type E event receipts or revenues will be deposited to a University account, and all expenses directly related to the event will be paid by the University from event revenues. Fifty per cent of any remaining event revenues will be deposited in the student activities program account. The other fifty percent goes to the organization. One (1) police officer per 100 attendees is required for capacity up to 500 persons. The security formula listed in the table below will be used for all events over a 500 person capacity. These events are typically general admission with no seating. Type E events are limited to two per semester per student organization including those co-sponsored with other student organizations. Possible locations for this event are Webb Center, athletic space, and Ted Constant Convocation Center. Type E events include, but are not limited to, dances, DJ battles, and concerts.
- Type F** Type F events are only open to the sponsoring organization's members and their guests. Type F events must have a ratio of one ODU student organization member for each guest. For all Type F events with an anticipated attendance of less than 500, one police officer is required. For those events with a projected attendance greater than 500, two police officers are required.

Type of Event	Capacity	Police	Outside Security
A	< 500	n/a	N/a
A	> 500	1	N/a
B	< 500	1	N/a
B	> 500	2	N/a
C	<700	1 per 100 capacity	N/a
C	701 - 800	1 per 100 capacity	12
D	up to 500	1 per 100 capacity	n/a
D	501 to 600	6	8
D	601-700	7	10
D	701-800	8	12
D	801-999	9	12
D	1000 +	10	20
E	up to 500	1 per 100 capacity	n/a
E	501 to 600	6	8
E	601-700	7	10
E	701-800	8	12
E	801-999	9	12
E	1000 +	10	20
F	< 500	1	n/a
F	> 500	2	n/a

**Hazing Policy      University Statement Against Hazing:**

It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. As such, these organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. "Hazing" is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in university life, either on or off campus. Hazing, as defined in this policy, is prohibited. Students and

organizations who are found to have engaged in hazing may be disciplined in accordance with the University's disciplinary procedures.

The purpose of this policy is to define hazing and to provide guidelines with regard to hazing that student organizations and their members must follow.

**Hazing is:**

Hazing is defined as an intentional, knowing or reckless action taken toward any student on or off campus by a student organization or any of its members, any students perceived to be members, or former members, to produce public humiliation, physical discomfort, bodily injury, or public ridicule; or to create a situation where public/private humiliation, physical discomfort, bodily injury, or public/private ridicule occurs.

The following are examples of actions that might constitute hazing. As it is impossible to anticipate every situation that could involve hazing, this list should not be considered to be all-inclusive.

1. Paddling;
2. All forms of physical activity which are used to harass or which are not a part of an organized athletic contest and not specifically directed toward constructive work (This may include forced running, push-ups, etc.);
3. Road trips (involuntary excursions or "kidnapping" of members);
4. Confining another in any room or compartment;
5. Spraying, painting or pelting another with any substance;
6. Burying in any substance;
7. Requiring or compelling others to engage in activities creating unnecessary work, duties, detention, or any duties which impair academic efforts;
8. Requiring or compelling exposure to uncomfortable elements;
9. Verbal harassment;
10. Requiring or compelling the wearing, in public, of apparel which is not in good taste (this could include clothing that is embarrassing or identical in nature);
11. Requiring or compelling the forced consumption of any liquid or solid substance;
12. Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);
13. Requiring a particular group to "line up" or walk a particular way;
14. Expecting members to use separate entrances to facilities such as a house, gym or building;

15. Requiring members to carry items such as rocks, coins, paddles, books, food, chains, athletic equipment, bricks, etc;
16. Requiring or compelling the wearing, in public, of apparel which is not in good taste (this could include clothing that is embarrassing or identical in nature);
17. Preventing or restricting class attendance or employment requirements;
18. Mandating any sorts of personal servitude;
19. Scavenger hunts or any activity which requires members to search for various items around a location in a certain amount of time;
20. Burning, branding, or tattooing any part of the body; or any other activity, whether voluntary or involuntary, which may cause physical injury or endanger the life of the individual being hazed;
21. Blindfolds are prohibited, unless prior approval for use had been obtained by the Vice President for Student Services or his designee. Approval must include proof of use for ceremonial meetings in which approved by national organization.
22. Psychological hazing, which is defined as any act which is likely to:
  - (a) encourage or intimidate a student to subject her/himself to any activity that could be defined as hazing,
  - (b) cause embarrassment or shame to a member or pledge, cause a member or pledge to be the object of malicious amusement or ridicule, or
  - (c) cause psychological harm or substantial emotional strain.

#### **Initiation and Induction Into Student Organizations**

The initiation and induction of students into student organizations shall be in a manner consistent with the purpose stated in section A above and shall not include any form of hazing, as defined in section C.

#### **Relationship of This Policy to the Code of Virginia**

The "Code of Virginia," Section 18.2 56, which declares hazing illegal, establishes conditions for civil and criminal liability and outlines the duties of the University when an individual student has been found guilty of hazing. It is hereby incorporated as part of this policy and will serve as a guide for action by the University when hazing results in bodily injury.

#### **Definition of "Student Organization"**

For the purpose of this policy, "student organization" is defined as an organization classified as departmental interest, general fraternity, general sorority, honorary, political, professional, religious, service, special governing board, special interest, athletic, or any other organizations with student membership.

For additional information, please refer to the [Student Handbook](#).

**Recognized Student Organizations : General Standards**

1. Membership shall be limited to full-and part-time students of the University. Elected or appointed officers of such organizations must maintain a minimum semester and cumulative grade point average of 2.00. An organization may establish a more rigorous standard for its officers if it desires. The Vice President for Student Services may, in the presence of extenuating circumstances, make exceptions to the 2.00 minimum semester average. Scholarship/stipend recipients funded from monies allocated by the Vice President for Student Services must be registered as at least half-time matriculated students for the semester during which the scholarship/stipend is received.
2. No recognized student organization may limit its membership based on race, color, creed or national origin. Membership requirements that restrict membership based on gender must be in full compliance with current university, state and federal laws and regulations.
3. Organizations seeking recognition as non-honorary Greek letter fraternities and sororities must meet the following criteria:
  - a. Be approved by the Interfraternity, Panhellenic, and National Pan-Hellenic Councils;and
  - b. Be invited by the Executive Director of Student Affairs or his/her designee to establish a chapter on this campus.
  - c. Adopt a University-provided standard of operation which is equivalent to those of (inter) national fraternities and sororities as a condition of recognition.
4. National, special interest, fraternal organizations (i.e. Alpha Phi Omega Service Fraternity, Alpha Kappa Psi Business Fraternity, or Phi Mu Alpha Music Fraternity) are classified by their service or professional nature, and may be recognized under the appropriate designation. These groups are bound by University policies that apply to all recognized student groups.
5. Student organizations must be officially recognized in order to use University facilities and to obtain funds from the University. Special requirements must be met to receive funding for groups classified as political or religious. General fraternities and sororities are not eligible for any funding.
6. Recognized student organizations must conform to University rules and regulations, applicable federal and state statutes, and applicable local ordinances. An organization's failure to conform to such rules, regulations, statutes or ordinances may result in the imposition of sanctions upon the organization and the withdrawal of recognized status.
7. Student organizations must inform the University of all affiliations and associations with any organization outside the institution. All materials must state clearly the name of the organization and all of its affiliations on all the literature it distributes. All written material distributed by student organizations must list all

affiliations and associations a student organization has with any organization outside the institution. Advertisements, regardless of the media used, must clearly state the student organization's affiliations as presented in its original application for recognition or as researched by the University.

8. Student organizations are required to re-register every fall semester by deadline establish by Student Activities & Leadership. Re-registration details are placed in mailboxes as well as under the student organization section of OSAL's web-site. Organizations also Organizations' officers are required to check mailboxes as this serve as an official form of communication to organization leaders.

9. Organizations that qualify for funding must follow the policies, procedures and deadlines established by the Student Government Association.

10. As established by the Student Government Association, recognized organizations are required to have an on-campus advisor. Organizations' general members, officers, and advisor should be updated annually on the on-line roster.