

Student Organization Manual

Revised Summer, 2014



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WELCOME

The Student Organization Manual is designed to answer many of the questions that you may have concerning the basics of being a student organization. While it can never take the place of actual direct communication with a Center for Student Involvement staff member, it is a great way to begin educating yourselves about policies, programming, and services available to you.

The main purpose of this handbook is to assist student groups and advisors to organize and function within the larger University community here at Kent State. It exists to help students understand guidelines and policies affecting organizations and activities on campus. This handbook is both for new organizations seeking to establish themselves and also as a refresher for those that have been in existence for a while.

We expect that all students and student organizations be responsible for sound fiscal management, observe federal, state and local laws and University policies, and meet minimum academic requirements. It is important for you to know that student organizations will be held accountable for these expectations.

Please take a look through this manual and feel free to come to the Center for Student Involvement with any questions that you may have. Let it serve as a tool for your own and your organization's leadership development and involvement.

Best wishes on a great academic year! Go Flashes!

Timeka L. Thomas Rashid, Ph.D.

Associate Dean of Students

Director, Center for Student Involvement, Kent Student Center



226 Kent Student Center

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www.facebook.com/centerforstudentinvolvement

STUDENT ORGANIZATION BENEFITS/EXPECTATIONS

Benefits of Being a Registered Student Organization

All registered student organizations have access to a variety of services and privileges including:

- Use of University facilities
- Use of Kent State University's name for identification purposes or organizational activities that are consistent with the goals and mission of the University
- Assistance with program planning
- Training and leadership development opportunities
- Assistance in resolution of organizational problems
- Assistance in the interpretation of University policies and procedures
- Use of campus mailboxes
- Discounts on purchases and services at certain University departments
- Fundraising opportunities
- Opportunities for input on certain University decisions
- Assistance with equipment and procedures for ticket sales for events
- Access to certain office equipment such as computers, fax machines, and copy machines
- Opportunity to apply for funding through Undergraduate Student Government

Expectations of Student Organizations

1. Abide by all applicable federal, state, and local laws as well as University policies and procedures.
2. Ensure continuity from year to year by training new leadership and keeping good records of all organizational endeavors.
3. Maintain open and honest communication channels with members, advisors, and University officials, and report any improper or illegal actions to the appropriate officials.
4. Accurately represent the organization and its mission, goals, and objectives to the University community.
5. Respect the dignity of all persons, and not physically, psychologically, or sexually abuse or haze anyone.
6. Strive to promote intellectual and academic achievement and integrity.
7. Treat all persons equally without discrimination or prejudice, regardless of race, color, religion, national origin, gender, age, sexual orientation, disability, or identity as a veteran with a disability or veteran of the Vietnam era.
8. Conduct all actions in an ethical manner.
9. Plan ahead and allow adequate lead time when services of University departments are needed.
10. Practice sound fiscal management.
11. Respect the existence and rights of other student organizations and strive to establish a sense of community among student organizations.

Expectations of Student Organization Officers/Contact Persons

1. Become knowledgeable about University policies, guidelines, and procedures that relate to student organizations and their activities.
2. Do not act on behalf of the University, which includes signing contracts. For more information, consult the Financial Information and Policies for Student Organizations.
3. Inform the organization's members of University policies.
4. Speak with the authority for the group when discussing the organization and its plans.
5. Notify the Center for Student Involvement when changes in officers/contact persons or advisor(s) occur.
6. Notify the Center for Student Involvement of all changes to the organization's constitution/bylaws and contact information.

It is important to note that officers/contact persons are not merely figureheads for the group. These persons are true leaders who have distinct responsibilities. All such persons must establish lines of communication with the group in order to know what is going on within the organization. The excuse "I did not know this was occurring" is not an acceptable one, except for unusual circumstances. Part of being a leader is taking responsibility at a higher level than that of a group member.

Hazing – [Policy 4-07](#)

Kent State University students as individuals or members of registered student organizations are expressly prohibited from engaging in hazing. Hazing is defined as committing any act or coercing another, including the victim, to commit any act of initiation individually or with any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person. Students and/or organizations charged with violating this rule are subject to disciplinary action.

Changes have been made to the policy register beginning fall of 2014 regarding the conduct of student organizations. For more information please refer to [Policy 4-02.1](#): Administrative policy and procedures regarding regulations for student behavior and administrative of student conduct.

The Role of the Center for Student Involvement Liaison

Every registered student organization is assigned a liaison in the Center for Student Involvement. This person is here to help in the following ways:

- Consultant – Provide student organizations with consultation that utilizes staff experience as it relates to event planning, policy interpretation, organizational functioning, funding, etc.
- Referrals – Assisting organizations in working with appropriate departments for the purpose of conducting organization business.
- Mediator – Available to student organizations to assist with resolving intra- and inner-group conflicts.
- Advocate – for student groups with the university.

STUDENT ORGANIZATION REGISTRATION

University Policy Statement – [Policy 4-01](#)

The University is committed to the belief that students have a right to organize and participate in groups whose purpose centers on the interests and goals of the individuals involved. The University encourages students to form student organizations in accordance with administrative policies and procedures established for this purpose. All student organizations, including but not limited to, departmental groups, interest groups, recreational clubs, political groups, and non-chartered governmental organizations are required to register with the Center for Student Involvement. Registration does not imply either University approval or disapproval of the organization's purposes.

Requirements and Expectations for Participation in Student Organizations

Students participating in organizations must be enrolled in and passing three (3) credit hours of coursework and be in good academic standing with Kent State University. [Policy 4-.01.3](#)

Students who are officers/contact persons for an organization and students who commit funds from the student activity fee must meet the following criteria:

- Be enrolled in and regularly attend at least three (3) undergraduate or graduate credit hours;
 - Maintain a cumulative grade point average of 2.25 on a 4.00 scale;
 - Not be on academic probation or semester warning; and
 - Have passed at least six (6) or more credit hours in the preceding semester of attendance.
- First semester students who are not officially classified under a transfer status are not required to meet the academic or six (6) credit hours previous semester requirements.

Any student who is ineligible to participate based on the above criteria must withdraw from that activity. Students who do not meet academic requirements may submit, in writing or via email, a waiver request to the Associate Dean of Students, 226 Kent Student Center (see process outlined below).

Nondiscrimination by Organizations

Any student organization selecting its membership upon the basis of restrictive clauses dealing with race, religion, national origin, gender, handicap, sexual orientation, color, identity as a veteran, or age in so far as included by law will be considered to be operating in conflict with University policy. This policy does not apply to membership practices which are exempt under state or federal law and regulations.

Registration Process

All student organizations are required to register with the Center for Student Involvement every academic year. There are typically two primary registration periods – one at the beginning of the Fall semester, and one leading into the Spring semester. Student groups must fill out the online form by the deadlines. The registration deadline for both fall and spring is the fourth Friday of each semester.

The following information is asked for on the online registration form and must be filled out completely:

- Name of the organization
- Names, phone numbers, and e-mail addresses for five (5) officers/contact persons for the organization
- Name, phone number, and e-mail address for the group's campus advisor; this person must be a full or part-time University employee (faculty or staff)
- PDF or Word version of an updated constitution for the student organization must be uploaded to the site.

The president of the organization must accept the president's role and hazing statement online at the time of registration. By accepting, the president ensures that he/she agrees to uphold all University policies and procedures, to not use student activity fees for political activities intended to influence voting on issues or candidates currently on a ballot, nor to participate in hazing activities. It also grants release of eligibility status information to the president and advisor of the organization by the Center for Student Involvement.

Waiver Request Guidelines

If you do not meet the requirements for serving as an officer/contact person for your organization (2.25 cumulative GPA, registered for at least three credit hours, not on academic warning or probation), you may request a waiver to continue serving in your position. Requesting a waiver does not guarantee approval.

Waiver requests should be submitted to Dr. Timeka Rashid, Associate Dean of Students. Requests must be typed and can either be dropped off at the Center for Student Involvement, 226 KSC, or emailed to Dr. Rashid at trashid@kent.edu.

You must include the following information in your request:

- Provide an explanation of what caused your GPA to fall below the minimum requirement in the previous semester. The Center for Student Involvement realizes this information may be sensitive in nature, particularly concerning illness or a family member's death. Please provide as much information as you can to assist us with understanding what may have contributed to your academic struggle. Include your Banner ID with your submission.
- Outline your plan of action for the current semester to regain your minimum GPA. This could include:
 - Personal things you will do to correct your use of time, procrastination, etc.
 - Changes you will make to your study habits
 - Possible campus resources you could use to assist you
 - If you are granted the waiver, how you will balance your academic and involvement priorities to ensure you do not continue to struggle academically. What will you do differently this semester?

If a waiver is granted, you will be expected to provide your student organization advisor with a mid-semester academic progress report. The Center for Student Involvement can provide you with a form to have your faculty members complete or you can work out a process with your advisor (i.e. bring copies of papers, tests to show them your progress).

You will receive notification via email whether or not your waiver request has been approved within three business days of submitting the request. A copy of your request and the decision will also be emailed to your student organization advisor. If the student is not granted a waiver, appeals may be made to the Vice President of Enrollment Management and Student Affairs.

If your student organization does not meet the minimum officer requirement of five (5), a waiver to operate with less than five officers may be submitted. Requesting a waiver does not guarantee approval.

Waiver requests should be submitted to Dr. Timeka Rashid, Associate Dean of Students. Requests must be typed and can either be dropped off at the Center for Student Involvement, 226 KSC, or emailed to Dr. Rashid at trashid@kent.edu.

You must include the following information in your request:

- The history of the organization in question.
- The academic standing of the officers currently in place.
- The current level of activity of the student organization.
- An outline of the student organization's recruitment plan.

If a waiver is granted, you will be expected to provide your student organization advisor with a mid-semester update on membership.

You will receive notification via email whether or not your waiver request has been approved within three business days of submitting the request. A copy of your request and the decision will also be emailed to your student organization advisor. If the student is not granted a waiver, appeals may be made to the Vice President of Enrollment Management and Student Affairs.

Release of Information Related to Student Organizations

The following information will be made available to the University community and the public on an unrestricted basis:

- Name of student organizations
- Campus addresses, e-mail addresses and campus phone numbers of student organizations
- Description of student organizations

In compliance with University policy and the Family Educational Rights and Privacy Act regarding the collection, retention, and dissemination of information about students, the following information will be made available to the University community and the public on a restricted basis, unless students indicate it should not be released:

- Names of officers/contact persons for the organization
- Names of advisors of organizations
- Phone numbers and/or emails of organization's officers or contact persons and/or advisors

STARTING A STUDENT ORGANIZATION

Steps to Starting a Student Organization

1. Meet with a staff member in the Center for Student Involvement to discuss the process for registering a student organization and the requirements for officers/contact people.
2. After meeting with a staff member, the group may use space up to two times in the Kent Student Center to recruit members and promote the organization. This can either be a room for an information meeting or a recruitment table. The group will need to complete either a Major Event Form or Sales and Solicitation form signed by a Center for Student Involvement staff member to confirm their ability to schedule space.
3. Develop a constitution; a [sample](#) is available from the Center for Student Involvement.
4. Submit the registration form and constitution to the Center for Student Involvement for review and completion of the registration process. Organizations will receive an e-mail notice confirming their registration status within one week of submitting their request.
5. Any changes to officers or contact persons, or advisor should be submitted to the Center for Student Involvement via email to csi@kent.edu. Revised constitutions should be submitted to the Center for Student Involvement as well.

Starting a Greek (fraternity/sorority) chapter

There are very specific requirements and processes for new Greek chapters starting on campus. Please contact the Assistant Director for Greek Affairs in the Center for Student Involvement, 330-672-2480, directly to learn about the process.

ROLES OF THE ADVISOR

Choosing an Advisor

Organizations rarely become successful without the active involvement of an advisor. The University requires that each student organization be advised by at least one faculty or staff member; graduate students are not eligible to serve as student organization advisors. The advisor who simply lends his/her name to an organization to fulfill the requirement does a great disservice to the group. Effective advising requires numerous skills normally associated with teaching or counseling and a willingness to commit time to these activities.

The Role of the Advisor

The Center for Student Involvement has a set of expectations for all student organization advisors.

- Attend regularly scheduled meetings as often as possible.
- Meet with the officers to discuss organizational goals, assist with the development of programs, discuss the financial status of the organization, etc.
- Support the organization; it is expected that the advisor will attend group sponsored activities when appropriate.
- Be knowledgeable of University policies.
- Be familiar with the group's history and traditions. The advisor should also be familiar with the constitution and bylaws and should be prepared to assist with the interpretation of those.
- Recognize the general financial condition of the organization and encourage the maintenance of sound financial records. If the organization has a checking or savings account at a bank or credit union, two signatures should be required for withdrawals with one of those signatures being the advisor.
- On a monthly basis, reconcile the account and review with the treasurer.
- Help the students understand the impact and implication of activities in which the group wishes to engage.
- Ensure that the organization re-registers with the Center for Student Involvement every academic year.
- Assist in resolving conflicts between group members and/or officers.
- Sign all documents that require an advisor's approval.
- Assist the organization with a smooth officer transition.
- Maintain open communication with the Center for Student Involvement, including updates on your status as advisor.
- Attend workshops and trainings hosted by the Center for Student Involvement.

In addition to the expectations that the Center for Student Involvement has, following is a list of general advisory functions. Note that all advisors do not perform all functions, and your advisor's personal checklist may vary depending on what your group needs.

- Read e-newsletters sent by the Center for Student Involvement to stay current on upcoming events and other information pertinent to student groups.

- Challenge a decision when it violates a stated objective, the bylaws, or University policy. If unsure about possible policy violations, contact your CSI liaison.
- Let the group work out its problems; allow for mistakes and – doing it the hard way.

Recognize students for their work – through campus awards, thank you notes, etc.

Please note, student organization advisors serve under the policies of Kent State University. The Center for Student Involvement reserves the right to review any actions of advisors not employed by Kent State (ex. campus ministers, Greek chapter advisors). Any violations will be submitted to the Office of the Vice President for Enrollment Management and Student Affairs for review and possible removal from position.

SERVICES FOR STUDENT ORGANIZATIONS

Office Space

A limited number of office spaces are available for student organizations. Offices are located on both the first and second floor of the Kent Student Center. Office space is allocated once each year for the next academic year by the Office Space Allocation Committee, coordinated out of the Center for Student Involvement. This process occurs mid-spring for the next academic year. Interested groups should complete the Student Organization Office Space Request Form by the stated deadline each spring to request office space.

Copier

USG provides a copier for registered organization use. The copier is located in the common area of 120 KSC. All student groups must provide their own paper. Stop in the USG office, 120 KSC, for usage instructions.

University Car Rental

University vehicles are available to student organizations for official business. All drivers must meet the following criteria:

- registered KSU student with valid driver's license
- no more than six points on driving record in past two years
- no serious motor vehicle violations within the past two years

All potential drivers must have a driver's license check prior to picking up the vehicle.

Out-of-state trips require two drivers and the appropriate Vice President or Dean's approval. In addition, for trips requiring more than 12 hours one-way driving time, a mandatory six hour break is required.

To begin the process for vehicle rental stop in the Center for Student Involvement, 226 KSC, for the appropriate paperwork. Allow at least **three weeks** for the processing of driver's license checks.

Mailboxes

Student organizations may request a campus address for mail delivery when registering their organization. The mailboxes are located on 2nd floor of the student center, behind the Center for Student Involvement. It is important that organizations regularly check and clean out their mailbox. All mailboxes are emptied at the end of each semester.

Student Organization Funds

A limited number of funds are available each year for registered student organizations to assist with organization business. The maximum award amount is \$200.00 per academic year.

Applications are available online or in the Center for Student Involvement, 226 KSC. Please note, this funding source may or may not be available starting spring, 2014.

Dennis Eckart Scholarship Fund

Funds are available for undergraduate students to attend conferences, workshops, etc. where they will be developing leadership skills. Students are eligible to receive a maximum \$250 award once during their academic career. Applications are available online or in the Center for Student Involvement, 226 KSC.

Undergraduate Student Government Allocations

Funds are available through undergraduate student government for programs and conferences. Applications are available through [online](#) or in the Center for Student Involvement, 226 KSC.

Leadership Development Programs

The Center for Student Involvement offers a variety of leadership programs annually. Leadership conferences are offered to assist individual students as well as organization officers with their skill development and self-exploration. Speakers focused on various aspects of leadership are invited to campus each year. In addition, staff in the Center for Student Involvement are available to assist individual organizations with retreats, specific leadership topic training and constitution/bylaws revision processes.

Table Tents

Only Kent State University registered student organizations and campus departments may schedule table tent use.

Reservations

- Table tents can only be reserved through a representative from KSC Programming Office located in the lower level of the Kent Student Center
- Table tents must be reserved at least one week in advance of date requested
- Each organization is permitted ONE week per semester.
- Organizations who wish to reserve more weeks throughout the semester are able to put their name down on a waitlist

Guidelines

- Table fliers must be made no larger than 6" in height by 4" width to fit into the table tent plastic holders.
- They must be one-sided, flat mini-fliers that fit the specifications above.
- Groups are advised not to make copies until table fliers have been approved by Kent Student Center Programming Staff.
- Table fliers must include the sponsoring organization's name
- Table fliers must be turned into KSCP office by 3pm the Thursday before the week reserved. No exceptions will be made.
- KSC staff will be responsible for displaying and removing fliers each week.
- Table fliers will be displayed from Sunday morning through Saturday evening of the scheduled week.
- Table fliers placed outside of these areas or scheduled weeks will be disposed of immediately.

USE OF SPACE ON CAMPUS

Scheduling Office

The University Scheduling Office, located on the first floor of the Kent Student Center, is responsible for coordinating the use of University facilities for activities other than classes. Please keep in mind that scheduling for fall semester begins two weeks prior to the first day of classes. Scheduling for spring semester begins two weeks before fall semester ends. Summer scheduling begins two weeks before spring semester ends. Each group may schedule one event prior to that date, providing the event requires extensive planning and programming.

Procedures for Scheduling

After putting a location on hold through University Scheduling and completing appropriate paperwork at the Center for Student Involvement, take relevant form(s) to the Scheduling Office. A confirmation will be sent, noting that the person(s) who signed the paperwork will be responsible for the event (or equipment rented) and will be held responsible for charges unless an account number is given. All equipment requirements and room set-ups should be noted on the paperwork. Requests for audio-visual equipment outside of the Kent Student Center should be made through Education Technology at avevents@kent.edu a minimum of two weeks in advance to place order and confirm prices.

Pricing information can be found by calling the Scheduling Office at 330-672-3202. The Operations Office can be reached at 330-672-2554. If there are equipment or set-up questions once scheduling has been confirmed, contact Operations at 330-672-8183. Student organizations holding events in the Kent Student Center will not be charged for A/V costs, but will be responsible for set-up charges and operator costs. Organizations will be responsible for the cost of A/V for events held outside of the student center.

When a scheduling regulation is violated, the director of the Scheduling Office sends a memo to the organization citing the violation. Organizations will be charged for damage to equipment, furniture, or facilities and any clean-up beyond what is normal.

Cancellations

The Scheduling Office is open from 8 a.m. to 5 p.m., Monday through Friday, and you can contact the office by calling 330-672-3202 or emailing toscheduling@kent.edu. If the office is closed, you can contact the Operations department at 330-672-2554 to cancel an event. If the event is in another building, you must contact the Scheduling Office to cancel it. Failure to cancel an event within 24 hours will be considered a “no show” violation and, as a result, charges may be incurred and scheduling privileges may be forfeited.

Facilities Available for Use

- Kent Student Center including Risman Plaza/Student Green
- Classroom facilities including seminar rooms and lecture halls
- Residence hall and related facilities
- Outdoor facilities including athletic facilities
- Pan-African Cultural Center
- Ice Arena
- Memorial Athletic and Convocation Center

Facilities Not Available for Use

- Office facilities, either academic or nonacademic

Laboratory areas
Designated areas within residence halls

DeWeese Health Center
Hub in Kent Student Center

Early or Late Hour Requests

Requests by registered student organizations to keep the Kent Student Center open beyond its normal hours must first be approved by the Center for Student Involvement via a waiver request form. After a late hour request is approved by CSI, a late hour form will be completed with the University Scheduling Office. A group's late hour request must be submitted a minimum of two (2) weeks in advance to insure ample time to secure proper staffing of the building. There are charges for extending the building hours and these vary depending on the facility, time and nature of the event (usually \$75.00/hour or any part thereof).

Room Arrangements in Kent Student Center

Every room except the Ballroom, 310A or B, Ballroom Balcony, KIVA stage, and 306 A, B, or C has a regular physical arrangement of tables and/or chairs. If scheduling those rooms listed above, you need to make arrangements for the room to be set up. This may be done at the time of scheduling or arranged directly with Operations at a later date. There is a \$10 minimum charge to have the set up in other rooms changed. Requests to change the set up in a room should be done at the time of scheduling. Only Student Center staff is allowed to move furniture within the building.

Delinquent/Outstanding Charges

Once a month, CSI and the Scheduling Office receive a list from the Bursar's Office of all registered student organizations that have delinquent or outstanding bills. Registered student groups on this list cannot reserve University facilities until these debts are paid. This prevents groups from incurring additional charges from the University while already delinquent.

The Center for Student Involvement also receives this information. Organizations that have not made arrangements to pay off their debt are subject to deregistration.

Maintenance Fees/Charges

A group leaving a meeting room in disorder (i.e. excessive trash, room set-up change) is liable for a labor charge required to clean and reset the room of \$10 (minimum), depending on the size of the room.

EIN AND OTHER TAX-RELATED INFORMATION

Legal Disclaimer: This document is for general discussion purposes only and is not intended or written to be used, and cannot be used or relied upon, by any taxpayer for any purpose, including for purposes of avoiding tax penalties. Any taxpayer should seek advice based on the taxpayer's particular circumstances from an independent tax advisor.

- Kent State University is an instrumentality of the State of Ohio and is not subject to income taxes on its educational and research activities. KSU is exempt from tax by statutory law (Internal Revenue Code 115). Nonprofit organizations do not have private owners. Nonprofit organizations may be exempt from income taxes if they qualify for exemption under Internal Revenue Code Section 501(a). The most common type of tax-exempt organization is described in 501(c)(3) and includes organizations that are organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes.
- KSU is not subject to Ohio Sales Tax when purchases are made for use by the university.
- The use of KSU's tax exemption is restricted to making qualifying purchases with university funds. Student organizations may not use KSU's employer identification number (EIN) for any other purpose. In order to qualify, the purchases must be for educational, research or other nonprofit purposes.
- KSU Foundation has 501(c)(3) status and is able to accept all donations.
 - The KSU Foundation owns any donations it accepts. To access the funds, the student organization must submit a Check Request and applicable expense paperwork to KSU Accounts Payable through a university account. Funds will then be transferred from Foundation to the university account.
 - For Donations < \$1,000 – A IRS copy of the KSU Foundation 501(c)(3) status can be obtained from the Center for Student Involvement to be given to donors.
 - For Donations > \$1,000 or if your student organization is seeking donations > \$1,000, please KSU Foundations, 330-672-6002.
- Tax Management does not recommend outside bank accounts for student organizations that are not incorporated or part of a national organization because of the legal and tax implications associated with having activity outside of the university. The organization will be responsible for determining the tax consequences of the activity of the unincorporated association. Any organization that decides to open an outside bank account should obtain and read IRS Publication 557. Typically, the individual who signs documents will be personally liable for obligations entered into by the association.

In order to open a bank account, your student organization must obtain an EIN.

- Student organizations may not use KSU's EIN nor may KSU's name appear in outside bank accounts.

- Forms are available in the Center for Student Involvement or can be emailed by contacting Joe Polack at 330-672-2480 or jpolack@kent.edu.
- The EIN can be used for banking purposes only and a copy should be given to Joe Polack in the Center for Student Involvement.
- CSI recommends opening a student organization account with the Kent Credit Union. Opening an account with a bank requires state paperwork that is not applicable for most student organizations.
- All withdrawals should require two signatures – your advisor and an officer, usually the treasurer.
- The advisor and an officer, usually the treasurer, should reconcile the bank statement monthly.
- The following KSU staff will assist with EIN-related questions
 - Paula Divencenzo, Tax Manager, 330-672-8622, pdivence@kent.edu

ACTIVITY FEES

- *Graduate Student Activity Fees* – Funds are allocated during the year by Graduate Student Senate on an as needed basis, to graduate students and organizations. Contact the Graduate Student Senate, 672-5860, 120 L & M for further information.
- *Undergraduate Student Activity Fees* – Funds are allocated by the USG to eligible, registered student organizations. Applications are available during the fall and spring semesters. Contact the Undergraduate Student Government, 330-672-3207, 122 KSC for a copy of the current Allocation Guidelines.
- *Student Publication Activity Fees* – Funds are allocated annually during the spring semester by the Student Media Policy Committee for student publications.
- *Residence Hall Activity Fees* – Funds are allocated by Kent Interhall Council to each residence hall or applicable program. For more information, contact KIC at 330-672-3121. They are located in the Tri Towers rotunda.

PLANNING AND HOLDING AN EVENT/ACTIVITY

Programming Expectations

All student organizations that program must follow University policies and procedures as well as applicable federal, state, and local laws. Also, each organization needs to anticipate, provide for, and meet promptly its financial obligations in a businesslike manner. Any organization which fails to meet its financial obligations or has a deficit balance with the University will be informed of the situation. If prompt corrective action is not taken, the organization will lose the privilege of utilizing University facilities and services. Loss of registered status may also be the eventual result of continued nonpayment of bills.

In addition to being responsible for the costs of programs, organizations are responsible for the conduct of their members and guests at all group functions.

Steps to Planning

Preplanning is considered the most important element in programming for your organization.

1. Needs Assessment
 - Who is your audience? What do they enjoy? What does your group want?
 - How will programs relate to your organizational mission?
2. Develop a calendar of events
 - What is realistic? What are your goals?
 - Will dates interfere with exams or other University activities (i.e. Homecoming)?
 - What can you afford to do?
3. Do Backwards Planning – starting with dates of events, move back and sequentially mark the date each task must be completed
 - What Center for Student Involvement deadlines apply?
 - Who will be responsible for what?
 - Do contracts for speakers/goods need to be completed?
 - What emergencies can arise?
 - Do we need any waivers?
4. Communicate Progress on a Regular Basis
 - Will meetings be needed?
5. Know the Program
 - What needs to be completed to ensure success on the day of the program?
6. Follow-up
 - Should a thank you be sent?
 - Should equipment be returned?
 - Did you document the programming steps for future years?
7. Evaluation
 - Did the program meet stated goals?
 - What was effective/ineffective?

Timelines for Different Types of Programs

Use the following chart to plan for the minimum time it will take for various processes to occur on campus:

<u>Requests</u>	<u>Deadline</u>
Major programs/events	One academic year in advance is ideal; minimally at least three to four months in advance
Alcohol waiver requests	One month (20 working days) in advance
Check requests (to pay performers, vendors, etc.)	Ten working days, once paperwork is turned in to Accounts Payable
Contracts to be signed	One month (20 working days) in advance
Demonstrations, Marches, Rallies	One working day in advance
Sales and Solicitation	Seven working days in advance
Sound waiver requests	Ten working days in advance
Vehicle Reservations	Five weeks (25 working days) in advance
Food Service	Two weeks (10 working days) in advance
Major Event Forms	Two Weeks (10 working days) in advance

Registering Programs with Center for Student Involvement

For events other than a regular meeting of members of your group or small scale activities, you are required to meet with your Center for Student Involvement liaison to register the event. This includes, but is not limited to:

Distribution or sale of food or alcoholic beverages
Events with off-campus speakers, entertainers
Major events

Co-sponsoring a Program

When planning a program, co-sponsorship with other organizations should be considered. Co-sponsoring helps minimize problems by supplying additional person-power, eliminating duplication of programs, and providing budget alternatives. The event(s) funded by USG Allocations Committee must have a primary sponsor that requests funding and is responsible for the finances.

Use of Sound Amplification Equipment

The use of sound amplification equipment on the campus is limited to registered student organizations and University departments. In order to ensure compliance with this policy, registered student organizations and University departments are required to register any use of sound amplification equipment with the Scheduling Office. Sound amplification equipment may not be used at any time, in any place, or in such a manner so as to substantially disrupt the University's functions of teaching, research, public service or administration, study and sleep in the residence halls, or other properly scheduled events. Sound amplification equipment may be used outside buildings in the areas listed below at the time specified when the area has not been previously scheduled.

- On the Risman plaza between 12 noon and 1 p.m., Monday through Saturday; and between 5 p.m. Saturday and 12 noon Sunday.
- On the commons when classes are not scheduled
- On the field bounded by Summit Street and the Allerton access road across from the Student Center parking lot
- On the intramural fields

- On Manchester Field

Sound amplification equipment may be used inside buildings only where specifically permitted by the rules governing the respective facility. The appropriate facility curator(s), in consultation with the vice president for enrollment management and student affairs or his/her designee, may waive these restrictions or make available additional areas for sound amplification equipment use for good cause shown. Requests for such a waiver should be filed with the Center for Student Involvement. The request should outline what the specific request is for and how the group will ensure that safety, security and community welfare will be guaranteed.

The facility curator or other appropriate University official shall inform any individual or group who is in violation of this rule and request compliance. Failure to comply immediately shall subject the individual or group to Student Conduct sanctions or to the filing of criminal charges.

Any individual, group, or department convinced that arbitrary or unreasonable limitations have been imposed in the implementation of this rule may appeal to the vice president for enrollment management and student affairs or his/her designee.

PROGRAMMING PAPERWORK

Student Organization Major Event Form

Any organization wishing to hold a major event on campus must complete a Major Event form; the exception is for normally scheduled organization meetings. Rooms can be put on “hold” in the Scheduling Office while the paperwork is being completed. Forms must be completed a minimum of fourteen (14) days before the event/activity.

The middle checklist portion of the form should be completed when the student organization representative meets with the group’s CSI liaison.

Sales and Solicitation (S&S) Permit

A Sales and Solicitation Permit is required whenever a group is charging admission, taking donations, selling, or soliciting signatures; it is also used to reserve table space on campus. An S&S can be obtained from the Center for Student Involvement and information given on the form will be a matter of public record in the Center for Student Involvement.

Anyone engaged in sales or solicitation on the University campus without a valid S&S clearly displayed, will be notified to cease operation and abandon the premises. A validated University identification card of the student or University staff present is required and must be shown upon request. In cases where individuals refuse to leave the premises after notification, the notifying University staff member involved will take appropriate action.

“Sales” is defined as the activity of exchanging a product or service in return for money, goods, or other services. “Solicitation” is defined as any effort to ask for donations or contributions of money, goods, or services, or written advocacy of a cause. The following policies apply to sales and solicitation:

1. Sales and solicitation limited to the membership of a particular registered student organization do not fall within these rules but are governed by the group’s own regulations.
2. Individuals may not engage in sales and solicitation among the general University population while on University property unless sponsored by a registered student organization or University department.
3. Sales and solicitation are permitted inside buildings only from behind tables which have been reserved through the University Scheduling Office. Sales are permitted outdoors, provided that free flow of traffic is not impeded, and the area is reserved through the University Scheduling Office.
4. Sales and solicitation are expressly prohibited in food service areas, academic/administrative buildings, and door-to-door in the residence halls.
5. A member of the sponsoring organization or University department must be present at the sales or solicitation site at all times.
6. All of those directing or participating in sales and solicitation must be currently registered for classes or be employed by the University.
7. A University Sales and Solicitation Permit must be displayed at the sales or solicitation site at all times.
8. State law requires that a vendor’s license be secured and Ohio sales tax charged, if a group sells the same item(s) more than five (5) times during a calendar year.

9. If an outside vendor is engaged in sales on campus, a Joint Venture Agreement must be filed with the Center for Student Involvement.

Joint Venture Agreement

Anytime an outside vendor is engaged in sales on campus, the group must negotiate a Joint Venture Agreement with the vendor in addition to filling out a Sales and Solicitation Permit. The recommended agreement requires the vendor to pay the organization a minimum of one hundred twenty-five (\$125) dollars per day or not less than fifteen (15) percent of gross sales. The following regulations and guidelines are to be followed in relation to outside vendors:

1. In the Student Center, the outside vendor will be assessed one hundred twenty-five dollars (\$125) per table per day. The student group will be held responsible for this fee if it is not paid by the vendor.
2. The vendor must have a valid vending license. There are several types of vendor's licenses available. Most retailers have either a **regular county** or a **transient** vendor's license. Depending on the type of operation, a business may be required to obtain a **service** or a **delivery vendor's license**. The proper vendor's license is determined by the type of sale and where it takes place. The fee for a license is \$25.00. A vendor's license remains valid until it is canceled. Vendor application forms are available at county auditor's offices, ODT Taxpayer Service Centers, the ODT web site (tax.ohio.gov), or by calling **(800) 282-1782**. Applications should be submitted electronically or by mail to the address shown on the application form.
3. The student organization will be responsible for the outside vendor and will be charged for any costs incurred.
4. Upon request of the Center for Student Involvement, the student organization sponsoring the vendor must present evidence that all income was used for the specific purpose identified on the Sales and Solicitation Permit.
5. A copy of the vendor's license, the Joint Venture Agreement, and the Sales and Solicitation Permit must be on file in the Center for Student Involvement prior to the start of the activity. Events are subject to cancellation if these requirements are not met.

SPECIAL EVENT TYPES

Different types of events require different kinds of planning. Below are specifics related to a variety of events.

Concerts

Only the Undergraduate Student Government (USG) Programming Board can sponsor and/or produce major concerts. Other organizations that wish to put on a concert should contact the USG Director of Programming to investigate the possibility of co-sponsorship. Contact the Director of Programming, (330) 672-2338, at least two (2) months prior to the proposed event.

Demonstrations, Marches, and Off-Campus Speakers – [Policy 4.03](#)

The University recognizes the exercise of the rights of expression, conscience, affiliation, and peaceful assemblage. The University is equally mindful that a reasonable and orderly calendaring and assignment of University facilities, resources, and personnel consistent with the civil liberties expressed in the first amendment to the United States Constitution are necessary in order to assure the pursuit of educational programs, to accommodate the needs of all persons, and to respect the rights of all members of the University community.

For the purpose of clarity, the following definitions apply: [Policy 4.03.1](#)

Demonstration: A person or assembly of persons engaged in a rally, march, sit-in, fast or other public manifestation of welcome, approval, protest, or disapproval but does not include social or athletic exhibitions or events.

March: The movement of an assembly of persons from one point to another.

Non-university Affiliated Speaker: A person not enrolled as a student or employed by the University who addresses or intends to address persons on the campus grounds or in a facility of the University.

All demonstrations, marches, and non-university affiliated speakers must be sponsored by a registered student organization or University department. In addition, only currently registered students who are members of the sponsoring organization may facilitate the planning of such an event. In all instances, those sponsoring demonstrations, marches, or non-university affiliated speakers are responsible for making the necessary provisions to maintain the peaceful demeanor of the assembly, including the arrangements for peace marshals or other self-governing services in cooperation with the assigned University security personnel. The sponsoring group shall be responsible for all expenses and damages incurred to the University. The University will neither permit nor condone unlawful action. Civil disobedience as a means to produce change is always a matter of individual conscience and consequence.

Demonstrations and Marches – [Policy 4.03.101](#)

In order to obtain assistance in planning and obtaining University facilities, and in order to protect the rights of all members of the University community, participants and nonparticipants, student groups, and University departments must register demonstrations, marches and non-university affiliated speakers with the Scheduling Office. Details concerning space, time, and special arrangements will be noted at that time. Appropriate paperwork, most commonly a Major

Event form and sound waiver request, should also be completed with the Center for Student Involvement.

The Scheduling Office will determine if an event has been registered and by whom. If an event has been registered, the registered event shall be given precedence over any other use of the space or facility, and the determination of that registration status by the Scheduling Office shall be final. If the space has not been registered for an event, the procedures outlined below shall apply. When the Scheduling Office is closed, the Kent Student Center Information Desk should be contacted for verification of scheduling information.

The University permits demonstrations, marches and non-university affiliated speakers without prior registration provided that no sound amplification equipment is utilized and members of the University community not participating in the demonstration may proceed with their normal activities. Areas recommended for demonstration, marches and non-university affiliated speakers when not previously scheduled include:

- On the Risman Plaza
- In front (south side) of the Memorial Athletic and Convocation Center
- On the front campus lawn
- On the commons
- On Manchester Field
- On the Centennial Court greens

The Associate Dean of Students, in consultation with the police and appropriate building curator, may develop operational procedures to guide the determination of subsequent events or speakers. In the absence of specific procedures, those wishing to assume use of the space should clearly state their intentions.

Demonstrations, marches and non-university affiliated speakers shall be denied registration by the scheduling office when:

- The Associate Dean of students or designee, in consultation with the police and the sponsoring organization (and advisor) or department, has a reasonable basis to conclude that the demonstration or non-university affiliated speaker event substantially threatens to materially disrupt the normal activities of the University, threaten health or safety, or result in a violation of criminal law.
- The Associate Dean of Students or designee, in consultation with KSUPD and the sponsoring organization (and advisor) or department, has a reasonable basis to conclude that there is danger to those participating in the demonstration or march.

Demonstrations, marches and non-university affiliated speakers may not:

- Be held inside or in the vicinity of campus buildings except as approved by the Associate Dean of Students or his/her designee.
- Substantially obstruct or disrupt any legitimate function of the University including, but not limited to, research, teaching, administration, public service, or other authorized events.
- Substantially obstruct the free flow of pedestrian or vehicular traffic.

The route of all marches or parades must conform to stated regulations.

Non-University Affiliated Speakers

A university is a forum for the scrutiny and exchange of ideas. Therefore, the University encourages student organizations and university departments to invite speakers to the campus. Registered student organizations must register all non-university affiliated speakers with the Scheduling Office in order to assure orderly calendaring and to facilitate the event. The Scheduling Office shall establish operational procedures to accomplish this purpose, but such procedures shall not impose limitations based upon the subjects to be discussed or the background or past associations of the speakers. It is the responsibility of the sponsor to inform speakers of laws concerning advocacy of violence, inciting to riot, or other illegal acts.

FOOD AND ALCOHOL SALES/DISTRIBUTION

Food service arrangements can be made only after an event has been scheduled. Tickets sold for food must clearly state the cost of a meal. Events requiring food service after regular serving times must absorb the cost of all personnel, including wages and benefits. Two (2) weeks advance notice is required for food service and/or cash bar. Five (5) working days notice is required for light refreshments. Liquor cannot be charged to a University account.

Groups must obtain and display a Sales and Solicitation Permit when food will be distributed or sold. No sales or distribution of food may take place in the following established food service areas: Kent Student Center, Risman Plaza, Eastway Recreation Center, and the residence hall cafeterias (Eastway, Prentice, and Rosie's). The following policies must be followed:

Sale or distribution of light snack items for fund-raising purposes:

1. Light snack items such as donuts, rolls, cookies, and beverages not requiring refrigeration may be sold or distributed from behind reserved tables. Meat, cheeses, fish, cream products, or other prepared foods may **not** be sold in this manner. **You cannot make food yourself for individual sale. It must be prepared in a licensed food service environment/operation.**
2. Milk or milk products used as an additive to coffee or tea must be maintained under electric refrigeration at a temperature of forty-five (45) degrees or less. Coffee lightener must be served in a covered container. Non-dairy products not requiring refrigeration may be exempt.
3. All food must be individually wrapped or enclosed beneath plastic or kept in a covered box, so as to be reasonably protected from flies, dust, and pollution caused by unnecessary handling or other contaminations. If a customer serves themselves, proper serving utensils, such as tongs, must be provided. The organization sales person is responsible for seeing to it that customers do **not** serve themselves by hand or in other inappropriate ways.
4. The use of plastic and wood utensils is allowed. Individual, dispensable stirrers must be available.
5. All food must be processed or prepared in a licensed food service operation or in an establishment or place meeting equivalent requirements of the Ohio Department of Health. In order to insure freshness of any commercially prepared food being sold, the organization must maintain receipts at the site noting date and place of purchase. In other words, **you cannot make food yourself for individual sale. It must be prepared in a licensed food service environment/operation.**
6. The food sales site and all utensils and devices must be open to inspection at anytime by University environmental control agents or appropriate University personnel.
7. The selling and distributing organization is responsible for normal cleaning of the sales site at the end of the daily sale or distribution period, including proper wrapping of all perishable garbage and removal of all food crumbs or liquid spills.

Sale or distribution of food items as part of a program must be in conformity with the following guidelines:

1. Snack foods, such as chips, popcorn, crackers, fresh fruit, juice, etc, require that the individuals handling the foods insure that good personal hygiene practices be followed.
2. Foods such as cookies, brownies, cake, butter, condiments, etc, require clean areas of preparation and serving.
3. Foods that need to be kept cool must be kept at forty-five (45) degrees or below and cooked foods must be kept at one hundred forty five (145) degrees or above. Foods in

this grouping require temperature control either through refrigeration or heating. These foods are products that can cause food illnesses if not kept at proper temperatures. Sale or distribution of foods in this category require prior consultation with authorized departmental staff and University food service officials. If needed, these items must be prepared by and obtained from a licensed food service vendor. These foods can include dip, vegetable trays, pizza, milk, eggs, subs, cold cuts, hamburgers, ice cream, etc.

4. The following must be prepared and served by a licensed food operation: barbecued beef, roast beef, chicken, pork, potato salad, pot luck dinners, international dinners, and Chinese foods. These foods are not permitted to be prepared or served by individual organizations.

Any food products that require refrigeration or that have been cooked that are left from the event must be properly discarded once they have been served. Packaged foods that have not been opened may be saved and reused. Any meat products or foods that have meat sauces that are left from the event must be properly discarded.

A request for a waiver of any part of this rule must be submitted in writing to the director of Occupational Health and Safety by the appropriate representative of the student organization or residence hall group. The waiver must include a menu of the food being served and must be submitted five (5) working days in advance of event.

For more information, visit <http://www.kent.edu/facilitiesplanning/safety/>.

Alcohol and Student Events

The use or possession of alcoholic beverages, including beer and wine, on the property of the University must be in accordance with state and local laws. Consumption of alcoholic beverages in appropriate areas of the Student Center and the Golf Course is licensed under Dining Services and is consistent with the Ohio Beverage Commission permits obtained for those areas.

All alcohol requests (waivers) must be requested through the Center for Student Involvement four (4) weeks, twenty (20) working days prior to the event. When the Major Event form is filled out, the organization will be informed of its responsibilities, limitations, and liabilities by a Center for Student Involvement staff member.

The consumption of alcohol must comply with the following University regulations:

1. The distribution of alcohol at an event must be reviewed by the Associate Dean of Students.
2. Service and sales of alcoholic beverages must cease no less than one (1) hour before an event ends.
3. Sales must be through a cash bar staffed by trained Banquet Sales personnel only; members of the organization are not allowed to staff the bar.
4. Only University students, faculty, staff, and their guests may be admitted.
5. Alternative beverages and food must be provided in the appropriate amounts.
6. Only those twenty-one (21) or over will be permitted to consume alcohol. Identification and proof of age are required. Acceptable identification to verify age shall be a driver's license or state ID card and a University ID card. Licenses from other states may be used at the discretion of the sponsoring organization. The sponsoring organization must present an estimate of the number of people attending who are twenty-one (21) years of age or over and of those who are under twenty-one (21) years of age.

PUBLICITY AND POSTING

Posting – [Policy 4-03.301](#)

The University reserves the right to regulate the time, place, and manner of posting and distribution of printed material. The University is not responsible for the content of printed material being posted or distributed. No advertising for an event is allowed until an event has been properly approved and scheduled.

Each facility curator is responsible for identifying the specific purpose of bulletin boards under his/her purview. All bulletin boards will be cleared at the end of each semester. Any material not fulfilling the following requirements will be removed from bulletin boards by a member of the staff.

1. One poster or flyer per event on each bulletin board is permitted.
2. The name of the organization sponsoring the event must be clearly visible. The date of the event being advertised or a date at which the poster is considered to have fulfilled its function must be included. Posters are to be removed the day following the event by the sponsoring organization.
3. In order to maintain the natural beauty of the campus and to preserve the quality of the buildings, trees, and shrubs, there shall be no posting of notices on any trees, buildings, utility poles, or campus sidewalks. Posting is not permitted on woodwork, doors, windows, walls, or bulletin board frames.
4. In accordance with the state fire marshal's regulations, no poster, promotional materials or decorations may be suspended from any light fixture.
5. There shall be no signs or promotional materials suspended across the corridors of buildings, on the outside of buildings or between structures unless by special permission of the building curator.
6. Courtesy and respect for the freedom of expression by others dictates that posters are not to be marked on, destroyed or removed. Anyone discovered defacing posters will be subject to disciplinary action.
7. Posters or flyers must be attached by tacks only. Anything else will be removed.

The Center for Student Involvement maintains a student events showcase outside of the Hub on the first floor of the Kent Student Center. Registered student organizations may leave posters at the front desk of CSI (226 KSC) for Jennifer Gunnoe to be posted. Poster size should not exceed eleven by seventeen inches (11 x 17).

Flyers and Leaflets

A "flyer/leaflet" is defined as any printed matter distributed by hand, such as separate sheets, small notices, or advertisements. Flyers and leaflets may be distributed:

1. Outside buildings so long as pedestrian and vehicular traffic is not substantially impeded.
2. Inside the Kent Student Center, except
 - near (approximately within ten feet of) any doorway or stairway or in any manner so as to create a safety hazard or impede normal traffic;
 - on stairways;
 - in food service and other retail sales areas;
 - in meeting rooms (unless with permission of the group that has scheduled the event);
 - or
 - in restrooms

3. Inside other buildings, including residence halls, from behind reserved tables.

Flyers and leaflets specifically may not be distributed:

1. in any faculty or staff work area;
2. on vehicle windshields;
3. inside classrooms, laboratories, libraries, or offices; or
4. door-to-door or in corridors adjacent to student rooms in residence halls.

The facility curator or another appropriate University official will inform any individual or group which violates these procedures and request compliance. Failure to comply immediately shall subject the student organization to disciplinary sanctions or to the filing of criminal charges. Any organization convinced that arbitrary or unreasonable limitations have been imposed in the implementation of this rule may appeal to the vice president for enrollment management and student affairs or his/her designee.

Chalking

Chalking is permitted on campus as a means of advertising organization events. Chalking is permitted only on outside, horizontal, exposed surfaces where rain can wash the chalk away. Chalking is not permitted on vertical surfaces, buildings, under overhangs or on steps, posts, trees, tables and the like. The university reserves the right to remove chalking at its convenience.

It is strongly encouraged that groups do not chalk on the “K” on the Rismen Plaza.

Promotional Materials Outside the Student Center

There shall be no signs or promotional materials on the outside of the Kent Student Center, or between structures, unless by special permission arranged with the director of the center. Permission will be considered only if:

1. The event is to be held in the Kent Student Center.
2. The event is a recognized major University event.
3. The material can be displayed without harm to persons or property.
4. The material is put up by authorized University personnel.
5. The name of the organization sponsoring the notice is clearly visible.
6. The date of the event being announced or the date on which the notice is considered to have fulfilled its function is included.
7. Materials are removed not later than the day following the event or at the end of the promotional period.

Any material not fulfilling these requirements will be removed by University personnel.

Promotional Materials in the Residence Halls

In order to support the advertising of various programs and events on campus, The Department of Residence Services has developed a posting policy for the residence halls. This policy is meant to support the activities put on by students in a variety of organizations. In addition, this policy is meant to provide structure in order to ensure proper posting procedures as well as maintain the aesthetics of our buildings.

Permission:

The Department of Residence Services has the right to refuse any advertising done within University residence halls that does not support the goals and objectives of the department, the Division of Enrollment Management and Student Affairs, or the University community.

Failure to obtain permission or adhere to the guidelines stated in this policy may result in forfeiting the organization/department's right to display posters/flyers in the residence halls for the remainder of the academic year.

University Departments and registered student organizations in good standing are permitted to display posters/flyers and must receive pre-approved permission to post any items in the residence halls on campus from Residential Services; see details below on how to request permission. Posters/Flyers will only be hung by hall staff. Individuals MAY NOT post any items in the building. This is to ensure items are placed in appropriate locations. Items not approved will be removed. Flyers may only be placed in approved posting areas. Flyers will not be allowed to be posted on doors, windows, or chalkboards. Resident Hall Directors have the discretion to work with students from their buildings to post flyers in their halls.

Posters/Flyers Requirements:

To obtain approval by the Department of Residence Services for distribution and posting at designated locations in the residence halls, posters/flyers needs to contain the following:

- description of event/activity/service
- identification of the sponsoring organization or department
- whether there is any charge for the event
- the date/time/location of the event
- reason for the event/activity/service
- email address of person or organization

A sample of the proposed poster/flyer should be submitted either by email **lfisher@kent.edu** or delivered in person to the Korb Hall Reception Desk attention Laurel Fisher. The Department of Residence Services will review each submission and notify the student organization if approval is granted, denied, or if changes need to be made. For this purpose, please include contact information when dropping off the flyer.

The poster should be **no larger than 11"x14"**.

After Approval is Obtained for Posters/Flyers:

1. The student organization/University departments need to bring the approved version of the flyer to the Korb Hall Reception Desk counted out by hall as outlined below.
2. Flyers need to be received a minimum of seven (7) business days in advance of the event, so there is time for the flyer to be distributed.
3. Student organizations/University departments need to have the piles of flyers clearly marked and sorted or counted out by hall (as outlined below). If the organization only wants to advertise in select halls – that is OK – the piles should reflect the targeted halls.
4. The Korb Hall Reception Desk staff will place the flyers into RHD/ARHD mailbox for each hall.

5. The A/RHD will distribute flyers to hall staff members and each RA will post a flyer on their respective floor.
6. The RAs will remove flyers from the floors once the date has passed.

Quantities of Posters/Flyers:

It is the student organization/University department's responsibility to count and separate the appropriate number of flyers for each residence hall. The numbers reflect the number of staff members in each hall as well as the lobby and desk areas (if applicable) for each hall location. The flyers need to be grouped and labeled with the residence hall name and then brought to Korb Hall.

Residence Hall	TOTAL # of posters/flyers
Allerton Family Apartments	10
Allyn/Clark	16
Beall/McDowell/VanCampen	15
Centennial A/B	9
Centennial C/D	9
Centennial E/F	9
Fletcher/Manchester	16
Koonce	11
Leebrick/Korb	19
Prentice/Dunbar	12
Lake/Olson	14
Stopher/Johnson	14
Verder/Engleman	13
Wright	10
	TOTAL: 177

Publications

A portion of Student Activities Fees is set aside for allocation by the Student Media Policy Committee (SMPC) to fund newspapers, yearbooks, magazines and special materials designed to inform a significant portion of the student body about a special topic. In order to be considered for funding, the publication must be student oriented, be edited and managed by students, must show a favorable history of expending allocated money or show potential appeal if money for a new project is requested. The allocation of Student Publication Activity Fees through the SMPC must follow the Guidelines for the Allocation and Use of Student Publications Activity Fees. These guidelines are reviewed and approved annually to ensure the best possible use of Student Publication Activity Fees. A copy may be obtained from the Manager of Student Media, 330-672-0887.