

# Student Organization Resource Guide 2021-2022

## **Statement of Community**

Allegheny students and employees are committed to creating an inclusive, respectful and safe residential learning community that will actively confront and challenge racism, sexism, heterosexism, religious bigotry, and other forms of harassment and discrimination. We encourage individual growth by promoting a free exchange of ideas in a setting that values diversity, trust and equality. So that the right of all to participate in a shared learning experience is upheld, Allegheny affirms its commitment to the principles of freedom of speech and inquiry, while at the same time fostering responsibility and accountability in the exercise of these freedoms.

## **Office of Student Life Contact Information**

**Location:** Campus Center, Student Life Suite, Room 310

**Phone:** 814-332-2754

**Fax:** 814-724-6834

**Hours:** Business Hours: 8:00AM-5:00PM, M,T,TH,F  
8:00AM-7:00PM, W

## **Staff Member Assignments:**

April Thompson, VP of Student Affairs & Dean of Students

*Allegheny Student Government, Gator Activities Programming Board*

Maureen Muckinhaupt, Associate Dean for the Residential Experience

*Student Life Operations, Student Leadership & Involvement, Residence Life  
Fraternity and Sorority Life*

Trae Yeckley, Associate Dean for Community Standards and Wellness

*Grounds for Change*

Annie Custer, Student Life Coordinator, Upper Class Experience

*Fraternity Life, Interfraternity Council,*

Kate Rufalo, Student Life Coordinator, Second Year Experience

*Sorority Life, Panhellenic Council*

Tricha Young, Student Life Office Manager

*Game Room, Campus Center Facilities, Building Policies*

Gloria Burgess, Student Life Receptionist

*Campus Center Room Reservations, Outdoor (Non Athletic) Reservations, Student  
Organization SLI Website Updates*

## Useful Contacts for Student Organizations

<b>Allegheny Student Government</b> Campus Center Room 316	332-4364; <a href="mailto:asg@allegheny.edu">asg@allegheny.edu</a> ASG Finance: <a href="mailto:finance@allegheny.edu">finance@allegheny.edu</a>
<b>Audio Visual Requests</b>	<a href="mailto:AudioVisualRequest@allegheny.edu">AudioVisualRequest@allegheny.edu</a>
<b>The Campus Newspaper</b> Campus Center Room 314	332-5386
<b>Check Cashing</b> (\$50 limit)	Financial Services (Bentley Hall): 332-2360
<b>Computer Assistance</b> <a href="http://webhelp.allegheny.edu/helpdesk/WebObjects/Helpdesk">http://webhelp.allegheny.edu/helpdesk/WebObjects/Helpdesk</a>	Computer User Services:
<b>Counseling and Professional Development Center (CPDC)</b>	332-4368
<b>Fax Services</b>	SLI (\$1 for 1-2 pages, \$2.50 for 3+ pages)
<b>Food Service/Catering</b>	Parkhurst: 332-2317
<b>Game Room</b> Campus Center 2 <sup>nd</sup> Floor	332-2373
<b>Gator Activities Programming</b> Campus Center Room 315	<a href="mailto:gap@allegheny.edu">gap@allegheny.edu</a>
<b>Gator License Classes</b>	Public Safety: 332-3357
<b>Housekeeping (St. Moritz)</b>	332-4362
<b>Lost and Found</b>	Public Safety (Murray Hall): 332-3357
<b>Master Calendar of Events</b>	<a href="http://mastercalendar.allegheny.edu/">http://mastercalendar.allegheny.edu/</a>
<b>Outdoor Games to borrow</b>	Game Room
<b>Outdoor Table/Chair Set-Up Requests</b>	Physical Plant: 332-5378
<b>Post Office &amp; Printing Services</b> (Gator Post & Print)	332-2375; <a href="mailto:p2xpost@allegheny.edu">p2xpost@allegheny.edu</a> ; <a href="mailto:p2xprint@allegheny.edu">p2xprint@allegheny.edu</a>
<b>Reservations of Rooms &amp; Facilities</b>	<a href="https://ems1.allegheny.edu/emswebapp/Default.aspx">https://ems1.allegheny.edu/emswebapp/Default.aspx</a>
<b>Recreational Equipment (sign out)</b>	Athletics: 332-7529
<b>Student Leadership &amp; Involvement</b> Campus Center, Student Life Suite	332-2754; <a href="mailto:sli@allegheny.edu">sli@allegheny.edu</a>
<b>Transportation</b>	Motor Pool: <a href="http://scheduler.allegheny.edu/">http://scheduler.allegheny.edu/</a> or Public Safety: 332-3357 ASG Van: <a href="mailto:asg@allegheny.edu">asg@allegheny.edu</a>
<b>WARC 90.3 FM Student Radio</b> Campus Center 1 <sup>st</sup> Floor	332-3376; <a href="mailto:warc@allegheny.edu">warc@allegheny.edu</a>
<b>Winslow Health Center</b> .....	332-4355

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## Student Organization Responsibilities and Recognition

### Student Conduct Policies related to Student Organizations

(Located in *The Compass* student handbook: Article 5: Organizational Conduct)

A. Upon recognition by the College, student organizations become responsible for acting in accordance with College policies and all other applicable College regulations. The College may take action when the behavior of the members of a student organization violates College policy. Both individual and organizational disciplinary action may be pursued for the same conduct.

B. Student organizations may be held responsible for the acts of individual members when some of its members act together or when the members are acting on behalf of the organization. These acts include, but are not limited to, the following categories: When a member is in violation of College policy and other members are present, by failing to discourage such activity, tacitly condone the violation; when the violation is directly related to the organization's activities or an environment created by the organization.

C. Alleged violations will be adjudicated as outlined in this handbook for non-academic matters.

D. The following sanctions may be imposed upon student organizations found to have violated College policy: The sanctions of Warning and Probation plus other Educational Sanctions as outlined in this handbook of this process; Deactivation which entails loss of privileges, including College recognition and funding, for a specified period of time.

E. Fraternities and Sororities must follow all provisions of the [Allegheny College Greek Supplement](#) located on the Student Leadership & Involvement website. Any violation of these policies may be enforced under College Policy #14, prohibiting the violation of other published College policies.

### Student Organization Directory

Student Leadership & Involvement maintains a current list of student organizations and contact information on the Student Organization Directory webpage. Groups are expected to submit information as changes occur.

### Maintaining Student Leadership & Involvement Recognition

All student groups/organizations must register with Student Leadership & Involvement annually. This online registration form should be completed when:

1. A NEW CONTACT (i.e. president) person has been selected for the upcoming semester
2. A CHANGE in the CONTACT person has occurred mid semester OR
3. A CHANGE in ADVISOR has occurred

This form MUST be completed in order to reserve space on campus, use funding in a student organization ASG budget, and use SLI resources (Resource Room, copy cards, equipment, etc). This online [form](#) is located on the Student Leadership & Involvement website under Student Organization Resources.

### Maintaining ASG Recognition

ASG recognized organizations must elect their officers prior to the month of April, submit a [budget packet](#) during the appointed time (typically in March), and attend budget hearings in April to remain a current ASG organization. If not, organizations must reapply for recognition as a "[new student organization](#)." Please note: ASG notifies organizations about budget processes via the information in the Student Organization Directory. ASG is not responsible for organizations that

do not maintain current information. (ASG organizations who miss budget hearings should review the [ASG Financial Policies](#) to obtain budgets.)

### **Organization Email Account**

Organizations desiring an email account are to coordinate with their advisor for the submission of a LITS [Web Ticket](#), to request an @allegheny.edu email address.

### **Advisors**

In order to be a recognized student organization at Allegheny College, each group is required to have an advisor who is employed at least half time at the college. If you need assistance in finding an advisor and/or how to work with them contact a staff member. An *Advisor Resources* guide is located on the Student Leadership & Involvement website.

## **Services for Student Organizations**

### **Resource Room**

Located in Student Life (Room 310) of the Campus Center, the Resource Room welcomes all students. The room is supplied with equipment to assist student organizations with publicity. Resources include colored paper, banner paper, Ellison die cuts, glue, markers, three-hole punches and an array of other items.

### **Equipment to Borrow**

A variety of items are available to check out from Student Life, including cash boxes, a dolly, clipboards, window chalk, hot glue guns, easels, ribbon, single and double ticket rolls. Items that can be reserved through [Scheduler](#) are: portable speaker with mic and portable screen. If you need equipment/supplies for an upcoming event, email [sli@allegheny.edu](mailto:sli@allegheny.edu) to see if it is available for check-out prior to purchasing the item.

### **Printing Services (for large quantity copies)**

For copying large quantities, or purchasing cardstock paper for promotions, tickets, etc, Gator Post & Print is available to assist you and can directly bill your organization's account if your organization receives ASG or other funding. For more information check out the [Printing Services website](#).

### **Copy Cards (for small quantity copies)**

Student organizations funded through ASG, or an alternate source, are eligible to use universal copy cards located at Pelletier Library's Circulation Desk and the Campus Center's Game Room for each building's public copier. The President of each eligible organization may designate up to two other members of their organization, in addition to themselves, for universal card privileges by completing the Student Organization Copy Card Access form. Names of authorized organization members will appear on a Google Doc accessible at each location. Students must present their Allegheny ID card to receive the universal copy card.

The universal copy card allows users a .04 per page charge for black and white copies and a nominal charge for color copies. The two public copiers are located in Pelletier Library and the Campus Center (second floor, in the hall past the Post Office).

### **Display Cases**

Ten display cases are available for month-long, or semester-long reservations, depending on the number of requests received. Assignments may be requested for an individual organization, or a cluster of organizations (ie. religious organizations, political organizations, etc). If your organization hosts events for a month, submit your request for that particular month. This is an

excellent way to advertise your organization and to educate the community about an upcoming event. To request a display case, determine the top one or two months desired for publicity and email your request to [sli@allegheny.edu](mailto:sli@allegheny.edu).

### **Storage Spaces**

The Campus Center has accessible storage located on the second floor. The storage units provide storage and access to historical papers, current paperwork for the operation of organizations, and supplies related to their functions.

Application Process: Twenty-five units are available in varying sizes. Storage space applications and assignments occur during the month of April for the following academic year. Student organization presidents will receive a link for the Storage Spaces Application. Groups who receive space will be evaluated regularly as to how the space is being used and kept including cleanliness and usefulness of items stored.

### **Transportation**

Groups may be eligible to reserve motor pool cars/vans or the ASG van. To reserve a motor pool car/van, check out the guidelines on the Public Safety website:

<http://sites.allegheny.edu/publicsafety/>. For an ASG van, contact ASG at [asg@allegheny.edu](mailto:asg@allegheny.edu).

## **Event Planning Resources**

### **Event Planning Guide**

A comprehensive Event Planning Guide is available on the Student Leadership & Involvement website.

### **Religious Holidays and Holy Days**

When planning an event, be mindful of religious holidays and holy days. A list of these days and event guidelines can be found on the Spiritual and Religious Life website or the Student Leadership & Involvement website.

### **Space Reservations for Meetings/Events**

All reservations are made through Allegheny's online scheduling system, *Scheduler*. Individuals can access this website from the *My Allegheny* homepage.

### **Outdoor Space Reservations**

Groups may request use of outdoor space on *Scheduler* by searching for "Outdoor (Non-Athletic)" or "Robertson Field Complex" spaces. Once the Web Request has been submitted via *Scheduler*, the respective gatekeeper of the space will contact you. For the Outdoor (Non-Athletic) spaces, Student Life will request a brief, in-person meeting to review plans prior to processing the reservation.

### **Info Tables in the CC Lobby**

Use *Scheduler* to reserve an info table in the Campus Center Lobby to promote your group, event, etc. Search under the "Campus Center" and you will find Tables 1-6 in the Campus Center Lobby, and two tables on Main Street. For the Lobby tables, tables 1-3 are located in front of the entrance doors, table 4 is on the left by the stairwell, and tables 5 and 6 face McKinleys. If you are making a banner for your table, please note the tables are 5-feet long and 29-inches high.

**PLEASE NOTE:** Fundraisers or food give-aways including sales of donuts, cookies, candy, etc. may ONLY be held on the second floor of the Campus Center. The space can be reserved through *Scheduler* by selecting "Main Street." Include in the event description the number of tables and chairs needed as well as a description of items being sold. If your group is interested in selling/giving away food items other than the above and your preference is to hold the sale in the Campus Center Lobby, please contact Parkhurst Dining Services at 332-6252 for approval prior to submitting your request through Scheduler.

### **Contracts**

Groups interested in bringing performers/services to campus may need to sign a contract. Contracts may only be signed by two people. For contracts up to \$50K the contract is to be provided to the Dean of Students for review and signature. For contracts over \$50K, Linda Wetsell in Financial Services, must review and sign. Please work with the Director of Student Leadership & Involvement to facilitate the contract process. A comprehensive guide on executing contracts is available on the Student Leadership & Involvement (SLI) website.

### **Audio/Visual Requests**

If you need AV assistance please e-mail [AudioVisualRequest@allegheny.edu](mailto:AudioVisualRequest@allegheny.edu) at least **two weeks in advance of your event** with the following information: date, location, event time, the time you need the AV set-up, and equipment you or your contracted service has requested. The AV Technicians will let you know if they are able to complete your request and what additional assistance you might need. If Allegheny does not have the equipment you need, your organization is responsible for renting the equipment from outside companies. The AV Technicians will coordinate with you.

### **Local T-shirt Vendors**

If your group plans to purchase t-shirts, check out the local vendors located on the Student Leadership & Involvement website and be sure to include Allegheny College on the shirt.

## **Posting Policies for Campus Center**

*All posted materials must be in good taste and respectful of the Allegheny College Statement of Community. Failure to do so could result in the removal of the posted material and/or suspension of posting privileges.*

Posting in the Campus Center is reserved for campus events or those sponsored by and with the Allegheny Community. Outside vendors are only permitted to advertise on the "I Heart Meadville" display rails located in the entryways to the Campus Center lobby and balcony. Materials may not be taped or tacked on walls, doors, bathroom stalls, or windows. See below for additional policies.

### **Fliers/Posters**

- Fliers must contain the following information: Name of sponsoring organization with a brief description if not recognizable, the date, time and location of the event as well as contact information for the organization or the responsible member. Fliers not adhering to this policy will be removed by Student Life. When possible the organization will be contacted noting the specific posting violation.
- Posted materials must be contained to posting bars throughout the building. Damage done by improperly posted materials on surfaces will be billed to student organizations.
- Fliers **should not** overlap or conceal other items, and posting is on a first come, first served basis. Members in the community may post publicity no more than 10 days prior to the event

and limit publicity to one flier per display rail (or set of two) out of respect for other upcoming events.

- Fliers **should not** mention alcohol or include alcoholic beverages unless the event has been approved by Student Leadership & Involvement.

### **Banners**

- Banners must contain the following information: Name of sponsoring organization with a brief description if not recognizable, the date, time and location of the event as well as contact information for the organization or the responsible member (this may be handwritten on the back of the banner). Banners not adhering to this policy will be removed by Student Life. The organization's president will be notified and given one week to update the banner. Banners not updated within a week will be discarded.
- Banners **should not** mention alcohol or include alcoholic beverages.
- Due to environmental and safety concerns, banners hung in the Campus Center Lobby can have a **maximum vertical length of 4-feet and a maximum horizontal length of 6-feet**. Banners up to 7-feet in vertical length may be hung from the third floor balcony of the Campus Center.
- To preserve the building and its materials, publicity hung in the main lobby or 3<sup>rd</sup> floor must be hung with plastic clips. If not found on balconies, these clips can be obtained from Student Life. Banners are to be removed when events are completed.

### **Other Forms of Publicity**

- Tabling in CC Lobby: Use *Scheduler* to reserve an info table in the Campus Center Lobby to promote your group, event, etc.
- Chalking: Chalking is permitted on the Campus Center sidewalks that are exposed to the elements. Chalking is NOT permitted on walls, doors, or building exterior. Please remove chalk following events if rain or snow has not already done so.
- Flyers on Tables: Flyers may be placed on table a week prior to an event. No more than two flyers advertising separate events are to be placed on a table at a time.
- Campus Center Balcony Window: The front window of the Campus Center can be reserved for painted publicity. Reservations for "Balcony Windows" may be placed using *Scheduler*. Windows may painted a week prior to the event and must be cleaned within 24-hours after the event to avoid being assessed a cleaning charge. Window paint is available in Student Leadership & Involvement. (Priority is given to events taking place in the Campus Center.)

## **Food Policies**

### **Having Food at Meetings/Events**

Allegheny has contractual agreements with companies including Parkhurst and Coca Cola. Parkhurst is the on-campus caterer. While outside food may be brought onto campus, there are some restrictions (see below for details). Events held in the Tippie Alumni Center and Schultz Banquet Hall may NOT have outside food brought in, rather all food must be catered by Parkhurst.

### **Coca Cola Products**

Groups wishing to purchase drinks for their meetings or events from their ASG budgets are to purchase Coke products. Allegheny CANNOT knowingly purchase or reimburse events that serve anything but Coke.

### **Giving Away/Selling Food Items in the Campus Center**



Fundraisers or food give-aways including sales of donuts, cookies, candy, etc. may ONLY be held on the second floor of the Campus Center. The space can be reserved through *Scheduler* by selecting "Main Street." Include in the event description the number of tables and chairs needed as well as a description of items being sold. If your group is interested in selling/giving away food items other than the above and your preference is to hold the sale in the Campus Center Lobby, please contact Parkhurst Dining Services at 332-6252 for approval prior to submitting your request through *Scheduler*.

## **Food Safety and Handling**

**Small fundraisers/food giveaways\*** (Examples include bake sales, candy-grams, prepackaged food giveaways, etc.)

These events need to be registered with Student Life at the time your group reserves their location. Indicate on *Scheduler* that you will be having a small fundraiser/food giveaway and the type of food you will be selling/giving away. Student Life will follow up with the group if there are further questions. All groups are required to be familiar with the *Pennsylvania Department of Agriculture Temporary Food License requirements*, found on their website.

**Large fundraisers/food giveaways\*** (Examples include dinners, breakfasts, picnics, etc. that are intended to reach a large audience including those in the greater Meadville community.)

These events need to be reserved as usual through *Scheduler* and also coordinated with Parkhurst Dining Services. Student groups may be required to purchase a temporary food license. Please visit the Pennsylvania Department of Agriculture's website for more assistance in obtaining a temporary food license. Groups are required to contact Parkhurst Dining Services, at 332-6252 for further assistance.

**\*Note** when hosting a fundraiser or food giveaway consider the following culinary and support needs: kitchen or serving location, chef attendant, food ordering support, recipe adaption; equipment, clean up, linen, servers, utensils, compostables, etc.

## **Catering**

Dining Services has an array of menus that organizations can utilize for their programming. Please call the Catering Manager (332-4387) during regular business hours to design an event that meets with your budgeting needs. Please note, all catering orders require confirmation (meaning final numbers or quantities) more than 48-hours prior to your event.

## **Fundraising**

### **Reporting Profits**

ASG recognized organizations conducting fundraisers must submit their earnings to the ASG treasurer.

### **Safe**

For the safety of your members and profits, please utilize the Student Life safe. Access to the drop safe is located outside the Student Life Suite in the alcove with the green walls. The drop safe is on the right and works as a mail slot. Deposits can be made anytime. Money can be picked up during business hours. Place funds in an envelope with the names of: your organization, the fundraising event, and the person depositing the funds.

### **Athletic Events**

Organizations interested in holding raffles at Allegheny athletic events must contact Mandy Prusia, [mandy.prusia@allegheny.edu](mailto:mandy.prusia@allegheny.edu) (Athletic Department) to acquire a form and subsequent approval.

## **Movie Showing and Public Performance Rights (PPR) Policies**

**Want to show a movie? Know the law!** A movie may be shown for free ONLY for educational purposes stated in a class syllabus that is held in a classroom setting or a separate place devoted to instruction where the attendance is limited to the instructors, students and guest lecturers.

Kanopy Streaming Service: Allegheny's LITS (Library and Information Technology Services) subscribes to the streaming service Kanopy where public performance rights have been purchased for some of the offerings. The Kanopy offerings can be viewed and obtained through Pelletier Library. Common Kanopy questions are included [here](#).

Unlawful "public performance" consists of having a "movie night" in a residence hall lounge or public place without obtaining rights to the movie. THIS IS ILLEGAL, even for an educational program. Public performances can only be used for "systematic instructional activities." One such clause states: "Companies, organizations and individuals who wish to publicly exhibit copyrighted motion pictures and audiovisual works must secure licenses to do so...Any willful infringement of this right 'for purpose of commercial advantage or private financial gain' is a Federal crime." (*Copyright Law of the United States of America*)

To obtain further information on copyright laws and movie rights, call Swank Motion Pictures, Inc. at 1-800-876-3344 to talk to the Allegheny College representative. Most movie rights run between \$300 & \$1000 and they send you the movie. If you do not obtain movie rights, you risk serious consequences with the law that may lead to jail or payment of up to \$25,000. (Fliers promoting your program can be grounds for charges.) If you have questions please contact SLI.

## **ASG Finance Guidelines and Policies**

All student organizations are eligible to request money from ASG. For more information about the ASG Finance Guidelines and Policies, go to the ASG website: <https://www.alleghenystudentgovernment.org/>.