

OSI BESTSELLER LIST SINCE 1997!!



Student organizations

FOR

DUMMIES



- Establishing your RSO
- Policies you love
- Keeping your RSO
active!

Welcome Student Leaders!

Congratulations on making one of the best decisions of your collegiate experience and participating in a Registered Student Organization! Your experience in college is not just about what happens in the classroom, it's also about what you do with your time outside of the classroom. You will discover very quickly over your four years how valuable it is for you to be involved. Research on the benefits of student organization membership suggests that involved students tend to perform better academically and are more likely to graduate than their non-involved peers.

Students involved in organizations composed of peers learn leadership and interpersonal skills, as well as life skills such as planning, time management, and budgeting. Involved students develop a more robust, supportive network of friends and colleagues that often lasts beyond their college years. Florida Gulf Coast University strongly supports a diverse student organization community that contributes to the mission of the University.

The Office of Student Involvement is a resource for student organizations to use in order to have the most fulfilling co-curricular experience at Florida Gulf Coast University. As Coordinator of Student Organization Development, I am dedicated solely to assisting students and their Student Organizations. My office is located in the Student Union, Room 276. Please feel free to come by to ask questions, engage in discussions about how to improve your organization or anything else! In addition to providing resources such as this manual, we offer numerous opportunities to develop your leadership skills to make YOUR Organization the best it can be! The Office of Student Involvement's hours are Monday – Thursday from 8:00 am to 6:00 pm Friday 8:00 am to 5:00 pm. We can be reached at (239) 590-7739 or visit us at any time on the web at <http://studentservices.fgcu.edu/StudentInvolvement/rso.html>. The Office of Student Involvement assists over 150 Registered Student Organizations and we look forward to working with you!

Make the experience yours!

Matt Schorsch
Coordinator for Student Organization Development
Office of Student Involvement
Florida Gulf Coast University

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IMPORTANT NUMBERS

Campus Recreation	
Aquatics Center	239-590-7700
Fitness Center	239- 590-7935
Intramurals	239-590-7938
Outdoors/Waterfront	239-590-3963
Sports Clubs	239-590-7332
Waterfront	239-590-3964
Campus Reservations	
Conference rooms, Classrooms, Student Union	239-590-1090
Alico Arena, Tennis courts, Basketball Courts, Softball & Baseball Field	239-590-7013
Dean of Students Office	
Dean of Students	239-590-7900
Eagle News	239-590-7945
Judicial Affairs and Community Standards	239-590-7904
Multicultural Student Development	239-590-7990
The Office of Student Involvement	
Fraternity & Sorority Life	239-590-7739
Leadership Development	239-590-7728
Programming	239-590-7727
Student Organization Development	239-590-7729
Student Government	239-590-7834

Other Important Numbers

Adaptive Services	239-590-7956
Career Development Services	239-590-7946
Housing & Residence Life	239-590-1700
Outreach Programs	239-590-7834
Prevention & Wellness	239-590-7685
Wellness Center	239-590-7733



REGISTERED STUDENT ORGANIZATION

WHAT ARE REGISTERED STUDENT ORGANIZATIONS (RSO)

All students are encouraged to make their time at Florida Gulf Coast University a unique and enriching experience, one way to do so is through engagement in a Student Organization. Florida Gulf Coast University recognizes the contributions Student Organizations make to an effective learning environment that prepares students to live in an ever growing, multi-cultural society and a global community. Student Organizations serve as a medium for academic discourse, personal growth, leadership development, intercultural understanding, community service, and lasting friendships.

AUTHORITY FOR REGISTERING A STUDENT ORGANIZATION

As stated in the Florida Gulf Coast University Regulation: FGCU-PR4.005, Section 2, “Student organizations that wish to be recognized by the University must follow appropriate procedures established by the Division of Student Affairs. Registration approval must be granted by the Vice President for Student Affairs (or designee).” The Office of Student Involvement has been assigned as the designee to oversee this process for the University.

WHAT CONSTITUTES A REGISTERED STUDENT ORGANIZATION

A Registered Student Organization is defined as a group of at least four currently enrolled Florida Gulf Coast University students who unite to promote a common interest. The following criteria need to be reached in order to be considered a fully active and registered student organization:

- Complete the registration process with the Office of Student Involvement every semester by submitting all required information, actively attend orientations and trainings and make timely updates to the Office of Student Involvement regarding changes to the organization.
- Registered Student Organizations members must be enrolled in a degree-seeking program as an undergraduate, graduate, or postgraduate student at Florida Gulf Coast University.
- The control, operation and responsibility of a student organization must reside with the students organization members.
- Members of the executive board of an R.S.O. must meet the minimum requirements for Eligibility for Leadership Positions/Officer Qualifications.
- A current R.S.O. constitution (not more than 4 years old) must be on file in the Office of Student Involvement.
- An R.S.O. must have four executive members typically consisting of a President, Treasurer, Secretary and Vice-President.
- The Treasurer must attend R.S.O. Treasurer Training once a year.
- The President and another executive member must attend an R.S.O. Orientation once a year.
- An R.S.O. needs a full-time faculty or staff member as an Advisor



RESPONSIBILITIES OF STUDENT ORGANIZATIONS

Registered Student Organizations may be granted certain privileges by the Office of Student Involvement. Registered student organizations must maintain active files with the Office of Student Involvement and notify the office of any changes in the status of the organization and/or any change of officers. In addition, each organization is responsible for:

- Student Organizations must register their organization every semester for the upcoming semester:
 - Re-registration for the Fall is at the end of the Spring Semester
 - Re-registration for the Spring is at the end of Fall Semester
- Student Organizations that violate any law, University regulation or policy, or Student Government policy will be subject to disciplinary action pursuant to the Student Code of Conduct.
- Accepting responsibility for sponsoring and supervising their programs.
- Assuring that University facilities are used only for the purposes for which they were scheduled by the organization.
- Reimbursing the University for damages to University property or facilities, including clean-up costs which occur in connection with the organization's activities or programs.
- Assuring that all promotion and advertising of events involving the use of University facilities shall identify the sponsor of the event.
- Students or student organizations may not enter into agreements which purport to bind the University for any purpose.
- In order to comply with the University's commitment to non-discrimination, no discrimination shall be made on the basis of gender, race, color, creed, age, religion, disability, national origin, marital status, sexual orientation, parental status or veteran status.
- Agree to supply the Office of Student Involvement with financial records of your organization upon request.

BENEFITS TO REGISTERING A STUDENT ORGANIZATION

Student Organizations registered with the University may be granted the following privileges:

- Eligible to request funds from Student Government
- Use of University facilities for meetings and functions.
- Recruit members on campus.
- Establish dues and sponsor money-raising projects.
- Use the name of the University name as part of the organization's name.
- Invite guest speakers to campus.
- Grant awards and honors to organization members.
- Have a mailbox on campus and use the University's address for the organization's business.
- Have an on-campus bank account.
- Have other services provided by the Office of Student Involvement.

These rights may change due to policy changes within the University.



ADDITIONAL INFORMATION

RSO'S RELATIONSHIP TO THE UNIVERSITY

Registration of Student Organizations by the University shall not imply support for any student organization's purpose, philosophy or activities. With the exception of Student Government, student organizations and clubs are entities independent of the University, and the University assumes no legal liability for any student organization's activities.

AFFILIATING WITH A 'PARENT' ORGANIZATION

Registered Student Organizations may choose to be affiliated with a local/state/national organization, such as a charity, faith community, political party or fraternity/sorority.

- The student organization must state the name and nature of the affiliation (often the parent organization has a sample constitution for college student organizations to model.)
- The campus organization must obtain in writing a statement from the parent organization that the Florida Gulf Coast University chapter has permission to use the name and represent the organization.
- Control of the student organization must reside with the students, with all the operating decisions made by the students
- In addition, Social Fraternities and Sororities must comply with the University Regulation: FGCU-PR4.009.

CATEGORIES OF REGISTERED STUDENT ORGANIZATIONS

Campus Wide	Organizations which are university sponsored. The following are University sponsored the Student Programming Board, Student Government and the Resident Housing Association.
Cultural	Focused on providing support and fostering community within various cultures, races, religious and orientations represented among the student body.
Social Fraternity*	A social, fraternal organization composed of all male members. An organization in this classification must be a member of the FGCU Interfraternity Council or the National Pan-Hellenic Council.
Honor Societies	Local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors.
Interest	An organization whose purpose is to provide an opportunity for individuals to discuss and share information regarding a specific, non-academic related topic of interest.
Media	An organization whose primary function is to communicate via the media.
Political	Student groups that encourage expression, debate, and support of political issues, views, and/or candidates.
Professional	An organization representing a specific profession or career path.
Religious	Group that provide spiritual and/or religious development for students.
Service	An organization whose chief function is service to the campus and/or community.
Social Sorority*	A social, fraternal organization composed of all female members. An organization in this classification must be a member of the FGCU Panhellenic Council or the National Pan-Hellenic Council.
Sports Clubs	An organization whose purpose is to encourage participation and engage its members in competitive, extramural sports.

*As defined by the University regulation: FGCU-PR 4.009

ESTABLISHING A NEW REGISTERED STUDENT ORGANIZATION

Creating a new student organization can be an exciting and challenging experience! The Office of Student Involvement is here to help guide you through the steps of creating and establishing your new Registered Student Organization.

ESTABLISHING A NEW STUDENT ORGANIZATION

- Develop an idea for a student organization that does not currently exist at FGCU.
 - Create a mission for the organization/purpose (How it will add to the FGCU Community?)
- Develop a name for the new organization
- Meet with Student Involvement to discuss the new student organization idea
- Find an Advisor (see the Advisor section for more details)
- Fill-out the paper work and write a constitution
- Submit the Student Organization Registration form and a Constitution by the deadline for new organizations to register (*don't forget to have your advisor sign the forms before submitting them!*)
- The Treasurer must attend R.S.O. Treasurer Training once a year.
- The President and another executive member must attend an R.S.O. Organization Orientation once a year.
- Social Fraternities and Sororities must comply with the University Regulation: FGCU-PR4.009.
Congratulations, you have successfully started an officially Registered Student Organization! Remember the Office of Student Involvement is here if you have any questions.

DEADLINE FOR CREATING A NEW RSO

New student organizations that wish to become Registered Student Organizations have until 5pm of the third Friday of each new semester to turn in their fully completed registration forms.

NEW STUDENT ORGANIZATION REGISTRATION FORMS

The following are needed to register a new student organization:

- Student Organization Registration Form that includes the following
 - **Four executive members REQUIRED**
 - President
 - Vice-President
 - Treasurer
 - Secretary
- Full time Florida Gulf Coast University Faculty/Staff member as an Advisor
- A copy of the new R.S.O. Constitution

REQUIRED ORIENTATIONS/TRAININGS

It is the responsibility of the President and another member of the executive board to register and attend a Student Organization Training Session. It is also the responsibility of the Treasurer to attend Treasurer training. The Active Status of the Student Organization is contingent on attending the training sessions.



PREVIOUSLY ESTABLISHED REGISTERED STUDENT ORGANIZATIONS

RE-REGISTRATION – MAINTAINING ACTIVE STATUS

Previously Registered Student Organizations must apply for registration each semester during the previous semester to maintain their active status as an R.S.O.

Active for Fall Semester

- During the Spring semester, registration for the Fall semester will start during the last two weeks of the Spring semester and will close on the last day of finals.

Active for Spring Semester

- During the Fall semester, registration for the Spring semester will start the last two weeks prior to finals and close on the last day of finals.

Please notify the Office of Student Involvement if changes occur in the officers and/or Advisor of the student organization. It is important that the Office of Student Involvement has accurate contact information for all student organizations.

*In addition to registering on time all R.S.O.'s must
comply with the responsibilities of an Active Student Organization*

INACTIVE REGISTERED STUDENT ORGANIZATION STATUS

Student Organizations that violate any law, University regulation or policy, or Student Government policy will be subject to disciplinary action pursuant to the Student Code of Conduct. An R.S.O. may be classified inactive at any time and will lose all University privileges until reactivation is completed. The following are examples of why an R.S.O. maybe declared inactive:

- Failure to turn in necessary forms by the Office of Student Involvement's deadline
- Failure to adhere to the Organization's constitution and/or Bylaws
- Any violation of University policies, procedures or local, state or federal laws by any organization
- Traveling without proper authorization
- Repeated disregard to Office of Student Involvement protocol including those documented in the R.S.O. Manual

Inactive R.S.O.'s do not have access to any on campus funds and no longer receive any of the privileges given to R.S.O., as noted in section titled Benefits of Registering an Organization.

OFFICER ELECTIONS

Student organizations are encouraged to hold their elections every spring semester prior to the re-registration deadline. Timing the officer elections towards the end of spring semester allows for sufficient time to properly transition and train the incoming student leaders by the outgoing leaders. R.S.O. officers must meet the minimal requirements as stated in the University Regulation: FGCU-PR4.005.



SAMPLE

STUDENT ORGANIZATION CONSTITUTION

Below is a sample constitution to help guide you in drafting a document that fits your organization's needs. This outline contains several items that must appear in each student organization constitution, they are in **bold print**. Please note that the formatting and text written below are simply suggestions. As long as your constitution meets the guidelines established by the Office of Student Involvement then it will be approved.

Constitution of [Insert name of Organization]

Article I

Name and Purpose

Section A. The name of this organization shall be [Organization Name].

Section B. The mission of [Organization Name] is [Insert the primary mission and goals].

Section C. The [Organization Name] shall comply with all local, state and federal laws, as well as all Florida Gulf Coast University regulations, policies and procedures. Such compliance includes the Student Code of Conduct and the Student Organization Handbook.

Article II

Membership

Section A. Membership in [Organization Name] is limited to any Florida Gulf Coast University student enrolled in a degree-seeking program as an undergraduate, graduate, or postgraduate student.

Section B. [Organization Name] shall not haze any prospective member for the purpose of admission into or affiliation with the organization. Members of [Organization Name] are free to leave or dissociate without fear of retribution or harassment.

Section C. [Organization Name], in order to comply with the University's commitment to non-discrimination, no discrimination shall be made on the basis of gender, race, color, creed, age, religion, disability, national origin, marital status, sexual orientation, parental status or veteran status.

Article III

Officers

Section A. The officers of the [Organization Name] shall be [insert which offices the organization will include (do not include the names of the officers). The four officers are, [there must be at least four officers, a President (or primary contact) and treasurer (or financial officer) is required].

Section B. Officers will hold office from [insert officer's term limit (not to exceed 1-year). Also include whether or not there is a limit to the number of terms for which any single person may be re-elected.]



Section C. In order to comply with the University's Student Activities Eligibility Regulation, (FGCU-PR4.005), effective Fall 2011, [Organization Name], undergraduate student leaders will be registered for at least nine (9) credits each regular semester, and enrolled in a credit bearing course in either summer term A, B or C, and maintain a minimum 2.5 cumulative FGCU GPA. Graduate and professional students must be registered for six (6) credits per semester, and maintain a minimum 3.0 cumulative FGCU GPA in order to hold an Executive Officer Position.

Article IV

Officer Power and Duties

Section A. (The sections in this article should list separately the duties of, at least, the following officers: president and treasurer. List any other officers and duties that you desire.)

The President will [insert president's role]. (An example may be that the president is responsible for presiding over meetings and act as the official representative of the club.)

The Treasurer will [insert treasurer's role]. (An example may be that the treasurer is responsible for handling funds, whether collected or distributed for formal or informal events, as well as, maintaining accurate records of all financial transactions.)

[Insert any other offices held within the organization and their respective powers and duties.]

Article V

Officer Elections

Section A. Elections of new officers will take place [insert the estimated times of elections and how often they will occur].

Section B. [List who is eligible to run for the various officer positions and that all members may vote.]

Section C. Members who are running for office must [insert election requirements- examples are acceptance of nomination, speech, campaign, etc.].

Section D. Officers must be elected by [insert simple majority, 2/3rds majority, etc. Also include secret ballot or hand vote.]

Article VI

Removal of Officers and Vacancies

Section A. Cause for removal shall be defined as [Define what is cause for removal from an officer position.]

Section B. [Explain the process of how an officer is removed.]

Section C. A vacancy shall be declared when an officer resigns or is removed from office.

Section D. [Describe the process by which a vacancy is filled]



Article VIII

Faculty/Staff Advisor

Section A. The Faculty/Staff Advisor is to be an employee of Florida Gulf Coast University. The Faculty/Staff person, [insert clearly how the faculty/staff advisor is selected, the length of their term, their duties, responsibilities, and process of replacement of the advisor.]

Article IX

Organization Meeting

Section A. The organization shall hold meetings that [define how often the organization will meeting, whether it is weekly, bi-weekly or on another type of regularly defined basis. Also include what time and the meeting procedures to be followed.]

Article X

Dissolution of Organization

Section A. The [state organization name] may be dissolved at the request of the Office of Student Involvement or by a two-thirds vote of its members, provided that notice of a vote on the dissolution is furnished to the members at least sixty (60) days before the vote is taken. In the event the organization dissolves, assets and/or debts [insert the appropriate means for disposing of these assets must be specified clearly and unequivocally].

Article XI

Amendments

Section A. Any member of this organization may suggest amendments to this Constitution. [Insert other requirements for amendments including how they are to be submitted and to whom. Also include how they are presented, voted upon and approved (voting must include all members). Make sure to include what majority is necessary for approval.]

BYLAWS

Items that are appropriate for inclusion in this section include, but are not limited to: definitions of a quorum, committees and their functions, election procedures, vacancies, dues and assessments, rules of order, and amendments to bylaws. A copy of the constitution or bylaws of any organization outside Florida Gulf Coast University with which your group is affiliated should accompany the local constitution.

The signatures of the president and advisor, the date of adoption, and spaces for the date of University recognition and signature of the Office of Student Involvement should appear at the end of the constitution and are required before final recognition.

THE R.S.O. ADVISOR

ADVISOR RESPONSIBILITIES

Every Registered Student Organization is required to have an advisor who is a full-time faculty or staff member of Florida Gulf Coast University. The Student Organization must select their own advisor unless otherwise stated in the group's constitution. Advisors do not have voting rights within the organization.

The advisor's primary role is to serve as a resource person for the organization. Advisors will counsel and advise student organizations by asking questions and challenging the organization to go beyond the status quo. Advisors also provide continuity for a student organization as they can pass along valuable information regarding the history of the organization and past achievements.

SPECIFIC ROLES OF THE ADVISOR

Each year the advisor and the executive board should determine the exact role and expectations of the advisor and the advisor's expectations for the student organization. The role of the advisor may vary for different organizations based on the student organization's needs and goals.

The following qualifying standards should be seriously considered by prospective advisors and students before accepting adding an official advisor.

- The advisor should be able to devote a reasonable amount of time to the Registered Student Organization's activities and should attend a majority of the scheduled meetings and programs
- The advisor should possess the ability to relate well with college-age individuals and should thoroughly enjoy such association.
- The advisor should possess a working knowledge of the organization's operations and possess, as well as hold, a strong commitment to the development of the student organizational life.
- The advisor should serve as a role model for the organization
- The advisor should serve as a sounding board for new ideas
- The advisor should support the group, and the individuals in the group
- The advisor is asked to help provide continuity from year to year as student leadership changes
- Encourage a diverse approach to leadership, membership and programming
- Connect the organization with various campus resources
- Encourage effective communication and interpersonal relationship skills
- Mediate group and individual conflicts when called upon to do so
- Receive mail not collected by RSO leaders

IF AN ADVISOR LEAVES

It is the Registered Student Organizations responsibility to notify the Office of Student Involvement if/when their Advisor resigns. If a student organization advisor resigns, the R.S.O. must find a new advisor. Organizations will have 30 days after a resignation to find a new advisor. If it is unable to designate an advisor after 30 days the organization will become inactive.

***Don't wait!** Contact the Office of Student Involvement right away as they will be happy to give you pointers and/or suggestions on the best way to find a new Advisor!*

R.S.O. OPERATIONS

ACTIVITIES AND SERVICE FEE FUNDING

STUDENT GOVERNMENT ANNUAL BUDGET APPLICATION PROCESS

The Student Government fiscal year runs from July 1st to June 30th. R.S.O.'s must be registered and in good standing before mid-Fall Semester. Budget packets will be available in the fall semester. Make sure your organization has received a packet. Fill out the information as thoroughly and as accurately as possible and turn it in to the Student Government Executive Secretary by the assigned deadline. Your organization will then be called by a Student Government Appropriations Committee representative to make a presentation before the committee concerning your budget. **If a representative from the student organization fails to attend their scheduled meeting; the student organization will be automatically disqualified from receiving funding the Annual Budget Application process for that fiscal year.**

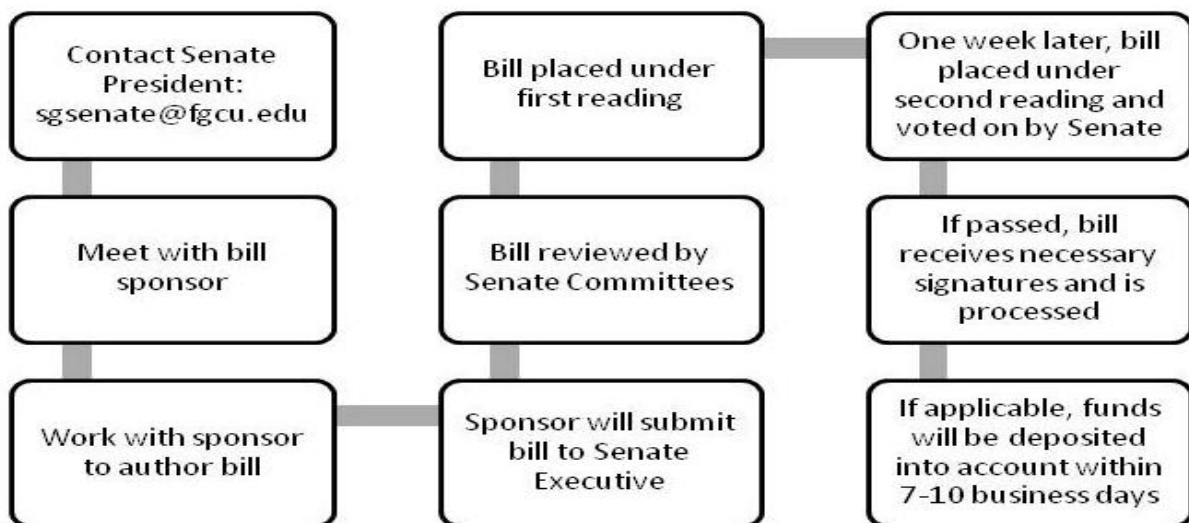
STUDENT GOVERNMENT SENATE BILL FOR FUNDING

During a semester an R.S.O. can request funding via a student government bill.

1. Meet with the Student Government Senate President to discuss the R.S.O. plans and the framework of your bill.
2. Meet with a Student Government senator that is willing to sponsor your bill and put the bill in writing.
3. Senator will present the bill to senate for the four Student Government committees to review.
4. After being approved by the committees, the bill will be read for the first time on the senate floor and be open for debate.
5. Now your bill is brought up for second reading, bill will be debated and voted on.
6. If the bill is approved, funds will be deposited in your A&S account.

This process takes an average of 6-8 weeks from beginning to completion.

SG Senate Bill Process



STUDENT ORGANIZATION LOGOS

Having a logo is a great way to develop brand management for your organization. If used properly it can help your student organization develop a recognizable image that members of the FGCU community will be able to identify your organization with. The following are guidelines from the official Visual Identity Guidelines of FGCU http://www.fgcu.edu/CRM/Files/Visual_Identity_Guidelines_05-09.pdf Please keep the following policies in mind when designing an R.S.O. logo.

The integrity of all FGCU images will be of greatest importance and maintained at all times. They are never altered or modified in anyway incongruent with the guidelines.

FGCU OFFICIAL LOGO

The official FGCU logo consists of the eagle graphic *and* the Florida Gulf Coast University type treatment. The graphic and type treatment are to be considered a single unit in both vertical and horizontal versions of the logo. The preferred form is vertical.

The eagle was adopted as the official symbol to reflect FGCU's mission and purpose. The eagle serves to identify not only the physical environment of Southwest Florida but also the University's relationship with it. The eagle embodies the characteristics of freedom, strength, spirit, intelligence, grace and the pursuit of excellence. It is master of its environment but also an integral part of it. It survives and prospers only in balance with the environment.

A stylized representation of an eagle, its wings upswept, was developed to capture the spirit of potential and new ideas, portraying what FGCU represents to our students and the community we serve. Secondly, the eagle's wings also form the shape of a laurel wreath – a symbol of excellence.

FGCU WORDMARK

FGCU created the FGCU wordmark in 2009 as an addition to the University's existing visual identity symbols. A text treatment may be added for club or unit identification but approval is necessary.

The FGCU wordmark utilizes the University's initials and is a symbol vendors can use with permission for imprinting on shirts, souvenirs, banners, posters, fliers or any occasion requiring an FGCU graphic symbol less formal than the official FGCU logo.

The design signifies motion with a contemporary look that can also withstand the test of time. The FGCU wordmark was designed by the Office of Community Relations and Marketing for maximum flexibility in the places and situations in which it can be used as an informal identity symbol.

ATHLETIC LOGO

All FGCU logos, wordmarks and seals are registered trademarks and protected by law. Use of any FGCU athletic logo is limited to the FGCU Office of Athletics and FGCU's NCAA-sanctioned sports. **Club sports and student organizations are not permitted to use any FGCU athletic logo.**

Florida Gulf Coast University's first president, Roy E. McTarnaghan, founded FGCU's eagle mascot. It should not be displayed as a soaring eagle or any other variety of eagle. The FGCU athletic logo, introduced in May 2002, was developed to represent the FGCU intercollegiate athletic program and its teams as a recognizable graphical element in all visual instances including uniforms, promotional materials, licensed merchandise and electronic formats.



MAIL

Student Organizations wishing to have mail delivered to Florida Gulf Coast University, may do so by following the Mailing Address below. The Office of Student Involvement will collect the mail and notify the President of the RSO that they have mail in the Office of Student Involvement. The RSO has 48 hours to collect the mail; otherwise it will be sent by interoffice mail to the RSO's Advisor. Any mail returned from the advisor will be disposed of.

Mailing Address

(Organization's Name)
C/O Office of Student Involvement
SU 258a
10501 FGCU Blvd South
Fort Myers, FL 33965-6565

R.S.O. WEBSITES AND EMAILS

To have an email created, submit a request to the Office of Student Involvement. Include your contact information and the name you would like to use for the email.

FGCU Instructional Technology department offers free space on the university servers for student organizations. If you design a website you can have it hosted on campus for free. After designing your website, contact the Office of Student Involvement for more details.

STUDENT INVOLVEMENT CENTER

On the second floor of the Student Union is the Student Involvement. There are 13 computer stations for student organization use. There are also resources such as butcher block paper for poster making available in the room. The Student Involvement Center is open from 8:00am till 10:00pm or the closing time of the union.

PRINTING AND COPYING

All printing must be done in the Office of Student Involvement, Room 258a. Please bring your documents on a flash drive. Your request must be made in person. For printing requiring more than one copy, a copy card will be issued for your use to make copies. No color copies.

BANNER AND PAINT SUPPLIES

The Office of Student Involvement has various paints and brushes available to RSO's for creative efforts. Supplies can be checked out at the front desk of the Office of Student Involvement during normal business hours.

CAMPUS RESERVATIONS

The Campus Reservations Office schedules, assists individuals and groups in event planning to ensure that each campus event successfully projects the University's commitment to excellence. Campus Reservations serves as an information source to the University by maintaining a campus wide calendar, booking event and space reservations and by assisting in the coordination of other event related services such as audio-visual needs, equipment rental, parking and room set-ups.

Starting in the Fall of 2010, Campus Reservations will only take event requests via e-mail. The information needed for a reservation request as well as how to look up if a space is available is listed on the form below. All requests for space and resources should be sent to the Room Scheduler at rmsched.fgcu.edu.



Campus Reservations: How to Request Space

Thank you for contacting Campus Reservations to request the use of University space. This guide is designed to assist you with determining what information is required for us to find a space that will suit your needs. To expedite your request and to ensure all requests are processed on a first-come, first-served basis, we ask that you send an email to our reservations team. You will receive a response within 2 business days of submission; however, requests submitted with incomplete information may be delayed.

IMPORTANT: You cannot have an event without a space reservation. Please do not advertise, promote, or contract services for your proposed event until you have received an email confirmation from Campus Reservations. Registered Student Organizations (RSO) must submit an Event Registration Form (when required) 14 calendar days prior to their event day.

Send an email to the Room Scheduler with all the information listed below.

Email: rmsched@fgcu.edu, Phone: 239-590-1090

1. **Event Title/Name**
 - What name will be used to advertise this program (If applicable)?
2. **Event Date(s)**
 - List 1st preference and alternate dates.
3. **Event Space**
 - List 1st preference and alternate spaces.
 - If you are unsure, let us know what you are looking for in a space (i.e. fixed seating, movable seating, banquet rounds, size of space, technology, etc.)
 - See reverse side of this page for details about space searches.
4. **Event Timeframe**
 - Event Start & End times.
 - List separately any time (in minutes or hours) you may need before or after your program to get set up or clean up when you are finished.
5. **Estimated Attendance (Best Guess)**
6. **Event Contact Information:**
 - First & Last Name, Phone Number, Email Address.
7. **Host Organization Name**
 - Registered Student Organization, FGCU Department, Course Related, etc.
8. **Are you working with any Outside Organizations? If so, please explain.**
9. **Please provide specific details about the activities you have planned.**
10. **List any additional service requirements, if known.**
 - Technology (IT), Catering, Custodial Services, Parking, etc.

Fine Print:

- Please note that space is subject to availability. Some dates may not be available due to University closures, including holidays and school breaks, or may be limited due to the hours of operation for each location.
- You can request classroom space at any time; however, classrooms cannot be assigned the first three weeks of school and until after the add/drop date for each semester.
- Some spaces are restricted.
- Some spaces require approval (adds to processing time).
- We may need additional paperwork before we can confirm your reservation (Event Registration Form, Course Related Form, Solicitor's Permits, etc.)

Student Union Building: SU 234; 10501 FGCU BLVD SOUTH; Fort Myers, FL 33965

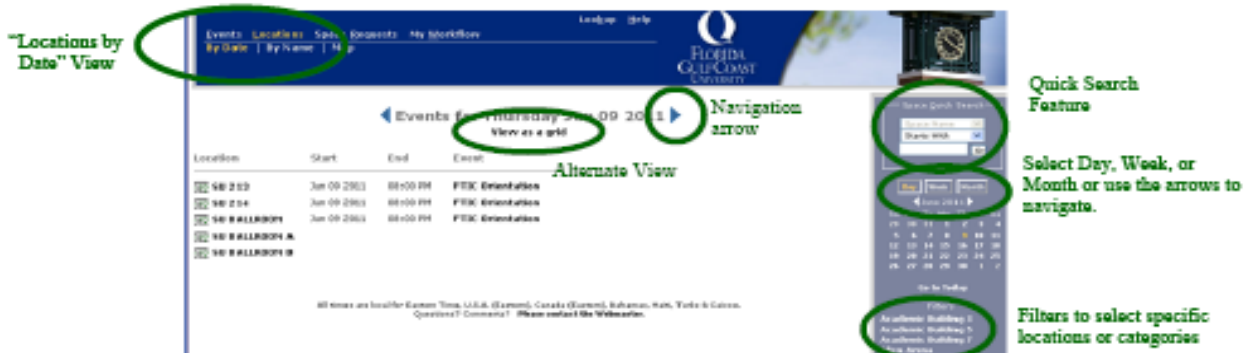
Campus Reservations: 6 Easy Steps to Look Up Space

Accessing the Calendar: (1) Go to the FGCU Home Page (www.fgcu.edu), select the "Calendar" link from the green ribbon on the top right hand corner of the webpage. (2) You can also find the calendar by going to the A-Z Index, select "C" and then click on "Calendar of Events."

1. **Locations – By Date:** The default calendar view is "Locations" "By Date" (highlighted in yellow). This is a great tool if you have an idea where you would like to host your meeting or event. Once the calendar page has opened, locate the blue ribbon across the top of the webpage. From here, there are three ways to search for space: By Date, Quick Search, or Filter. We recommend utilizing the **filters** located on the bar on the right-hand side of your screen.
2. **Choose a Space:** Start by selecting a filter (i.e. General Conference Rooms, or Student Union Spaces, etc.). Selecting the filter will pull up each space in that area and will list everything that has been scheduled on today's date.
3. **Choose a Date:** Select a date by using the right / left arrows next to "Events for [Date] 20xx" at the top of the page or by selecting a date, or series of dates, on the calendar on the right side of the webpage.
 - a. You can select more than one day by clicking on the "Week" or "Month" views.
 - b. You can also use the calendar to skip ahead to a future month.
4. **Check Availability:** Once you have chosen a space filter and date, you will see all the programs scheduled in that particular area, including classes. You can then determine what is available based on what is scheduled. For example, if you are looking at SU 213 and there is a meeting scheduled from 10 – 12pm then the room is free from 8am – 10am and then again from 12pm – 10pm (or based on operating hours of that space).
 - a. **TIP:** You can also select "View as grid" for an alternate view!
5. **Submit a Request:** Once you have found all the dates / spaces you are looking for, please submit your request via email to rmsched@fgcu.edu using the guidelines listed on the other side of this page.
6. **Wait for a Confirmation:** Please note that your request has not been confirmed until you receive a confirmation email from Campus Reservations.

Fine Print:

Submitting a space request does not guarantee that you will get what you request. Some spaces are restricted, others require approval, or it's also possible someone may have requested that same space before you. In addition, some spaces require setup (2hrs) and breakdown (1hr) time so that Campus Reservations staff can prepare the room; therefore, some spaces including the SU Ballroom may not be available for as much time as is indicated on webviewer. If the space that you requested is not available, our department will work with you to accommodate your request the best we can. Depending on the nature of your request, we may ask that you fill out additional paperwork including an Event Registration Form (ERF), Course Related Activity Form (CRF), or Solicitor's Permit, etc. Happy Scheduling!



The screenshot shows the "Locations by Date" view of the campus reservations system. Key features are highlighted with callouts:

- "Locations by Date" View:** Points to the top navigation bar.
- Quick Search Feature:** Points to the search input field on the right sidebar.
- Select Day, Week, or Month or use the arrows to navigate:** Points to the navigation arrows and view selection buttons.
- Filters to select specific locations or categories:** Points to the filter dropdown menu on the right sidebar.
- Navigation arrow:** Points to the arrow next to the current date.
- Alternate View:** Points to the "View as a grid" button.

Location	Start	End	Event
SU 213	Jun 09 2011	08:00 PM	PTC Orientation
SU 214	Jun 09 2011	08:00 PM	PTC Orientation
SU BALLROOM	Jun 09 2011	08:00 PM	PTC Orientation
SU BALLROOM A			
SU BALLROOM B			

Student Union Building; SU 234; 10501 FGCU BLVD SOUTH; Fort Myers, FL 33965

CAMPUS RESERVATIONS

STUDENT UNION EVENT ROOMS

(SU 213, SU 214 and the SU Ballroom)

Standard Equipment:

- I.T. podium
 - Desktop Computer
 - Document Camera
 - DVD & VCR
- Projector
- A/V screen

Common Set-ups and Approximate Capacities: *Please Note: all capacities are approximate*

STUDENT UNION 213

- Room comes “as-is” classroom style: 48 people

STUDENT UNION BALLROOM

- Audience style: 450 people - Chairs Only
- Banquet style: 300 people – Round Tables
- Classroom style: 150 people – Rectangle Tables

STUDENT UNION 214

- Audience style: 100 people – Chairs Only
- Banquet style: 96 people – Round Tables
- Classroom style: 40 people – Rectangle Tables

Half of the Student Union Ballroom (side A or B)

- Audience style: 250 people - Chairs Only
- Banquet style: 130 people – Round Tables
- Classroom style: 75 people - Rectangle Tables

**Campus Reservations will reserve time for set-up and breakdown to all reservations to allow for proper set-up and breakdown of all events.*

CLASSROOMS

Classrooms can only be reserved for the current semester and that is only after they have been released to Campus Reservations by the Office of the Registrar. This is because academic classes have first priority and the Office of the Registrar puts a hold on all classrooms until they have finalized their class schedule.

While classroom space may not be able to be confirmed, the requests can still be directed to the Room Scheduler. These requests are placed into drafts by the Room Scheduler. While a “draft” includes all of the information needed for a reservation, there will not be a space assigned. Once the Academic schedule has been finalized, the Office of the Registrar will release classrooms to Campus Reservations for the current semester. The Campus Reservations staff will go through the drafts for that semester and assign space in the order that the requests were received. **Classrooms are typically released to Campus Reservations 3 weeks after the semester begins. Please do not advertise your event while it is in a draft form as there is no guarantee that your space request will be accommodated.**

Also, classrooms cannot be reserved during finals week for the Fall and Spring semesters per the request of the Office of the Registrar.

Classrooms at FGCU accommodate 20 to 180 people.

Standard Equipment

- I.T. podium
 - Desktop Computer
 - Document Camera
 - DVD & VCR
- Projector
- A/V screen

CONFERENCE ROOMS

Accommodate 10 to 15 people

Conference rooms are not equipped with I.T. podiums.

INFORMATION TABLES

Information table reservations can be made for the Student Union Atrium as well as a number of other indoor and outdoor locations throughout the campus. These can be reserved through Campus Reservations by sending an e-mail to the Room Scheduler (rmsched@fgcu.edu). **Please note that Campus Reservations cannot accommodate same day requests for table reservations.**

What are information tables for?

- Advertisement of Scheduled Events
- Organization Fundraising Sales (Event Registration Form required)
- Organization promotion and recruitment
- Local Business Promotion & Employee Recruitment
(Solicitor's Permit required)

PURCHASING PROCESS

PURCHASE ORDER

Purchase orders are the process to use when desiring to spend funds from on campus bank accounts. There are two methods to remit payment to a vendor:

- **Check request for a Vendor**
- **University Purchase Card**

Allow maximum time available to pay for purchases. It is the responsibility of the Student Organization to initiate payment in a timely manner!

Please refer to the Treasurer Manual for further information.

Additional Forms

Quote/Estimate- A detailed document from the vendor or website stating the price and quantity of the items being purchased.

Invoice- Final statement of items received after services have been rendered. This should list actual amount to be paid to the vendor.

Vendor Information Sheet – This form can be filled out in place of a W-9. It contains the vendors mailing address, contact information, and tax identification information.

Independent Contractor – This form is to be filled out whenever payment is to an individual not a business. This provides the university with important income tax information.

Performance Agreement – If you are contracting services with a vendor and they do not have a standard contract the performance agreement can be used in its place. It defines who the purchases and vendor are, and establishes the contract price in addition to other details.

W-9- Request for Taxpayer Identification Number and Certification.

This document must be on file for every vendor the university purchases from.



PURCHASE ORDER REQUEST FORM



INSTRUCTIONS

A Purchase Order (PO) is a written confirmation to a vendor that the University agrees to pay the vendor for products or services from your organizations on campus account. A vendor quote/estimate must be attached to the PO Request Form. The quote/estimate should include a description of the merchandise or service, quantity of merchandise being purchased and a total price.

Please allow a minimum of 10 business days for processing.

(Extra time will be required for the following: Items purchased from a new vendor, memberships, or purchases which require a contract.)

STUDENT ORGANIZATION, VENDOR AND PURCHASING INFORMATION MUST BE COMPLETED BEFORE SUBMITTING THE FORM TO THE A&S ACCOUNTANT.

STUDENT ORGANIZATION INFORMATION

VENDOR INFORMATION

ORGANIZATION NAME _____

VENDOR NAME _____

OFFICER NAME _____

VENDOR ID NUMBER _____

OFFICER PHONE _____

VENDOR CONTACT _____

OFFICER EMAIL _____

VENDOR PHONE _____

TREASURER SIGNATURE _____

VENDOR EMAIL _____

PRESIDENT SIGNATURE _____

VENDOR ADDRESS _____

**BOTH THE PRESIDENT AND TREASURER
MUST SIGN FOR EACH TRANSACTION**

PURCHASING INFORMATION

BRIEF DESCRIPTION OF GOODS OR SERVICES _____

PROGRAM/ EVENT NAME _____ DATE OF PROGRAM _____

DATE GOODS/SERVICES REQUIRED _____ TOTAL DOLLAR AMOUNT _____

PURCHASING METHOD: CHECK (Requires 7 days for processing) P-CARD (Purchases over \$100)

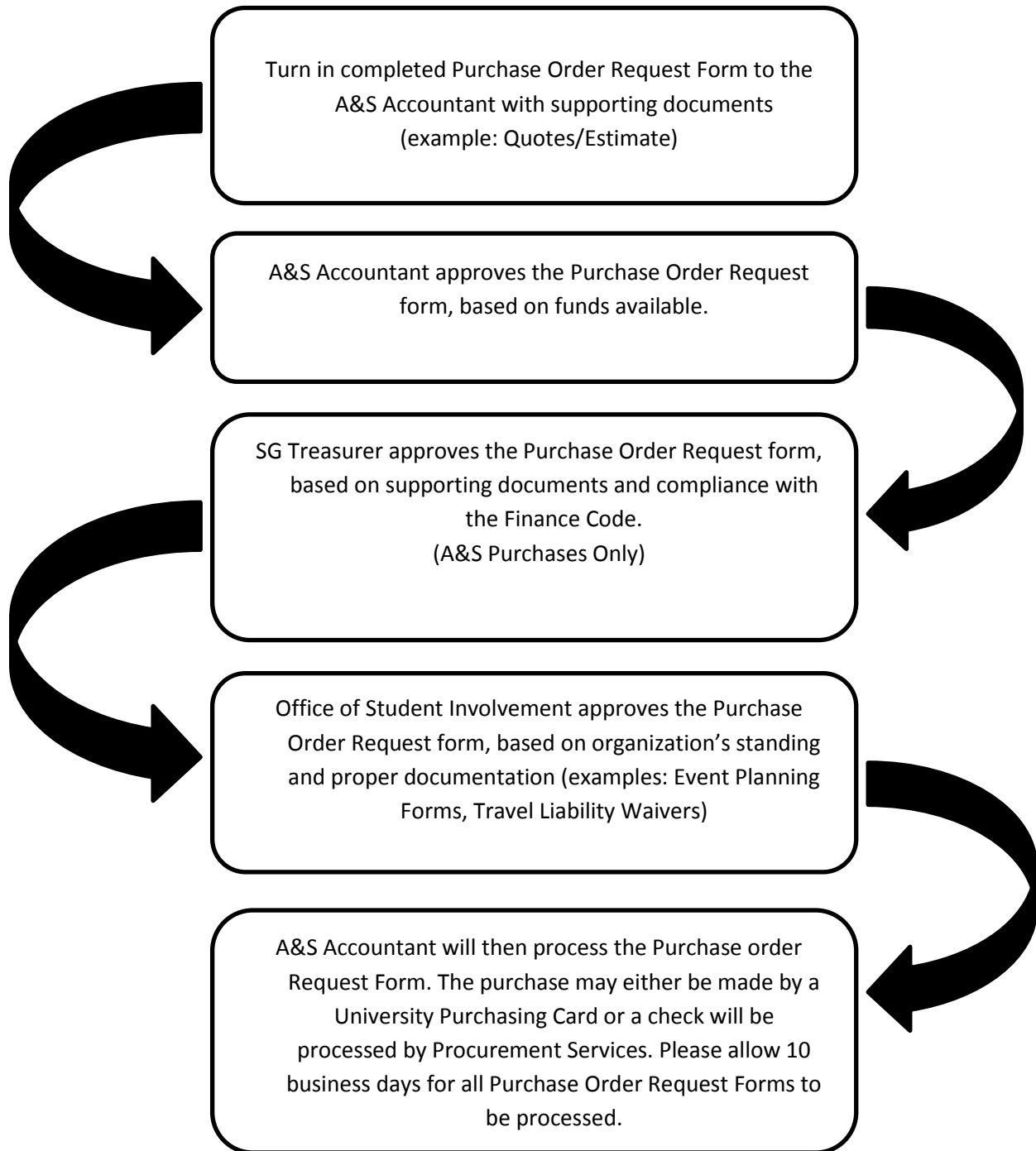
ACCOUNT: A&S ACCOUNT CASH ACCOUNT

INDEX	FUND	ORGANIZATION	POOL

OFFICE USE ONLY:

A&S ACCOUNTANT DATE SG TREASURER DATE STUDENT INVOLVEMENT DATE

SIGNATURE PROCESS FOR PURCHASE ORDER REQUEST FORMS

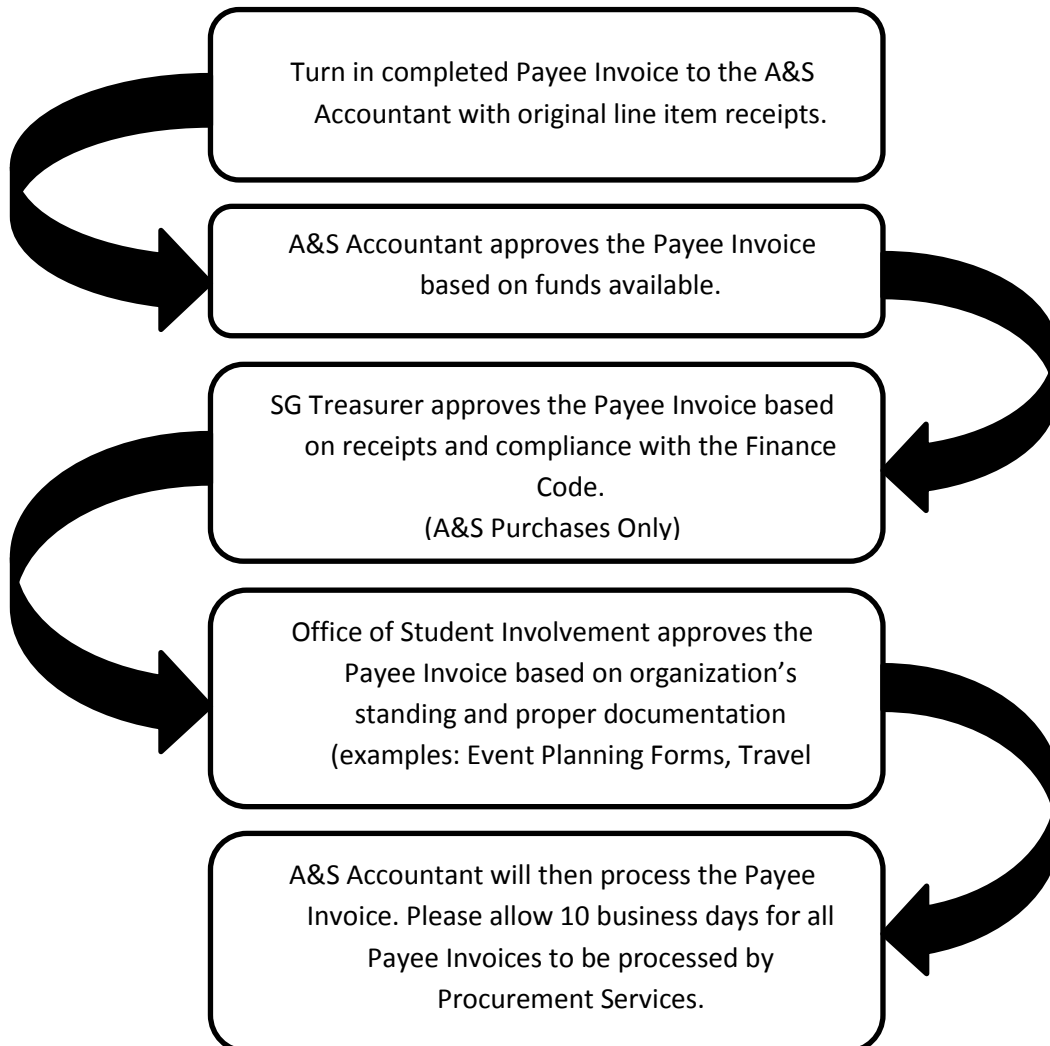




REIMBURSEMENT

Payee Invoice

1. Complete the following sections of the Payee Invoice
 - a. Payee Information
 - b. Organization Name
 - c. Account to be charged – Include Index/Fund/Organization
2. In the section set aside for the description of goods or services please note the vendor, event/reason, and total
 - a. Ex. Target – Food for recruitment event - \$29.99
3. Obtain signatures from Payee and Organization Officers
4. Attach original line item receipts to the Payee Invoice



CATERING

Aramark is our in-house Food Service Company at Florida Gulf Coast University. They will provide full food and beverage service for any type of party, banquet, or meeting. They are your one stop shop for all your catering needs! They will set-up the catering, deliver the food, breakdown the catering and clean up! It is all included in your price.

They will match or beat outside vendor's price quotes! You must submit the original written outside quote to use this option.

Aramark is licensed by the Florida Liquor Control Board and MUST PROVIDE AND SERVE all alcoholic beverage within the facility.

To use our on campus caterer Aramark:

1. Submit an order online utilizing Catertrax <https://eaglecatering.catertrax.com>.
2. Once your order is completed please follow the **RSO Purchase Order** process to remit payment.



BRING US ANOTHER VENDORS ORIGINAL QUOTE AND WE WILL
**MATCH OR
BEAT**
THEIR PRICE. IT MAKES CENTS
TO USE EAGLE CATERING. WE WORK AROUND
YOUR BUDGET.



EAGLE CATERING
AS EASY AS
1-2-3!



1. SIGN UP FOR AN ACCOUNT ONLINE AT: EAGLECATERING.CATERTRAX.COM
2. BROWSE OUR CATERING OPTIONS AND PLACE YOUR ORDER.
3. SELECT METHOD OF PAYMENT*, ONCE YOU RECIEVE YOUR CONFIRMATION YOU WILL BE CONTACTED BY THE CATERING DIRECTOR.



TRAVEL POLICY

WHAT IS TRAVEL?

All Registered Student Organizations traveling off campus for an event, conference, or any activity where they are representing the student organization and FGCU, a representative from the organization is required to fill out a Travel Form with all of the attendees' information. **Completed Travel Planning Forms must be submitted to the Office of Student Involvement 2 weeks prior to the departure date. In addition to the Travel Planning Form submitted, Travel Waivers must be submitted for all travelers.**

PLEASE NOTE: NO PURCHASES for flights, hotels, cars and anything else associated with your organization's travel will be made until the completed Travel Planning Form and waivers for each traveler are submitted. NO EXCPECTIONS.

- **The Domestic Travel Form** are located on the Student Involvement website
- **Individual Travel Waivers** are located in the Office of Student Involvement

RESEARCH AND INFORMATION YOU WILL NEED TO COMPLETE BEFORE YOU BOOK DOMESTIC TRAVEL

- Why and where is your organization traveling?
- How will your organization decide who will go on the trip?
- Location of destination
How will you be getting to destination?
 - Car
 - Personal vehicle
 - Rental vehicle
 - Van
 - Plane
 - Bus
 - Other?
- Are you staying overnight? If so, where will you stay?
 - Hotel
 - Camp ground
 - Other
- Financing of Travel
 - How much will the trip cost?
 - Are there fees for the conference/exhibit/etc?
 - Who will pay those fees?
 - How much does your organization have in your travel account?
 - What can each person expect to pay out of pocket for travel?



6-8 WEEKS PRIOR TO DEPARTURE DATE

- **Pre-trip planning meeting**
 - Decide where you will be going
 - Decide who will be going and complete travel planning form and travel waivers.
- **Travel Form and Waivers submitted to Office of Student Involvement** (*no purchases of travel can be made without the Travel Planning Form and Travel waivers submitted*)
- **Pay for conferences fees**
- **Book method of transportation**
 - Book airline tickets
 - Reserve Rental Car
- **Book Hotel or arrange accommodations for those staying overnight**

1-2 WEEKS PRIOR TO DEPARTURE DATE

- Pre-trip meeting
- Review itinerary and call participants or other organization members to remind them of any further details of the trip and answer questions.
- Confirm reservations with hotel, campground or other accommodations

DAY OF TRAVEL

- Do a traveler roll call. Make sure you have everyone's contact number and you have a copy of their travel waivers which has their emergency contact information.
- Travel safe!

INTERNATIONAL TRAVEL

Student Organizations that seek to travel international must have their completed travel paper work submitted to the Office of Student Involvement six months prior to their departure date. If interested in traveling internationally, please contact the Coordinator of Student Organization Development to arrange a meeting to go over the requirements for International Travel.

- If paperwork is not submitted in time the group will not be permitted to travel, all late fees and cancelation fees will be the responsibility of the organization.
- Traveling without submitting the proper paperwork will result in the organization being declared inactive and will lose all Registered Student Organization privileges.

ADVERTISING

AXIS TV

The closed circuit televisions located in each of the food locations are available to advertise campus events. To get your event listed, you can submit your information through the Student Involvement website. Click on the link that reads submit and **AXIS TV AD**.

NEWSPAPER

Contact Eagle News at 590-7945 or visit their website at www.eaglenews.org to purchase an ad. (off campus events and groups can utilize this service)

TABLING

Once a week you can set up a table on campus to network with the FGCU community. To make a table reservation, please email your request to rmsched@fgcu.edu.

BANNERS

The following are guidelines for your organization to have a banner hung in the Student Union:

- Please bring your banner to the Office of Student Involvement to be reviewed before hanging.
- The banner will be hung for 2 weeks and will be taken down by the Office of Student Involvement staff the day after your event or at the end of your two week period.
- Submitting a banner is based on a first come first serve basis. If you want your banner hung in a certain spot, you will need to bring it to the Office of Student Involvement as soon as possible.

For banner making materials please visit the Office of Student Involvement.

ANNOUNCEMENT PAGE

This page is located on the FGCU student email login page. <http://eagle.fgcu.edu/>. Scroll down to the bottom of the page and complete form.

CLASS ANNOUNCEMENTS

Let students know by making an announcement in class.

HOUSING

Drop off flyers in the Commons at North Lake Village and in South Lake Village to get approved and distributed.

FACEBOOK

Create an event or a group to invite participants.

NETWORKING

Word of mouth is always the best advertisement!

POSTER MACHINE

The following are guidelines for using the poster machine in the Office of Student Involvement.

- Poster machine prints a 24 inch by 40 inch poster.
- An R.S.O. can have a max of 3 posters to utilize for their event. (*The Office of Student Involvement reserves the right to deny printing of posters at their discretion.*)
- Posters layout must be submitted on a flash drive in person.
- Posters can be hung along the stairs in the Student Union to advertise their event. The maximum length a poster may stay on the stairs is two weeks or until the date of the event.

FLORIDA GULF COAST UNIVERSITY POSTING POLICY

WWW.FGCU.EDU/GENERALCOUNSEL/FILES/POLICIES/4_007_POSTINGS_SOLICITATION_ON_CAMPUS_08_14_09.PDF

Policy Statement

FGCU wishes to ensure that University business is effectively done in concurrence with open communications by members of the University community and its visitors.

Definition of Terms

Bulletin boards – Permanent and officially designated display boards for the temporary posting of notices, advertisements, and solicitation materials.

Non-commercial solicitation – Solicitation not related to sales or business transactions.

Outside organization/non-University persons or entities – An entity or an FGCU faculty, staff, or student acting on behalf of a person or entity other than FGCU.

Signs – Flyers, posters, placards and notices that are temporarily erected or placed on campus and left unattended.

Solicitor – A person or entity conducting non-University related sales or business transactions or distributing information related to non-University related sales or business transactions under FGCU Regulation PR9.006 and FGCU Regulation PR9.004.

Authorized signs – Signs used for University-related activity.

Procedures

- 1) The distribution of materials or handouts on campus for the purpose of solicitation shall be done in accordance with University regulations and this policy.
- 2) All solicitors, including those persons who are students, faculty or other University personnel, are prohibited from using University facilities, equipment and services for the purpose of conducting non-University related sales or business transactions unless approved in accordance with University regulations and this policy.
- 3) **No materials may be fastened to or hung from shrubbery or trees, nor drawn, painted or otherwise displayed on sidewalks, walls, windows or building exteriors, except for banners and signage hung in authorized areas.**
- 4) Solicitation, sales, and distribution of information are not allowed in areas that have been previously scheduled by another entity.
- 5) Non-University sales or business transactions may only take place in designated areas during designated time frames. Sales can only be conducted at the reserved table location.
- 6) Persons or entities wishing to distribute information and conduct non-University related sales or business transactions on campus require an approved Solicitor's Permit. Approval of this form may be obtained by completing the "Application for Solicitor's Permit" obtained from the Office of Campus Reservations, Student Union Building.



- 7) Campus Reservations may deny approval of a Solicitor's Permit if the Solicitor seeks to:
- solicits participation in illegal activities;
 - infringe on rights of existing contracts with the University; or
 - violate of University Policies and Regulations.

Solicitor's Permit denials may be appealed to the President or designee, pursuant to FGCU Regulation PR9.004.

- 8) Individual table locations can be rented by outside individuals or organizations for \$50.00 per day. Table reservations and payment for table reservations are made through the Office of Campus Reservations.
- 9) Non-University sales or business transactions may only take place in designated areas during designated time frames. Sales can only be conducted at the reserved table location.
- 10) The solicitor will be responsible for all costs incurred by the University for clean-up, removal of postings, damage or debris associated with the appropriate signage. The locations of public bulletin boards will be provided by the Office of Student Involvement. No approval is needed to post on Public bulletin boards, including the posting of solicitation materials.
- 12) Department bulletin boards are only available for use by the designated department.
- 13) Individuals are responsible for placement and removal of their own postings on public bulletin boards.
- 14) Public bulletin boards will be cleared during the week following commencement each semester.
- 15) Unattended free-standing signs are not allowed.
- 16) Non-commercial banners may be hung in the student plaza at specifically designated areas. Persons wishing to hang banners should contact the Office of Student Involvement for locations.
- 17) In accordance with FGCU PR9.004, non-commercial solicitation may be distributed without prior approval person-to-person on campus but not in University buildings. Communications left unattended, placed on vehicles, or left in areas not designated as a public bulletin board are subject to removal.

Other Tips for Posting of Flyers

- Include name of the sponsoring student group, contact information, date, time and location of event
- NO depictions of alcohol, excessive alcohol consumption maybe used
- The following locations have bulletin boards available to post flyers to: Student Union, Ben Hill Griffin, Reed Hall, Library and Housing.

Any questions concerning placement or erection of signs, posters or notices under conditions not specifically covered in these regulations should be directed to the Office of Student Involvement.

GUIDELINES FOR SHOWING A MOVIE ON CAMPUS

Reprinted with permission from Swank Motion Pictures, INC

<http://www.swank.com/college/pdf/SwankCopyright.pdf>

Film and Video Piracy: Public Performance- Unauthorized Exhibition of Pre-Recorded Videocassettes and DVD's.

A. What is considered a Public Performance?

The concept of “public performance” is central to copyright. The circumstances that constitute public performance are clearly defined in the law: “A place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances are gathered.”

B. Why Royalties?

Royalties are the shares paid to authors, computer programmers, playwrights, musicians, inventors, movie producers, etc. out of the proceeds from the sale, performance or use of their work. Most people participating in a movie production depend upon these royalties as payment for work performed. If these men and women lose ownership of their work and do not receive revenue, much of which is collected through licensing fees, there would be little incentive for them to continue to invest their time, research and development costs to create future endeavors.

Consequently, there is increased attention by the copyright owners to unauthorized legal use of the copyright creations. The fee for your performance includes royalties to the people who worked on the movie.

C. What the Law Says

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase of a videocassette or DVD carries with it the rights to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to colleges, universities, public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

The movie studios, who own copyrights, and their agents, are the only parties who are authorized to license sites such as colleges and universities. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showings in colleges or universities or in any other site which is not properly licensed.



D. The “Education Exemption”

Under the “Education Exemption,” copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:

- An “integral part of a class session” and is of “material assistance to the teaching content.”
- Supervised by a teacher in a classroom
- Attended **only** by students in a **registered** class of an accredited nonprofit educational institution.
- Lawfully made using a movie that has been legally produced and obtained through rental or purchase.

E. Consult Your Legal Copyright Advisor or Attorney

The Motion Picture Association of America (MPAA) and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances, illegal downloading, etc.

To avoid the possibility of embarrassing publicity and fines, consult your legal copyright compliance advisor (Campus Involvement) or attorney if you are uncertain about your responsibilities under copyright law.

F. How to Obtain a Public Performance License

If your Student Organization would like to obtain the licensing rights for a public performance please contact Campus Involvement. A staff member can assist you with the process of purchasing rights for your movie.

The major firms that handle these licenses include:

- Swank Motion Pictures, Inc. – 1-800-876-557
- Motion Picture Licensing Corp. – (MPLC) 1-800-338-3870

FLORIDA GULF COAST UNIVERSITY ALCOHOL POLICY

www.fgcu.edu/generalcounsel/files/policies/4_002_Alcohol_Policy_06_20_08.pdf

Policy Statement

As an institution of higher education, the University strives to create an environment conducive to learning, safety, personal and professional growth. In keeping with Florida Gulf Coast University's Guiding Principles that "Student success is at the center of all University endeavors", FGCU discourages the irresponsible consumption share responsibility to create an environment that limits dangerous drinking behaviors and the negative outcomes that may be associated. The exercise of personal responsibility expected of members of the Florida Gulf Coast University community includes the obligation to make sound judgments regarding alcoholic beverages. The University community includes the obligation to make sound judgments regarding alcoholic beverages. The University recognizes that individuals and groups assume the risk and liability associated with alcoholic beverages.

Procedures

All possession, consumption, and distribution of alcohol at Florida Gulf Coast University will be in accordance with all Florida state laws. Florida State Laws are reviewed in Section 4 of this document. All persons or groups involved in the distribution or consumption of alcoholic beverages are responsible for knowing and abiding by federal, state, local, and club, organization, or other applicable University guidelines. This policy is incorporated into University Regulation FGCu-pr9.002 use of Alcoholic Beverages on University Premises. Violation of this Policy is a violation of FGCu – PR9.002 In the event of conflicts of interpretation between this policy and the University Regulation, the University Regulation will be the guiding document.

1. The consumption of alcohol will only be allowed in areas designated by University officials. Information about these locations is available in Campus Reservations.
2. Only Beer and Wine may be served in the approved areas. Any exceptions to this policy will be made by the President or the Presidents Designee. This does not prohibit the lawful use of alcoholic beverages other than beer and wine in residences, consistent with Florida Law.
3. The organization hosting the event must take proper precautions to restrict the distribution and consumption of alcohol to persons of legal drinking age.
4. The University shall require all campus events that include alcohol service to use a licensed vendor. The list of such vendors is maintained by Campus Reservations.
5. Those persons working/volunteering for the event may not consume alcohol before, during, or immediately following an event while still in the location.
6. Advertisements for events at which alcoholic beverages will be served, shall not refer to the quantity that will be available, nor shall the reference to alcoholic beverages be prominently displayed. The presence of food and non-alcoholic drink shall be included in advertising at least as prominently as any reference to alcohol.
7. Alcoholic beverages may not be used as prizes or awards for any event nor shall there be any competitions or contests at an event which involve alcoholic beverages. Exceptions to this provision must be approved by the President or the President's designee.
8. At every event where alcohol is served, there must be non-alcoholic beverages and food in sufficient quantities for persons who may desire them for the duration of the event.
9. The sponsor of the event is responsible for providing adequate security. Such determination will be made in consultation with Student Affairs and the University Police Department.
10. State funds may not be used to purchase alcoholic beverages.
11. The use of common usage containers (trash cans, party balls, pitchers, etc) is prohibited.



13. In accordance with National Collegiate Athletic Association (NCAA) policy, alcohol service during NCAA conference and post season intercollegiate events is prohibited.

Specific policies for events geared towards students attendees

Introduction – The policies and procedures in this section relate to all events that are primarily geared toward student attendees. These are most often activities developed/ promoted by Student Government, fraternities or sororities, and organizations. However, the policy shall apply to all such events, regardless of sponsor. All items in the General Alcohol Policy apply to this section; the following are **additional** requirements and procedures for events geared to student attendees.

- A. The Office of the Vice President of Student Affairs shall have full authority for and enforcement of all policies and guidelines governing student activities and events with a request for alcohol.
- B. The Office of the Vice President of Student Affairs shall require all recognized student groups (i.e., organizations, Student Government, Student Newspaper, Greek Letter Organizations, etc.) to abide by the University's alcohol policy for student activities and events as a condition of their recognition.
- C. Any employee, student, student group, or guest of the university who is found to be in violation of the law or the university alcohol policy shall be subject to disciplinary action by the university and/or federal, state or local authorities.
- D. The University shall require that all alcoholic beverages be served to and consumed only by persons who are of legal drinking age.
- E. The University shall require the service, sale, possession, or consumption of alcohol on FGCU property be restricted to beer and wine only. The President or his/her designee must approve any exceptions to this restriction. This does not prohibit the lawful use of alcoholic beverages other than beer and wine in on-campus housing facilities by students age 21 or older.
- F. The Vice President of Student Affairs or his/her designee shall approve all requests for student events where alcoholic beverages are served.

Approval Procedures, On or Off Campus Events

- A. Approval for students or student organizations to host an event where alcoholic beverages are present must be obtained from the Office of Student Involvement.
- B. Once per academic year, the student leadership and advisors of any student organization intending to serve alcoholic beverages at an event must attend a workshop prior to such an event. This workshop covers the University alcohol policy and is sponsored by the Office of Campus Involvement and/or Prevention & Wellness Services.
- C. Organizational representatives must complete an Event Registration Form and Alcoholic Beverage Request Form in the Office of Campus Involvement, which must be signed by the advisor. The above forms must be completed and fully approved at least fourteen (14) calendar days prior to the event date.
- D. Additional insurance may be required for any event where alcohol is being served.
- E. For events held off-campus, University organizations, including student organizations are expected to obey applicable state laws, local ordinances and the FGCU alcohol policy.
- F. Alcoholic beverages must be consumed only within the designated location for the event
- G. Alcohol may only be served by a licensed vendor



- H. Sponsoring social events and parties that encourage drinking as themes and advertising such events through words and/or images depicting drinking or drunkenness are prohibited. Any event that does not adhere to the advertising guidelines is subject to cancellation.
- I. Appropriate security must be identified and approved for each event by the Office of Campus Involvement and the University Police Department.
- J. All hosts or sponsors are responsible for the safe conduct of guests, and shall encourage the responsible consumption of alcohol. All event sponsors are encouraged to make provisions for a safe ride to any guest who requests or needs transportation.
- K. All hosts or sponsors are responsible for the safe conduct of guests, and shall encourage the responsible consumption of alcohol. All event sponsors are encouraged to make provisions for a safe ride to any guest who requests or needs transportation.

Policies Pertaining to on Campus Events. In addition to the above:

- A. Alcohol may only be served by a vendor licensed by the state to sell and distribute alcohol. The list of such vendors is maintained by Campus Reservations.
- B. Alcohol may be served for no more than three (3) hours at any student-sponsored event on campus. Alcohol service will stop one hour prior to the scheduled ending time of the event. In no case can alcohol be served at events after 12:00 a.m.
- C. All persons serving alcohol, I.D. checkers, and event volunteers must be supervised by vendor personnel that are at least 21 years old. Those persons working/volunteering for the event may not consume alcohol before, during, or immediately following an event while still at the location.

Off- Campus Events

- 1. Registered Student Organizations planning to hold off campus events where alcohol will be present are required to submit the appropriate forms to the Office of Student Involvement. The proposed event will be reviewed in accordance with the University's Alcohol Policy. Additional information (i.e., contractual and host liability guidelines) from the identified vendor may also be required to support the request.
- 2. Event sponsors are required to verify that venues used for official organizational functions be currently licensed to serve alcohol, if required by law.

Statement Regarding Violations / Sanctions

Students and student organizations charged with allegedly violating the University alcohol policy will be adjudicated through the proper procedures outlined in the Florida Gulf Coast University Student Code of Conduct. If found responsible, sanctions can include one or more of the following depending on the severity of the case:

- Reprimand
- Parental Notification
- Educational/ Restorative Activities
- Counseling Assessment
- Community Service
- Disciplinary probation
- Suspension
- Expulsion
- Loss of recognition as a student organization



STUDENT CODE OF CONDUCT

All student organizations at FGCU must adhere to all policies of the University as generally stated in the Student Code of Conduct and the Office of Student Involvement's Registered Student Organization Manual. Any violation of these regulations by a student organization may result in disciplinary sanctions against the organization and the specific student(s) and may include cancellation of the organization's registration.

For further information on the Student Code of Conduct:

www.fgcu.edu/generalcounsel/files/regulations/FGCU_PR4.002_Student_Code_of_Conduct_01_15_08.pdf

UNIVERSITY HAZING POLICY

Acts pursuant to Section 1006.63, Florida Statutes, as well as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with, or as a condition of continued membership in, a group or organization operating under the sanction of the University. Express or implied consent of the victim will not be a defense.

GAMBLING & FUNDRAISING

Gambling is not allowed on campus. Gambling is defined as: an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student organization. To sell, barter, or dispose of a ticket, order, or any interest in a scheme of chance by whatever name on University premises or at any affair sponsored by a student organization. To wager on a University team or organization in a competition with a direct interest in the success of the competition.

Fund-raising projects must be conducted in a lawful manner and in compliance with University regulations.

State law prohibits raffles and lotteries except within very specific perimeters involving sales promotion activities which are strictly regulated. Organizations may operate "drawings by chance". The law requires specific disclosures and procedures, 849.0935, FS. Permission for student organizations to organize "drawings by chance" on University premises or at any sponsored affair must be secured from the Dean of Student Services prior to an announcement of the event.

STUDENT ACTIVITIES ELIGIBILITY

REGULATION: FGCU-PR4.005

www.fgcu.edu/generalcounsel/files/regulations/FGCU_PR4_005_Student_Activities_042010.pdf

(1) General. Florida Gulf Coast University (“FGCU” or the “University”) encourages student involvement on campus through activities and organizations. Research reports that co-curricular engagement has a positive impact on the general education of students and their retention at the University. Opportunities for involvement and leadership in student organizations include, but are not limited to, Student Government, media groups, academic, pre-professional, honorary, religious, club sports, recreational, social, special interests, cultural, service and fraternity/sorority groups. Student organizations and student leaders play an important role in the total university life and must, therefore, exercise judgment and responsibility in the planning and implementation of activities. This judgment and responsibility extends to individual members as well as officers of organizations. Organizations and individuals are also subject to the rules set forth by their national affiliations as well as the University's regulations and policies including, but not limited to, the Student Code of Conduct.

(2) Registration of Student Organizations. Student organizations that wish to be recognized by the University must follow appropriate procedures established by the Division of Student Affairs. Registration approval must be granted by the Vice President for Student Affairs (or designee). Registered Student Organizations may be granted certain privileges by the Office of Student Involvement. Those privileges are outlined in its Student Organization Handbook. Organizational membership requirements must also be satisfied. In order to comply with the University's commitment to non-discrimination, no discrimination shall be made on the basis of gender, race, color, creed, age, religion, disability, national origin, marital status, sexual orientation, parental status or veteran status.

(3) Membership. Membership in any student organization is limited to any student enrolled in a degree-seeking program as an undergraduate, graduate, or postgraduate student.

(4) Eligibility for Leadership Positions/Officer Qualifications. The University has established minimum requirements for leadership in elected or appointed positions in an organization as follows.

a) A student must:

1. Be currently enrolled in a degree-seeking program and pay Activity and Service (“A&S”) fee during the term(s) of the position;

2. Meet requirements for course registration and academic standing such as:

a. effective Fall 2010, undergraduate students must be registered for at least nine (9) credits each regular semester, and enrolled in a credit bearing course in either summer term A, B or C, and maintain a minimum 2.25 cumulative FGCU GPA. Graduate and professional students must be registered for six (6) credits per semester, and maintain a minimum 3.0 cumulative FGCU GPA; and

b. effective Fall 2011, undergraduate students must be registered for nine (9) credits in each semester, and enrolled in a credit bearing course in either summer term A, B or C and maintain a minimum 2.5 cumulative FGCU GPA. Graduate and professional students must be registered for nine (9) credits in each semester, and maintain a minimum 3.0 cumulative FGCU GPA;



3. Be in good academic standing, free of conduct probation and be free of delinquent obligations for tuition and fees. Notwithstanding, students who otherwise meet the requirements of this subsection, but have received approval to have a reduced course load due to a registered disability, are eligible to hold leadership positions in student organizations as described herein.
 - b) Students in the last semester before graduation are eligible for holding leadership positions if they are enrolled for the required number of credits needed for graduation that term and maintain the required GPA.
- (5) Students who are currently in a leadership position of a student organization must meet these minimum requirements to continue holding a leadership position. Students not meeting the eligibility requirements as outlined in this policy will be required to relinquish their office. A student may submit a written appeal to a committee appointed by the Vice President for Student Affairs for review and determination if they may remain in that position for the remainder of the semester.
- (6) Elected or appointed student leadership positions to which this regulation applies are student leadership positions in Registered Student Organizations, Student Government and its branches, Greek letter organizations and Sport Clubs.
- (7) Organizations and their officers that are active in the summer semester are subject to this requirement. An organization subject to this regulation is considered active during the summer semester if it holds regularly scheduled meetings and requests, expends or utilizes A&S funds between the first day of classes of Summer A and the last day of classes of Summer C.
- (8) Faculty/Staff Advisor. All registered student organizations shall have at least one full-time FGCU faculty or staff advisor in order to be registered and to receive A&S funding.
- (9) Funds and Expenditures. Registered Student Organizations may receive disbursements for operating and programming from A&S funds through the process established under the Student Government Finance Code.
- (10) Organizations that violate any law, University regulation or policy, or Student Government policy will be subject to disciplinary action pursuant to the Student Code of Conduct.
- (11) Registration of Student Organizations by the University shall not imply support for any student organization's purpose, philosophy or activities. With the exception of Student Government, student organizations and clubs are entities independent of the University, and the University assumes no legal liability for any student organization's activities.
- (12) Students or student organizations shall not enter into contracts or agreements which purport to bind the University for any purpose.



SOCIAL FRATERNITIES AND SORORITIES

REGULATION: FGCU-PR4.009

www.fgcu.edu/generalcounsel/files/regulations/FGCU_PR4_009_Social_Fraternalities_and_Sororities_06_15_10.pdf

- A. Federal law provides that no educational program or activity may discriminate on the basis of sex. However, social sororities and fraternities are expressly exempted from this requirement by federal law (20 USC Section 1681), provided that the social fraternity or sorority:
1. Is exempt from taxation under Section 501(a) of Title 26; and
 2. The active membership consists primarily of students in attendance at an institution of higher education.
- B. A social fraternity or sorority is an organization which does not:
1. Limit membership to persons pursuing or having interest in a particular field of study, profession or academic discipline;
 2. Serve as an honorary society for academic, leadership, or any other endeavor; or
 3. Permit members to hold membership in other social sororities or fraternities.
- C. In addition to the requirements for registered student organizations provided for in FGCU-PR4.005, an organization submitting an application to be registered as a social fraternity or sorority must:
1. Hold an affiliation with a national social fraternity or sorority;
 2. Limit membership to currently enrolled students of the University; and
 3. Meet the requirements to be exempt from the requirements of 20 USC Section 1681, described above.

Notwithstanding FGCU-PR4.005(2), an organization registered by the University as a social fraternity or sorority may limit its membership to a single sex.

- D. The Vice-President for Student Affairs, or designee, is authorized to register social sororities and fraternities. The Vice-President for Student Affairs, or designee, may establish policies to implement a process for recognizing social sororities and fraternities. The Vice-President for Student Affairs, or designee, may also establish policies to implement an expansion process for the social fraternity and sorority community. This expansion process must include the participation by at least one Greek governing body. A participating member of a social sorority or fraternity and the Greek organization itself, must be in good standing with the University.
- E. A social fraternity or sorority registered with the University must be an active member of a Greek governing body, such as either the Interfraternity Council, the National Pan-Hellenic Council, the Panhellenic Association or any subsequently registered Social Fraternity or Sorority governing at Florida Gulf Coast University to remain in good standing.