Elizabeth City State University
Office of Student Life
Clubs and Organizations Guide

Non-Discrimination Statement

Elizabeth City State University (ECSU) values student organizations within its university community that reflect and promote diversity. Membership and participation in any student organization at ECSU must be open to all students without regard to age, race, color, creed, national origin, disability, religion, religious status or historic religious affiliation, military veteran status, political affiliation or sexual orientation. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

ECSU Student organizations that select their membership on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the group's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, military veteran status, sexual orientation, or, unless exempt under Title IX, gender.
WELCOME

Welcome to the Division of Student Affairs and the Office Student Life. There are many opportunities here at Elizabeth City State University for student involvement. Student Organization, Student Leadership Academy, Peer Educator Groups, Intramural and Recreational Sports are just a few ways students may get involved at the University. The university experience is more gratifying when a student is able to enhance their talents and skills. Combining academics and other interests allows the student to become more holistic and discipline in cultivating lifelong learning and leadership skills. The Division of Student Affairs is here to assist you in enhancing your university experience.

The purpose of this handbook is to provide student organizations and peers groups with a resource for information regarding their groups. Information in the handbook is intended to aid students and advisors in the governance and organization of their members and activities. Instructions for student leaders, advisor and organization members concerning university policies and procedures, as well as tips for leadership and recruitment may be found within the handbook.

Please take the time to read the handbook and familiarize yourself with the expectations and responsibilities associated with membership in a student organization at Elizabeth City State University. A student organization should not assume that it may rightfully engage in any activity that is not specifically restricted by university regulations. If there is any doubt as to appropriateness of the activity, please contact the any of the personnel listed on the next page. We wish you a productive, enriching and enjoyable academic year.
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STUDENT ORGANIZATIONS AT ELIZABETH CITY STATE UNIVERSITY
Student Organizations at Elizabeth City State University

Types of University affiliated student organizations

**Registered** student organizations are voluntary association led by ECSU students, which are legally independent of the university. Registered student organizations may access certain university-controlled benefits and resources such as facilities and equipment, and may seek limited funding from Student Affairs’ student clubs and organizations account. These organizations are accountable to the university for compliance with university policies, regulations and rules and must have an on campus advisor.

Elizabeth City State University has over 70 clubs and organizations that are active during the academic year.

**Recognized** student organizations are those who are sponsored within the Division of Student Affairs and are provided with advisors and/or financial support on Elizabeth City State University’s campus. The following are indentified as Recognized student organizations:
- Inter-Fraternity Council
- National Pan-Hellenic Council
- Student Government Association
- Student Activity Committee
- Student Court Justices
- Residence Life Justices
- VANS (Viking Assisting New Students)
- Peer Health Educators

**REQUIREMENTS FOR ALL STUDENT ORGANIZATIONS**

All student organizations are required to submit an updated registration annually. Registration ensures that current organization information is available to students and university offices.

All student organizations are required to have a minimum of two advisors officially recognized by the university. One must be an Elizabeth City State employee who is a staff or faculty member.

Registration for new organizations and re-registration for existing organization are open year-round.

**Membership Eligibility**

Membership and all privileges, including voting and officer positions, must be extended to all students without regards to age, ethnicity, gender*, disability, color, national origin, race, religion, sexual orientation or veteran status.

Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share their same religious beliefs. These
groups however, may not discriminate in membership or leadership on any other prohibited basis.

*Title IX of the Educational Amendments of 1972, Section 106.14 makes an exception for social fraternities and sororities, in regard to gender, for membership criteria.

**Student Code of Conduct**

Students are expected to abide fully by the University’s Student Coded of Conduct during all student organization events and activities. Please refer to your Student Handbook for the complete Student Code of Conduct. *(Policy 500.1.1)*

**The Student Organization Resource Center**

The Student Organization Resource Center will be responsible for the following:
1. Maintains records and provide support for student organizations and clubs.
2. Trains student officers in proper procedures and organization leadership.
3. Train students and advisors on how to complete proper forms and documents.
4. Conduct a minimum of two Clubs and Organizations fairs.
5. Promotes involvement of students in organizations and other activities.
6. Manages the organization display cases.

**Other requirement for Clubs and Organizations**

All clubs and organization presidents are required to complete the Student Leadership Development Program. Failure to do so will result in the club organization being rendered inactive.

All clubs and organization must complete one fundraising event. Failure to do so will result in the club or organization being rendered inactive. Please use the Student Organization Bi-Annual Report form to document your activities. The form are available on the University website under Forms and Document/Student Activities or in the Office of Student Life.

All clubs and organization must maintain a 2.0 GPA to remain active. The National Pan-Hellenic Council and Inter-fraternal Council must adhere by the 2.5 GPA.

All clubs and organization must registered by the third week of the Fall semester. Failure to do so will result in the club/organization not receiving the allocated fund for the academic year.

All Activity Request Forms must be completed no later than seven (7) business days prior to the event. The form is available on the University website under Forms and Documents/Student Activities or in the Office of Student Life.
FORMING A NEW
STUDENT ORGANIZATION
Forming a New Student Club or Organization

What to Consider

Do your research. Is there an organization already on campus that is similar to the one you have envisioned? There are over 65 active student groups at Elizabeth City State University what make your organization unique?

Be intentional. What benefits do you hope your organization will bring to its members and to the general student population? How does your organization contribute to the university’s mission?

Look ahead. Do you see your organization having a lasting presence on campus after you graduate? Does your interest or cause have staying power?

Educate yourself and your members. Review the Office of Student Life Clubs and Organizations Guide, the Student Handbook with the student policies and regulations of the university to ensure that your organization is in compliance with university regulations.

How to get started

Any student wishing to form a new club or organization should first make an appointment with the Coordinator for Clubs and Organization. During this initial meeting, the staff will discuss the Student Organization Registration Form, Advisor’s Form, and the intended purpose for the new student organization. The proposed group must verify that an existing club or organization is unable to meet its needs. The student will also receive a sample constitution and bylaws to use as a guideline when writing the constitution and bylaws for the new student organizations.

Once the student has completed the Student Organization Registration Form and written the Constitution and Bylaws, he or she must find two members of the Elizabeth City State university faculty or academic staff to serve as advisors. The advisors must then sign the bottom portion of the Registration Form and Advisor Commitment Form. Any recognized student organization must have a minimum of 10 currently enrolled students at Elizabeth City State University, and have a minimum of 2.0 cumulative GPA. If the new organization is to be affiliated with a national organization, a copy of the national constitution and local bylaws must be submitted.

Upon receipt of these documents, the Dean of Student Life and Judicial Affairs in consultation with the Student Government Association will rule on the recognition of the group based on organizational purpose and compliance with the established criteria. If approved, the group will immediately become a recognized student organization with all privileges thereof, as long as the members adhere to regulations governing student clubs and organizations. The Coordinator of Clubs and Organizations will send written notification of official recognition of the new organization.

How to reactivate a club or organization
An organization that previously operated at Elizabeth City State University but is now inactive must reapply at the Student Resource Center to reactivate the group.

Many student organizations at Elizabeth City State University are affiliated with local, regional, state, and national organizations. These off-campus affiliates frequently have guidelines or regulations with which the affiliated organizations must comply in order to remain in good standing and to continue their affiliation. Such guidelines are considered important operating documents and must be on file in the Student Center Office. All Greek organization must file directly with the Coordinator of Greek Life.

**SAMPLE CONSTITUTION**

Constitution of [Organization Name]

**Article I – Name and Purpose of the Organization**

*Section 1: Name*

Acceptable: The Example Club at Elizabeth City State University (ECSU), The Example Club.

Unacceptable: The Elizabeth City State University (or ‘State’) Example Club or The ECSU Example Club, Viking Example Club

If your organization is affiliated with a local, national or international organization, details of the affiliation should be adequately described here.

*Section 2 – Purpose*

Organizations should take care to include a complete statement of purpose and objectives. Programs sponsored by the organization must comply and be consistent with the organization’s stated purpose and objectives.

*Section 3: Non-Discrimination Policy*

All student organizations should include in their constitution a non-discrimination policy statement in accordance with the university’s non-discrimination policy statement: Discrimination based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is in violation of federal and state law and Elizabeth City State University policy, and will not be tolerated.

**Article II - Membership: Qualifications and Categories of Membership**

*Section 1: Definition of membership*

Voting membership should be defined as limited to currently enrolled NC State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members. [For educational and leadership development reasons, student organizations are to be student initiated, student led, and student run.]

*Section 2: Procedures for Becoming a Member*

This may vary by membership category, how members are selected (voting, etc.) amount of dues (if any) and how often they should be paid, steps to resign one’s own membership, and so on should be described in detail.

**Article III - Organization Leadership: Titles, terms and duties of the leaders**
Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership. The titles of organization leaders (titles are at the discretion of the organization), the length of their terms, specification as to which leaders are elected or appointed and by whom, and the general duties of each leadership position should be clearly specified. Organizations need to have the necessary FOUR leaders to conduct their activities.

**Article IV - Executive Committee (if needed)**
This Committee (like a board of trustees or directors) represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. In many organizations, this Committee is comprised of the organization officers, chairpersons of the standing committees, and sometimes ex officio members from related student organizations.

Elections rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

**Article V – Method of Removing Officers and Members.**

**Section 1: Expectations of Members**
General members and elected or appointed leaders should be expected to meet certain standards and conduct themselves in a way that reflects well on the organization. In the event that a member or leader does not meet those expectations, the organization should have procedures in place for objectively considering the member’s or leader’s probationary membership status or removal from the organization.

**Section 2: Procedures for Removal**
The process described in the constitution should specify which body conducts this review and ultimately makes the decision. It should be noted that the organization’s non-discrimination policy should protect members from removal based on those listed statuses.

**Article VI – Meetings of the Organization: Required Meetings and Their Frequency**
Required meetings and their number are specified here. For instance, two general meetings of the membership may be required each academic term except for summer.

**Article VII- Standing Committees (if needed)**
Specific duties of each committee and their responsibilities to the organization leadership, Executive Committee, and general membership. These groups may be responsible for organizing certain events, coordinating programs, etc.

**Article VIII – Duties of Advisor (if needed)**
Responsibilities and expectations of advisors should be clearly and adequately described.

**Article IX- Method of Amending Constitution: Proposals, notice, and voting requirement.**
Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum $50\% + 1$ of total organization members). The constitution should not be amended easily or frequently.

**Article X – Ratification**
Proposed amendment should be ratified least two-third of the voting members present. (See Article IX)

**Article XI- Bylaws**
The bylaws should be inclusive of any rules and regulations specific to the organization.

**Article X – Method of Dissolution of Organization**
Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debt exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally. Instructions for handling remaining funds in organization accounts should be addressed here as well.
POLICES
Preamble

It is the philosophy of Elizabeth City State University's Administration that funds pertaining to students and student fees should be used to support events which further the educational and cultural mission of the University, provide opportunities for social growth and cultural understanding, and serve the recreational needs of the campus community. Therefore, the admission policy reflects the expectations that the campus community will be the primary audience at campus events.

1. Definitions:
   Under this policy the following definitions shall apply:

   a. **Movies** – A sequence of images projected unto a screen with sufficient rapidity to create the illusion of motion and continuity (to include CD and DVD).

   b. **Dances** – A party of people for dancing, a ball, any activity involving music (to include masquerade balls, socials, grown and sexy parties and lounging).

   c. **Performing Arts** – Arts such as dance, drama, and music that are performed before an audience (to include lectures and poetry reading or the spoken word).

   d. **Concert** – A performance given by one or more artists (to include comedians, musical artists, rappers and dancers).

   e. **Special Events** – Events that are traditional to the campus but only happens during a specific time to the academic year such as but not limited to Coronation for the campus queen and king, and the Freshman Candle-lighting Ceremony. Events pertaining to Homecoming, Winter Homecoming, Viking Fest and Open Houses, New Student Orientations and Graduations are included as special events.

2. Guidelines for admission to student activities:
   The following are the University expectations for admission to campus events. The sponsoring organization may choose to narrow the audience further (for example, only admit students) if they feel it is more appropriate for the event.

   a. **Movies**:
      i. Admission may be open to students, their guests (up to three per student) at least 18 years of age, (if under 18, they must be accompanied by a parent or legal guardian).
      ii. If the scheduled movie is controversial or has a record of causing problems, security may be required.
b. **Dances:**
   i. Students must show proper student identification to be admitted to a dance.
   ii. Must be 18 years of age.
   iii. A student can bring guests from other institutions of higher education but they must show proper student identification.
   iv. Regular dances are only open to current students.
   v. All dances are to be held in Williams Hall, unless special permission is granted.
   vi. The only exceptions to the aforementioned conditions for admittance are during special events such as Homecoming, Winter Homecoming and Viking Fest.

c. **Performing Arts and Lectures:**
   i. Admission may be open to all, unless the nature of the material presented is inappropriate for a younger audience.
   ii. Admission for persons under the age of 18 must be accompanied by a parent or legal guardian.

d. **Concerts and Special Events:**
   i. Admission may be open to students and their guests who are 18 years of age.
   ii. Guests under 18 years of age may attend the programs if accompanied by a parent or legal guardian.

e. **Athletic Events:**
   i. Admission is open to all.

3. **Request for Broader Audiences:**
   a. Request for a broader audience should be made to the Director of Student Activities at least four weeks prior to the date of the event.
   b. Consideration will be given to events that are outreach and/or cultural in nature.
   c. The Elizabeth City State University Security Policy will be used to determine appropriateness of holding the event on campus and the level of security needed for the event.
   d. If the request is denied the sponsoring organization may appeal to the Vice Chancellor for Student Affairs.

4. **Request for Permission for a Different Venue for a Dance:**
   a. A request for a different venue to hold a dance other than Williams Hall should be made to the Director of Student Activities.
   b. The request must meet the approval of the Director of Student Activities, Chief of University Police, the Associate Vice Chancellor for Student Affairs/Dean of Students and the Vice Chancellor for Student Affairs.
   c. The Elizabeth City State University Security Policy will be used to determine appropriateness of holding the event on campus and the level of security needed for the event.
   d. If the request is denied the sponsoring organization may appeal to the Vice Chancellor for Student Affairs.
ELIZABETH CITY STATE UNIVERSITY
Student Fundraising Policy

Preamble

Elizabeth City State University recognizes and support fund-raising projects of university affiliated student organizations especially when these activities are related to the mission of the university; provided a source or contributed funds for philanthropic purpose or community service; enable an organization, and provide a public service or benefit to the university community at large. However, unauthorized solicitation (e.g. selling and promotions) on campus is not permitted. This policy shall govern the manner in which university sales, solicitation and fundraising are conducted on campus by university affiliated student organizations.

1. Definitions:
   Under this policy the following definitions shall apply:

   a. University. Refers to Elizabeth City State University.

   b. University affiliated student organizations. Groups that are formally part of the University such as student clubs and organizations that have been officially recognized by the Office of Student Affairs.

   c. Unaffiliated organizations. Groups that are not defined as University affiliated organizations, even though some of the members or participants may be University personnel and students.

   d. Fundraising. Includes the charging of admission, solicitation for funds, sales, or donations in any form including raffles and drawings by a recognized student club or organization, University affiliated organization, or a non-University affiliated organization.

   e. Solicitation. Any effort or attempt to (a) importune, entreat, implore, ask, attempt to try to obtain an order or to invite a business transaction for a product offered or being sold; (b) seek orders, subscriptions, political or charitable contributions, or any other kind of financial support; or (c) distribute literature, handbills, samples or other printed material for the purpose of advertising products, services, or other commercial enterprises to members of the University community.

   f. Solicitor. Any person or entity that engages in solicitation.

   g. Facilities. Buildings and grounds owned or controlled by the University.
2. **Purpose:**
   This policy is for the following purposes:
   
a. To preserve the university’s right to regulate university affiliated student organizations sales and solicitation activities on its property; and
   b. To protect the campus community from sales and solicitation activities that are disruptive, unrelated to the university’s mission and educational purpose, or incompatible with the normal operation; and
   c. To enable the university to enforce compliance with the state’s statues governing sales of merchandise by governmental units; and university policies.

3. **General Guidelines:**
   
a. Solicitation, fund raising, and selling of services, products, or articles upon property under the jurisdiction of Elizabeth City State University is prohibited with the exception of the following:
   
i. By University affiliated student organizations.
   ii. At designated university events such as Homecoming, Community Fairs and Viking Fest when the university determines that such sales directly relate to and are supportive of the event’s primary purpose.
   iii. By solicitors who have contracted with the university to provide services, products or articles directly related to the university’s educational purpose or to students’ needs and not otherwise available in the local area.

b. In accordance with policies 500.3.14 Student Activity Admission Policy and 500.6.3 Promotion Policy for Student Events and Activities, university affiliated student organizations, may conduct fund-raising events involving the sale of goods, services, subscriptions, tickets, and the like only with the completion of an activity request form and with appropriate signatures. Before granting approval, the Vice Chancellor of Student Affairs or designee may require a review of any contract existing between an affiliated organization and its fundraising partners. Each solicitor involved conducting an approved activity must have an approved Activity Request Form for each activity.

c. Students may not use residence hall rooms as a place of business.

d. Except as otherwise described in the University policy 900.1.3 Alcoholic Beverage Policy, solicitation, promotion, or sales of alcoholic beverages and/or alcohol related items is prohibited.

e. The University reserves the right to withhold, at its discretion, approval or cancel all solicitation and sales activities on its property should the event conflict with functions essential to the educational mission of the University.
f. The University also reserves the right to regulate time, place, manner, and duration of approved sales or solicitation activity and any advertising related thereto.

4. Guidelines for Solicitation:

a. Approval to solicit will be considered only for organizations, not individuals, with the exception of solicitors as described under General Guidelines a.-iii.

b. Solicitation must occur only in the approved locations in policy 500.6.3 Promotion Policy for Student Events and Activities.

c. Solicitor may not call out to or ask individuals in the vicinity of the solicitation to participate or respond to the solicitation.

d. Door to door sales are not permitted in any campus facility.

e. University affiliated student organizations may sponsor non-university affiliated groups to solicit at the locations identified in policy 500.6.3, if there is a logical relationship to goods or services being solicited and when there is no contractual agreement between a student and a solicitor involved.

5. Guidelines for Fundraising:

a. The purpose for which the funds will be raised must be consistent with the purpose of the university affiliated student organization, the Code of Student Conduct and other applicable policies of the University.

b. All revenue collected in the name of the university affiliated student organization must be deposited into the on campus account. The University does not recognize off-campus bank accounts for student organizations and clubs.

c. Fundraising for any candidate running for political office is prohibited.

d. The university affiliated student organization will be held responsible for all expenditures accrued. Prior to the event the organization must show proof of revenue in the on campus account to cover the expenditures.

6. Guidelines for Raffles and Drawings:

a. University affiliated student organizations who wish to conduct a raffle or drawing must be approved seven days in advance of the ticket sales by the Director of Student Activities. Consultation will be made with Office of Institutional Advancement to insure that such activities do not conflict with other planned fund raising activities by the University or the Foundation.
b. All raffle tickets shall be identical in form and include:
   i. The name and address of the sponsoring organization or club.
   ii. The price of the ticket and the discounted price, if any, applicable to multiple ticket purchases.
   iii. A place for the purchaser to enter his or her name and contact information
   iv. The date, time and place of the drawing(s).
   v. A list of each prize to be awarded which has a retail value of $500.00 or more.

c. No raffle ticket may exceed $10.00 in cost.

d. Tickets for a proposed raffle may not be offered for sale more than 180 days before the raffle drawing.

e. All raffle drawings shall be held in public.

f. All prizes shall be awarded.

g. If a raffle drawing is canceled, the university affiliated organization shall refund the receipts to the ticket purchasers.

h. All profits from raffles shall be used by the university affiliated student organization conducting the raffle to further the organization’s or purpose for existence and no salaries, fees, or profit shall be paid to any other organization or individual in connection with the operation of a raffle.

i. Raffles must comply in all respects with North Carolina General Statute 14-309.15. Groups that fail to comply with the law are guilty of a crime.
ELIZABETH CITY STATE UNIVERSITY
Promotion Policy for Student Events and Activities

Preamble

Elizabeth City State University encourages and supports the promotion of all sanctioned campus events and activities as a fundamental part of a successful university community. Bulletin boards have been placed in convenient locations on campus to post notices of campus events and activities. This policy shall govern the manner in which promotion materials are displayed on campus.

1. Definitions:
   Under this policy the following definitions shall apply:
   
   a. **Handbills.** A flier that is general 4” x 6” or smaller and is distributed by hand.

   b. **Flier or Flyer.** A pamphlet or circular that is general 11” x 17” or smaller for mass distribution. Flier or Flyer will be referred to in this document as flyer.

   c. **Poster.** A large printed placard bill or announcement that is general 11” x 17” or larger, often illustrated, that advertises or publicizes something.

   d. **Banner.** A large printed piece of cloth or other material that is general 23” x 31” or larger but smaller than 3’ x 6’ often illustrated, that advertises or publicizes something.

2. Guidelines for Approval of Posters, Flyers, Handbills and Banners:

   a. All posters, handbills, flyers and banners must be proofed by the Director of Student Activities or designee prior to printing.

   b. All posters, handbills, flyers and banners must be stamped by the Office of Student Life before being displayed. For maximum effectiveness for promoting events, material should be brought to the office at least one week in advance of the event.

   c. Posters, handbills, flyers and banners advertising non-university sponsored events must be approved by the Director of Student Activities. Approval is given for events of general interest to the university community sponsored by not-for-profit organizations.

   d. The sponsoring organizations must be clearly indicated on the promotional material.

   e. Banners may only be displayed during special events such as homecoming, open houses, career fairs and new student orientations and must have the approval of the Vice Chancellor of Student Affairs.

3. Content:

   a. Information on posters, handbills, flyers and banners which can be considered racially, sexually or otherwise offensive may not be posted. Decisions will be made by the Office of Student Life based on the UNC General Administration and Elizabeth City State University policies or applicable federal regulations.

   b. Information that promotes and/or implies the use of abuse of alcohol or drugs will not be allowed. The University shall not allow the manufacturer or distributor of alcoholic beverages to publicly or visibly connect with university events or activities. Non-alcoholic products are treated in the same manner as alcohol and beer products.
4. **Guidelines for Authorized Locations:**

   a. The campus has approximately 15 bulletin boards which are strategically located on the lower level of most buildings. Campus bulletin boards may be used for posting information of general interest to the campus. Campus bulletin boards should not be used for notices that are pertinent only to a particular division or organization, unless the organization or division has a designated bulletin board.

   b. One poster, handbill and/or flyer per event will be allowed per campus bulletin board.

   c. Posters, flyers, handbills and banners may not be attached to doors, walls, floors, furniture, trees, or any part of the university grounds.

   d. Advertisements for persons running for state or local elected positions may be place on the bulletin boards in the Walter and Henrietta Ridley Student Complex only, and must have an on-campus organization sponsorship indicated on the material to be posted.

   e. All posters, flyers and handbills which are placed in unauthorized locations, or have not been approved by the Office of Student Life, will be taken down by Student Life employees or maintenance personnel and discarded.

   f. Placing literature on cars is prohibited.

5. **Guidelines for Other Forms of Promotion:**

   a. Fundraisers for non-profit organizations may use designated window spaces located in the Walter and Henrietta Ridley Student Complex to display items used as receipts. A reservation for window space must be submitted by a student organization and approved by the Director of Student Activities.

   b. Table promotion may be put on the tables in the eatery area located in the Walter and Henrietta Ridley Student Complex and Bedell Cafeteria. Table promotion must be approved by the Director of Student Activities.

   c. Distribution of flyers, leaflets, or other literature on university property is only allowed by reserving a table. Organizations or offices may reserve tables through the Walter and Henrietta Ridley Student Complex Building Coordinator.

   d. Distribution in residence halls must be approved by Housing and Residence Life Office.

   e. No promotional materials may be distributed door to door in residence halls unless otherwise approved by the Housing and Residence Life Office.

   f. Distribution of vending or credit card information global technologies (including internet services, cellular phones, or other telecommunication services/devices) is permissible on campus once per semester per company and must be sponsor by an on campus organization. These companies must reserve a space with the Office of Student Life by a student organization.

6. **Organization Responsibilities:**

   a. Posters, flyers and handbills may be displayed no longer than three weeks. It is the responsibility of the sponsoring organization to put the aforementioned up and to take them down within two days of the event.

   b. Table promotion and fundraiser receipts are to be removed from tables or windows two days following the event by the sponsor.

   c. Request for special permission may be obtained during times of campus elections and/or special events for additional display time and areas, and should be directed to the Director of Student Activities.

   d. Request for a waiver of this policy should be directed to the Director of Student Activities.
ELIZABETH CITY STATE UNIVERSITY
Off Campus Events Policy

Preamble

A student club/organization is expected to use Elizabeth City State University facilities whenever it is sponsoring an event or a meeting of its club/organization. The use of University facilities increases accessibility of the events to all students, assures compliance with University guidelines, and assures availability of adequate supervision for the event. However when space is not available on campus and certain conditions cannot be met on campus this policy will govern off campus events.

1. Request for Waiver Guidelines:

   a. A student club/organization may seek a waiver of the requirement that events be on campus by submitting and Off-Campus Event Registration form to the Director of Student Activities.

   b. The form should be obtained from the Office of Student Life and must be completed and returned at least four (4) weeks prior to the event.

   c. Each request for waiver will be considered on an individual basis.

   d. Consideration will be given to events that are outreach and/or cultural in nature.

2. Conditions for a Waiver:

   A waiver may be granted if the following conditions are met:

   a. The student club/organization is locked into a certain date and there are no facilities available on campus to accommodate the club/organization.

   b. The student club/organization has special food or environmental requests that cannot be provided by the campus.

   c. Environmental needs may include such elements as the infeasibility of the event being held on campus (e.g., a recreational trip such as a shopping trip or ski trip, or/and educational field trip).

3. Review Process:

   a. The Director of Student Activities will review all Waiver Request Forms submitted to the Office of Student Activities.

   b. The Director of Student Activities will determine appropriateness of holding the event off campus.

   c. The Director of Student Activities will submit a recommendation to the Chief of University Police, the Associate Vice Chancellor for Student Affairs/Dean of Students and the Vice Chancellor for Student Affairs.

   d. Upon receipt of the recommendation from the aforementioned, the request for waiver will be approved or denied.
e. If the request is denied, the sponsoring club/organization may appeal to the Vice Chancellor for Student Affairs.

4. Guidelines for Off Campus Event:

a. If a waiver is granted permitting an event to be held off-campus, the club/organization must have two (2) advisors in attendance during the entire event to assure proper supervision.
b. The Chief of University Police will determine the level of security needed for the event.
c. The student club/organization bound by national policies and insurance regulations must ensure that each event meets all required insurable criteria in order for your insurance policy to cover members and guest. Failure to comply will result in legal ramifications if problems should arise during the event.
d. The student club/organization sponsoring any off campus event, will assume the responsibility for all incidents occurring at the event location.
e. The hosting group is still legally liable for participating guest, after the official time of a function expires.
f. The student club/organization sponsoring the event may not use the Elizabeth City State University name, emblem, or any other signs or symbols associated with the University on any publication for an off campus event.
g. All publications for the event must be approved by the Director of Student Activities prior to the event. The sponsoring club/organization must comply to the Campus Promotion Policy.

5. Responsibility of the Student:

a. It is the responsibility of all Elizabeth City State University students to read and understand the Code of Conduct found in the Student Handbook.
b. Students must adhere to all Elizabeth City State University policies/guidelines even if the event is sponsored on or off campus.
c. If a policy violation occurs, the student will be subject to the judicial procedures set forth in the Code of Conduct.
ELIZABETH CITY STATE UNIVERSITY
Reservation Policy

Preamble

The Office of Student Life primary function is to accommodate and serve the University, guest, and community in the capacity of planning, scheduling, and implementing programs and activities. The University Center provides well-rounded social, cultural, and recreational activities. These activities are designed to provide educational and cultural values. The programs originate with the university personnel and student leaders. Thus, our attitude towards them reflects on the University Center’s image, which is essential to our operation. The office also provides assistance and support with developing new organizations, scheduling activities, and events in the center. The University Center operational hours are Monday thru Friday, from 8:00 a.m. to 11 p.m.

1. Reserving the Student Center

   The Student Center, Bowling Center, Williams Hall, Outdoor Classroom and Softball field are all available for reservations.

   a. On Campus Rentals (Clubs, Organizations, and University Departments)

      i. Clubs, organizations, and university departments on campus who want to reserve the Student Center or any area of Student Life must complete an Activity Request Form.

      ii. These forms must be completed at least seven (7) days prior to the event. All forms must be complete with all required signatures before the event can be added to the calendar.

      iii. The club, organization, or department must provide an account number on their forms.

      iv. When the form is complete; return the form to the Student Center Coordinator.

   b. Off Campus Rental

      i. Individuals may rent the Student Center, Bowling Center, Williams Hall Gym, Outdoor Classroom and the Softball Field for activities ex. Family Reunions and Meetings.

      ii. To rent any of these facilities, you must first contact the Student Center Coordinator and schedule a meeting or call to discuss the availability and price of the facility.

      iii. During this discussion, the Student Center Coordinator will provide you with the contract and all necessary documents for the event.

      iv. All forms must be complete with all required signatures before the event can be added to the calendar.

      v. These forms must be completed at least seven (7) days prior to the event.
vi. When the form is complete; return the form to the Student Center Coordinator.

vii. All student life facilities rental rates are $150.00 per hour. (Williams Hall Gym, Student Center Room 216, NSC Theatre, Stage Area, Checkers Area, the outdoor classroom, softball field and the Bowling Center).

viii. The following guidelines apply to building usage:

   a. Parties, family reunions, and church functions must be held during non-operational hours unless special arrangements are made with the manager. The maximum reservation time is two (2) hours.
   b. Sitting on gaming equipment is not permitted.
   c. Shirts and shoes are always required.
   d. Fighting and horse playing is not permitted.
   e. Bike riding in the building is not permitted.
   f. Animals and reptiles are not permitted.
   g. Profanity and cursing is not permitted.
   h. Damaging the equipment is not permitted.
   i. Leaving trash is not permitted.
   j. Alcohol is not permitted.
   k. A non-refundable administrative fee of $50.00 will be charged for all cancellations.

A walk-through of the building will take place before and after the event to ensure that no damages have occurred. If any damages are identified during the walk-through at the end of the event; the group will be held accountable and must pay within seven (7) business days of occurrences.

2. Rules of the University Center

   a. Smoking is prohibited. This is a smoke-free building.

   b. Alcoholic beverages, gambling, fighting and profanity are prohibited.

   c. Any student or person found consuming an alcoholic beverage, gambling, fighting, smoking, or using profanity will be subject to disciplinary action.

   d. Students are prohibited from sitting on tables, back of chairs, or any other furniture not normally considered appropriate seating.

   e. No equipment, furniture, tables, chairs, etc. Can be removed from this center without approval of the University Center Coordinator

This facility will not be available to rent during special University occasions, i.e., Homecoming, Viking Fest, Open House, Family Weekend, Commencement (winter, spring, and summer), and any other date deemed necessary by the University.
3. **Guidelines for the Outdoors Classroom and Picnic Areas**
   a. Request to cookout form must be completed (7) days prior to the event.
   b. There is a $50.00 refundable deposit for the fire extinguisher
   c. The following areas are designated cookout locations:
      i. Outdoor Classroom
      ii. Fraternity and Sorority Plots
ELIZABETH CITY STATE UNIVERSITY
Off Campus Events Policy

Preamble

A student club/organization is expected to use Elizabeth City State University facilities whenever it is sponsoring an event or a meeting of its club/organization. The use of University facilities increases accessibility of the events to all students, assures compliance with University guidelines, and assures availability of adequate supervision for the event. However when space is not available on campus and certain conditions cannot be met on campus this policy will govern off campus events.

1. Request for Waiver Guidelines:

   a. A student club/organization may seek a waiver of the requirement that events be on campus by submitting and Off-Campus Event Registration form to the Director of Student Activities.
   b. The form should be obtained from the Office of Student Life and must be completed and returned at least four (4) weeks prior to the event.
   c. Each request for waiver will be considered on an individual basis.
   d. Consideration will be given to events that are outreach and/or cultural in nature.

2. Conditions for a Waiver:

   A waiver may be granted if the following conditions are met:
   a. The student club/organization is locked into a certain date and there are no facilities available on campus to accommodate the club/organization.
   b. The student club/organization has special food or environmental requests that cannot be provided by the campus.
   c. Environmental needs may include such elements as the infeasibility of the event being held on campus (e.g., a recreational trip such as a shopping trip or ski trip, or/and educational field trip).

3. Review Process:

   a. The Director of Student Activities will review all Waiver Request Forms submitted to the Office of Student Activities.
   b. The Director of Student Activities will determine appropriateness of holding the event off campus.
   c. The Director of Student Activities will submit a recommendation to the Chief of University Police, the Associate Vice Chancellor for Student Affairs/Dean of Students and the Vice Chancellor for Student Affairs.
   d. Upon receipt of the recommendation from the aforementioned, the request for waiver will be approved or denied.
e. If the request is denied, the sponsoring club/organization may appeal to the Vice Chancellor for Student Affairs.

4. **Guidelines for Off Campus Event:**

   a. If a waiver is granted permitting an event to be held off-campus, the club/organization must have two (2) advisors in attendance during the entire event to assure proper supervision.
   
   b. The Chief of University Police will determine the level of security needed for the event.
   
   c. The student club/organization bound by national policies and insurance regulations must ensure that each event meets all required insurable criteria in order for your insurance policy to cover members and guest. Failure to comply will result in legal ramifications if problems should arise during the event.
   
   d. The student club/organization sponsoring any off campus event, will assume the responsibility for all incidents occurring at the event location.
   
   e. The hosting group is still legally liable for participating guest, after the official time of a function expires.
   
   f. The student club/organization sponsoring the event may not use the Elizabeth City State University name, emblem, or any other signs or symbols associated with the University on any publication for an off campus event.
   
   g. All publications for the event must be approved by the Director of Student Activities prior to the event. The sponsoring club/organization must comply to the Campus Promotion Policy.

5. **Responsibility of the Student:**

   a. It is the responsibility of all Elizabeth City State University students to read and understand the Code of Conduct found in the Student Handbook.
   
   b. Students must adhere to all Elizabeth City State University policies/guidelines even if the event is sponsored on or off campus.
   
   c. If a policy violation occurs, the student will be subject to the judicial procedures set forth in the Code of Conduct.
EVENT PLANNING
EVENTS

The following section contains general tips for planning a successful event. It is meant to provide instructions for the process of planning the event - the details of the event are at the discretion of the organization.

Planning an event requires a lot of work. The more time you have between your preliminary planning meeting and the event itself, the better. When unforeseen complications come up, you will have better opportunity to work them out if you are not rushed. **Keep in mind that if you want to hold your event at a venue that requires additional permissions, you need to submit your permit request to the Office of Student at least 7 business days in advance of the event. (We prefer 2 weeks in advance).**

If you are planning an involved or large-scale event, please come by the Office of Student Life to talk with the staff about how to proceed. The staff is available to help guide you through the necessary requirements for planning events on campus.

**Collaborate**

Call a meeting to discuss the theme and goals of the event. You should ask and answer the following questions:

- What is the purpose of the event? What do we want to accomplish?
- What date will work the best for the event?
- What location do we want? Who books that location?
- What audience do we want to target for the event?
- How many participants/guests can the event accommodate?
- What is our event budget?

Form an event committee or planning board in charge of the event. Determine who will be in charge of what and set deadlines for when tasks should be completed. Have everyone draw up a timeline with their tasks and deadlines listed. Every member should be held accountable for their responsibilities.

Draw up a detailed budget for the event. Determine what funds you have available and delineate amounts for the supplies and services you will need for the event (food, sound equipment, prizes, information, etc.) The organization’s treasurer or chief financial officer should be included in the budget planning meeting, and communicate what they need to properly record expenditures for the event (invoices, receipts, etc.)

Review the **Policies** of this handbook and the Policies, Rules and Regulations of the university in regard to outdoor events. If your event is taking place indoors, contact the office in charge of reserving the space for their rules and regulations.

**Work out the Details**
Determine the date and location for the event. Go through the proper procedures for reserving a location on campus (see the “Reserving Spaces on Campus” section of this chapter for instructions). If necessary, reserve a rain location in the event of adverse weather conditions on the day of your event. **You should not advertise your event or book any outside services until you have your location reserved.**

Once your time and place is set, start working on a marketing plan.

- Determine the students you want to target to attend. Is this an event that everyone on campus would want to attend? Is it a fundraiser? An event to bring interest to a cause? A recruiting effort?

- Be intentional in your advertising. In addition to the date and location, create a slogan or image that is appealing and captures the purpose of your event. Make sure your materials are in compliance with NC State’s trade marking regulations.

- Utilize avenues for advertising on campus such as the Student Center Electronic boards, radio and television stations.

- Use your social media networks to advertise. Text or call your friends in the weeks and days leading up to the event and encourage them to spread the word.

**Communicate**

- Book performers, speakers and/or vendors for the event. If you are planning a large event, you should alert campus police that there will be a large congregation of people on campus

- Buy supplies (keep your receipts and turn them into your chief financial officer!), create any decorations or materials and plan the activities of your event.

- Create a schedule for the set-up, activities and clean-up of the event.

- Don’t expect things to go perfectly according to plan, because they probably won’t. Deal with stresses with confidence and ask for help if you need it. You have worked hard to plan your event, so have fun and enjoy it!

**Follow Up**

- After the event, make sure you pay any outstanding balances for vendors and/or performers. Require receipts for any payments you make! Determine what you will do with extra food and/or supplies.

- Call a final follow-up meeting to assess your event. Did you accomplish your goals? How can you improve or adjust the event in the future? Make sure to recognize everyone involved for their hard work!
Please follow the Student Activity Admission Policy and the Promotion Policy. (See the Policies Section in this handbook).
RESERVATIONS
Reserving Spaces on Campus

Please adhere to Policy 500.3.7.6 which is located in your handbook, the university’s policy manual, and on the university’s web site.

Requests should be submitted at least 7 seven business days in advance of the event. Please complete the “Activity Request Form” (see appendix ).
FINANCES & BANKING
Funding

Appropriations

A portion of the segregated fee (a fee assessed each student, along with tuition) is designated for the support of the student organizational activities and programs. The funds are allocated by for Student Affairs Budget Allocations Committee and must be spent in accordance with university budget procedures as administered by the Office of Student Life.

The Student Affairs Budget Allocation Committee annually prepares recommendations on the disbursal of segregated university fees. Only new and “active” clubs are funded.

Requirement for Funding

The club or organization must be considered active. A club or organization is considered active if they conduct a minimum of two events per semester, one of which must be a fund-raising event.

If a student organization is not active for two consecutive years (have gone defunct) and there is money remaining in the account, this money will be transferred to the Unallocated Fund Account.

Banking

Accounts
All student organization who receives funding are assigned an account number. Any student organization/ or club that receive monies from student fees must follow the University System guidelines for expenditure of these funds. In accordance with guidelines, Elizabeth City State University has established additional spending guidelines for this campus.

Spending your Money

Before spending any money students must get approval via University Fiscal Procedures. The Student Life Staff will coordinate all necessary documents and forms to include implement information in the Banner system and SCIQUEST. The approval also ensures that the club or organization interested in spending has enough money in their budget to do so.

Student organizations who fail to submit the Organization Registration Form to the Coordinator of Clubs and Organizations by May 1st will have their budget frozen until the form is submitted.

Expenditures belong in one of the three purchasing categories. Determine which category is appropriate and fill out the necessary forms. These forms must be completed NO Later than three weeks prior to when the money is need.
To access funds, you may utilize the following forms:
Request for Honorarium /Payment to Individual (Contract)
For: Artists, Speakers, Security, disc Jockey, etc.
This form must be submitted at least one month prior to the event to insure that a check will be available on the day of the event.

Request for Travel Funds
For: Travel to conferences, meetings, events, etc.
If money is needed before the travel occurs, this form may be filled out and a check will be made available. This person will be made responsible for collecting all receipts from the trip. Receipts and a completed Reimbursement Form must be turned in to the Office of Student Life within three days of the trip.

Request for Requisition/Funds
For: Supplies, miscellaneous expenses, etc.
The university has designed vendors for most supplies the organization must check to ensure supplies can be ordered from one of the vendors. If not the club may select a vendor.

Please Remember
• The office of Student Life serves as the liaison between you and the Business Office.
• Personal items cannot be purchased with allocated funds.
• Plan ahead! Purchases should be initiated at least a month in advance.
• All expenditures require the signature of an authorized organization representative: President, Advisor, Dean of Student, Vice Chancellor for Student Affairs before it will be processed by the Business Office
• Do not make arrangements with vendors prior to completing the necessary paperwork.
• Please do not purchase any items without prior approval.

Fundraising

Commercial Solicitation (or Solicitation for Profit)
• If you establish a relationship with an outside vendor or company and wish to utilize their services in a fundraising capacity, your compliance with the university’s regulations regarding outside solicitation is required.
• Non-university groups are prohibited from engaging in commercial solicitation except by invitation of a university recognized student organization or club. A percentage of their collected funds should be donated to the student organization.
• Members of the university recognized organization must conduct all commercial solicitation on behalf of their invited non-university groups. Member should staff any event held at their invitation.
• An officer within the student organization should submit the activity request form to the Office of Student Life and serve as the contact and liaison for the event(s).

Non-Commercial Solicitation (or Solicitation Not-for-Profit)
• A non-university charitable organization may solicit if it is sponsored by a recognized university student organization or club and if it is in compliance with the North Carolina “Solicitation of Charitable Funds” Act.

• A university recognized organization may sponsor a non-university charitable organization by obtaining advance permission for the solicitation from the Office of Student Life.

• All solicitation must be conducted so that campus pedestrians and automobile traffic are not obstructed and member of the university community may proceed with their normal activities.

• Refer to policy 500.3.1.3 in this guide and the Student Handbook.

Budgeting
Some general tips for preparing a budget include:
• Determine what kind of events/activities your group will take on during the academic year.
• Record what funds you have available from the previous year.
• Estimate your expected income and when it will be available.
• Determine what you will need to spend.
• Identify extra funds to allow for unforeseen expenditures.
• Review your income and expenditures and create a final budget
• Member should vote to approve or revise budget.

Some general tips for maintaining a budget include:
• Set and maintain a minimum balance.
• Formulate a general procedure for withdrawing funds from the budget.
• Keep an up to date log of income and expenditures. You may choose to keep a written ledger or excel spread sheet.
• Have periodic meeting about the state of the budget with the organization.
• Check your ledger against your account.
ORGANIZATION MANAGEMENT
Advisors
Every student organization and/or club must have a minimum of two advisors officially recognized by the university. One advisor must be an Elizabeth City State employee who is a staff or faculty member.

Responsibilities of an Advisor
An advisor should be aware of the following:

- All University policies and regulations as they related to student organizations or clubs;
- The activities, projects and programs of the organization; and
- At least one advisor is required to be present at all activities sponsored by the organization. If an advisor is not present, the event will be shut down.

Role of the Advisor
The advisor of an organization can serve in a number of roles. They can include:

- Serve as role model;
- Serve as sounding board for new ideas;
- Possess knowledge of policies which may affect the organization’s programs;
- Connect the organization with various campus resources;
- Encourage effective communication and interpersonal relationship skill;
- Mediate group and individual conflicts when called upon to do so;
- Provide continuity from year to year as student leadership changes; and
- Educate the organization on Robert Rule of Order for conducting meeting.

Terms of Service for an Advisor
Organization choose advisor for one academic year. At the end of this time, and organization may decide to reappoint the advisor with the approval of the advisor or the selected new advisor. However, an organization is free to chose to have an advisor for an indefinite term of service (an exception to this involves the advisors to certain major status organizations which have the advising responsibility written into the advisor’s position description).

The term of office should be understood by both the advisors and the organization. The procedure is that each year when new officers are elected, the advisors should also be selected. After the advisor agree to serve, they must sign the Advisor Form and Registration Form which must be submitted to Office of Student Life by May 1st of each academic year.
RECRUITING AND RETAINING MEMBERS

Tips for Recruiting New Members

• **Know and understand your organization** - The current members should understand the vision of the organization so they can communicate its purpose to potential members.

• **Set some recruitment goals** - Recruitment goals should not only include how many members you want involved, but also the kinds of members. As a group, ask yourselves questions like: how many members can we reasonably assimilate into our group? What common interests should our members have?

• **Get everyone involved** - Have current members contact people they know who might want to get involved. The “rule of two” is an effective recruitment strategy. Create a rule that requires every current member to bring in two new members within their first semester or year. Those new members will be expected to do the same and so forth. This can increase numbers exponentially and prevents one person from carrying the full responsibility of recruiting.

• **Escort people to their first meeting**

• **Be professional** - Have business cards* with your organization’s name and contact information made, so that you can hand them out to potential new members. Also make sure you keep your registration information up to date with the SORC to ensure your listing in the student organization directory includes current contact information.

*Make sure that your cards are in compliance with the University’s trade marking regulations.

Tips for Retaining Members

• **Plan a Special Welcome** - Plan a special event or meeting to welcome the new members to the group. It helps to form a bond between old and new members and will hopefully give them a sense of belonging to the organization.

• **Teach** - It is important to orient new members to your group’s goal and objectives, organizational structure, rules and norms. Proper orientation leads to better understanding, more commitment, and less frustration.

• **Assign Responsibilities** - To be sure that their first organizational experience is a positive one, assign new members tasks that are well within their skill level and that they can successfully accomplish.

• **Have fun!** - Make time to socialize and celebrate your achievements. If all you do as a group is work, it will become a burden to participate and your members will quickly lose interest.

LEADERSHIP TIPS
The following are general ideas and tips utilized by members of student organizations all over the country. Incoming officers may need a few ideas for running successful meetings, recruitment and leadership. The list is not exhaustive, and we encourage all members to come by the SORC if they need any guidance concerning student organization leadership and membership.

For incoming or new leaders:

*Making your Meetings Fun!*
Kicking off meetings with a fun “icebreaking” activity can help to create a comfortable atmosphere and foster a sense of inclusion for everyone in attendance. Research ice breaker activities and adapt them to include information relevant to your organization’s cause or purpose.
Take Your Role as a Leader Seriously

- **Work on the morale of your group members.** Unless they feel comfortable about their roles, your group will not be as cooperative and productive as it could be.
- **Expect any changes to be accepted gradually.** Sometimes we expect people to accept changes overnight. Change is unsettling; you should expect resistance. Be patient and diligent in implementing change.
- **Be available to those who want your help.** Forcing assistance when it hasn’t been sought risks building opposition among your group members.
- **Let members determine the group’s purpose.** Unless group members have a say in what is happening, their participation will be half-hearted at best.
- **Emphasize the process for working through problems rather than the final result.** The desired result may change as the group works through the problem. An open channel of communication encourages collaboration and easier implementation of the resulting decision(s).
- **Approach change through cooperative appraisal.** When group members desire any change within the group, it should be based upon evidence. The decision to implement the change will thus be based on what is right, rather than who is right.
- **Encourage brainstorming and creativity.** Provide feedback and support for new ideas. Avoid penalizing mistakes made for the sake of experimentation.
- **Share the process of forming and revising policy.** By emphasizing how to solve problems and including members in the decision-making process, you foster a deeper commitment among your members.
- **Recognize criticism as the first step to assuming responsibility.** Use criticism as a chance to solicit suggestions for improvement. Criticism should be relative to an issue, rather than a personal attack.
- **Share the glory.** You cannot expect enthusiastic participation if you take all of the credit.
- **Have confidence in the ability of your group.** People tend to live up to our expectations, so keep yours high!
- **Be sure everyone has a common purpose.** Structure your meetings to include group discussion about topics of concern. If you know that some members are more reserved, allow one-on-one time to address their concerns.
- **Trust the motives of members.** Every suggestion should be seen as sincere and should elicit a sincere response.
- **Don’t set yourself up as infallible.** Be honest and admit when you don’t have an answer. Don’t be afraid to be human.
- **Be specific.** Communicate exactly what you expect.
- **Be socially sensitive.** Avoid making funny or witty remarks at someone else’s expense.
- **Use the inquiry method.** Ask questions to get information and define issues; don’t assume that people will simply volunteer their ideas.
- **Be impartial.** Do not play favorites with group members. Everyone should have equal chance to participate.
- **Manage conflict; don’t ignore it.** Bring conflict into the open and frame it as an opportunity to learn and improve. Focus on problematic policies or behaviors; personality conflicts should be addressed privately.
- **Promote cohesiveness:** Make sure everyone feels that they belong.
APPENDIX
ACTIVITY REQUEST FORM
(Must be at least 7 business days prior to activity)

IF ADVISOR(S) IS NOT PRESENT, THE PLANNED EVENT MAY BE CANCELLED. A 24 HOUR BUSINESS
DAY IS REQUIRED FOR EVENT CANCELLATION. AN EVENT IS NOT OFFICIALY SCHEDULED UNTIL THIS
FORM IS COMPLETED AND RETURNED WITH EACH REQUIRED SIGNATURE.

Organization: ____________________________________________________ Account No: __________________
Type of Activity: __________________________________________________
Date of Activity: ______________________ Time: From: _____ AM/PM To: _____ AM/PM
Place of Activity: __________________________________________________
Building/Grounds Room Number or Name

Admission Charge of Activity: (Check One) ___Free ___Fee Amount: ________________

SIGNATURES (NUMERICAL ORDER)
1. Chairperson of Event ______________ Phone Number ______________ E-Mail ______________ Date ______________
2. Advisor ______________ Date ______________
3. Dean of Student Life ______________ Date ______________
4. Building Coordinator ______________ Date ______________
5. Director Of Auxiliary ______________ Date ______________
6. Chief of Campus Police ______________ Date ______________
7. Dean of Student Life ______________ Date ______________
8. NSC Building Coordinator ______________ Date ______________

SPECIAL ASSISTANCE REQUESTED (Check all That Apply)
___Police Officer(s) ___Building/Ground, Room/Area Opened and Closed
___No. of Officers Requested ___Microphone/Sound Systems
___Other Special Request(s) ___

BUILDING COORDINATORS
Bedell Hall.............................Mr. Troy Brooks Lane Hall.............................Ms. Kenya Hinton
Bowling Center/Game Room........Mr. Jeramy Williams Lester Hall........................Ms. Sabrina Purvis
Campus Police........................Chief John Manley Jr Moore Hall........................Mr. Derrick Wilkins
Griffin Hall.............................Mrs. Genevie Kellogg New Student Center........Ms. Jessie Ricklick
IT/Technology Center...............Mr. Ron Scott Outdoor Classroom........Mrs. Mary S. Berry
Johnson Hall..........................Mr. Pernall Bartlett Roebuck Stadium........Mr. Lin Dawson
Williams Hall Gyn........................Mrs. Mary S. Berry Softball Field.............Mr. Mary S. Berry
Vaughn Center........................Mr. Lin Dawson Jenkins Science Center.....Ms. Trina Gregory
Gilchrist Building.....................Dr. Paula Vitzi Pharmacy........................Ms. Susan Peck