



The Paul Robeson Campus Center
Office of Student Life & Leadership

Student Organization Handbook

2013-2014

Office of Student Life and Leadership
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Welcome:

We hope that your involvement with any of the over 70 officially recognized student organizations at Rutgers-Newark will make the campus feel a bit smaller. Involvement in student organizations joins together individuals with similar views and opinions, which creates an opportunity for developing new ideas, discovering hidden talents, cultivating interpersonal skills, and providing a way to accomplish collectively what could not be done individually. Participation in a group enables you to feel empowered.

The Paul Robeson Campus Center Office of Student Life and Leadership is committed to your involvement, with a belief steadfastly grounded in the knowledge that students who participate in activities will ultimately get more out of their college experience. In so doing, you will contribute positively to the larger environment in which you live. As you can imagine, there is far more to college than the academic experience. Many alumni may recall that their involvement in a student organization was as memorable and valuable as their academic pursuits. Rutgers-Newark student organizations each leave their own special mark on the cultural, social, and intellectual life of the University.

The staff within the Office of Student Life and Leadership provides support and advising to each student organization, with the hope of promoting participation, leadership, and personal growth. We hope you will visit us in the Paul Robeson Campus Center at any time to ask questions and get information about joining an organization. If your interests should happen not to match up with any currently existing organization, our staff will be happy to assist you in considering alternatives.

In short, we are committed to your ultimate success, both as a student and as a contributing force within Rutgers Newark and the greater community. Once you belong to one, or several, groups, we hope your organization will find this Student Organization Handbook useful as you plan events, hold meetings, sustain your organization financially, and otherwise navigate the intricacies of Rutgers-Newark.

The information in the Student Organization Handbook is provided as a resource to help leaders organize their clubs and plan for events. While the Student Organization Handbook is intended to be a summary of policies and procedures, it is NOT a comprehensive listing of all rules and regulations pertaining to student organizations. The Office of Student Life and Leadership reserves the right to change any procedure or policy listed without notice. Please be aware that University departments may have their own procedures and policies that apply to student organizations, which are not listed in the Student Organization Handbook.

Best of luck to you and your organization this year!

Genevieve Sumski
Assistant Dean
Office of Student Life and Leadership

Office of Student Life and Leadership Mission Statement

To enrich the collegiate experience, the Paul Robeson Campus Center Office of Student Life and Leadership is committed to providing quality, student-centered programs, services, and co-curricular involvement opportunities which enhance the growth and development of students. By educating students to become effective leaders, involved citizens, and critical thinkers we can create an inclusive campus community that promotes social awareness, cultivates a respect for diversity and fosters community development.

In an effort to advance this mission, the Office of Student Life and Leadership also orchestrates the following programs and services:

- Campus-Wide Programs
- First Year Experience
- Judicial Affairs & Ethical Development
- New Student Orientation
- Services for Students with Disabilities
- Student Organization Advisement
- Urban Leadership & Service Learning

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Financial Guidelines

What Are Student Fees

Student fees are funds of Rutgers, The State University of New Jersey. They are not funds belonging to students and, as all University funds, can only be used to promote higher education of the people of this state. Like tuition payments, student fees are collected from the students, and it is the University's decision to allocate them to certain student activities. Provided that an educational purpose can be found, the activities fund may be used to promote and encourage programs which are socially, culturally and recreationally beneficial to the entire student body.

These rules and regulations are a compilation of New Jersey Law (NJL), Rutgers Policy (RP), and The Paul Robeson Campus Center Office of Student Life and Leadership (OFFICE OF STUDENT LIFE AND LEADERSHIP). These policies result from the University's need to account for the use of State and Federal funds and form previous consideration at our campus of proper fund usage.

Definition By Law

New Jersey statutes (NJSA 18A 65:2) define Student Activities' monies as being the property of the University. Therefore, the University has an obligation to oversee the use of these funds. Any questions regarding funding and approved uses for student's activities' monies should be addressed to the Paul Robeson Campus Center Office of Student Life and Leadership.

Who Can Utilize The Student Fee?

1. Officially recognized & registered student organizations that are open to and will benefit the undergraduate or graduate student body.
2. Officially recognized & registered student organizations or groups representing Rutgers at an approved function and/or place.

Who Can't Utilize The Student Fee?

- Organizational activities for which academic credit is given.
- Activities sponsored primarily for groups other than Rutgers students.
- Intramural activities sponsored by the Athletics and Recreation Department.
- All Greek letter organizations except for activities that can benefit the entire student body determined by the Paul Robeson Campus Center Office of Student Life and Leadership.
- All organizations that are not recognized by the Rutgers University Newark Student Governing Association, and/or the Paul Robeson Campus Center Office of Student Life and Leadership.
- Organizations in which membership discrimination exists, constitutionally or otherwise.
- Organizations in which members and activities sponsored are for partisan political or religious groups only.

What You Can Use Your Student Activities Fee For?

Operational budget

- Supplies
- Copying
- Mailings
- Telephone charges for student orgs with assigned office space (does not include cell phone charges)

Event expenditures

- Honoraria for speakers/ performers (i.e. D.Js, Musicians, Speakers, etc)
- Rental charges
- Food in adherence with the Food Policy
- Travel (see travel policy pages)
- Media, publications
- Non-partisan political and lobbying efforts (in accordance to New Jersey Law)
- Convention fees and travel

In addition, official student organizations sponsoring activities funded by student fees:

- Must maintain accurate and complete records of all financial transactions.
- May not obligate funds in excess of the balance in an organization's account under any circumstance. *In the event an organization exceeds its allocated budget the organization will be responsible for fundraising the amount needed to bring the account to zero. This may impact the organization's ability to receive future student fee funding.*
- May not deposit student fees or monies derived from the fee in an outside bank account.
- Are exempt from paying NJ state sales tax, in connection with its purchases. Copies of the letter authorizing this exemption to the University will be furnished.
- Must furnish a valid invoice, bill, receipt or contract before payment can be authorized. When this is impractical, as the case of a speaker, dance or concert, a letter of intent or contract must accompany the voucher. A receipt should be prepared by the organization for signature by the performer at the time of payment.

- Must deposit income from ticket sales and donations, into the organization's account. This is good business practice and facilitates accountability and financial reporting to the membership.
- Tickets must be numbered so that proper controls and accountability can be established.

What You Can't Use Your Student Fees For:

- Bail or lawyers for individuals
- Partisan political activities, including registration, contributions to candidates or parties
- Emergency or personal loans to individuals
- Salary or wages to members and/or advisors of respective organizations
- Making private purchases under the name of a student organization of Rutgers University
- Honorarium for advisors, coaches, professors, and any University staff or student acting in the full capacity of their responsibilities as ascribed to them by Rutgers University.
- No dues or honorarium may be paid to other registered Student Organizations without the consent of their respective Student Governing Association and the Paul Robeson Campus Center Office of Student Life and Leadership.
- Expenses incurred for activities during the summer or intercessions not approved by the Student Governing Associations and the Paul Robeson Campus Center Office of Student Life and Leadership
- Religious services
- Debts incurred while unregistered
- Purchase of alcoholic beverages or any illegal substance
- Membership Fees in unregistered organizations (i.e. National Organizations)
- Gifts, Prizes, Trophies, T-shirts (unless required for security reasons) or awards to students or contracted guests
- Banquets, parties, formals or semi-formals, retreats for non-student government organizations on and off campus with no educational or community value
- Athletic teams or organizations recognized by The Athletic Recreation Department
- Donations, including donations to any outside non-profit charitable organization
- Recruitment of students to the University
- Individual students requesting funds for Good Samaritan work
- Illegal Activities
- Personal business cards
- Exceptions for expenses will be made at the discretion of the Paul Robeson Campus Center Office of Student Life and Leadership
- Cannot fund for expenses incurred for programming not funded by allocations

Fee Allocations to student clubs, organizations and/or activities along with the criteria and procedures for receiving allocations from student fees are the responsibility of the respective governing association and overseen by the Paul Robeson Campus Center Office of Student Life and Leadership.

Violations

The Paul Robeson Campus Center Office of Student Life and Leadership has the authority to review individual accounts and obtain organizations' official ledger book to discover violations.

No student fee monies may be paid as dues or honorarium to other Rutgers University organizations without the authorization of the Paul Robeson Campus Center Office of Student Life and Leadership. Student Organization can use their generated revenue to pay such fees.

Generated Revenue is all credited money in your account which was collected by the organization and not provided to you by a governing association, or university affiliated department. All money raised by your organization MUST be deposited into your account.

In the event an organization exceeds its allocated budget the organization will be responsible for fundraising the amount needed to bring the account to zero. This may impact the organization's ability to receive future student fee funding.

The Office of Student Life and Leadership may order an organization to replace its Treasurer when that Treasurer continually violates financial policy and hinders the financial operations of the organization.

All revenues collected by Student Organizations must be deposited in individual accounts in the Paul Robeson Campus Centers Accounting Office. Violations of this policy will cause all privileges to be withdrawn and student activities money to be frozen.

Any organization whose executive officers or members forge names or records of members' lists for an organization or activity shall forfeit the privilege to use any student allocated funds and be in violation of University code of conduct.

Should an infraction of the Financial Guidelines occur the appropriate disciplinary procedures will be activated, these may include:

- Immediate freeze of account
- Probationary Period
- Withdrawal of funds
- Warning
- Hearing before an appropriate disciplinary board

What You Can Use Revenue For:

- Donation to charity may only be made from revenue money
- Uniforms, shirts, jackets for organizations that does not provide a service for the entire college community, this may include t-shirts and paraphernalia for members.

Restrictions:

Property, books, electronic equipment, and furnishings purchased from student fees are property of the University, not of the person or organization.

All items purchased with student fees are for the expressed use of Rutgers University students. Property, books, electronic equipment etc cannot be utilized by non Rutgers University students.

All expenditures by students and organizations must be paid by check or internal transfer by the Paul Robeson Campus Center Office of Student Life and Leadership, or personal reimbursement not to exceed \$250.00 per person

An accounting of funds from the student activities fee must be made to the Paul Robeson Campus Center Office of Student Life and Leadership at the end of every semester. Actual expenditures should be consistent with the approved budgets of each organization and activity.

General Guidelines Overseeing Funding of Respected Organizations

New Organizations

- Each new organization must be considered “official” by achieving recognition first via the how to start a new organization policy with the Paul Robeson Campus Center Office of Student Life and Leadership. After successfully meeting the criteria of the policy an organization may receive full recognition as a student organization
- Greek Letter organizations interested in expansion to Rutgers-Newark must follow the policies of the Inter Fraternity-Sorority Council and Paul Robeson Campus Center Office of Student Life and Leadership
- A newly recognized organization may not be funded for any debts incurred prior to its recognition.
- New student and Greek Letter organizations must follow recognition policy as outlined. All potential new organizations must also contact the Paul Robeson Campus Center Office of Student Life and Leadership.

Recognized Organizations

- Student fee monies are allocated to clubs and organizations for specific purposes, programs or activities and must be used for that purpose, program, or activity, or returned to the Student Fund.
- Programs and activities not funded by the governments may be funded by revenue received from outside sources and/or dues.
- Events where participants include the general public; the sponsoring organization or club is responsible for receiving appropriate proportionate funding from non-University participants in order that Student Activities' monies do not support non-University participants.

- Revenue received by a club or organization from dues, donations, fund-raising activities, or any other source but direct allocation from the Student Activities' monies must be reported and deposited to the Paul Robeson Campus Center Accounting Office. Money generated by organizations on their own, may be spent as that organization desires.
- Any money generated through the use of student government funds, must be deposited in the organizational account with the Student Accounting Office in the Paul Robeson Campus Center. These funds may be spent by the organization according to the government's financial guidelines.
- The use of any revenues generated by a club or organization is Student Activities' monies. Nevertheless, it may not be controlled or appropriated by student government or any other outside group unless:
 - Student Fee monies were used to help generate the revenues
 - The use is contrary to other provisions of these guidelines.
- No organization may exceed the maximum budget they have been allocated by the respective Student Governing Association for an event or program unless they utilize their generated revenue. If no generated revenue exists, the co-signees of the voucher shall be held responsible for all payments and the organization will be responsible for reimbursement of any overages.
- Student organization accounts are closed during official breaks and after the last day of classes may not be utilized. The two official breaks are Winter Recess and Summer Session.
- Money will not be committed or spent prior to the Symposium in the beginning for each semester and after the last day of classes.
- Conferences/Competitions/Tournaments are considered a trip or a travel expense.
 - a. Maximum number of conferences is limited to 2, of which only one can be national (exceeding 400 miles roundtrip), per semester.
 - b. Maximum number of Competitions/Tournaments is limited to 6, of which only 2 can be what is considered national. In addition, only 1 can be considered international, per semester.
 - c. Conference attendees are required to present an information session at their organization's general meeting to inform students of the issues addressed at the conference.

Organizational Financial Responsibility

Monies allocated to a student organization are the property of the organization in the name of Rutgers University.

Accurate and complete financial records must be maintained by all organizations. These records may be subject to review by the organization's respective governing council, Paul Robeson Campus Center Office of Student Life and Leadership and Paul Robeson Campus Center Accounting Office.

Members of an organization may not make personal purchases in the name of the organization or Rutgers University.

Student organizations will be allocated specific amounts of monies. It is the responsibility of the organization to see to it that the expenditures do not exceed its capacity. Monetary assistance from any department and/or office within the University or any external sources must be reported to the Paul Robeson Campus Center Office of Student Life and Leadership. These sources must be recorded in the Accounting Office of the Paul Robeson Campus Center.

No organization will be allowed to go into debt because of negligent spending or mismanagement of funds. The members of an organization will be held accountable for any negligence or mismanagement of student monies.

Receipts or bills must be submitted for purchases or expenditures. If a student organization owes receipts a hold will be placed on all additional expenditures until resolved. If not resolved, a financial hold will be placed on the president and treasurer's university student accounts until all receipts are turned in.

A club or organization may not commit, by entering contracts, charging bills, or any other means, to spend funds that have not been allocated, previously raised or use grant money award letters as promissory funds. All funds must be in the organizations account prior to entering into contracts (please see next point about contracts)! Any such commitments are the personal responsibility of the person making them.

A student may not bind the University by signing a contract. If Student Activities' monies are involved, only an official administrator of the Paul Robeson Campus Center Office of Student Life and Leadership may sign contracts for the University. An individual student signing a contract may be personally liable for that contract.

Transferring of Funds

Transferring of funds is integral to the program planning process; it allows student organizations to collaborate on programs & events. As such all transfer of funds forms must have appropriate documentation.

Any governing council transferring funds to another organization, outside of tier allocations, must provide meeting minutes for indicating approval of monetary support, and a copy of the program proposal to the transfer of fund form.

Any organization transferring funds to another organization for purposes of co-sponsorship must attach a completed co-sponsorship agreement to the transfer of funds form.

Ordering Supplies

- All organizations must request an Office Max catalog from the Paul Robeson Campus Center Office of Student Life and Leadership, and all orders must be placed through the Accounting Office in the Paul Robeson Campus Center.

For reimbursement of personal expenses

- A voucher needs to be approved prior to purchasing anything that you wish the University to reimburse you for by the Office of Student Life and Leadership.
- The voucher cannot be signed by the person receiving the reimbursement.
- Original receipts must accompany the invoice voucher for reimbursement to be approved.
- If a receipt is missing, we cannot reimburse for it nor can we make duplicate receipts.
- Receipts should provide name of vendor, address, phone number and be itemized. Register tape and adding machine receipts are not accepted.

Contracts

STUDENTS SHOULD NEVER SIGN CONTRACTS. BY DOING THIS THE STUDENT ACCEPTS THE FINANCIAL AND LIABILITY TERMS OF THE CONTRACT.

Contracts are a binding agreement between the University and a performer or agency. They are usually used to book a band, DJ, comedian, lecturer or artist. All contracts must have: Rutgers-University as the purchaser; not a student group or a student's name, be reviewed and signed by the Assistant Dean or an Assistant Director of the Paul Robeson Campus Center Office of Student Life and Leadership.

RU Foundation Gift Assessment Fund

On January 1, 2007, the Foundation petitioned to and received permission from the Rutgers University Board of Governors to assess a fee for the processing of gifts to the university. The Gift assessment Fee is 10% of all amounts up to \$10,000.00, amounts above \$10,000.00 will be assessed on a sliding scale dependent on the amount.

Tips and Gratuity Policy

The Paul Robeson Campus Center Accounting Office will not be reimbursing student groups for tips or gratuities given for meals. Tips are optional and will be an expense incurred by the individual. Exceptions may be made for gratuities that are included in the cost of the meal. Gratuities to wait staff exceeding those already included in the meal cost are not reimbursable.

Vouchers and Financial Forms

Organization Presidents and Treasurers must have their signature on file with the Paul Robeson Campus Center Accounting Office. All paper forms must be signed by the organizations Treasurer, if the treasurer is not available the organization President may sign.

Deposits

Any generated revenue must be deposited in the Accounting Office. At that time the organization will receive a deposit receipt. Deposits will be immediately posted to accounts

Transfer Form

Used to transfer money from your account. Form must be given to the Paul Robeson Campus Center Office of Student Life and Leadership to be signed and approved. Please also provide any relevant documentation with transfer form i.e. co-sponsorship agreement form.

Voucher Form

Vouchers will be submitted online via <https://ruconnected.rutgers.edu>. All associated documentation must be uploaded with the voucher request. Associated documentation includes contracts, invoices, receipts etc. Organization Presidents and Treasurers are the only organization members who can submit vouchers.

Checks will take a minimum of 10 business days to process. Once a check is available a notation will be made on your account and you will be notified via email. Please note: any check is allowed to expire or is lost after being picked up may be subject an additional processing fee.

If the check needs to be mailed please indicate that on the voucher form. All checks are sent certified mail, return receipt. Organizations will be charged \$5 for mailed checks.

Adherence to Submitted Budgets

Student organizations should conform as closely as possible to their submitted itemized budget.

Changes should be submitted to the organization's University Coordinator for approval. Organizations funded for a particular type of program (lecture, film, etc) may only substitute a similar type of program consistent with the mission of the organization;

If funding is left over at the end of an academic year because an event did not occur or expenses were not as anticipated, those funds will be rolled back into the account of the funding governing council to be used by student organizations in the following academic year.

Accounting Requirements

Student organization treasurers must maintain an accurate record of his/her organization's financial transactions and make this ledger of account available to their respective advisor at their request.

Deficit Spending:

No organization may exceed the maximum they have in their account. Any expenditure, the co-signees of the voucher shall be held responsible for all payments and the organization will be responsible for reimbursement of any overages.

Past Debts:

A newly registered organization will not be funded for debts incurred in the past.

Close Down Periods:

The Paul Robeson Campus Center Office of Student Life and Leadership will close student organization accounts during official breaks (Winter Recess and Summer Session). During these close down periods, student programming and overhead accounts are not accessible.

Roll-Backs:

All unused allocated programming funds will be taken back at the end of the academic year and reallocated the following year. Funds will carry over from the fall semester to the spring semester and be taken back at the end of the academic year. Generated Revenue will not be altered. Consistently large take-backs will be viewed upon negatively for future allocations.

Organizations that had been inactive for a 2 year (24 months) period are subject to the close of their respective accounts regardless of allocated funds for generated revenue.

Additional Sources of Funding

Besides your Student Governing Allocations funding, there are several other funding sources available to aid your student organization and its functions. For more information about additional funding sources, we encourage you to make an appointment with your University Coordinator.

Common Purposes Grants

The Committee to Advance Our Common Purposes funds programs that foster a sense of community and promote a climate that is hospitable to diverse groups at Rutgers University. Funds can be requested for a one-time program as well as for continuing programs. For information about Common Purposes and the Grants Program application form, visit: <http://studentaffairs.rutgers.edu>.

- **SGA AD-HOC**
- **Cross Cultural Programming Grant**
- **Leadership Grant**
- **Co-Sponsorship**
- **Event Admission fees**

Funding & Allocations Budgeting Worksheet

An essential component of organizational success is proper budget preparation and management. Both your University Coordinator and Faculty/staff advisor are available to assist you with the developing your budget. This helpful worksheet can serve as the first step in your successful program planning process.

What are Your Costs?

Expenses:	
Performer Travel:	
Performer Lodging:	
Facility Rental:	
Equipment Rental:	
Security:	
Catering supplies (plates, napkins, etc.):	
Promotional duplicating:	
Advertising:	
Decorations:	
Miscellaneous Supplies:	
Performer/Honorarium:	
Performer Hospitality:	
Film/Video License Fee:	
Facility Labor:	
Media Equipment:	
Catering (Cultural):	
Catering (non-cultural):	
Promotional Printing:	
Giveaways/Specialty Items*::	
Prizes*:	

Where Can You Get Your Money

Current Budget:	
Generated Revenue:	
Co-Sponsorship with other organizations:	
Student Governing Association (Adhoc /Tier budget):	
Admission Fees:	
OFFICE OF STUDENT LIFE AND LEADERSHIP grants:	
Other Funding Sources:	

* denotes items that do not fall within Allocation Guidelines

Student Leadership Policies

Academic and Judicial Requirements

The Office of Student Life and Leadership upholds the academic mission of the university in its highest regard, no student shall be allowed to hold an officer position of any organization without fulfilling a 2.5 or better G.P.A in the preceding semester. All leaders must be registered Rutgers-Newark students and maintain a 2.5 or better cumulative grade point average. Overall, student organization leaders must maintain a 2.5 term and cumulative GPA while in office. Any student on disciplinary probation, in poor academic or judicial standing or does not meet the minimum G.P.A. requirement will be ineligible to hold or run for a leadership position.

Organization general members must maintain a 2.0 term and cumulative GPA to remain recognized members of the organization.

Governing Council Leadership

In an effort to create an equal, fair and just environment for all student leaders to grow, No student shall be allowed to hold an executive level position of any recognized organization while holding an executive position of their respected governing council. For instance, one could not be the treasurer of a Rutgers Newark recognized organization and the Secretary of the RUN SGA. This applies to all governing associations and their respective organizations.

Furthermore, students in any officer position must be in good academic and judicial standing with the university. Governing Council Officers must maintain a 3.0 term and cumulative GPA.

Lastly, in the event of special circumstances, students applying for an officer position may petition the Paul Robeson Campus Center Assistant Dean of Student Life for review

Non-Discrimination Policy

University sponsored clubs or organizations have certain obligations with regard to Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Older Americans Act of 1975; and the policies established at Rutgers through the Board of Governors. Consideration should be given to:

Clubs and organizations shall not discriminate on the basis race, creed, color, religion, national origin, ancestry, age, sex, disability, marital status, familial status, affection- or sexual orientation, or veteran status in providing aids, benefits or services to students.

Memberships:

Clubs and organizations may not deny membership to anyone on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, and veteran status, and any other category protected by law; with the exception of social sororities or fraternities which are entitled by law to remain single-sex organizations if tax exempt under 504a of IRS code 1954.

Hazing Policy

Acceptable Behavior:

The pledge/new member initiation process should be conducted in a manner which respects the dignity of pledges/new members and protects their mental and physical well-being. Examples of acceptable behavior include pledge/new member activities that are not classified as hazing, but promote scholarship and service, develop leadership and social skills, assist with career goals, involve students with alumni, improve relations with others, build awareness of fraternity/sorority history, instill a sense of brotherhood/sisterhood, foster solidarity and promote the institutional mission of the host university.

Statutory Authority:

Hazing is illegal in the state of New Jersey. This Pledge/New Member's Bill of Rights was developed by the New Jersey Attorney General pursuant to N.J.S.A. 18A:3-24 et seq.

State Definition of Hazing:

Pursuant to New Jersey Statute:

1. 2C:40-3.

- a) A person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.
- b) A person is guilty of aggravated hazing; a crime of the fourth degree, if he commits an act prohibited in subsection and. which results in serious bodily injury to another person.

2C:40-4.

Notwithstanding any other provision of Title 2C of the New Jersey Statutes to the contrary, consent shall not be available as a defense to a prosecution under this act.

2C:40-5.

Conduct constituting an offense under the Act may, at the discretion of the prosecuting attorney, be prosecuted under any other applicable provision of Title 2C of the New Jersey Statutes; and

2. Other behaviors or activities in addition to those prohibited under N.J.S.A. 2C:40 et seq. defined as hazing by a university with respect to its students.

Prohibition on Hazing:

1. A pledge/new member shall have the right to be free of all activities which may constitute hazing while attempting to become a member of a fraternity or sorority, or other campus organization. Campus organizations and their members are prohibited from engaging in or encouraging others to engage in activities that are defined as hazing.

2. A broad range of behaviors that may place another person in danger of bodily injury or behavior that demonstrates indifference or disregard for another person's dignity or well-being may be classified as hazing under the above definition. Examples include, but are not limited to the following:

- a) Forcing, requiring or endorsing members to drink alcohol or any other substance and/or providing such alcohol or other substance;
- b) The unauthorized or illegal use of alcohol in any form or quantity during any activity;

- c) Calisthenics (sit-ups, push-ups and runs);
- d) Branding and tattooing;
- e) Pushing, shoving, punching, whipping, beating, tackling or any other physical abuse;
- f) Unauthorized line-ups of any nature;
- g) Throwing anything (garbage, water, paint, etc.) at an individual;
- h) Any form of paddling, physical abuse, psychological abuse, deception or shocks;
- i) Requiring individuals to walk or march in formation of any kind;
- j) Publicly wearing apparel which is conspicuous and not normally in good taste (uniforms, head apparel, boots/shoes, etc.);
- k) Not permitting individuals to speak for extended periods of time and/or forced exclusion from social contact;
- l) Preventing any person from practicing personal hygiene;
- m) Any activity which interferes with an individual's scholastic pursuits (class attendance, preparation, study time, etc.)
- n) Forced consumption of food or other substances;
- o) Theft, defacement or destruction of private or public property
- p) Conducting unauthorized scavenger hunts, treasure hunts, quests, road trips, paddle hunts, big brother/little brother hunts, big sister/little sister hunts;
- q) Engaging in public stunts and buffoonery, public displays or greetings;
- r) Servitude of any nature (food runs, personal errands, academic work, etc.);
- s) Permitting less than six consecutive hours of sleep each night;
- t) Nudity or exposure to the elements at any time;
- u) Yelling, screaming or calling individuals demeaning names;
- v) Engaging in unauthorized activities which involve compelling an individual or group of individuals to remain at a certain location or transporting anyone anywhere, within or outside the city of New Brunswick (road trips, kidnaps, sneaks, drops, etc.);
- w) Assigning or endorsing "pranks" (stealing composites, trophies, mascots, etc.)
- x) Carrying of any items (paddles, bricks, rocks, pocket change, dog collars, signature books, etc.)
- y) Forcing, requiring or endorsing members to violate any University policy or any local, state or federal law.

Rutgers University Newark Campus Student Code of Conduct

Hazing is a separable offense under the Rutgers University Code of Conduct; disciplinary action may include expulsion or suspension from the University. Under the code of conduct the offense is defined as:

A Person is responsible for hazing if, in connection with the training, initiation, or acceptance of applicants to or members of any organization (including, but not limited to fraternal organization, athletic teams, and student clubs) he/she knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletics events, which places or may place another person in danger of bodily injury. The consent of the victim shall not be a legitimate defense in hazing incidents.

Alcohol Policy

Possession, consumption, or being under the influence of alcohol, controlled substances without a prescription, or illegal drugs (i.e., marijuana) is prohibited at all events and activities sponsored, co-sponsored or hosted by a Rutgers University Registered Student Organization,

where student fees are paying for all or part of the event. Under no circumstances can student fees be used to purchase alcohol on or off campus.

Relationships with Groups Outside the University

Student organizations that have a relationship with a "parent" or national/international organization must present documentation regarding their affiliation and a copy of the parent organization's constitution and/or guidelines when registering. The policies and procedures of the University, as well as local, state and federal laws prevail over those of any parent or national/international organizations.

All decision making/policy setting will remain under local, campus administrative authority.

The student organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by the Division of Student Affairs and by the rules and regulations of the Board of Governors.

Role of the Advisor

All registered student organizations have a Paul Robeson Campus Center Office of Student Life and Leadership Advisor. For purposes of this handbook this individual is referred to as University Coordinator. Organizations have the option to have an additional campus advisor within these guidelines.

Student organization advisor agrees to:

1. Take an active role in advising the student organization.
2. Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and bylaws.
3. Know the officers of the organization and the current members of the organization.
4. Meet with the organization's president on a regular basis (at least once per month).
5. Remain informed of all activities sponsored and conducted by the student organization and attend all events.
6. Establish with the student organization president the manner and frequency in which the advisor will participate in the organization's activities, e.g., programs, social events, and meetings.
7. Be knowledgeable about and adhere to University policies and procedures which pertain to student organization and inform the student organization president of his/her responsibility to do the same.
8. Be knowledgeable of policies and procedures listed in the Office of Student Life and Leadership Student Organization Handbook and University Code of Conduct and review these codes with the student organization president.
9. Offer guidance to the organization on goal setting, organization management, program planning and problem solving and group evaluation.
10. Know the organization's process for obtaining new members.
11. Report any activities which may or will violate the University policies to the Assistant Dean Director of Student Life and Leadership.

Requirements for Serving as an Advisor

1. An advisor should be a full-time employee of Rutgers- Newark University. This staff member serves as the primary advisor to the student organization. Exceptions can be made at the discretion of the Assistant Dean of the Paul Robeson Campus Center Office of Student Life and Leadership.

2. Organizations may elect to have a graduate intern or graduate assistant as their secondary advisor. A secondary advisor may serve as a resource to an organization for programming, coverage of events and emergency signatures when the primary advisor is unavailable.
3. Advisors are required to attend the various social events of the student organizations they advise, held during and after normal business hours. Advisors should arrive at least one half hour before the event and remain until the dissipation of the crowd.
4. Advisors are required to be aware of organizational finances including vouchers.
5. Advisors will assist at the door of an event, checking identification of students as they enter and will supervise the cash operation of any event.
6. In the case of an emergency at such an event, the advisor should exercise his/her best judgment and work closely with the Rutgers University Police Department.

Student Organization Policies

Rights of Registered Student Organizations

All registered student organizations are subject to the policies and procedures set forth by the Paul Robeson Campus Center Office of Student Life and Leadership Student Organization Handbook; organizations that violate these policies are subject to disciplinary actions by the Paul Robeson Campus Center Office of Student Life and Leadership

1. Recruit Rutgers-Newark students as members during approved recruitment period. Approved recruitment period is from the first day of classes through the last day of classes in the fall and spring semesters.
2. Be placed on official lists of recognized student organizations.
3. Participate in services or events in university facilities that are announced as open to all recognized student organizations, including the Student Organization Showcase.
4. Be eligible for awards or honors presented to student organizations and members.
5. Use of campus bulletin boards and other designated posting areas according to University policies on posting.
6. Access to campus services, leadership programs, the expertise of a faculty or staff advisor, the advice and counsel of the Paul Robeson Campus Center Office of Student Life and Leadership staff, and appropriate communication resources on campus.
7. Use of college facilities in accordance with University policy.
8. The opportunity to sponsor activities on campus.
9. Access to University provided services such as web space, e-mail address.
10. Receive Paul Robeson Campus Center Office Student Life and Leadership allocations if the organization meets criteria established by the appropriate governing council and.
11. The right to request funding from appropriate sources.

Responsibilities of Registered Student Organizations

1. Must adhere to the University Code of Conduct, any student on Academic Probation is ineligible to be an active participant in any registered student organization.
2. Must sponsor at least one campus wide event and one community service per semester.
3. Must have an Advisor that is a full time Rutgers- Newark faculty or staff member, contact information should be on file in the Paul Robeson Campus Center Office of Student Life and Leadership.
4. Must maintain an up-to-date list of officers in the Paul Robeson Campus Center Office of Student Life and Leadership. It is also required that a list of 15 active members be on file.
5. Must have a current constitution on file in the Office of Student Life and Leadership.
6. Must adhere to all guidelines associated with receiving funds from SGA, if applicable.
7. Responsible for sound fiscal management of organization and for prompt payment of any debts incurred. Students are not permitted to sign contracts or enter into agreements on behalf of their organization. All contracts and agreements must be signed by the Assistant Dean Director of Student Life and Leadership or their designee.
8. Responsible for the activities of non-student members and guests while participating in the activities of the student organization.
9. Responsible for supervising and ensuring the safe operation of their programs.
10. Each organization is responsible for maintaining adequate communication with the Paul Robeson Campus Center Office of Student Life and Leadership.

11. If an organization has Rutgers-Newark web space they are responsible for maintaining and updating their website each semester. Failure to do so may result in loss of web space.
12. Must abide by all rules and policies of Rutgers- Newark and the laws of local, state and federal government.
13. Responsible for their communication and representation as in accordance with the University mission, goals and philosophy.

Student Organization Registration Process

Listed below you will find the items needed to obtain campus recognition.

- A Completed Student Organization Registration/Recognition packet submitted to the Paul Robeson Campus Center Office of Student Life and Leadership by the second week of classes.
- Constitution and bylaws
- Campus Faculty/Staff Advisor
- Roster of 15 active undergraduate members
- Roster of executive officers
- Participation in the Paul Robeson Campus Center Office of Student Life and Leadership. Student Leadership Symposium in fall and spring and Transition Symposium (Minimum 2 reps. Training module for student organizations/leaders) and any other meeting or trainings deemed mandatory
- Receive a 2/3 confirmation vote from the Rutgers University Newark Student Governing Association or the Inter-Fraternity-Sorority Council
- Failure to achieve recognition will subject that organization to permanent or temporary suspension or withdrawal of University recognition and/or support, social probation, denial of use of University facilities, or other appropriate action.
- Recognition is granted each semester.

The Levels of Recognition are defined as follows:

Level One - The organization has a constitution on file with the Paul Robeson Campus Center Office of Student Life and Leadership and has completed a Student Organization Registration Form. The organization can hold meetings and reserve tables on Student Street. They do not have a budget; they may approach the Allocations Board for funding.

Level Two - The organization has a constitution on file with the Paul Robeson Campus Center Office of Student Life and Leadership and has completed a Student Organization Registration Form. The organization can hold meetings and reserve rooms. They can have website access and an e-mail account if requested. An organization at this level can fundraise and request funding from SGA. A level II organization MUST hold one campus wide event before becoming a fully recognized, level III organization.

Level Three - The organization has a constitution on file with the Paul Robeson Campus Center Office of Student Life and Leadership and the SGA and has completed a Student Organization Registration Form. The organization can hold meetings and reserve rooms. They can have website access and an e-mail account if requested. A Level Three organization receives their funding from SGA and follows all policies and procedures set forth by Paul Robeson Campus Center Office of Student Life and Leadership.

Unrecognized Student Organizations

An organization is defined as unrecognized when official university policies and regulations have not been followed. These organizations are not permitted to use university facilities, post flyers, nor have any of the privileges recognized organizations have earned. Unrecognized organizations are not held to the University or Council standards that govern their behavior. They operate without the oversight, training and education provided by Paul Robeson Campus Center Office of Student Life and Leadership.

Greek Letter Organization Unrecognized Policy

The Paul Robeson Campus Center Office of Student Life and Leadership will work to insure the success of all fraternities and sororities at Rutgers-Newark and, in particular, new ones. New fraternities and sororities bring vitality to the Greek Community that allows it to grow and develop more fully. Understanding both the advantages and challenges of new group expansion, the Inter-Fraternity-Sorority Council (IFSC) will work in concert with the Paul Robeson Campus Center Office of Student Life and Leadership in all matters relating to chapter expansion.

Any Fraternity or Sorority interested in recruiting members from the Rutgers-Newark Student body must first be recognized by the Inter Fraternity-Sorority Council. Any organization that recruits and initiates Rutgers- Newark Students without having been recognized will be in violation of the IFSC Constitution. **Any unrecognized organization found in violation of this policy will be denied the opportunity to petition for recognition on our campus for up to 2 years.**

As a student it is important to understand, that if you choose to become a part of an unrecognized organization you will never be recognized by the Rutgers-Newark and sometimes by the national board as an official member of that organization. Therefore, be sure to verify the status of an organization with the Paul Robeson Campus Center Office of Student life and Leadership before beginning New Member Education Program for a fraternity or sorority. In addition, any Rutgers-Newark student that participates in an intake process of an organization **not** currently recognized by the Paul Robeson Campus Center Office of Student Life and Leadership may be in violation of the Rutgers University Code of Conduct items G (hazing) and W (violations of other published University regulations or policies). Sanctions may include but are not limited to disciplinary probation, suspension and/or expulsion.

Starting a New Student Organization

More than 70 student organizations exist on the Rutgers- Newark Campus. There are organizations that are culturally oriented, artistic in nature, connected with academic departments or organized to meet the needs of a variety of student populations at Rutgers- Newark (e.g., commuters, residents, etc.). If you decide, after surveying the list of organizations that are currently recognized, that none of them meet your needs, you may want to start a new one. Here's how:

1. Meet with a Graduate Coordinator for Student Development to discuss your idea for the organization, its purpose, and how to begin.
2. Any person(s) interested in starting a new organization may do so in either the Fall or Spring Semester within the following time frames. In the Fall semester, new organizations may form in the week following the Student Organization Showcase

through December 1st. In the Spring Semester, new organizations may form the week after the Student Organization Showcase through April 15th.

3. Organization recognition is a three level process (see levels of recognition as listed above). The provisional period or Level One is a trial period for a club to use to get established on campus; this period can last for one year prior to becoming recognized. Once an organization completes their provisional period they move to Level Two. Depending on the nature of the organization they may continue to function as a Level Two organization. If an organization wishes to gain Student Governing Association (SGA) recognition they would begin that process after completing the first two levels. The Paul Robeson Campus Center Office of Student Life and Leadership (OFFICE OF STUDENT LIFE AND LEADERSHIP) administers this process.
4. All potential organizations must complete the Paul Robeson Campus Center Office of Student Life and Leadership Application for Provisional Recognition form. This form outlines the seven items that must be completed prior to a new organization being granted provisional recognition.
5. All constitutions must contain the following statements, failure to include these statements will cause your constitution to be invalid. This applies to organizations interested in receiving recognition by a governing council.

5a. Non-Discrimination Clause

“The membership of this organization shall consist of the following: (Generally membership should be regular membership, open to all registered students attending full or part time. They may be required to pay dues. In some cases, associate memberships are given to those who do not qualify for regular membership, e.g. alumni, non-students, faculty, etc.) Membership may not be denied on the basis of sex, race, religion, handicap, color, national origin, ancestry, age, sexual orientation, marital status, veteran status, (See Title IX, The Americans with Disabilities Act, ADA compliance or The Act).”

6. A completed Application for Provisional Recognition packet must be submitted to the Graduate Coordinator in the Paul Robeson Campus Center Office of Student Life and Leadership.
7. Greek Letter Organizations interested in expanding to Rutgers Newark must contact Genevieve Sumski, Assistant Dean Paul Robeson Campus Center.

Purchase and Storage of Equipment

To ensure the proper purchase and storage of equipment purchased using student activities fees. Any student organizations purchasing equipment must adhere to the following guidelines:

- Material and equipment purchased must be approved by the Paul Robeson Campus Center Office of Student Life and Leadership.
- Materials purchased must be purchased from university-approved vendors.
- All equipment must be inventoried and logged at the close of each semester.
- All student organization equipment inventories will be submitted to the Office of Student Life and Leadership.
- Materials will be arranged, as per their use, into storage.

Please Note:

- All equipment purchased with Student fee money are the property of Rutgers-Newark University. If applicable items will be bar-coded with Public Safety. All equipment is purchased for the expressed use of Rutgers Newark Students.

Program Management

Reserving Space

Building Usage Guidelines

Smoking is not permitted in any University facility. Unauthorized or misuse of University space will result in disciplinary action with the possible loss of reservation privileges on campus. Nothing may be attached to the walls or suspended from the ceilings. Projection screens mounted to classroom walls or ceilings must never be used as backdrops for theatrical events.

Reserving Academic Space (for non-instructional use)

Student organizations must be registered by Rutgers Newark in order to reserve University facilities, specifically academic space, for meetings and events. Classroom equipment was designed and selected by Rutgers faculty for their exclusive use when teaching classes offered in the official University catalog. Audio/visual equipment from the Paul Robeson Campus Center cannot be transported to any academic buildings on campus. Additionally, property such as tables and chairs cannot be used to set-up any room outside of the campus center. Therefore, if you wish to reserve a room in an academic building, the set-up will be as it normally is and cannot be altered.

Due to class scheduling, any request for academic space must be received no less than 10 business days prior to the scheduled meeting or event. Any event held in an academic building must meet all follow policies of that space. To schedule academic space, contact your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator; all requests must follow the same steps as a Paul Robeson Campus Center Room Reservation.

Reserving Space in the Campus Center

Meeting Room Reservations

Student organizations may reserve meeting room space in the campus center for the upcoming semester as soon as recognition is granted by the respective governing council for that semester. Meeting room space cannot be reserved more than one month in advance. Space will be allocated on a first-come, first-served basis.

Table Reservations

Paul Robeson Campus Center

Visit the Paul Robeson Campus Center Office of Student Life and Leadership to obtain a table reservation form. Groups may reserve tables for various uses including promotion of upcoming events, fundraisers, distribution of information about your organization, and sign-ups for upcoming events. Table reservation forms must be submitted no later than one week in advance. In an effort to provide all organizations an equal opportunity to reserve tables; all student organizations are limited to 1 table reservation per day, 4 tables per month.

Stonsby Commons and Residence Hall Area

To schedule Residence Hall space, contact your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator. They will assist you with the process.

Tabling in Student Centers

Student Organizations may reserve tables in the Student Center for information distribution, fundraising, and vendor sales. The following provides an overview of important tabling guidelines.

Information Distribution

Registered student organizations and departments may reserve tables for the distribution of information relevant to the mission of the organization or the department, such as promotional information for events, recruitment or literature distribution. Information distributed is subject to approval of the Office of Student Life and Leadership.

Fundraising, Ticket, and Vendor Sales (Non-Informational Contact tables)

Fundraising and sales can be self-operated or a vendor sponsored by a student organization or department. Examples of a fundraiser, sale of items produced by members of the organization (e.g. Yearbook, crafts), or sale of goods or services purchased by the organization for resale (e.g. sweatshirts, stuffed animals, flowers). No food items may be sold with the exception of bake sales (cookies, cakes).

Please Note:

- Sponsoring organizations or departments are responsible for the quality of merchandise sold or performance of the vendor. The Paul Robeson Campus Center assumes no liability or responsibility.

Event Planning

Event Planning Form (EPF)

To reserve large event space in the Rutgers Newark Paul Robeson Campus Center (PRCC), all registered student organizations, must complete an Event Planning Form (EPF). The EPF is used to plan events in the center. Event/programming space should be requested as far in advance as possible, but must be reserved at least 4 weeks prior to your event. This process ensures effective planning of events and fosters communication between your organization, Paul Robeson Campus Center Reservations staff, and your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator. The following checklist and timeline are provided to assist in successful planning.

Holds (Optional – Step 1)

Student organizations may request to hold student center space providing event is confirmed at least 4 weeks in advance. Holds are for a maximum of 10 days and may be placed by email, telephone, or by meeting with your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator. All holds are automatically cancelled if not moved to confirmed status.

NO LATER THAN 4 WEEKS BEFORE EVENT DATE:

1. Complete Step 2 of the EPF. Discuss the purpose, goals and scope of the proposed event with your student organization members and faculty/staff advisor. Next meet with your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator. At this meeting you will review the program budget, identify any risk factors, prepare contracts and ensure the feasibility of the program. Signature from Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator is required.

2. Meet with your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator to determine if the space is available or change the hold status. The information from Step 2 will assist the Reservations Staff with finding a space that will best meet your programming needs.

3. Complete Step 3 of the EPF at least 2 weeks prior to the event with events staff at the Reservations Office. Setup needs, logistics and final event details will be discussed.

4. If you have to contract with an outside performer, DJ or caterer, etc, be sure to visit your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator to finalize contracts at least 3 weeks prior to the event.

NOTE:

If the above steps are not complete within the applicable deadlines, your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator, Reservations Staff, and/or appropriate event staff may cancel your event.

Large Event Policy

The Paul Robeson Campus Center defines large events as student organization programs with many complex variables regarding attendance and facility use. Factors to consider in implementing policies include:

- Type of Event (concert, dance, fashion show, talent show, party, etc.)
- Location, time, and setup of event
- History of sponsoring group or performers
- Number of attendees expected
- Open or closed event to the non-university community

Depending on the scope of the event, the following policies may apply:

Cash Handling Policy

Cash collections at the door exceeding \$250 require at least one police or security officer. All cash collected must be deposited with Rutgers- Newark Paul Robeson Campus Center Accounting Office, whereupon the amount will be deposited into the student organization's account.

Guest Policy

Rutgers University students, faculty, and staff are limited to one guest and are responsible for their behavior and actions. This responsibility extends to the areas immediately surrounding the event location, both during and after the event. Guests and hosts must arrive at the event together, present valid ID for admittance, and depart the event together. All guest names are recorded along with the names of Rutgers University hosts. In the case that the event has limited seating the following policy applies: unescorted guests will only be permitted into the event if, after one hour of the doors being open, seating is still available.

Metal Detector Policy

Metal detectors will be used for large events as deemed appropriate by Paul Robeson Campus Center staff and Rutgers University Police Department.

Security Policy

PRCC, in consultation with Rutgers University Police Department determine security for large events. Depending on factors listed above, security may include one police or security officer for cash collections, one police or security officer per 100 attendees, and additional security for metal detectors. Center staff may also be required. Cost for police and other staff will be passed on to the student organization. Student organizations are required to provide event monitors as specified by the facility. Wristbands or another tracking system may be required.

The capacity for your event will be determined by the type of set-up you requested.

Ticket Sale Policy

The Paul Robeson Campus Center encourages ticket sales in advance through the Associated Student Accounts Office. Depending on the scope of your event, ticket sales at the door may not be permitted. Event staff will guide your organization through the appropriate student center procedures. (See full policy in this Handbook under Ticket Sales)

Day of Event

During the week of your event, please meet with the Paul Robeson Campus Center Office of Reservations & Special Events staff to review your room setup, start/end time and general responsibilities of the organization. If required, Rutgers University Police Department, Fire and Safety Representatives, Paul Robeson Campus Center staff and University Coordinator will attend the meeting with you and manager to review policies and procedures.

Contracts

Any organization with outstanding invoices risks future reservation privileges. You should follow up with your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator to ensure the bill is paid. Any questions regarding the payment process or specific charges on an invoice should be directed to your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator.

Event Security

The Rutgers University Police Department has complete jurisdiction over the type and number of officers necessary for security coverage at organizational programs. Determinations are normally made in consultation with your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator. If Rutgers University Police Officers are assigned to your event those charges will be automatically deducted from your account. To estimate costs in your event budget, consult your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator. Scheduled Rutgers Police arrive at least 30 minutes before the program begins and remain 30 minutes after the program ends.

Custodial Fee

If your event occurs on a weekend or after normal hours of operation, a custodial fee will be applied to your reservation for cleaning following your event.

Catering

Please keep classrooms clean by throwing out all trash and leaving the space in the state it was in when you arrived. Cooking is NOT permitted and the use of open flames is prohibited. Any room that requires custodial services will be at a cost to the sponsoring organization.

Programs that will be Serving Alcohol

Due to liability issues, programs being held by Rutgers affiliates, which will be serving alcohol, may not be advertised on the campus of Rutgers University. Any fliers or advertisements advertising alcohol will not be approved for posting. Additionally, any promotional materials making reference to use, sale, or distribution of alcohol/drugs will not be approved. Student fees cannot be used to purchase alcohol at events on or off campus.

Event Checklist:

Month before event:

- Order food, balloons, tablecloths, etc.
- Ensure all flyers and other publicity is up (including Facebook)
- Finalize all contract details with agent
- Put in check request
- Submit all necessary room requests and set-up diagrams
- Start looking for student organizations to co-sponsor

Week of event:

- Confirm event and arrival time with performer
- Confirm food order with Rutgers Dining (this includes tablecloths)
- Confirm all co-sponsorships
- Confirm room reservation and set-up

Day of event:

- Bring evaluations and pencils
- Bring all other giveaways
- Ensure all other set up (decorations) is complete ½ hour before event time
- Buy them lunch/dinner
- Give them the check

Important things to remember:

- We do not book hotels for performers
- We do not book flights for performers
- We do not fill riders, we provide meals for all performers from university dining
- We do an all inclusive price to cover any travel expenses
- The agent or performer is responsible for booking all travel
- All bands must bring their own sound equipment

Other Useful Programming Policies & Information

Public Viewing of Films/Movies

The showing of movies and films is a popular program for student organizations. However, it is important that student organizations abide by “public performance” laws to ensure they are not infringing upon film makers’ copyrights. Renting a movie without public distribution licensing or bringing in a personal copy to show your membership for the general public is **ILLEGAL** and subjects the parties involved (students, your organization and possibly the University) to fines up to \$50,000. To abide by the copyright laws, a site license must be purchased.

What is a “Public Performance?”

Public viewing, or “performance,” of a film or video includes, but is not limited to the following:

- Showing a film/video in places open to the public.
- Showing a film/video to certain groups of people gathered in places not open to the public (such as a residence hall floor, fraternity house, private lounge area, etc.).
- Showing a film or video by broadcast or transmission, including internet or cable channel

A good rule to follow is: a “public performance” is any film/video viewing that extends beyond the scope of a single family or friends. Some common student organization programs that would require the securing of a site license are: Movies/videos shown in student centers, academic space and/or residence halls and outdoor movies. The organization is required to purchase a site license, whether or not the film/video is advertised, admission is charged or if it is free. In addition, the organization’s status (not-for-profit) does not impact the group’s requirement to purchase a license. Any group that publicly presents a motion picture without first securing permission from the copyright owner violates the Copyright Act and subjects themselves to statutory damages, forfeiture of equipment and tapes, and attorney fees. Student organizations need to be aware that the penalties for copyright infringement may include substantial fines and imprisonment.

Exceptions for Obtaining a Movie Copyright

There are two **times** when movie copyrights *do not* need to be obtained.

1. Movies for In Classroom Use:

In classroom performance of copyrighted videotape is permissible under the following conditions:

- The performance is by instructors or by pupils
- The performance is part of the class curriculum.
- The performance is in connection with face-to-face teaching activities.
- The entire audience is involved in the teaching activity.
- The entire audience is in the same room or same general area.
- The teaching activities are conducted by a non-profit educational institution.
- The performance takes place in a classroom or similar place devoted to instruction, such a school library, gym, auditorium or workshop.
- The videotape is lawfully made; the person responsible had no reason to believe that the videotape was unlawfully made.

2. Movies from Dana Library:

Any movie that is checked out from the Dana Library already contains a copyright through the library; therefore, this movie can be shown to the Rutgers University, and greater community, without needing to purchase a copyright. Please note that student organizations must borrow the film from the library and **may not** show a personal copy that the library also owns.

How do we obtain a site license?

To secure a site license for a video or a film, the student organization must contact a major film distributor, such as Swank Motion Pictures or New Yorker Films. These companies distribute films of the major studios and are equipped to provide licenses for public viewings. Licenses can be purchased for a one time viewing, multiple viewings, or for the viewings of several films/videos over an extended period of time. Keep in mind that licenses are provided

for films/videos that are rented “through an authorized dealer.” Videos that are rented from a retail outlet (i.e., Blockbuster, Netflix, etc.) are provided for home use only and the retail owner cannot legally provide the broader rights available through a distributor. In addition, when an individual or organization buys a film/video, it does not give them the right to view it publicly. Ownership of a film/video and the right to publicly show it are two different things. The first time the organization shows the film/video outside the home or to an audience beyond family and friends, they have violated the copyright law and may be liable.

Who Should We Contact?

New Yorker Films: 212-645-4600, www.newyorkerfilms.com

Swank Motion Pictures: 800-876-3344, www.swank.com

Motion Picture Assoc. of America: 818-995-6600, www.mpa.org

Criterion: 800-565-1996, www.criterionpic.com

Personal Invitation Policy

Campus Leadership

If your organization is planning on inviting any member of the Rutgers-Newark Campus Leadership i.e. Chancellors, Deans, Directors and/or Professors, your organization **must notify** your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator. Any invitations issued must be done with the approval of your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator. Failure to do so may result in your organization losing privileges.

Local, State or International Officials

Due to the complexities associated with Local, State and International Officials, any organization interested in inviting any official to campus must submit your request in writing to the Assistant Dean a *minimum of 4 weeks* prior to the event. Failure to do so may result in your organization losing privileges.

Media

All contact with the media i.e. television, radio or newspaper must be coordinated by the Office of Communications. Your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator can assist you with this process. Please note there is a process to be followed anytime media is on campus due to its potential impact on the campus community. Failure to do so may result in your organization losing privileges.

Public Forums

Anyone planning to hold an outdoor public forum, such as a rally or candlelight vigil, is encouraged to file a Public Forum Notification Form with the Office of Student Life and Leadership. The process is applicable to all registered organizations at Rutgers University that wish to hold public forums at Rutgers University. Although not required, the filing of a Public Forum Notification is encouraged by all organizations. Non-university entities are not given nor do they have implied priority on University property in the free speech area. No commercial entities (University affiliated or otherwise) are permitted to sell merchandise and services in the free speech area. For more information on public forums, see your student organization’s Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator.

Food Guidelines

Food at Programs/Events/Lectures, etc.

Food is allowed at all programs but **MUST** be indicated during the EPF process **at least 4 weeks** before the scheduled date.

Food at events is to be pre-approved by the Office of Student Life and Leadership.

Food at General Meetings

When is it appropriate for student organizations to have food at meetings?

- When the meeting is a Recruitment meeting/program (i.e. first meeting of semester/year)
- Celebratory meeting (end of semester/end of year);
- During Training/Retreats
- Anytime a meeting becomes an “event” – program is advertised outside the group – and there is going to be food at the “event”, you **MUST** abide by the above guidelines for Food at Programs/Events/Lectures and meet with your Office of Student Life and Leadership University Coordinator **at least 4 weeks** prior to the event in order to complete an EPF.

Guidelines for Food at General Meetings

- Organizations should not purchase food for weekly general body meetings. Organization funding should be used towards creation of programs and events
- Food for meetings must be purchased from Rutgers Dining Services. No catering from outside vendors is permitted
- Small food items must be prepackaged and approved by the Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator.

Pre-Packaged Refreshments

Pre-packaged items may be provided by the student organization. This usually includes party size snacks (i.e. large bag of chips, cookies, pretzels, etc). Pre-packaged items requiring temperature control (heating or cooling) are not permitted. All cold beverages must be PepsiCo.

Cook-Outs/Picnics

All Cook-Outs must be done through Rutgers University Catering. Any organization looking to utilize planned cookouts and/ or picnics must first meet with their respective Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator and get written approval.

Cultural Food

Student organizations that are defined by their constitution as cultural and/or religious may be granted a waiver to use a Non-University caterer if they plan to host an event that is cultural in nature and/or they require specially prepared food that cannot be provided by a Rutgers University Student Centers approved vendor.

An approved vendor/caterer must meet all health, safety, and insurance standards as determined by the University Sanitarian. Submitting Information for a waiver does not guarantee approval. Event staff will guide your organization through the appropriate student center procedures. A Rutgers Dining Cultural Food Waiver must be submitted and approved by your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator **at least 4 weeks prior to your event.**

All caterers must provide a copy of their sanitation certificate and an original certificate of General Liability Insurance valued at one million dollars (\$1,000,000.00) naming Rutgers, The State University of New Jersey as additionally insured. This must be received by the Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator at least ten (10) business days prior to the event. The vendor is required to deliver the food to the appropriate Student Center. In all instances, student organizations are responsible for the proper disposal of trash, food, serving utensils and dishes left in the room and service areas.

What is NOT permitted?

Homemade Foods

Homemade foods/foods that have to be prepared (i.e., baked goods; sandwich fixings that are not from approved on-campus caterers) are not permitted at any programs, events, lectures, or meetings. Bake Sales are the only instance during which the use of homemade food items is permitted and are subject to specific guidelines and procedures (See Bake Sale Sections below).

Potluck

Potluck dinners are not permitted due to potential risks related to transporting items that require temperature control (heating or cooling) and unsanitary food preparation conditions.

Sale of Food Items

Candy sales – Fundraisers that include candy (i.e. Candy-Grams) are acceptable PROVIDED all candy is individually wrapped. Items that would not be acceptable are things such as M&M's that are opened and sorted out or any type of bulk candy that is not individually packaged. You should never open or touch any candy that you are distributing to others as part of your fundraiser.

Bake Sales in Student Center Space - Student Organizations who wish to hold a bake sale in student center space must complete a Table Reservation Form and abide by the Fundraising, Ticket, and Vendor Sales policies (See "Tabling in Student Centers" Section). Only homemade baked goods may be sold at tables reserved for bake sales. No other foods or pre-package foods are permitted.

Contract For Services

All student organizations that plan to use the services of a non-Rutgers group, individual, organization or company should consult their Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator to discuss the contracts necessary for such services.

Contracts are an important way for you to protect yourself and your student organization from possible liability associated with events and programs. They serve as a standardized method of outlining what services a contractor will provide to you or your student organization and the amount of payment or services you agree to supply in return.

Contracts or Letters of Agreement should be processed whether or not the service provider is being paid. Just as you wouldn't buy a car or a house without a contract, never purchase the services of a D.J. or a caterer without a carefully executed and signed contract.

Paul Robeson Campus Center Office of Student Life and Leadership **University Coordinators** develop and sign contracts for student organizations. Students should NEVER, under any circumstances, sign contracts on behalf of their organization. If this happens, the student may be held personally liable for the terms of the contract, including payment. In this way you and your organization are protected from liability.

Examples of services that require a contract: (not all inclusive)

- Non-Rutgers Catering
- Bus Rental
- Performers/Lecturers (paid or unpaid)
- Non-Rutgers Equipment Rental
- Vendor Sales at Events/Programs

Contract Checklist For Speakers & Performers

Things to Remember:

- Members of an organization CANNOT pay other students for a speaking engagement/performance, etc.
- All speakers and facilitators must sign a contract even if they are not receiving a fee.
- The speaker/facilitator and your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator must sign contracts at least two weeks prior to the event date.
- Student organization members should **NEVER** sign contracts on behalf of the organization.
- RU employees will be paid via their paychecks if they are eligible to be paid for their services i.e. a biology professor who is a member of a jazz band that is performing during an event can be paid because s/he is providing a service that is not part of his/her job. Staff and Faculty who perform a service/provide a lecture or keynote, etc. that is related to their line of work SHOULD NOT BE PAID i.e. a Cultural Center Director cannot be paid to give a keynote during a student organization's program.
- Supplier must provide a certificate of insurance with \$1,000,000 minimum limit of general liability insurance, naming Rutgers, the State University of New Jersey, as an additional insured.

Please come prepared to meet with your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator with the following information:

Speaker/Performer Name	
Speaker/Performer/Agency Address	
Event Name	
Event Location (building, room and campus)	
Speaker/Performer Arrival Time	
End Time of Performance Engagement	
Question & Answer Period Length	
Special Requests of the Organization	
Check Payable to	
Speaker/Performer/Agency Name	
Speaker/Performer/Agency Phone Number	
Event Type	
Event Date and Time	
Start Time of Performance Engagement	
Intermission Length	
Special Requests of the Speaker/Performer	
Fee (all inclusive)	

Minimum Insurance Requirement

Rutgers University requires any supplier (including bands) with whom we contract to provide a certificate of insurance with \$1,000,000 minimum limit of general liability insurance, naming Rutgers, the State University of New Jersey, as an additional insured when returning their signed contract.

Please consult your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator if the supplier with whom you wish to contract does not meet this minimum insurance requirement.

Contract Checklist for Non-University Caterers

Things to Remember

- All caterers, unless associated with Rutgers University, must sign a contract.
- The caterer and your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator must sign contracts at least two weeks prior to the event date.
- Student organization members should **NEVER** sign contracts on behalf of the organization.
- Caterers must provide a certificate of insurance with \$1,000,000 minimum limit of general liability insurance, naming Rutgers, the State University as an additional insured.

- Caterers must provide a Sanitation Certificate that meets all State and Federal health standards.
- If the check is made payable to an individual, a social security number must be provided.

Please come prepared to meet with your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator with the following information:

Caterer Name	
Caterer Phone Number	
Event Type	
Event Day and Date	
Pick-up/Delivery Time	
Cost of food (per person)	
Total Fee (food and services)	
Exact Food Items and Ingredients:	
Name: Ingredients:	
Equipment/Supplies Provided	
Caterer Address	
Event Name	
Event Location (building, room and campus)	
Time Begin	
Time End	
Number of people being catered	
Other costs/services	
If delivered, when/how will supplies be returned to caterer?	
Name: Ingredients:	
Name: Ingredients:	
Check payable to	

Advertising and Publicity

General Policy

Student organization sponsored events are for the Rutgers community and invited guests. Advertising for these events is the sole responsibility of the sponsoring organization and should be focused on the Rutgers Community. No outside advertising or radio promotions are allowed. Unless previously approved by the Paul Robeson Campus Center Office of Student Life and Leadership.

Posting Areas

The following places have been deemed appropriate for flyer postings: approved bulletin boards in the Paul Robeson Campus Center. The following areas are strictly prohibited from being posted on: windows, window treatment, painted surfaces, walls, furniture, brick, concrete, wood surfaces, buildings, light poles, trees, or campus signage. Flyers posted on these surfaces

will be removed. Postings or other materials may not obstruct door windows except to provide directional and scheduling information. Flyers may not be left on vehicles.

Posting Procedures

Rutgers affiliates (sponsoring department or organization) who would like to advertise on campus (except in the Residence Halls) by using flyers must go to the Paul Robeson Campus Center Office of Student Life and Leadership (Room 352, PRCC) to have their flyer stamped and approved. All designated bulletin boards and showcases are maintained by the Paul Robeson Campus Center Office of Student Life and Leadership and are not available for general use. Any information posted without approval will be removed and disregarded. Any organization or agency that does not follow the guidelines will be subject to lose all posting/promotion privileges within the Paul Robeson Campus Center. According to the date of the event, materials cannot be posted for more than 2 weeks. Rutgers affiliates who would like their fliers approved to be posted must bring one copy of the flyer to the Paul Robeson Campus Center Office of Student Life and Leadership. Upon approval, the flyer will be stamped, dated (for the day following the event) and initialed. Promotional material will be processed within three business days of submission. The maximum flyer/poster size for bulletin boards is 11" X 22". There is a limit of one flyer/poster per event on each bulletin board.

Disclaimers and Statements

The following disclaimer is encouraged for to place on fliers of major events, concerts, large social events, and/or lectures involving high profile speakers.

"This event is open to Rutgers University students, staff, and faculty and their invited guests only. Proof of Rutgers identification will be required. All attendees agree to comply with RU policy and will be asked to leave the premises if such policies are violated with no liability to RU. Any behavior that puts yourself or others at risk of injury is not permitted and will result in removal from events with no refund and may result in judicial action or persecution."

The following are some examples of accessibility announcements/statements that can be utilized by Rutgers affiliates:

"If you are an individual with a disability and will need an accommodation, please call the Paul Robeson Campus Center Office of Student Life and Leadership at (973) 353-5300 at least two weeks prior to the scheduled event."

If the event requires advance registration or notice (e.g.: conference, banquet, workshop), the following statement can be used:

"If you are an individual with a disability and will need an accommodation, please contact Paul Robeson Campus Center Office of Student Life and Leadership at (973) 353-5300 at least two weeks before the program to request your accommodation".

The Rutgers Logo

The Rutgers logo is only to be used on official correspondence of officially designated offices of Rutgers, The State University of New Jersey. The logo is a legally protected trademark and may not be used on products, merchandise, or any externally produced materials without permission. The University will prosecute fully the improper use of this trademark. For more information on the use of the logo, please visit www.identity.rutgers.edu.

Chalking on Campus

Chalking is not permitted on the Rutgers- Newark campus.

Student Organization Printing Resources

All recognized student organizations are eligible to use the Paul Robeson Campus Center Accounting Office Copy Center printing resources for the promotion of campus activities. On campus printing includes: 50 black & white, 10 color copies and 2 11" x 17" posters for free per organization. All other printing will be charged to the organization

Procedure:

1. All publicity must be approved by the Office of Student Life and Leadership prior to printing.
2. The student organization representative will be contacted when the job is complete.

Trademark Licensing Program

In order to protect Rutgers' image and reputation, the Trademark Licensing program regulates the use of the university's name and identifying marks. These rules apply to vendors/manufacturers and retailers, as well as academic and administrative departments, student organizations, and other members of the Rutgers community. Rutgers' trademarks include the name of the university, the intercollegiate athletics logos, and all other identifying marks of the university, encompassing everything from "Rutgers" and "Scarlet Raiders" to the names of student organizations.

Student Organizations purchasing imprinted supplies such as T-shirts, sweatshirts, caps, mugs, promotional items, etc., displaying Rutgers trademarks must use a vendor licensed by the RU Trademark Licensing Department. Consult your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator if you ordering items imprinted with your organization name or any other RU trademarks to be sure you are in compliance with trademark licensing guidelines. The Trademark Licensing website has a list of licensed vendors as well as information on the appropriate use of RU trademarks. Visit the website at <http://ur.rutgers.edu/trademark/> or contact the Trademark Licensing staff at (732) 445-3710, ext. 6310 or 6301 for additional information.

Policy on Publications and Printed Communications

Rutgers University Student Centers requests that all student organizations include the following disclaimer on every issue of a newspaper, newsletter, magazine or any other printed or electronic publication they produce:

"The views, opinions and representations in [name of student organization] are those of the student organization and do not represent the views, opinions or representations of Rutgers, The State University of New Jersey."

Distribution of a publication / product on “behalf” of Rutgers, The State University of New Jersey

If a student organization intends to engage in any fundraising activity that involves the distribution of a publication / product on “behalf” of the University, the organization must receive written confirmation from the Paul Robeson Campus Center Office of Student Life and Leadership that it is University-approved. This includes, but is not limited to planners, brochures, booklets, calendars, posters, coupon booklets.

If the student organization does not receive the explicit written confirmation of approval for such products, the student organization and/or the individual students will be responsible for any and all costs associated with the initiative.

Additionally, if the organization wishes to have materials delivered and/or distributed in the Paul Robeson Campus Center, permission must be granted by The Office of Student Life and Leadership for both. The Paul Robeson Campus Center has the right to refuse delivery if arrangements are not coordinated. Please see Student Center Policy “**Publication & Distribution in Student Centers**” (below).

Publication & Distribution in Student Centers

This policy governs the use of The Paul Robeson Campus Center as a distribution point for newspapers, journals, pamphlets, brochures, advertising and other related materials.

All materials should originate from a Rutgers University department or student organization and must be approved by The Paul Robeson Campus Center Office of Student Life and Leadership.

The representative should meet with their advisor and provide a general description of the newspapers, journals, pamphlet, brochure or advertising, quantity for distribution, arrival and removal date, and contact information.

Student organizations with weekly, biweekly, annual or semester publications to be displayed at the student centers must request approval from The Office of Student Life and Leadership staff two (2) weeks prior to the requested display date.

Failure to submit written request to display these publications will result in the removal of the publication from the information desk or approved display areas as well as but not limited to organization suspension.

The Paul Robeson Campus Center will refuse delivery of all items if this process is not followed.

The Paul Robeson Campus Center reserves the right to refuse any material, which violates the student code of conduct and any university policies.

Travel Program Policy

General Guidelines

Student organizations planning trips should meet with both their Faculty/Staff Advisor and their Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator to review their plans for travel. At these meetings the student organization officers should review their plans and discuss risk management or contracting issues related to the travel.

The following steps must be completed for ALL travel related programs:

1. All trips must be advertised in advance to the Rutgers Newark Community.
2. Participation should be limited to Rutgers Newark students (each student is eligible to bring one guest).
3. Each organization must have a designated Student Trip Coordinator for each travel program. This person is responsible for all facets of trip planning and must be accessible by cell phone during the travel program.
4. A travel itinerary must be completed with the following information: A list of participants, including RUID and emergency contact information; complete contact information for the coordinating student organization officer including a cell phone number that will be used during the trip; name and contact information for the travel site – hotel, overnight accommodations, Broadway theater etc.; dates and times of travel; contact information for hospital closest to the travel destination; and name and contact of Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator for the student organization.
5. A travel informed consent waiver will be developed for the student organization by the group's Advisor. For trips or programs that are considered risky or dangerous, special informed consent waivers may be developed in concert with the Paul Robeson Campus Center Office of Student Life and Leadership. Please allow additional planning time for these events and programs.
6. All individuals who are driving to/from the travel destination must submit a copy of a valid driver's license, vehicle registration and insurance card. These drivers will also sign a special "driver" informed consent waiver informing them of the risks of driving themselves and other event participants to and from travel related programs.
7. A contract including the Rutgers Travel Addendum must be generated by the Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator for any vehicle rental including: rental cars, vans, school busses, or coach busses. These rental agencies must be approved by Rutgers University and carry the required levels of insurance listing Rutgers University as additional insured. For a list of approved agencies and vendors please schedule an appointment with your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator. This list is updated regularly by Rutgers Office of Risk Management & Insurance.
8. All contracts and informed consent waivers connected with the trip need to be processed and approved by the Paul Robeson Campus Center Office of Student Life and Leadership

University Coordinator 3 to 5 weeks prior to the trip. This should be completed earlier for travel involving risk management concerns.

9. Travel involving hotel; airline, and / or train reservations must be coordinated with your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator. Please schedule a meeting at least five weeks in advance to discuss details.

10. A university check, requested through a voucher, must be used for payment of registration fees, airfare/vehicle rental, and any hotel/lodging fees. Please work with your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator to secure these checks in advance. Should you need to spend personal funds on items such as food; no student will be reimbursed for expenses over \$250. Additionally, funds will not be reimbursed if travel itineraries/informed consent waivers are not on file in the Paul Robeson Campus Center Office of Student Life and Leadership and at the Paul Robeson Campus Center Accounting Office.

11. International travel planning must begin no later than 4 months prior and must follow standard protocol for consulting with the state department and Rutgers Office of Risk Management & Insurance.

12. The Student Trip Coordinator must develop an announcement to read to all travel program participants. This announcement must also be developed in writing and passed out to all participants at the onset of trip. Announcements should include:

- General Welcome
- Bus company name and number
- Departure time after the program ends and the policy for waiting for trip participants.
- All students are responsible for their guests during the event.
- In case of a problem during the trip, please contact the Student Trip Coordinator at (cell phone number)

13. For travel programs that include extensive stay away from campus may also want to have a travel info sheet passed out to participants in advance of the program that include travel accommodation phone numbers etc.

14. Trip itinerary and summary of travel informed consent waivers are to be faxed to RUPD with list of trip participants before bus departs. A copy of the itinerary, a summary of the original informed consent waivers, and the original informed consent waivers are to remain with the advising office. The Paul Robeson Campus Center Accounting Office will require that a copy of the trip itinerary be attached to financial paperwork to provide information about the trip for auditing purposes. The Student Trip Coordinator should take a copy of the summary of informed consent waivers and itinerary with them on the trip.

15. The Student Trip Coordinator should take the following items on the trip: cell phone, directions to the travel destination, copies of facility or ticket contracts, copies of the itinerary and informed consent waivers, special informed consent waivers for passengers not returning via trip transportation, the written announcements.

16. Tickets held for staff advisors and student trip coordinators will be held by the Paul Robeson Campus Center Office of Student Life and Leadership. Staff/student trip coverage will be determined under the direction of the Assistant Dean.

17. Depending on the length or the trip and location, an advisor may be required to travel with your organization. This requirement is at the discretion of the Paul Robeson Campus Center Office of Student Life and Leadership.

Travel Planning Timeline

The following timeline will be helpful in assisting you with the travel program planning process:

5 Weeks Prior

- Organization meets with faculty/staff advisor and Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator, to discuss trip details.
- Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator will prepare travel waivers.

4 Weeks Prior

- All funds for trip deposited in account, including billheads, personal payments, allocations. If travel agency is needed, a travel itinerary should be completed with your Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator.

2 Weeks Prior

- Student organization submits vouchers/cash advance requests to the Associated Student Accounts Office.
- Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator communicate details and payment info to the Associated Student Accounts Office.

1 Week Prior

- Organization submits completed travel waivers to their Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator. If no travel agency is needed, travel itinerary must be returned at this time.
- Organization faxes/hands in hard copy of travel itinerary to the Office of Student Life of Leadership in the Paul Robeson Campus Center.
- Student organization can pick up travel tickets at the Associated Student Accounts Office

Funding Travel Programs

Students should not use personal funds to pay for travel-related expenses. All expenses must be paid by a Rutgers University check and approved by the student organization's administrative advisor.

A University check must be used for payment of registration fees, airfare/vehicle rental, and any hotel/lodging fees. Students are encouraged to coordinate with their Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator at least five weeks in advance to properly secure travel reservations for airlines, lodging, and vehicle rentals.

Off-Campus Events

At certain times, registered student organizations will sponsor events at an off-campus facility. If an organization is planning to sponsor such an event, an appointment should be made to discuss your plans with both the organization's Faculty/Staff Advisor and the Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator. Issues that must be kept in mind when planning off campus events include:

- liability
- negotiation of contracts (with the facility's management)
- financial management (off-campus facilities can be quite costly)
- security

No contracts will be signed unless all the necessary funds are on deposit in Accounting Office. Tickets must be sold in advance of any off-campus scheduled program. At the completion of the event, all contracted financial obligations should be satisfied by a Rutgers University Check. If you choose to hold an event off campus, *please note that use of student fees will only be approved if this event directly relates to the mission of your organization.* Student organizations are not encouraged to host off-campus events because it limits the opportunity for students to participate. However, should your organization plan such an event, it is essential that both the organization's Faculty/Staff Advisor and the Paul Robeson Campus Center Office of Student Life and Leadership University Coordinator be involved in the process from the beginning.

For Bus Trips Sponsored by Paul Robeson Campus Center Office of Student Life and Leadership

- All participants must complete waiver/consent forms at time of ticket purchase.
- All participants are required to travel to and from the designated event location in the provided transportation.
- All participants must provide either the receipt or facsimile ticket issued to board the provided transportation on the day of the event.
- All participants should arrive 30 minutes before scheduled transportation departure times.
- All transportation will depart and arrive in front of the Paul Robeson Campus Center 350 Martin Luther King Jr. Blvd (unless otherwise noted).
- All Students must adhere to the University Code of Conduct concerning their behavior during trips.
- All participants will be held directly responsible for the behavior of their guests.

Ticket Policy

- All tickets are sold in the Accounting Services Office, room 325 of the Paul Robeson Campus Center.
- Tickets are only available for Rutgers Students, Faculty, & Staff
- Maximum purchase of 2 tickets with valid Rutgers ID per event.
- No tickets may be sold by individuals nor may tickets be reserved or sold via email or other electronic/internet means
- Each event has a finite number of tickets for sale unless otherwise noted.
- All sales are final and exchanges of tickets for other events is not possible
- Participants must provide contact information at time of ticket purchase.
- Participants purchasing more than one ticket must provide specific contact information for additional participants at time of purchase.

- All participants will receive a receipt and ticket/s (facsimile or actual) at time of purchase. It is the responsibility of the organization sponsoring the event to provide the tickets. Tickets should indicate all information relevant to the event i.e. name of event, date, time, location.
- You MUST have a RUID to purchase tickets.

Raffles & Games of Chance

Games of Chance, limited to raffles and bingo, are lawful activities in the State of New Jersey when, and only when, the sponsoring organization is registered with the state and licensed with the local township in which the drawing takes place and the prizes are awarded. The initial procedure to register a sponsoring organization and license their activity is as follows. Additional guidelines from the New Jersey Legalized Games of Chance Control Commission may apply once a sponsoring organization becomes registered. The sponsoring organization must first submit an Initial Affidavit and Application for Biennial Registration (found at: <http://www.state.nj.us/lps/ca/lgccc/>), along with the organization's constitution and bylaws, to the New Jersey Legalized Games of Chance Control Commission.

There is a fee for the registration certificate and it is a biennial (2-year) registration for the requesting organization. If approved, the registration certificate will be mailed to the requesting organization along with a copy of the legalized games of chance laws for the State of New Jersey. For additional information, contact:

New Jersey Legalized Games of Chance Control Commission
 P.O. Box 46000
 Newark, NJ 07101
 (973)- 273-8000 phone
 (973)-648-4908 fax
<http://www.state.nj.us/lps/ca/lgccc/>

Special Note:

Rutgers University in no way endorses or encourages organizations to hold or sponsor bingo and raffle events. The above procedures have been enumerated for information purposes only. The Division of Student Affairs and Rutgers University accept no responsibility or liability for legalized games of chance sponsored by student organizations. Adherence to the appropriate procedures and applicable state and local municipality laws and ordinances is the sole responsibility of the sponsoring organization. The sponsoring organization will be in violation of state and local law if tickets are printed and/or sold or if a bingo or raffle event is advertised or publicized prior to receiving the New Jersey registration certificate and the local municipal games of chance license.