

Club Policy and Handbook



SAINT MARY'S COLLEGE
NOTRE DAME • INDIANA

Table of Contents

Mission Statements and Office Hours	4
Campus Policies and Procedures	5
Organizations at Saint Mary's College	5
Responsibilities of the Office of Student Involvement	5
Types of Organizations at Saint Mary's College	5
Clubs	6
Starting a club	6
Club Status	7
Benefits of Being an Active Organization	7
Responsibilities of Active Student Organizations	8
Responsibilities of the Organization Advisor.....	9
Financial	10
Activity Fee Usage and Budget.....	10
Rules Governing Student Organization Accounts.....	10
Maintaining Balances in Accounts.....	11
Financial Statement of Activity.....	11
Tax Exempt	11
Forms.....	11
Check request Process.....	11
Petty Cash Ticket Process	11
Deposit Process	11
Fundraising/Deposits violations	11
Merchandising and Fundraising	12
Merchandising/fundraising application link.....	12
Bake Sale/International Food Fair/Festival Policy.....	13
Gaming	14
Drawings and Games of Chance.....	14
Raffles.....	14
Card Games and Bingo	14
Outside service provider's	14
Insurance.....	14
Background check and certification	14
Graphic elements usage	15
French Cross	15

College seal	15
Vendor List	15
Large event policy	16
Noise Permit.....	16
Contracts	16
Minor Training.....	16
First Aid Certified.....	16
Movies.....	17
What is considered a public performance?.....	17
What the law says	17
The “Education Exemption”	17
Those who violate copyright law.....	17
FAQ.....	18
Other sources for information on copyright	18
Request a film on campus form link.....	18
Posting and advertising policy	19
Reserving Campus Space	20
Travel	23
Overview of Student Travel.....	23
Student Conduct and Responsibilities.....	23
Procedures	23
Intent to travel, Waiver and Roster forms link.....	23
Additional Policies.....	24
Political Activity Policy.....	25
Office of Student Involvement Marketing Policy.....	25

Saint Mary's College Mission

Saint Mary's College is a Catholic, residential, women's college in the liberal arts tradition. A pioneer in the education of women, the College is an academic community where women develop their talents and prepare to make a difference in the world. Founded by the sisters of the Holy Cross in 1844, Saint Mary's promotes a life of intellectual vigor, aesthetic aspiration, religious sensibility, and social responsibility. All members of the College remain faithful to this mission and continually assess their response to complex needs and challenges of the contemporary world.

Office of Student Involvement Mission Statement

The Office of Student Involvement supports the mission of Saint Mary's College to create opportunities for students to develop leadership skills and become agents of change. The Office of Student Involvement utilizes the Social Change Model as a framework in providing co-curricular opportunities including: student organizations, leadership development experiences, and events. The Office of Student Involvement administers the Belles Beginnings orientation program to provide incoming students and their families with information and campus resources to assist with their transition to college and establish connections with the Saint Mary's College community.

Office of Student Involvement (OSI) (574-284-4561)

Professional Staff Hours of Operation:
Monday-Friday, 8:00 a.m. - 5:00 p.m.

Any violations of this handbook will be considered a violation of the Code of Student Conduct and may jeopardize your organizations standing with the Office of Student Involvement.

Campus Policies and Procedures

It is imperative that each club and organization is familiar with the campus policies and guidelines that impact the entire Saint Mary's College Community. If you have any questions at all regarding any of the following information please contact the Office of Student Involvement. Our role in the Office of Student Involvement is to bring clarity and continuity to the expectations of all campus clubs/organizations.

Organizations at Saint Mary's College

The Office of Student Involvement serves as the coordinating unit for campus recognized student organizations.

Organizations at Saint Mary's College are intended to further the college's mission of developing the talents of women to assist them in making a difference in the world. These co-curricular learning experiences enhance the educational objectives of Saint Mary's College.

If a club/organization is affiliated with a national organization, then that affiliation should be stated in the club constitution with the following statement and have attached a copy of the national constitution as it will become part of the document: "The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of Saint Mary's College."

Responsibilities of the Office of Student Involvement

The Office of Student Involvement has the responsibility to ensure that all College policies and procedures are followed as they pertain to student organizations. The Office of Student Involvement wants to make sure that each club/organization receives the student leadership development necessary to be successful in meeting student needs on campus. It is our intention to support student organizations through the following:

- Enforcing existing college policies and creating guidelines for campus policy process
- Maintain documentation in reference to the club recognition policy
- Facilitate club account transactions
- Review all club contractual agreements
- Provide resources and assist organizations with connecting with the greater campus community

Types of Organizations at Saint Mary's College

Student organizations fall under one of the areas listed below:

Academic Clubs	Athletic Non Recreational	Honor Societies	Media
Multicultural Clubs	Performing Arts	Political & Social Interest	Service
Athletic Recreational	Special Interest		

As a partner community, Saint Mary's College students can actively participate in any University of Notre Dame student organization. These organizations adhere to and recognize the policies and guidelines of the University of Notre Dame. Some co-campus collaborations can be initiated when approved by the Office of Student Involvement.

Unrecognized Groups: These are any campus groups that have not gone through the Student Involvement recognition process. These organizations do not have the benefits of a recognized club or organization.

Unrecognized organizations cannot apply for Student Government Association funding and cannot use college facilities for meeting or programming without a cost.

Starting a New Student Organization

Applications for starting a new club may be accessed on the Belle Tower (<https://saintmarys.campuslabs.com/engage/organizations>).

Applications may be submitted at any time during the academic year. The Office of Student Involvement will grant or deny the application for campus recognition.

Guidelines for Club/Organization Recognition

- Participation in a recognized Club/Organization is limited to students who are enrolled full or part-time at Saint Mary's College, Holy Cross College and the University of Notre Dame. Membership must not discriminate on the basis actual or perceived membership in a protected class including sex, race, color, national origin, age, disability, citizenship status, genetic information, veteran status, or any other characteristic protected by law. Based on our Catholic values, the College also prohibits discrimination based on sexual or political orientation.
- Clubs/Organizations must have a stated purpose, which supports the broad educational objectives of the College; intellectual, spiritual, moral, social, physical, recreational, or volunteer service, and is consistent with the Saint Mary's College Mission.
- Clubs/Organizations must provide a leadership structure, which is composed of executive student officers within Saint Mary's College and an advisor within the Saint Mary's College faculty, administration, or staff.
- Clubs/Organizations must have a minimum of 5 full time student members.
- New Clubs/Organizations should make every effort to not duplicate another organizations purpose or efforts.
- Athletic organizations must gain prior approval from the Director of Athletics before initiating recognition process. Religious organizations must gain prior approval from Campus Ministry. Service organizations must gain prior approval from The Office of Civic & Social Engagement.
- Campus recognition must be applied for yearly by renewing the club information.

The annual club recognition schedule is September of each Academic year.

Club membership is reserved for currently enrolled students.

Club Status

Active Recognized Student Organization:

An active student organization is an organization that complies with the following:

- Has at least 5 full time student members (executive board must be made up of current Saint Mary's full time students and cannot hold more than one executive position within that board).
- Has completed recognized Student Organization Portal in the OSI office.
- Hosted 2 member meetings within the academic year with the purpose of conducting club business.
- Sole host or active collaboration with another organization for one event or activity within the academic year.
- Attend all recognition related trainings.
- Saint Mary's College Faculty/Staff Adviser

Actively recognized student organizations qualify for Student Government allotments and sponsorships.

Inactive Student Organizations are those organizations where there is no active membership participation for at least one academic year. Student organizations falling into inactive status will need to re initiate the Request for Recognition process before returning to an active status. Inactive organizations do not qualify for Student Government allotments and sponsorships. Any club that is inactive for one academic year (inactive: not registered/renewed/recognized through the Office of Student Involvement) will have any funds left in the club line account forfeited to Student Government Association.

Benefits of Being an Active Organization

Active
Can reserve space
Co-sponsor events with other institutions
Can fundraise
Programming sponsorships
Access to the Belle Tower Portal (upon request if available)

Responsibilities of Active Student Organizations

Student organizations are guided by several principles: community, reflecting the vision and mission of Saint Mary's College and self-governance. Success of any organization depends on the shared decisions and responsibility by all members of the organization. Recognized student organizations and their officers must be aware of the following responsibilities:

- Meet with and confer with college Faculty/Staff advisor.
- Inform members of the organization of the responsibility of adhering to all College, local state and federal regulations.
- Club officers will be held accountable for member actions.
- Make good fiduciary decisions i.e. only spending funds that are available to that organization or secured through grants or other co-sponsored support.
- Club executives must inform the Office of Student Involvement representative of any organizational or officer changes.
- Apply yearly for campus recognition status by updating the club portal information.
- Actively avoid the duplication of services of any other recognized club or organization. Clubs and organizations are strongly encouraged to collaborate in order to strengthen existing programming.
- Officers are expected to act on behalf of the organization. Officers are the only people allowed to alter information about the organization on behalf of its members.
- Officers of recognized organizations must be full time enrolled students of the Saint Mary's College.
- Officers must be in good standing and must not be on probation of any kind, including academic or disciplinary.
- The President and treasurer of each organization are required to attend a yearly orientation session conducted by the Office of Student Involvement and/or Student Government Association, which provides an overview of current policies, procedures, organizations, resources, and programs.
- Contracts or any legal action must be approved by the Dean of Students, Vice President of Student Affairs and/or the Vice President of Finance. The Dean of Students must review all service agreements or speaker, performance contract and technical riders.
- Inactive status is defined as an organization which has failed to meet its obligations of submitting the names of its officers and advisor, or which has not maintained regular activities during any given year (Fall through Spring). Examples include not meeting regularly, sponsoring events, etc. Organizations on inactive status shall not be included in the official list of recognized clubs and organizations and shall forfeit all privileges granted to registered organizations.

Responsibilities of the Organization Advisor

Working with your Advisor

All Saint Mary's recognized student organizations are required to have an advisor that is a current faculty or administrator staff member of Saint Mary's College.

Once your organization has selected an advisor, it is important to clarify his/her role with your organization. An advisor may wonder what the nature of his/her relationship is with the student organization. The role of the advisor will vary somewhat from group to group depending upon the expectations each has for one another. In addition, the organization's needs and the personalities involved will help shape the role the advisor will take. It is crucial, during the initial stages of the relationship, that the organization members and advisors discuss, negotiate and clarify the advisor role. If changes take place during the course of the year, either on the part of the organization or the advisor, the role may need to be re-negotiated and redefined. Some of the questions to be considered in the discussion might include the following:

- How much involvement is expected or needed?
- How often does the group meet?
- What role is the advisor going to take in meetings?
- How many major activities does the group plan?
- How experienced are the student leaders?
- What kind of skills will the advisor bring to the group?
- How do these skills match the needs of the organization?

Your advisor can be a great resource and support for your organization. The following is a list of suggestions for working with advisors.

An advisor can help the student organization by:

- Acting as a liaison between the organization and the college
- Clarifying college policy and procedures
- Providing a different perspective
- Providing positive feedback and constructive criticism
- Encouraging the group to record and document group activities and functions
- Providing continuity to the organization's policies, programs, and traditions
- Assisting with the training of new officers and members

The Student Organization can help the advisor by:

- Giving an orientation relating to the organization's activities and structure
- Providing meeting times to the advisor
- Informing the advisor of the organization's financial condition and providing updates throughout the year as necessary
- Keeping the advisor informed of upcoming activities
- Making use of the advisor's background and experiences
- Inviting the advisor to activities
- Making the advisor feel welcome and a part of the group
- Showing an appreciation for the advisor's services
- Distributing minutes of meetings and other organization materials (i.e. constitution) to the advisor
- Be willing to discuss any dissatisfaction members have with the advisor and allowing for open communication

Activity Fee Usage and Budget

Each student pays a *Student Activity Fee* each year as determined by the Board of Trustees. The distribution of this fee is entrusted to the Student Government Association.

1. Student Government Association will determine a process for allocating funds to student initiatives and activities that support student life on campus. That process must be fair, and open to all student organizations.
2. All allocations must be consistent with the mission of Saint Mary's College, and have approval from the advisor to the Student Government Association.
3. Student Activity Fee is intended to fund events and activities that are open to all students. It is not intended to be used to support departmental activities or to fund the "start up" costs for fundraising.
4. Each organization will receive a \$100 print credit for on campus printing via the SGA Internal VP.
5. Each organization will have access to craft supplies in the SGA office managed by the SGA Internal VP.
6. Any club that is inactive for one academic year (inactive: not registered/renewed/recognized through the Office of Student Involvement) will have any funds left in the club line account forfeited to Student Government Association.

Rules Governing Student Organization Accounts

- All student organizations are required to have an account with the business office in which to deposit funds and maintain an accounting of monies collected and disbursed. **Student organizations and clubs may not establish off-campus bank accounts.** Institutional funds, including student activity fees, must remain in the institutional account until properly disbursed from the College's account. Having accounts payable managed through the college provides the internal controls necessary to help prevent misappropriation of the funds.
- Expenditures must be approved by a majority vote of members and the advisor before any purchases are made.
- The treasurer and advisor should work together to keep a detailed record of all monies. Make sure to back up any electronic files in case of emergency.
- The treasurer should also make a report at each meeting listing receipts, expenditures, and balance on hand.
- Keep copies of records and receipts to account for operating funds.
- Student organizations cannot utilize ANY online payment processing systems.

Student Organization Account Services

Maintaining Balances in Accounts

The financial officers of your organization have been entrusted with the great responsibility of financial management and record keeping for your group. In performing the duties of financial officer, it is important to have a clear and accurate picture of the organization's monetary status at all times. Student organizations are advised to keep independent financial records and use the Office of Student Involvement reports and audits as checks on their internal records.

Financial Statement of Activity

A computerized Statement of Activity from the Office of Student Involvement is updated quarterly via google docs and is shared with the club treasurer. Statements of activity, along with the organization's financial records, should be accurately maintained from year to year, and passed along to the new officers. This will help assist the new officers in preparing budgets, financial reports, and in planning activities for the upcoming year. Financial officers should check the statements against their records to verify all transactions that have occurred. If there are any differences in statement balances and your organization's records, the discrepancy should be investigated immediately.

Tax Exempt Status:

Recognized student organizations do not have a tax-exempt status nor are they eligible for certain benefits offered to tax-exempt groups. Organizations that are not tax-exempt and have donations made to that student organization are not tax deductible for the donor.

Forms:

All forms can be accessed via the Belle Tower: <https://saintmarys.campuslabs.com/engage/>

Check Request Process (Purchase Requests)

Requests are processed through the Office of Student Involvement and only the treasurer of each organization is able to submit the request. Requests can be found in the organization tools in the Finance tool and it is referred to as "Purchase Requests".

- Requests must be completed with all of the requested information along with the proper documentation needed (receipts, invoices, etc. **MUST** be in a PDF format). Emails are not acceptable documentation.
- Requests and receipts must be received submitted by **FRIDAY noon** if they are to be processed to the Business Office by the following Thursday.

Deposit Process

Deposits from sales or any other type of income must be deposited in the Office of Student Involvement (244 Student Center).

- Count money and make sure that the items sold match the amount of money taken in.
- Give money and deposit form to desk worker in Office of Student Involvement to verify amount being deposited. Desk worker will confirm the amount and sign the form and return one copy of the deposit form back to the group.
- Deposits are processed throughout the week.

Fundraising/Deposits

Money collected must be deposited after each sale in the Student Involvement Office (244 Student Center) and cash box returned. Clubs that do not deposit funds or that are found in violation will receive the following:

- 1st Violation-Verbal/written warning.
- 2nd Violation-Suspension of sales/fundraising for two weeks.
- 3rd Violation - Suspension of sales/fundraising for up to the remainder of the academic year. If the third violation occurs after spring break, the suspension may be carried over to the following fall semester. This will be at the discretion of the Office of Student Involvement.

Purchases with Amazon and the use of the College credit card:

- Groups can use the College credit card, but must give at least a 24 hour request to the Clubs Coordinator for the use of the card.
- If purchases are going through Amazon, the group must use the SGA Amazon account.

Merchandising and Fundraising

Any student organization wishing to sell or give away merchandise or do a fund-raising activity must have approval from the Office of Student Involvement and must have approval prior to space being reserved and must be approved before advertisting.

1. Merchandising and fundraising activities must be consistent with the mission of the College.
2. Student organizations must submit a completed Merchandising/ Fundraising Request that has been approved by their faculty or staff advisor at least 5 business days prior to the sale.
3. Items may not be purchased prior to approval; all sales are on pre-sale bases.
4. Funds may be used towards club events, or given to specific organizations. They are not to be used as a personal benefit to any one student. Funds raised cannot be used to individual personal benefit, i.e. raise funds for travel).
5. All funds collected must be deposited with the Office of Student Involvement immediately after the sales period (i.e. If sales occur during the lunch, then funds collected should be deposited at the end of that sales period. Another deposit would be made for sales over dinner). Only cash or checks can be collected. Electronic collections cannot be used (Paypal, Venmo, etc are not allowed). *Please see page 11 for deposit procedures.*

Items may not be sold and fundraising may not take place in the dining hall, door to door in the residence halls, or in residence halls lobbies or common areas. Preferred sales location and time: Student Center Atrium, Monday – Friday, 9:00 a.m. – 7:00 p.m. Occasionally, an activity where money is collected may be approved in another location or at another time (ie registration charge for an event) and a plan for depositing funds with the Office of Student Involvement is made in advance. Approval for an alternate sale location is required before the sale begins.

Students are fully responsible for sales. This includes; marketing, collection of funds & deposits.

Approval Process:

1. Merchandising/Fundraising Application that has been approved by the student organizations faculty or staff advisor is submitted via the Belle Tower “Create an Event” which can be found under the organization tools - Event Submission Process.
2. The application is reviewed by the appropriate staff member within 5 business days.
3. A minimum of seven days must be given for table reservations.
4. If approved, the group is contacted via Belle Tower email. Campus and Community Events is copied on the email so that they are aware that the group may reserve space for their activity. If not approved, the group is contacted with rational. If there are questions about the application, the group is contacted for additional information.
5. A meeting with the organization may also be necessary to explain best practices for sales, collecting funds, depositing, etc.
6. If approved, Campus and Community Events will reserve the table space in the location requested.

Recognized clubs are able to check out cash boxes (no startup funds are available from OSI) from OSI. Funds collected during each shift, must be deposited in to the OSI.

Organizations wishing to use an outside business for fundraiser must complete the merchandising & fundraising form. Outside business can only be used if a portion of their proceeds will be:

- a) donated back to the club/organization
- b) benefit local or national fundraising efforts
- c) if items are sold on campus, business is required to donate a minimum of \$100/event back to club/organization along with signing a contract (payment due prior to event).

Solicitations:

Student Organizations generally raise funds through solicitation. The Development Office is responsible for soliciting funds on behalf of the college. Any student organization soliciting business funds must consult with the Business Office and/or the Development Office before doing so.

Bake Sales/International Food Fair/Festival Policy

Reason for policy

Saint Mary's College is required by Indiana laws to regulate the service and sale of food on its campus. To be in compliance with the law, students and student groups do not have any exceptions under these regulations.

Scope

Policy applies to:

- Any food sold to the public, including the general student/faculty/staff population. This includes foods provided at events where there is a cover charge at the door.
- The policy does not apply to private dinners of small groups of friends or colleagues (e.g. dinner prepared and served in a house kitchenette), student club or cultural house activities that are only for that club or group members and their guests (e.g. the Glee Club has an ice cream sundae party) and the foods are not for sale.

Policy

Only events which are fund raisers for charities or student organization activities are permitted to sell food on campus. No student may sell food products on campus for personal profit.

Student-prepared foods

- Only foods that are not potentially hazardous may be sold or provided.
- Hazardous foods included foods that contain meat, poultry, fish or uncooked or partially cooked eggs (such as mayonnaise or custard, quiche, etc.) or foods that are required to be heated or cooled to be served may not be sold or provided.
- No student-prepared foods that require heat or refrigeration may be offered. Exceptions to this rule may be made when approved means of heating or refrigeration are available, at the discretion of the Director of Notre Dame Campus Dining. Exception possibilities apply to non-hazardous foods only.
- Foods may be prepared in a residence hall kitchenette or other kitchen facility. Please use appropriate care in food preparation.
- All ingredients must be listed (or available) for each food product.
- If food has nuts in it, or if it is prepared in conjunction with other foods that have nuts in them, nut warnings must be provided on all the foods, whether they have nuts in them or not. Allergen warnings must be provided on all foods with potential allergens.
- Foods in "factory packaging" are permitted (e.g. Oreo six-pacs), unless they require heat or refrigeration. Exceptions to this rule may be made when approved means of heating or refrigeration are available, at the discretion of the Director of Notre Dame Campus Dining (e.g. wrapped frozen ice cream bars served out of an approved freezer). Exception possibilities apply to non-hazardous foods only.

Gaming

PRIZES AND GAMES OF CHANCE

Student organizations are required to follow all procedures and policies (where applicable) of the State of Indiana pertaining to drawings, games, and prizes.

Drawings and Games of Chance

Active student organizations may conduct drawings (i.e. door prizes) or games of chance if the following guidelines are met: (*Everyone must have an equal chance to win or the opportunity to bid.*)

- the value of any prize offered does not exceed \$300.00.
- Silent auction.

Prize value shall be the fair market or retail value of a prize, regardless of whether the prize is purchased by the student organization, donated or furnished by an external entity.

Raffles

Raffles are prohibited by the State of Indiana. A raffle is defined as the selling of tickets or chances to win a prize awarded through a random drawing.

Card Games and Bingo

- Paying for Bingo cards, poker tournaments, pull off tabs and other similar games are prohibited.

Outside service providers

Student groups bringing in outside instructors, consultants and other service providers must follow the below listed requirements:

Insurance:

Liability coverage is not automatically provided under Saint Mary's College's insurance policy for all student organizations and activities. Coverage is afforded at the discretion of the College and its insurers. It is Saint Mary's College's goal to provide coverage for all Recognized Groups and their activities, but coverage is NOT automatic. Groups having events that will be hosting or will be open to the non-campus community may be required to purchase additional insurance coverage for their guests. Please meet with your Office of Student Involvement liaison for further assistance with obtaining coverage.

All contracted groups must have a certificate of liability (\$1 million dollar minimum) attached to the contract.

Background check and Certification:

Prior to bringing an outside instructor, consultant or other service provider, Saint Mary's College requires the service provider, to be certified, licensed or registered by a regulatory entity and will be required to have a back ground check.

Please have the provider complete the Employment Screening Services form (available in the Belle Tower: and return it to the Office of Student Involvement **4 weeks prior to the event**. People who would need a back ground check would be anyone that cannot be covered by a company's liability insurance or anyone providing services to minors.

Steps to complete for bringing an outside service provider to campus:

1. Complete and turn in background check form to OSI
2. Meet with Office of Student Involvement liaison for insurance coverage possibility
3. Turn in contract for Service Provider along with proof of certification

Outside Service Provider form can be picked up or requested from OSI. **Outside Service Provider forms must be turned into OSI and they will submit them for background check(s).**

Graphic Elements Usage

1. The French Cross should be used in a manner consistent with the mission of the college.
2. The French Cross should not be covered with writing or distorted.
3. Student Organization use of the French Cross will be approved by the Office of Student Involvement.
4. Usage: The College Seal is not permitted for use.

Per the Saint Mary's College Graphics Standards:

The French Cross

The floriated or French cross comes to us from and is one of the symbols used by the Congregation of the Sisters of the Holy Cross. It is used in the College logo and has been, on occasion, a design element itself, such as at the top of major signage, and is a reminder of the College's history. Great care has been and should continue to be taken with the use of this symbol because of what it symbolizes. The cross, in any form, should be treated with reverence. The French cross should only be used within the logo treatment. Any questions regarding its further use should be referred to MarCom.

The words Saint Mary's College must also be used in conjunction with the French Cross. If possible, the words Notre Dame, Indiana should also be used.

The College Seal

History: There is an interesting history to the seal, published in the 1941–43 *Courier*. Until the time of the centennial of Saint Mary's College in 1944, the insignia of the Congregation was used as the College seal. The three educational facilities operated by the Congregation of Holy Cross each adopted a variation of the original Congregation's seal.

Vendors

Below is a small sample of vendors that the Office of Student Involvement has worked with. Please note that this is not a list of vendors that you must use, just some that are familiar with Saint Mary's College.

Buses:

Royal Excursion	800-347-5541
Cardinal Buses	574-825-8405

Security:

Please contact the Office of Student Involvement	574-284-4561
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Photographers:

Traditions Photography	574-271-7751
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Printing Services:

Express Press	574-277-3355
FedEx Office	http://apps.saintmarys.edu/fedex/copyrightstudents.html

Promotional:

AP Image	574-259-7112
southbysea.com	
customink.com	
4imprint.com	

Signs:

Next Day Signs	574-259-7446
Signs Unlimited	574-273-2097
Sign Designs	574-232-9991

Large Event Policy

To ensure the safety of Saint Mary's College students, staff, and faculty attending events on campus, the following guidelines are established for: events where we expect more than 100 participants and which are open to the public. Organizers of the event are responsible to:

- Discuss and create a plan with your group about who the intended and expected audience will be, how and where are you advertising the event, how will patrons be admitted: ticket sales or event registration. What food and beverages do you need (carding procedures if there will be alcohol)
- Meet with Student Involvement staff member and all applicable campus offices (Special Events, catering, security, etc.) to discuss your plan (a minimum of 4 weeks prior to event).

Noise Permit

A noise permit is required for most outdoor events. Noise permits can be submitted and paid (\$5.00) for at the Saint Joseph County Jail, 401 W. Sample Street, South Bend, IN (574-245-6540). The noise permit form can be obtained in OSI (244 Student Center).

Contracts

Student organizations wishing to secure a professional performance, speaker or vendor must use a contract to secure services. Contracts should be initiated and reviewed by the club advisor following the guidelines listed below:

1. Must be signed and approved by purchasing agent i.e. Vice President for Student Affairs after review by the Student Involvement Director. Contracts not signed by the Vice President for Student Affairs and reviewed by the OSI Director are at risk of not being honored.
2. All contracts should be reviewed by the organization advisor prior to being submitted to OSI.
3. Copies of completely signed contract will be kept by the club or organization and sent to the contracted individual or vendor.
4. All contracts must be submitted for approval at least 10 business days in advance of the desired event.

Contracts can be found in the Belle Tower in your Organization Tools under Documents.

Minor Training

Club members must go through minor training, if minors will be attendance at any event. Please contact OSI to set up this training. Waivers are also required and may be obtained from OSI.

First Aid Certified

Events that are considered high risk will need to have staff in attendance that are certified in First Aid.

Security/Staffing Plan

Estimated Attendance

_____ Up to 100
_____ 100-300
_____ 301-500
_____ 501-800
_____ 801-1000

Number of security officers/staff needed

_____ Security Officers/staff needed
_____ Security Officers/staff needed
_____ Security Officers/staff needed
_____ Security Officers/staff needed
_____ Security Officers/staff needed

Movies

Any student organization sponsoring the view of a film must follow the guidelines listed below.

What is Considered a Public Performance?

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

What the Law Says:

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

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

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

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

The “Education Exemption”:

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

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

Those Who Violate Copyright Law Can Be Prosecuted - Consult Your Legal Copyright Advisor or Attorney

The Motion Picture Association of American (MPAA) and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances, illegal downloading, etc. The motion picture companies can go to court to ensure their copyrights are not violated.

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

Frequently Asked Questions:

- **What constitutes a public performance?**
Any exhibition of a movie outside the privacy of a home setting is considered a public performance.
- **Do we need a license even if we don't charge admission?**
Yes! A license is required for all public performances regardless of whether admission is charged.
- **What if a video store or equipment provider says it is okay to exhibit rented or purchased movies?**
These stores rent and sell movies for "Home Use Only" and cannot provide legal permission for use outside the home. You can only obtain licensing directly from a licensor (such as Swank Motion Pictures, Inc. or Criterion Pictures USA), not from a third party.
- **Who bears the responsibility if a film is shown without a license?**
The management of the venue or premises where the movie is shown bears the ultimate responsibility and consequences of copyright infringement. However, anyone involved with the public performance of copyrighted material should seek compliance.
- **I own the movie. Do I still need a license to show it outside my home?**
Yes! Neither the rental, purchase or lending of a videocassette or DVD carries with it the right to exhibit movies publicly outside the home.
- **I want to show an old movie, from the 1930's or '40's. Do I still need a license?**
Absolutely. Copyright pertains to all movies regardless of the year it was produced.
- **If I purchase a license to show a movie, can I show that movie whenever I want?**
No. Licenses are for a specific, designated time frame. There are no annual licenses available to colleges and universities.
- **A small group is having an informal gathering in our facility. Do we still need a license?**
Yes! A license needs to be obtained regardless of the number of people attending the screening, if the movie is being shown outside the home.

Other Sources for Information on Copyright:

The Library of Congress, United States Copyright Office

www.copyright.gov

US Copyright Office

101 Independence Ave. SE

Washington, DC 20559-6000

(202) 707-3000

The Motion Picture Association of America (MPAA)

www.mpa.org

Office of the Chairman and CEO

1600 Eye St., NW

Washington, DC 20006

(202) 293-1966 (main)

Films can be ordered through the Office of Student Involvement by filling out an event request which is under your organizations Branch Tools: Event Submission Process. The Coordinator of Student Organizations will assist in ordering the films, students are not to order the films directly unless they have obtained specific permission to do so.

Posting and Advertising Policy

The campus posting policy is intended to provide fair and consistent guidelines. This policy promotes the interest of Saint Mary's College in guarding against violations of copyright laws, inappropriate content, and or instances of the destruction of the positive campus atmosphere, campus property, or campus appearance. This policy will be enforced and upheld by the Office of Student Involvement. Any violation of this policy may result in a complete loss of posting privileges. The following guidelines are effective immediately.

In order to maintain a beautiful and comfortable living environment and meet the needs of the community to share information, this posting policy has been established.

Your assistance and that of your department, club, student organization, or Saint Mary's College is greatly appreciated.

Where You CAN Post:

Non-painted surfaces
Glass walls
Non-painted metal and concrete block walls
Any bulletin board that is not reserved for a specific use
Bathroom stalls

Where You Cannot Post:

Glass doors*
Painted metal
Outside street faces of any building lampposts
On the ground
On any religious symbol
Emergency call boxes
Wooden panels in Le Mans hallway

**please note that in an emergency situation the College may permit offices and academic departments to post on glass doors. The Policies apply to group or organization social media accounts.*

1. **Who approves my posting?** All posting must be approved through the Student Involvement Office located in the Student Center unless it is posted on a bulletin board reserved for a specific use (i.e. academic department board).
2. **What can I post with?** Regular masking or painters tape are the only type, of tape and/or adhesive that may be used. NEVER use stickers, scotch tape, duct tape, packing tape, or "fun tack" type materials. Tacks, staples, etc. may be used if the approved surface is designed for that use (such as a bulletin board).
3. **What cannot be on my posting?** Postings must be consistent with the mission and core values of Saint Mary's College. Additionally, the content of postings must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the Code of Student Conduct, including any references to alcohol, drugs, or sexual innuendos. **We reserve the right to make decisions regarding the approval of what is to be posted.**
4. **How long can my posting stay up?** Postings in approved areas will be permitted to remain until the day following the event. The sponsoring group must remove all postings in approved areas within 24 hours after the event has taken place. The College reserves the right to remove any postings whose program date has come and gone. The College also reserves the right to remove any postings in non-approved areas.
5. **What about residence hall postings?** Please leave your approved postings with the Residence Life Office in Le Mans Hall. The posting will be given to the RA's for placement. Please allow 48 hours for this to happen.
6. **What about chalking?** Chalking is permitted on concrete sidewalks only. You may not chalk on brick pavers, wall, stairs, signs, or lampposts. All messages to be used in chalking must be approved in advance by the Student Involvement Office.

Failure to comply with this policy could result in the loss of your posting privileges.

"You" and "your" in this policy is meant to include individuals, groups, clubs, organizations, and academic and administrative departments. Postings by groups outside Saint Mary's College are approved on a very limited basis and must be reviewed by the Director of Student Involvement.

Approved by President's Cabinet 1/11/2019

Reserving Campus Space

All campus space reservations are managed by Campus & Community Events. You may check for space availability by connecting to the virtual Event Management System (EMS). You can access EMS at: <http://spev.saintmarys.edu/VirtualEMSCampus/>

Student Center

Reservation of the Rice Commons and Atrium, must be reserved through Campus & Community Events. Rooms are provided on a "first come, first-serve" basis and can be reserved through EMS.

Residence Hall Reservations

All requests for the use of the following areas will need to be approved by Residence Life (use the event form in the Belle Tower).

Holy Cross Parlor

Le Mans Lobby

Le Mans Tower Room

McCandless Lounge

McCandless Piano Room

Regina North and South Lounges

Regina Recreation room

Dalloway's (The Clubhouse)

Dalloway's may be reserved through Campus & Community Events. During the regular school year, the Clubhouse may be reserved for events that are open to the entire campus community. In other words, no group may reserve the facility for the exclusive use of their members only and may not disrupt the meal service at dinner. The space is available on weekends for club only events.

Campus Facilities

The following is a list of campus facilities available and the department and phone number responsible for their reservations and use. All requests for reservations must be made through that department. All room specifications are determined by room layouts. Some room layouts may decrease the amount of people that can be accommodated in each room.

Angela Athletic Facility

Contact Athletics 574-284-4694

Carroll Auditorium

Contact Campus & Community Events 574-284-4625

Classrooms

Contact Registrar 574-284-4560

Clubhouse/Dalloway's

Contact Campus & Community Events 574-284-4625

Haggar College Center

Contact Campus & Community Events 574-284-4625

Room	Capacity	Food Permitted
Chameleon	60	Yes
Mezzanine	20	Yes
Parlor	120 with chairs	Yes
Parlor	200 without chairs	Yes
Terrace	100	Yes

Holy Cross Parlor

Contact Residence Life 574-284-4522

Le Mans Hall

Contact Campus & Community Events 574-284-4625

Room	Capacity	Food Permitted
Great Hall	50	Yes
Stapleton Conference Room	15	Yes
Stapleton Lounge	100	Yes
Student Affairs Conference Room	16	Yes

Le Mans Hall

Contact Residence Life 574-284-4522

Room	Capacity	Food Permitted
Reignbeaux Lounge	100	Yes
Vendo Land	80	Yes

McCandless Hall

Contact Residence Life 574-284-4522

Room	Capacity	Food Permitted
Lounge	35	Yes

Moreau Center

Contact Campus & Community Events 574-284-4625

Room	Capacity	Food Permitted
Hayes Lodge	6	Yes
Little Theatre Lobby/Gallery	275	Yes
Little Theatre	275	No
O'Laughlin Auditorium	1300	No
O'Laughlin Lobby	50 with rounds	Yes
O'Laughlin Lobby	150 standing	Yes
O'Laughlin Foyer	50 with rounds	Yes
O'Laughlin Foyer	150 standing	Yes

Regina Hall

Contact Residence Life 574-284-4522

Room	Capacity	Food Permitted
Basement Lounge North	100	Yes
Basement Lounge South	100	Yes
North Lounge	200	Yes
South Lounge	100	Yes

Reidinger House

Contact Alumnae Office 574-284-4578

Science Hall

Contact Campus & Community Events 574-284-4625

Room	Capacity	Food Permitted
Room 105	120	No

Student Center

Contact Campus & Community Events 574-284-4625

Room	Capacity	Food Permitted
Conference Room A	14	Yes
Conference Room B	14	Yes
Conference Room C	14	Yes
Conference Room D	72 - straight rows	Yes
Conference Room E	48 - banquet round tables	Yes
Conference Room F	38 - lecture style	Yes
SGA Conference Room	20	Yes
Warner Conference Room	30	Yes
Vander Venet Theatre	100	Yes
Rice Commons	100 - standard	Yes
Rice Commons	450 - standing reception	Yes

Noble Family Dining Hall

Contact Notre Dame Campus Dining 574-284-4342

Room	Capacity	Food Permitted
Main Dining Area	420	Yes
West Wing Dining Room	186	Yes

Travel Policy

Saint Mary's College recognizes the benefit of off-campus engagement opportunities. While Saint Mary's College supports off-campus opportunities for educational and social growth it has an interest in ensuring the safety of Saint Mary's College students and guarding against liability. Therefore this policy is intended to set forth guidelines and procedures for off-campus travel involving Saint Mary's College Student Organizations. Enforcement of this policy and approval of request for off-campus travel involving students will be the responsibility of the Office of Student Involvement.

Overview of Student Travel

- A. This policy has been developed to provide a guide and clear instructions for students involved in college travel (reimbursable and non-reimbursable.) This policy is applicable to travel sponsored by student organizations.
- B. Our primary regulation is that all college travel must be pre-approved. Prior travel approval insures the traveler's advisor, supervisor and/or department head approves of the activity, and funds are available.
- C. This policy also serves as a mechanism to make certain that the safety and interest of our students are assured. Moreover, they provide guidance in order to increase the likelihood that our students will be safe and if something should happen, we (the representatives in charge) are prepared to address it in an appropriate manner.

Student Conduct and Responsibilities

- A. Students involved in student travel, are expected and required to abide by the laws of the State of Indiana and of the United States and the rules and regulations of Saint Mary's College, to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct which tends to obstruct the work of Saint Mary's College or to be injurious to the welfare of the college. A student who violates these general standards of conduct may be subject to administrative actions and/or disciplinary penalties.
- B. The following are a limited list of additional common rules that students must follow while traveling. This list is not an all inclusive list.
 1. Students must uphold all regulations and policies of Saint Mary's College, including the Regulations Governing Student Conduct, Disciplinary Procedures and Appeals.
 2. Student must attend all scheduled events and activities. Permission to leave the group must be received from the college representative who is in charge once all scheduled events and activities have concluded.
 3. Students are responsible to arrive on time at all scheduled activities and events as indicated by school representatives and/or distributed itinerary.
 4. Students are responsible for all expenses they personally incur outside those that are authorized by the college. The college does not pay for alcoholic beverages.
 5. Students will be held financially responsible for any damages or loses to personal property that result from their misuse of such property i. e. damages to hotel rooms, theft of hotel linen, etc.

Procedures

For the purpose of student travel, a Travel Form must be completed when students are involved in travel whether in or out of the State of Indiana and whether or not expenses will be reimbursed by the College.

Procedure – Accompanied or not accompanied by Faculty/Staff Member

1. Complete Travel Form with all supporting documentations for each student who will be traveling.
2. Complete Assumption of Risk Form for all students participating in travel (Completed by each student).

Forms can be found in the Belle Tower:

Student Travel Form: <https://saintmarys.campuslabs.com/engage/forms> All travel forms must be completed when student clubs/organizations are involved in travel whether in or out of the State of Indiana and must be turned in to the Office of Student Involvement a minimum of **two weeks prior to travel**. A student or student group is in travel status when traveling on official business for Saint Mary's College outside of a 20 mile radius of campus. One person can complete the Student Travel form for the whole group.

This form is for Registered or Recognized Clubs or Organizations use only. Departments should contact the business office for travel forms.

Assumption of Risk Form: <https://saintmarys.campuslabs.com/engage/forms>

This form is to be completed by **each** student that will be participating in travel and must be submitted a minimum of **one week prior to travel**.

Political Activity Policy

Student organizations must adhere to the College's Political Activity Policy which can be obtained in the Office of Student Involvement or online.

Marketing Policy

Student organizations and departments marketing through the Office of Student Involvement must adhere to the marketing policies and guidelines below:

Policies:

- All postings must follow the policies included in the College's campus posting policy.
- All postings must include the organization or department sponsoring the posting/event/meeting/etc.
- The Office of Student Involvement does not market and/or post information for external agencies, organizations, and constituents.
- Campus Labs is the official online marketing platform for student organizations.
- Postings should follow the marketing guidelines outlined by the Office of Student Involvement.

Guidelines:

All advertising must be in good taste, appropriate for its intended purpose and must not create litter or disruption. The name of the sponsoring organization or department, event name, date, time, and location must be included.

An unaffiliated entity may only appear on posted literature if they are being sponsored or supported by a student organization or department. The sponsoring student organization or department must be listed.

Promoting the sale or consumption of alcohol in marketing materials for student events is prohibited.

Student organizations may have privileges revoked if these regulations are violated.

Eating Contests

Eating Contests

As a Catholic college, Saint Mary's College is committed to valuing the dignity of the human person, accepting our responsibility to feed the hungry in our world, caring for the most vulnerable, respecting the rights of workers, and practicing sustainability. Eating contests do not support these tenets. In addition, eating contests can be dangerous. Eating contests are not permitted.

