STUDENT ENGAGEMENT

Recognized Club and Student Organization Policies and Regulations

Marywood University | Office of Student Engagement

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REQUIRED REGISTRATION MATERIALS

*This guide applies to all Recognized Student Organizations (RSO) administered through Marywood's Office of Student Engagement. Throughout this guide student clubs, organizations, associations, societies, groups and similar led entities will be referred to as Recognized Student Organizations (RSO).

RSO's must:

- Maintain an active executive board, which includes President, Vice President, Secretary, Treasurer, and Public Relations/Marketing (PR/Marketing position is optional)
- Maintain a current roster with the Office of Student Engagement.
- Participate in annual registration and renewal processes.
- 50% of the executive board must be in attendance for each semester's Leadership and Planning day.
- Follow all financial, fundraising, event registration, and promotional policies.
- Maintain an active faculty or staff advisor.
- Updated constitution (if amended)
- Comply with all University policies and procedures.

All RSO's must complete the annual registration process each academic year in order to maintain official recognition by the University. Annual registration ensures organizations remain active, accountable, and eligible to access university resources.

To maintain recognition, organizations must submit the annual organization renewal materials, including

- Updated executive board roster, which includes President, Vice President, Secretary, Treasurer, and Public Relations/Marketing (PR/Marketing position is optional) by the 2nd Friday of the fall semester
- Advisor training must be completed by the deadline provided by the Office of Student Engagement
- End of the year report must be submitted by the last day of the Spring semester

ADVISOR EXPECTATIONS

All RSO's must maintain a faculty, staff, or graduate assistant advisor employed by Marywood University. Advisors provide guidance, institutional support, and continuity for student organizations while helping organizations operate in accordance with university policies and procedures.

Advisor Eligibility

To serve as an advisor to a Recognized Student Organization, an individual must:

- Be a current Marywood University faculty or staff member.
- Be approved by the Office of Student Engagement.
- Complete all required advisor training requirements.
- Review the Advisor Support Guide annually.
- Advisors may not advise more than 3 clubs (Co advising does not count towards this number)

All advisors are required to participate in advisor training opportunities provided by the Office of Student Engagement.

RSO's may not maintain recognized status without an approved advisor.

Advisor Appointment and Changes

RSO's are responsible for identifying and securing an advisor. Any advisor changes must be reported to the Office of Student Engagement immediately. RSO's that have an advisor depart will be given a reasonable period of time, as determined by the Office of Student Engagement, to secure a replacement advisor.

Advisor Training Requirement

All advisors are required to complete the advisor training and sign the advisor agreement by the Deadline established by the Office of Student Engagement.

FINANCIAL POLICY and REGULATIONS

Requesting funds from the Student Government Association

RSO's in good standing are permitted to request funds from Student Government Association in order to help assist in planning events. RSO's who would like to request funds from the Student Government Association must submit a Budget Request Form. The Finance Committee of Student Government is responsible for directing the expenditures of the Student Activity Fee under the advice of the Office of Student Engagement.

Please fill out the budget request form at least 2+ weeks prior to the funds being needed

Eligibility for Funding

In order for a RSO to receive funding from the Student Government Association, it must be an active club/organization in good standing with the Office of Student Engagement and have a treasurer on the executive roster.

On-Campus Accounts

Every RSO that have funds must have an on-campus account which is overseen by the Office of Student Engagement. Off-campus accounts are not permissible. Once recognized student clubs or organizations receive funds they must be brought into the Office of Student Engagement in order to be deposited into their on campus account. Acceptable forms of payments accepted are cash and checks. Checks should be made out to Marywood University with the club's name in the memo line. Credit card/digital payments are not accepted.

Venmo

RSO's are discouraged from using Venmo and other mobile payment platforms to exchange money. Student organizations are encouraged only to collect payment in the form of cash or check. It must then immediately be brought into the Office of Student Engagement in order to be deposited into their on campus account. If a money exchange platform is used it is at the discretion of the group.

Items Not Funded

The SGA Finance Committee will not fund items that do not benefit the school as a whole. The SGA will have the final say in determining what items will have funding provided. Examples of items that will **not** be funded may include, but are not limited to: personal entertainment for group members, Awards or prizes for group members, group charter/individual dues, jackets, sweatshirts, t-shirts, or any clothing for select use, alcohol, and gifts.

The Student Government Association may also **not** fund the following items because they may not express the opinion(s) of the entire college community:Partisan political activities, outside organizations (i.e. political organizations which have no ties to the University or do not represent this institution.)

Using Club Funds

There are many ways to use approved funds. All funds for RSO's are held within Agency

Accounts managed by the Office of Student Engagement. In order to…

- Order items through Amazon - send an Amazon Wishlist to marywoodclubs@maryu.marywood.edu
- Order online (non-Amazon), send a screenshot or cart of what items you would like to purchase to marywoodclubs@maryu.marywood.edu
- Check your club agency account balance - email marywoodclubs@maryu.marywood.edu - *Remember, every club with finances should have a Treasurer keeping accurate account information.*
- Go to the store to get items/supplies - request the OSE Credit Card. It is required to get a detailed receipt and turn it in when you return the credit card. You should give at least ONE week's notice to schedule this.
- reimburse a club member or advisor - email the detailed receipt to marwoodclubs@maryu.marywood.edu within one week of the original purchase.
- Club funds may **not** be used to purchase food (this includes snacks for events/meetings) outside of Gourmet Dining unless approved by Chef Robert Misko,Executive Director of Dining Services (Robert.Misko@compass-usa.com).
- Failure to follow these guidelines will result in not being able to request money or use the office credit card or not being refunded for your purchases.

APPAREL/GEAR ORDERS

All apparel orders/gear (trophies, stickers, hats, etc) orders must be ordered through John Coval, Executive Director of Campus Events, coval@marywood.edu. marywoodclubs@maryu.marywood.edu must be CCd on emails to John Coval regarding gear orders. You may not use another vendor unless permission is granted from John Coval.

FUNDRAISING POLICY AND REGULATIONS

Any RSO can fundraise as a way of increasing their budget. If your club or organization is interested in hosting a fundraiser, a Fundraising Request Form must be completed at least three weeks prior to the start of the fundraiser (encouraged to be completed 4 to 6 weeks in advance). The fundraising request form can be found on the forms section on Marywood.edu under both the "Student engagement" and "Student experience" subheaders.
Once your request has been approved, an email will be sent to the individual who submitted the form notifying them of their approval. Please note that the completion of the Fundraising Request Form does not guarantee it will be approved. Once notified of approval, student groups should complete all necessary event planning steps (space reservation form, budget request form, catering request, etc.)

If your fundraiser contains a raffle or small games of chance
Any fundraiser that includes a raffle or a small game (bingo) of chance will have to follow increased policies to ensure the University is following the appropriate regulations. The following items will need to be completed:

Prior to the event:

- The estimated amount of chances/raffles sold for the event

At the event:

- Winners of prizes with value exceeding $600 will need to complete a W-9 before receiving the prize. All completed forms must be returned to the Office of Student Engagement.
- For winners of prizes less than $600, the event organizer will collect the name, phone number and email address of the winner. All information must be sent to the Office of Student Engagement at the completion of the event.

After the event:

- Gross income from each raffle must be reported to the Office of Student Engagement.
- The cost of supplies and marketing materials for the raffle/game of chance must be reported to the Office of Student Engagement.
- The total cost of the prizes raffled off must be reported to the Office of Student Engagement.

If the prize was donated and not purchased by the student organization, please indicate the fair market value of the item(s).

If your fundraiser contains a bake sale
The guidelines for the bake sale abide by the regulations of the Pennsylvania Department of Agriculture which "will allow some 'limited' types of food processing to occur in a 'residential style kitchen ' that may not meet the full regulatory code requirements, with the intent of the producer to offer these products for sale to the public. These processes are regulated under The Food Safety Act (3 Pa.C.S.A. §§ 5721 - 5737). Regulations under this Act include all federal

regulations related to food, and can be found in Title 21 of the Code of Federal Regulation (CFR's)."

The guidelines share that bake sale items will be "limited to foods that are not 'time and temperature controlled for safety' (TCS) foods (i.e., potentially hazardous foods, 'PHF'), which apply to food offered to the public for retail sale, irrespective of any financial transaction involved."

While no license is required for bake sales, the sponsoring Recognized Student Organization is responsible for the safety of the food products they offer for sale.

<u>General Guidelines for Bake Sales</u>

- Marywood University Recognized Student Organizations hosting bake sales are required to obtain prior approval through the Fundraising Request Form.
- Permission needs to be obtained from Marywood Dining Services.
- No food products should be purchased, ready for sale.
- A sign must be made for the table that says "Home Baked Goods" or "Homemade Goods".
- All food must be individually wrapped in plastic, foil, or waxed paper.
- Items with meat, cream or custard toppings or fillings may not be sold. Bake sales are restricted to dry, non-hazardous food items only.
- At this time, approved bake sale items can be prepared, assembled, portioned and packaged in private homes provided good sanitation practices are followed throughout the processes.
- Baked items that require refrigeration (41°F or colder) or hot holding (135°F or hotter) cannot be sold.
- Sound sanitation practices, such as using clean equipment, must be followed when preparing, packaging, storing, transporting, displaying and selling bake sale items.
- Those preparing, packaging, transporting, displaying or selling bake sale items must be free of communicable diseases such as colds, the flu and hepatitis. Their hands and arms must be free of wounds, cuts and sores.
- Those contributing or participating in the bake sale must wash their hands before working and after each break.
- Ingredient information must be available and displayed for each item.
- All food ingredients must be pure, wholesome, and free from contamination and be obtained from approved sources (i.e., grocery store).
- If applicable, eating utensils must be single use and disposable. The utensils must be individually wrapped or displayed with their handles up to prevent contamination.

Please note, Federal allergens include peanuts (peanut butter), eggs, wheat, soybeans, sesame, milk and milk products (e.g. butter, buttermilk, cheese) and tree nuts (e.g. almonds, pecans, walnuts, cashews). Cross contamination should be avoided.

CARE AND CONCERN

Anti-Hazing

All active members of a Recognized Student Organization or sports team are required to complete the Anti-Hazing Training each academic year. The training will be available to all students through Marywood's Brightspace (D2L) platform and will be open to students each semester.

All active RSO members must complete the training by the specified date and receive at least 80% to complete the training. Training is required by all active members in order to remain in recognized standing (exceptions may be made on a case by case basis). Please note "active members" is defined by the roster that is sent to the Office of Student Engagement.

CARE Team

Marywood University's CARE Team submission form can be found on the "Forms" section of the Marywood website under the "Student Experience Forms" header

Silent Witness Incident Tip form

The "Silent Witness" submission form can be found on the "Forms" section of the Marywood website under the "Campus Safety Forms" header.

Title IX reporting form

Marywood University's Title IX reporting form can be found on the "Forms" section of the Marywood website under the "Student Experience Forms" header

FLYERS AND PROMOTION POLICY AND REGULATIONS

All flyers for events run by Recognized Student Organizations must be approved by the Office of Student Engagement. You can submit a flyer for approval by emailing a version of your proposed flyer to marywoodclubs@maryu.marywood.edu. Once your design is approved, a representative from the Office of Student Engagement will reach out to you to let you know when they are printed. Please note that flyers may take up to 24 hours to be approved by the Office of Student Engagement.

All flyers and promotional materials must promote the Marywood University Brand in a positive way. The Office of Student Engagement reserves the right to approve or deny any promotional materials being distributed/posted by recognized student clubs and organizations.

The process for approved flyers will be the following:

- Submit your flyer to the Office of Student Engagement by either dropping off a physical version of the proposed flyer or emailing a version of your proposed flyer to marywoodclubs@maryu.marywood.edu
- The flyer will be held for 1 business day (flyers submitted on a Friday may not be responded back to until the following business day)
- Once the flyer has been approved, the individual who submitted it will be notified and the Office of student engagement can print 15 colored copies or 20 black and white.
- The flyers then may be picked up during operational hours (Monday-Friday 8:30AM-8PM)
- Flyers maybe hung up on approved areas of campus (bulletin boards)
- Flyers may not be hung up on painted walls
- Flyers may be hung up using painters tape or on bulletin boards using thumbtacks
- Flyers must be removed 24 hours after approved date
- Flyers submitted on a Friday may not be approved/printed until the following business day.

EVENT REGISTRATION PROCESS

All Recognized Student Organization events must be registered through the Office of Student Engagement and approved prior to the event taking place. Event registration helps ensure proper planning, safety, space coordination, and compliance with university policies.

- Events must be submitted a minimum of two (2) weeks prior to the scheduled event date.
- Large-scale events, events involving outside vendors or speakers, travel, or contracts, may require additional advance notice.
- Event spaces must be reserved through the university's approved scheduling process.
- Organizations may not advertise events until registration and space approval are finalized.

Safety and Compliance Review

The Office of Student Engagement will review events for safety, staffing, accessibility, and policy compliance. The Office of Student Engagement reserves the right to request additional staffing or risk management procedures.

Event Changes and Cancellations

- Any significant changes to an approved event, including date, time, location, or activity type, must be reported via email, promptly to the Office of Student Engagement.
- Recognized Student clubs & organizations are responsible for notifying attendees of cancellations, postponements, or changes to the event.
- The Office of Student Engagement can assist by reposting a post on social media or

Failure to Register

Failure to properly register an event may result in:

- Denial of facility usage
- Loss of funding eligibility
- Event cancellation
- Additional disciplinary action in accordance with university policies
- Potential termination of recognized status

The Office of Student Engagement reserves the right to deny, postpone, or cancel events that do not comply with university regulations or present concerns related to safety, policy violations, or operational limitations.

Event Supervision & Alcohol Procedures (On- and Off-Campus)
Alcohol is only permitted at approved events and must comply with federal, Pennsylvania state, and local laws.

ON-CAMPUS REQUIREMENTS:

- Alcohol must be served by a licensed vendor or university-approved dining services.
- Self-service and BYOB are strictly prohibited.
- Government-issued ID must be verified.
- Wristbands must be issued to individuals age 21 and over.
- Wristbands must be secure, non-transferable, and clearly visible.
- Wristbands for students will provide a limitation to the number of drinks based on the timing of the event (ex. 3-tab wristbands; one drink per tab).
- Chaperone(s) must be present and remain sober.

OFF-CAMPUS REQUIREMENTS:

- Events must be held at licensed and insured venues.
- Alcohol must be served by trained venue staff.
- Recognized Student Organizations may not purchase, serve, or distribute alcohol.
- ID checks and wristbands are strongly recommended.
- A controlled entry process should be used including but not limited to ID checking and wristband application.
- Chaperone(s) must be present and remain sober.

CHAPERONE / STAFFING BEST PRACTICE:

- Minimum ratio: Recommended 1 advisor/staff per 25 students.
- Higher-risk events: Recommended 1 per advisor/staff per 15–20 students.
- Minimum of two university representatives required.
- Advisors/chaperones must remain sober and visible.

Event Recap

After each event a club hosts an event recap form should be filled out. The event recap form can be found on the forms page of Marywood.edu under the “Student Engagement” subheader.

ACCOUNTABILITY AND COMPLIANCE POLICY

All Recognized Student Clubs and Organizations are expected to operate in accordance with University policies, federal and state laws, and the standards established by the Office of Student Engagement. Recognition as a student club or organization is a privilege that carries responsibilities and expectations.

Good Standing Requirements

To remain in good standing with the Office of Student Engagement, organizations must:

- Maintain an active executive board.
- Maintain a current roster with the Office of Student Engagement.
- Participate in annual registration and renewal processes.
- 50% of the executive board must be in attendance for each semester's Leadership and Planning day.
- Follow all financial, fundraising, event registration, and promotional policies.
- Maintain an active faculty or staff advisor.
- Comply with all University policies and procedures.

Organizations in good standing remain eligible for:

- Participation in university-sponsored events. (IE admissions events, clubs fairs, etc)
- Access to Student Government Association funding.
- Use of Office of Student Engagement resources.(Printing, supplies, agency accounts, etc)

Organizational Accountability

Student organizations are responsible for the actions of their members when acting on behalf of the organization.

Based on individuals actions, Organizations can be held accountable for:

- Failure to follow university policies.
- Failure to register events appropriately.
- Financial mismanagement.
- Hazing or violations of student conduct policies.
- Misrepresentation of the organization or the University.
- Failure to comply with directives issued by the Office of Student Engagement.

PROGRESSIVE ACCOUNTABILITY PROCESS

The Office of Student Engagement reserves the right to address violations using a progressive accountability model.

Level 1: Written Warning

Minor violations may result in a written warning outlining:

- The nature of the violation.
- Required corrective actions.
- Deadlines for compliance.

Level 2: Probationary Status

Repeated or more serious violations may result in organizational probation.

Recognized Club & Student Organizations on probation may:

- Lose eligibility for funding requests.
- Be required to meet regularly with the Office of Student Engagement.
- Be restricted from hosting certain events or activities.

Level 3: Suspension of Recognition

Serious or repeated violations may result in temporary suspension of recognition. RSOs under suspension may not:

- Host events.
- Attend University events (admissions events, club fairs, etc)
- Receive university funding.
- Represent themselves as a recognized Marywood University organization.

Level 4: Revocation of Recognition

In cases involving severe misconduct, hazing, financial misconduct, or continued noncompliance, the University may revoke an organization's recognition status.

RSOs whose recognition is revoked must reapply through the established recognition process if permitted by the University.

Appeals

RSOs may submit a written appeal of any probation, suspension, or revocation decision within 10 business days of notification. Appeals should be submitted to the Dean of Students and will be reviewed by the appropriate university administrator or committee.

GUEST SPEAKER POLICY AND REGULATIONS

Recognized Student Organizations may invite guest speakers to campus to support educational, cultural, professional, and community-focused programming. To ensure guest speaker events are safe, respectful, and aligned with University policies, all organizations must follow the procedures and regulations outlined below when planning and hosting a guest speaker.

- All outside speakers must be approved by the Office of Student Engagement or designated university office before promotion or hosting.
- The university reserves the right to deny requests that violate institutional policies or pose safety/security concerns.
- The sponsoring club is responsible for coordinating logistics, communication, and compliance with university policies.
- The university supports freedom of speech and the open exchange of ideas consistent with institutional values and applicable laws.
- Inviting a speaker does not imply university endorsement of the speaker's views.
- All speaking events must be officially registered through the university event registration process.