



Registered Student  
Organization Handbook  
2020-2021

**Table of Contents**

**Introduction:**

.....4  
IU Southeast:  
Mission.....4  
.....4  
Vision  
Statement.....4  
..4  
Core  
Values.....4  
.....4  
Office of Campus Life  
Information.....4  
.....4  
Campus Life Mission  
Statement.....4  
Location/Hours of Operation/Contact  
Information.....5  
Meet the Campus Life  
Staff.....5

**Registered Student Organizations:**

What is a Registered Student Organization  
(RSO)?.....5  
Definition of an  
RSO.....5  
RSO  
Types.....5  
.....5  
RSO  
Categories.....7  
.....7  
Benefits & Privileges of an  
RSO.....7  
Campus Life Resources for  
RSOs.....8  
Responsibilities of Being an  
RSO.....8  
Consequences for Failure to  
Comply.....8  
Starting a New  
Organization.....8  
....8  
How to Become a  
RSO.....9  
Use of "IUS" in Student Organization  
Name.....9  
Advisors.....9  
.....9  
Opening a Student Organization Bank  
Account.....9  
Starting a Club  
Sport.....10  
.10  
Current Registered Student

Organizations.....	10
How to Renew Your	
Organization.....	10
<b>Being an Active RSO:</b>	
iCHIPS.....	
.....10	
What are iCHIPS?.....	
.....10	
iCHIPS	
Chart.....	
...11	
Submitting and Keeping Track of	
iCHIPS.....	11
Volunteering.....	
.....12	
Volunteer	
Disclaimer.....	12
Submitting Volunteer	
Hours.....	12
What Counts for Service Hours?.....	12
Community Service	
Policies.....	12
Service Hour	
Tips.....	
...13	
Where to Find Service	
Opportunities.....	13
The President’s Volunteer Service	
Awards.....	13
Philanthropy	
Events.....	13
Student	
InvolvementCenter.....	
.....14	
Student “O” Office Criteria and	
Responsibilities.....	14
Student Involvement Board (SIB)	
Participation.....	14
Office	
Hours.....	
.....14	
Office	
Fees.....	14
Office	
Keys.....	14
Office Cleanliness and	
Expectations.....	15
Noise.....	1
5	
Respect.....	1
5	
Office and Student Involvement Center	
Furniture.....	15

Failure to Meet Criteria and Standards.....	15
<b>Fundraising/Event Planning Policy Section:</b>	
.....	16
Fundraising	
Policy.....	
.....	16
Dining Service and Facilities.....	16
Rules and Regulations of Conference and Catering.....	17
Pre-event & Menu	
Planning.....	18
Guaranteed Attendance.....	
.....	18
Payments.....	
.....	18
Weekend Events.....	
.....	18
Outside Food/Beverages/Vendors.....	
.....	18
Cancellations.....	
.....	18
Food	
Policy.....	
.....	19
Outside Vendors.....	
.....	19
Advertising.....	
.....	19
Kiosks and Bulletin Boards.....	19
Banner	
Wall(s).....	19
9	
Campus Communication Systems.....	19
Priority System.....	
.....	20
Campus Posting Policies.....	20
Fliers/Posters.....	
.....	20
Sidewalk Chalk.....	
.....	20
Waivers.....	
.....	20
Outdoor Movie Screen Policy and Procedures.....	21
Cash Handling Policy and Ticket	

Sales.....	21
Games of Chance	
(Raffle/Drawings/Giveaways).....	21
Prizes.....	
.....	22
Reason for	
Policy.....	22
Gratuities (Personal Gain	
Clause).....	22
Gaming	
Policy.....	
.....	23
Accessibility to	
Events.....	
...23	
<b>Other Policies:</b>	
Alcohol/Drug-Free	
Campus.....	
.....	24
Indiana	
Laws.....	
25	
University Sanctions of Violations of Drug-Free	
Campus.....	25
Program	
Safety.....	
.....	26
Anti-Hazing	
Policy.....	
.....	27
Code	
of	
Student	
Rights,	
Responsibilities,	
and	
Conduct.....	27
Contracts, Agreements, Etc. (Signature Authority and	
Delegation).....	28
Cyberbullying	
Policy.....	
...28	
Guidelines for Assembly on	
Campus.....	29
Licensing and Trademark	
Policy.....	30
Non-Discrimination	
Policy.....	32
Non-Solicitation on	
Campus.....	33
Political Campaign	
Activity.....	34
Programs Involving Children (Public Safety).....	
.....	36
Sexual Harassment	
Policy.....	38
Sexual	
Misconduct.....	
.....	38

**Appendix:**

<b>Appendix A: Grade Release</b>	
Cards.....	40
<b>Appendix B: Assumption of Risk and Release from</b>	
Liability.....	42
<b>Appendix C: Conflict</b>	
Resolution.....	44
<b>Appendix D: Student Organization Pre-Event</b>	
Checklist.....	45
<b>Appendix E: Indiana University Southeast Phone</b>	
Directory.....	48
<b>Appendix F: Covid'19 Student Commitment Form</b>	
Guidelines.....	52

**NOTE: The Registered Student Organization Handbook is subject to change by Campus Life staff at any time. Policies and procedures can be overruled by Campus Life staff under certain circumstances. If either of these cases occurs, RSOs will be notified in a timely manner.**

### IU Southeast: Mission

Indiana University Southeast is the regional campus of Indiana University that serves Southern Indiana and the Greater Louisville metropolitan area. As a public comprehensive university, IU Southeast provides high-quality programs and services that promote learning and prepare graduates for productive citizenship in a diverse society and contributes to the intellectual, cultural, civic, and economic development of our region.

Our faculty engage in research and creative activity that support teaching and learning and create opportunities for students to participate in applied learning. We are committed to constructive engagement in our local and regional community, marshaling our institutional and human capital toward the strengthening of our region as a place to work, build productive lives, and ensure the prosperity of future generations.

### Vision Statement

IU Southeast will become one of the nation’s leading student-centered, comprehensive regional universities.

### Diversity Statement

Student membership and participation in registered student organizations must be free from discrimination based on socioeconomic status, race, religion, gender, gender identity, disability, veteran status, cultural and international origin, and other groups traditionally underrepresented by the university and in society. Students must be free to join or leave a registered student organization without being subjected to harassment or intimidation.

### Core Values

Core values are the authentic guiding principles that define who we are as a university and what we stand for as an institution. They are the timeless values about which we feel passionately – values we would continue to honor even if our circumstances changed in a way that penalized us for holding to them. Since core values define who we are as a university, they act as the foundation upon which we build our mission, vision, and strategic plan.

- **Nurturing Environment** – We foster a caring campus community that honors diversity, innovation, loyalty, teamwork, mutual respect, and fair play. We work together to create a culture of inclusion and dignity for all.
- **Holistic Learning** – We provide a rich educational environment of academic excellence that extends beyond the classroom and supports students in reaching their full potential. We seek ways to improve upon the quality and service we provide to students.
- **Integrity** – We are uncompromising in our commitment to doing the right thing and being direct in our dealings. We are good stewards of our resources and take that responsibility seriously, are conscientious in our decision-making, and practice ethical behavior in all we do.
- **Connectedness** – We engage with and support the many communities to which we belong and from which we draw our strength and potential. We go to extraordinary lengths to serve our communities efficiently and knowledgeably.

These values will enliven discussion and inform our daily decision-making process. Our Core Values are placed with our Vision and Mission Statements to remind us of our common purpose and to tell others interested in our campus who we are and what we stand for.

## Office of Campus Life Information

Campus Life supports the transition of students to the Indiana University Southeast community. We provide experiential learning opportunities for students; engage students in involvement opportunities; provide programs and training regarding leadership, diversity, and social issues; and connect students to the greater community through volunteering and service learning initiatives.

The Office of Campus Life collects updated information so that we may better serve the student organizations, as well as students interested in getting involved on campus. We keep records on hand so that we may share contact information with new students or anyone inquiring about a particular group.

### Campus Life: Mission

Our mission is to partner with students, faculty, and staff to foster and support student engagement opportunities for co-curricular learning, student involvement, leadership development, and creative expression.

Location: The Office of Campus Life is located on the ground floor of University Center South in Room 010.

Hours: Monday-Friday, 8:00am-5:00pm

Phone Number: (812) 941-2316

### Campus Life: Staff Directory

<u>Name:</u>	<u>Position:</u>	<u>Email:</u>
Seuth Chaleunphonh	Dean of Student Life	schaleun@ius.edu
	Associate Director of Campus Life	
Cari Edwards	Office Assistant Senior	caaedwar@ius.edu
Cayla Maurer	Coordinator of New Student and Leadership Programs	caymaure@iu.edu
Kimberly Pelle	Coordinator of Non-Traditional Student Services	kpelle@iu.edu
Sally Eads	Campus Life Specialist	saaeads@ius.edu
Nikki Green	OVW Grant Project Coordinator	anngreen@ius.edu
Ericia Henry	Student Involvement Liaison	enhenry@iu.edu
Brittany Wilson	Volunteer Liaison	iusservice@iu.edu
Allie Crullo-Rood	AmeriCorps/21st Century ScholarCorps	schcor@ius.edu

### Registered Student Organizations:

#### What is a Registered Student Organization (RSO)

Registered Student Organizations, or RSOs, have been granted University recognition by completing the required process (forms, documentation, approval, etc.) through the Office of Campus Life. Being a Registered Student Organization, this provides access to resources such as funding for projects, speakers, and events. RSOs are also given the opportunity to apply for office/storage space in the Student Involvement Center, and reserve meeting spaces through Conference & Catering. Student organizations are considered affiliated with - but not official units of - IU Southeast. As a condition for establishment, the named student organization agrees to abide by all University regulations.

## Types of Registered Student Organizations

At IU Southeast, there are two types of Registered Student Organizations: University Student Organizations (USOs) and Self-Governed Student Organizations (SGSOs).

### Self-Governed Student Organizations (SGSOs)

Self-Governed Student Organizations are considered separate organizations and must register annually with the Office of Campus Life and agree to and operate under the terms of the Self-Governed Student Organization Agreement (“SGSO Agreement”). SGSOs are independent entities or independent associations of individual students and are separate from Indiana University. Fraternities and sororities will receive a Greek Life version of the SGSO agreement. SGSOs may receive a range of benefits by participating in the SGSO process and operating under the SGSO agreement, including eligibility to apply for and receive student activity fee funding; priority use of university facilities and services; an association with the Indiana University name through approved IU student organization branding elements; a network ID and email address; and the option of accounting management assistance where available.

In part, the SGSO Agreement provides that:

1. The SGSO is an independent entity or independent association of individual students, operates independently and is not an agent, servant, or employee of IU, and neither has the authority to act for the other nor commit the other to any activity, transaction, or agreement;
2. IU does not supervise, direct, or control the SGSO’s activities;
3. IU controls its facilities and services, which may be provided to the SGSO under certain conditions;
4. The SGSO will comply with the terms of the Registered Student Organization (RSO) handbook;
5. The SGSO’s activities, whether or not sponsored or officially approved by the SGSO, do not and will not violate local, state, or federal laws;
6. The SGSO’s objectives are educational, charitable, cultural, social, or recreational and not for personal or private financial gain of any member;
7. The SGSO and its members are subject to the Indiana University Code of Student Rights, Responsibilities, and Conduct;
8. The SGSO shall not use IU’s trademarks, symbols, logos, or mottoes, but may use approved IU student organization branding elements;
9. The SGSO shall not use IU’s taxpayer ID number or IU’s tax-exempt status;
10. The SGSO will not be covered by IU’s insurance policies;
11. IU will not be liable for any injury, harm, or damages arising out of the SGSO’s activities; and
12. The SGSO will indemnify, defend, and hold IU harmless with respect to any claims made against IU in connection with the SGSO’s acts or omissions.

Self-Governed Student Organizations (SGOS) have the following requirements:

- a. SGSOs must have a minimum of five members who are enrolled students at the IU Southeast campus.
- b. SGSOs must have an advisor who is either an employed IU faculty or staff member (undergraduate students may not qualify as an advisor).
- c. SGSOs must have officers who are enrolled students at the IU Southeast campus.
- d. All control and operation of the SGSO must remain with the students. Voting privileges may be granted only to Indiana University Southeast students.
- e. Each SGSO shall be expected to define requirements for eligibility of its own officers and participants in the SGSO’s activities.
- f. Membership and participation in the SGSO must be free from discrimination based on age, color, disability, ethnicity, sex, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.
- g. Students must be free to join or leave an SGSO without being subjected to harassment or intimidation.
- h. Hazing is prohibited under the Code of Student Rights, Responsibilities and Conduct.
- i. Sexual misconduct, including harassment and discrimination, is prohibited under the Code of Student Rights, Responsibilities and Conduct and the university’s Sexual Misconduct policy.

SGSO leaders and members shall assume the responsibility for the organization’s activities and conduct. IU Southeast shall make available certain staff and resources in the Office of Campus Life to answer questions regarding the relationship between the University and SGSOs and to provide education and services to support the effective functioning of SGSOs. An IU employee acting as



an SGSO's advisor in the normal course of employment would be indemnified by the university. SGSO agreements must be executed annually by the SGSO's current officers to remain in effect.

Some SGSOs engage in activities that involve inherent risk and these SGSOs may be asked to pursue additional registration requirements as recommended by a campus Student Organization Registration Committee ("Committee"). These requirements may include additional agreements and/or submission of a risk mitigation plan to the Committee for approval which identifies and assesses risks and plans for education, protection and mitigation. To the extent possible, IU will adopt uniform additional requirements for similar types of SGSOs throughout the university.

SGSO's that operate as a chapter or part of a larger parent organization, must still comply with applicable IU policies and the terms of their SGSO agreement. Where applicable IU policies and the terms of the SGSO agreement are in conflict with parent organization requirements, IU policies and the SGSO agreement supersede parent organization requirements.

*Non-registered student organizations will not receive the privileges and benefits accorded SGSOs; however, they are free to assemble and associate in areas of the campus that are open to them as students of the University. Furthermore, they are welcome to reserve campus space for their events under the same terms and conditions as other third-party groups.*

**University Student Organizations (USOs)**

USOs are formed by Indiana University to serve an important function or to provide a certain opportunity for students. USOs are treated as operating units or agencies of IU within the administrative and fiscal structure of Indiana University and are subject to all University policies and procedures.

Examples: Student Government Association (SGA); Campus Activities Board (CAB); School Councils

**Registered Student Organization Categories:**

All registered student organizations may choose ONE category that best describes their student organization based on the criteria below; however, the Office of Campus Life will review category choice of each organization and revise if necessary during the application process.

<b>Academic and Professional:</b>	serve as a forum to explore issues in a particular academic field or area of interest
<b>Athletics:</b>	primary purpose is for members to engage in sporting events and/or athletic activities
<b>Club Sports:</b>	primary purpose is for members to compete in sporting events and/or athletic events; competing locally, regionally, or nationally is a requirement to be considered a Club Sport
<b>Governance:</b>	serve as the governing body of a school, college, organization, or student body
<b>Honor Societies:</b>	student organizations with limited membership where membership is a mark of distinction or recognition of achievements (membership is usually by invitation only)
<b>International &amp; Multicultural:</b>	provide an opportunity to explore and celebrate other cultures as well as to increase campus understanding and support – these students organizations provide a support network for students from a particular culture as well as educate the campus about that culture
<b>Leadership:</b>	primary purpose is to recognize outstanding leadership
<b>Performance &amp; Media:</b>	performance student organizations involve performing in front of an audience in an artistic format, such as dance, drama, and music
<b>Political &amp; Social Awareness:</b>	organizations that raise awareness about social and political issues or exist to represent particular political or social interests
<b>Religious:</b>	organizations directly affiliated with a religious organization and/or educate about religious beliefs, conduct any religious activities, or foster development of the spiritual self
<b>Social Fraternities &amp; Sororities:</b>	primarily social in nature, but not professional or honorary
<b>Special Interest:</b>	organizations that provide an opportunity for individuals to discuss and share information concerning a specific, non-academic related topic of interest
<b>Student Publications:</b>	provide various opportunities for students to publish their writings

**Benefits of RSOs**

Registered student organizations are eligible for the following benefits and privileges:

- Reserve meeting/event space on campus;
- Apply for office space in the Student Involvement Center (Student O);

- Campus address and mailbox;
- Apply for additional funding through the Student Life Committee and Student Government Association;
  - Student Life Committee RSO Grant
  - Student Government Association (SGA) Grant
- Access to resources in the Student Involvement Center (Student O);
- Fundraising privileges;
- One-time seed money of \$50.00 (available only to new student organizations);
- Inclusion in Campus Life publications (brochures, pamphlets, flyers, etc.)
- Inclusion in activities to recruit new members (Week of Welcome, Involvement Fairs, Induction Day, and Grenadier Central);
- Eligible to reserve tables through Conference & Catering (812-941-2155);
- Eligible to reserve the sand volleyball court through Housing & Residence Life (812-941-2115);
- Participation in leadership opportunities specifically for student organization officers and members;
- Support to create a webpage and link it to the Campus Life Student Involvement page; and
- Resources on topics such as budgeting, recruitment, conducting meetings, and event planning, among others.

### Campus Life Resources for RSOs

The Office of Campus Life, located in the University Center South, Room 010, is your primary source for information regarding student organizations. We offer the following services and supports:

- Advise interested students of appropriate ways to establish, organize, and operate student organizations;
- Assistance in utilizing the campus communication system (the video bulletin board, the outdoor marquees, the campus posting policy, the campus Web Calendar, and Grenadier Central) to publicize events at no charge;
- Offer workshops to student organizations on a wide range of topics to enhance the leadership skills of the organization's members;
- Confirm minimum grade requirements for student organizations with a grade requirement;
- Oversee the operations of the Student Involvement Center (Student O), including the allocation of office space;
- Assign mailboxes for student organizations and maintain them;
- Access to bulk mail services;
- Posting of 25 fliers supplied by your organization (including Campus Life and Residence Life & Housing bulletin boards);
- Recruitment list(s) of students who have expressed interest in joining an organization related to their group;
- List student organizations in the appropriate University publications;
- Volleyball (for sand volleyball pit);
- Board games; and
- Sidewalk chalk (used to publicize approved events for registered student organizations or to offer educationally valid information to the community).

### Responsibilities of Being a RSO

Along with the benefits and privileges of being a registered student organization, there is a responsibility to meet the needs of the student body by providing activities that will enhance their educational experience, promote the organization, and be effective on campus. All registered student organizations need to do the following in order to maintain registration status:

- Comply with the IU *Code of Student Rights, Responsibilities, and Conduct* and *The Registered Student Organization Handbook*;
- Comply with IU Self-Governed Student Organization agreement;
- Make an effort to increase membership within the organization each year;
- Complete (the Volunteer Coordinator must approve) a minimum of six community service hours per year, for 80% of the members of an organization. The hours need to be turned in after completion through Grenadier Central (grenadiercentral.ius.edu). This is also a good opportunity for your organization to "adopt" an agency and dedicate your time to them. The Volunteer Center has ample opportunities for community service ideas. Community service is strongly encouraged but *not required* for student organizations that do not have office space in the Student Involvement Center. Groups wishing to apply for office space in the future should begin logging volunteer hours, as they may be factored in to the allocation of space. See Volunteering section for more details on service hours.
- Each registered student organization is welcome to attend the monthly Student Involvement Board meetings. Attendance is required for those registered student organizations that have office space in the Student Involvement Center.
- Check your mailbox in the Student Involvement Center on a weekly basis. Official communication from Campus Life and any

- mail received for your organization is delivered to your mailbox weekly.
- Update Grenadier Central and your roster by the first SIB meeting, and update it when necessary.
- If the student organization holds office space in the Student Involvement Center, they are required to pay a yearly office fee of \$50 by the first Student Involvement Board (SIB) Meeting.

Additional requirements for those organizations that have office in the Student Involvement Center (Student O) are outlined in the [Student Involvement Center](#) section.

### Consequences for Failure to Comply

Failure to meet these responsibilities may result in the following:

- Loss of iCHIPS
- Loss of office for a semester
- Loss of office for a year requiring the organization to go through the application process again (this does not guarantee placement in an office).
- Suspension of the organization's affiliation with IU Southeast

### Starting a New Organization

#### Types of Registered Student Organizations

**Source: Student Organizations Handbook. Southeast Missouri State University, Student Government. Cape Girardeau**

At Indiana University Southeast, there are many types of organizations. Listed below are the different types of organizations, and a brief description of each. For a *List of Specific Groups Within Categories*, please visit <https://www.ius.edu/get-involved/student-organizations/index.php>.

### How to Become a RSO

In order to establish a new Registered Student Organization, the following requirements must be met and turned in to the Student Involvement Liaison:

- Submit an official roster with the names and student ID numbers of a minimum of five IU Southeast students who are interested in joining this group on campus and are interesting in becoming members. 100% of the membership must consist of students enrolled at IU Southeast or Purdue University extension program.
- Have at least one advisor who is a full-time employee of IU Southeast. All advisors must fill out the Advisor Agreement Form (Found in the [Intent to Organize](#) Packet)
- Set up a meeting with the Campus Life Student Liaison to discuss ideas and to answer any questions.
- Write a constitution and bylaws (See the [Intent to Organize](#) Packet for sample constitution and bylaws).
- Hold recruitment and organizational meetings.
- Hold elections or appoint officers. Officers must currently be students enrolled at IU Southeast.
- Make a plan of how the organization will improve the campus culture.
- Complete New Student Organization Registration Form on [Grenadier Central \(Campus Engage\)](#).
- Comply with IU SGSO agreement

Once the Office of Campus Life receives all required information and the group has been granted official Registered Student Organization (RSO) status, the group is eligible to request \$50.00 in seed money for deposit in their bank account. The group will also have the ability to reserve rooms on campus, publicize and host events, and apply for office space in the Student Involvement Center (Student O).

### Use of IUS in Student Organization Name

If an organization has "Indiana University Southeast", "IU Southeast", or "IUS" in its title, it must follow the main portion of the name and "at". An acceptable name, for example, would be: Chess Club at Indiana University Southeast (or IUS). An unacceptable name would be: Indiana University Southeast Chess Club or IUS Chess Club.

- <http://iu.licensing.indiana.edu/policies/mainpolicy.shtml>

RSOs are encouraged to use a seal (see below) with their name or logo that gives them designation as an official Registered Student Organization.



### Advisors

All RSOs are required to have a full-time faculty or staff member at IU Southeast serve as their advisor and complete an annual *Advising Agreement* (found in the [Intent to Organize](#) packet). Advisors provide support and guidance for student organizations. The Office of Campus Life is committed to providing educational opportunities for advisors through consultation and developmental opportunities such as workshops and retreats. Please see the following website or contact the Campus Life Student Liaison (<https://www.ius.edu/get-involved/files/find-an-advisor.pdf>) to help with securing an advisor on campus.

### Opening a Student Organization Bank Account

Registered Student Organizations (RSOs) wishing to open a bank account may go to the following banks or the bank of their choice. Keeping accurate account records is the responsibility of the group. Some Registered Student Organizations may be exempt from paying Indiana Sales tax with an F.E.I.N Number.

<b>Park Community FCU</b> 4100 Technology Ave New Albany, IN. 47150 <i>Plus Alliance One surcharge-free ATM</i>	<b>One Vision FCU</b> 2441 State St. New Albany, IN. 47150 <i>Plus CO-OP/ Alliance One surcharge-free ATM</i>	<b>Centra CU</b> 710 Pillsbury Ln. New Albany, IN. 47150	<b>Centra CU</b> 201 Hunter Station Sellersburg, IN. 47172
<b>Park Community FCU</b> 1010 Veterans Pkwy Clarksville, IN. 47129 <i>Plus Alliance One surcharge-free ATM</i>	<b>One Vision FCU</b> 206 W Lewis and Clark Pkwy. Clarksville, IN. 47129 <i>Plus CO-OP/ Alliance One surcharge-free ATM</i>	<b>Centra CU</b> 1850 State St. New Albany, IN. 47150	<b>Centra CU</b> 2125 Veterans Pkwy Jeffersonville, IN. 47130
<b>Teachers CU</b> 3105 Grantline Rd. New Albany, IN. 47150	<b>One Vision FCU</b> 3828 Hamburg Pike Jeffersonville, IN. 47130 <i>Plus CO-OP/ Alliance One surcharge-free ATM</i>	<b>Centra CU</b> 1351 Veterans Pwky Clarksville, IN. 47129	

### Starting a Club Sport

Indiana University Southeast is excited to offer club sports for groups wanting to organize a team that the athletics department doesn't currently sponsor at the varsity level. Please contact Fitness and Intramural Coordinator Joe Witten at [wittenj@ius.edu](mailto:wittenj@ius.edu) if you are interested in organizing a club sport at IU Southeast. After receiving approval from the Fitness and Intramural Coordinator, please read and complete the forms below regarding Club Sports at IU Southeast:

[Club Sport Procedures](#)

[Club Sport Approval Process](#)

[Club Sport Application](#)

[Waiver Form](#)

### Current Registered Student Organizations

#### How to Renew your Organization

All Registered Student Organizations (RSOs) must renew their status by the third week of the fall and spring semesters. The Student Involvement Liaison will provide these dates each semester. In order to renew its status, an RSO must:

- update [Grenadier Central \(Campus Engage\)](#);
- update the roster with all members on [Grenadier Central \(Campus Engage\)](#); (*Note: An RSO must have a minimum of 5 members to be active. The Office of Campus Life shares rosters with the IU Southeast Police Department, Game Room attendants, and Conference & Catering to ensure that only current members may check out keys, request entrance into an office, and reserve rooms.*)
- submit a paper roster to the Office of Campus Life (only applicable to RSOs who occupy office space in the Student “O”);
- submit Grade Release Cards - [Appendix A](#) - (if applicable) to organizations that have a grade requirement\*;
- upload the most recent constitution to [Grenadier Central \(Campus Engage\)](#) and submit a copy to the Student Involvement Liaison;
- post office hours in a visible place outside office door (only applicable to RSOs who occupy office space in the Student “O”);
- email the name and email address of the organization’s SIB representative to the Student Involvement Liaison; and
- comply with IU SGSO agreement.

\*Please note that grades cannot be released to a Registered Student Organization until Grade Release Cards are submitted.

**Being an Active RSO:**

**iCHIPS**

**What are iCHIPS?**

iCHIPS (Involvement Center Housing Incentive Points System) are accumulated points over an academic year for organizations who currently occupy office space in the Student “O” and for organizations who wish to possess an office in the Student “O”. Groups obtain these points by hosting various student engagement activities for the campus community. Student organizations who receive Student Activity Fees (SGA; CAB; SVO) are exempt.

**iCHIPS Chart**

These activities and opportunities give student groups the ability to get their name out on campus, interact with fellow student groups, and reach a higher level of achievement. Each activity/opportunity has a point value; the minimum required point total is 1,000\*\* for the year. Each group will receive iCHIPS for (1) having all required materials turned into the Office of Campus Life by established deadlines; (2) Service Project; (3) co-sponsoring events; and (4) earning the required number of volunteer hours for the year (80% of members of an organization occupying office space in the Student “O” are required to complete a minimum of three volunteer hours per semester or a total of six hours per year.)

**\* The minimum required points for the 2020-2021 school year is 800 IChips**

**\*\*Note: Securing 1,000 iCHIP points does not guarantee that an RSO will keep its office.**

In order for an organization to be eligible to receive an office, the following criteria must be met:

	Points	Stipulation
Updated Roster (on Grenadier Central)	25	-Per semester
Updated Constitution (on Grenadier Central)	25	-Per year
Volunteer Hours (100% of officers must complete 6 hours/year)	50	-Reach allotted
Event	100	-Per event -24 people in attendance
“Signature” Event	200	-Per event -24people in attendance
Co-Sponsor Event	50	-Per event
Co-Sponsor “Signature” Event	75	-Per event
Meetings	50	-Per meeting
SIB Representative at SIB Meeting	50	-Per SIB meeting
Flyer on Grenadier Central for Events	25	-Per flyer, per event
Reply to Student Involvement Liaison’s Emails	15	-Per email -Within 24 hours of the email being sent -Responded appropriately
Holding Scheduled Office Hours	20	-Per random check by Campus Life Staff Member
Service Project	250	-Per Semester

## Submitting and Keeping Track of iCHIPS

In order to submit for iCHIPS, a member must have completed and passed the Registered Student Organization (RSO) Handbook quiz in CANVAS on one.iu.edu.

Members who have not taken the test will not be able to submit iCHIPS. Please email the Student Liaison if you need to take the test.

Groups must complete iCHIPS forms two weeks prior to an event. A detailed summary of the event must be provided when submitting iCHIPS to help the Student Liaison determine the appropriate amount of iCHIPS. If there is any confusion, the Student Liaison has the right to deny the submission and/or ask the organization to resubmit the iCHIPS form with a clearer summary. A copy of the event flyer must be uploaded to [Grenadier Central \(Campus Engage\)](#) under "Documents" and/or turned in to the Student Liaison and details must be submitted to the campus calendar at the time iCHIPS are requested. You will also want to give flyers to Campus Life to be posted on the bulletin boards around campus (See [Adverting Policy](#)). After the event has happened, you will need to turn in a sign-in sheet of the people who attended your event to the Student Liaison if attendance was 50 people or more.. Recurring events during a week will only receive iCHIPS for the first time the event is hosted. Organizations will receive iCHIPS for a total of 7 tables per semester.

To track your iCHIPS please email the Student Liaison to get access to the Google Doc that houses the point totals for each student organization.

## Volunteering

### Volunteer Disclaimer:

Volunteering is considered giving personal time and energy to address immediate **community** needs. Examples include serving food at a shelter, building or repairing homes, neighborhood or park clean up, etc. Having a table for your organization during Week of Welcome or preparing for an event hosted by your organization are considered Participation in Association. Volunteer hours will not be granted for Participation in Association but iCHIPS will. An example for Participation in Association would be setting up for an event and cleaning up after the event has occurred. If you have questions please feel free to contact the Volunteer Coordinator in the Office of Campus Life at (812) 941-2316.

### Submitting Volunteer Hours:

Each individual member of an organization must submit their own volunteer hours through Grenadier Central. Officers are not permitted to log hours for other members. After logging in, click on the gray circle in the top right corner of the page. A menu will appear with a link to "service hours". Once on that page, click "add a service entry", fill out the required fields, and submit the entry for approval. When filling out the entry, students will be given the option to choose which student organization the volunteer hours will go towards. **Volunteer hours can only count for one organization** and cannot be entered for more than one. Should service hours be submitted for more than one organization, one entry will be denied. In the event that details for the service hours completed are unclear, the Volunteer Coordinator reserves the right to request more information from the student and/or contact person listed before approving or denying the service hours. Please note that the contact person cannot be a member of the organization for which the volunteer hours are being submitted.

### What counts for service hours?

You will find examples of service hours approved and service hours denied based on what the university considers community service. Please note that both lists are general guidelines and are not strictly limited to the examples provided below. Please contact the Volunteer Coordinator in the Office of Campus Life via email or phone at (812)941-23176 with any questions.

<p>Service Hours Approved: (examples include, but are not limited, to:)</p> <ul style="list-style-type: none"><li>● Helping Habitat for Humanity</li><li>● Soup kitchens</li><li>● Mission trips</li><li>● Summer camps (as long as the position was not paid)</li><li>● Animal shelters</li><li>● Spending time with the elderly in a nursing home</li></ul>	<p>Service Hours Denied: (examples include, but are not limited, to:)</p> <ul style="list-style-type: none"><li>● Internships that are paid or one receives credit for</li><li>● Student observations and student teaching</li><li>● Nursing clinicals</li><li>● Can donations</li><li>● Activities in which monetary compensation is provided</li><li>● Anything one receives monetary compensation for - exception: CAB, SGA, Crimson Crew, Mentoring</li></ul>
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Program

- Setting up for your organizations event
- Being a good friend, family member, neighbor, or fraternity/sorority member

Community Service Policies:

**NOTE: Volunteer Programs uses an April 1st - March 31st (of the following year) window to calculate service hours.**

1. Volunteer hours are due by midnight on the last day of each month.
  - a. Any hours submitted after midnight on the last day of the month will be denied.
    - i. *Example:* John served food at a soup kitchen in November. He forgot to log his hours until December 2nd, so his service hours were denied.
    - ii. *Exception:* Any service hours completed during summer break can be submitted up until the first SIB meeting of the fall semester, but no exceptions will be made for winter break. Hours completed in December are due on December 31.
2. It is the responsibility of each student organization to ensure that a minimum of all of their officers (5 total) have completed the volunteer hours. *Note:* Individual members of an organization are encouraged to do more than six hours of community service per academic year.
  - a. An individual cannot have their service hours count for another person. Each member is responsible for completing, entering, and submitting their own service hours by the monthly deadline.
  - b. Should the organization not meet the 6 service hours/per year for a minimum of 5 officers on Grenadier Central, the organization will not have fulfilled the requirements of keeping an office and will be required to appeal by going before the SGA.
  - c. The six service hours/per year of a minimum of 5 officers are due at 12:00 AM (midnight) on March 31st of each year. No exceptions will be made.
3. Each organization is held accountable for every person on their roster. Campus Life will look at the paper roster present in Campus Life, as well as on Grenadier Central, any other roster they have access to, and determine from those if an organization does not meet the required 5 officers with six service hours completed.
4. Only the Volunteer Coordinator, the Dean of Student Life, and the Associate Director of Campus Life can approve or deny service hours. **Should an officer of an organization intentionally approve service hours, the organization will forfeit the right to an office at the end of the semester even if all other requirements have been met.**
  - a. *Exception:* If by accident, an officer submits hours incorrectly and the hours are approved by themselves, it is the officer's responsibility to contact the Volunteer Coordinator immediately to ensure the entry can be deleted.
  - b. In the event that the organization forfeits the right to an office, the organization will be required to wait one full semester after it has been forfeited to appeal to SGA for a recommendation prior to the final decision made by the Office of Campus Life.
5. Should an event be submitted for iCHIPS and volunteer hours, the organization will only receive one or the other unless otherwise noted. Should an organization submit for both, it is at the discretion of the Student Involvement Liaison and the Volunteer Coordinator to decide which one will be approved. It is determined, typically, by whoever approves the submission(s) first.

Service Hours Tips:

It is really important that all deadlines are being met. These deadlines exist because the Office of Campus Life uses the information gathered for awards ceremonies and report statistics. **There will not be any exceptions made unless specifically stated.** For those organizations that struggle with reaching the required six hours for all of their officers, it is highly recommended to plan service events during the semester. Organizations can keep track of their hours by viewing Grenadier Central and/or can request a service hours report from the Volunteer Coordinator throughout the year. Organizations are encouraged to allot time during meetings to ensure at least 80% of the organization's membership submits approved service hours.

Where to Find Service Opportunities:

There are multiple ways to find service opportunities within our community. Each semester, the Office of Campus Life hosts a community service fair which showcases 20-25 different organizations seeking volunteers in the Southern Indiana and Louisville areas. One also has the ability to learn about opportunities through SIB meetings, stopping by in the Office of Campus Life, participating in national service days such as Martin Luther King Day of Service, or checking the Indiana University Southeast Volunteers Facebook page.

The President’s Volunteer Service Awards:

The *President’s Volunteer Service Award* (<https://www.presidentialserviceawards.gov/>) is a prestigious award that honors the most outstanding volunteers and recognizes the impact they have in their communities. One does not have to fill out an application for this award; however, in order to be considered, one must **email the Volunteer Coordinator by the deadline of March 31st**. If the Volunteer Coordinator has not received an email by an individual or from the organization with a list of names that wants to be considered by March 31st, their name will not be pulled to see if they qualify.

Young Adults age 16-25:  Bronze: 100 - 174 Silver: 175 - 249 Gold: 250+	Adults age 26 and older  Bronze: 100 - 249 Silver: 250 - 499 Gold: 500+
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Philanthropy Events:

Philanthropy events can be submitted for approval for iCHIPS or volunteer hours. Once an organization fulfills the minimum requirement of 6 documented and approved volunteer hours for its officers for the year, the organization will receive up to 750 iCHIPS at the end of the school year as an incentive.

Student Involvement Center

The Student Involvement Center is an area for all students. The area also serves as an information center for students wishing to get involved in a group and is located between the Coffee Shop and Game Room in the University Center. The Center houses 21 office spaces for RSOs who complete the requirements to have an office and mailboxes for all RSOs on campus. This area can be used by all students to entertain, meet, plan events, and/or relax. RSOs wishing to obtain an office space may apply for one by contacting the Office of Campus Life for more details. Student organizations holding an office space are required to follow the office criteria and standards, as outlined below.

Student “O” Office Criteria, Standards, Responsibilities

*(Created and approved by the Student Involvement Board March 2007)*

Service Hours

Every student organization (with the exception of student organizations who receive Student Activity Fee) with an office in the Student Involvement Center is required to have all of their officers complete at least 6 service hours. All service hours must be submitted on [Grenadier Central](#) in the Service Hours section and approved by the Volunteer Coordinator. In order for the requirement to be fulfilled, all of the officers must have six hours approved.

Student Involvement Board (SIB) Participation

The Student Involvement Board oversees the student organizations and the Student Involvement Center. The Student Involvement Board sets criteria, plans events and promotes all registered student organizations. Therefore, it is imperative that student organizations stay current with the Student Involvement Board. The SIB meetings are open to all RSOs. However, student organizations who have offices in the Student Involvement Center must appoint a representative to attend the SIB meetings and must also have a second person attend with them. The second person can vary from meeting to meeting, but there needs to be one consistent representative.

It is MANDATORY that this representative attends ALL of the meetings per semester. Each organization is responsible for the appointment of their SIB representatives. Two representatives--one consistent, one can change from meeting to meeting--from each organization is required to attend. In the event that the one consistent representative cannot attend the meeting, an alternative person from the organization must attend in their place to receive iCHIPS. Please be sure to let the Student Liaison know when an



alternative person will be attending the meeting at least two hours in advance. Representatives cannot represent more than one organization at the SIB meetings.

### Office Hours

Each group is required to hold office hours during the fall and spring semesters. These office hours should be posted on the office door in a visible place by the third week of each semester. Each group should have a minimum of two hours completed each week. A staff member of Campus Life will do random office hour checks to ensure honesty.

### Office Fees

All student organizations allocated office space in the Student Involvement Center are required to pay a \$50 non-refundable membership fee per semester for the purpose of maintaining the Student O. This fee is due the week after the first SIB meeting of each semester. **(No fee required for the 2020-2021 academic school year)**

### Office Keys

Keys will be issued to up to **two** student officers per organization by Cari Edwards in Campus Life, after they have completed the *Student Involvement Center Office Key Checkout Card*. **These keys are not to be loaned out, copied, or passed down to any other members.** Groups who copy keys will be responsible for all expenses associated with re-keying the student organization office door (including a \$50.00 charge for change of lock) and may be subject to immediate ban from the Student Involvement Center. All issued keys must be returned to the Office of Campus Life by the last day of class in the spring semester and/or when requested by the Office of Campus Life or University Police. Failure to return keys by the due date, or lost keys, will result in a \$10.00 replacement fee per key. In addition, your organization will be responsible for the \$55.00 cost of having the locks changed to your office.

Only members listed on the group's most up-to-date roster may temporarily check out a key at the Office of Campus Life during regular business hours. The stipulation to checking out a key is that it must be returned within 30 minutes of checking it out. The first violation of this rule will result in a warning for the organization. After the second violation, the Office of Campus Life will deny access to the spare key for two weeks. An alternative to being let into your organization's office is by presenting a current driver's license or student ID in the University police department.

### Cleanliness and Expectations

Each organization will be responsible for keeping their office and the surrounding area clean. Each group member is responsible for cleaning up his/her own mess and respecting the property of others. Leaving food in the offices can attract vermin and leave an unpleasant smell. Proper and immediate disposal of food items will eliminate this potential. The Office of Campus Life can provide cleaning supplies to assist in the effort to keep the offices clean. Remember that not only does a messy area reflect upon your organization, but on the entire Student Involvement Center. There will be semi-annual inspections of all student organization offices, which will take place 30 days before the end of the fall and spring semesters.

Members of an organization share the office space. Because this is a common area, we ask that members refrain from storing personal belongings in the office and engaging in inappropriate activities. There will be absolutely no tolerance for discrimination, derogatory language, harassment, and/or bullying.

### Noise

While the Student Involvement Center is not a quiet zone, each student organization in the Student Involvement Center is responsible for keeping the office noise level at a courteous, respectful level. We also ask the student organizations to use respectful language. In addition, we also ask registered student organizations to consider the noise level of activities and keep in mind as to not disrupt teaching and administration.

### Respect

Individual rights are best protected by a collective commitment to mutual respect. A student who accepts admission to Indiana University agrees to:

- Be ethical in his or her participation in the academic community,
- Take responsibility for what he or she says and does,
- Behave in a manner that is respectful of the dignity of others, treating others with civility and understanding, and
- Use university resources and facilities in appropriate ways consistent with their purpose and in accordance with applicable policies.

Office and Student Involvement Center Furniture

Each office in the Student Involvement Center is supplied with permanent furniture included in the list below. The organization utilizing the office space will be responsible for the total replacement cost of any item(s) damaged beyond reasonable wear and tear as determined by the Office of Campus Life. Furniture in the common area of the Student Involvement Center should be left in the common area. Organizations are allowed to bring chairs into their offices but should put them back when they are done with them. Failure to do so will result in a fine.

<b>Key Replacement</b>	\$10.00	<b>Desk with pencil trays</b>	\$551.00*	<b>File Cabinet</b>	\$439.00*	<b>Loveseat</b>	\$727.00*
<b>Lock Replacement</b>	\$50.00	<b>Side Chair (armless)</b>	\$160.00*	<b>Wastebasket</b>	\$5.00*	<b>Bookshelf</b>	\$341.00*
<b>Desk Chair with arms</b>	\$301.00*			<b>Computer</b>	\$900.00*	<b>Walls</b>	Estimate* *

Estimated Total Expenses:	\$3484.00*	*NOTE: The cost to IU Southeast is approx. one-third of the list price due to the size of the order and bidding process. The replacement cost per item would be higher than the IU Southeast cost. **Damage to walls is calculated based on current rate of contracted painters. Student organizations that damage their office walls are subjected to pay for cost of damages.					
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Failure to Meet Criteria and Standards

Student Organizations that do not meet the minimum requirement of 1,500 iCHIPS, required volunteer hours, and attend all SIB meetings by the end of the academic year and have an office in the Student “O” will be subjected to the following:

1. If the student organization has not been on probation in the last year, they will be able to send a representative from their organization to meet with a member(s) of the Student Government Association and state why they need an office for the upcoming year, their plan to ensure they meet their iCHIPS, volunteer hour requirements, and SIB attendance requirements, and how having an office will help them with their plan. SGA’s recommendation will be taken into consideration when Campus Life makes a final decision. If an organization is granted an office, they will be on probationary status for the following semester. During this probation semester, they must complete half of the required iCHIPS (750 iCHIPS), half of their required semester volunteer hours (3 hours for 80% of its member), host at least 3 events during their probation semester, and attend all SIB meetings in their probation semester. If these are not completed by the end of the probation semester, the organization will be removed from their office.
2. If the student organization has been on probation in the last year, they will not be able to send a representation from their organization to meet with a member(s) of the Student Government Association and they will automatically not be able to apply for an office space in the Student “O” for the upcoming year.
3. Student organizations can regain an office if they meet the above requirements and if there are enough offices in the Student O to accommodate the organization.

Fundraising/Event Planning Policy Section:

Prior to originating any type of event or fundraising process, approval must be obtained by campus administration at least 30 days prior to the start date of any event or process. The *Event/Fundraiser Approval Form* must be completed online (<https://gus.ius.edu/involvement/event-registration-form.php>) and approved prior to planning an event. Both the RSO Grant Application Form (included in the [Event/Fundraising Form](#)) and the [RSO Grant Post-Event Summary Report](#) must be filled out as well if you are requesting funds from the university.

Fundraising Policy

Registered student organizations wishing to hold a fundraiser must first seek approval from the Associate Director of Campus Life; Campus Life reserves the right to reject fundraising ideas if they conflict with the Conference & Catering agreement. Bake sales are limited to pre-wrapped, store bought baked goods, such as brownies, cookies, cupcakes and other similar items. The [Event/Fundraising Approval Form](#) must be submitted at least 30 days prior to the requested date.

The second page of the approval form has a disclaimer that requires the signature of the fundraiser contact person as well as the signature of the RSO advisor. The form will not be approved if the required signatures are not there.

***I hereby certify that the information provided in this application is correct and complete to the best of my knowledge as of the***

***date of submission. I fully understand and agree that, if there is a material change in the event/fundraiser after this application is submitted, the application must be revised/updated and will be subject to further review and/or re-approval.***

Signature of contact person for fundraiser \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Signature of faculty / staff advisor (Student Organization) \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

### **Dining Services and Facilities**

The Trustees of Indiana University reserve the right to control the use of University facilities to assure that events conducted therein are compatible with the mission of the University. The University will at all times seek to insure that student and faculty groups are afforded opportunities to meet, hear, and exchange ideas and views, however controversial. It does not; however, license or tolerate that which is illegal. For the purposes of this policy statement, the term "facilities" shall include grounds owned by the University as well as structures which are University property.

University-related individuals or groups who wish to reserve University facilities should contact the Conference & Catering Office in the University Center. (See Section G-7 for a list of rooms scheduled by other departments). Generally, there is no charge to students, faculty, staff, or University departments for University-related use of facilities as long as the University does not, itself, incur additional expense because of the event.

A charge will be assessed to cover extraordinary expenses for custodial/security assistance, staging, dance floor, supplies, or damage to University property. A charge for custodial assistance will be made if the event is scheduled for a time when custodial service is not normally scheduled and/or the event is canceled without one working day notice (cancellation due to inclement weather excluded).

In those cases where a University-related group or office wishes to use a University facility for an income producing event, specific authorization for the event must be obtained from Conference & Catering Office or other designated party. A facility usage fee may be charged for the event.

Non-University related individuals and groups who wish to reserve a University facility should contact the Conference & Catering Office in the University Center. A charge will be assessed in accordance with a schedule of facility fees on file in the office of Conference & Catering.

IU Southeast considers the freedom of inquiry, assembly, and discussion to be essential to a student's educational development. The University therefore recognizes the right of individuals to express their opinions and assemble on campus in accordance with the state and federal constitution. Individuals and/or groups wishing to assemble on campus should contact the Conference & Catering Office in the University Center for guidelines. IU Southeast has the right and responsibility to determine time, place, and manner.

The University does not normally make its facilities available for income-providing purposes if the funds are designed to enrich an individual, organization, or commercial sponsor. (Non-University related individuals or organizations wishing to utilize a University facility for income-producing purposes must write to the Conference & Catering Office, setting forth the nature of the income-producing activity and its purposes.) The request should be addressed the manager of Conference & Catering at 4201 Grant Line Road, University Center North, room 125, New Albany, Indiana 47150. If proceeds from such an event are to be donated to Indiana University Southeast (IUS) or the Indiana University Foundation (IUF), no charge will be assessed for the use of facilities, except for extraordinary costs. If proceeds from an income-producing event are not to be donated to IU Southeast or IUF, a charge will be assessed in accordance with a schedule of facility fees on file in the office of Conference & Catering or other designated party.

The University-contracted food service provider will provide for all food and beverage needs for any event held in University facilities. Arrangements for activities requiring any type of food or beverage must be made through the Conference & Catering Office in the University Center no less than two weeks in advance. University groups meeting the criteria outlined in this section, may provide their own food with prior written approval from the Conference & Catering Office and adhering to the guidelines relating to University groups bringing their own refreshments as outlined in this section.

The University reserves the right to reject any and all applications for the use of facilities. Further, the University reserves the right to make adjustments in confirmed reservations for facilities when such action becomes necessary. An established priority system exists and will be followed in confirming reservations (see Section G-6).

The [Conference & Catering office](#) is located in University Center North, room 125, and is available to assist with catering needs, room/facility reservations and can be contacted at (812) 941-2155.

### Rules and Regulations of Conference and Catering

- No space in the Conference Center is to be utilized without prior reservation regardless of information posted on the Room Wizard.
- Users will treat the Conference Center with the utmost care and respect for the facilities. The Center was funded with public, taxpayer, and student funds. All users will be good stewards of the property and assets of the University.
- No candles or any activity that violates fire code.
- No obstruction of hallways, doors, or windows.
- Windows cannot be covered under any circumstances, either in the Center or elsewhere on campus.
- Approved tape must be used to hang items from walls.
- No movement of furniture, equipment, or technology without the permission and/or assistance of C&C staff.
- Respect will be given to all other groups conducting concurrent meetings.
- We will need to document the intended use of Conference Center space when the reservation is made. Failure to disclose intended use will preclude use of the Center.
- Users will not cause any damage to the facilities or equipment.
- Rooms will be left in the same condition they were in at the start of the event.
- All lights and technology will be turned off at the end of the event.
- Student groups that fail to comply with the above rules will be sanctioned as follows: ☹ Groups will be charged for the cost of damage, cleaning, repairs, etc.
- Users will be denied use of the Center for a period of at least 18 months (with 24 months or indefinitely being additional options); in order to regain eligibility to use the Center, groups must submit a written request that includes the steps that will be taken to prevent improper use. Such written request must be approved by the Vice Chancellor for Administration and Finance.

### Pre-event & Menu Planning

Please take a moment to read over these guidelines for booking catering services and contact the Conference & Catering office with questions. In order to provide the best possible service and accommodations, it is recommended that arrangements for events be made a minimum of one week in advance or earlier when possible. Menu selections must be submitted a minimum of seven business days prior to the event to ensure product availability.

### Guaranteed Attendance

A guaranteed number of guests must be submitted to the Catering Office at least three (3) business days in advance of the event. If a guaranteed number is not received, the highest estimated attendance figures will be considered the guarantee. Food will be prepared for five percent over the guarantee count. The customer is responsible for 100 percent of the guaranteed number, plus any additional meals served. Counts may not be lowered less than three business days before the event. Additional guests may be added with 24 hours of the event; however, depending on the menu items they may or may not receive the same meal.

### Payments

Groups without a department account will be required to fully pay the estimated bill three (3) business days in advance of the event. Additional or remaining charges will be billed following the event. Prepayments may be made by check, money order, Master Card, or Visa. Non-University groups are subject to a service fee of 15 percent plus prevailing state sales tax.

### Weekend Events

An additional service charge of 20 percent of the total invoice will be charged during the weekends, after 6 p.m., or before 7 a.m., as well as during academic breaks. (Christmas, Thanksgiving, etc.)

### Outside Food/Beverages/Vendors

No outside food or beverages, with the exception of wedding cakes, may be brought into the University Center. A plating charge of \$1.00 per person will be added to the invoice for catering personnel to service wedding cakes. Food and beverage items must be purchased through Conference & Catering.

### Cancellations

Cancellations within two business days of the event may require payment in full if special food items have been ordered for the event. Cancellations within three business days in advance are charged a minimum of \$50.00. Charges incurred during the coordination process that present a cost to Conference & Catering will be charged in full.

University-related groups having a meeting or other non-public activity may provide their own refreshments while using University facilities under the following guidelines:

- An "IU Southeast-related group" is any group directly involved or associated with the University (i.e. departments, committees, student organizations/groups, etc.).
- The activity or event must be non-public, that is, a closed meeting open only to members of that group.
- The event cannot be a public, advertised activity. No events listed in campus newsletters, newspapers, or bulletin boards may qualify unless the announcement specifically limits the attendance to members of the group.
- The term "refreshments" is defined as beverages and light snacks, including soft drinks, cookies, donuts, hors d' oeuvres.
- **All refreshment items must be store-bought, pre-packaged items.**
- When an event/meeting is to include a full meal, sandwiches, entrees, etc., all food services must be catered by the University Food Service, unless mutually agreed upon by both parties.
- The expected maximum attendance limit is 50 for groups wishing to provide their own refreshments. Any meeting where 51 people or more are expected must have all food service (including beverages) catered by University Food Service.
- Under no circumstances may a group have an activity catered by any catering operation other than the designated food service contractor, unless mutually agreed upon by both parties. All such requests must be made in writing through the Conference & Catering office. Food service shall be notified of each event and is authorized to charge the group a fee for any additional items they request (e.g. napkins, cups, paper plates, etc.).
- All non-University groups using University facilities shall be required to use the food service vendor to provide food service. At no time shall any group, University or non-University, utilize a caterer other than a University contracted caterer. Exceptions to this paragraph shall be made in writing and agreed upon by the food service manager.
- All food service orders require a two week notice with final numbers (count) for food service in by noon four working days before the event.

Contact the [Office of Conference & Catering](#) at (812) 941-2155 for detailed procedures and requirements which are subject to change.

### Food Policy

The Office of Conference & Catering can supply you with a menu and help you make your food selections for your event. You need to make arrangements for food service at least two weeks before your event. If your event is not open to the public, then refreshments may be brought in by your group. Please consult with Conference & Catering about your event if you have any questions.

### Outside Vendors

All outside vendors must be sponsored by a currently registered student organization. All such events must be registered and approved by the Associate Director of Campus Life at least 60 days (2 months) prior to the event. The Office of Campus Life reserves the right to deny applications from any outside vendor. IU Southeast reserves the right to ask a vendor to leave campus at any time. A student from the sponsoring group must be with the vendor at all times while on campus. For Greek organizations, new member classes are not considered to be separate from the rest of the group. The sponsoring student group is responsible for making sure that all postings and materials distributed follow the Campus Posting Policy. Vendor may only bring food on campus with expressed consent from Conference & Catering. A sign must be posted listing the sponsoring group and where to go if someone has questions about the vendor. The group must complete the Application to Sponsor an Outside Vendor available in the Office of Campus Life.

### Advertising

#### Kiosks and Bulletin Boards

Regulations regarding the use of these bulletin boards and kiosks are as follows:

1. All materials to be posted must be brought to the Campus Life Office (US 010) for approval and posting by office personnel. Materials may be posted only on appropriate bulletin boards and kiosks. They may not be taped, pinned, tacked, or otherwise affixed to interior or exterior building surfaces, clock in the McCullough Plaza, trees, or other natural formations.
2. Posters must bear the name of and the means to contact the individual or organization associated with the posted material.
3. Posters are not to exceed 14" X 22" in size without permission of the dean of Campus Life.
4. Materials in Categories C and D may not be posted more than two weeks in advance of the event.
5. A removal date assigned by Campus Life will be shown in the lower right hand corner of posters in Categories B, C, D, and E.
6. Placement of handbills or advertising materials on motor vehicles is forbidden.

7. Students running for campus offices in a Student Government Association sponsored election may post campaign posters on Campus Activities bulletin boards not more than two weeks prior to the election.
8. Posted materials not meeting the above stipulations and material whose removal date has passed will be removed by authorized personnel.

### Banner Wall(s)

A wall(s) in the University Center (close to the Student Involvement Center) can be used to publicize your activities, events, etc. The wall is reserved through the Office of Campus Life. Organizations may reserve the wall for up to two weeks at a time (on a first come, first served basis). On any Monday, when the banner wall is not reserved for that week, an organization may use it by contacting the Office of Campus Life (812-941-2316). The publicity must bear the name of the sponsoring group. The group is responsible for putting up the information and for taking it down at the designated time. If the group does not take down their information, items may be thrown away. Banners are not to exceed 9' X 6' in size. Posted materials not meeting the above stipulations will be removed by authorized personnel. These regulations may be waived only under unusual circumstances. Individuals or organizations/groups seeking an exception to the established policies and procedures should petition the office of Campus Life in writing.

### Campus Communication Systems

You need to complete the Event Submission Form which is available online at <http://campuslife.ius.edu/announcements>. (Note: All submissions must be received by 12:00pm Monday one week prior to the event to receive iCHIP points.) When using any of these resources, the Office of Campus Life reserves the right to abbreviate and/or edit messages when necessary. Marquee messages, posted weekly, will be limited to the event title, date, and time of the event. Video Bulletin Board messages are limited to a three week rotation. Requests will be honored according to the "Priority System" listed below and space availability.

### Priority System

Only University divisions or offices, IU Foundation, Alumni Organizations, and registered student organizations publicizing campus wide events will be allowed to use the campus communications system.

The order will be as follows:

1. University Sponsored events with wide audience appeal (i.e. Commencement, Honors day, Student Recognition Reception, etc.)
2. Campus wide events sponsored by student organizations (i.e., dances, blood drives, sorority rush, etc.)
3. Announcements dealing with non-university personnel (i.e., welcome Chamber of Commerce, etc.)
4. Announcements by offices with limited campus appeal (i.e., recognizing individuals or organizations that have achieved or received national or state recognition, etc.)

### Campus Posting Policies

Registered student organizations are eligible to have Campus Life post 33 copies of their flier on the Campus Activities bulletin boards; ten will be sent to Residence Life and Housing for publicity in the lodges. The publicity must be brought to the Office of Campus Life at least two weeks prior to the event for approval. Prior to posting fliers, registered student organizations are required to put the event information on the University web calendar and/or the Planet e-newsletter. A member of the Campus Life staff will post publicity once a week (please check with the Office of Campus Life for the current rotation). Under no circumstances may materials be taped, tacked, pinned or otherwise affixed to interior or exterior building surfaces, trees, or other formations on campus. This includes windows, doors, restrooms and tables.

### Fliers/Posters

Publicity without approval from the Office of Campus Life will be removed immediately and the sponsoring group will not have access to this service for 30 days. Fliers and posters will only be put on Campus Activities bulletin boards.

Miscellaneous Publicity Materials: Dining Services does allow RSOs to advertise events using the tables in the Commons. However, it is the responsibility of the student organization to throw away their fliers after the event is over. Failure to do so will result in a reduction of iCHIP points, and may result in suspension of this privilege. Any fliers taped to walls or windows will also result in a reduction of iCHIP points, and may result in suspension of privileges. Fliers found to be inappropriate or offensive in nature will be thrown away.

Dining Services prohibits any outside organizations from leaving fliers on the tables in the Commons.

Professionally made banners may be used as publicity for your group and/or your event. For your banner to be used, you must bring it to the Office of Campus Life. Campus Life will contact Physical Plant to hang your banner. Professionally made yard signs are also permitted. You must bring the yard sign to the Office of Campus Life for approval, and we will contact Physical Plant to place and remove them.

### Sidewalk Chalk

Permission may be received from the Associate Director of Campus Life to use chalk on pavements surrounding the clock tower in McCullough Plaza ONLY. Chalking may be used to publicize approved events for registered student organizations or to offer educationally valid information to the community. A letter should be submitted to the Associate Director of Campus Life requesting such permission which includes the event name, the specific location and size of the area where chalk will be used, the length of time the chalk will remain on the pavement (typically two days, limited to five days), and the name(s) of the individuals who will be responsible for removing the chalk. In the event that it rains and the chalk is FULLY washed away, the listed individual(s) will not be responsible for additional cleaning. If the chalk is not removed by the time specified in the permission request letter, Physical Plant may be asked to remove the chalk and will bill the sponsoring student or organization for such services. The Office of Campus Life reserves the right to request the organization and/or individual(s) remove the sidewalk graffiti at any time due to the content of the material, for the arrival of campus visitors, and for campus inspections.

### Waivers

Each RSO is accountable for the conduct, safety, and general welfare of its members and their guests whenever they represent the organization or are participating in organizational activities.

If an event involves increased potential risk of harm for its participants, RSOs are required to have waivers available for participants to sign. A waiver explains the potential risks and indicates voluntary participation. This does not release RSO's of liability; however it makes participants more aware of the risks associated.

Despite using a waiver, RSOs should still proactively plan for all possible risks, utilizing other methods to ensure safety. A waiver should not be the only form of risk management conducted by your organization.

Release of Liability Waivers can be found online at:

<http://www.indiana.edu/~vpgc/sample-agreements/release-from-liability-templates.shtml>. A copy of the *Indiana University Southeast Assumption of Risk and Release from Liability Waiver (Appendix B)* has been provided as an example. If you have any questions regarding the use of this form, please contact the Office of Campus Life at (812)941-2316.

### Outdoor Movie Screen Policy and Procedure

#### **Policy**

The outdoor movie programming space may be used for social or educational events by IU Southeast Faculty, Staff, and/or Student Organizations. All copyright laws must be followed. Admission to the movie must be free. Groups must follow the Fundraising Policy found in the Student Organization Handbook.

#### **Procedures**

1. Contact the Student Government Association (SGA) to review the Outdoor Movie Screen Policy and Procedure. SGA will assist the group with the process, which includes SGA submitting a resolution at their next SGA meeting.
2. Submit an Event Form via the online process.
3. Work with Campus Life to purchase the movie through SWANK. Marketing for the event should not occur until the rights for the movie have been secured.
4. Submit a work order to Physical Plant that includes: name of sponsoring group, name of contact person, date and time of event, any additional set-up requests (i.e. extra trash cans, etc.)
5. Reserve the projector and sound system through conference and catering or Campus Life.
6. Work with UITS for computer, projector, and sound system training.
7. Submit any catering needs to Conference and Catering.
8. Sponsoring group is required to tear down projector, computer, and sound system at the conclusion of the event. All equipment can be delivered and stored (in Campus Life Office – have IUSPD open door?)
9. Sponsoring group is required to clean up remaining trash left on the grounds of the event.

All marketing materials for the event should include *“This event is brought to you in partnership with SGA.”* SGA will assist with the promotion of the event.

### Cash Handling Policy and Ticket Sales

Cash transactions are best managed with "checks and balances" built into an organization's standard practices, following well-used accounting standards.

Multiple checkpoints are important to avoid mistakes and to ensure transparent handling of monies.

**Guidelines** - Student groups handling cash are expected to deposit all funds immediately (daily at the minimum) following collection. We recommend that you:

- Use a cash box
- Always have at least two individuals when handling cash for accuracy and accountability.
- Count cash between shifts.
- Members should not use collected funds for any purpose whatsoever other than for deposit.
- The person taking the cash should not be the same person depositing the cash.
- Arrange for a police escort to deposit funds, if you are anticipating large amounts of cash (on campus). Special arrangements can be made for after-hours access to the bank.

**Security** - All funds are to be locked in a locking bag and put in a secure area at night or over weekends. Some departments have a secured safe or a secure filing cabinet.

Groups are responsible for maintaining files with copies/receipts of cash deposits for audit purposes.

### **Games of Chance (Raffle/ Drawings/ Giveaways)**

<http://policies.iu.edu/policies/categories/financial/miscellaneous-osvpcfo-policies/VII-4-drawings-games-and-prizes.shtml>

University units and registered (recognized) student organizations may conduct drawings or other "games of chance" to encourage attendance at or participation in events or activities if a) the value of any prize offered does not exceed \$300 and b) the total value of all prizes offered at any event does not exceed \$900. Vendors participating in a university event are also subject to the prize limits.

In rare circumstances, a request may be made to award prizes with values that exceed the amounts identified above. Such exceptional requests must be submitted as proposals and obtain approval from their unit financial officer, campus financial officer, the Vice President and Chief Financial Officer, the Vice President and General Counsel and the Vice President for Public Affairs and Government Relations.

Raffles, as defined below, are prohibited. Bingo and poker and other similar games are prohibited if any prizes are awarded.

NOTE: Drawings for prizes that are conducted by an Indiana University entity as an incentive to complete academic research activities may be controlled by research administration policies governing human subjects and campus institutional review boards. Only those drawings that fall under human subjects compliance are exempted from the prize limitations of the policy, however, units should still check with the FMS tax department about possible reporting requirements and tax implications for prizes.

### **Prizes:**

The value of a prize awarded through a drawing or contest is considered taxable income to the recipient and may require the university to report the value of the prize to federal and state revenue agencies. Units and organizations must file the appropriate forms within 10 days of distribution of any prize. (See Procedures section below.)

Drawings, contests and prize awards must comply with all applicable university and financial policies.

[https://fms.iu.edu/files/1913/9940/6943/Prize\\_Data\\_Form.pdf](https://fms.iu.edu/files/1913/9940/6943/Prize_Data_Form.pdf)

### **Reason for Policy**

The University recognizes that issues of appropriateness, reasonableness, fairness and liability may arise with all games of chance and drawings, and seeks to minimize those concerns by limiting the dollar amount for such events, by requiring additional approvals for events at which higher-value prizes will be awarded, and by establishing reporting requirements. These requirements are intended to ensure compliance with applicable IRS regulations. The University also recognizes that allowing Wlits to conduct events at which prizes or awards of a certain value are allowed will encourage attendance and participation in University programs and activities.

The University has determined that because state law requires entities that conduct charity gaming and raffles to acquire a gaming license and to comply with substantial record-keeping requirements, the potential liability and administrative burden outweighs any



potential return for allowing charity gaming or raffles.

The value of a prize is considered taxable income to the recipient and may require the university to report the value of the prize to federal and state revenue agencies. Therefore, units and organizations must complete the University Prize Tax Data Collection Form. If the prize winner is an employee or student with a 10-digit university identification number, only the Prize Tax Data Collection Form needs to be submitted. If the prize winner is not an employee or a student with a 10-digit university identification number, the department must collect an IRS Form W-9 or, in the case of a non U.S. resident, an IRS Form W-8BEN (see definitions below for more information). Both the Prize Tax Data Collection Form, and if necessary, the appropriate IRS form, must be submitted to Financial Management Services Tax area within 10 days of the prize distribution.

Student organizations whose funds are outside the university financial system are not required to submit the university Prize Tax Data Collection Form. However, these organizations and prize recipients may still be required to complete and submit tax information according to federal tax law and IRS policies and may wish to seek additional financial advice.

Completion of the Prize Tax Data Collection Form is not required for prizes valued at \$20 or less or giveaways as defined below. Indiana University tax reporting obligations will differ depending on the individual receiving the prize and various other factors. In certain cases, departments may be liable for taxes that cannot be withheld. In addition, participants should be notified of the potential tax consequences of accepting the prize.

### Gratuities (Personal Gain Clause)

Individual members of student organizations may not receive compensation or gratuity directly from outside vendors or for-profit companies as a representative of a student organization. Profits from partnerships must be distributed to the student organization itself.

Gratuity is defined as any gift, or invitation to entertainment venues, travel, room or housing, meals, transportation, and any other such action whereby the individual member, sustain personal gain from its acceptance.

For more information, go to: <http://policies.iu.edu/policies/categories/financial/purchasing/FIN-PUR-3.4-gratuities.shtml>

### Gaming Policy

If a student requests to have software installed on any IU computers, the following steps would apply.

- The request must be made at least 30 days in advance.
- The student is responsible for obtaining a letter from the software vendor stating that IU is authorized to install their software on XX number of computers on the IU Southeast campus and for what length of time.
- The letter must be submitted at the time of the request.
- The letter would be submitted to Bloomington for approval. Submission of the letter does not guarantee that the event will be approved.
- If the event is approved, a waiver would need to be filled out by each person participating. The waivers must be submitted to the faculty advisor before the event.
- Participants can only be persons associated with IU such as current or former students, alumni, or faculty and staff. The general public can't use the facilities for this event.
- Question – Who would handle communication with Bloomington? Answer – Any local IUS IT Manager/Director can submit documentation to UITS for approval.
- If approval is granted, and at least 15 days in advance, Support Services must be notified in order to install the approved software for the time of the event and then also handle the removal of the software after the event.
- The event will only run during the scheduled time. It can't start early or end late.

If a student requests network access and the participants will be using their own computers' devices, the following items would apply.

- The request must be made at least 30 days in advance.
- The student must submit the IU Southeast Gaming LAN Participant Request form at the time of the request. This list can't change upon it being submitted.
- Upon approval of the event, the Network Team (Wes) would need to be contacted to create the Registered User Virtual LAN for the particular event. At the conclusion of the event, the Network team will need to be notified to remove the VLAN.
- If the event is approved, a waiver would need to be filled out by each person participating. The waivers must be submitted to the faculty advisor before the event. Failure to submit a waiver in advance will result in the person being removed from the LAN approved participants list.
- Participants can only be persons associated with IU such as current or former students, alumni, or faculty and staff. The general public can't use the facilities for this event.

- The event will only run during the scheduled time. It can't start early or end late.

For the IU Southeast Gaming LAN Participant Request, I have the following fields on the spreadsheet (attached to this email).

- |                    |                               |                  |
|--------------------|-------------------------------|------------------|
| • Event Title      | • Event End Time              | • IU Affiliation |
| • Event Date       | • Participant Name            |                  |
| • Event Start Time | • IP or Mac Address of device |                  |

### Accessibility to Events

According to the Americans with Disabilities Act, we are required by law to make sure that events are accessible upon request of a student or from the general public. You should include this statement on all publicity advertising the event: "If you require special accommodations or would like more information, please contact us at [insert contact information here]." You can find Disability Services University Center South, Room 207, and they will be of assistance to you in making arrangements for someone with a disability. Your organization may be responsible for expenses for accommodations.

Tips for making events more accessible:

1. There is no elevator in the residence halls. Events on the second floor will not be accessible to those who require an elevator.
2. Ask yourself: Is this event accessible to \_\_\_\_\_?
3. Advertising Accessibility- Making sure forms of communication are accessible to those who need it.
  - Examples: Emailing handouts, advertisements, fliers, etc, to attendees.
  - Getting an ASL interpreter to the event when requested or when it's known ahead of time that someone may need it.
4. Etiquette: When someone has an interpreter, the individual needs to be spoken to rather than the interpreter.
5. Create a disclaimer or trigger warning for things that may be sensitive to some individuals.
6. If an event may be overstimulating to an individual, make a disclaimer stating so. Make them aware of what they may or may not encounter at the event.
7. Lack of stimuli- If an event may be lacking in stimuli, it might be something that would interest those who get easily overstimulated. Stating so would be a good way to advertise to those individuals.
8. Be aware of someone with a non-physical disability. Just because you can't see it, doesn't mean it's not there.
9. Avoid stereotypes and use correct language when referring to a disability.
10. **Promote the ability, rather than the disability.**

### Other Policies:

#### Alcohol/Drug-Free Campus

The Drug-Free Schools and Communities Act Amendments of 1989, enacted by Congress as Public Law 101-226, require an institution of higher education to adopt and implement a program designed to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees or be ineligible to receive federal funds or any other form of federal financial assistance.

All students are encouraged and cautioned to read the following information. Questions or comments should be addressed to the Vice Chancellor for Student Affairs, University Center South 155, (812) 941-2420.

#### **A. Possession of Unlawful Drugs or Alcohol**

The University may discipline a student for the following acts of personal misconduct (see NOTE below):

1. Unauthorized possession, use, or supplying alcoholic beverages to others contrary to law or university policy.  
Indiana University prohibits:
  - a. Public intoxication, use or possession of alcoholic beverages on university property (including any undergraduate residence supervised by the university, including fraternity and sorority houses) except as otherwise noted in the *IU Code of Student Rights, Responsibilities, and Conduct*, Part II, Section H (22) b and Part II, Section H (22) c.
  - b. Providing alcohol contrary to law.
2. Unauthorized possession, manufacture, sale, distribution, or use of illegal drugs, any controlled substance, or drug paraphernalia. Being under the influence of illegal drugs or unauthorized controlled substances.

NOTE: Students should be advised that under Indiana Law, it is illegal for a minor which is defined as a "person less than twenty-one years of age" to possess or consume an alcoholic beverage. Further, it is illegal for a minor to transport an alcoholic beverage (even if unopened) unless "accompanied by at least one parent or guardian."

#### **B. Applicable Legal Sanctions**

The following information concerns the criminal penalties that can be imposed by State or Federal statute for violations related to alcohol or illegal drug possession, use or distribution. All students are reminded that conviction under state and federal laws that

prohibit alcohol-related and drug-related conduct can result in fines, confiscation of automobiles and other property, and imprisonment. In addition, licenses to practice in certain professions may be revoked, and many employment opportunities may be barred.

It is impractical to list all the alcohol and drug-related state and federal crimes and penalties, but all persons should be aware that in Indiana any person under 21 who possesses an alcoholic beverage, and any person who provides alcohol to such person, is at risk of arrest. A person convicted of driving while intoxicated may be punished by fine, be jailed and lose the license to drive an automobile. Any selling of alcoholic beverages without a license is illegal.

Possession, or use, distribution, or manufacture, of controlled substances (drugs) illegally can result in arrest and conviction or a drug law violation and

- fines up to \$10,000 (Indiana)
- fines up to \$250,000 (Federal)
- imprisonment up to life (Federal) and
- confiscation of property

### **C. Description of Health Risks Associated with Alcohol and Controlled Substances (Drugs)**

All persons should be aware of the health risks caused by the use of alcohol, and by the illegal use of controlled substances (drugs).

- Consumption of more than two average servings of alcohol in several hours can impair coordination and reasoning to make driving unsafe.
- Consumption of alcohol by a pregnant woman can damage the unborn child. A pregnant woman should consult her physician about this risk.
- Regular and heavy alcohol consumption can cause serious damage to liver, nervous and circulatory system, mental disorders and other health problems.
- Drinking large amounts of alcohol in a short time may quickly produce unconsciousness, coma, and even death.

Use of controlled substances (drugs) can result in damage to health and impairment of physical condition, including:

- Impaired short term memory or comprehension
- Anxiety, delusions, hallucinations
- Loss of appetite resulting in a general damage to the user's health, over a long term
- A drug-dependent newborn if the mother is a drug user during pregnancy.
- Pregnant women who use alcohol, drugs, or who smoke should consult their physicians
- AIDS, as a result of "needle-sharing" among drug users
- Death from overdose

The health risks associated with drugs or excessive use of alcohol are many and are different for different drugs, but all nonprescription use of drugs and excessive use of alcohol endangers your health. THERE ARE NO GOOD REASONS FOR USING A DRUG THAT IS NOT PRESCRIBED BY YOUR DOCTOR OR FOR DRINKING TO EXCESS.

Additional information on the Alcohol/Drug Free Policy and Sanctions can be found on the following link:

<http://ius.edu/studentaffairs/drugfree.php>

For signs of alcohol poisoning please visit: <http://www.emsaonline.com/mediacenter/articles/00000498.html>

### Indiana Laws

1. Indiana Lifeline Law (link: <http://iga.in.gov/legislative/2014/bills/senate/227/#> )

Alcohol and medical emergencies; crime studies. Provides that a person is immune from arrest or prosecution for certain alcohol offenses if the arrest or prosecution is due to the person: (1) reporting a medical emergency; (2) being the victim of a sex offense; or (3) witnessing and reporting what the person believes to be a crime. (Current law provides immunity from arrest or prosecution only if the person reports a medical emergency that is due to alcohol consumption.) Establishes a mitigating circumstance for the sentencing of a person convicted of a controlled substance offense if the person's arrest or prosecution was facilitated in part because the person requested emergency medical assistance for an individual in need of medical assistance due to the use of alcohol or a controlled substance. Allows a court to defer entering a judgment of conviction for an individual arrested for an alcohol offense if the individual was arrested after a report that the person needed medical assistance due to the use of alcohol if certain conditions are met. Allows an advanced emergency medical technician, an emergency medical responder, an emergency medical technician, a firefighter or volunteer firefighter, a law enforcement officer, or a paramedic to administer an overdose intervention drug to a person suffering from an overdose. Allows certain health care providers to prescribe, and a pharmacist to dispense, an overdose intervention drug for an advanced emergency medical technician, an emergency medical responder, an emergency medical technician, a fire department or volunteer fire department, a law enforcement agency, or a paramedic. Requires the commission on improving the status of children in Indiana to study and evaluate: (1) crimes of sexual violence against children; and (2) the impact of social media, wireless communications, digital media, and new technology on crimes against children.

2. Social Host Site Law "Don't Provide the Place" (link: <http://iga.in.gov/legislative/2014/bills/senate/236/#> )

Alcohol and criminal offenses. Revises numerous provisions of IC 7.1 that deal with criminal liability. Makes it a Class B misdemeanor

for a person to knowingly or intentionally: (1) rent property; or (2) provide or arrange for the use of property; for the purpose of allowing or enabling a minor to consume an alcoholic beverage on the property. Makes this offense a: (1) Class A misdemeanor if the person has a prior unrelated conviction; and (2) Level 6 felony if the consumption, ingestion, or use of the alcoholic beverage is the proximate cause of the serious bodily injury or death of any person. Provides immunity from civil liability for a postsecondary educational institution or its agents under certain conditions.

University Sanctions for Violations of Drug-Free Campus

Violations of the provisions set forth in section "Possession of Unlawful Drugs or Alcohol" of the Drug-Free campus policy are considered "personal misconduct." The University may discipline a student for acts of personal misconduct that are not committed on University property if the acts relate to the security of the University community or the integrity of the educational process. The Vice Chancellor for Enrollment Management and Student Affairs or designee is authorized to impose sanctions for acts of personal misconduct.

Sanctions in each case are made only after a meeting and a determination of responsibility. Sanctions will vary depending upon the nature and circumstances of the offense and the student's prior record. These standards require the usual sanction for drug dealing to be suspension or expulsion from the University.

Campus disciplinary charges and criminal charges may both be filed for the same action. Students may be subject to sanction by both the campus and by the courts for the same action.

For more complete details of sanctions and the hearing process, refer to the IU Code of Student Rights, Responsibilities, and Conduct, which is available at the Information Desk in University Center North and the Student Affairs Office in University Center South 155. The IU Code can also be viewed at <http://www.iu.edu/~code/code/index.shtml>.

Program Safety

Students must adhere to all University, local and federal policies and laws. While we want you to have fun, we want you to do it safely. Here we have included a list of local cab companies, law enforcement, and emergency care facilities.

Local Cab Companies/Other Transportation

Southern Indiana	Louisville
Paul's Taxi Service (812) 557-2132 416 Mary Street Jeffersonville, IN 47130	Yellow Cab Company (502) 636-5511 1601 S Preston Street Louisville, KY 40217
uCabbi (812) 421-9999 3205 Blackiston Mill Road Clarksville, IN 47129	Transit Authority of River City 1000 West Broadway Louisville, KY 40203 (502) 585-1234

Police Contact Numbers

**Emergency**

9-1-1 from a landline

**IU Southeast Police Department**

(812) 941-2400

**New Albany Police Department**

(812) 948-5300

**Clarksville Police Department**

(812) 288-7151

**Charlestown Police Department**

(812) 256-6345

**Emergency Care Information**

**Baptist Health Floyd**

(812) 944-7701

1850 State St. New Albany, IN 47150

**Norton Hospital**

(502) 629-8000

200 E. Chestnut St. Louisville, KY 40202

**Kentucky Regional Poison Control Center**

(800) 222-1222

231 E. Chestnut St. SLouisville, KY 40202

**Available Drug or Alcohol Treatment**

Indiana University Southeast offers student counseling assistance through:

**Dr. Michael Day**

Location: University Center South 243

Phone: (812) 941-2244

**A partial listing of community resources available:**

**In- and Out-Patient Services for Adults**

<b>Baptist Hospital East</b> Chemical Dependency and Family Recovery 4000 Kresge Way Louisville, KY 40207 (502) 948-8100	<b>Our Lady of Peace</b> 2020 Newburg Road Louisville KY (502) 451-3330
<b>Lifespring Mental Health Services</b> 904 E Spring Street New Albany, IN 47150 (812) 948-0111	<b>Ten Broeck</b> 8521 LaGrange Road Louisville, KY 40242 (502) 426-6380
<b>Our Place</b> Drug and Alcohol Education Services 400 East Spring Street New Albany, IN 47150 (812) 945-3400	<b>Alcoholic Men</b> Serenity House 200 Homestead Avenue Clarksville, IN (812) 283-9407
<b>Halfway House--Alcoholic Women</b> Hedden House 801 Vincennes Street New Albany, IN 47150 (812) 451-3330	<b>Wellstone Regional Hospital</b> 2700 Vissing Park Road Jeffersonville, IN 47130 (812) 284-8000 1-(800) 343-6722
<b>Park View Psychiatric and Neurology Services</b> 510 Spring Street Jeffersonville, IN 47130 (812) 282-1888	<b>Mental Health and Chemical Dependency</b> Turning Point Center (a division of Life Spring) 1060 Sharon Drive Jeffersonville, IN 47130 (812) 283-7116

**Anti-Hazing Policy**

Hazing is a criminal offense in Indiana and is prohibited at Indiana University. Hazing is a broad term encompassing the participation in or allowing of:

- Any activity or action which does not contribute to the positive development of a person inflicts or intends to cause mental

or physical harm or anxieties or which may demean, degrade or disgrace any person regardless of location, intent, or consent of participants.

- Any action or situation which intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation or full admission into a student group, fraternity, sorority, intramural or athletic team at Indiana University Southeast.

If you have a question or complaint about hazing, you should contact the Associate Director of Campus Life (812 941-2316). Individuals and organizations found in violation of this policy are subject to University disciplinary action and will also be reported to civil authorities for prosecution.

Additional hazing information can be found on the IU Southeast Hazing Brochure located on the following link:

<http://ius.edu/ccp/studentaffairs/files/HazingBrochure.pdf>

### **Code of Student Rights, Responsibilities, and Conduct**

*The IU Code of Student Rights, Responsibilities, and Conduct* is a valuable guide for all student organizations. Copies are available in the Office of Campus Life. All students are responsible for knowing and complying with the information contained in this document.

The IU Code of Student Rights, Responsibilities, and Conduct can also be found at the following link: <http://www.iu.edu/~code/>

### **Contracts, Agreements, Etc. (Signature Authority and Delegation)**

Pursuant to the Board of Trustees resolution, "Powers of the Treasurer", dated June 21, 1991, the Treasurer of the Trustees of Indiana University and of the University (the Treasurer), and other officers acting in conjunction with the Treasurer are granted specific authority to execute certain documents on behalf of the University. When the Treasurer is absent, the President, the Vice President delegated by the President, or the Assistant Treasurer are authorized to execute, issue, and deliver documents which would otherwise be signed by the Treasurer.

No officer, agent, or employee of the University has the authority to sign contracts or other agreements on behalf of the University or any unit, department or subdivision of the University in the absence of a formal delegation of authority as described in the following two paragraphs. This policy applies to all documents that obligate the University, irrespective of the title or designation of the document; e.g. "contracts", "agreements", "memorandum of understanding (MOU)", "memorandum of agreement (MOA), and "purchase orders", are all covered by this policy. Refer to the Definitions section of this policy for a more detailed description of documents that are covered by this policy.

The Treasurer may delegate the authority to sign such documents as are related to conducting the normal business operations of the University. This delegation shall be issued consistent with the parameters established in this policy, and only by letter to the Secretary of the Board of Trustees and shall be maintained as part of the official records of the Board. Any documents signed by the delegated person shall have the same force and effect as if the documents were signed by the Treasurer. Any delegation of authority may be revoked at the discretion of the Treasurer.

In conjunction with a separate Board of Trustees policy which establishes and delegates purchasing authority for the University to the University Director of Purchasing and his/her delegates (campus purchasing directors and purchasing agents), the corresponding signature authority is hereby delegated to the University Director of Purchasing and his/her delegates with respect to the execution of purchase orders and related contractual agreements and documents necessary to contract the purchase of goods and services.

Letters that confer signature delegation may, in very limited circumstances, authorize a delegate to execute documents that have been approved in form and substance by the Treasurer and University Counsel where the transactions are repetitive and the text of the agreement is highly standardized. Otherwise, each contract or other document signed by an authorized delegate must be reviewed and approved by the Office of the University Counsel prior to signature.

### **Cyberbullying Policy**

Cyberbullying is treated as a form of harassment and intimidation under the [IU Code of Student Rights, Responsibilities, and Conduct](#), Part I., C. While IU Southeast recognizes and encourages freedom of expression, members of the campus community have the right to be free from harassment, conduct that interferes with an individual's academic performance, or a learning environment that is intimidating,

hostile, or offensive. Cyberbullying constitutes conduct that may compromise the security of the university or the integrity of the educational process. We uphold our institutional values when we ensure the highest level of mutual respect and a culture of inclusion and dignity for all.

Cyberbullying violates several standards of the IU Code of Student Rights, Responsibilities, and Conduct, specifically, [Part II., H.5, H.18, H.19a., H.21a., H.25, H.26](#). Cyberbullying may come in the form of emails, text messages, use of online social networking sites, cell phones, and cameras. Social networking sites include, but are not limited to, Twitter, Facebook, Instagram, YouTube, Vine, and blogs. Cyberbullying is also prohibited by Indiana state law and falls under Intimidation (IC 35-45-2-1), Harassment (IC 35-45-2-2), and Unlawful use of a communications medium (IC 35-45-2-3). The University will not tolerate lewd, intimidating or other forms of harassing conduct by or towards members of its community. It is important that students [report](#) being harassed to [University Police](#), the [Office of the Dean of Student Life](#), and/or the [Office of Equity and Diversity](#) to investigate the issue, discuss options and student rights, as well as to provide on-campus or off-campus resources as needed.

Cyberbullying and other electronic communication information and resources are available through University Information Technology Services:

[What to do about harassing email?](#)

[Protecting your personal information if you use social networking sites \(e.g., MySpace or Facebook\)](#)

[Tips for avoiding getting into trouble with email](#)

[How can I avoid identity theft online?](#)

[What is IU's misuse and abuse of information technology resources policy?](#)

The [National Crime Prevention Council](#) provides Frequently Asked Questions about Cyberbullying:

### **How are people cyberbullied or cyber stalked?**

Being a victim of cyberbullying can be a common and painful experience. People who cyberbully or cyber stalk:

- Pretend they are other people online to trick others
- Spread lies and rumors about victims
- Trick people into revealing personal information
- Send or forward mean text messages
- Post pictures of victims without their consent

Of people surveyed by the National Crime Prevention Council (2010), 81 percent said that cyberbullies think it's funny. Other's believe those who cyberbully:

- Don't think it's a big deal
- Don't think about the consequences
- Are encouraged by friends
- Think everybody cyberbullies
- Think they won't get caught

### **How do victims react?**

Contrary to what cyberbullies may believe, cyberbullying is a big deal, and can cause a variety of reactions. Some people have reacted in positive ways to try to prevent cyberbullying by:

- Blocking communication with the cyberbully
- Deleting messages without reading them
- Talking to a friend about the bullying
- Reporting the problem to an Internet service provider or website moderator
- Calling University Police (812-941-2400), Residence Life and Housing Staff (812-941-2115), Office of Equity and Diversity (812-941-2306), or Office of the Dean of Student Life (812-941-2316)

Many college aged students and youths experience a variety of emotions when they are cyberbullied. Young adults and youth who are cyberbullied report feeling angry, hurt, embarrassed, or scared. These emotions can cause victims, just like during other forms of harassment to react in ways such as

- Seeking revenge on the bully
- Avoiding friends and activities
- Cyberbullying back

Some people feel threatened because they may not know who is cyberbullying them. Although cyberbullies may think they are anonymous, they can be found. If you are cyberbullied or harassed and need help, save all communication with the cyberbully and talk to your CA, University Police, the Office of Equity and Diversity, or the Office of the Dean of Student Life.

### **How can I prevent cyberbullying?**

- Refuse to pass along cyberbullying messages
- Tell friends to stop cyberbullying
- Block communication with cyberbullies

- Sharing NCPC's anti-cyberbullying message with friends

### **What else can I do to stay cyber-safe?**

Remember that the Internet is accessed by millions of people all over the world, not just your friends and family. While many Internet users are friendly, some may want to hurt you.

Below are some ways to stay cyber-safe:

- Never post or share your personal information online (this includes your full name, address, telephone number, school name, parents' names, credit card number, or Social Security number) or your friends' personal information.
- Never share your Internet passwords with anyone, except your parents.
- Never meet anyone face-to-face whom you only know online.

Be sure to remember that future employers will likely be checking information related to you online.

Other helpful information and resources on cyberbullying can be found at [stopbullying.gov](http://stopbullying.gov), the [Cyberbullying Research Center](http://www.cyberbullyingresearchcenter.org), and [Office of the Indiana Attorney General](http://www.in.gov/attorney).

### **Guidelines for Assembly on Campus (Approved 8/24/2012)**

Indiana University Southeast recognizes and encourages freedom of expression on campus. All students, faculty, staff, and visitors have the right to voice their opinions, to assemble, and to engage in peaceful demonstrations in accordance with the U.S. Constitution. At the same time, these activities need to be conducted in a way that does not disrupt regular University operations including, but not limited to, classes, study, research, campus events, on-campus living, and access to facilities.

These "Guidelines for Assembly on Campus" are designed to facilitate free expression while recognizing that the priority for facility use will be based upon the academic mission of the University and its responsibility to protect the safety of students, faculty, staff, visitors, and property. McCullough Plaza is available to any individual or organization for peaceful assembly for the purpose of expressing their views. The plaza is centrally located on campus and receives more foot traffic than any other outdoor space.

- Although no reservation is required to use McCullough Plaza, this space may be reserved by organizations that wish to conduct their events on particular dates or times. Reservations are first come, first reserved and can be made by contacting the Conference and Catering Office, University Center 125, (812) 941-2155. IU Southeast recommends that requests to reserve McCullough Plaza be made 48 hours in advance of the use.
- The designation of McCullough Plaza as an assembly location should not be interpreted as limiting the rights of free expression elsewhere on campus. Other outdoor locations may be used as long as no disruptions of University functions occur.
- Persons using McCullough Plaza or other space on campus are responsible for removing any discarded materials, general cleaning of the area, and returning it to its original condition.
- The campus maintains a [Posting Policy](#) that allows for the distribution of printed materials.
  - o Materials being distributed should only be given to those willing to take a copy.
  - o Materials may be posted on the designated public bulletin boards but will be removed and discarded after two weeks. Materials may not be affixed to building exteriors, doors, windows, or interior walls.
  - o Placing materials on vehicles in the parking area is prohibited.
- The behavior of all persons using University facilities is governed by all federal, state, and local laws and by the University policies on personal misconduct as outlined in the [Faculty Manual](#) and the [Code of Student Rights, Responsibilities, and Conduct](#). Indiana University Southeast does not endorse the viewpoint or message of any particular speaker or group of speakers on campus.

Any questions or comments concerning these guidelines may be referred to the Dean of Student Life, University Center 010, (812) 941-2316.

### **Licensing and Trademark Policy**

#### **A. Summary**

Indiana University (IU) owns and controls its names, marks, logos, colors, insignias, seal, designs, commercially-used depictions of campus buildings and landmarks, and symbols that have become commonly associated with the University or any of its campuses. These include, but are not limited to: "IU", the interlocking block IU, athletic teams' names, "Hoosiers", the University seal, the University coat of arms, the slogan "Go Big Red", the name, "Indiana University" and the abbreviated "Indiana".

The Indiana University Office of Licensing and Trademarks exists to promote and protect the University's name, marks and identifying properties. The Office of Licensing and Trademarks serves Indiana University by: (1) educating University constituencies to provide consistent representation of University marks; (2) stimulating public awareness and support; (3) ensuring that each



licensed use is of good quality and upholds the integrity of the University; and (4) augmenting financial contributions to the University's academic and athletic programs.

## **B. Guidelines for Use of Trademarks**

Indiana University trademarks may not be modified in anyway or incorporated into the name or mark of another. Indiana University trademarks may not be used in conjunction with the name or trademark of any other entity without the prior written permission of that entity. If permission is granted by the Office of Licensing and Trademarks and/or contractually by the Purchasing Department to use both the Indiana University trademark and another party's trademark in a design, the trademarks must be separate and distinct from each other and Indiana University's trademark must not be overshadowed or diminished in any way in comparison to the other entity's trademark. Approval of any such dual use of Indiana University's trademarks will be limited to instances where there is a compelling institutional priority in allowing such usage.

Indiana University trademarks may not be used in any manner that suggests or implies Indiana University's endorsement of another organization, company, product, service, political party or view, or religious belief or view.

Indiana University's trademarks may not be used in any way that discriminates or implies discrimination against any person or group based on age, ancestry, belief, color, creed, disability, national origin, race, religion, sex, sexual orientation or veteran status, or in any other way that would be in violation of Indiana University's anti-discrimination policies or practices.

No one other than Indiana University may claim copyright or trademark rights to University trademarks or seek to register any design that incorporates University trademarks.

All uses of Indiana University's trademarks on commercial products shall incorporate the appropriate trademark designation symbols, i.e., all designs using Indiana University trademarks shall include ® or ™ dependent upon the international class the logo or word mark is registered in.

Indiana University will not approve the use of its trademarks marks in conjunction with certain types of products. These include, but are not limited to:

- Alcohol products
- Tobacco products
- Illegal drugs products
- Inherently dangerous products, including weapons, firearms or explosives
- Sexually suggestive products
- Products that are or depict racists, sexist, hateful, demeaning or degrading language or statements
- Products that use profanity
- Gambling-related products
- Products that contain statements impugning other universities
- Products that present an unacceptable risk of liability
- Products that are harmful to the mission or integrity of the institution
- Products that contain another entity's registered trademark, unless explicit written permission has been granted from that entity.

Any and all uses of the names, numbers, and/or images of Indiana University student-athletes must comply with Indiana University policies and NCAA regulations.

University trademarks cannot be used by private and/or corporate businesses in the sale of commercial products or advertising. University trademarks cannot be incorporated into off-campus business telephone numbers, internet addresses or internet domain names.

In instances where there is uncertainty regarding the appropriate use of any Indiana University trademarks, the Director of Licensing and Trademarks, along with the University Director of Purchasing and Vice President of General Counsel, will determine the best course of action.

## **C. Licensing Requirements**

A license is required for any individual, organization, or company wishing to use Indiana University's name or trademarks for commercial purposes. Included are:

- Manufacturers who wish to use Indiana University’s name, logo or identifying marks on products (including premiums or promotional items);
- Manufacturers, retailers, or service providers who wish to promote their product or service by offering a promotional item bearing the University’s trademarks;
- Manufacturers, retailers, or service providers who wish to promote their product or service by offering a promotional item bearing the University’s trademarks;

Permission is required for any individual, organization or company wishing to use Indiana University’s name or trademarks in a non-commercial manner.

A license is not required for advertisements promoting the sale of licensed products. Such advertisements, however, shall not imply any relationship with the University other than that of licensor/licensee and should include the Collegiate Licensed Product label which identifies officially licensed goods.

Goods that are purchased for internal University consumption, such as notebooks, team uniforms, etc., are royalty exempt. Royalties will be assessed if the University purchases licensed goods with the intent to sell them. All licensed goods must be purchased from a licensed vendor of Indiana University.

All licensees must adhere to the Office of Licensing and Trademarks Code of Conduct.

#### **D. Media Use and Advertising in Publications**

News media are not required to obtain a license when using current University trademarks to convey informational messages. Retailers and licensed manufacturers may use pictures of licensed products in advertisements with the authorization of the Office of Licensing and Trademarks. Also, there must be no violation of NCAA regulations.

#### **E. Student Organizations**

Only those student organizations which are officially recognized by The Student Activities Office may use University trademarks on commercial or promotional products. University trademarks on commercial or promotional products may only be used in conjunction with the student organization's name and/or an event they are hosting. Any use of University trademarks by student organizations must adhere to University trademark guidelines. All commercial or promotional products bearing University trademarks must be produced by a University licensee and submitted to the Office of Licensing and Trademarks for review and approval.

#### **F. Endorsements**

Endorsements can be mutually beneficial in business relationships, but they can also send a conflicting message to the market place regarding Indiana University’s name and reputation. To avoid misinterpretation, endorsements are discouraged. Use the following guidelines to determine how Indiana University’s name, trademarks, and identifiable properties can be used:

- “Indiana University” does not endorse products or services.
- The University Seal cannot be used in connection with promotional material.
- Promotional announcements that identify a unit at Indiana University as a customer, must be specific and accurate (ex. it is not “Indiana University” that is purchasing software, but the “Indiana University Accounts Payable Department.”)
- Accurate statements which describe a fact but do not express an endorsement may be allowable with advance permission of the University official responsible for dealing with the vendor (e.g. “the Indiana University Office of University Telecommunications is a client of X Technology Group”).
- Photographs of identifiable Indiana University landmarks, buildings, statues, etc. which imply an endorsement of a product or service are not permissible (for example, an advertisement for a new car parked in front of Sample Gates).

#### **G. Trademark Enforcement**

The Office of Licensing and Trademarks works diligently to protect Indiana University’s trademarks both domestically and internationally. Federal trademark law requires that trademark owners actively protect their marks to maintain the full benefit of registration. Indiana University will prosecute misuse of University trademarks to the fullest extent of the law.

#### **H. Royalties and Fees**

The University will assess a royalty on the net selling price of all products sold or otherwise disposed of that bare University marks. Other fees include an advanced royalty fee, administrative application processing fee, and reinstatement fees.

## **I. Royalties and Fees**

Royalty exemptions will be granted for:

- Goods purchased by the University for Internal Consumption (use by University faculty, staff, students) will be exempted from royalties. Examples include: team athletic apparel, binders for inter- or intra departmental use, recognition pins and plaques, calendars and schedules of events, containers, napkins, photographs, and works of art.
- Goods manufactured or purchased by the University to promote the University and its programs. Examples include student recruitment materials, advertisement of University programs, and notices of special events.

Royalty exemptions will not be granted for:

- Goods purchased by the University, University affiliates, University bookstores or gift/concession centers for resale;
- Student groups selling to the general public, or students engaged in business for personal profit while making a nominal contribution to a student organization for the purpose of gaining either the exempt status or the privilege of selling on campus;
- Goods purchased by the University for external-use when the cost of the product is passed to the consumer through fees or contributions.

## **J. Disbursements**

Royalties generated by the Office of Licensing and Trademarks less expenses and operating costs will be transferred to the University scholarships program for distribution to all Indiana University campuses and to the University's athletic program.

## **Non-Discrimination Policy**

Students have the right to study, work, and interact in an environment that is free from discrimination in violation of law or university policy by any member of the university community. Students at Indiana University are expected to respect the rights and dignity of other students, faculty, and staff.

The university will not exclude any person from participation in its programs or activities on the basis of arbitrary considerations of such characteristics as age, color, disability, ethnicity, sex, gender, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.

A student has the right to be free from such discrimination by other students that has the effect of interfering with the student's ability to participate in programs or activities of the university.

Students wishing more information regarding these statements should consult the following Board of Trustees documents: Resolution on the Elimination of Discrimination (July 3, 1967, November 21, 1969), Student Affirmative Action Policy Statement (June 29, 1974), Statement concerning Disabled Veterans, Veterans of the Vietnam Era, and Handicapped Individuals (March 3, 1979), and Equal Opportunity/Affirmative Action Policy of Indiana University (December 4, 1992).

Indiana University administrators are responsible for publicizing and implementing the university's affirmative action policy in their respective areas of jurisdiction. Students who believe that they are victims of discrimination may obtain information concerning the university's affirmative action policy and complaint procedures from the campus affirmative action officer or the dean of student's office.

## **Non-Solicitation on Campus**

### **FIN-PUR-21.0**

#### **Scope**

This policy applies to University students, employees, volunteers as well as to all vendors and other non-University individuals, entities and their representatives. This policy shall apply to on-campus commercial solicitations for the sale or purchase of goods or services that are neither officially recognized by, nor affiliated with, the academic mission of the University.

#### **Policy Statement**

This policy places certain restrictions on commercial solicitation within buildings and facilities as well as on the grounds of Indiana University campuses or under the operating authority of the University to ensure that university employees and students have the opportunity to perform their duties free from intrusions.

This policy does not apply to official, University-supported solicitations that are intended to address the University's broader mission to serve the community. Examples of such missions may include university sanctioned events such as

- United Way;

- IU Foundation activities;
- IU Dance Marathon;
- Informational Materials;
- Activities similar in nature to school or student fund-raisers;
- Other approved activities.

### **Reason for Policy**

To avoid disruption of business operations or disturbance of University employees, students, and visitors, Indiana University has implemented this non-solicitation policy to address commercial solicitation on University property or within University facilities.

### **Procedure**

University students, employees, and volunteers, as well as all vendors and other non-University individuals, entities and their representatives may not engage in the following activities:

(a.) Commercial Solicitations (including distributing any kind of written or printed materials, sales of goods or services, including foods, buy back of books, etc.) on University property at any time. Exceptions to the Non-Solicitation Policy must be approved by the Office of Procurement Services. (b.) Door to door solicitation or commercial activity, unless specifically approved in advance.

The non-solicitation policy does not prohibit normal activity by authorized vendor representatives engaging in business with the University as long as they are in compliance with other University policies and provided such activities are conducted with approval of the Office of Procurement Services.

Approved vendors, at the discretion of the Office of Procurement Services in cooperation with appropriate campus approval, may be permitted to sell their products at specified locations on campus based on defined contractual terms.

Nothing in this policy shall be deemed to affect the activities of university groups whose official activities include selling or promoting the sale of goods or services, taking surveys, or sponsoring assemblies or public addresses. Any such activities must have the appropriate University approvals prior to taking place. These approvals may include approvals by the Dean of Students Office, the Office of Procurement Services, or the Office of Research Administration. For further guidance on these types of activities, contact your Campus or Departmental Fiscal Officer or the Student Activities Office. Commercial Solicitations that relate to the promotion or consumption of alcoholic beverages, tobacco, or products or services that are contrary to the policies or mission of the University, are prohibited.

### **Definitions**

Commercial Solicitation- Peddling or otherwise selling, purchasing, or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on University property or using University resources.

Specified locations- Any specific physical location on University property that is predefined with the consent of the Office of Procurement Services in concert with appropriate campus administration staff. For example: in the main first floor lobby of IUB Ballantine Hall, in the main lobby of the IUPUI Natatorium, first floor lounge of University South building at IUS, etc.

Indiana University Property- Buildings, grounds, and land that are owned by Indiana University or controlled by Indiana University, via leases or other contractual arrangements.

School or Student Fundraisers- Includes but are not limited to such activities as Girl Scout cookie sales, Boy Scout popcorn sales or student organization activities as may be approved by the Student Activities organizations on each campus.

### **Sanctions**

Violations of this policy by anyone not a member of the Indiana University community may result in removal from Indiana University property. Legal prohibitions regarding physical presence on campus/trespassing may also be pursued.

### **Political Campaign Activity**

#### **Guidelines for Political Campaign Invitations, Events, and Activities**

##### I. Introduction:

Indiana University encourages students, staff, and faculty members to exercise their constitutional right to vote and to actively participate and express their opinions regarding local, state, and national political candidates, issues, and referendums.

However, as a public institution, Indiana University receives tax exempt status under sections 115 and 501(c)(3) of the Internal Revenue Code. In order to maintain this status, the University shall not participate or intervene in any political campaign and must prevent its resources from being used in any way that could appear to support a political candidate.

Examples of the University's resources include but are not limited to:

- The University's name, logo, or other identifying mark;

- Note: For more information, please refer to

<http://policies.iu.edu/policies/categories/financial/licensing-trademarks/FIN-LT-licensing-and-trademark-policy.pdf>.

- The University's funds, facilities, office supplies, photo equipment, letterhead, telephones, fax machines, computers, etc.;

- The University's information technology resources such as email, websites and on-line discussion boards.

- Note: For more information, please refer to <http://policies.iu.edu/policies/categories/information-it/it/IT-01.shtml>.

The university, in accordance with the provisions of section II B of these guidelines, may host sponsored events and invite political candidates in either their campaign or individual capacities.

II. Examples of Permitted Activities:

A. **Voter Education:** Section 501(c)(3) organizations are permitted to conduct certain voter education activities as long as they are carried out in a non-partisan manner.

1. Conducting public forums, get-out-the-vote drives, and the publication of voter education guides that covers a wide range of issues are examples that are allowed as long as the activities are NOT conducted in a biased manner that favors or opposes a single candidate or issue.

2. Circulating unbiased questionnaires to all candidates running for a public office and then reporting the results is acceptable assuming that the questions are fair and neutral, cover a broad array of topics, and each candidate is afforded a reasonable amount of time to respond to the questionnaire. Any "yes or no" questions should include space for a candidate to explain their response.

B. **Candidate Appearances:**

1. *University Sponsored Invitations and Events:*

- i. Political candidates can be invited to speak at events, including classroom visits, in their capacity as a political candidate or in their individual capacity.

1. If a candidate is being invited in a campaign capacity by the University, the University must provide all legally-qualified candidates or their representatives an opportunity to appear either at the same event or at a comparable event within a reasonable time period. Invitations and notice of the event must be issued to all candidates with an equal and reasonable amount of time to respond. Evidence of invitations and responses must be kept on file. If an invited candidate fails to respond after multiple invitations, such should be noted in the file along with the invitations issued.

2. A campus, school, department or unit of Indiana University shall be the sponsor of a political forum. It is allowable for multiple units within the university to co-sponsor such events, but there shall be no co-sponsorships external to the university. All expenses related to the forum must be borne by the sponsoring university unit(s). Debates are to be educational in nature and offered for that purpose in conjunction with the institution's public education mission. In cases where debates are scheduled, they may be jointly sponsored with recognized election debate organizations.

3. The introduction of a candidate or their representative should be neutral and include a brief statement that the University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election. In cases where the individual candidates will appear in a conversational dialogue about issues, each candidate will have the same format of question or topic presentation; same topics in both substance and number; same amount of time for discussion; same moderator for the event; and same physical setting or staging. Appropriate steps must be taken to avoid the appearance of the University's endorsement of or opposition to any candidate.

4. No fundraising is allowed on Indiana University Campuses.

- ii. When a candidate is invited in an individual (non-candidate) capacity, there is no need to provide a comparable opportunity to the other candidates, the introduction of the candidate should not mention their candidacy, absolutely no fundraising or campaign literature is allowed, and a nonpartisan atmosphere should be maintained.

2. *Student Organization Sponsored Invitations and Events:*

- i. "Student organization" refers to a student group that is recognized in accordance with any specific campus policies or practices.

- ii. A student organization hosting an event may extend invitations to candidates to come and speak. A student organization is not obligated to invite all legally-qualified candidates if the student organization is using its own funds and resources. However, no

campaign fundraising may occur and the student organization must include a brief statement when introducing the candidate that the University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.

iii. The nature of the event will determine the facility rental charge that a student organization will be assessed. If it is a campus community event and is not open to the general public, then the normal fees, if any, assessed to a student organization for facility rental and usage fees can be applied. However, if the event is open to the general public, facility rental and usage fees must be charged.

iv. Appropriate steps should be taken by student organizations to avoid the appearance of the University's endorsement of or opposition to any candidate.

### 3. External Group Sponsored Invitations and Events:

i. Candidates, campaign organizations, and other external groups may request space on the campus to host political events which may be either limited audience or general public events.

ii. Normal charges assessed to outside groups renting space shall apply with no discounts, preferential scheduling, or other gratuities (security, sound systems, parking, etc.) extended to the sponsoring individual or organization. This includes webcasting services, which are not regularly rented to outside entities.

iii. Exceptions to facility rental practices shall not be made for a candidate or political party. Candidates or parties may only rent campus facilities that are regularly available for rent.

iv. If facilities are made available to one candidate or political party, the same must be made available to all others on equal terms and conditions, which include any limitations on availability of particular facilities, due to the scheduling of other events, at the time a candidate or party makes a request.

v. University or campus officials should not appear on the podium to introduce or in any other way convey the perception of support or endorsement.

vi. Appropriate steps must be taken to avoid the appearance of the University's endorsement of or opposition to any candidate.

### III. Examples of Prohibited Activities:

A. The University shall not expressly or impliedly endorse any candidate for public office. In this regard, it is extremely important that (a) faculty and staff limit any use of University email or other communications facilities for personal discussion of a candidate, to a minimum consistent with the concept of "incidental personal use," and (b) any communications by faculty or staff regarding a candidate be clearly identified as the faculty/staff member's personal views and not those of the institution. An occasional email to a friend or a few colleagues reacting to a news item about a candidate or campaign is permissible, but sending email messages via University email to groups of others outside a small circle of family and friends, in order to promote, assist, or oppose a candidate, is prohibited.

B. Hyperlinks to the websites of candidates for public office shall not be placed on the University's website in any manner that favors one candidate over another.

C. No political fundraising may occur on university property or through the use of the University's technology resources, including but not limited to University email accounts. University email accounts may not be used by faculty, staff or students (including recognized student groups) to urge financial support of a particular candidate or to invite others to political fundraisers, whether hosted/sponsored by the candidate or by others in support of the candidate. Additionally, University email may not be used to forward or otherwise distribute messages, invitations, solicitations, or campaign literature from or on behalf of a candidate. For example: an officer or member of a student group may not email a group of persons using a University email account, to advertise a fundraiser at a local restaurant for a candidate.

D. Student organizations shall not use the name of the University or any trademark of the University, such as a logo, in connection with political candidates or partisan political activities.

Additional information about the policies and regulations related to logos and licensing can be found at:

<http://policies.iu.edu/policies/categories/financial/licensing-trademarks/FIN-LT-licensing-and-trademark-policy.pdf>.

E. Student organizations shall not use University funds on behalf of a candidate for public office in a political campaign or to influence the public legislature.

F. The foregoing is not exhaustive. Maintaining its 501(c)(3) tax status is of the utmost importance to the University and sensible judgment and due diligence should be exercised in arranging any event or activity that involves political activity.

### IV. Additional Information:

- A. The Office of the Vice President for Government Relations and the appropriate campus vice chancellor responsible for external affairs and government relations shall be notified of all requests for political campaign invitations and events in order to help ensure proper communication within the University.
- B. These guidelines are to be read as a complement to the Academic Guide, Academic Handbook, Non-Tenure-Track Handbook, Tenure & Promotion Handbook, Handbook for Student Academic Appointees, all policy memoranda, and the policies listed at <http://gov.iu.edu/policies/index.shtml>. These guidelines do not address contacts with elected officials by faculty, staff and students. For more information regarding elected officials and staff, please see the policies found in the Academic Handbook or <http://gov.iu.edu/policies/contact-policy.shtml>.
- C. If you have additional questions after reviewing these resources and the additional resources that each campus may have, please contact Becca Polcz in the Office of the Vice President for Government Relations.

### **Programs Involving Children (Public Safety)**

The following provision applies to all faculty and academic staff, staff, students and volunteers.

#### **Notification:**

Indiana state law requires **any person** who has reason to believe that a child is a victim of child abuse or neglect has an affirmative duty to make an oral report to Child Protective Services (CPS) **1-800-800-5556** or to their local law enforcement or to the IU Police department. Failure to report may result in criminal charges.

In addition to notifying CPS and/or local law enforcement, state law and the university also requires that faculty, staff, students, volunteers, and other university personnel report any suspected abuse of minors to the Indiana University Director of Public Safety. Indiana University law enforcement and the Director of Public Safety have the obligation to report any suspected abuse to CPS, which will conduct an investigation.

The following provisions apply to all programs serving children. Programs currently underway should come into compliance with these provisions as soon as practicable.

#### **Background checks**

Programs must ensure that all faculty and academic staff, staff, students, volunteers, or other personnel who will work with children have been subject to a criminal background check and sex offender registry check within the last three years. Background and sex offender registry checks must be repeated at least every three years thereafter. Individual programs or units may require more frequent updates.

A program may not allow the participation in the program of any academic, faculty, staff, hourly employee, student, volunteer or other personnel whose criminal background check and/or sex offender registry check includes a record of sexually based offenses or crimes against children. If criminal background checks include a record of other offenses, programs should consult the appropriate office (campus Human Resources office, academic affairs, or the University Director of Public Safety) to determine if those offenses should preclude participation.

Programs for which complete background checks are infeasible (for example, host families in foreign countries) must perform checks to the fullest extent feasible and adopt other measures to prevent child abuse and facilitate the reporting of abuse.

Programs that are discrete, occasional events for which a large number of volunteers are essential, may elect to adopt measures and safeguards instead of background checks for the one-time volunteers (for example, Science Olympiads, children's reading/activity days). The measures adopted must include requirements that the volunteers be working in public places, not alone with children, and be supervised by a background-checked person. Programs must compile the names and addresses of the volunteers prior to the event and check the names against the sex offender registry. Volunteers must then present photo identification to be checked at the event. Programs adopting this method must have the approval of the University Director of Public Safety.

#### **Program information**

Units sponsoring programs that include children, and units responsible for university facilities that are used by programs including children, must maintain an up-to-date list of those programs. Such list should include each program's dates, times, locations, attendance (age range and number of participants), and a program contact, so that in the event of an emergency, consideration may be given to the possible presence of minors, and the appropriate course of action to address their health and safety. At least seven days prior to the start of a new program, the responsible university unit must also submit this information to the Director of Public Safety by filling out the online form at located on [One.IU](#) by searching [Programs Involving Children](#).

Programs that include or serve children shall have in place, enforce, and make available policies that address the following areas, if they are applicable to the program:

- Transportation – including the transportation of children at the beginning and end of the program, to and from the program, and within the program, whether by parents, guardians, staff or others. University programs must also comply with IU policies regarding drivers and vehicles.
- Plans for weather emergencies, if the program is not inside a university facility where such plans are in place.
- Appropriate levels of access to and supervision of children.
- Appropriate physical contact and communication by personnel with children based on the age of children and the nature of the program activities.
- Appropriate forms including permission forms, medical contact information and liability waivers. Forms should be safeguarded and readily available.
- First aid and medical treatment as well as dispensing of medication. Program personnel must have appropriate training.

Programs including overnight stays or use of university residences by children shall have the following additional policies in place:

- Identification to be worn by staff members, and participants if appropriate.
- Curfews.
- Code of conduct for participants.
- Substance-free housing and facilities.
- Residential supervision.

Contractual agreements concerning personnel or facilities related to programs including children must include compliance with this policy as a term of the contract. When appropriate, such contracts shall also include an indemnification provision in which Indiana University is held harmless for the acts or omissions of other program participants or third party employees or agents.

Academic and administrative supervisors are responsible for ensuring that programs are in compliance.

This policy supplements and does not supersede any other legal requirements, for example, child care or teacher licensure.

Please inform the Office of Campus Life should you have a program or event that includes or serves children ages 17 or under.

### **Sexual Harassment Policy**

Harassment on the basis of sex is a violation of federal and state law. Indiana University does not tolerate sexual harassment of its faculty, staff, or students. Individuals who believe they are victims of sexual harassment, as well as those who believe they have observed sexual harassment, are strongly urged to report such incidents promptly. Indiana University will investigate every sexual harassment complaint in a timely manner and, when there is a finding of sexual harassment, take corrective action to stop the harassment and prevent the misconduct from recurring. The severity of the corrective action, up to and including discharge or expulsion of the offender, will depend on the circumstances of the particular case. Once a person in a position of authority at Indiana University has knowledge of, or should have had knowledge of, conduct constituting sexual harassment, the University could be exposed to liability. Therefore, any administrator, supervisor, manager or faculty member who is aware of sexual harassment and condones it, by action or inaction, is subject to disciplinary action.

### **Provisions**

1. Faculty, staff, and students have the right to raise the issue of sexual harassment. Further harassment against complainants or retaliation against complainants or others who participate in the investigation of a complaint will not be tolerated. Appropriate and prompt disciplinary or remedial action will be taken against persons found to be engaging in such further harassment.
2. The University will deal with reports of sexual harassment in a fair and thorough manner, which includes protecting, to the extent possible and to the extent permitted by law, the privacy and reputational interests of the accusing and accused parties.
3. Education is the best tool for the prevention and elimination of sexual harassment. Each dean, director, department chair, and/or administrative officer is responsible within his/her area of jurisdiction for the implementation of this policy, including its dissemination and explanation.
4. It is the obligation and shared responsibility of all members of the University community to adhere to this policy.

### **Enforcement Principles**

Enforcement and implementation of this sexual harassment policy will observe the following principles:



1. Each campus must have procedures – consistent with notions of due process – for implementing this policy including where complaints are made, who investigates complaints, how complaints are resolved, what procedures are available for appeals, and how records are kept.
2. The Campus Affirmative Action Officer shall serve as a resource with regard to interpretation of sexual harassment guidelines.
3. Confidentiality of information relating to investigations of complaints of sexual harassment shall be maintained to the extent practical and appropriate under the circumstances and to the extent permitted by law. Individuals charged with implementing this policy shall share information with regard to given incidents of sexual harassment only with those who have a "need to know" in order to implement this policy.
4. Investigations must be conducted promptly and thoroughly.
5. Whether particular actions constitute sexual harassment will be determined from the facts, on a case-by-case basis. The university will look at the record as a whole, as well as the context in which the alleged misconduct occurred.
6. Both the charging party and the respondent will be notified of the outcome of the investigation.

In the event it is found that sexual harassment has occurred, corrective action, up to and including discharge or expulsion of the offender, will be taken through the appropriate channels of the university. The corrective action will reflect the severity and persistence of the harassment, as well as the effectiveness of any previous remedial action. In addition, the university will make follow-up inquiries to ensure the harassment has not resumed and the complainant has not suffered retaliation.

**Sexual Misconduct**

Think before you act. Students at Indiana University Southeast are expected to conduct themselves in a manner that does not infringe upon the rights of others. Students have the right to study, work, and interact in an environment free from sexual misconduct or harassment.

Sexual misconduct includes, but is not limited to:

- Non-consensual sexual contact
- Forced sexual activity
- Non-consensual sexual intercourse
- Forced sexual intercourse
- Sexual harassment

Physical sexual misconduct includes any non-consensual physical contact of a sexual nature committed by force or intimidation or through the use of the victim’s mental or physical incapacity, including through consumption of drugs or alcohol. Sexual harassment may also include non-physical acts and is further defined in Part I (c) of The Indiana University Code of Student Rights, Responsibilities, and Conduct.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect student’s rights and personal safety.

Additional Sexual Misconduct Options and Policies, link to: <https://www.ius.edu/dean-of-students/files/sarvro-iu-southeast.pdf>

Stop Sexual Violence Resource website, link to: <http://stopsexualviolence.iu.edu/>

New faculty manual link: <https://www.ius.edu/academic-affairs/resources/faculty-manual.php>

**Resources available for students:**

<p><b>IU Southeast Police</b> 812-941-2400 24- Hour Emergency response</p>	<p><b>Baptist Floyd Health</b> 1850 State Street New Albany, IN 47150 812-944-7701 24-hour Emergency Care</p>	<p><b>Personal Counseling Services</b> University Center South Room 201 812-941-2244 Mon-Fri, 8 a.m. to 5 p.m</p>
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<b>Deputy Title IX Coordinator</b> 812-941-2306	<b>Center for Women and Families</b> 4919 Charlestown Road New Albany, IN 47150 Crisis line: 812-944-6743	<b>Dean of Student Life Office</b> University Center South Room 010 812-941-2316
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**Appendix A**  
**Grade Release Cards**

Indiana University Southeast  
Grade Release Card

I, \_\_\_\_\_, allow the  
(name of student – please print)

Office of Campus Life to check my grades and obtain other information from my university records as requested. I do further agree to release this information to

\_\_\_\_\_

\_\_\_\_\_  
(Name of group (s))

Print

Name: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Campus ID #: \_\_\_\_\_  
\_\_\_\_\_

Fall 2019

Spring 2020

Indiana University Southeast  
Grade Release Card

I, \_\_\_\_\_, allow the  
(name of student – please print)

Office of Campus Life to check my grades and obtain other information from my university records as requested. I do further agree to release this information to

\_\_\_\_\_

\_\_\_\_\_  
(Name of group (s))

Print

Name: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Campus ID #: \_\_\_\_\_  
\_\_\_\_\_

Fall 2019

Spring 2020

Indiana University Southeast  
Grade Release Card

I, \_\_\_\_\_, allow the  
(name of student – please print)

Office of Campus Life to check my grades and  
obtain other information from my university  
records as requested. I do further agree to  
release this information to

\_\_\_\_\_

\_\_\_\_\_  
(Name of group (s))

Print

Name: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Campus ID #:  
\_\_\_\_\_

Fall 2019

Spring 2020

Indiana University Southeast  
Grade Release Card

I, \_\_\_\_\_, allow the  
(name of student – please print)

Office of Campus Life to check my grades and  
obtain other information from my university  
records as requested. I do further agree to  
release this information to

\_\_\_\_\_

\_\_\_\_\_  
(Name of group (s))

Print

Name: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Campus ID #:  
\_\_\_\_\_

Fall 2019

Spring 2020

## Appendix B

### ASSUMPTION OF RISK AND RELEASE FROM LIABILITY

<https://fall2020.iu.edu/return-to-campus/events.html>

This Assumption of Risk and Release from Liability ("Agreement") pertains to an opportunity offered by \_\_\_\_\_ Campus Life on behalf of the Trustees of Indiana University ("IU"), to participate in activities being offered during the \_\_\_\_\_ event, to be held \_\_\_\_\_ at Indiana University on \_\_\_\_\_ ("Event").

I, \_\_\_\_\_, wish to participate in the Event. In consideration of the services to be rendered in organizing the Event and in consideration of my participation in the Event, I hereby agree to the following:

1. I understand activities for the Event may include, but are not limited to, the following: physical activities (e.g., running, jumping, climbing, lasertag) physical exertion such as lifting or moving heavy objects; spending extended periods of time outdoors being exposed to the elements (sun, wind, rain); consumption of food and/or beverage; and the following additional activities:

2. I understand that certain risks are inherent in participation in the Event. These risks may include, but are not limited to, such things as incidents related to the above mentioned activities, including sprains, broken bones, cuts, bruises, entrapment, temporary or permanent disability, and/or death; adverse weather conditions; exposure to theft and other criminal activity; allergic reactions to food and drink items; other physical, mental, and emotional injury; other risks and dangers, whether known or unknown nor reasonably foreseeable; and the following additional risks:

3. I understand that any owners, employees, officers or agents of any attraction, enterprise or vendor of which I take part or participate during the Event, the other participants of the Event (whether associated with my group or not), and other third parties (collectively, "Third Parties"), are not the agents or employees of IU and that dangers may be caused by the negligent or intentional act(s) or omissions of such Third Parties. I understand that IU is not responsible for any injuries or property damage that may be caused by the acts or omissions of such Third Parties.

**4. I understand that my participation in this Event is entirely voluntary and at my own risk. I fully understand the scope of the activities and the potential risks involved in the Event. I agree to assume the risks of my participation in the Event, including the risk of catastrophic injury or death.**

5. I understand and agree that IU does not provide insurance to cover medical expenses for injuries that may be sustained by me or for damage to my personal property, and that IU strongly recommends that I carry my own health, medical, and property insurance for purposes of potential losses related to this Event.

6. I fully understand that all IU policies and regulations, including those embodied in the Code of Student Rights, Responsibilities and Conduct, are in effect and apply to my behavior for the entire duration of the Event. I understand that any violations of these policies and regulations may result in sanctions up to and including, in appropriate circumstances, referral to the Indiana University Police Department and/or the Office of Student Ethics for disciplinary action.

**7. I hereby release and fully discharge The Trustees of Indiana University, including its officers, agents, and employees, from any and all claims or causes of action that may be brought by me, including all liability for damage to personal property, personal injury or loss which may result from my participation in the Event, whether caused by negligence or otherwise, to the fullest extent permitted by law.**

8. This Agreement shall be governed by and construed under the laws of Indiana. Notwithstanding any other agreement that I have signed related to this Event that purports to establish the venue for any litigation arising from this Event, I agree that I will file

no action against IU or its officers, employees, and agents, whether based on this Agreement or in any way otherwise connected to this Event, in any court other than the Circuit Court of Monroe County, Indiana.

9. **I have read this entire Agreement, I fully understand it, and I agree to be bound by it.** I represent and certify that my true age is at least 18 years old or, if I am under 18 years old on this date, my parent or legal guardian has also signed the Agreement.

Participant Name (Print)\_\_\_\_\_

Participant Signature\_\_\_\_\_

Date\_\_\_\_\_

**If Participant is under 18 years old, his/her parent or guardian must sign below.**

Printed Name:\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_

Date\_\_\_\_\_

**Appendix C**  
**Conflict Resolution**



**Appendix D**  
**Student Organization Pre-Event Checklist**

\_\_\_\_\_ Pick a date – (60 days before event)

\_\_\_\_\_ Complete an Event/Fundraiser Approval Form - Chair of Event (60 days recommended for contract approval)  
(30 days without contract approval)

\_\_\_\_\_ Contact agent:

- Directions needed to campus? \_\_\_\_\_
- Does performer need transportation? \_\_\_\_\_
- Inform performer where to park/secure parking pass -----
- Make Hotel accommodations \_\_\_\_\_

\_\_\_\_\_ Room Reservation contact:

- Ø Conference and Catering, 941-2155 for UC and classroom reservation.
- Ø Make appointment with Conference and Catering for room and set up 941-2318
- Ø Call Ogle 941-2544 for reservations
- Ø Circulation Desk, 941-2485 for Library reservations.

\_\_\_\_\_ \*Sign contract – Associate Director of Campus Life (1 month in advance of event)

- Ø Review contract and rider with Associate Director of Campus Life.
- Ø Inform Campus Life of event and provide a copy of the contract for review by IU Purchasing.
- Ø Associate Director of Campus Life consults about content of contract.
- Ø Obtain a vendor packet (if needed).

\_\_\_\_\_ Give hotel confirmation number to the Hosts responsible for record keeping, or Advisor (ASAP/when contract is signed)

\_\_\_\_\_ When applicable for out of town/state performers.

- Ø Use Ramada Inn, Sellersburg; We get the IUS rate and NO TAXES
- Ø Or Holiday Inn Express, New Albany
- Ø Office Services Assistant, (812) 941-2316, can assist with hotel arrangements.

\_\_\_\_\_ Room Confirmation Received

- Ø Chair of Event should get confirmation from Conference and Catering for records of room reservation, food and room set up

\_\_\_\_\_ Technical and Maintenance Request - Chair(s) of Event (complete when room is confirmed)

- Ø Make appointment with Conference and Catering for equipment set up 941-2318
- Ø Complete any technical requests per contract rider (i.e. microphones, auditorium cleaned, banner put up, tables/chairs, etc.) with Conference and Catering
- Ø Check sound before 3pm day of performance
- Ø Contact Media Services for AV needs 812-941-2257

\_\_\_\_\_ Advertise!! Publicity is the KEY TO PARTICIPATION (two-three weeks before event)

- Ø Posters on bulletin boards, emails, word of mouth, web calendar, table tents, Facebook
- Ø Responsible for submitting to The Planet, Campus Calendar, and Marquee, Video Bulletin Board.
- Ø All publicity off campus must be approved by University Communications Office.

\_\_\_\_\_ Purchase Orders for performers or rentals i.e. inflatables



Ø Event Chair gives Campus Life Office Services Assistant info to send to Accounting Services

\_\_\_\_\_ Look at Rider to make sure all accommodations are met - Chair (s) of Event (one week before event)

- Ø Make a list of items and deadlines for when they are needed
- Ø Meet with Associate Director of Campus Life to review the rider
- Ø Confirm Certificate of Insurance.

\_\_\_\_\_ Touch base with performer to make sure everything is set – Chair of Event/Advisor (week of event)

\*RSO Grants may be delayed or disqualified if contracts are not received in a timely fashion.

## EVENT TIMELINE

(Adapted from the Mount Holyoke student organization handbook)

### One Year to One Month in Advance

- Determine the kind of event you would like to have, who you would like to attend, and what will encourage them to attend.
- Assess your group's needs, interests, and resources.
- Consider possible co-sponsorship with another group or off campus entity.
- Check human and financial resources. Determine how much you are able and willing to spend.
- Determine interest, availability, skills, and commitment of your group's members and others who are involved.
- Create a detailed budget.
- Register/Schedule the date(s) and location(s) for the event. Reserve your room through the Associate Director of Dining and Conferencing Services, UC 125, 941-2318. Make sure you have a date reserved before making any commitments.
- In choosing a date for your event, it is wise to consider not only the availability of a performer or service, but also the impact of other events, seasonal and day of the week considerations, and the predictable cycles of academic demand (i.e., finals, midterms, etc.).
- If you are serving food at your event, the on-campus food service must be used. The Associate Director of Dining and Conference Services can help you with your selections.
- Choose and contact entertainment (DJ/band/performer/etc.)
- All scheduled campus performers and services must have a contract, and **all copies of contracts must be submitted at least one month before the event.** *Do not make any written or verbal agreements; you could be held personally liable.*
- Make all hotel and travel arrangements as required for performers.
- Order supplies, decorations, prizes, T-shirts, etc. Catalogs are available in the Office of Campus Life.
- Publicize! Once you have reserved the date and space and have the performer and/or service under contract, you can begin your publicity campaign.
- Order tickets, if applicable, and orchestrate their sale. Talk to the press and radio station.
- Design advertising; be creative, include all necessary information, and follow posting guidelines. Care should be taken to avoid any offensive language or illustrations. See the Associate Director of Campus Life for information and resources. Effective publicity is essential to ensure a successful event. **Sell your event!**

### 3 to 2 Weeks in Advance

- Schedule event volunteers. Fine tune responsibilities within your group; make sure everyone knows what is expected of them, and that all needs are covered.
- Schedule a production meeting with all those involved in the event.
- Confirm all accommodations and travel arrangements.
- Finalize catering and reception needs.
- More publicity! Increase ticket buying opportunities, if applicable.
- Talk to the press again; supply as much information as possible, including pictures. Get the word out. Poster again.

### 1 Week in Advance

- Purchase/Rent last minute items: additional decorations, helium, door prizes, paper products, etc.
- Arrange for payment of performers and services. Have checks ready to present at the agreed upon time.

- Confirm with performer(s) and off campus services. Provide accurate and detailed directions to the campus and to the venue.
- More publicity!! This final week is crucial.
- Update posters.
- Make announcements at related events. Consider free promotional giveaways and attention getting gimmicks.
- Please act safely and be respectful of others.

### **Day of the Event**

- Any group requesting a room reservation may also want to request a walk-through with conference and catering the day of, or the day before usage to ensure the rooms are in proper condition before the event.
- Decorate. Be creative but respectful of the facility.
- Maintain Admission Policy. Collect fees/tickets, stamp hands, etc. Uphold your responsibilities as sponsor and host.
- Enjoy! You've earned it.

### **After the Event**

- Clear facility of all guests.
- Pay performers per contractual agreement.
- Clean the facility (remove all decorations, pick up trash, you do not have to clear tables of dishes, **you may not remove any leftover food provided by food service from the event**).
- Evaluate the event to determine its successes and ways it might be improved upon.

### **Follow-up**

- Thank those people who helped with the event.
- Return immediately any items borrowed or rented.

Note: These are general guidelines and do not necessarily cover all the required details of a particular event. Please use your creativity, common sense and good judgment at all times. The Campus Life Staff is an excellent resource and is happy to assist with the event planning process.

**Appendix E**  
**Indiana University Southeast Phone Directory**

<b>Alumni Affairs</b> (812) 941-2384	<b>Equity and Diversity</b> (812) 941-2306	<b>School of Social Sciences</b> (812) 941-2391
<b>Advising Center for Exploratory Students</b> (812) 941-2243	<b>Financial Aid</b> (812) 941-2246	<b>School of Natural Sciences</b> (812) 941-2284
<b>Accounting Services</b> (812) 941-2235	<b>Honors Program</b> (812) 941-2196	<b>School of Nursing</b> (812) 941-2283
<b>Admissions</b> (812) 941-2212	<b>Housing and Residence Life</b> (812) 941-2115	<b>Student Affairs</b> (812) 941-2420
<b>Adult Student Services</b> (812) 941-2650	<b>IT Help Desk</b> (812) 941-2447	<b>Student Development Center</b> (812) 941-2312
<b>Athletics and Intramurals</b> (812) 941-2432	<b>Leadership and New Student Programs</b> (812) 941-2366	<b>Student Government Association (Senate)</b> (812) 941-2252
<b>Bookstore</b> (812) 941-2250	<b>Library</b> (812) 941-2485	<b>Student Government Association (Executive)</b> (812) 941-2632
<b>Campus Life</b> (812) 941-2316	<b>Ogle Center-2525</b> (812) 941	<b>University Police</b> (812) 941-2400
<b>Career Development Center</b> (812) 941-2275	<b>Personal Counseling</b> (812) 941-2244	<b>Veteran Programs</b> (812) 941-2535
<b>Center for Mentoring</b> (812) 941-2516	<b>Physical Plant</b> (812) 941-2330	<b>The Writing Center</b> (812) 941-2498
<b>Chancellor's Office</b> (812) 941-2200	<b>Registrar</b> (812) 941-2240	
<b>Children's Center</b> (812) 941-2402	<b>School of Arts and Letters</b> (812) 941-2342	
<b>Communications and Marketing</b> (812) 941-2360	<b>School of Business</b> (812) 941-2362	
<b>Conference and Catering</b> (812) 941-2155	<b>School of Continuing Studies</b> (812) 941-2315	
<b>Disability Resources</b> (812) 941-2243	<b>School of Education</b> (812) 941-2385	

**Appendix F**  
**Protecting Myself and Others From COVID-19 Student Commitment**

With excitement and also with caution, Indiana University welcomes students back to campus. The nature of COVID19 is such that actions taken by you affect not only your well-being, but also that of every other person with whom you interact or share space. Because IU's highest priority is the safety of its campus communities, IU has developed the following expectations for all students to promote campus health and safety.

In order to participate in person in classes or events during the Fall 2020 semester, including those sponsored by all student organizations (both self-governed and university student organizations), you must follow all the guidelines and recommendations from IU and your respective school and/or program, including the expectations detailed below.

I, \_\_\_\_\_, agree: • To keep my personal and emergency contact information up to date in the Student Information Services by going to one.iu.edu, searching for the "Personal Information" application, and updating the campus address, cell phone number, and emergency contact fields.

**Basic Precautions**

- While on campus or in the local community where campus is located, I will: a) practice good personal hygiene (washing hands frequently with soap and water, or a hand sanitizer with at least 60% alcohol if soap is unavailable) b) wear a cloth mask covering my nose and mouth on campus in all hallways, elevators, public spaces, classrooms and common areas, and when entering all IU buildings, as well as in all spaces where physical distancing is difficult to maintain including both private indoor spaces and outdoor spaces; c) practice physical distancing at all times by staying 6 feet apart from others, and d) adhere to other guidelines and requirements when adopted by IU or public health authorities to address changed incidence rates or new scientific information about how best to protect me and others from getting sick.
- When I start classes, I will have a thermometer where I live and will take my temperature daily, will routinely monitor my health, and will take reasonable precautions to minimize my exposure to COVID-19 infection.
- I will immediately notify IU Health via their screening portal (<https://iuhealth.org/covid19/virtualcoronavirus-screening>), if any one of the following occur: a) I have been exposed or have reason to believe I have been exposed to COVID-19; b) I have a fever (temperature of 100.4 degrees Fahrenheit or greater); c) I am exhibiting other symptoms consistent with COVID-19 infection (e.g., cough, sore throat, fever, chills, muscle pain, loss of sense of smell or taste, or shortness of breath); or d) I have been advised by a healthcare professional not to attend class, to self-quarantine, or to self-isolate due to actual or possible COVID-19 infection or exposure.
- I understand that I am free to consult with my private physician or to see a doctor at the Student Health Center if available on my campus.

**Testing and Monitoring**

- If I am identified as a contact of anyone determined to be positive for COVID-19, to immediately self quarantine for fourteen (14) days after exposure and, if recommended, to be tested for COVID-19;
- If I develop symptoms of COVID-19, to immediately self-isolate until I have been evaluated through the IU Health screening portal or by a healthcare provider and, if recommended by the portal or a health care provider, been tested for COVID-19. This includes not coming onto campus if I live off-campus, and remaining in a space designated by IU if I live on-campus; • If I am determined to be positive or presumed positive for COVID-19 by a doctor outside of IU Health or the Indiana University Health Center, to immediately notify IU by filling out this form; COVID-19 Reporting Form;
- If I am determined to be positive or presumed positive for COVID-19, to self-isolate either in a separate room within my off campus housing, at my home, or in in a location designated by the residential services staff if I live on campus until either: 1) I have been cleared by a physician to return to class and to my usual living arrangements or 2) my symptoms have improved; and it has been at least ten days, or the current minimum recommended by the CDC, since the start of my symptoms;
- To participate fully and honestly with IU and public health officials tasked with contact tracing to determine whom I might have potentially exposed to COVID-19, including the downloading and use of any app if one is required by IU;

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

These expectations are subject to change and will be updated as necessary by IU. Notice will be provided to students in order to provide sufficient opportunity to comply. By signing below, I acknowledge that I have read, understand, and agree to follow the expectations detailed in this document as a condition of my presence on campus, and further agree that I will make every effort to keep myself informed of any changes to these expectations. I understand that these expectations constitute university directives, policies, and procedures. I understand that any violation may lead to student disciplinary proceedings and sanctions.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Only students in a “clinical rotation” or “clinical experience” need to complete the following section.**

Those include IU students and trainees (medical residents) who are enrolled in degree programs or coursework at IU that require the IU student to engage in experiential learning at a clinic, physician office, health care facility or other institution involved in delivery of healthcare (including social, behavioral and mental health) services. Examples include but are not limited to nursing, programs in the School of Health and Human Services, medicine, social work, dentistry, optometry, speech and hearing, athletic training, and allied healthcare services programs.

**I acknowledge:**

- There is a heightened state of risk associated with engaging in clinical experiences.

**I agree:**

- I will strictly adhere to infection-prevention strategies that may be implemented by IU or a clinical affiliate, including in addition to those listed above for all students, using other personal protective equipment as indicated by the clinical affiliate.
- If I feel unsafe or have been exposed to a patient who later tests positive for COVID -19, I will notify the faculty member or other designated school representative responsible for the clinical experience of the condition which I believe is unsafe.
- If I have been exposed to a patient who later tests positive for COVID-19, will notify the faculty member or other designated school representative for clinical experience.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_