

Center for Inclusion and Campus Involvement

Student Organization Handbook

In this handbook you will find policies and resources regarding:

New Organizations	Page 2
Maintaining Recognition	Page 3
Events	Page 5
Contracts	Page 7
Posting	Page 8
Funding	Page 9

The CICI strives to uphold the Rollins College and Division of Student Affairs mission of educating students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers.

We create and foster learning environments for students to gain awareness of self and others, discover leadership as an action and value the responsibility to contribute positively to the campus and greater community.

Vision & Values

We aspire to be a community that values:

Inclusion – *We embrace all that you bring, all that you are, and all that you will become. We are made better by your diverse perspectives that make up our community.*

Courageous Leadership – *we are committed to the origin of courage; “to speak one’s mind by telling all of one’s heart.” Your leadership is defined by your actions, not by your position.*

Authenticity – *We celebrate your individual true self and the transformative experiences that impact your identity.*

Social Change – *we admire and encourage your contributions to create a more socially just community through your collective and individual actions.*

Overview

The CICI supports over 100 diverse student organizations that reflect a variety of interests and passions of the students of Rollins College. Registered Student Organizations can hold meetings and events on campus, participate in Involvement Fairs, and have a great opportunities to work closely with faculty, staff, and students that share their passion!

Student Organizations fall into many categories including; Arts, Academics, Club Sports, Diversity and Inclusion, Fraternity and Sorority Life, Health, Honorary, International, Media, Political, Professional, Recreation, Wellness, Religious, Residential, Service and Philanthropy, Social, and other varied special interests.

Check out GetInvolved.rollins.edu anytime to access organizations, events, contact information and pictures!

Starting a New Student Organization

In order to start a new student organization, all applications must be submitted within the first four weeks of the semester.

1. Go to GetInvolved.rollins.edu, login in the top right corner.
2. Click on Organizations, then “Start New Organization” on the left side.
3. Complete application by:
 - a. Update roster to minimum of five people.
 - b. Add a Faculty or Staff advisor to your roster.
 - c. Upload a constitution and related bylaws or documents necessary to operations of the organization. All constitutions must include the Rollins College nondiscrimination policy.
 - d. Design an image or symbol for your homepage
4. Applications are reviewed by a designee of the Center for Inclusion and Campus Involvement along with the Student Organization Standards Committee within Student Government Association.

Maintaining College Recognition

Recognized Student Organizations, Student Governments, and Fraternities and Sororities must abide by the following policies and procedures to ensure their student organization maintain College recognition. Failure to comply with these policies may result in loss of College Recognition.

- 1) Membership:
 - a. All membership must be currently enrolled students attending classes (some organizations require full time status) representing A&S, CPS, Holt and Crummer .
 - b. All levels of membership in the organization must be open to all Rollins students including Crummer and Holt students.
- 2) Advisor:
 - a. A Student Organization must maintain a Rollins Faculty or Staff advisor. Their contact information must be up to date on the GetInvolved page. Organizations must maintain a Statement of Relationship form that should be uploaded to the documents page of organization's GetInvolved page. Some events will require Advisor's approval.
 - b. A Student Organization can have additional advisors that are not affiliated with the College. They must sign a volunteer waiver and should complete a Statement of Relationship form. These forms can be found on the CICI website.
- 3) Registration/Updates:
 - a. Keep membership and contact information up to date on GetInvolved.rollins.edu.
 - b. Register all events through GetInvolved.rollins.edu.
- 4) Training:
 - a. Student Organization Trainings take place at the beginning of the semester and is essential to assisting organizations with event planning, member management, requesting funds, and additional leadership topics.
 - b. At least one student from each organization must attend in order for the organization to continue to maintain College recognition.
 - i. One student cannot attend on behalf of more than one organization.
 - c. Failure to have a representative present will result in the organization losing recognition and the privilege of reserving space, hosting events on campus, and requesting funding.
- 5) Compliance:
 - a. Student Organizations must comply with all Rollins College policies and procedures as stated in the Code of Community Standards.
- 6) Constitution: All constitutions must include: (Copy and paste into constitution)

NonDiscrimination Policy

It is the policy of Rollins College not to discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or

any other category protected by federal, state, or local law, in its educational programs, admissions policies, financial aid, employment, or other school-administered programs. The policy is enforced by Rollins and, where applicable, federal laws such as Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The College is an equal opportunity educational institution. Single-sex organizations are permissible to the extent allowed under Title IX of the Education Amendments Act of 1972, 20 U.S.C. § 1681.

Anti-Hazing Policy

In the State of Florida, "Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under sanction of a university or college [Hazing] shall include, but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual, and shall include any activity which could subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which adversely affects the mental health or dignity of the individual Any activity as described above upon which the initiation or admission into or affiliation with a university or college organization is directly or indirectly conditioned shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding." [Florida Statue 240.262]

The Chad Meredith Act makes dangerous hazing a crime in Florida. The bill, named for a University of Miami freshman who drowned in a campus lake while trying to join a fraternity in 2001, makes hazing that results in serious injury or death a felony punishable by up to five years in prison, even if the victim consents.

To report any suspected hazing behavior, please contact Campus Safety.

For more information and resources relating to hazing prevention please visit:

Hazing Prevention - www.hazingprevention.org

University of Maine Hazing Study – www.hazingstudy.org

Stop Hazing – www.stophazing.org

Hank Nuwer – www.hanknuwer.com

7) Financial Responsibility:

a. The Center for Inclusion and Campus Involvement will work with the Finance department to create an account for new organizations. This may take up to three weeks. The College cannot reimburse Organization off campus. Having an off campus account is highly discouraged as it is difficult to manage with high student turnover.

b. Students can track their budget on the Finance tab of their GetInvolved page.

c. The College does not assume any responsibility or liability of lost funds or debts.

d. Student Organizations cannot accept credit card payments. Any donations, dues, payments can be accepted in the forms of cash, check or R-card. No credit cards please.

Event Registration

Only registered student organizations can hold events on campus. Every event held by a student organization must adhere to the following regulations. It is the organization's responsibility to ensure the Code of Community Standards is upheld by all of their members and their guests whether the event is on or off campus.

The purpose of these procedures is to promote and support events hosted by student organizations while ensuring safety and security. Failure to follow these event planning procedures may result in the cancellation of the event.

Tabling on Campus

- 1) Reserve table and location in VirtualEMS (ems.rollins.edu/VirtualEMS) (2 weeks in advance)
 - a. If you are cosponsoring the event with another organization(s), please indicate that in your EMS registration.

Scheduling Meetings for your Organization

- 1) Reserve space in VirtualEMS (ems.rollins.edu/VirtualEMS) (2 weeks in advance)
 - a. If the space belongs to you (example: common room in residence hall that is assigned to an organization) you do not need to submit a reservation.
 - b. If you require additional furniture or resources, please reserve in Virtual EMS (2 weeks in advance)

Events Open to Entire Campus

- 1) Reserve space in EMS (2 weeks in advance)
 - a. If you are cosponsoring the event with another organization(s), please indicate that in your VirtualEMS registration.
 - b. If event is outside, Scheduling and Event Services will schedule a walk through with you before the event is approved.
 - c. No amplified sound can be utilized on Mary Jean Plaza before 9:15PM Monday-Friday nights.
- 2) Event walk-throughs may be mandatory for large scale and/or outdoor events. Please note that students who miss an event walk-through without at least 1 hour prior notification will have their event cancelled, and a resubmission to Virtual EMS and Get Involved would be necessary for rescheduling the event.
- 3) Register event through your organization page on GetInvolved for approval (2 weeks in advance)
- 4) If students are going to participate in any potential high risk behavior on campus they must sign a Hold Harmless Agreement:
<http://www.rollins.edu/osil/docs/LiabilityHoldHarmlessWaiver.doc>.
- 5) Alcohol: Please refer to the College alcohol policy found on the CICI website.

Assembly of free speech on campus:

“Assembly” is a rally or demonstration for the purpose of exercising free speech or dissension.

- 1) Reserve space in VirtualEMS (2 weeks in advance)
- 2) Register event through your organization page on GetInvolved (2 weeks in advance)
- 3) Contact Campus Safety (2 weeks in advance) with overview and intentions of assembly.

Hosting a Fundraiser for a Non-Rollins Organization:

- 1) Reserve space in VirtualEMS (2 weeks in advance)
- 2) Register event through your organization page on GetInvolved (2 weeks in advance)
- 3) Please complete a fundraising permit found on the CICI website. Submit the form seven days prior to your event.
- 4) Alcohol is not permitted at these events.

Events off campus

- 1) Register event through your organization page on GetInvolved (2 weeks in advance)
 - a. No loans are given for furniture or equipment for events taking place off campus.
 - b. Attendance is limited to membership plus two guests per member. For example, membership = 50, total attendance = 150.
- 2) Transportation
 - a. The organization is not required to provide transportation, but in order for Fox Funds to apply, transportation must be accessible to all students
 - i. Buses need to be approved by Campus Safety (2 weeks in advance). Students must sign a Field Trip Consent Form:
<http://www.rollins.edu/osil/so/events.html>

Resources for Events

- 1) Rollins Catering
 - a. Visit <http://www.rollinsdining.com/catering.html> to view options and to contact Sodexo staff. (Organizations must make catering orders two weeks prior to event. Discuss payment options with Sodexo staff.
- 2) Bringing outside Catering to campus
 - a. In order to bring in outside catering, please use first right of refusal for <http://www.rollinsdining.com/documents/FirstRightofRefusalForm.doc>. Must be submitted to Diego Arenas, Catering Manager dparenas@rollins.edu fifteen days prior to event.
- 3) Using Rollins College Equipment
 - a. All equipment must be requested through Virtual EMS for events that will be held on campus at least two weeks prior to your event (a request is not a guarantee).
 - b. No equipment (speakers, chairs, audio/visual) will be allowed to be taken off campus.
 - c. Equipment available:
 - Movie screen (large inflatable screen intended for outdoor use) + projector
 - Fender sound equipment
 - Solar powered tiki torches (no flames on campus)
 - Outdoor lights
 - Extension cords
 - Large sound system
 - d. Use of R Card Terminal (in order to charge students money for an event)
 - Indicate on VirtualEMS reservation that you will be using the R card terminal.
 - Complete R card [Usage Request Form](#) from Campus Safety.
- 4) Food Trucks on Campus

- a. Only one food truck will be allowed on campus at a time
- b. No food trucks will be allowed to come to campus on a daily basis
- c. There are three designated spots on campus that can be reserved for food trucks (providing all other criteria is met)
 1. Keene Hall area
 2. Elizabeth Circle area
 3. CFAM Circle area
- d. All food trucks must be totally self-contained, no electricity will be provided.
- e. Food truck vendors must remove all trash and litter when they leave campus
- f. Student groups must enter their request for an event, including the food truck request, in Virtual EMS and GetInvolved.rollins.edu at least 2 weeks in advance
- g. A student group requesting to include a food truck at their event will not need to fill out the first right of refusal form for Sodexo (as long as all other criteria is met)
- h. See full policy here <http://www.rollins.edu/ses/FoodTruckPolicy.pdf>

Contracts

- 1) Why use a Rollins Contract:
 - a. The contract solidifies any vendor services including price as well as protects the host (institution, student, faculty, staff member, student organization).
 - b. Rollins Contract is needed for a Rollins issued payment.
- 2) When to use a Rollins Contract:
 - a. Anytime a member of the Rollins Community (student, faculty or staff) is bringing someone to campus that will provide any service. (Example: face painter, bounce house, comedian, singer, speaker, etc.)
 - b. If the vendor is providing food, please complete the [First Right of Refusal form](#) through Rollins Dining Services at least two weeks prior to the event.
 - c. If the vendor is also a member of the Rollins community, they should still fill out a contract outlining the expectations of what they are providing and the agreed upon price.
- 3) How:
 - a. Contract documents can be found on the CICI website.
 - b. Once you have decided upon a vendor, services provided, and price, you can:
 - Send the vendor the blank contract and ask them to fill it out and sign pages 3 and 4.
 - OR
 - Complete what you can on page 1 and 4. **(DO NOT SIGN)** Send the vendor the incomplete contract and ask them to complete and sign pages 3 and 4.
- 4) Do not sign for Rollins!
- 5) Please return to CICI staff member to be routed for signature.
 - a. Payment higher than \$3000 requires an additional signature so allow for extra time.
 - b. Send the completed and signed contract back to vendor for their records.
- 6) Payment for any vendor:
 - If Rollins will be paying a vendor, the vendor must complete a W9 form. This is needed along with the completed contract (See **Contracts How To**) in order for a check to be requested from the Finance Office.
 - Contact Vicki Hurd in the CICI for a check request. Checks from Rollins take approximately 2 weeks. Please plan accordingly.

Posting and Marketing

- 1) Students can post flyers for their organization and events on bulletin boards in the main entrance to the Cornell Campus Center.
- 2) Organizations wanting to reserve the glass case in the campus center can email Vicki Hurd in the CICI.
- 3) Chalk: Writing on the chalk areas in Dave's Down Under and the ground outdoors with chalk is allowed. Please date the event (do not chalk "tonight") and keep drawing to uncovered places that have access to rain or sprinklers so that they can be easily and naturally cleaned.
- 4) DO NOT tape anything to any light posts, doors, or outside of buildings. They will be removed and your organization will be contacted by OSIL staff and facilities.
- 5) Any flyers that contain language or images that are perceived offensive and inappropriate by staff in the Center for Inclusion and Campus Involvement may be removed at any time.
- 6) Banner Printing: Please contact Vicki Hurd in the Center for Inclusion and Campus Involvement for details.
- 7) Advertising policy for Residential Life
 - a. An organization can submit 20 flyers to the Residential Life office to post in all residence halls. Please provide two weeks for flyer distribution.

Funding Opportunities

Organization Fundraising

1. Organizations are encouraged to fundraise to cover organization expenses.
2. Successful organization fundraisers include but not limited to: benefit dinners, bake sales, car washes, etc. Fundraisers may not include (but not limited to): alcohol, date auctions, etc.

Fox Funds

1. Fox Funds is a Student Government committee consisting of student leaders who meet on a weekly basis to hear proposals from registered student organizations seeking funding support for campus-wide events and initiatives.
2. Eligibility to request funding:
 - a) Only registered student organizations are eligible for funding.
 - b) Before requesting funding, please look at all sources of funding available to you and make sure that Fox Funds is the most appropriate.
 - c) Fox Funds will only fund events that are open to the entire campus. We cannot provide assistance for an event that will only benefit the organization directly. A closed program is one that is not open to the student community at large, but only to members or invitees of the organization. If an event is held off-campus the organization must provide some form of open transportation to the event in order for the event to be considered an open event.
 - d) If you are requesting more than \$200, you must present your request for funding to the committee in person.
 - e) To be considered for reimbursement your organization must present your proposal and receipt no later than 2 weeks after the event.
 - f) Spending money allocated to your organization: In order to spend this money, you can make a purchase and be reimbursed, use petty cash, or use a credit card in the Center for Inclusion and Campus Involvement. Please contact Vicki Hurd vhurd@rollins.edu to make a purchase. **You cannot purchase anything that is not on your approved budget sheet from Fox Funds.**
 - g) To request funding from Fox Funds, follow these steps:
 - h) Go to the organization's page on Getinvolved.rollins.edu
 - i) Click on "Finance" (left side) - Here you can view your organization's account by clicking on "Accounts"
 - j) Click on "Create Funding Request" to request funding from Fox Funds
 - k) This request goes to the Fox Funds chair, who will follow up with you about the next step of your request; attending a meeting or proposed timeline
 - l) Once Fox Funds has reviewed and voted on your request, your account will be updated with the organization's allocated amount

Organization Funding from the Center for Inclusion and Campus Involvement:

- 1) This funding can be used for any event, initiative or need for the organization and go directly to the organization and does not need to directly impact the entire campus.

- 2) As soon as an organization reaches a level, they are awarded that funding and organization can use it for the remainder of the academic year. Funds not used by the end of the year will not rollover.
- 3) Organizations' status will be kept track of in the Center for Inclusion and Campus Involvement.
- 4) Form to request increase in level can be found on CICI website.

Bronze Level:

Eligible for \$50

Requirements:

- Organization has an up to date page on GetInvolved.
- Attends a training session.

Silver Level:

Eligible for \$100

Requirements:

- Organization has an up to date page on GetInvolved.
- Attends a training session.
- Hosted a table at the most recent Involvement Fair.
- Has a Statement of Relationship form signed by Advisor uploaded on GetInvolved.
- Submits form on CICI including a brief description of what the additional funding will be used for. (No budget sheet required.)

Gold Level:

Eligible for \$150

Requirements:

- Organization has an up to date page on GetInvolved.
- Attends a training session.
- Hosted a table at the most recent Involvement Fair.
- Has a Statement of Relationship form signed by Advisor uploaded on GetInvolved.
- Has engaged their student organization in some type of Leadership Development. (This may include: a personality assessment such as Strengths or MBTI, resume building, community service project, giveback to the College, leadership development- see CICI website for more information on options. Organization must submit summary of this to Sara Christovich in the Center for Inclusion and Campus Involvement.
- Submits form on CICI including a brief description of what the additional funding will be used for. (No budget sheet required.)